



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

Key considerations

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

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

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

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

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

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

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

Double click the icons to download:

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF 2129
1.2	Organisation	<p>Lairg and District Community Initiatives (LDCI) is a local development trust, set up in 2002 with the aim of improving the remote rural parish of Lairg in central Sutherland. LDCI works with people of all ages to deliver a wide range of social, economic and environmental projects, and is committed to improving the lives and experiences of members of the local community as well as visitors.</p> <p>Current LDCI projects include, a new social housing development, food-share larder, 'Helping Hand' Fuel Poverty Support, community magazine, Health Walks, Lunch Club for the elderly and 'Winterfest' - an annual winter festival.</p>

1.3	Project title	Ferrycroft Playpark Development	
1.4	Project summary you wish to be funded (max 100 words)	<p>LDCI intend to install a new 'all-abilities' children's playpark on land adjacent to Ferrycroft Visitor Centre. LDCI aims to create a facility that will meet the needs of all of the community, including children with disabilities. It is hoped that the development will be the first stage in improving the wider Ferrycroft site to ensure it is a focal point in Central Sutherland.</p> <p>Ferrycroft is owned by Highland Council (HC) who have agreed to maintain the site if LDCI raises the funding in partnership with HC Amenities, to ensure that appropriate, good quality and maintainable equipment is purchased and installed.</p>	
1.5	Project costs	Total project cost	£125,453
		Match funding	£65,453
		CRF grant requested	£60,000
1.6	Start date	25/03/2024	
1.7	End date (by 1st March 2025)	27/09/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input checked="" type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Lairg and District Community Initiatives (LDCI)	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Robert Johnstone	
2.4	Position in the organisation	Treasurer	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address		
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input checked="" type="checkbox"/>	Constituted group

		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Charity number - SCO33349 Company number - SC230960	
2.10	Is the organisation VAT registered?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	LDCI intends to raise funds which will then be transferred as a 'donation' to the HC Amenities department who will purchase the equipment. Equipment purchased and owned by Highland Council is not liable for VAT. This is in line with how other community-led playpark developments have been delivered in the HC area, e.g. Golspie playpark. See attached MOU with HC.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Ferrycroft Visitor Centre Lairg, Sutherland IV27 4AZ	
3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	The site is owned by HC who have agreed to maintain the area and equipment from the HC Amenities budget if LDCI raises the project funding. See attached MOU.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Purchase and delivery of equipment	30/04/2024
Installation including groundworks – starting in May 2024	20/09/2024
Completion	27/09/2024

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.

LDCI proposes to work with HC to install and maintain a new, fit for purpose, all abilities playpark adjacent to the Ferrycroft Visitor Centre in Lairg. After this project is delivered LDCI will look to develop other appropriate environmental/recreational attractions and activities on LDCI owned land, adjacent to the HC site, to further enhance the Ferrycroft area. **However, this application is purely to develop and regenerate the playpark.**

CRF funding will contribute towards installing a new 'all-abilities' playpark on the land at the Ferrycroft Visitor Centre owned by HC. Although there has been a playpark on the site since the 1990's, it was not invested in and subsequently fell into disrepair some years ago. As a result, all of the equipment has now been removed with the exception of one set of ageing swings (which HC have stated will not be replaced) leaving a virtually empty field. Additionally, a smaller playpark a few hundred metres away, at Ord Place, has also been decommissioned by HC (again with the exception of a few ageing swings) leaving Lairg without sufficient playpark infrastructure for use by local children and families.

The 4-star Ferrycroft Visitor Centre (managed by Highlife Highland) is a free Information point and Heritage Centre with shop and café, which is open from April – October. It is the primary visitor attraction in Lairg. The lack of playpark equipment on the empty lawn makes the entrance to the centre look depressing and is affecting the attractiveness of the centre, and the wider area, which is unfortunate as the centre is a great place for local families or visitors to go to for an affordable day out, as it accessible, with free parking and toilets.

Ferrycroft is also the access point for activities on Loch Shin, the local football park, forest trails, and several core paths that take in Ferrycroft and Ord Hill. There is also significant archaeological interest in the area including the only meteorite impact crater in Britain, and a large, chambered Tomb at Ord Hill that is older than the pyramids of Egypt. These cultural and natural assets are important for residents and visitors alike and have great potential to be developed further to bring about economic benefit to the community.

Provision of a new focal point for young people and families through the development of first class, well designed, and fully accessible play equipment will give a boost to the area and provide greater opportunities for families to enjoy the natural and cultural assets of Lairg, a village that has seen significant economic decline since the 1980's.

CRF Strategic objectives met through this project:

- Addressing causes of rural depopulation through provision of new facilities for young people and families
- Increasing community resilience through increasing opportunities for leisure and recreation in a remote rural community

The two biggest threats to the future sustainability of remote rural communities such as Lairg are climate change and depopulation, especially the loss of economically active residents.

Remote Rural Communities such as Lairg are facing frightening levels of depopulation over the next 20 years according to recent projections. A 2019 paper written for the Convention of the Highlands and Islands projected a 12% decline in population in Sutherland by 2041. This is compounded by a larger decline in residents of working age.

The remote rural communities of Sutherland see lower than average levels of income (especially for women) but higher than average costs. People are also having to move away to access to services. Strategic, structural and long-term interventions to critical and foundational infrastructure are needed to put a stop to depopulation and actively create the circumstances that allow the repopulation of remote rural areas with economically active people. If we wish to retain economically active people and families within our communities, slow down depopulation and actively promote repopulation, then the underlying issues faced by those living in remote rural areas need to be challenged. Lack of appropriate leisure and activity provision for children is one of these issues.

Increasing amenities for young people and families, including visitors, at Ferrycroft will help the future sustainability of the Visitor Centre and increase footfall to Lairg, benefiting local shops and businesses which is key to addressing depopulation.

CRF outputs met through this project:

- People: The provision of space that supports people in the area to access leisure and recreation.
- Place: Infrastructure and facilities will be improved to support families and young people.
- Economy: The economic wellbeing of the area will be improved by increasing facilities that benefit those of working age with children, hopefully allowing younger residents to live and work in Lairg.
- Environment: The natural surroundings of the area will become more accessible and better utilised by increasing engagement with the natural assets accessed from the Ferrycroft site.

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

The main beneficiaries will be families with children aged between 2-14, specifically those living in Lairg – but also those families from the surrounding communities in Sutherland and the visitors with children who pass through Lairg who come to use the recreational facilities at Ferrycroft.

There are currently 77 children who attend Lairg Primary and nursery School, and the nearby Rosehall Primary. These children would use the playpark regularly. In addition, there are a significant number of local children attending Golspie High School. Given the standard of the proposed equipment, in addition to the opportunities provided by the adjacent facilities, LDCI anticipate that children from the surrounding communities in Sutherland, and tourists with families would also visit the Ferrycroft playpark on daytrips and on holidays. The new playpark would encourage visitors to stay longer in Lairg and this would lead to greater spend and income for local businesses such as accommodation, shops, cafés, restaurants, chemist etc.

The increase in facilities for young families will also make Lairg a more attractive community to be able to live and work in. Therefore, increasing entrepreneurial capacity and creating more economic opportunities and community wealth.

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

The Caithness and Sutherland Local Development Plan states the following:

- Lairg is Central Sutherland's largest service, transport and employment centre. It sits next to the attractive man-made Little Loch Shin and is at the gateway where the Far North Rail Line meets cross-County roads.
- Expanded tourist facilities in Lairg would be beneficial... **tourist footfall around the Ferrycroft Centre should be encouraged. Land Northwest of Ferrycroft is unsuitable for most forms of built development... however it may be suitable for recreational uses.**

C&S Local Development Plan Placemaking Priorities

- Assist and promote economic development
- Support additional tourist facilities.
- Development proposals should have regard to the proximity of the Ferry Wood Ancient Woodland and The Ord Scheduled Ancient Monument.
- Maintain access to Core Paths.

The UN Convention on the Rights of the Child became law on 1 January 2020, stating that all children have the right to play in a stimulating, safe and accessible environment. There is currently no adequate 'fit for purpose' playpark in Lairg, unlike other communities in the Highlands of comparable size, so local children don't have anywhere fun to go in their free time. The nearest alternative playpark is at the Falls of Shin (5-7 miles away) – too far for children to get to independently or for those without transport.

As a small village in a remote rural community, Lairg doesn't have other leisure activities that are available in urban areas (e.g. cinema, soft play etc) so at the very minimum – there should be a fun, attractive playpark at the heart of the community; a focal point for meeting, developing, playing and exercising.

There are several regional strategic plans that cover areas of Sutherland including NW2045, Focus North, and zoning for the benefits of the Green Freeport. None of these significant, and well supported, strategic plans have any impact on Lairg.

However, the proposed Flow Country World Heritage Site plan has identified Lairg, and more specifically the Ferrycroft Visitor Centre, as a key gateway for the UNESCO World Heritage Site.

As a 'Gateway' Ferrycroft would be an interpretation centre to focus on and help tell the story of certain themes such as the environment, the people, and the energy of the world heritage site. Therefore, improving the facilities for young people and families will fill a bigger demand if the application for UNESCO World Heritage status is successful.

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

There is strong community involvement and backing for the project. LDCI carried out a community consultation in August 2022 that showed overwhelming local support for developing a new playpark on the site. Out of the 45 responses received, 93% were in favour of the proposal to create a new upgraded playpark at Ferrycroft with equipment to suit all abilities. Further consultation was carried out to gather views from parents on Facebook, and the Lairg Primary School children also gave feedback by voting for their favourite playpark design. Please see letter of support from Lairg Primary School Pupil Council. All equipment has been carefully chosen to ensure play is accessible for all and enjoyed by as many people as possible, inspiring children of all ages and abilities to interact with each other. This includes physical, sensory and social interaction.

Physical Equipment to be installed:

- 20m Mantis Zipwire
- Large Pirate themed multi-play unit (10 users aged 5+)
- Large Pirate themed multi-play unit (10 users aged 2+)
- New swings including an accessible basket swing
- Net Pyramid rope climbing frame (10 users aged 3+)
- Accessible (low) roundabout (5 users aged 3+)
- Ground level trampoline
- Various other small spinners, bridges, climbing bridges, and tunnels (age 2+)
- Safety 'grassmatt' surfacing

Sensory equipment to be installed:	
<ul style="list-style-type: none"> - Outdoor eco Glockenspiel - Outdoor stainless-steel drum - Outdoor maze slider 	
4.6 How will the project be supported/maintained/sustained after CRF funding?	
The site is owned by HC who have agreed to maintain the area and equipment from the HC Amenities budget. Ferrycroft will become a HC Amenities playpark. HC will continue grounds maintenance as per current regime.	
4.7 What will be the lasting benefits and legacy?	
Developing a playpark at the Ferrycroft Centre as part of a wider vision to improve the recreational facilities in the area could help increase footfall to the Lairg Village and benefit local shops and businesses. The playpark could also help guarantee the future sustainability of the Visitor Centre in a climate of funding cuts for non-priority statutory services. Improving facilities will help retain people with young families to live and work in the area which can help address rural depopulation.	
4.8 Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.	
The project is being developed in partnership with the Highland Council and therefore environmental concerns have been considered during procurement. There are no indications that the project will have any negative impacts on the environment.	
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?	
LDCI (working with a group of local parents, the community council and with input from the Primary School pupils) will create a playpark that will meet the needs of the community, including catering for children with disabilities. The site is flat, has sufficient free parking and toilet facilities, and considerable thought and emphasis has been given to providing all-abilities equipment, which would be new for Lairg. The playpark will be free to use and open to all, at all times.	
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.	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	LDCI does not directly employ any staff. LDCI has 77members and 25 active volunteers.
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

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

SECTION 5: PROJECT BUDGET

5.1 Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.

Budget Heading	Details	Revenue/Capital	Amount (£)
Playpark equipment	Purchase of equipment by THC, cost includes groundworks and installation	Capital	108,923.67
Preliminaries	Carraige, site security, welfare and post installation inspection	Capital	10,555.57
Contingency for inflation		5% Capital	5,975.00
		Total revenue expenditure (£)	0.00
		Total capital expenditure (£)	125,454.24
		TOTAL PROJECT COST (£)	125,454.24

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.

LDCI invited four suppliers to quote for the project. A local subgroup with representatives from LDCI, Lairg Community Council and local parents was then brought together. The preferred supplier was chosen based on an appraisal of the following:

- Play value
- Quality
- Inclusivity of equipment
- Value for money

After reviewing the different designs and quotes Hags and Wicksteed were shortlisted before Hags was chosen as the preferred supplier.

5.3	Please explain how your project will achieve value for money.	<p>A preferred playpark supplier has been chosen, costs and design layout have been identified and agreed. These have been approved by the HC Amenities department who have agreed to maintain the equipment from HC budgets.</p> <p>HC does not have any budget to install new playparks, so LDCI have worked closely with staff from the HC Amenities Team and the Sutherland Ward Manager to work on a solution that provides best value for money both during procurement and operation.</p>
-----	---	--

SECTION 6 – MATCH FUNDING

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

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
LDCI Contribution	Yes	Oct-23	5,000
Lairg Windfarm Fund via Lairg Community Council	No	Jan-24	5,000
SSE Achany/RWE Rosehall Community Benefit Fund	No	Mar-24	32,000
Anne Duchess of Westminster Fund	No	Dec-23	10,000
National Lottery Awards for All	No	Mar-24	13,454
			Total match funding (£)
			65454.24
			CRF grant request (£)
			60,000
			Total project cost (£)
			125454.24

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	N/A
6.4	Please explain why public funding is required to deliver the project.	LDCI have engaged with several non-public sector funders to provide a significant proportion of the funding. However, the project will not be able to proceed without public funding due to the costs of providing suitable facilities.
6.5	Please explain what the remaining bank balances are for in your accounts.	<p>The majority of cash held in the bank is restricted/ring fenced for delivering other projects, such as the Care & Wellbeing housing project, Winterfest, and for core costs. The following amounts are ring-fenced:</p> <div style="background-color: black; width: 100%; height: 100%; margin-top: 10px;"></div>

6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	LDCI have limited unrestricted reserves. The majority of cash held in the bank is restricted/ring fenced for delivering other projects, see 6.5.
------------	--	--

SECTION 7 – INCOME GENERATION		
--------------------------------------	--	--

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	N/A
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Local businesses such as the Costcutter shop in Ord Place have been consulted and are supportive of the project as it will help to regenerate the village and create more footfall.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	As the site will not become an LDCI asset, and as it is not income generating, it is felt that loan funding would not be appropriate for the development.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Highland Council Ward discretionary Fund – 6 awards made for various projects between 05/2021 and 07/2023	12/07/2023	£5,687.49	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Government Covid Recovery Grant for outdoor learning shelter	24/05/2022	£7633.02	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Visit Scotland – Rural Tourism Infrastructure Fund	11/10/2021	£3,924.05	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highlands and Islands Enterprise	27/08/2020	£1017.40	Yes <input type="checkbox"/> No <input type="checkbox"/>

CRF Monitoring and Evaluation Framework

CRF number: CRF 2129

Organisation: Lairg & District Community Initiatives

Project Title: Ferrycroft Playpark Development

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 | <input type="checkbox"/> |
| 2. Tackling poverty & inequality | <input type="checkbox"/> |
| 3. Addressing causes of rural depopulation | <input checked="" type="checkbox"/> |
| 4. Helping economic recovery & sustaining growth | <input type="checkbox"/> |
| 5. Tacking the climate emergency & working towards net zero | <input type="checkbox"/> |

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	Quantity
Historical/cultural assets	supported	1
Affordable housing projects	N/A	
Feasibility studies/development phases	N/A	
Community/public transport schemes	N/A	
Recreational areas	new	1
Sports facilities	N/A	
Local amenities	new	1
Local infrastructure	improved	1

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

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:

01/12/2023

Print: Robert Johnstone (LDCI Treasurer)

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

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



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	CRF2133
1.2	Organisation	Golspie Golf Club
1.3	Project title	Climate Mitigation Water Management Project
1.4	Project summary you wish to be funded (max 100 words)	Based on our water management study carried out by Fairhurst it is recommended that groundwater abstraction system be installed to ensure the sustainability of the golf course. The effects of climate change introduce a range of challenges that are directly impacting the operation of the golf course and threaten our long term sustainability. Drought conditions being experienced annually leave the club

		with no option than to find a long term solution to this issue. A borehole will be sunk at the site on the course identified by Fairhurst.	
1.5	Project costs	Total project cost	£19855
		Match funding	£1120
		CRF grant requested	£18765
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	04/03/2024	
1.7	End date (by 1 st March 2025)	24/06/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input checked="" type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Golspie Golf Club	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Roderick Houston	
2.4	Position in the organisation	Secretary	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.golspiegoldclub.co.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input checked="" type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	N/A	

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.	
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	266094934	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	Golf clubs have a special arrangement with HMRC which means they cannot recover VAT.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Golspie Golf Club, Ferry Road, Golspie KW10 6ST	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	SEPA – extraction license.	

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)
Drilling, testing and capping	24/06/2024
SEPA license	05/03/2024
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

Tackling the climate emergency and working towards net zero

Thanks to funding from the Community Regeneration Fund the club was able to commission a study to address the need to find a water management solution to ensure the sustainability of the golf course as the effects of climate change continues to impact.

Water Resources Study – Fairhurst March 2023.

Based on the study and an analysis of the benefits and risks of each option studied, Fairhurst's recommendation is for a groundwater abstraction solution to provide the required irrigation water for Golspie Golf Club. Between the two options presented in their report, groundwater abstraction represented a more resilient option as the groundwater supply is not as vulnerable to droughts as surface water and is more appropriate for achieving long term sustainability. By prioritising climate mitigation and adaptation measures, Golspie Golf Club can enhance its resilience, minimise environmental impacts and ensure its long term economic viability in the face of changing climate. After an options appraisal of surface water and ground water collection Fairhurst have recommended that a groundwater solution be implemented to ensure that drought conditions can be mitigated.

This solution is recommended because:

- Higher water quality likely because the rock layers act as a filter
- More resilient to drought conditions
- More sustainable in the long term
- Provide a higher yield of water then surface water resources
- Reduced environmental impact compared to surface water

To implement the solution recommended in the report the area earmarked by the engineers will require a borehole to be drilled and to do this a license is required from SEPA.

Fairhurst water management report is attached.

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

The club is extremely important to the local economy as it attracts many visitors to stay in the village. It could be said to be more important than Dunrobin Castle whose visitors just whizz through the village. 20% of the Little Ferry static caravans are owned by families who have bought their van so that they can come to stay and play golf April until October. The club welcomed over 5,000 visitors this year. The club flat this year attracted two lots of American couples who spent six weeks each in the flat, thus buying provisions and attending events in the village. The number of overseas members has also increased by 100% generating income for local accommodation and other tourist providers.

Over the years the club has provided numerous apprenticeship opportunities for local young greenkeepers many of whom can now be found working in some of the most prestigious courses in Scotland.

The state of the local economy is evidenced through the Sutherland Community Partnership which was created in 2016 as a direct response to the enhanced roles and responsibilities articulated by the Community Empowerment Act (2015) for Community Planning. Using a range of data sources, including the SIMD and SEP indices Golspie was found to be one of the “most deprived” community in Sutherland.

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

The project addresses the need to provide a solution to ensure the sustainability of the golf course as the effects of climate change continues to impact.

It also supports the issue raised in the local plan about the retention of young people in the area, by providing amenities to improve communities. The number of junior members has increased by 50% thus providing health and wellbeing opportunities for the young people in the community.

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

The number of local full members increased again this year by 10%. This alone evidences the support the golf club has from the community. Also, local people taking up the offer of a beginners membership has increased 46%.


Ensuring the course can continue to operate is also important for health and wellbeing as it provides a sporting activity which members can enjoy into their 80's.

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

The project will lead to long term sustainability of the course as it will provide a future proofed source of water for irrigation. The club will maintain the new system and it will be monitored by SEPA through a KAR license.

4.7 What will be the lasting benefits and legacy?

The legacy is a course which is set up to withstand climatic variations brought about by climate change. The course will be able to continue to provide a lifelong health and wellbeing activity for people in the community and to visitors.

4.8	<p>Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.</p>
<p>This project is about mitigating the negative environmental impacts. Year on year drought conditions could significantly impact the sustainability of the golf course.</p> <p>The club is separately working toward net zero by greening its buildings.</p>	
4.9	<p>In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?</p>
<p>The project will not target any groups with protected characteristics. However golf provides lifelong health benefits as unlike many sports older people can play. Indeed, even people with mobility issues can often be seen in their little golf carts playing the game.</p> <p>When the club implements the recommendations from the water management report it will be ensuring that future generations of local people will be able to benefit from the health benefits associated with playing the game.</p>	
4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <p> FWF statement and declaration template.doc</p>
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>5 full time, three seasonal</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>

		VAT included in these costs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	We have a quotation from [REDACTED]
5.3	Please explain how your project will achieve value for money.	There are very few companies which provide this service in the Highlands. Our engineering company which carried out our water management report has recommended this company as they have provided this service for many of the links golf clubs in the Highlands.

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 (£)
Golspie Golf Club	Yes		1,120
		Total match funding (£)	1120
		CRF grant request (£)	18765
		Total project cost (£)	19885

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

6.3	If yes, please detail.	The project will be managed on a voluntary basis by the green's convenor.
6.4	Please explain why public funding is required to deliver the project.	Funding is required as the club does not have significant reserves and those which it does have are earmarked for essential plumbing work.
6.5	Please explain what the remaining bank balances are for in your accounts.	As above.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	During the season there has been significant problems with the plumbing resulting in ongoing blockages. The increase in footfall seems to have brought the situation to a new level. Investigations have shown that when the architect designed the extension to the clubhouse he built it over the pipework leading to the soakaway. To overcome this issue new pipework will have to be installed and to achieve this extensive and expensive groundworks will have to be carried out. This will use much of what is the unrestricted reserve.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	No organisation will be disadvantaged by this project. Indeed, ensuring that the golf course is future proofed against climate change will assist with the sustainability of the tourist industry providers in the village.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	Club already has loan funding for other capital items.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.			
	Funding	Date	Amount £	Public Subsidy?
	Keep Scotland Beautiful	04/12/2020	£33,674	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Community Regeneration Fund	14/10/2022	£45,600	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Community Regeneration Fund	14/10/2022	£10,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	CARES – net zero project	18/10/2023	£75,196	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

<p>Signature:</p> <div style="background-color: black; width: 150px; height: 40px; margin: 10px auto;"></div> <p>Print: RR Houston</p>	<p>Date: 27/10/2023</p>
--	------------------------------------

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

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: 2133

Organisation: Golspie Golf Club

Project Title: Climate Mitigation Water Management Project

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

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

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

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

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

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

Tackling poverty and inequality (People)

Any initiatives or projects that address inequalities in the community and help address the causes of poverty.

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

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

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

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

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/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	safeguarded	1
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		



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

Key considerations

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

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

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

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

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2162
1.2	Organisation	Strathnaver Museum
1.3	Project title	Exploring the Archives
1.4	Project summary you wish to be funded (max 100 words)	Following Strathnaver Museum's recent £2.2m refurbishment we have increased capacity to host professional and co-curated exhibitions. Working with professional artists we will explore topics relevant to our community using items in our collection to create new professional artwork and co-curated exhibitions. We will work with artists and the local community to identify

		themes that are important to them to support place-based work.	
1.5	Project costs	Total project cost	£34,663.20
		Match funding	£28,908
		CRF grant requested	£5,755.20
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	28/02/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Strathnaver Museum	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Fiona Mackenzie	
2.4	Position in the organisation	Manager	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.strathnavermuseum.org.uk	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC012016 (OSCR); SC297877 (Companies House)	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this	

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

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	KW14 7SS
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL					
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.				
	<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Activity name	Achieve by (date)		
Activity name	Achieve by (date)				

Liaise with stakeholders and recruit participants	30/04/2024
Recruit Artist Residencies	30/04/2024
Artists identify objects in the collection	30/05/2024
Programme & deliver artist led workshops and associated events	31/12/2024
Exhibition launches	31/12/2024
Evaluation, legacy and learning	01/02/2025

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

Word limit 850

Using items in our collection we will work with artists to engage the local community and create new artwork exploring issues relevant to our community. We want to challenge perceptions and invite participants and visitors to think about the world around them in new ways. We will explore complex and often contentious issues such as wildland; remoteness / rurality; land use; the value, and suppression, of cultural identity / heritage; climate change and impacts.

We anticipate that by employing an interdisciplinary approach we will share knowledge, challenge bias, and come to new understanding of the links between cultural and natural heritage. We have fledgling relationships with natural heritage groups which we will further develop. While working with artists with complimentary research interests will open new connections for us, for instance through artists interests and networks.

Our project will deliver outputs under each of the strategic objectives our project will specifically deliver against *1. Increasing community resilience*. Deliver against the outputs are described below: Through the 3 artists residencies we will provide *activities for young people* in collaboration with the High School as artist led workshops. These will be complemented by other events such as linked talks on key topics identified by stakeholders and the wider public (tbc as part of Forward Planning exercise scheduled for Nov to Feb).

The artists will run public workshops providing a *wellbeing support initiative* as people are invited to take part in lifelong learning opportunities. Arts and craft have proven benefits in improving mental health and wellbeing while negating symptoms of anxiety, depression, loneliness and even dementia.

Outputs from the artist led workshops will form a community curated art exhibition on topics identified by the community which matter to them. This will create a *space for people* in our new Annex which tells the community's story while communicating a sense of place to visitors. Promoting respect for the natural and cultural heritage of our area and the Highlands more widely.

The project will *enable communities to stay socially connected* both at a village level and across northwest Highland as communities come together to create a joint piece of work. This is a *community led project* as it has been developed by a community led organisation listening to feedback from its community.

Our project will deliver against outputs associated with the other strategic objectives as follows: *2. Tackling poverty and inequality (people)* through the community curated projects participants will build *confidence* helping them to feel that their voice is important and listened too *reducing inequality*.

3. *Addressing causes of rural depopulation (place)* the project will safeguard both tangible and intangible *heritage assets* through training in arts and crafts, sharing items from our collection where objects are intergenerational carriers of stories through which we can understand the past and make sense of the future, both now and for future generations. The development of community curated exhibitions will help sustain the *local amenity* value of Strathnaver Museum by attracting a more diverse audience and raising its profile locally and further afield.

4. *Helping economic recovery & sustaining growth (economy)* the *tourism infrastructure* of Strathnaver Museum and the services we offer will be supported by allowing us to create community curated exhibitions with professional artist support. This will ensure rotating exhibitions to encourage repeat visits and help engage new audiences by exploring topics of relevance to today's world. Participants will gain *training* in arts and crafts skills which could help their own practice as well as delivering health and wellbeing benefits.

5. *Tackling climate emergency and working towards net zero (environment)* it is anticipated that one of the topics will be climate change as it is important to our stakeholders and visitors and a key target in the National Strategy for Museums. Therefore, we will raise *environmental awareness* through a co-curated community exhibition using objects in the collection to aid discussion, understanding and raise awareness.

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

Word limit 400

The project will benefit local communities and the local economy in the following ways:

Communities:

People will gain skills and expand their knowledge through participation in artist led workshops. The workshops will teach artist techniques and methodologies to those taking part. Shining light on the artistic process whilst exploring topics of interest to those taking part. This will provide opportunities to take part in cultural activities which are often hard to access in our remote rural location.

Communities, and the individuals within them, will be given a voice to express their thoughts and feelings on topics of relevance to them. It will give them an opportunity to overturn preconceptions and myths, for instance 'wilderness' straths have been shaped by human occupation for 1,000s of years and were once heavily populated. Communities, through art will be given the opportunity to create a sense of place to be communicated to visitors to their co-curated exhibition.

The project work will enable communities to come together, both within their immediate locales, but also across the north west Sutherland region. Groups will work in common to produce artwork that can then be toured across the region. This provides opportunities for communities to come together, discuss common problems, and potentially identify ways to collaborate on future projects.

Local economy:

Through the creation of quality co-curated workshops exploring contemporary issues we envisage Strathnaver Museum's reputation will be enhanced. Visitors this year, following the refurbishment, have expressed surprise that they have found a museum of such high quality in the rural Highlands. But why is it a surprise to find a world class visitor attraction here? As we attract more visitors

through high quality innovative work we will not only increase our footfall, but encourage visitors to stay longer in the area, visiting more of the business in our location.

Increased demand will require the creation of jobs, both on our site, at our café, and wider afield. We are trialling winter opening this season and through the Exhibition Development Programme will programme special events and exhibitions during the shoulder season. Although demand seems to be there, with people expressing a desire to come off season, the lack of open businesses put people off. Therefore, although our activities are aimed at local residents the fruits of their endeavours can be used to stage unique exhibitions which will be marketed towards visitors as well as local people.

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

Word limit 400

The health and wellbeing benefits of art and crafts are well documented, improving mental wellbeing, alleviating symptoms of anxiety, depression, loneliness and even dementia. Access to cultural activities can be limited in our area due to our remote rural community. We will work with partners to widen access and engage with new audiences to give voice to those marginalised. Investments in our area in recent years include the NC500, Melness Space Port, and investment by Wildland. As well as the upcoming community acquisition of Rosal of which we are a partner. We would like to take the opportunity to bring the community together to explore and discuss these developments, creating new work exploring what our 'place' is in the 21st Century and beyond.

As can be seen in the Farr Community Development Trust letter of support there is a need for activities which reduce isolation and bring the community together. There is a high demand for activities particularly that involve arts and crafts.

The types of topics that we intend to address are those identified within the National Cultural Strategy and Scotland's Museums and Galleries Strategy. These include the Climate Emergency and Decolonisation.

Sutherland Adaptive and Collaborative Communities identified through project work in 2020 that social isolation and mental health and wellbeing were top concerns in their communities, especially in Scourie, Kinlochbervie and Durness. North Coast Connections is a community wellbeing hub in Tongue who tell us there is a need for activities for their users.

Venture North the local DMO, NC500 and Visit Scotland seek to encourage more sustainable tourism by encouraging visitors to stay longer in one area.

Our own Forward Plan highlights the importance of delivering health and wellbeing initiatives, training opportunities, sustainable tourism development, and supporting the Curriculum for Excellence.

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

Word limit 400

In early 2023 we were approached by an Australian artist Barry Smith (see letter Barry Smith) who was interested in developing an exhibition exploring the impact of the Clearances on people removed from their land to take up fishing. The exhibition opened on 1st September to an enthusiastic local crowd, some of whom had made the trip from Caithness. It ran until the end of September and over a 1,000 people came to see it.

Informal comments from local people were incredibly positive and many specifically expressed the hope that regular exhibitions are programmed in the future. These comments were gathered via informal chats, comments in the visitor book, and passing remarks from visitors. People felt they had a greater understanding of the hardships faced by those who were cleared and felt the artwork was a poignant memorial to the those who lost their lives at sea. It 'helped share a story some aren't aware off' while allowing people to go to an exhibition opening which isn't normally something they can access on their doorsteps.

Barry's approach gave us the opportunity to add value to the exhibition by linking with Farr High School to deliver workshops to S1 and S2 students. Bringing a professional artist into the school to deliver workshops with the pupils gives the pupils an opportunity to gain insights into topics and helps support the Curriculum for Excellence. (see email 2023-11-06 Farr High School).

Farr North Community Development Trust has expressed support for the project and asserts that there is a constant demand for classes, particularly those associated with arts and crafts. (see email 2023-11-03 Farr North Development Trust).

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

Word limit 500

We are working on a fundraising strategy to deliver the exhibition development programme over the next three years. This will be wholly funded by grants in year 1, with less reliance on grants in year 2 and year 3.

We envisage the exhibition development programme will help us generate income in a number of ways. It will increase footfall to the museum resulting in increased spend through admissions, retail sales and donations on site.

We will also work with artists and participants to create bespoke retail items for sale in the museum shop. There is an opportunity and demand to make more of our collection through the creation of unique items for sale. Visitors are looking for high quality items, in a variety of price brackets, and are especially interested in local artisan products. This year our retail income has increased by 60% and producing our own items will reduce cost price and increase our profit margin.

4.7 What will be the lasting benefits and legacy?

Word limit 500

The project will contribute towards the future sustainability of the museum through engaging meaningfully with its local audience, increasing footfall and income generation, and creating work to support learning both now and into the future.

Engaging with our local audience is sometimes challenging, due to problems associated with geography and transport, and gaining access to harder to reach groups. These harder to reach groups include young people and men specifically. We envisage our project will engage with young people by linking with the school and the Curriculum for Excellence, exploring contemporary subjects to challenge the notion museums only deal with the past, and using themes of relevance and interest to participants.

People will feel their voices are being heard and shared as they create their own responses to issues that matter to them. This will contribute to place based work, increasing pride in communities, and understanding of how place has been shaped over the centuries and how we can improve our environment into the future.

Income generation will be a key lasting benefit, as the expansion of our programme attracts more visitors, and crucially more repeat visitors, to the museum our profile will be increased. Strathnaver Museum will become a must visit destination known for its innovation and creatively telling stories of relevance to audiences today. The nature of the exhibitions, being routed in community, will encourage other communities to host the co-curated exhibitions leading to spreading benefits to the local economy beyond Bettyhill.

We anticipate the artistic endeavours will support the creation of bespoke items for retail in the shop. Specifically, items commissioned as part of the artists residencies, where the artist will be asked to create artwork inspired by an object in the collection that can be retailed. The potential for local artisans to be inspired by 'masterclasses' with professional artists may lead to products which could be included in our stock.

We anticipate long lasting organisational benefits to include expansion of our own networks as we work with artists and tap into new networks. Development of new partnerships with other community groups in our area as we explore new topics and develop legacy projects.

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

One of the key topics we anticipate exploring as part of the exhibition development programme is the climate emergency. We have objects within our collection that reflect changing climate eg. archaeological artefacts exposed through coastal erosion to practices of reuse eg. cotton reel shelf.

Participants would explore issues relating to the climate energy, raising awareness and understanding amongst themselves while communicating those ideas to the audience of the finished co-curated exhibition.

Providing access to cultural activities on people's doorsteps will reduce the necessity to travel to access cultural opportunities.

Sustainable tourism is a concept close to our hearts and sustainability is embedded in our policies and procedures. This ensures our operation is striving towards net zero through all our decision making and project planning. One of the ways we strive to do this is buying locally and the creation of bespoke items for the shop will reduce the necessity of buying further afield reducing air miles etc.

One of our key aims for the redeveloped museum was helping people to understand what's available in Bettyhill and the immediate surroundings. By providing unique exhibitions and showcasing the local sights we are encouraging visitors to stay and explore longer, reducing emissions as visitors explore one area more thoroughly rather than zooming around the NC500 in one trip.

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

One of our target groups is young people, as traditionally we have found it difficult to engage with this age group. Part of that is down to geography, as the young people within the catchment are spread wide and due to perception: young people have better things to do with their space time than spend time in a 'musty museum that's not relevant to me'.

In the past we have found that the best way to access these more difficult to reach groups is through their existing networks. The High School is therefore a great place to engage with the youngsters, particularly those who may be more marginalised, and don't take part in extracurricular groups. It has the added benefit of working in partnership with the local school, delivering opportunities to the youngsters they wouldn't ordinarily have, whilst helping to support the school deliver the Curriculum for Excellence.

As can be seen from the letter of support from Farr High School, the pilot workshop with Barry Smith was very well received. The teacher described how engaged the young people were, and how they continued their own learning by going home to ask family members about their own stories to understand better how their ancestors were impacted by the historical events of the Clearances. The school also found it a worthwhile experience and the opportunities for further collaboration with the school and museum are extensive.

Young people in particular express that their views aren't listened to which is why its so vital that we enable the young people by giving them a platform. So far this year we have exhibited work from 5 of the 6 local primary schools through our Alan Joyce Young Environmentalist Competition while S1 and S2 have created a public piece of art which will be going on permanent display in a yet to be determined public space. We want to enable every young person to have the same experience and excitement of seeing their artwork on public display, which tells their story.

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

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



FWF statement and
declaration template.c

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


Yes No

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

Yes No Applied

Is the Fair Work First statement on your organisation website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	2 p/t contracted staff; 15 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <div style="text-align: center;">  <p>CRF overheads and management fees sur</p> </div>
-----	---

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?	Our policy is to never compete against other local businesses which is way items in our shop are exclusive to us. We procure locally so as to support other local businesses, and actively promote them to visitors where appropriate. The local community is embedded within the organisation and is very supportive of our activities.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	The Board are against incurring debt plus it would be difficult to generate enough income in a short enough period of time to not incur onerous charges.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
MGS	08/09/2023	£15,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
MGS	29/11/2022	£3,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
MGS	13/08/2021	£50,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HIE	11/08/2021	£80,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Date:

13/11/2023

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

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk 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: CRF2162

Organisation: Strathnaver Museum

Project Title: Exploring the Archives

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 | <input checked="" type="checkbox"/> |
| 2. Tackling poverty & inequality | <input type="checkbox"/> |
| 3. Addressing causes of rural depopulation | <input type="checkbox"/> |
| 4. Helping economic recovery & sustaining growth | <input type="checkbox"/> |
| 5. Tacking the climate emergency & working towards net zero | <input type="checkbox"/> |

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/	60 participants
Wellbeing support initiative	new/	150 (participants)

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

Tackling poverty and inequality (People) Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above: Training and confidence building activities – 210 participants	

Addressing causes of rural depopulation (Place) Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	supported	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	new/improved	
Local amenities	supported	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 - supported/	1
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/	1
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	CRF2166
1.2	Organisation	Assynt Development Trust
1.3	Project title	Lochinver Glebe housing design stages 4a & 4b
1.4	Project summary you wish to be funded (max 100 words)	Design team work to take a first phase of 10 housing units to building warrant and build procurement on Lochinver Glebe.
		Total project cost £ 164,026

1.5	Project costs	Match funding	£ 74,026
		CRF grant requested	£ 90,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input checked="" type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Assynt Development Trust	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Adam Pellant	
2.4	Position in the organisation	Development Officer (jobshare)	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://assyntdevelopmenttrust.org/	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Company number SC379557 Charity number SC015208	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Registered as part of a VAT group alongside our subsidiary trading company</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	

2.11	If the organisation is VAT registered, please provide the number.	100 1518 87
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input checked="" type="checkbox"/> None
2.13	Provide details of VAT exemptions.	Our group VAT registration only relates to specific trading activities, so no VAT will be reclaimable for this project.

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	<p>Project relates to development on Lochinver Glebe (and for later phases planned, wider project includes parts of Glencanisp Estate adjacent to Lochinver Glebe)</p> <p>IV27 4LW</p> <p>ADT also own the unadopted section of Canisp road to which this project relates. However, some roadside and path access development between Lochinver main street and the housing development site is proposed on ground owned by other parties. (widening of the existing HC-adopted road, with shared surface path construction, and replacement of some water mains and buried phoneline, along road verges owned by other private parties.) If so, consents from the other owners for that work would be sought where required, and discussions held over whether leased or transferred or other legal agreement. This will relate particularly to the Road Construction Consent being sought as part of this application's project works.</p>
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	(see above note on possible access/utilities works on other privately owned ground.)
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

3.9	<p>If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.</p>	<p>The project work critically involves design team working towards and gaining multiple statutory consents for a further build project, however, this design project does not itself require such consents to be in place in advance of being able to go ahead. Stage 3 work to planning application is underway – planning application is expected to be submitted before end of November 2023, and it is hoped that planning consent may have been granted before the stage 4a and 4b works are intended to commence.</p> <p>(If for any unexpected reason the planning application were rejected, we would expect to amend the application and reapply, which would mean extra cost and time delay, but we would hope that even then, 4a and 4b works could be completed by march 2025.)</p>
-----	--	--

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
RIBA Stage 4a - obtain building warrant for 10+ housing units	28/02/2025
RIBA Stage 4a - obtain Road Construction Consent for road works including bringing existing road to adoptable standard	31/01/2025
RIBA Stage 4b – tendering documents produced, tendering process conducted	28/02/2025
RIBA Stage 4b – preferred construction contractor selected (actual appointment is dependent on funding being secured for construction works)	28/02/2025
	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.

Word limit 850

This project will deliver the remaining stages of pre-build design team work:
 - stage 4a - work towards obtaining building warrant,
 - stage 4b - work to tendering and appointment of construction contractor/s,
 for the wider project of delivering a first phase of 10 affordable housing units on the Lochinver Glebe site. Also as part of 4a work will be a Road Construction Consent.

The site was bought, using Scottish Land Fund funding, for the much needed purpose of new affordable housing units in the community of Assynt. Housing needs analysis has been carried out to evidence the high demand for affordable homes, including for businesses hindered in growth by lack of staff availability, and to reverse the ongoing trend of loss of young and working age population and reduction of local school rolls etc.

By providing local affordable housing, the project will in this way address the causes of rural depopulation, as a main strategic objective. The project will also address all the other strategic objectives, increasing community resilience (through affordable housing for a sustainable local population including families), helping sustainable economic growth (by providing housing required for working age people, helping local businesses currently prevented from growth by lack of staff availability), and tackling the climate emergency and working towards net zero, (all houses are proposed to be heated by air source heat pumps, with mechanical ventilation with heat recovery and further heat recovery from waste water; design team have passivhaus accreditation.)

Earlier RIBA design stage 1-2, to the production of initial designs for the first phase of housing and for further phases of housing and other development, was successfully completed, with CRF funding, in summer 2023, with a successful community consultation carried out showing high levels of support.

RIBA stage 3, more detailed design specification work to submission of full planning application for a first phase of 10 houses, is ongoing, alongside work towards submission of outline planning application for later phases of a further ~30 housing units. (That stage is being funded by CRF, alongside funding from Crown Estate Scotland, Highland Council and others.)

A second community consultation event occurred on 1/11/2023, with support shown for the detailed designs for phase 1 housing. It is expected that the full planning application will be submitted before the end of November 2023, for phase 1 housing, which is 10 units, 7 being 3-bedroom, and 3 being 2-bedroom. This project's stage 4 works relate mainly to progressing that first phase of 10 housing units, however the improved road and active travel access to Lochinver main street, and the related road construction consent, will also form part of progress towards later phases of housing and other development which share that same access route.

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

Word limit 400

The project will lead directly towards increased access to much needed affordable housing locally, with a local allocations policy.

The 10 units for phase 1 are expected to be social level rental (with possible exception of one or two of the 10 units being for affordable sale, with a rural housing burden to ensure they are retained as local affordable housing – the decision on whether some phase 1 units are for affordable local sale rather than social level rental would depend on the funding scenario for the construction phase.) Later phases will include a wider variety of household sizes and tenure options, including plots for self-build.

Increased affordable housing provision which will make a very significant difference to the local community, allowing a growth in the young and working age demographic sector in the community, and removal of barriers of cost and supply to housing. The significant increase in young and working age population this will enable and have benefits to the wider community in terms of protecting facilities, community cohesion, security of the primary school, and worker availability for local business growth and economic development.

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

Word limit 400

Local housing need is well documented, including from a 2019 housing needs assessment conducted by our partner Communities Housing Trust, which showed a high need for new affordable housing (a need identified for around 60 new housing units in Assvnt), included for people already living in the community in unsuitable

accommodation, and for local businesses which are threatened or prevented from growing due to a lack of working age population / staff accommodation.

The Caithness and Sutherland Local Plan notes the need for increased affordable housing stock in the Lochinver area. Although this site is not specifically zoned for housing development within the CASPlan, Highland Council's development team fully support the development of housing on this site, and Highland Council have included the project in their *Strategic Housing Investment Plan*.

(For information, Highland Council accept that there are many significant hurdles including ground conditions and private absentee ownership, to developing housing on the other Lochinver sites which have been zoned for housing in the CASPlan for several decades without yet being developed.)

In the 2022 *Have Your Say Sutherland* Survey Responses Report, for the *Place* theme, Affordable Housing was the highest ranking of respondents' preferences (63 ranked it Highest Priority, 39 ranked it High Priority, out of 124 respondents), followed by Local Amenities (54 ranked it Highest Priority, 44 ranked it High Priority, out of 124 respondents). This project will help deliver very significantly on the first of those outcomes, and will also help deliver on the second outcome.

The North West 2045 Vision, adopted by Highland Council, identifies a central challenge of a "degenerative cycle of depopulation; dwindling jobs; school closures and loss of services. [...] With strategic support, delivery of an inspired vision can help catalyse a regenerative cycle producing a sustainable, repopulated rural economy and contributing to our national economic and environmental wealth, that supports resilient, thriving communities."

The Assynt Community Plan, formed as an equivalent to a Locality Plan, with assistance from Sutherland Community Planning Partnership, highlights the need and demand for more affordable housing and housing for families, with a concern about the difficulty in finding land upon which homes can be built. It also notes the negative effect of rural-urban migration and skewed age demographics, and how initiatives around jobs and housing could help address this.

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

Word limit 400

In advance of Assynt Development Trust purchasing Lochinver Glebe using Scottish Land Fund funding, there was a community consultation exercise about development on that land specifically, including an online survey in 2020. This showed strong local support for affordable housing creation. Since then there have been regular meetings of a development subgroup which includes community members and representatives of local stakeholder groups including Assynt Community Council.

Consultation on the design team's initial housing designs were widely supported in a drop-in consultation event and online survey run in Summer 2023 (consultation report included along with this application), and in a recent drop-in consultation event on the detailed phase 1 designs for the full planning application, held on 1st November 2023, there was wide support.

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

Word limit 500

Future maintenance and management of housing and other facilities and infrastructure on the site will be funded through future rental income. Communities Housing Trust, with their extensive experience of management and maintenance of mixed development highlands housing schemes, of a similar nature over several decades, will advise and may well themselves take on the management of some of the housing stock and other facilities created.

4.7	What will be the lasting benefits and legacy?
<p>Word limit 500</p> <p>The lasting benefits will include significant increased access to affordable locally-controlled housing stock in perpetuity (ensured through use of local allocations policies, rural housing burdens etc). This will enable a sustained higher local population, with a more sustainable demographic mix, into the long-term future, which will indirectly protect and enhance local services and businesses and will improve community social cohesion.</p>	
4.8	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
<p>Word limit 500</p> <p>The design team are accredited / certificated in eco-housing and energy efficiency principles and standards, including Passivhaus accreditation. (This was a factor in their scoring highest of the four tenders received during the tender scoring exercise.) Concentrating on such principles and high standards for energy efficiency will mean the lowest possible environmental impact, the lowest carbon emissions associated with the build and the future use of housing, and the lowest energy cost for residents.</p> <p>As stated in their tender: <i>“As with the sensitivity of the location, environmental considerations must be first and foremost in the mind when working in rural areas. [...] Renewables: [The design team partner] have wide experience of a range of different renewable technologies including ground source heat pump, air source heat pump, PV, hydro and wind generation and will be able to undertake an evaluation of possible options. Our position will always be fabric first and passive design integrating renewables where appropriate and beneficial.”</i></p> <p>Detailed plans for phase 1 housing incorporate air source heat pumps, mechanical ventilation with heat recovery, and further heat recovery from waste water.</p> <p>We are investigating local rock sourcing, to reduce carbon emissions associated with the future construction phase of housing. We aim to plant significant woodland on the wider glebe site, to significantly over-compensate for loss of some birch woodland on the sites of the planned housing.</p> <p>We are investigating possible peat restoration on community land which could utilise the modest amount of peat to be removed from house sites, although the house siting choices are anyway based on the lowest peat depths on the wider area, to minimise the need to remove peat and replace with rock fill. This approach reduces carbon emissions associated with peat removal.</p> <p>Plans include enabling active travel to and from housing, and installation of electric charging points for each house and for guest parking.</p>	
4.9	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?
<p>Word limit 500</p> <p>Houses will have wheelchair accessible parking. The 3-bedroom houses are intended to have one downstairs bedroom each.</p>	

In the wider project, design of key paths and active travel access routes, including paths to the primary school and Lochinver main street, will aim to be inclusive for all abilities where possible, including all levels of walking, wheelchairs, prams/pushchairs and safe routes for cycling.

Publicising, accessing and responding to consultation exercises and calls for interest in availability of housing and other opportunities aims to include all and not disadvantage any sector or protected group. For example, we aim to ensure we reach people less connected by internet / social media, which may include some older people in the area or people with poor internet access, by non-internet-based means of communication.

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

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



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

Yes No

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

Yes No Applied

Is the Fair Work First statement on your organisation website?

Yes No Do not have a website

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

Currently 2 – jobsharing the Development Officer post.
We also host staffing for the NW2045 partnership, which is a self-employed contractor rather than an employee.
Volunteers – around 15 regular volunteers, including subgroup members, food larder helpers etc.

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 We do ensure this for significant contractors for grant-funded projects, where appropriate.
Elsewhere, we try to make more ethical choices for suppliers, but for many items, eg. food supplies for our food larder, or electrical equipment, this would be difficult or impossible, especially given the complex and opaque nature of supply-chains.

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

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Time will be put into the project from ADT directors (on unpaid voluntary basis) and directors/staff of partner groups including Communities Housing Trust, Assynt Foundation and others in the Glebe steering group.
6.4	Please explain why public funding is required to deliver the project.	Without public funding this project would not be able to go ahead. ADT lacks the funds to contribute significantly towards project costs.
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining bank balance funds are required for other restricted activities and for our ongoing other activities and costs and would not be available to contribute significantly to the costs of this project.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Unrestricted funding in our accounts is required for other core activities and costs and would not be available to contribute significantly to the costs of this project. We intend to build up a buffer of unrestricted reserves, to cover a period of core operational costs as part of a reserves policy, for good practice.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	(The future use of housing and other developments which will be built as a result of this design project will generate rental revenue, which if received by ADT as a community charity, besides paying off loan financing towards construction costs, would be invested in community projects / used to cover future maintenance of the developments. However this design project will not itself generate direct revenue.)
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The project by its nature will not adversely affect local businesses, and will lead to future enhancement of local businesses by providing additional housing, meaning a larger pool of staff and customers for local businesses.

7.4	Have you considered taking out a loan for the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print: Nigel Goldie

Date:

13/11/2023

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

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

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk 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: CRF2166

Organisation: Assynt Development Trust

Project Title: Lochinver Glebe housing design stages 4a & 4b

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	1 (10 initial units)
Feasibility studies/development phases	new/supported	1 (for the above)
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	

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

Helping economic recovery & sustaining growth (Economy)

Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	
Initiatives to improve access to local services	

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

--

Tackling climate emergency and working towards net zero (Environment)

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

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



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

Key considerations

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

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

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

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

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

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

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

Double click the icons to download:



CRF Assessment
Criteria Matrix.pdf



CRF application
Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2182
1.2	Organisation	Durness Community Group
1.3	Project title	Durness Play Park
1.4	Project summary you wish to be funded (max 100 words)	Purchase, replace old and install new playpark equipment for the playpark currently situated on School Road, Durness. Purchase of two picnic tables and two park benches. Aim to make the park an inclusive environment for children of all ages and abilities. The site is within close proximity to Durness Primary School and nursery and would be used on a daily basis by the local children and children from the

		surrounding area. Durness is a small, rural, geographically isolated community and the local playpark has always served as a safe place to meet and play for children of all ages.	
1.5	Project costs	Total project cost	£114,355.60
		Match funding	£57,456.59
		CRF grant requested	£56,899.01
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	01/03/2024	
1.7	End date (<i>by 1st March 2025</i>)	30/06/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input checked="" type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Durness Community Group	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Yvonne MacRae	
2.4	Position in the organisation	Vice Chair	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://durness.scot/durness-community-group	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC032179	
2.10	Is the organisation VAT	By confirming this, you are declaring the	

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

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Durness Play Park, School Road, Durness, IV27 4PN
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Licence to Occupy by Highland Council to Durness Community Group granted 17/05/2022- 31/03/2042
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Supply and installation of playpark equipment including site set-up, carriage to Durness and all associated installation costs (Russel Play).	30/06/2024
Purchase and delivery of heavy duty recycled plastic 6 seater picnic bench with extended top for wheelchair access with ground fixings x2	30/06/2024
Purchase and delivery of traditional recycled plastic outdoor park bench with ground fixings x2	30/06/2024
	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.

Tackling: Rural depopulation

Our project is to purchase and install new playpark equipment to upgrade and improve the playpark (local amenity) currently situated on School Road, Durness. It will also include purchase of two accessible picnic tables and two park benches. We want to make the park an inclusive environment for children of all ages and abilities. It is within close proximity to Durness Primary School and nursery and would be used on a daily basis by the local children as well as children from the surrounding area. Durness is a small, rural, geographically isolated community and the local playpark has always served as a safe place to meet and play for children of all ages. There are no other play facilities in the area and it is extremely important for children to have access to a safe place to improve their health and well-being while also encouraging independence. Currently the playpark is in an extremely poor state with families having to drive either 20 miles West to Kinlochbervie or 30 miles East to Tongue to play in a playpark.

In recent years with the rising popularity of the NC500 route there has been a vast increase in the road traffic within our community. This means our roads and villages are not safe spaces for children to play freely and therefore it is vitally important for children to have a safe play area. There are no softplay / trampoline parks / indoor play areas within the community which would be found in more urban areas so it is vital for our children's development to have a designated play area within their own community to help address this inequality.

We want to create a space which will inspire our children and young people with their families to play, build upon their skills, explore, exercise and improve their health while being in a safe environment which will also encourage independence and lead to happy and health lives. The children and young people in Durness are very much the heart of our community and an upgraded park would be greatly appreciated by our whole village.

We also want to attract families to locate to our fragile village. Like many rural villages within the Highlands we face challenges of an ageing population and depopulation, and we must endeavour to attract and retain families to live and work in our community. We believe by creating a playpark

for children our village we will be more attractive and welcoming to families who wish to relocate to the area which will have many benefits for our community as a whole – creating a more stable, sustainable workforce in our fragile community.

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

Local communities will benefit as the new playpark will create a safe space where families can spend quality time together outdoors. It will provide an area where children can play freely, away from NC500 traffic, and it will provide an opportunity for both physical and social interaction. The new park will also be more aesthetically pleasing than the existing run down park which will boost the village image and morale.

The playpark will also benefit the local economy as it will attract visiting families to the area which will then spend money in local businesses such as the village grocery shops, cafes and hotels.

It is also hoped that the new park will attract new families / younger generations to relocate to the area which, as already mentioned, has suffered from depopulation and an ageing population in recent years. Hopefully by attracting families to the area it will have increase stability of our fragile community by increasing the workforce and boost pupil roll in the village school and nursery.

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

The Sutherland Community Partnership developed a Community Plan for Durness based on responses from questionnaires completed in 2019 by people living within the Durness Community Council catchment area. Retaining youth and addressing declining numbers in the school / nursery were two of the top five priority areas residents wanted to address. The new playpark will help to address these priority areas/ local needs by attracting and retaining young families in the area.

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

Many local businesses have made donations to the Durness Community Group for the playpark project during our time fundraising. Donations were received from the Durness Bus Company, the Sango Sands Oasis Restaurant and Campsite, K. MacRae and Son Joinery, Mudness Ceramics in addition to many personal donations from local residents. We were also successful in our applications to local businesses with community funds including the Westminster Foundation, Loch Duart Salmon and Scottish Seafarms. All local businesses with a physical interface with the public also had charity tins displayed for the project over the past 12 months.

We have also received letters of support from the following groups who wished their support of the playpark project to be known:

Tots and babies group
Community Council
Durness Parent Council

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

As part of the Licence to Occupy arrangement between the Durness Community Group and the

Highland Council, the Highland Council have agreed that they will “repair and maintain the park in good repair and condition,” and will carry out “all ground maintenance, grass cutting, shrub bed maintenance and litter picking.”

4.7 What will be the lasting benefits and legacy?

This community project has brought our whole village to together while fundraising. The lasting benefits of the playpark will be a safe, fun, outdoor play space for children and families to meet, play and socialise for years to come which the wider community came together to achieve. It is hoped that the legacy of the new playpark will also be attracting new families to relocate to the village and help to retain the young families that we do have for a more stable future.

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.


Any negative environmental impact from initial delivery and installation of the playpark equipment will likely be offset against families no longer having to travel further afield to access other playparks.


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?

Inclusive play equipment has been included in the new playpark design, including an access whirl, basket swing and large trampoline suitable for wheelchair users to enable people of all abilities to enjoy the new play equipment. In addition, inclusive picnic benches which are suitable for wheelchair users will also be purchased. We have also selected equipment which will be used by a wide age range to encourage anyone from babies to the teenage years to use the park. It is also hoped that stage two of the play park project will be to add adult outdoor fitness equipment to encourage the whole community to access and use the park.

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

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

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

SECTION 5: PROJECT BUDGET	
5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <p style="text-align: center;">  CRF overheads and management fees sun </p>

		community.
6.5	Please explain what the remaining bank balances are for in your accounts.	Bard Terrace (group owned house) maintenance and new heating system required which is likely to cost in the region of [REDACTED]. Also, money ring-fenced for the annual Durness senior citizen Christmas meal and party.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The Durness Community Group has donated £11,000 of our funds to the playpark fundraising pot which we considered an affordable amount.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	N/A
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The playpark will not negatively impact on any local businesses, it may potentially benefit them by encouraging more families to move to or visit the area. All local businesses have expressed support for the project.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	No suitable revenue to pay for a loan.
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

	to enter a date.		
--	---------------------	--	--

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: XXXXXXXXXX
Print: Yvonne MacRae

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2182

Organisation: Durness Community Group

Project Title: Durness Play Park

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	x
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

Helping economic recovery & sustaining growth (Economy)		
Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.		
Project outputs		Quantity
Jobs created/safeguarded (FTE)		
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	CRF2183
1.2	Organisation	Helmsdale Heritage and Arts Society (Timespan)
1.3	Project title	People's Mobile Archive
1.4	Project summary you wish to be funded (max 100 words)	We are seeking funding to support The People's Mobile Archive (PMA), a groundbreaking social well-being movement aimed at addressing social exclusion, loneliness, and isolation in Helmsdale and rural and remote Sutherland communities. The project specifically focuses on improving the well-being of older individuals living in isolated rural areas, coastal

		regions, as well as vulnerable groups and refugees resettling in the area. The PMA will utilise Timespan's diverse and socially relevant heritage collections of over 12,000 items to provide wellbeing services, resources, activities, and events that foster connections and promote a sense of community belonging.
1.5	Project costs	Total project cost £64,773
		Match funding £32,809
		CRF grant requested £31,964
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	1st March 2024
1.7	End date (<i>by 1st March 2025</i>)	1st March 2025
1.8	Please confirm you have read and understood the CRF privacy notice	Yes X
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input type="checkbox"/> Addressing causes of rural depopulation
		<input type="checkbox"/> Helping economic recovery and sustaining growth
		<input type="checkbox"/> Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Helmsdale Heritage and Arts Society (Timespan)
2.2	Address and postcode	██
2.3	Main contact name	Giulia Gregnanin
2.4	Position in the organisation	Director and Curator
2.5	Contact number	██████████
2.6	Email address	██
2.7	Website address	www.timespan.org.uk
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input checked="" type="checkbox"/> Charity

		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Charity SC0009796 Company SC096873	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.	430122417	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input checked="" type="checkbox"/>	Partial - relating to museum activity
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	Museum purchases, museum admissions and postage are exempt from VAT	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Timespan, Dunrobin Street, Helmsdale, KW86JA
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/a
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/a
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Co-Design of the activities involving the communities	April 2024
Heritage Feel Good Activity Packs	Feb 2025
Community in Mind Film Screenings	Feb 2025
Memories Matter Oral History Packs	Feb 2025
Wellness Podcasts, Reframing Health and Heritage	Feb 2025
Healthy Heritage Field Trips	Feb 2025
Healthy Heritage Walks	Feb 2025
People's Lending Library Expansion	Feb 2025
Evaluation	1 March 2025

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

We are seeking funding to support the second phase of our People's Mobile Archive (PMA), a groundbreaking social well-being movement aimed at increasing community resilience through addressing social exclusion, loneliness, and isolation in Helmsdale and rural and remote Sutherland communities. We have run a very successful year-long pilot and would like to now fully establish and expand the project. It specifically focuses on improving the well-being of older individuals living in isolated rural areas, coastal regions, as well as vulnerable groups and refugees resettling in the area.

The PMA will utilise Timespan's diverse and socially relevant heritage collections of over 12,000 items to provide wellbeing services, resources, activities, and events that foster connections and promote a sense of community belonging.

Our community engagement programme will include the following activities:

Heritage Feel Good Activity Packs (Wellbeing support initiative - 4 activity packs)

Six activity packs, each centred around a stimulating local heritage theme, will be delivered to 250 households in Helmsdale, Kildonan, and Loth, including rural areas.

The content for the packs will include relevant selections from our extensive oral history, archival photograph, and story collections that stimulate cognitive thinking and conversation with family, friends, and carers, and increase dexterity and physical movement with activities around making, art, and creative writing and poetry, as well as useful health and wellbeing tips and suggestions from our guest contributors, and opportunities to connect socially and attend local film, speaker, and healthy walk events.

Community in Mind Film Screenings (Wellbeing support initiative - 10 screenings)

A diverse screening programme will be developed and launched in collaboration with our community cinema development group, comprising representatives from target audiences,

local action groups. The development group will co-curate the 'Community In Mind' film screening programme using a mixture of archival and modern films tackling social issues, health provision in remote rural areas, social housing problems, and the transition from non-renewable to renewable energy in the Highlands, etc. Attendees will be offered free transport and a safe and comfortable environment to share experiences.

Memories Matter: Oral History Packs (Wellbeing support initiative / Initiatives that enable communities to stay socially connected - 4 activity packs)

Six oral history packs will be developed using relevant selections from our archival collections, to facilitate discussion and reminiscences in a safe group environment in Timespan and Helmsdale Community Centre in collaboration with Dementia Friendly and Connecting Communities. These sessions will be recorded and added to the PMA sound library.

Wellness Podcasts: Reframing Health and Heritage (Wellbeing support initiative - 6 episodes)

The project will produce a series of podcasts that focus on healthy ageing and challenging life situations, in rural and isolated communities, and inform about climate change and climate reparation. An interview style will be adopted with local and guest contributors, providing a mix of expert insight and local experiences. The interviews will be balanced with local stories and memories, keeping the podcast both informative and entertaining. The series of podcasts will be added to the PMA sound library and available as a home delivery loan.

Healthy Heritage Field Trips (Wellbeing support initiative / Initiatives that enable communities to stay socially connected - 4 field trips)

Recognising the importance of engaging with physical heritage sites, the PMA will organise guided field trips to sites of heritage interest in the locality and North Highland. To ensure inclusivity, we will work closely with the Helmsdale Community Bus to accommodate the needs of our most vulnerable community members, including the elderly and individuals with mobility challenges.

Healthy Heritage Walks (Wellbeing support initiative / Initiatives that enable communities to stay socially connected - 2 walks)

The PMA will arrange wellbeing heritage walks in collaboration with the Highland Third Sector Interface (HTSI), Paths for All, developing a series of accessible guided walks by trained volunteer leaders, around the village, along the river, and coast, and inland hill paths. The walks will provide a safe space for reflection and connection with nature, light physical exercise generating positive effects on mental well-being, and increasing physical strength. The walks will finish at Timespan where Community Card holders receive Cafe discounts, and people can sit and relax in the PMA library, or be immersed in our new digital hub. This 'green prescribing' activity will help elderly and vulnerable people, and families, relax and reset to better cope with the stresses and strains of daily life.

People's Lending Library Expansion (Spaces for people)

We will enhance the existing heritage library collections and activities, create a more comfortable and stimulating environment, and create a new information and activity hub with access to a range of health and wellbeing resources, activities, games, and opportunities to participate in regular 'cuppa and natter' sessions. Community members will have access to a wider range of educational and recreational materials, encouraging lifelong learning and personal growth.

The PMA will primarily operate from the central hub at Timespan in Helmsdale. Participants will have the opportunity to engage in activities both on-site and remotely from their homes. The distribution of activity packs will reach 250 households in Helmsdale, ensuring that families can participate in the project's interactive and educational elements from the comfort of their homes. Additionally, online platforms will be utilised to extend the reach of the film screenings and podcasts, making the content accessible to a wider audience in the remote and rural areas of Sutherland.

The project is of great interest to the community, so much so that we have secured funding from the Gordon Bush Community Fund. However, these funds will only be approved once we have secured the entire project financing. In this regard, the CRF (Coastal Community Fund) would be crucial to ensuring a future for the project.

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

The estimated number of beneficiaries has been derived from the impact projections considering the one-year pilot project.

Connectivity: It is expected that over 800 local people aged over 65 will actively engage in social activities and attend events facilitated by the PMA.

Access to Heritage Resources: The project aims to provide enhanced access to heritage resources for over 1000 individuals, including over 65s and vulnerable individuals, through initiatives like home deliveries, safe space access, and community gathering zones.

Isolation and Loneliness: The project seeks to deliver a clear message of care and support, providing new approaches for dialogue and creating opportunities for 500+ beneficiaries to participate in connectivity events, therapeutic writing and movement sessions, and access heritage activity packs.

Remoteness in Rural Communities: The initiation of mobile home services is expected to reach 200 individuals, specifically targeting over 65s and individuals with limited transport options.

Inclusion: Working with a diverse team of dedicated facilitators, including writers, singers, musicians, archaeologists, and therapists, the project aims to create an inclusive environment where over 800 individuals feel safe, welcome, and engaged.

Health and Wellbeing: projected to positively impact the mental health and well-being of over 800 older and vulnerable individuals in the community. Beneficiaries will benefit from therapeutic heritage packs, outdoor activities, writing courses, community cinema screenings, and singing classes.

Place and Identity: The project aims to foster a sense of belonging and sharing by enabling over 100 individuals in the community to share stories and life experiences in safe and embracing ways, exploring the past and assembling future narratives.

Mobility: Over 100 individuals with mobility challenges will have better access to events and screenings, as the project includes provisions for smaller audience film screenings with sufficient floor space, seating arrangements, and cushions for comfort.

Resilience: By providing support, resources, and volunteer opportunities, the project endeavours to create a community that feels supported, with over 800 individuals actively engaging with facilities, museum and archive redevelopment, co-curation.

Collaboration: New collaborations with the well-being and health sector, museums and cultural sector, local authority, and charitable bodies are expected to benefit 200+ individuals.

Skills and Confidence: The involvement of 70+ local individuals in training and skills transfer will support the operation of the heritage library and oral history sessions, enhancing their confidence and capabilities.

Social Impact and Evaluation: The project aims to collect and disseminate quantitative and qualitative data, with an estimated 600+ people contributing through personal testimonies, interviews, feedback sessions

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

In the Caithness and Sutherland Local Development Plan 'Environment and Heritage' is one of the four key outcomes, our project both safeguards and celebrate our local environment and heritage. The need for The People's Mobile Archive (PMA) project within our community has been identified through extensive research, consultation, and engagement with the community, and the recognition of existing social challenges.

1. We conducted surveys and held consultations with residents of Helmsdale and the District to better understand their needs and requirements. The feedback from these interactions highlighted a significant concern regarding the lack of accessible social and well-being services, particularly for older individuals and vulnerable groups in East Sutherland. (See PMA End of Pilot Project Report)

2. Through existing community programs and services, we observed the prevalence of social isolation, especially among older individuals and those living in remote areas. Many people face barriers to accessing local services due to geographical distances, limited mobility, and insufficient resources.

3. Our interactions with local support organisations including Connecting Communities, Highland Cares, Scottish Mental Health, NHS Highland, Dementia Friends, Highland Action revealed the increasing need for innovative approaches to address social well-being and combat isolation. Collaborative discussions with these stakeholders further solidified the need for a comprehensive community well-being initiative like the PMA. (See Letters of Support)

4. Data on Social Trends: We analysed data on social trends, including demographic changes, population ageing, and the impact of rural isolation on mental health. These data sources underscored the urgency of implementing programs that enhance social connectivity and support community members in maintaining a sense of belonging.

5. Feedback from Pilot Consultation 'People's Mobile Archive': The success and positive impact of the PMA's one-year pilot project, supported by Museums and Galleries Scotland, further identified a gap in provision and demonstrated the demand for engaging with heritage well-being

resources, services, and events in the community. The overwhelming response and testimonials from beneficiaries reinforced the importance of continuing and expanding the initiative.

6. Workshops and Events in Timespan: We organised poetry writing workshops, film screenings, and events to engage with people directly, understand their needs and preferences, and gather suggestions for improving the comfort of social spaces, activity type and content, and overall well-being. These interactions provided valuable insights into the specific requirements of our community members.

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

Timespan conducted a lengthy and in-depth consultation during the PMA wellbeing pilot in 2022, ending in March 2023. The end of project report outlines and presents data, figures, user testimony, collaborator findings, and a range of useful well-being quantitative and social impact information.

Supporting documentation and reports:

PMA - End of Pilot Project Evaluation Report
PMA - Event Engagement and Reach Report
PMA - Promotional Material and Posters

Letters of support:

- Highland Library Services, Highlife Highland
- Helmsdale Village Hub: Connecting Communities & Dementia Friendly Ltd
- The Highland Council, Community Support Coordinator, Highlands
- Helmsdale Resilience Group
- Helmsdale Heritage Group
- Bunillidh Church of Scotland
- Helmsdale Knitting Group
- Museum and Heritage Highland (MHH)

Sutherland Communities and Families Action Plan - referencing PMA initiative for elderly and vulnerable households in Helmsdale and District and case study for Sutherland wide project rollout

(The Highland Council - Sutherland Pathfinder Project)

Highland Screen Network Consultation - *Timespan was selected as one of the case study organisations for Highland to address the need and resources required to develop a mobile film provider for people living in remote and rural locations. (Survey and report, Pro Media)*

"The PMA will provide an opportunity to engage with this demographic through evaluation and inclusive activities." (Creative Scotland)

"There is scope to co-develop pioneering social prescribing services and activities to increase social connectivity and mobility." (Breathing Space - NHS24)

Local fundraising support

The PMA pilot was well-received and supported by the local community, who responded by donating £800, as donations and contributions to raffles, etc. The funds were allocated to

reproducing and printing archival photographic books for the loaning library. The work to enhance the collection is on-going and we will continue to make appeals locally to help towards the overall library costs.

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

The sustainability of the project beyond CRF funding is a paramount consideration. Our strategy for ongoing support and maintenance revolves around diversifying funding sources, establishing community partnerships, and implementing revenue-generating initiatives.

After CRF funding, Timespan will be in a much better and more resilient position after the period of funding is finished, and the well-being initiatives outlined in this application will be embedded in our strategic forward funding plan. Many of the resources will be developed to be reused and adapted according to changing needs and demands, and will have a legacy beyond the duration of the project.

Timespan's approach to fundings is based on the diversification of funding resources. For the People's Mobile Archive we will continue to actively seek grants from various sources, aligning our proposals with the evolving priorities of funding bodies and agencies. Also, our plan is to keep developing collaborative projects with other cultural organisations, educational institutions, and community groups to share resources and leverage collective impact. We are optimising our revenue from our on-site facilities, such as the shop and the cafe, to contribute to the overall funding pool. As part of our strategic plan, we are investing in the ongoing training and development of staff to enhance their skills in fundraising, marketing, and financial management.

The aim is to maintain strong connections with the community, listening to their needs, and adjusting our initiatives accordingly to ensure continued relevance and support.

We'll regularly assess the impact and outcomes of the project, using data-driven insights to adapt strategies for long-term success. Also we have established transparent feedback mechanisms with stakeholders, including the community, to refine and improve our approach over time.

By implementing these strategies, we aim to create a resilient and self-sustaining model that transcends the initial CRF funding period, ensuring the longevity and enduring impact of our cultural initiatives.

4.7 What will be the lasting benefits and legacy?

The lasting benefits and legacy of The People's Mobile Archive (PMA) project will be profound and far-reaching, contributing to the well-being and cultural enrichment of the Helmsdale and rural Sutherland communities. Key lasting benefits and legacy include:

Community Well-Being: Improved mental health and well-being for over 800 individuals, fostering a sense of connection, belonging, and support.

Enhanced social connectivity, reduced isolation, and increased resilience among community members.

Cultural Preservation: Preservation and increased accessibility to local heritage resources, ensuring they remain relevant and appreciated by current and future generations. Improvement of a People's Lending Library, expanding access to educational and recreational materials, promoting lifelong learning.

Inclusivity and Diversity: Inclusive community engagement initiatives ensuring that diverse voices, stories, and experiences are acknowledged and shared. Collaboration with a diverse team of facilitators, fostering a welcoming environment for individuals from various backgrounds.

Physical and Mental Health: Positive impacts on physical health through activities like heritage walks and field trips, encouraging an active and healthy lifestyle. Therapeutic benefits for participants engaging in reminiscence sessions, oral history, and well-being activities.

Environmental Engagement: Encouragement of outdoor engagement through field trips and heritage walks, promoting a connection with nature and a 'green prescribing' approach for mental well-being.

Legacy in Heritage Collections: Continued expansion and enrichment of heritage collections, ensuring a vibrant and evolving cultural legacy for future generations. Preservation of oral history sessions and podcasts in the PMA sound library, creating a lasting audio legacy.

Collaborative Networks: Strengthening of collaborative networks with local support organisations, health sectors, and cultural groups, creating a supportive ecosystem for community members.

Skills Transfer and Confidence Building: Skills transfer and capacity building for over 70 local individuals, enhancing their capabilities and confidence through involvement in the project.

Sustainable Community Initiatives: Establishment of a sustainable model for community-driven well-being initiatives, setting a precedent for future projects in the region. Creation of a community hub where individuals can participate in regular sessions, reinforcing a culture of lifelong learning and personal growth.

Documented Impact and Feedback: Collection of qualitative and quantitative data on the project's impact, forming a valuable resource for future community initiatives and academic research. Continued feedback and testimonials contributing to a documented legacy of positive change within the community.

The People's Mobile Archive aims to leave a lasting legacy of cultural enrichment, social well-being, and community resilience, positioning itself as a model for sustainable and impactful community initiatives.

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

The People's Mobile Archive (PMA) project is committed to minimising its environmental footprint and actively addressing climate change concerns. The following strategies outline how negative environmental impacts will be mitigated:

1. Sustainable Practices:

- Emphasis on sustainable and eco-friendly practices in project activities, such as the use of recycled materials for Heritage Feel Good Activity Packs and promotional materials.
- Consideration of environmental impact in the selection of materials for workshops, screenings, and other physical elements of the project.

2. Localised Engagement:

- Prioritisation of local engagement and activities to reduce the carbon footprint associated with travel and logistics.
- Collaboration with local suppliers for materials and resources to minimise transportation-related emissions.

3. Green Prescribing Initiatives:

- Integration of outdoor activities like Healthy Heritage Field Trips and Walks, promoting a 'green prescribing' approach to mental well-being and reducing reliance on indoor facilities.

4. Digital Accessibility:

- Utilisation of digital platforms for online events, podcasts, and content distribution to reduce the need for physical resources and printed materials.
- Emphasis on digital access to screenings, interviews, and podcasts, making content easily accessible without the need for physical distribution.

5. Environmental Awareness Workshops:

- Inclusion of environmental awareness components in workshops and events, educating participants about sustainable practices and their role in mitigating climate change.

6. Energy-Efficient Practices:

- Adoption of energy-efficient technologies in project operations, including the use of energy-efficient recording studios and equipment for podcast production.

7. Minimising Waste:

- Implementation of a waste reduction strategy, encouraging participants to recycle materials from Heritage Feel Good Activity Packs and other project-related items.
- Exploration of options for reusable or recyclable packaging for project materials.

8. Carbon Offset Considerations:

- Evaluation of opportunities for carbon offset initiatives, potentially aligning with local environmental projects to balance any unavoidable emissions associated with the project.

9. Monitoring and Reporting:

- Regular monitoring of environmental impacts throughout the project duration, with a commitment to transparent reporting on achievements and areas for improvement.
- Inclusion of environmental impact considerations in the project's final evaluation and reporting documentation.

10. Community Sustainability Education:

- Integration of sustainability education in project activities, encouraging participants to adopt eco-friendly practices in their daily lives.

The PMA project recognises the importance of environmental responsibility and will actively pursue strategies to mitigate negative impacts while promoting a sustainable and eco-conscious approach to community engagement and well-being.

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?

In the development of our project, we have prioritised the consideration of equalities issues and have been proactive in addressing the needs of groups with protected characteristics. Our approach is designed to ensure that the project is inclusive, accessible, and that no one is excluded or disadvantaged from benefitting.

Consideration of Equalities Issues:

Community Consultations: We conducted extensive community consultations to understand the specific needs and challenges faced by different groups within our community. This included discussions with residents, local organisations, and support services.

Intersectionality: Our approach recognises and addresses intersectionality, understanding that individuals may experience multiple forms of discrimination or privilege simultaneously. This informs our strategies to create an inclusive environment that caters to diverse identities and experiences.

Collaborative Approach: By collaborating with local organisations, cultural groups, and support services such as Connecting Communities, Highland Cares, Dementia Scotland, and others, we actively involve stakeholders with expertise in supporting diverse groups.

Ensuring Inclusivity:

Tailored Program: The project is designed to be adaptable and responsive to the specific needs of different community members. For example, the Heritage Feel Good Activity Packs include diverse content to stimulate various interests and preferences.

Accessibility Initiatives: We are actively addressing barriers to access, considering physical, sensory, intellectual, attitudinal, cultural, economic, and geographic factors. This includes providing home delivery services, ensuring physical spaces are accessible, and addressing economic disparities through affordable and free access initiatives.

Diversity in Leadership: Our project is led by a diverse team, and we are committed to ensuring that leadership reflects the diversity of our community. This helps in shaping a project that is sensitive to the needs of various groups.

Targeting Specific Groups:

While the project aims to benefit the entire community, we recognize that certain groups may face additional challenges. As part of our EDI commitment, we will actively target and tailor aspects of

the project to meet the needs of specific groups, such as older individuals living in isolated rural areas, Coastal communities, Vulnerable groups, including refugees resettling in the area.

Continuous Monitoring and Adaptation:

We commit to continuous monitoring and evaluation throughout the project's duration. This includes feedback mechanisms, consultations, and adjustments based on the evolving needs of different groups. We will remain flexible and responsive to ensure that the project remains inclusive and accessible to everyone in our community.

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

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



FWF statement and
declaration template.c

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

Yes

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

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

We employ 2 full time staff, 14 part-time staff, and we have +50 volunteers

Do you currently pay the Real Living Wage hourly rate?

Yes

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 (£)
See Budget PMA 2 spreadsheet for detailed costings			
Staffing	Timespan staff time - i.e marketing and communication, design and editorial, digital curator (will be leading on the project)	Revenue	30,704.00
Overheads		Revenue	8,449.00
Project related costs	Heritage Feel Good Activity Packs	Revenue	4,400.00
	Community in Mind Film Screenings	Revenue (£800 capital)	1,600.00
	Oral History Packs	Revenue	4,400.00
	Wellness Podcasts: Reframing Health and Heritage	Revenue (£1000 capital)	8,100.00
	Healthy Heritage Field Trips	Revenue	840.00
	Healthy Heritage Walk	Revenue	1,100.00
	People's Lending Library Expansion	Revenue (£600 capital)	2,100.00
Other	Training	Revenue	1,000.00
	IT equipment	Capital	1,500.00
	Monitoring & Evaluation	Revenue	580.00
		Total revenue expenditure (£)	60,873.00
		Total capital expenditure (£)	3,900.00
		TOTAL PROJECT COST (£)	64,773.00

VAT included in these costs? Yes No

<p>5.2</p>	<p>Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.</p>	<p>The project costs listed in 5.1 have been derived through a combination of recent price comparisons, quotations, and careful estimation. Our approach to determining the reasonableness of these costs involves the following methods:</p> <p>Quotations: Where feasible, we sought direct quotations from suppliers, service providers, and vendors for specific items and services. This allowed us to obtain accurate and up-to-date pricing based on the current market conditions.</p> <p>Price Comparisons: For items and services where obtaining quotations was challenging, we conducted thorough price comparisons in the local market and relevant industries. This involved researching multiple suppliers to ensure that the costs align with prevailing market rates.</p> <p>Historical Data: In cases where the project involves recurring activities or services, we leveraged historical data from previous similar projects to gauge the cost implications. This approach helps ensure consistency and reliability in budgeting.</p> <p>Expert Consultation: We consulted with industry experts, professionals, and relevant stakeholders to validate and refine our cost estimates. This collaborative process helped us gain insights into the current industry standards and any unique considerations for the project.</p> <p>Inflation and Economic Factors: We factored in inflation rates and any economic changes that might impact costs over the project duration. This forward-looking approach enhances the accuracy of the budget by accounting for potential fluctuations in the cost of goods and services.</p> <p>Transparent Documentation: The cost estimation process is transparently documented, detailing the methods used, sources consulted, and any assumptions made. This documentation ensures accountability and facilitates a clear understanding of how each cost figure was determined.</p>
<p>5.3</p>	<p>Please explain how your project will achieve value for money.</p>	<p>Cost-Efficient Resource Allocation: We have carefully allocated resources based on the specific needs of each project component. This includes personnel, equipment, and materials, ensuring that every allocation serves a strategic purpose aligned with project objectives.</p>

		<p>Competitive Procurement: We actively sought competitive quotations and engaged in a rigorous procurement process to obtain the best possible prices for goods and services. This approach enhances cost-effectiveness by ensuring that we select suppliers and contractors offering competitive rates without compromising quality.</p> <p>Strategic Partnerships: Collaborating with strategic partners allows us to leverage shared resources, reducing overall costs. This includes partnerships with local businesses, community organizations, and institutions that align with our project goals.</p> <p>Long-Term Impact: The project is designed for lasting benefits and legacy, ensuring that the investments made today contribute to sustainable outcomes. This long-term perspective enhances the overall value proposition of the project</p>
--	--	--

SECTION 6 – MATCH FUNDING

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

Name of funder	Confirmed	Date confirmed or expected	Amount £
Gordonbush	Yes <input checked="" type="checkbox"/>		£19,540
Timespan	Yes <input checked="" type="checkbox"/>		£13,269
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£32,809
CRF requested			£31,964
Total project cost			£64,773

6.2 Will the project involve “in kind” support? Yes

6.3 If yes, please detail.

		Timespan will be providing additional staff time to deliver the project
6.4	Please explain why public funding is required to deliver the project.	Public funding is required to deliver the project at an effective scale and scope.
6.5	Please explain what the remaining bank balances are for in your accounts.	Timespan is an organisation which runs a variety of projects, a museum, gallery and cafe. These require cash flow within our bank account.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	See above

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	No X
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?	We are working with the majority of our local organisations in our sector in a collaborative way. The project is not income generating, so as such will not divert spending away from other local businesses.
7.4	Have you considered taking out a loan for the project?	Yes
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes
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?
Creative Scotland - Regularly Funded Organisations	2023	£95,000	No
Museum Gallery Scotland - Resilience Fund. For new boiler	2023	£44,450	No
Creative Scotland - Regularly Funded Organisations	2022	£95,000	No
The National Lottery Community Fund. For Youth Library	2022	£7,475	No

Museum Gallery Scotland - Resilience Fund. For the People's Mobile Archive pilot	2022	£26,375	No
Creative Scotland - Regularly Funded Organisations	2022	£95,000	No
ArtFund Shortlist Prize	2021	£15,000	No
THC - Covid 2021 2021 25,000 Covid support	2021	£25000	No
MGS - Digital Transformation RR	2021	£25000	NO

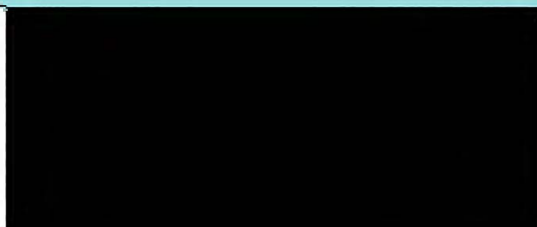
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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.

Print: Giulia Gregnanin

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

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

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

The application form should follow the naming convention example:

CRF0123 – (Name of organisation) final application form

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2183

Organisation: Timespan

Project Title: The People’s Mobile Archive

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 X
2. Tackling poverty & inequality X
3. Addressing causes of rural depopulation X
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	6
Spaces for people	new/enhanced	6
Initiatives that enable communities to stay socially connected	new/supported	6
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	6
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	x
Affordable housing projects	new/supported	x
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

Tackling climate emergency and working towards net zero (Environment)

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

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	x
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	CRF2188	
1.2	Organisation	Assynt Development Trust	
1.3	Project title	Assynt Development Trust Development Officer Post	
1.4	Project summary you wish to be funded (max 100 words)	Continuation of Assynt Development Trust's full time development officer post, of local and regional importance	
1.5	Project costs	Total project cost	£ 36,000
		Match funding	£ 14,400

		CRF grant requested	£ 21,600
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/04/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Assynt Development Trust
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	Nigel Goldie
2.4	Position in the organisation	Chairperson
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	https://assyntdevelopmenttrust.org/
2.8	Organisation type	<input checked="" type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input checked="" type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	Company number SC379557 Charity number SC015208
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. Registered as part of a VAT group alongside our subsidiary trading company Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	100 1518 87

2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	Our group VAT registration only relates to specific trading activities, so no VAT will be reclaimable for this project.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Project relates to development throughout Assynt, and joint working with other communities and organisations through the wider region. While the post allows for remote/home working, the physical office is in ADT's registered office, The Mission, Culag Park, Lochinver – postcode: IV27 4LE	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	No new consents required for the post itself	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.		
Activity name		Achieve by (date)	
<i>Various project areas are expected to be progressed by the post, including:</i>		Click or tap to enter a date.	
Local enterprise units development – location to be identified with feasibility studies / business plans undertaken completed. Aim being to enable ADT to become more financially self-supporting		28/02/2025	

Wellbeing and poverty relief, such as continuation of Lochinver Food Larder, ongoing – long term funding plan for food larder completed by date shown	31/07/2024
Ongoing management of Discover Assynt and other means of supporting Tourism to develop within Assynt	28/02/2025
Work towards establish a regional construction hub, including a local builders' merchant building – aim for detailed costed business plan by date shown	01/03/2025
Management for ADT, including fundraising, of Lochinver Glebe development project, including wider site uses, such as woodland croft creation (a core activity progressed by this post, for which ADT Development Officer time was excluded from costs in the separate glebe housing application CRF2166) Multiple outcomes by this date including: - plan created with mapping for non-housing uses of glebe land, including woodland crofts (detailed beyond our existing initial concept plan) - subject to other funding, the phase 1 housing being taken to tendering stage (a shared outcome with CRF2166), - timed plan developed for later built development phases, with funding plan	28/02/2025
Support and co-ordination role to the NW2045 project (located within ADT) as detailed in CRF 2262 application also applying for this round.	28/02/2025
<i>(The above outcomes do not represent cost areas for the project – actual project costs will be monthly gross salary, and pension contributions)</i>	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 directly increase community resilience, by helping this important community development post to continue to exist and to progress multiple projects associated with community resilience, development, wellbeing and regeneration. It will also enable this organisation to work more at increasing its own resilience, including through exploring increasing unrestricted income generation alongside community benefits (e.g. through development of enterprise space for leasing), in order to reach a position in future of organisational resilience against external factors such as reduced availability of grant funding towards the development officer post.

The project will also address the other strategic objectives, through the many local/regional projects and activities progressed by the post.

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

Word limit 400

All projects to be progressed by this post involve local community benefits, and many involve local economic benefits (such as business enterprise space creation for affordable leasing).

The (job shared) single development officer post since its creation in 2018, has played a significant role within Assynt and beyond across a range of projects improving facilities, economic activity and multiple community benefits during the pandemic and subsequently. As noted in 4.2 the Board of ADT has decided to prioritise activity in coming year and beyond that will aid self-funding and reduce reliance on grant funding. This will take time to achieve, but its attainment will produce lasting benefit for the community by having this important resource into the future.

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

Word limit 400

Multiple needs / opportunities will be addressed. The overarching need/opportunity, which has many underlying strands is for rural repopulation in our region and our local community. Largely falling within that broad theme, the following are examples of needs which will be / are being addressed by this post:

Local affordable housing, enterprise opportunities, improved local services including public transport, healthcare access, education, social interaction opportunities, physical exercise, kids' outdoor play, poverty relief and access to food and help with home heating costs.

Many of these are identified in key plans and other documents.

The North West 2045 Vision, adopted by Highland Council, identifies a central challenge of a “degenerative cycle of depopulation; dwindling jobs; school closures and loss of services. Without action, the North West Highlands will lose its vibrancy and cultural value. With strategic support, delivery of an inspired vision can help catalyse a regenerative cycle producing a sustainable, repopulated rural economy and contributing to our national economic and environmental wealth, that supports resilient, thriving communities.”

This project significantly address that by working towards reversing depopulation and contributing to sustainability in a key area of the North west Highlands.

The Assynt Community Plan, formed as an equivalent to a Locality Plan, with assistance from Sutherland Community Planning Partnership, highlights many of the needs this project addresses, including the need and demand for more affordable housing and housing for families. It also notes the negative effect of rural-urban migration and skewed age demographics, and how initiatives around jobs and housing could help address this.

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

Word limit 400

The projects and activities progressed by the post often involve specific assessment of local demand, often through local surveys, open events and other means of consultation. Our choices of which projects / activities to work on are based on evidence of support from such consultations. Examples of specific consultations with very positive evidence of support include: glebe development, food larder establishment, wellbeing activities such as progressing a community work shed to include 'men's shed' activities, and Lochinver playpark improvements.

As the post is itself a continuation of an ongoing post, we have not re-consulted about it for this application, but when the post was first set up it was on the basis of a local consultation exercise which showed strong support.

(We also often get general responses in consultations to the effect of 'keep up the good work!', as evidence of support for the general work of the post.)

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

Word limit 500

In future we are aiming to reach a point of increased organisational financial self-sufficiency, by aiming to progress projects generating unrestricted income alongside community benefits. This will lead towards reduced reliance on grant funding to sustain this development officer post. Such projects are expected to include development of enterprise units for leasing, that could also be used by other community organisations.

We also note that compared to most communities in the region, we are disadvantaged as we have no access to any onshore windfarm community benefit funding, and have been disadvantaged in the past as a community by resistance to renewable energy projects for income generation due to factors such as National Scenic Area status.

It is expected that the post's continuation will continue to require some grant funding, for a number of years, while developing intended unrestricted income streams, but we hope to require less grant funding per year as income streams are developed.

4.7 What will be the lasting benefits and legacy?

Word limit 500

There will be a wide variety of lasting benefits associated with the many projects to be developed. An overarching benefit is hoped to be reversal of rural depopulation and in particular reversal of loss of young and working age population.

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

All our projects aim to be as low impact as possible, in terms of climate and biodiversity effects, and where possible to have a positive impact. Examples of positive impacts associated with the work of the post include: woodland development planning on glebe land, work to improve public transport links, exploration of a community e-car-share scheme, management of our fleet of community e-bikes, and regular involvement in regional climate action forums and partnerships.

(Also, outwith the work of the core hours of this post, the work of the NW2045 and RLUP is directly related to climate action, including carbon and biodiversity improvements in the region, as set out in CRF2262)

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

We try to ensure no specific groups are disadvantaged in our work. When carrying out consultation or publicising opportunities we aim to include all and not disadvantage any sector or protected group. For example, we aim to ensure we reach people less connected by internet / social media, which may include some older people in the area or people with poor internet access, by non-internet-based means of communication.

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

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



FWF statement and declaration template.c

<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>Currently 2 – jobsharing the Development Officer post. We also host staffing for the NW2045 partnership, which is a self-employed contractor rather than an employee. Volunteers – around 15 regular volunteers, including subgroup members, food larder helpers etc.</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> We do ensure this for significant contractors for grant-funded projects, where appropriate. Elsewhere, we try to make more ethical choices for suppliers, but for many items, eg. food supplies for our food larder, or electrical equipment, this would be difficult or impossible, especially given the complex and opaque nature of supply-chains.</p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks</p>

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.	Ongoing post at current salary, judged reasonable in comparison with similar posts elsewhere and unexpected to need to rise for this grant period.
5.3	Please explain how your project will achieve value for money.	Existing jobshare by two experienced staff is expected to continue for the duration of the project – their experience and knowledge from jobsharing this role since its formation in 2018 will mean efficient continuation of project activities, compared to if we had needed to recruit new staff without prior experience of the organisation and its projects.

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 (£)	
Supporting Communities Programme (through HIE)		possibly by 20/12/23	14,400	
			Total match funding (£)	14,400
			CRF grant request (£)	21,600
			Total project cost (£)	36,000

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Inevitably some costs associated with the staff post, such as upkeep of ADT’s office, will be paid by ADT. Line

		management will also be carried out by a volunteer director.
6.4	Please explain why public funding is required to deliver the project.	Without public funding this post could not currently exist.
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining bank balance funds are required for other restricted activities and for our ongoing other activities and costs and would not be available to contribute significantly to the costs of this project.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Unrestricted funding in our accounts is required for other core activities and costs and would not be available to contribute significantly to the costs of this project. We intend to build up a buffer of unrestricted reserves, to cover a period of core operational costs as part of a reserves policy, for good practice.

SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The project will not itself generate income, although working partly towards increased income generation in future alongside community benefits.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The project by its nature will not adversely affect local businesses, and will lead to future enhancement of local businesses, local organisations and local enterprise.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	(Not sufficient future income generation associated with the projects to be developed to expect to secure or to finance loans towards development post costs.)
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print: Nigel Goldie

Date:

13.11.2023

Click or tap to enter a date.

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

10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		
Formal match funding confirmation not yet available.		

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: CRF2188

Organisation: Assynt Development Trust

Project Title: Assynt Development Trust Development Officer Post

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	2 new, 3 safeguarded
Wellbeing support initiative	new/ supported /safeguarded	1 new, 2 safeguarded
Spaces for people	new /enhanced	2 enhanced
Initiatives that enable communities to stay socially connected	new/supported	2 new, 1 supported
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	2 new, 6 supported
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

Tackling climate emergency and working towards net zero (Environment)
--

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

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



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

Key considerations

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

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

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

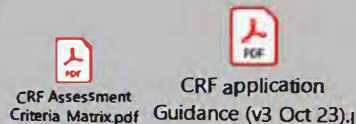
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2190
1.2	Organisation	Brora Development Trust
1.3	Project title	Development Officer
1.4	Project summary you wish to be funded (max 100 words)	Brora Development Trust requests funding from CRF to fund the continuation of a full time Development Officer beyond the current funding period, end of March 2024. The Trust has a work plan in place for 2023-2026 with a robust portfolio of programmes under 5 thematic headings: Community; Social; Economic; Environment and Placemaking. The work plan is delivered currently

		by the Development Officer and a part time Visitor Information Officer.	
1.5	Project costs	Total project cost	£48,163
		Match funding	£19,000
		CRF grant requested	£29,163
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/04/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Brora Development Trust	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Sarah Morrison	
2.4	Position in the organisation	Development Officer	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	Discoverbrora.com	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC043968	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this	

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

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Brora, the KW9 postcode area.
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	-
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	-

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Fascally Park Contamination Assessment	31/03/2024
Options appraisal and Business Plan for Fascally Park	01/03/2025
Brora Youth Partnership	01/03/2025
Discover Brora project	01/03/2025
Brora's Healthy School Holiday project	01/03/2025
Food Share Shed Support	01/03/2025
Otter's Couch social enterprise	01/03/2025
Feasibility of community Car for Medical Visits	31/03/2024

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.

BDT is requesting funding for the continuation of a Development Officer post beyond the current funding period to deliver the ongoing projects which it has committed to both to the community and donors. The Trust has a work plan in place for 2023-2026 with a robust portfolio of programmes and projects under 5 thematic headings: Community; Social; Economic; Environment and Placemaking.

Delivery of these programmes and projects efficiently and in line with community development principles, will bring immediate and long-term benefits to the community. As a small group of 7 volunteers, this is an extremely ambitious workload. A Development Officer is needed to deliver the suite of initiatives timeously, smoothly and effectively and support future development work. Current funding period runs until the end of March 2024, with from The Scottish Government Strengthening Communities Fund.

Having a full time Development Officer will help BDT meet more than one CRF strategic objective. In particular however, *Increasing community resilience*, will be achieved in the following ways:

Community-led projects supporting community ownership or management of assets, services, or activities - Fascally Park: BDT secured funding from Highland Coastal Communities Fund to pay for a contamination assessment of the Fascally Park site. Fascally Park was identified in the 2020 document, *Vision for Brora* as a site which has the potential to provide long term community benefit. The site also has revenue generating potential to contribute to the financial sustainability of the project and the Trust. A contamination assessment of the site, owned by The

Highland Council, is required before any change of use can be carried applied for (currently a designated park) and before any ground is broken.

Community-led projects supporting community ownership or management of assets, services, or activities - Options appraisal and Business Plan for Fascally Park: The contamination assessment findings will provide essential information on opportunities for the site's development. From the assessment report, is permissible, an options appraisal and business plan will be prepared.

Community-led projects supporting community ownership or management of assets, services, or activities - Discover Brora project: To further develop the Discover Brora brand which was established as part of the Visitor Information Point project, along with adventure equipment hire service, website and social media platforms. These were set up and run with funding from the Community Regeneration Fund and Development Trusts Association for Scotland during 2023. The Discover Brora brand has been established with the tag line 'by the community, for the community'. A Visitor Information Officer is employed for this project to maintain the website and social media platforms and will develop a line of Discover Brora merchandise, in the funding period, which will provide income generating opportunities for and increase further brand and place visibility. The Development Officer will line manage the Visitor Information Officer as the project expands in the 2024/2025 funding period.

As part of the Discover Brora project, the Trust is part of the Scottish Community Tourism network (SCOTO) and will deliver the Press Pause initiative, which will be funded by North Highlands Initiative, will comprise of an independently facilitated workshop with local stakeholders, to identify short term and long-term tourism initiatives in Brora, culminating in a work plan which will be delivered in the funding period.

Spaces for people & Initiatives that enable communities to stay socially connected - Brora Youth project: Driven by a sub-committee of the Trust called Brora Youth Partnership, the youth project addresses the need to improve services and provisions for young people in Brora, as identified in the community consultation survey conducted in the last quarter of 2022. Partnering with Youth Highland Brora Development Trust has appointed a Youth Worker, with funding from Gordonbush and Westminster Foundation. The Development Officer will line manage the Youth Worker during the 2024/2025 funding period.

Initiatives that enable communities to stay socially connected - Otter's Couch social enterprise: an arts and crafts retail social enterprise. With four years successful trading, from April 2019 to present, the Otter's Couch provides earning opportunities for over 40 local artists and crafters. The Visitor Information Point is located within the Otter's Couch shop.

Wellbeing support initiative - Brora's Healthy School Holiday project: A school holiday hunger initiative providing support to parents/carers in school summer holidays, for each child/young person in Early Years, primary and secondary school education living in Brora. Grocery vouchers are being offered to parents/carers of 212 children/young people, to provide food relief in line with dignity principle, to be redeemed in a local grocery shop for the 2023/2024 funding period. BDT are committed to providing support to families during school holidays, in the 2023-2026 work plan.

Wellbeing support initiative - Food share shed support – ongoing support for two food share units in Brora.

Wellbeing support initiative - Community car for medical appointments: the DO is currently investigating the feasibility of the Trust owning and operating a community car solely for the purpose of providing transport for local people to get to medical appointments. If the assessment is positive, the project will be planned and delivered in the funding period.

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

Having a full time Development Officer will benefit the local community and economy in the following ways:

- 1) Brora Youth Partnership – **Who benefits?** Young people **How?** The Development Officer will oversee, develop and secure further funding for the Brora Youth Partnership’s youth initiative, which offers a safe space and positive experiences, to all 100 young people attending secondary school living in Brora within the funding period.
- 2) Brora’s Healthy School Holiday project – **Who benefits?** Children/young people in education **How?** Development Officer will work in partnership with key stakeholders to deliver the project, offering parents and carers of 212 children and young people in education living in Brora, from Early Years through to secondary school, a grocery voucher or equivalent, for each of the school holidays in the 2023-2024 academic year.
- 3) Discover Brora – **Who benefits?** Local business operators and the local economy **How?** The Development Officer will ensure delivery and development of the Discover Brora project during the funding period, ensuring that the Visitor Information Point operates according to targets, developing revenue streams for project sustainability, developing the Discover Brora brand alongside the working group, providing promotional and marketing opportunities for local businesses through the Discover Brora website and social media platforms. As part of this Discover Brora project the Press Pause initiative will be delivered and new short and long term interventions will be identified.
- 4) Fascally Park - **Who?** The whole community **How?** The Development Officer will lead on an options appraisal and business planning during the funding period for the Fascally Park site, further to the outcomes of the contamination assessment which will be conducted before the end of March 2024.
- 5) Community car for medical purposes **Who?** People who have no alternative transport to medical appointments. These are people who either have no vehicle of their own, who are physically or mentally unable to drive a vehicle. These are people of all ages, from parents with young children needing immunisations (now delivered at the Lawson Memorial in Golspie, or people requiring cancer treatment or blood transfusions at Raigmore) **How?** The community car means people will be able to travel to medical appointments and receive essential care.

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

Building on the *Vision for Brora 2020* document, in the last quarter of 2022 Brora Development Trust conducted community questionnaire. From the findings of the questionnaire, along with initiatives outlined in the *Vision for Brora* document, a work plan for 2023-2026 was developed. The Development Officer will lead on the development and delivery of these projects.

Brora Locality Plan includes as an improvement priority, the need to “To attract, strengthen and grow businesses in Brora”. This will be addressed through the Discover Brora project. Fascally Park development is included as a means to help meet this improvement priority. Fascally Park is included in the Caithness and Sutherland Development Plan as a site with development potential.

A further improvement priority identified in the Locality Plan is: “To provide people in Brora with the skills and knowledge necessary to access training and employment opportunities”. The youth initiative will help facilitate national Youth Awards, which will help contribute to this priority improvement. Likewise, The Otter’s Couch, which provides earning opportunities for local people.

Improvement priority “To improve transport provision to and from Brora”, will be addressed through looking at the feasibility of the Trust operating community car for medical appointments. If the feasibility assessment is positive, funding can be sought for this initiative.

The Locality Plan also lists as an improvement priority: “Increase the youth voice in community projects” – this will be facilitated through a robust youth initiative. Young people themselves are involved in the design and delivery of the initiative.

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

The local support for the projects delivered during the time that the Development Officer has been in post (December 2021 to present) are testament to the support locally for the Trust having a paid employee in place to ensure projects are delivered. These projects are:

1. The creation of Brora Youth Partnership – a group of ten local activists have come together to form a sub-committee to steer a youth initiative for older young people in Brora, facilitated by BDT in partnership with Youth Highland.
2. The set up and operation of an extension to existing food share shed operated by Engaging with Activity (EWA) at Brora Village Hub. The Annex is a partnership project with EWA and Brora Community Centre. BDT will continue to support both food share units.
3. BDT is working closely with Brora Nursery and Early Learning Providers, Brora Primary and Golspie High School to deliver a Happy School Holidays initiative, to ensure that parents/carers of all children and young people in education in Brora receive a grocery voucher for each of the school holidays as part of BDTs Healthy Holiday Programme.
4. BDT has created a partnership with St John Scotland and local hosts to offer a series of Bystander CPR and Defibrillator training at different venues across the community. BDT will help ensure these training sessions are on offer on an annual basis.
5. Through the SCP funded DO role, BDT have facilitated thematic sub-committees to steer projects. These committees enable local people to have a greater say in identifying future projects and in the design and delivery of projects. Sub-committees are made up of local volunteers with one Trustee present at each meeting. The signpost group has led on the design and location of pedestrian village signs; a tourism group has designed the Discover Brora website and content and be part of the branding design; Brora Youth Partnership are steering the new youth project.

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

If this application is not successful, the impacts for BDT and the community are as follows: BDT does not have sufficient funds itself to pay for the costs of having a DO and therefore will look to secure alternative sources of grant funding.

Without a DO, BDT will find it extremely challenging to honour donor commitments to deliver projects on time and in line with targets, in particular the youth project and tourism initiative. Nor will the Board be able to work towards meet outlined in the work plan. Individual Trustees and volunteers on sub-committees, have no extra time to delivery of projects nor as a group, have the necessary skills and experience to do so.

BDT therefore would need to revise the work plan and communicate with donors and community about changes in plans. Not having a committed person to lead on the delivery of projects will lead to delays or even failure to deliver a project as agreed with the donor.

Not having a DO will put considerable strain on Trustees of the Board and sub-committee members to deliver on commitments. In addition, the Board will not have a conduit through which to communicate with the people it serves. This will lead to Trustees feeling less confident in their ability to realise the organisations aims and objectives and the overall morale of the Trustees, sub-committees and community will be affected negatively.

Without a DO, community confidence in the organisation will decline, since fewer projects will be delivered and community liaison will reduce significantly, resulting in fewer people willing to support the organisation.

Ultimately, the impact of not having a DO on the community will be that BDT will not be able to serve the community effectively and the community will not be able to fully benefit from the projects planned.

4.7 What will be the lasting benefits and legacy?

The lasting benefits and legacy of having a Development Officer will be two-fold:

Firstly, the organisation has been strengthened:

- Strengthening governance processes and procedures.
- A 2023-2026 workplan is in place, based on findings from a community questionnaire.
- Revenue generated and projects delivered with grant funding has increased, with £150,000 of grant funding in 24 months.
- The number of donors invested in BDT and community has increased. The Trust's credibility has been strengthened and new donor relationships forged.
- Two way communication with the members and wider community continues to improve.
- Local and regional visibility has been strengthened

Secondly, there are lasting legacy and benefits for the community:

- Creating new community partnerships: the creation of Brora Youth Partnership – a group of ten local activists have come together to form a sub-committee to steer a youth initiative for older young people in Brora, facilitated by BDT in partnership with Youth Highland. The group has been involved in the recruitment and appointment of a Lead Youth Worker.
- The set up and operation of an extension to existing food share shed operated by Engaging with Activity (EWA) at Brora Village Hub. The Annex is a partnership project with EWA and Brora Community Centre. BDT will continue to support both food share units.
- BDT is working closely with Brora Nursery and Early Learning Providers, Brora Primary and Golspie High School to deliver a Happy School Holidays initiative, to ensure that parents/carers of all children and young people in education in Brora receive a grocery voucher for each of the school holidays as part of BDTs Healthy Holiday Programme.
- BDT has created a partnership with St John Scotland and local hosts to offer a series of Bystander CPR and Defibrillator training at different venues across the community. BDT will help ensure these training sessions are on offer on an annual basis.
- BDT have facilitated thematic sub-committees to steer projects. These committees enable local people to have a greater say in identifying future projects and in the design and delivery of projects. Sub-committees are made up of local volunteers with one Trustee present at each meeting. The signpost group has led on the design and location of pedestrian village signs; a tourism group has designed the Discover Brora website and content and be part of the branding design; Brora Youth Partnership are steering the new youth project.

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

With regards to the project for which funding is being requested, to pay for a Development Officer, the environmental impacts of having a Development Officer are minimal: to date, the DO's work base has been home, therefore not requiring travel to reach a place of work. The majority of work is conducted within walking distance withing Brora, therefore reducing environmental impacts of travel. Meetings out with Brora are usually conducted remotely, therefore contributing to net zero ambitions.

With regards to the initiatives delivered by the DO:

Discover Brora - encouraging visitors to slow down and stop in the village, promoting local businesses, The equipment hire service, gives access to bicycles to hire for both locals and visitors alike. Funding has been allocated to provide live information on bus and train times, therefore promoting the use of public transport and working to net zero targets.

Signpost project - pedestrian signposts encourage visitors to move around Brora by foot

Happy Holiday project – provision of grocery vouchers to children and young people, to be redeemed in a shop in Brora, therefore reducing the need for travel. This also helps support the local economy.


The Otter's Couch social enterprise – supports local artists and crafters, reducing the need to travel elsewhere to generate an income.

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?

Equal opportunities monitoring forms are required to be completed prior to interviews for positions with BDT taking place to make sure everyone has a chance to take part in the application process for positions with the organisation, that no one is excluded or disadvantaged from the process.

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

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



FWF statement and declaration template.c

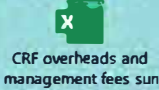
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning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

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

- 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.



Budget Heading	Details	Revenue/Capital	Amount (£)
Salary	Full time salary	Revenue	35,000.00
Tax and National Insurance	Employers contribution 18% of salary costs	Revenue	6,195.00
Pension	Employers contribution	Revenue	2,590.00
Overheads	10% of employment costs to the organisation	Revenue	4,378.00

	Total revenue expenditure (£)	48,163.00
	Total capital expenditure (£)	0.00
	TOTAL PROJECT COST (£)	48,163.00

		VAT included in these costs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	The costs are based on costs incurred previously, with an increase in salary (currently £29,500) to inflationary increase and increase in responsibilities.
5.3	Please explain how your project will achieve value for money.	Match funding not in place

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 (£)
SSE Gordonbush Fund	No	31/02/2024	£19,000
Total match funding (£)			19000
CRF grant request (£)			29,163
Total project cost (£)			48163

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	

6.4	Please explain why public funding is required to deliver the project.	The organisation does not have enough in reserves to pay for this project.
6.5	Please explain what the remaining bank balances are for in your accounts.	For projects not yet complete and a small amount of reserves.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The small amount of reserves are needed to ensure the financial stability of the organisation in the future in the event of no grant funding.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	There are currently no other Development Officers working in Brora. Moreover, Brora Development Trust is the only organisation with the same remit in Brora.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	The organisation would not be able to repay the loan.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Gordonbush (Youth initiative)	03/11/2023	£4,672	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Coastal Communities Fund (Vision for Brora – Phase 2)	11/10/2023	£32,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Community Regeneration Fund (Food share shed support & Healthy Holidays)	01/10/2023	£11,600	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Westminster Foundation (Youth initiative)	21/09/2023	£9,064	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
North Highlands Initiative (Healthy Holidays)	15/08/2023	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
National Lottery Awards for All Community Fund (Healthy Holidays)	30/06/2023	£5,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Highland Council Cost of Living Fund (Energy payment support & Food share unit)	08/02/2023	£8,300	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Community Regeneration Point (Visitor Information Point)	03/02/2023	£35,790	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Community Regeneration Fund (Town Centre Improvements)	23/02/2023	£8,800	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Development Trusts for Scotland Pockets & Prospects (support for TYKES)	14/10/2022	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Anne Duchess of Westminster Fund (food share shed)	27/10/2022	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Highland Council Food Plus Fund (Healthy Holidays)	07/07/2022	£5,690	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Development Trusts for Scotland Strengthening Communities Fund	28/11/2022	£102,335	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print: Sarah Morrison

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2190

Organisation: Brora Development Trust

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	1
Wellbeing support initiative	new/supported/safeguarded	1
Spaces for people	new/enhanced	1

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

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

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

Helping economic recovery & sustaining growth (Economy) Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	

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

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

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