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**	**CRF2191**	
1.2	**Organisation**	Brora Development Trust	
1.3	**Project title**	Visitor Information 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 Visitor Information Officer beyond the current funding period.	
1.5	**Project costs**	**Total project cost**	£33,750
		Match funding	£13,500

		CRF grant requested	£20,250
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/04/2024	
1.7	**End date** *(by 1st March 2025)*	01/03/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☒	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	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**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☒	SCIO
		☐	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 ☐ No ☒	

2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	☐	Whole
		☐	Partial
		☒	None
2.13	Provide details of VAT exemptions.		

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

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
To extend the employment period of a Visitor Information Officer beyond the current funding period (end of March 2024) for the 2024/2025 funding period and increase the hours from part time to full time.	01/03/2025

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

To extend the employment period of a Visitor Information Officer beyond the current funding period (end of March 2024) until 1st March 2025. The post has been funded by CRF for the current funding period. The projects the role supported received additional funding from Development Trusts Association for Scotland.

The role of the VIP Officer is three-fold: Firstly, to continue to manage the Visitor Information Point, update and maintain the Discover Brora website and social media platforms; Secondly, the VIP Officer will focus too on the expansion of income generation activities for the Discover Brora project, including broadening the scope of the equipment hire unit, to develop and make available Discover Brora merchandise. Thirdly, the VIP Officer will help deliver the new initiative being run by the Scottish Community Tourism network (SCOTO), of which BDT are part of, called the Press Pause initiative. North Highlands Initiative have committed to funding the workshop and plan, which will identify short and long term community led tourism initiatives for Brora.

Delivery of these initiatives in line with community development principles, will bring short and long term benefits to Brora and its residents. Through the Trust's work, Brora will be able to optimise on the financial benefits afforded by the location on the NC500, further developing Brora as a destination for visitors, as well as making Brora this an even better place to grow up in, live and work in.

Achievements to date include the design of the Discover Brora brand name, the Discover Brora website and associated social media platforms. Further achievements include the set up and operation of the Visitor Information Point in the Otter's Couch shop in the centre of Brora, along with the operation of the outdoor equipment hire unit, which this year has rented out bicycles to visitors. Additional success has been the ongoing operation of the BDT sub-committee on tourism, to input in the tourism initiatives run by the Trust. Community participation and investment is key to the success of any tourism initiative delivered by BDT.

The role of the VIP Officer will enable the Visitor Information Point to develop further, expand and create new income generation opportunities and roll out a new community led tourism initiative, Press Pause. The VIP Officer is needed to deliver the suite of initiatives timeously, smoothly and

effectively and support the future of the Discover Brora initiative beyond the 2024/2025 funding period. In doing so, the main strategic objective, *helping economic recovery and sustaining growth,* will be met.

Project outputs:
1). Through the Visitor Information Officer post, the current tourism infrastructure in the form of the Visitor Information Point, Discover Brora website and social media platforms and outdoor equipment hire service, set up in 2023, will continue to be supported through to 1st March 2025.
2) Through the Visitor Information Officer post, income generating activities will be expanded and developed further during the funding period, therefore contributing to the financial sustainability of the Visitor Information Point, website, social media platforms and equipment hire service.
3) Through the Visitor Information Officer, the SCOTO, independently facilitated Press Pause initiative, with funding from North Highlands Initiative will be rolled out, culminating in a community plan for short term and long term tourism initiatives for Brora.

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

(a) How will the project benefit local communities or the local economy?

Having a dedicated Visitor Information Officer, will benefit the local community and local economy in a number of ways:

- The dedicated information point for visitors will be supported. This is a space where outdoor equipment can be made available to local people and visitors alike
- The Discover Brora website with information about Brora, the area, what to do and see and where to stay and eat, will continue to be supported.
- The Visitor Information Officer will help strengthen community participation in tourism planning and development for Brora, through the Press Pause initiative.
- The BDT sub-committee on tourism will continue to operate and feed into the Discover Brora project.

Overall therefore, the positive impact for the local community and the local economy is broad and long lasting.

In order to provide evidence of positive impacts for the local community and economy, daily records will continue to be kept of: the number of visitors to the VIP; number of telephone and website enquiries; website hits will be recorded; the number reaches and interactions of the social media platforms; the number of people hiring equipment from the AEHU, broken down into local residents and visitors; the monetary value of hires and commissions.

BDT will work closely with Destination Management Organisation Venture North and collaborate with Visit Scotland to help promote Brora as a destination, as well as local businesses and trades and charitable groups such as Golspie Bothy and Paths for All. The benefit of this will be strengthened partnership working and giving the local community a greater voice in how they would like this project to be delivered and how they would like Brora represented.

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

The Scottish Index of Multiple Deprivation lists Brora as one of the five most deprived areas in Sutherland. The overall aim of this project is to help economic recovery and create sustainable growth for Brora.

Brora is currently a thoroughfare on the A9 for NC500 and other visitors to the Highlands. There are no visitor information points in the centre of Brora. Information that is available to visitors is sporadic and not complete or concise.

Brora community would benefit economically from the project. The Visitor Information Point would encourage visitors to stop in the village and when they do stop, to spend longer in Brora and the area.

43% of Highland jobs are tourism-related and this is also reflected in Brora. This project will help promote local businesses and encourage the peak tourism season to be extended, thereby increasing job opportunities and length of employment locally.

The Visit Scotland report, *Scotland Visitor Experience 2021*, provides insight into consumer behaviour and states that visitors are looking for destinations which offer "an escape, to get away from it all, to connect with nature and to avoid crowds" which are attributes Brora has and can be harnessed by this project.

There is currently no local tourism policy nor plan for Brora. For tourism to be sustainable in Brora and to benefit the whole community and future generations, it needs to be community-led. A BDT sub-committee on tourism was formed in 2023 and will continue to operate until 1 March 2025.

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. Included in this plan is the need to improve services and provisions for visitors, which was identified as needing improving in the community questionnaire.

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 development of the Discover Brora project.

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

A third of survey respondents in Brora Development Trust's Community Consultation questionnaire survey conducted in October 2022, said they would like to have services for visitors improved.

In 2023 a tourism sub-committee of BDT was set up and have met regularly, to discuss and plan tourism interventions delivered by the Trust. This working group is made up of local volunteers with an interested in developing tourism initiatives in Brora. The group worked on the design and development of the Discover Brora website and branding. Latterly, the group agreed that the Press Pause initiative should be rolled out and that the group would be part of this initiative. This initiative which comprises of a workshop with local people with an investment in tourism in Brora, would identify short and long term tourism initiatives. This will culminate in the development of a working plan for tourism in Brora. The operation of the sub-committee, as well as local buy in to the Discover Brora website and social media campaign, demonstrates local support for the work of the Visitor Information Officer.

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 a Visitor Information Officer and therefore will firstly look to secure alternative sources of grant funding.

Without a Visitor Information Officer, BDT will find it extremely challenging to develop income generating activities to ensure financial sustainability of the Discover Brora website. BDT therefore would need to revise the 2023-2026 work plan and communicate with donors and community about changes in plans. Not having a committed person to lead on the delivery of tourism projects will impact of the Discover Brora project and delivery of the plan which will be produced through the Press Pause initiative.

Not having a Visitor Information Officer will put considerable strain on the workload of the Development Officer and Trustees of the Board and sub-committee members to deliver on commitments made. This will lead to the community feeling less confident in the Trust's ability to

realise the organisations aims and objectives and the overall morale of the community, the organisation, voluntary sub-committee will be affected negatively.

Without the Visitor Information Officer, community confidence in the organisation will decline, since fewer tourism initiatives supported.

Ultimately, the impact of not having a Visitor Information Officer on the community will be that BDT will not be able to serve the community effectively in terms of tourism infrastructure and services support 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 Visitor Information Officer in post until 1 March 2025 will be a robust plan of short term and long term community led tourism interventions for Brora. This will be achieved through the Press Pause initiative. Furthermore, through the development of income generating initiatives including expansion of the equipment hire service and development of Discover Brora merchandise, the financial sustainability of the Discover Brora project will be further strengthened.

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.**

Environmental impact –

During the funding period, Brora Development Trust will mitigate the negative environmental impacts that may arise in delivering the project, address climate change issues and provide information on ways local people can work towards net zero ambitions, in the following ways:

- 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.
- Encouraging active and mindful travel for residents and visitors by promoting the use of public bus and rail travel through the visitor information point, promoting local walks and bicycling through the information point and website and collaborating with organisations and businesses hiring and repairing bicycles and selling good quality second hand bikes.
- Sharing information among accommodation providers and retailers about the benefits of making provisions for walkers and bicycle users and linking businesses with local organisations offering guided walks/rides and funding for bicycle provision.
- Signpost visitors to electric car charge points.
- The information point is located in the Otter's Couch social enterprise shop which sells produce from local producers, enabling people to live and work locally, therefore reducing commuting, transport to place of work, as well as produce which is made locally, therefore keeping transportation to a minimum.

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?**

Brora Development Trust has taken groups with protected characteristics into account in the development of the project by adopting an organisational equalities policy as part its Employee and Volunteer Handbook and using an equal opportunities monitoring form during the recruitment process for new personnel.

4.10	**All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.** **This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.** FWF statement and declaration template.c

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

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Salary	Full time salary	Revenue	26,000.00
Tax and National Insurance	Employers contribution 18% of salary	Revenue	4,680.00
Overheads	10% of employment costs to the organisation	Revenue	3,068.00

Total revenue expenditure (£)	**33,748.00**
Total capital expenditure (£)	**0.00**
TOTAL PROJECT COST (£)	**33,748.00**

VAT included in these costs?	Yes ☒ No ☐

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	The salary pro rata for this project is the same as currently. The amount requested will be to pay for 3 days a week, as currently worked and match funding will be sought to pay an additional 2 days therefore creating a full time post.
5.3	**Please explain how your project will achieve value for money.**	The Visitor Information Officer be responsible for delivering and completing projects in line with the organisations work plan, developed based on findings of a community consultation. The Information Officer will be responsible for developing income generating opportunities for the projects delivered.

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	£13,500
		Total match funding (£)	**13500**
		CRF grant request (£)	**20,250**
		Total project cost (£)	**33750**

6.2	**Will the project involve "in kind" support?**	Yes ☐ No ☒
6.3	**If yes, please detail.**	
6.4	**Please explain why public funding is required to deliver the project.**	The 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 ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so,**	

	how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	There are currently no other organisations or businesses employing Visitor Information Officers 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 ☐ No ☒
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 ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
Gordonbush (Youth initiative)	03/11/2023	£4,672	Yes ☐ No ☒
Highland Coastal Communities Fund (Vision for Brora – Phase 2)	11/10/2023	£32,000	Yes ☐ No ☒
Community Regeneration Fund (Food share shed support & Healthy Holidays)	01/10/2023	£11,600	Yes ☒ No ☐
Westminster Foundation (Youth initiative)	21/09/2023	£9,064	Yes ☐ No ☒
North Highlands Initiative (Healthy Holidays)	15/08/2023	£10,000	Yes ☐ No ☒
National Lottery Awards for All Community Fund (Healthy Holidays)	30/06/2023	£5,000	Yes ☐ No ☒
The Highland Council Cost of Living Fund (Energy payment support & Food share unit)	08/02/2023	£8,300	Yes ☐ No ☒
Community Regeneration Point (Visitor Information Point)	03/02/2023	£35,790	Yes ☐ No ☒
Community Regeneration Fund (Town Centre Improvements)	23/02/2023	£8,800	Yes ☐ No ☒
Development Trusts for Scotland Pockets & Prospects (support for TYKES)	14/10/2022	£10,000	Yes ☐ No ☒
Anne Duchess of Westminster Fund (food share shed)	27/10/2022	£10,000	Yes ☐ No ☒
The Highland Council Food Plus Fund (Healthy Holidays)	07/07/2022	£5,690	Yes ☐ No ☒
Development Trusts for Scotland Strengthening Communities Fund	28/11/2022	£102,335	Yes ☐ No ☒

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

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

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

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

Reason for missing documentation:

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2191

Organisation: Brora Development Trust

Project Title: Visitor Information Officer

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

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

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

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

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

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

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/supported/safeguarded	
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new/enhanced	

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

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

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

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

Project outputs	**Status (delete as appropriate)**	**Quantity**
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/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)	**1**
Tourism infrastructure ~~–new~~/supported/~~safeguarded~~ (delete as appropriate)	**1**

Training courses delivered/learning days of people receiving training	
Town center improvements	**1**
Initiatives to improve access to local services	**1**
Other - Please describe other outputs your project will meet that are not listed above:	

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

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf

CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF 2194
1.2	**Organisation**	Dornoch Heritage SCIO
1.3	**Project title**	Historylinks Heritage Hub – Community Programme
1.4	**Project summary you wish to be funded (max 100 words)**	The Community Programme will be run from the newly built Heritage Hub, now under construction, which has a Community Room. Our aim is to encourage local residents to see the Hub as their resource through offering a range of opportunities to experience and enjoy heritage, such as storytelling, using recordings and music, workshops on traditional crafts, creating their own work and exhibits. The goal is to foster well-

		being and a strong sense of belonging especially for the more vulnerable members of the community. To implement the Community Programme we are seeking funding to appoint an Engagement Officer and offer support and training to Project volunteers.	
1.5	**Project costs**	**Total project cost**	£28,155
		Match funding	£ 9,170
		CRF grant requested	£18,985
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	01/03/2025	
1.8	**Please confinn you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Dornoch Heritage SCIO	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Lynne Mahoney	
2.4	**Position in the organisation**	Curator	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]k	
2.7	**Website address**	www.historylinks.org.uk	
2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☒	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC008747	

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.** **No**	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☐	None
2.13	**Provide details of VAT exemptions.**	**N/A**	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Historylinks Museum, The Meadows, Dornoch IV25 3SF
3.2	**Are you applying on behalf of a partnership project?**	**No**
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☐ No ☐
3.5	**Do you own the land or asset?**	**No**
3.6	**Are you leasing the land or asset?**	**Yes**
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.**	99 year lease from Highland Council, running until 2090.
3.8	**Does the project require planning permission or other statutory regulatory consents?**	No
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	N/A

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

Activity name	**Achieve by (date)**
Recruitment of Engagement Officer	01/03/2024

Liaison with participant groups to confirm Activity Programme, dates, requirements etc	19/03/24
Purchase of materials, and engagement of experts or speakers as required	01/04/2024 Ongoing for duration of project
Publication and promotion of Programme through email, Facebook, website and Northern Times	01/04/2024 Ongoing for duration of project
Implementation of Programme	15/04/2024
Collection of Feedback from participants – ongoing after each activity	15/04/2024
Evaluation of project	17/02/25

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.

Strategic Objective
1.7 Increasing community resilience.

Through community research carried out over a period of 12 months we have discovered that some local community groups and individuals are underrepresented in the museum. Our surveys show that the majority of visitors to the museum come from out with the local area. With this in mind we carried out extensive face to face and online community consultation. Results determined that people would like more opportunity to connect with each other and with local history and heritage. We discovered that people are interested in all manner of activities such as weaving, cooking, photography, art and community led curation After carefully considering people's views, we have designed a robust community activity plan. In order to deliver the plan, we need to recruit an Engagement Officer to take the project forward. The Engagement Officer will be responsible for the organisation and running of the programme to build a resilient community, enhance wellbeing and provide a sense of place and belonging.

- **Activities for young people**

The post holder will work with our children's group The Young Curators, delivering up to four heritage projects in a year. The Young Curators Club is a group of fifteen children aged 8 – 12 with a current waiting list of five. Dornoch is a rural area with a need to engage young people and working with these children has identified a need for a further young people's group to cater for ages 13 and upwards, the older group will be encouraged in heritage projects and volunteering that will help towards their Saltire and Duke of Edinburgh Awards as well as giving them skills that will enhance their CV.

We work in partnership with Dornoch Primary and Dornoch Academy to deliver workshops that bring a local focus to their curriculum based work, for example using local soldier's stories when working on WW1 and WW2 projects. Having an Engagement Officer will ensure that we can deliver more of these locally focused sessions to the schools on subjects such as Vikings, Empire and slavery.

- **Wellbeing support initiative**

The activity plan includes vulnerable groups of people in our community such as people in care homes and elderly individuals as well as those who face challenges associated with mental health, physical disability and social barriers.

Our activity plan is designed to support wellbeing in the community through social interaction. People will enhance skills and gain new skill that are transferrable to the work place. Being able to take part in activities in an inclusive atmosphere will benefit peoples sense of self-worth and confidence.

- **Spaces for people**

The Heritage Hub will act as a meeting space where people can gather and take part in activities and social gatherings such as film afternoons, talks and workshops. These inclusive activities will be co-ordinated and led by the Engagement Officer. The sessions offer an opportunity for people who have not engaged with heritage previously to socially connect in terms of sharing a cup of tea, chatting about memories and exchanging views and experiences. These seemingly simple sessions provide a platform for the local community to contribute hugely to the knowledge and learning of the museum. In turn this leads to a greater connection with the museum, each other and the area in which they live.

- **Initiatives that enable communities to stay socially connected**

The workshops we are planning form a series of sessions on various topics meaning that people will have the opportunity to create sustainable friendships. Our hope is that people will see the Hub as a welcoming and inclusive place where they can explore their creativity through our activities.
We hope that some people who have taken part will go on to volunteer with our museum team which will further support social connection.

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

The community room will be ready in Spring 2024. The Activity Plan we have created, in consultation with a wide range of local groups, will benefit the people of the area especially those who would otherwise not see heritage as a resource for learning, social engagement and enjoyment. The Community Programme will enable many people, for the first time, to experience how heritage can be enjoyable and enriching and creating a sense of pride in their community and its heritage.

The Engagement Officer post will create a full time job benefitting the local economy.
Our intention is to recruit local speakers and experts, some of whom would charge for their workshops, thus benefitting the local economy.
We also intend to rent the community space to self-organising groups if time and opportunity permits.

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

The Growing Communities theme in the CaSPlan recognises the need to build community resilience in the face of challenging population changes. The Hub Activity Programme will reach out to a wide range of local people and engage them in their heritage in a way which builds confidence and a sense of identity and achievement. The 'Environment and Heritage' theme seeks outcomes which develop heritage in a way which encourages tourism and thereby contributes to the local economy. The exciting new attractions in the Heritage Hub will make a direct contribution to this aim. The Heritage Hub programme relates well to the Town Centre First/Local Plan strategy, in that it will direct greater footfall to the Hub and its neighbouring shops and facilities. Premises neighbouring the Hub, lying outside of the conservation area, will benefit from the profile of the Heritage Hub in increasing footfall.

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

We have consulted a range of local groups about our plans and had a very enthusiastic response from elderly groups, young people, groups with mental health or learning difficulties as well as hobby groups in Dornoch such as the art group and camera club. We have letters of support for the Hub and the activity programme from:
Dornoch Academy
Dornoch Firth Group
University of the Highlands and Islands
East Sutherland Art Society
Lairg Learning Centre
Brora Learning Centre
St Duthus Special School
Tain Royal Academy
These letters are uploaded as evidence. We have also consulted the local Elected Member, Community Council, DACIC, and Dornoch Academy who fully support our plans.

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

If the CRF grant is awarded, the funding for the Engagement Officer will begin in March 2024 and come to an end in April 2025. Prior to that, in mid-2024 we will be applying for grants from Heritage Lottery Fund and others to continue to fund the position. We will by that time have trained a number of volunteers to support the programme, and should we be unsuccessful in obtaining funding for a full time post, we will seek to continue the programme with a part time post. The Curator of the Museum will be directing and supporting the work of the Engagement Officer.

4.7	What will be the lasting benefits and legacy?

The lasting benefits will be for the individuals who take part and the wider community. Through their involvement, for example in recording memories of their own lives, participants will gain in self-esteem and friendship with peers and volunteers.

The work done by participants will be displayed in the Heritage Hub through community curated exhibitions and their work will subsequently be archived.

Having created a programme of heritage themed activities which will be carefully evaluated and written up, this will be further develop by Historylinks for future years and will be shared more widely with other museums and heritage centres in the Highlands and beyond.

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

Delivery of the project will take place in the new Heritage Hub. The environmental impact of the building and hence our activities, will be reduced by a range of energy saving measures. We were recently funded to install renewable energy heating (air source heat pump), underfloor heating, LED lighting and high performance windows and doors. This is in addition to the air source pump, solar panels and LED lighting in the original museum building which combined, puts us well on the path to our goal to achieve new zero status.
Using the Hub will avoid meeting at the Social Club, a Victorian former school building and where we usually run events and workshops, which is a hard to heat and poorly insulated building.
We always try to source materials for our work locally where we can, from local suppliers, and we use local suppliers for printed materials for example, to reduce our carbon footprint.
Learning about environmental sustainability and how we can reduce carbon emissions is a key part of our work with the Young Curators Club. For example, we are at present making a film about Peatlands, a project in which we worked with Forestry and Land Scotland. Using learning from this kind of activity we plan to incorporate learning on environmental and sustainability themes in the Community Programme as well.

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

We have consulted groups with members who have protected characteristics in the development of the project. This created the activity plan for the Heritage Hub Community Programme.
A copy of our Equality and Diversity policy is attached.
We are in the process of exploring appropriate training for our staff and volunteer workforce such as training from Alzheimer's Scotland, Autism Awareness and other training coordinated by Museums and Heritage Highlands.

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

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes
Is the Fair Work First statement on your organisation website?	Yes
How many people do you employ or how many volunteers do you have?	**3 part time employees and 20 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?	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 On request

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	Capital or revenue costs?	Amount (£)
Engagement Officer (30 hrs x 12 months)	Revenue	18,985
Event and workshop costs	Revenue	2,500
Volunteer training	Revenue	730

Folding tables x 10 and chairs x 40	capital	2,290
Equipment for coffee area	capital	1,650
Evaluation design and reporting (4 days @ £500 per day)	revenue	2,000
Total capital expenditure		£ 3,940
Total revenue expenditure		£24,215
Total project:		**£28,155**

	VAT included in these costs?	Yes ☒ No ☐
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	Costs for the salary are above the real living wage at £12.17 per hour for 30 hours per week for 12 months. Event and workshop costs are obtained from internet research and previous ordering. Costs of trainer at £12.17 for 5 hours per month. Cost for tables, chairs and kitchen equipment obtained from internet research bearing in mind quality and functionality. Engagement of a consultant for evaluation, 4 days @ £500 per day.
5.3	**Please explain how your project will achieve value for money.**	For a relatively low cost project, the Community Programme will have a high impact in terms of the numbers of participants from the local area. From our activity plan we expect to involve 1136 participants from a wide range of groups.

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.**	

Match funding is being sort from SSE Sustainability Fund.

Total project cost £28,155
Match funding £9,170
CRF Grant requested £18,985

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	We will receive in kind support from volunteers who will work with the Engagement Officer to deliver the project.

		We expect 31 volunteers to be involved with sessions thoughout the year.
6.4	**Please explain why public funding is required to deliver the project.**	We have had three years of intensive work to secure funding from a range of independent bodies to create the Heritage Hub. None of these are available until a time lapse has occurred, (typically 1 year) for us to apply again. Therefore, public funding is urgently required to implement the project.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	[redacted]
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	This is the recommended level of operational reserve to deal with an emergency such as running down the charity.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Wiii 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.**	Where appropriate, we plan to ask for a donation for any groups requesting use of the room who are not part of the Community Programme.
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	We are not advertising the use of the Community Room so that other community spaces are not disadvantaged. The three other community spaces (West Church Hall, Social Club and the Dornoch Hub) are supportive of the project.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No x
7.5	**If not, please state why?**	We are not in a position to repay a loan as our annual budget is set so that income meets expenditure without a surplus.
7.6	**Have you previously received public funding?**	Yes ☒ No
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**

	Museums Galleries Scotland	28/07/2020 – 01/02/23	£33,190	Yes ☒ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature: [redacted] **Print: Alison Davies**		**Date:** 08/11/2023

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF 2194

Organisation: Dornoch Heritage SCIO Historylinks Museum

Project Title: Historylinks Heritage Hub Community Programme

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	**14**
Activities for young people	Supported	**39**
Wellbeing support initiative	new	**26**
Spaces for people	new	**1**
Initiatives that enable communities to stay socially connected	new	**All**
Community-led projects supporting community ownership or management of assets, services, or activities	N/a	**0**
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:

CRF Assessment Criteria Matrix.pdf

CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF 2196
1.2	**Organisation**	Assynt Development Trust
1.3	**Project title**	Administration Officer - ADT
1.4	**Project summary you wish to be funded (max 100 words)**	.To create a part time post to cover important administrative duties, to relieve pressure on the voluntary board and the development officer staff and ensure continuing well-functioning governance, financial management, communications etc for this vital anchor organisation

1.5	Project costs	**Total project cost**	£13,600
		Match funding	£4,000
		CRF grant requested	£9,600
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	01/03/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	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@gmail.vom	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	Company Number SC379557 Charity Number SCO15208	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.**	

		Yes ☒ No ☐	
2.11	**If the organisation is VAT registered, please provide the number.**	Our group VAT registration only relates to specific trading activities, so no VAT will be reclaimable for this project.	
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**		

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

Activity name	**Achieve by (date)**
Full post detail, person spec and application process prepared	01/12/2024
Post advertised locally and within 1 hours travel	19/01/2024
Recruitment process completed	16/02/2024

Post holder target start date	01/03/24
ADT internal management accounts presentation to Board with improved summary format and means of financial monitoring	30/04/2024
ADT Meetings minutes agendas and reports taken on by postholder,including regularly publishing on line for improved reporting and accountability to wider community	14/06/2024
Up dating web-based and bank connected software to relieve development officer and voluntary directors of such tasks	30/08/2024
	Click or tap to enter a date.
	Click or tap to enter a date.

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

Word limit 850

In past years, since 2018, ADT has benefited from having a highly active chairperson and treasurer with voluntary time input to manage administrative tasks including board and subgroup meeting minute taking and meeting organisation, management accounts input/management, supplies purchasing, and some communications including with ADT members and wider community members.

ADT director changes have meant that there is no longer that level of capacity / input possible from directors to undertake regular administrative duties of that kind. The development officer post has taken up some of that, but meaning a sacrifice of time which would be better used in direct project development work. For the sake of organisation resilience and continuing professionalism including in financial management, we seek to create a part time post to cover such duties. The figures presented here are for a 0.5 FTE post. (This post's work duties would be separate from all duties of other posts either existent or for which other funding is being sought.)

This project will directly increase community resilience, by helping this important community development post to continue to exist and to function professionally and with increased organisational resilience.

It will indirectly enable this important community development organisation to continue to progress multiple projects associated with community resilience, development, wellbeing and regeneration, and to address the other strategic objectives, through the many local/regional projects and activities progressed by the organisation.

The increased community communications and information-sharing enabled by this project will directly safeguard and increase community empowerment and engagement.

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

Word limit 400
By ensuring the organisation can continue to function professionally, this project will indirectly benefit multiple community activities, projects and services. ADT has increasingly played key role as anchor organisation for Assynt as a whole, securing significant funding for Covid responses, fuel poverty and other needs etc

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

Word limit 400

The organisation's need for this post to reduce pressure on other staff and volunteers and to improve organisational systems and processes. This is recognised by the organisation, and set lout in wider good practice guidance for development trusts and charities. ADT recognises the importance of maintaining the systems and processes this project post will support, thereby ensure these accord with required standards and sound professional practices.

The needs addressed by the wider organisation, which will indirectly be aided by this project, including by freeing up development staff time, are recognised in many local, regional and national plans and strategies, including the North West 2045 Vision, the Assynt Community Plan and the Caithness & Sutherland Local Plan.

This project also addresses the need to strengthen and improve governance within ADT thereby enabling greater accountability and engagement with the local community.

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

Word limit 400

There is evidence for strong and widespread local support for the work, role and existence of Assynt Development Trust. While we have not specifically consulted on creation of this post, it is well understood locally that volunteer input, time and expertise at administrative tasks in this and other local charitable organisations is hard to come by, draining, and suffers from volunteer fatigue and other pressures.

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

Word limit 500
As detailed below, ADT will be contributing £4,000 of its own unrestricted funds to the costs of this project and will aim to continue the post partly using these funds. Our aim is to increase these unrestricted funds but this will take time and meanwhile we may need to seek further grant funding.

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

Word limit 500

Many systems and processes put into place which can be continued in future for better organisational efficiency, professionalism and transparency, freeing up more organisational time for community development work.

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 related project work, including office maintenance and running, aim to be as beneficial as possible for climate and the environment. (The office is heated by a wood pellet renewable heating system, and additional electric heating, where regional electricity is renewably generated.)

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. For communications and publicity, we will continue to 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 decleration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	Currently 2 – job sharing 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 ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Administration Officer	Salary	Revenue	13,000.00
	Pension	Revenue	600.00

	Total revenue expenditure (£)	**13,600.00**
	Total capital expenditure (£)	**0.00**
	TOTAL PROJECT COST (£)	**13,600.00**

	VAT included in these costs?	Yes ☐ No ☐
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	The primary cost of this project is salary for the post holder. This is set to be comparable with that paid to similar posts within Assynt and the North West of Scotland
5.3	**Please explain how your project will achieve value for money.**	

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 (£)
Assynt Development Trust	Yes	08/12/2023	4,000
		Total match funding (£)	**4000**
		CRF grant request (£)	**9,600**
		Total project cost (£)	**13600**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
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 ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	Date	Amount £	Public Subsidy?
By agreement with CRF team this detail will be provided by Wednesday 15th	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

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

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

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

Signature:	**Date:** Click or tap to enter a date. **13/11/2023**

[redacted] **Print: Nigel Goldie**	

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

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

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

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

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement

- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

CRF Monitoring and Evaluation Framework

CRF number:2196

Organisation Assynt Development Trust

Project Title: Admin assistance for Assynt Development Trust

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)	**1**
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**	CRF2201
1.2	**Organisation**	Go Golspie Development Trust
1.3	**Project title**	Ross Street Playpark Project
1.4	**Project summary you wish to be funded (max 100 words)**	The Go Golspie Development Trust ***Ross Street Playpark project*** will refurbish and replace dilapidated play equipment and benches in this well-used recreational space installing accessible equipment and improving access with a new entrance, paths, signs and lighting.

		Responding to strong local demand and identified community need as there is nothing similar available locally, accessibility will be the central focus. Equipment is likely to include a sensory boardwalk and a roundabout with full wheelchair access. Funding will be used to upgrade existing equipment and supply, deliver and install new items at the playpark which is popular with children, families and visitors.	
1.5	**Project costs**	**Total project cost**	£118,978
		Match funding	£33,978
		CRF grant requested	£85,000
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	31/01/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	**Organisation**	Go Golspie Development Trust
2.2	**Address and postcode**	[redacted]
2.3	**Main contact name**	Valerie Mackay
2.4	**Position in the organisation**	Trustee and Head of Playparks sub-group
2.5	**Contact number**	[redacted]
2.6	**Email address**	[redacted]
2.7	**Website address**	www.gogolspie.co.uk

2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☒	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC046438	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**	N/A	
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☐	None
2.13	**Provide details of VAT exemptions.**	N/A	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	KW10 6SA
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	N/A – Highland Council own the playpark and will be responsible for maintenance going forwards as with the other playparks in Golspie.
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒

3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	N/A

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Upgrading of existing equipment organised	01/05/2024
New equipment, benches, goal posts and nets ordered	01/05/2024
New paths, entrance, lighting and signs organised	01/06/2024
Work upgrading existing equipment completed	01/09/2024
New equipment delivered and installed	01/11/2024
New paths, entrance, lighting and signs in place	01/12/2024
New benches and goal posts and nets delivered and installed	01/01/2025
Formal Playpark opening takes place	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

£85,000 will be used to deliver the Go Golspie Development Trust **Ross Street Playpark project** which focuses on providing fully accessible play equipment not available anywhere else locally. This is likely to include a wheelchair accessible sensory boardwalk with touch panels and a wide slide. There will also be a sunken roundabout with wheelchair access. The proposed Wicksteed design is attached but comparative quotes are being sought. The project will update and reuse existing equipment and improve access. This will make the playpark more inclusive with a new wider entrance, paths and better lighting. There will be new picnic tables and benches (including accessible ones) made from recycled materials.

This project meets CRF programme themes of **People** by providing space that supports people in the area and **Place** by looking at the infrastructure and facilities in the area and how they support the community within it. Play equipment in this popular recreational green space is very dilapidated and some is currently unusable. There is limited lighting and a lot of unused spaces. There are children in the village who require wheelchair accessible play equipment such as the sunken roundabout or sensory wooden boardwalk being proposed and who currently have no access to any locally.

Delivering this project will achieve the CRF strategic objective of **Increasing community resilience** as it provides new activities for young people and wellbeing support, enhances a community green space for the people of Golspie and those visiting and is a community-led initiative that will enable the community to stay socially connected.

The project **tackles inequalities** by reducing barriers to accessing play areas and helps **address causes of rural depopulation** by safeguarding local amenities and improving recreational areas. It will deliver legacy benefits and additionality to Golspie by **improving local infrastructure** and removing or refurbishing current eyesores and unsafe equipment.

History: Go Golspie Development Trust (SC046438) was set up with the vision to support Golspie to achieve its collective needs and ambitions and make the town a more attractive place to live and work through:

- Helping develop Golspie's community assets
- Organising social activities for all ages
- Supporting economic sustainability
- Creating and improving job opportunities
- Encouraging inward investment to the area

Go Golspie Development Trust supports the development of Golspie for the benefit of the whole community regardless of age or background. Current projects include providing transport services (minibus, electric car and MIDAS training), managing two community buildings (Fountain Road Hall and the YMCA building) and delivering the refurbishment and upgrading of Golspie playparks.

Based on the Main Street in Golspie and employing 6 people (1 F/T and 5 P/T), Go Golspie activities benefit those within the KW10 postcode and those living in or visiting East Sutherland or from nearby villages who come to Golspie for activities, facilities and services (playparks, school, hospital, care home, dentist, swimming pool and gym, classes, service point, CAB etc).

Playparks Group: A voluntary Playparks subgroup with five residents was set up through Go Golspie Development Trust to take the refurbishment of Golspie Playparks forwards. Focussing initially on the smaller King George V playpark near the seafront, the resulting improvements have been welcomed by residents and visitors alike.

Following that success, the sub-group attention has turned to the larger and more challenging Ross Street playpark higher up the village. They have liaised with residents gaining verbal feedback about what equipment is preferred and are now working closely with Highland Council regarding equipment, delivery, installation and health and safety requirements. Involving the community in the design, development and delivery of the activities planned will enable the Ross Street Playpark project to bring people together to build strong relationships in and across the community. Community resilience will be increased by directly helping to improve the spaces and places that matter to Golspie.

Outcomes:

- People in Golspie will work together building resilience by improving their community and wellbeing
- Children and young people will have better physical, mental and emotional wellbeing
- Children and young people will have better connections with the wider community

Match Funding: With nearly £4,000 secured by the sub-group and through Go Golspie (including a £1,400 local donation), £85,000 would take the total close to being able to order equipment. An application was made to the Co-op Community Fund which was not successful.

An application for £30,000 is being submitted to EB Scotland who have supported Go Golspie before and who have said they are happy for us to reapply to them as the project is similar to others they have previously funded. A decision will be made following their meeting in February 2024.

Timescales: With a 3-4 months turnaround for supply and delivery, to do the work before winter, Go Golspie needs to secure funding by April/May 2024. Otherwise the project will not be able to go ahead to complete by the end of 2024.

Following discussion with Evan Sinclair at Highland Council, several approved equipment suppliers were contacted. Wicksteed have visited and provided a quote.. A site visit is being organised with Kompan and a site visit was held with Evan recently discussing options, timings and costs.

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

Word limit 400

Ross Street Playpark project will benefit the local community by delivering:

- An accessible community resource and meeting place providing physical/mental health and wellbeing benefits that unlocks social interaction and engagement to everyone

- A safe accessible recreational facility meeting the growing awareness of the importance of fresh air and of being outside for everyone particularly children, young people and those caring for them
- The transformation of an eyesore into a visibly welcoming community green space available to everyone living in or visiting Golspie strengthening community resilience by providing a physical, social and economic boost to the village.

The playpark is well used by families and visitors but lacks the specialist accessible equipment needed by local children. There are no suitable play facilities nearby and the equipment will open up the playpark to benefit many more children than just those living in Golspie, increasing footfall generally with associated economic benefits. Increased use of the playpark will reduce inequalities and increase social interaction with all the benefits that outside exercise brings to children and young people's development.

The project will make a difference to the community by breathing new life into a dilapidated playpark making it more inclusive and stimulating, particularly for those with families and children and helped by improved lighting and new paths and entrance. It will create an improved amenity in a disadvantaged area that adds value to the playpark and Golspie that particularly benefits those needing accessible equipment and their families/carers, those living in Golspie or locally and those visiting.

The project will:
- meet the needs of young people locally by increasing accessibility
- provide young people with social interactions important to their overall development
- benefit visitors with children providing a reason to stop in Golspie
- provide a meeting place for those with children/young people

Refurbishing and updating Ross Street playpark will be a physical and visible lift within a community identified as one of the five most deprived in Sutherland (SEP/SIMD). Providing improved facilities for children and families helps make Golspie a better place to live and work and aids the long-term sustainability of the village through encouraging families to remain. There are economic benefits as the spin off from more people visiting and staying in Golspie feeds through to local businesses and accommodation providers.

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

Word limit 400

Golspie's rural geography creates many barriers and disadvantages for those wanting to access sporting or recreational facilities for children and young people such as playparks.

In a 2020 report by Scotland's Rural College, it's estimated that it costs 10 to 30 per cent more for families with children to live in rural Scotland compared with more urban areas, making the need for free or affordable activities all the more pressing.

The playpark is needed and used by local children, carers/families and visitors. There are limited similar facilities locally and the new accessible equipment benefit more children reducing inequalities and increasing social interaction generally with all the benefits that outside exercise brings to development.

This project directly addresses the vital need of play to children (particularly outside play) and its importance in learning and development which is well documented and increasingly recognised: "***A growing body of evidence supports the view that playing, throughout childhood, is not only an innate behaviour but also contributes to quality of life, sense of wellbeing and is a key element in effective learning, thereby developing their physical, cognitive, emotional and social skills."*** **(Scotland's First National Play Strategy).**

The project will meet the recognised growing awareness of the importance of exercise and fresh air and just being outside more with all its associated mental and physical health and wellbeing benefits particularly for children and young people. Following the pandemic, it is vital for communities to respond to the need to provide safe and accessible integrated outdoor exercise opportunities and outside social interaction spaces both for adults and children.

This project fits within **The Golspie Community Plan**, published in 2018, which included extensive community consultation. The findings identified a range of challenges within the community which then gave rise to development priorities for the village. Identified challenges faced by the community include:

•***Recreational activities*** *- lack of recreational facilities especially for young people*
•***Inequalities*** *- measured through available data on deprivation.*

The project fits within the **Caithness & Sutherland Local Development Plan** as it contributes towards the priorities identified for Golspie through assisting and promoting economic development in Golspie.

The project contributes to **Local Voices, Highland Choices**: Outcomes highlighted include '***communities providing quality, sustainable and responsive services'.***

This project helps support one of the key outcomes set out in Scotland's National Performance Framework: '***helping build a community that is inclusive, empowered, resilient and safe'.***

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

Word limit 400

Ross Street Playpark has always been very popular with families and young children demonstrating the local support for the spaces, but its play equipment is outdated with some not in use and some increasingly at risk of becoming too unsafe for use.

The Go Golspie Playpark subgroup includes families who use the park and who therefore recognise its importance, not only for local children and residents but also to passing tourists with children who stop in the village, which is situated directly on the A9, the East coast route for the very popular NC500.

Go Golspie Playparks sub-group is a volunteer-led group of local residents who have helped Go Golspie deliver improvements to the King George V Playpark in Golspie.

Acting under the umbrella of Go Golspie Development Trust and with a board member as the sub-group head, the group is liaising with residents about priorities and helping to fundraise going forwards.

Following the King George V Playpark improvements, the verbal feedback to the group was that although that park now caters for many of those with additional needs using it through the accessible equipment installed, it is still not suitable for some young local people who need full wheelchair access to equipment and that means some local young people still do not have access to play equipment they can use.

Research by the group then identified that there is no similar dedicated equipment locally. The feeling is that once publicised, the playpark will draw visitors from outside Golspie specifically to access its equipment and that increased footfall will then provide spin-off economic benefits to the village.

Without action at this point, the remaining equipment in the playpark is increasingly at risk of being lost and the closure of the playpark could follow. Go Golspie Playparks subgroup has carried out research into replacement items and following discussions locally and with different approved suppliers feel that a central sensory boardwalk and accessible roundabout would address the lack of suitable accessible play facilities for some young people.

Once installed, this equipment will then provide a modern and stimulating outdoor play environment and facility which is safe and inclusive of everyone.

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

Word limit 500

Securing funding now is critical as it is beneficial to everyone to have the playpark fully equipped and operational as soon as possible.

Go Golspie Development Trust has a voluntary Playparks subgroup taking the refurbishment of Playparks in Golspie forwards who are working closely with the Development Manager to deliver the project.

This is a volunteer-led group which will continue after CRF funding and will monitor the playpark in case any issues arise going forwards that they can help with. They have a Facebook page and also use the Go Golspie social media when it suits. They will continue to discuss with residents about their preferences for the spaces and are working closely with Highland Council regarding equipment, delivery, installation and health and safety requirements.

However as with the previous playpark project, all future maintenance costs will be Highland Council's responsibility. The proposed equipment will come with guarantees and the likelihood of minimal ongoing costs compared to the current equipment. Ongoing maintenance need is a factor in determining what equipment to get. As all maintenance costs will be covered by the Highland Council so that minimises the risks to Go Golspie.

The Ross Street Playpark project is community development which enhances a green spaces and facility that will continue to provide a visible boost to Golspie after CRF funding.

The aim is for the revenue costs in this application to be covered following this funding from the increasing income streams from the newly reopened YMCA building as its bookings build up.

4.7	What will be the lasting benefits and legacy?

Word limit 500

Go Golspie Development Trust is based in Golspie and its activities benefit those within the KW10 postcode and also those living in or visiting East Sutherland or in nearby villages who come to Golspie for its activities, facilities and services (playparks, school, hospital, care home, dentist, swimming pool and gym, classes, service point, CAB etc).

Long-term Impacts

The Ross Street Playpark project will:

-provide a welcoming community-led recreational space open to all strengthening community resilience within Golspie

-ensure children of all abilities have access to mental and physical stimulation providing health and wellbeing benefits associated with outside exercise and social interaction

-provide stimulus for children with disabilities and support for parents caring for them

-provide a safe meeting place helping those new to the area to meet people and access support

-benefit those who have been struggling with their mental health, particularly children and young people recently during the pandemic

-meet the needs of all children in the local area by increasing accessibility

-provide children with social interaction with others which is so important to their overall development

-benefit tourists with children by providing a reason to stop in Golspie

The project will provide long term benefits and a visible legacy as it helps Golspie to increasingly be seen as a more attractive place to live and work. It will benefit the local economy as the newly refurbished playpark will attract more tourists to stop in Golspie who may not only use the playpark for their children/young people but also discover the beach, visit the shops, stay for a meal or overnight or return in the future.

This project addresses identified local issues of rural/social isolation and loneliness, ill health and disabilities by providing a safe accessible place for children, young people and their families or carers to meet, engage, interact and play with all the associated physical and mental health and wellbeing benefits that outside exercise and being active bring.

New, updated, accessible and inclusive play equipment will create a facility that reduces barriers to inclusion and participation, particularly as there are limited similar facilities locally and no accessible play equipment nearby. Exercising and social contact for all ages is particularly important for tackling isolation and loneliness and helping promote conditions for building resilience and improved mental health and wellbeing.

The project will have the following legacy outcomes:
- Promoting conditions for building resilience and improving mental health and wellbeing: exercising and social contact for all ages is particularly important for tackling rural/social isolation and loneliness
- Reducing inequalities, increasing social interaction and strengthening community resilience
- Creating an amenity in a disadvantaged area adding value to the playpark building capacity within the village
- Providing learning and development opportunities through addressing the vital need of outdoor play to children
- Improving and enhancing an outdoor green space supporting a community in a disadvantaged area.

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

Word limit 500

Maintaining and improving an existing community green space and recreational area will help contribute towards a low-carbon economy.

Existing equipment will be repaired, restored and reused where possible. Some pieces may be kept and relocated to different spaces within the playpark.

Locally based contractors will be used wherever possible to reduce carbon footprint, miles and fuel use.

Once completed, the updated and improved recreational space will contribute to reduced car use as the need to travel to access similar facilities is removed.

Post COVID, as many people still try to stay more locally when possible, projects such as this that address travel issues are key. The need to take exercise closer to home addresses the difficulties of travelling in a practical, affordable way.

The project is likely to use Playground Safety Grass which is a honeycomb matting installed onto grass to provide grass retention and improve impact-absorbing protection. It's easy to install, competitively priced and unobtrusive. Once installed it virtually disappears as the turf grows through its cells, whilst continuing to provide impact-absorbing protection.

Both wheelchair and pushchair friendly, Playground Safety Grass can also be used for high-wearing walkways across grass to protect against erosion. When laid it will follow the natural contours of the ground and any fluctuations of the base layer.

As part of the project, it is planned to also replace the benches and picnic tables and ideally this would be with at least one or two that are accessible. [redacted]

These are manufactured from a selection of waste plastics consisting of 100% Polyolefin materials and the one with an extended top (12mm) makes it more suitable for SEN.

Recycled plastic picnic benches are completely weatherproof and will not corrode or splinter. This makes them suitable to convert many leisure facilities into warm and welcoming rest areas, particularly ideal for those exposed locations. With its coastal location, this is particularly important for Golspie.

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

Golspie (population 1,300) is identified as one of Sutherland's five most disadvantaged areas (SIMD/SEP Index) with an increasingly ageing population (declined 8% since 2011). Rogart (population 450) looks to Golspie for services and is within the 5% most remote/rural populations.

Go Golspie Development Trust was set up to stimulate economic growth and social activities with the objective of making Golspie a more attractive place to live and work. As a SCIO covering the KW10 postcode area and supporting the development of Golspie for the benefit of the whole community regardless of age or background, Go Golspie works with and supports communities of interest such as children, young people, those with disabilities, older people and those from an ethnic minority background.

Go Golspie has a Child and Adult Protection policy, an Equality policy, and a Health and Safety policy as well as a Fair Work First Policy Statement. All are reviewed and updated regularly and can be supplied on request or provided as supporting documents. All are available electronically and in hard copy.

In response to the challenges faced by the community through lack of access to amenities and particularly to fully accessible play equipment, this community-led project supports those living in Golspie who are:
•Disadvantaged by poor physical/mental health
•Suffering from poverty
•Being excluded socially or through age/illness/lack of mobility
•Suffering from social/rural isolation
•Seeking volunteer opportunities.

The Ross Street Playpark Refurbishment will include equipment that will allow all children to play together in a rich and engaging way reducing inequalities and barriers to participation.

The project will:
- ensure children of all abilities have access to the mental and physical stimulation and health and wellbeing benefits associated with outside exercise and social interaction
- provide stimulus for those with additional needs and support for their carers
- provide a meeting place particularly those moving to the area to meet people and access support
- benefit those struggling with mental health, particularly and young people during the pandemic
- provide a welcoming playpark as people visit Golspie.

Go Golspie and the volunteer sub-group are liaising with Highland Council representatives about health and safety requirements relevant to this project.

Post pandemic, the importance of helping children and young people get back on track from all they have missed out on by providing local learning and training opportunities through outdoor play and exercise facilities cannot be underestimated.

Their development has been held back and the learning through play and being active alongside the social interactions and engagements that normally takes place at the same time have not been able to happen.

Playing outside presents less risk of passing on infections and is a safer learning environment for those who still need to take extra care and enables children (and their families/carers) to resume more normal activities.

Having a new learning environment locally with new equipment to try out and play on will help build the community resilience within Golspie.

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 dederation 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 ☐ Go Golspie is committed to being a Real Living Wage employer and to advancing Effective Voice criteria. We have a Fair Work First Statement which is attached which has been agreed in conjunction with Voluntary Groups Sutherland (VGS) who have signed it.
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?	**6 (1 full-time, 5 part-time)**
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 are just bringing this in having only recently been required to do so and will do for this project.
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☒ Suggestions Schemes ☐ Intranet/Online Platforms ☒ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET	
5.1	**Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete**

the overheads and management fees summary where applicable. Double click the icon to download.

CRF overheads and management fees sur

Budget Heading	Details	Revenue/Capital	Amount (£)
New Equipment	Supply, deliver and install new equipment	Capital	89,138.00
VAT	On new equipment	Capital	17,827.00
Upgrading existing equipment	Including new goal posts and nets (£1,637 inc VAT quote attached); zip wire, painting)	Capital	2,500.00
Picnic tables with benches	2 standard @ £489 and 2 accessible with extended top £599 plus 4 @ £30 fixings, inc. VAT	Capital	£2,611
New paths, entrance, lights and signs	New paths to access equipment and new entrance along with improved lighting and signage	Capital	£3,500
Overheads	Contribution towards Office overheads to deliver project - approx £6,000 pa between 4 members of staff = £1,500 x 9%	Revenue	£135
Salary	approx 9% of Development Manager salary to project manage and deliver project	Revenue	3,267.00

	Total revenue expenditure (£)	**3,402.00**
	Total capital expenditure (£)	**115,576.00**
	TOTAL PROJECT COST (£)	**118,978.00**

	VAT included in these costs?	Yes ☒ No ☐
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	Project Capital costs are based on quotes already received with more to follow which will be forwarded as soon as they are received. Revenue costs are based on current existing costs for the Development Manager salary as well as existing building and office overheads and running costs.
5.3	**Please explain how your project will achieve value for money.**	The project restores and revitalises a dilapidated park giving it a new lease of life and additionality in terms of the new equipment available some of which is accessible and not available elsewhere. It will be a visible boost to those living, working and visiting Golspie and a particular support for those with children who will use the accessible equipment. Maintaining and improving public recreation spaces provides mental and physical health and wellbeing benefits and helps attract people to stay, live and work in Golspie.

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. 978** **Please note I am not able to make required amendments to the Match Funding table which should read:**

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
E B Scotland	No	Jan-24	£30,000
Go Golspie reserves, subgroup fundraising activities and local donations	Yes	Nov-23	£4,576
		Total match funding (£)	**34576**
		CRF grant request (£)	**£85,000**
		Total project cost (£)	**119576**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	The Board of Go Golspie Development Trust are all volunteers as are the Playparks sub-group committee. All will be giving their time to organise fundraising activities and to provide advice and support as 'in kind' help
6.4	**Please explain why public funding is required to deliver the project.**	Public funding is required as the capital costs exceed Go Golspie reserves and income generating capacity. Without public funding this project will not be able to proceed. Go Golspie Development Trust does not receive any statutory or public funding. Increasingly the organisation will become more sustainable as its services and buildings cover their own costs
6.5	**Please explain what the remaining bank balances are for in your accounts.**	The majority is restricted funding for existing posts and capital projects including a small amount for this project. The remainder is unrestricted reserves to meet the reserves policy.

6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	The unrestricted funding is to meet the board's reserves policy to keep 3 months running costs in the account. Go Golspie carries out fundraising events and activities but that has not really fully built back up post pandemic. and so its reserves are lower than they generally would be. At the same time, there has been substantial demand for services such as transport due to the pandemic and the cost-of-living crisis.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	N/A
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	• Keeping them informed about the project as it progresses • Working with local businesses and organisations to address any concerns they may have. • Using local contractors and organisations to help deliver the project wherever possible Local organisations/businesses were not disadvantaged by the previous Go Golspie Playparks project and so they are unlikely to be by this one. The project will bring people to the village and encourage them to stay with local spin off spend very likely.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	As a SCIO it is not easy to secure a loan and we are not keen to do that and have that liability hanging over the organisation. We would also need to consider if we could service loan repayments on top of running costs.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐

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

Funding	Date	Amount £	Public Subsidy?
Highland Council - Ward Discretionary Fund (Development Officer) National Lottery Community Fund (YMCA Phase 3 – Activities when open) Highland Council - Ward Discretionary Fund (Transport) Highland Council – Community Transport Fund (Transport) Highland Council – Cost of Living Initiatives (Store Vouchers)	1st April 2022 – 31st March 2023	£3,000 £46,229 £3,250 £4,752 £3,050	Yes ☐ No ☒
Highland Council - Place Based Investment Fund (YMCA Phase 2 - construction) Highland Council - Ward Discretionary Fund (Playparks) Highland Coastal Communities Fund (YMCA Phase 1 - construction) Highland Coastal Communities Fund (Flood Defence project)	1st April 2021-31st March 2022	£30,000 £23,500 £61,000 £80,000	Yes ☐ No ☒
Scottish Government – Community Climate Asset Fund (Transport – Car) Highland Council – Town Centre Fund (Signage) Highland Council – Town Centre Fund YMCA (Phase 1 – construction) SLF Stage 2 (Fountain Road Hall) SLF Stage 1 (Fountain Road Hall) Highland Council - Ward Discretionary Fund (Covid Transport) Highland Council - Ward Discretionary Fund (Covid Support Grants x2)	1st April 2020-31st March 2021	£24,895 £8.052 £120,000 £147,890 £9,180 £4,750 £500 and £1,500	Yes ☐ No ☒

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

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

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: **2201**

Organisation: **Go Golspie Development Trust**

Project Title: **Ross Street Playpark 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	**1**
Wellbeing support initiative	new	**1**
Spaces for people	enhanced	**1**
Initiatives that enable communities to stay socially connected	supported	**1**
Community-led projects supporting community ownership or management of assets, services, or activities	supported	**1**
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	improved	**1**
Sports facilities	improved	**1**
Local amenities	safeguarded	**1**
Local infrastructure	improved	**1**
Other - Please describe other outputs your project will meet that are not listed above:		

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

Project outputs	**Quantity**
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	**1**
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	supported	**1**
Waste, recycling and circular economy initiatives	supported	**1**
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	enhanced	**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:

CRF Assessment Criteria Matrix.pdf

CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF 2202
1.2	**Organisation**	Assynt Development Trust
1.3	**Project title**	Lochinver Main Street Playpark Green Space Enrichment Phase 1
1.4	**Project summary you wish to be funded (max 100 words)**	The project seeks to enhance the playpark here in Lochinver with replacing retired equipment and new installations that would support disability friendly options, sensory play and enhance the use of a valued green space within the community

1.5	Project costs	**Total project cost**	£100,000
		Match funding	£50,000
		CRF grant requested	£50,000
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	02/01/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Assynt Development Trust	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Matthew Woodrow	
2.4	**Position in the organisation**	Director	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	https://www.assyntdevelopmenttrust.org	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	Company number 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 must notify the CRF Team as this may affect the offer of grant.**	

		Yes ☒	No ☐
2.11	**If the organisation is VAT registered, please provide the number.**	100 158 87	
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	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.**	**Lochinver IV27 4JY**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☐
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	The land is owned and maintained by the Highland council. They are in support of this project and support the community to provide feedback at every stage.
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	

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

Activity name	**Achieve by (date)**
Community input in surveys and comments	01/02/2024
Designs of playparks from a range of playpark suppliers	01/03/2024

Design comments and amendments from Highland council	01/04/2024
Creation of 3 designs based of community input proposed to community	01/10/2024
Preparation of ground and removal of equipment	01/01/2025
Installation of new equipment	01/03/2025

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

The outline for the project would be an installation of new play equipment within our current green space in Lochinver. The site currently has 5 play installations that are in desperate need of replacement. For this phase 1 as part of a wider project to enrich the space, there will be two large installations as a play tower of some sort and maybe a themed installation, for example a ship with a sea theme overall. Also to replace the current swing set with a large model with two play panels, and also a disability friendly option such as a roundabout.

The project answers the strategic objective in that the improvement of the play park would result in an attractive area for improved wellbeing, green space usage, and improve resilience by having an area for the community to be proud of.

Currently we are using the quotation from Kompan and we are also considering designs from competitors and those are Scotplay and Sutcliffe Play. By considering the three competitors we would hope that we would have good scope of fairness of value and achieve the greatest outcome to the project deliverables, these are in line with the framework presented at the end of this form.

The significant improvement to this green space will be an incentive for more use of the space. There is lots of evidence to suggest that people who spend more time outdoors in well maintained green spaces, benefit hugely to an improved mental wellbeing. This project also encourages children of all ages and adults able to use the space, and by focusing on inclusivity will also encourage those children to feel like they have a space to call their own also.

This recreational area improvement also indirectly tackles the issue of rural depopulation, in that, by the community coming together and making a show of investment for the children of that community and the tourists that visit our beautiful village, we are evidencing development that encourages more children to use those spaces and learn and develop within the community.

Also alongside this we have indirect outcomes of the project in that the investment will likely see other groups such as the woodland Trust who have approached offering to develop nature touch points in the space, enhance the green space to influence the younger minds to become more aware of their changing environments.

This project offers a huge enrichment to a valuable free space that the locals and visiting tourists to the highlands can enjoy for many years to come.

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

In the last few years we have seen a good increase in births in the village and elsewhere in Assynt, this not only enhances the need for an improved play space but also encourages families to stay in the area longer with more provisions accessible. Currently there is 8 children in the nursery and around 30 in the primary school. There is also a further 7 children under 3 with a few on the way.

The village also sees a large number of tourists visiting the NC500 boosting the number of users to the park. By improving the playparks scope of play equipment and offering up disability friendly options it substantially increases the inclusivity of the green space. With an added goal in the project of sourcing more seating requested in the community surveys this will provide a much more attractive space that will result in more use.

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

The playpark is a well maintained, however, the last renewal of the play equipment has been some time ago now and now faces a need for new revitalised equipment that offers more inclusivity and range of play, the space has huge potential to provide a great play space for physical cognitive and social development. A letter of support from the community council reflects this observed need. The community led a project last year to properly deer fence the playparks, increasing child safety and protecting the greens pace from wildlife fouling. This was a great success and has also seen an increased use of the park and an attention to now replace retired equipment and grab the opportunity to make the green space an enriching area for all. With the pandemic seeing a great stress on wellbeing and exercise the project will seek to therefore encourage more use of the park and directly providing a physical benefit to the children.

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

The local support for this project comes from the initial survey findings. We had 32 responses of which 30 are in support and 2 are neutral. They wish to see more challenging play equipment and improved grounds works, comments like, 'anything would improve the space really showcases a long desire to really utilise the space to its potential'. There is responses such as those saying they would definitely make use of new equipment or would use it a lot more if there was this investment. The Assynt Community Council (ACC) are also very keen to see a rejuvenation of the play space. The survey results and a letter of support for the project from the ACC provides evidence of this.

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

Highland council are the land owners, as such in their letter of support detail that they take over the maintenance and upkeep of the play equipment. This can be evidenced in the support letter from the Highland council Amenities team. Also the ACC will also provide support to the highland council.

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

The new play park equipment will see a huge benefit to the users of the park both local and visiting, in a revitalised enhanced green space that will be there for many years to come. It may have longer lasting effects to encourage participation in the community thus increasing the community resilience. The observed funding for spaces for children may encourage young families to move into the area.

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

The production and materials of the equipment and carbon footprint to install this, is understood. So, in order to combat this as best we will identify mitigations where possible, for example, we will seek to select eco friendly equipment such as recycled plastics, and renewable materials such as wood. Also we have requested an estimate for the removal of the old equipment from a small scale maintenance company here in Lochinver. This reduces carbon footprint by being based in Lochinver itself.

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

The project will seek to obtain disability friendly equipment options and also focus on sensory and imaginative play in doing this we will enhance the inclusion of all users encouraging anyone from any background to being able to participate and enjoy the green space.

Following covid and subsequent lock down it is clear the pressures on children's wellbeing have been affected. Therefore, It is more prevalent now more than ever to provide enriched engaging green spaces for children to use for better exercise and social development.

By developing engaging play pieces that cover a wide array of schemas as well as disability friendly options we would hopefully see no child from any kind of background to be discouraged to gain those huge benefits that outdoor play provides.

What brings this need and that is the focus of the project is that the current play equipment simply does not provide the level of play options or inclusivity that would really utilise the valuable green space.

Being in a remote area, the budding under 18 population in the village needs to have options now to encourage outdoor play and social interactions.

4.10	**All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.** **This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.** FWF statement and decleration template.c

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

SECTION 5: PROJECT BUDGET	
5.1	**Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.**

Budget Heading	Details	Revenue/Capital	Amount (£)

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

	VAT included in these costs?	Yes ☐ No ☐
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	5.1 and 6.1 attached as separate document as table was not functional. The costings outlined in this are based off the quotation from [redacted] for 2023 prices. A quotation from [redacted] for the initial groundworks and site preparation is most recent and requested that the works would not begin until late 2024. For reasonableness of cost [redacted] has not been selected as the final contractor. 2 other competing suppliers are also offering a design and quotation. This will be filtered by the community over the next few months based on value of cost and equipment offered taking into account the materials. Therefore the cost of the project will still remain the same and would equate to more equipment for that money or better eco friendly materials.
5.3	**Please explain how your project will achieve value for money.**	By comparing three suppliers we will achieve a value that is best for our project aim and overall budget. We would also source local maintenance team for

		groundworks removing costs of a contractor to travel to our remote area.

SECTION 6 – MATCH FUNDING

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

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

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	The Chair and Board all contribute significant voluntary time to effective management of ADT and its project such as this. Also named project lead is Board member and will be providing his time as volunteer.
6.4	**Please explain why public funding is required to deliver the project.**	Provision of play equipment is costly and public funding the only feasible way to provision
6.5	**Please explain what the remaining bank balances are for in your accounts.**	ADT is currently progressing the design stage for a significant housing project with the help of CRF grant funding. Hence the current account balances reflect

		funding that is actually restricted and not available to other uses
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 limited unrestricted balances within ADT current account, are needed to cover the Trusts own running costs

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	There are no other organisations seeking to provide play spaces so none to be disadvantaged by this project
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	As the project seeks to enhance a community space there is no expected revenue, that with which to pay loan repayments.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION	
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.	

The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.	
Signature: **Print: Dr Nigel Goldie**	**Date:** Click or tap to enter a date.

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number:

Organisation:

Project Title:

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

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	4-5 pieces of new equipment
Wellbeing support initiative	supported	
Spaces for people	enhanced	
Initiatives that enable communities to stay socially connected	supported	
Community-led projects supporting community ownership or management of assets, services, or activities		

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

Inclusivity supported and new as the equipment will be focussed on this providing sensory and engaging equipment for neurodivergent children and also disability friendly options where possible. This inclusivity and diversity approach will encourage people of these backgrounds to use the greenspace providing a well being benefit.

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		
Affordable housing projects		
Feasibility studies/development phases		
Community/public transport schemes		
Recreational areas	Improved	
Sports facilities		
Local amenities		
Local infrastructure		
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 -	
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		
Initiatives contributing to a low-carbon economy		
Waste, recycling and circular economy initiatives		
Community renewable energy schemes		
Community assets to become more energy efficient		
EV charging points installed		
Active travel routes		
Community food growing initiatives		
Community green space	Supported	
Biodiversity conservation initiatives		
Marine conservation initiatives		

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

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf

CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF 22235
1.2	**Organisation**	Farr North Community Development Trust
1.3	**Project title**	Delivery of Farr Community Action Plan
1.4	**Project summary you wish to be funded (max 100 words)**	We are seeking funding to deliver the Community Action Plan to be published early 2024. The CAP is expected to have individual plans for the 3 community councils of Farr, North Sutherland, as well as an over-arching strategic view. We particularly want to focus on delivering the latter. We expect the priorities to include improving access to amenities and services

		and improving the lot of isolated, older and vulnerable people, but our work plan will be driven by the CAP.	
1.5	**Project costs**	**Total project cost**	**£44,515.90**
		Match funding	**£14,155**
		CRF grant requested	**£30,360.90**
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	28/02/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Farr North Community Development Trust	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Simon Lee	
2.4	**Position in the organisation**	Development Manager	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	Facebook #FarrNorth	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	Company Number 670324 Charity SC050787	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must**	

		notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**The project covers the Community Councils of Farr including, Bettyhill Strathanver and Altnaharra, Strathy and Arrmadale and Melvich.** **DEFINITION OF COMMUNITY BY POSTCODE UNITS**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☐

Schedule 3 – Community		
Postcode unit		
IV27 4UE	**KW14 7SA**	**KW14 7YQ**
IV27 4UG	**KW14 7RY**	**KW14 7YS**
IV27 4UH	**KW14 7SB**	**KW14 7YU**
IV27 4UQ	**KW14 7SQ**	**KW14 7YX**
KW14 7SG	**KW13 6YT**	**KW14 7YR**
KW11 6UA	**KW13 6YU**	**KW14 7YP**
KW14 7SS	**KW14 7RZ**	**KW14 7YW**
KW14 7SZ	**KW14 7YL**	**KW14 7YN**
KW14 7TA	**KW14 7YT**	**KW14 7YJ**
KW14 7TB		
KW14 7SP		
KW14 7SY		
KW14 7SX		
KW14 7ST		
KW14 7SU		
KW14 7SR		
KW14 7TD		
IV27 4AD		

3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
We will recruit the staff required to undertake the activities	01/05/2024
We will continue to develop our community transport project *Farr Goes*. We know that Transport is an issue for our people – what funders have recently asked for is evidence that our people agree that our proposed solution is what they need. We will consult on our plans for *Farr Goes*. We will adapt our project business plan in response to feedback. We will engage with funders who have previously promised funding, seek additional funding and launch the project with appropriate management and effective delivery. [The funding requested will support the development and fund raising for *Farr Goes*]	28/02/2025
We will repeat our *Farr Eats* meals on wheels project building on the successes for *Farr Eats 1* (Jan-April 2022) and *Farr Eats 2* (Jan to April 2023). We will aim to run the project from October or November 2024 until April 2025 and will repeat the delivery of Community Meals in local Halls as per *Farr Eats 2*. We will redouble our efforts to promote and deliver the hot meals in the east of our area, including exploring engaging caterers in the East and West, and partnering with Melvich Community SCIO. [The funding requested will support the fundraising for Farr Eats and high level management particularly during launch; the project will be delivered with project funding]	28/02/2025
We will continue to support and mentor other organisations to deliver their objectives whenever possible.	28/02/2025

[The funding requested will provide the staff time to offer this support].	
We will review the outcomes of the Community Action Planning report (expected early 2024) and will revise the above actions and project to be delivered as required. [The funding requested will develop plans for projects to fulfil the needs identified in the CAP, Project Funding will deliver the projects (various sources depending on projects)]	28/02/2025
	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: Community Resilience

Our exact workplan will depend on the content of the Community Action Plan. People must see an immediate impact from the work they contributed to the CAP and this funding request is designed to ensure that happens.

We anticipate that the priority workstreams included in the CAP will include: Community Transport – access to services and amenities, and improved services for our older and vulnerable people.

We will create a new Community Transport organisation: *Farr Goes*. Plans for this project are advanced but will need to be re-affirmed and perhaps adjusted following further consultations with our communities. Its current iteration plans for two electric vehicles, to be driven by volunteers for a demand responsive door to door service focussed especially on older and vulnerable people, but available to all. This will support **wellbeing** by providing with a worry-free and dignified way to access health services, social activities and amenities such as shops and training opportunities. It will help communities to stay **socially connected** and will be **community-led with community ownership of assets, services and activities.** It will help to address **poverty and inequality** helping people to overcome transport poverty by providing low costs access, it may help people to **gain or support employment** (and will directly provide long-term employment by employing an administrator and manager) and it will be a **Social Enterprise.** It will address the causes of rural depopulation and support or safeguard **local amenities and infrastructure** by helping people to access and use them and similarly **help economic recovery and sustaining growth** by improving access to services. The project will **tackle the climate emergency,** we will **contribute to a low carbon economy** through the use of EVs (and we have funding to **install EV charge points**), volunteers drivers will be offered **climate awareness training** so that they are equipped to discuss the merits of EVs and the climate emergency.

Under the improve services for older and vulnerable people we will re-launch our *Farr Eats* project which provides low cost hot nutritious meals delivered to homes twice a week and monthly communal meals in local halls. The project will support **wellbeing** by providing nutrition and social contact for isolated people, through the hire of community halls it supports the **spaces for people,** the networking of volunteers and the communal meals helps **communities to stay socially connected** and the project will be **run by the community.** The project will help to **tackle poverty and inequality** by providing low cost meals, including for children. The project will **support or sustain local (temporary) employment**, help to sustain **local amenities and infrastructure** (including local halls).

These workstreams and others will be subject to the outcomes of the CAP.

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

Word limit 400

Both of the projects will require volunteer inputs which helps to build and maintain community cohesion. Both projects help people to meet (by defeating access barriers or by providing communal meals) which helps to support wellbeing and build and maintain social cohesion. People in the communities will be able to access the services they need.

The *Farr Goes* project will support the local economy by using the local garage to complete 10-weekly safety checks on both of the EVs. The community EV charge points will bolster infrastructure and provide additional income to the community buildings hosting them. Previous iterations of *Farr Eats* tendered for the catering services and the winning tenderer for both projects expressed the view that the contract had sustained their business through the winter months and would have closed without this project.

Farr Goes will benefit the whole community but will be especially focussed on older, vulnerable and isolated people. Consultations have repeatedly highlighted the difficulties that people face accessing services (particularly health services where the need is acute and chronic). The need extends beyond households without access to a car, and includes people unable or unwilling to drive long distances, particularly in the dark months, inclement weather and in summer if low sun is likely to be an issue, and also households where the breadwinner needs to use the car of rwork, leaving the rest of the household stranded. *Farr Goes* will provide a transport service which otherwise does not exist (public transport only reaches a limited percentage of our population and timetabling issues make the service effectively useless for most).

Farr Eats will provide low costs nutritious meals across Farr. Previous iterations have demonstrated that sometimes recipients get their only hot meals of the week through the service. Often carers get valuable respite time (and where carers are based outside of the area eg Thurso or beyond this respite is hugely appreciated). Housebound recipients have reported that our smiling volunteers are the only personal contact they receive, (this was particularly noted in Farr Eats 2 which co-incided with staffing issues in the care at home services).

Our projects bring local benefits to the people who need them and our project design is always responsive to the needs of our service users which are collected through customer feedback forms and volunteer feedback..

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

Word limit 400

This funding request is to support the core costs of running the anchor organisation – Farr North Community Development Trust, a newly established since 2021. The trust will be leading projects emerging from the Community Action Plan as well as continuing with current projects. The need for a development Trust to serve our communities was identified in community consultations in 2018 and 2020. The new CAP process will provide further direction on how the Trust should operate and lead its activities and the Trust will be responsive to the directions given.

The projects exemplified in this application are a taste of what we aim to achieve and represent responses to consultations undertaken in 2018 and 2020 (and for the transport project consultation undertaken in 2021, and further iterated in *Sutherland Pathfinder* in 2022), but we will be guided by the CAP to be published in early 2024.

Our *Farr Goes* project was designed in consultation with other community transport providers in Caithness and Sutherland and in particular with *Transport for Tongue (T4T)*. Much of the proposed operating model for *Farr* Goes directly copies *T4T*. Paragraph 69 of the *Caithness and Sutherland*

Local Development Plan highlights the challenges facing our area and notes *T4T* as an example of how communities can help to defeat these challenges.

The need for a better transport infrastructure is highlighted in the Scottish Index of Multiple Deprivation which identifies our area as being in the worst percentile for access to services (SIMD datazones SO1010811 & SO 1010810). Access to services and particularly health services is a constant and recurring theme. The need for help for transport often go unanswered and even if help arrives the patient suffers a cost of undue worry and loss dignity in having to beg for assistance from neighbours, councillors and others. Our people deserve a better service.

The need for better services for our older and vulnerable people was identified in consultations in 2018 and 2020. During COVID the plight of older and isolated people was particularly highlighted and this led to the *Farr Eats* programme. The feedback from the last two iterations suggest there is a demand for a year-round service and this remains as an aspiration but for now our hope is to resurrect it in the winter of 24/25.

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

Word limit 400

As evidenced by the 2018 and 2020 consultations people recognise the need for a community development trust, an anchor organisation, to drive forward initiatives in our area. The Trust was formed to meet this need in 2020 and began operating in 2021. Since then, and without really trying we have recruited 90 members.

Having established the Trust it then focussed on delivering the projects people were demanding, including 'Meals on Wheels' (*Farr Eats)* and a considerable amount of time was put into developing our Community Transport Project (*Farr Goes)*. This project would have been running by now had it not been for the proposed sale of the Bettyhill General Merchants, Post Office and Fuel filling station, which required a considerable shift in resources towards securing the shop. The shop project illustrates how the Farr North is willing and able to shift resources fleet footedly, in response to community demands. Our consultation relating to the future of the shop garnered responses representing 443 people and 92% of people thought "it would be a problem if the shop closed" and 64% were in favour of a community buy-out and 30% not sure. The shop is the at the heart of our dispersed communities and Farr North responded by producing a research report and developing a comprehensive business plan. This took many hundreds of hours of paid and unpaid labour. At this time it appears as though the business will be sold privately – (welcomed by everyone), but if the sale falls through we will be able to drive forward with a community purchase.

Also – as an example of responsiveness to changing environments, in the aftermath of COVID we instigated a programme of classes and also helped to build or re-invigorate two community gardens.;

In our communities, voluntary effort is exceptionally high, but this carries with it a very high cost. Our communities need an anchor organisation to develop and deliver the projects to be identified in the up coming CAP.

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

Word limit 500

This application to CRF is part of an ensemble of funding applications which together will support the delivery of the Trusts 3 year work-plan to build internal resilience, community resilience and to deliver the outputs of the 2024 CAP.

One of the workstreams not yet highlighted in this application is our work with wind farm developers to secure community shared ownership of windfarms. This work will realise long term unrestricted income which can be used to support anchor organisations in the area.
Community Shared Ownership will not bear fruit until 2026/7, but this workstream represents a route to long term financial sustainability.
A summary of the three year budget:

	24/25	25/26	26/27	TOTAL
Highland Council Community Regeneration Fund	£30,360.9	£0	£0	£14,074
DTAS - Strengthening Communities Programme		£23,500	£21,000	£65,000
Creag Riabhach Wind Farm Fund	£0	£7,000	£8,215	£15,215
Strathy North Wind Farm Joint Community Benefit Fund	£14,155	£14,155	£14,155	£42,465
Strathy South Community Shared Ownership Fund			£5,000	£5,000
Memberships and Community Fundraising		£600	£800	£1,800
	£44,515.9	£45,255	£49,170	£143,554

This work will create lasting impact and benefits to our community.

We have secured a 3-year funding from Strathy North Community Fund and CRF will see us through to year-one of the 3-year plan

4.7 What will be the lasting benefits and legacy?

Word limit 500
The lasting benefits and legacy will be an engaged and active local anchor organisation delivering on community priorities.
Farr North is very young, having only recruited its first staff in Spring 2021. In the short time since the Trust has delivered numerous projects and levered considerable additional funds for community projects. Our track record demonstrates that we can and, with a fair wind, will continue to deliver for our communities.

Our three year plan elaborates the following outcomes:
In the future we will continue to be driven by the needs of our community as expressed by the current CAP process.

Overall the Trust will respond to these needs by pursuing the following strategy.

The Board proposes FOUR headline activity streams to be developed:
RESEARCH AND FUNDRAISING FOR PROJECT ACTIVITY
- Transport – enabling access to amenities, activities and services
- Care – reducing social isolation and supporting particularly older and vulnerable people

CONSOLIDATING ORGANISATIONAL STRUCTURE AND SECURING UNRESTRICTED INCOME

- Maximising benefits from local windfarms – particularly in respect to shared ownership to secure long term unrestricted income.
- Ensuring that Farr North Community Development Trust has the structure, resources and infrastructure to deal with the forthcoming rapid expansion of community activity as a result of wind farm funding.

OUTCOME 1:
Our people will feel less isolated and will be able to engage fully with community activities
OUTCOME 2:
Our people will be able to live independently, for longer with an improved quality of life.
OUTCOME 3:
More of our people will be able to access the education, training and development they aspire to
OUTCOME 4:
Farr North Community Development Trust will review and improve its management and Governance processes to enable it to adapt and grow as more financial resources become available
OUTCOME 5:
Farr North Community Development Trust will increase its unrestricted funding streams to enable it to deliver more projects and support other groups to meet their objectives.

Our position as an organisation in April 2027
Our people will recognise Farr North Community Development Trust as the main agent of change in the Parish of Farr.
Our people will want to and know how to engage with Farr North Community Development Trust and influence our activities and be involved in our Governance.
Our people will know that Farr North Community Trust listens and responds to their needs.
Our organisation will be financially self-sustaining as the result of wind farm funding (particularly community shared ownership) and able to use wind farm funding as leverage to access considerable external funding for additional 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
Environmental impacts are considered in all our project development plans, considering them is part of our blood.
For example: *Farr Goes* has been built around using EVs to reduce the substantial environmental impacts of travelling in our very large area (over 1000km2) and with round trips to medical appointments often requiring more than a 200 mile round trip. We view EVs as an opportunity to open discussions about climate change, mitigation and adaptation and we have built into the project plan climate awareness training for our volunteers. In our *Farr Eats* projects we have encouraged caterers to use locally sourced nutritious produce to support the development of local supply chains and reduce food miles. Our work supporting local growing projects recognises the importance of developing more local produce, and the expertise required to grow it.
Our work around Bettyhill Shop has begun to investigate ways of promoting local supply chains, including food, and our plans for the shop including a comprehensive programme of insulation and installation of low carbon heating.
Our discussions with local wind farm developers have included discussions around 'local energy discount schemes'. These are popular with developers and receive positive feedback in their consultations with our people – but we would prefer to see at least some of these resources diverted away from short term energy bill subsidies and more towards Local Energy Planning and

programmes of insulation and low carbon heating (which would be progressive, realise long term energy cost savings for residents and lever in considerable additional resources from energy suppliers and Government programmes)..

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

Individual projects are assessed on the specific client groups that may be encountered.

For example, in the development of *Farr Goes* we spent a lot of time considering less mobile travellers and in particular the step height of vehicle ingress and egress. Investigation of this led to the inclusion of a portable step to be carried in the vehicle to enable easier access. We talked to groups representing wheelchair users and other community transport organisations and discovered that the requirement for a wheelchair accessible vehicle was rare: most wheelchair users prefer to sit in passenger seats with the wheelchair stowed in the boot. This is not possible for all but it meant that rather than investing in a fully wheelchair accessible vehicle we could set aside a budget to hire in a wheelchair accessible vehicle (with driver) from another community transport organisation (T4T) when required, thus making better use of our resources and our sister community transport organisation.

Some of our *Farr Eats* customers require more than just a door step delivery of meals, with the driver entering the property to serve the customer the meal. We are able to do this (with all requisite regulatory standards enforced) because we have the community at heart and understand the varying needs of different client groups.

We have encouraged local growing projects to consider accessibility in their project plans, for example by providing wide gang-ways and raised beds which are accessible from a wheelchair and without having to bend double to maintain the growing spaces. The photography class we ran chose to go on location to investigate photographic opportunities and we required the tutor to consider accessibility needs. We are currently planning a new photography course and accessibility is at the heart of project design.

Our three year plan identifies the need to attract younger people to guide the development of our work and includes a plan to firstly engage with Farr High and encourage volunteering on our projects, and then to identify and support a graduate apprentice to acquire a community learning and development professional and help to secure the long term viability of CLD in Farr.

We always seek to engage with the whole community. It is too easy, and inadequate, to assume that Facebook posts reach everyone and wherever possible we print our publications and newsletters for distribution through the local shop for example or by door to door distribution (for example the Community Transport Consultation, 2021, the Bettyhill Shop Consultation 2022, and the CAP consultation in 2023 and *Farr Eats* publicity 2022 and 2023).

4.10	**All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.** **This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information.**

	Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download. FWF statement and decleration template.c
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☐ Do not have a website ☒
How many people do you employ or how many volunteers do you have?	**0.5 FTE Staff, 12+ volunteers**
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☐ No ☒
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Staffing Costs (salary)	Two 20hr pw posts: Manager equiv salary £31,500, hourly rate £17:31; Development Officer equiv salary £26,500, £14:56 p/h	Revenue	31,881.00
Staffing Costs (Employers NI)	Calculated using: https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2023-to-2024	Revenue	1,994.00
Staffing Costs (Employers pension contribution)	Employers pension contribution @ 5%	Revenue	1,594.00
10% overheads		Revenue	3,546.90
Website Development	Development and maintenance of website to store minutes, plans and share news etc	Revenue	3,000.00
Recruitment		Revenue	1,000.00
IT equipment	Laptop, phone	Revenue	1,500.00
		Total revenue expenditure (£)	**44,515.90**
		Total capital expenditure (£)	**0.00**
		TOTAL PROJECT COST (£)	**44,515.90**

VAT included in these costs?	Yes ☒ No ☐

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to**	Costs are based on past expenditure. Salary costs are based on comparison of rates paid for similar posts advertised on *Good Moves* and are in line with Development Trust Association Guidelines (recommend salaries to be in the range £25k to £35k).

	achieve this, explain how costs were developed.	
5.3	**Please explain how your project will achieve value for money.**	The project represents overall value because we expect the post to lever-in additional funds for projects (our current leverage is over £4 raised for £1 of funding).

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 (£)
Strathy North Joint Community Benefit Fund	No	Yes	14155
part of a 3 year offer			
		Total match funding (£)	**14155**
		CRF grant request (£)	**30360.9**
		Total project cost (£)	**44515.9**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	In kind support is mainly represented by volunteer time and will partly depend upon the projects to be pursued. Directors support is estimated at a minimum of 120 hours per annum. *Farr Goes* is anticipated to require input at least 150 volunteer hours. *Farr Eats 2* which ran for 3 months at the beginning of 2023 required in excess of 225 volunteer hours. If costed at £10.50 per hours this amounts to at least £6000 pa.

6.4	**Please explain why public funding is required to deliver the project.**	Our communities need public funding to help to improve our health and wellbeing. Our need is chronic and acute. Without this funding the project is unlikely to proceed in the form presented here as we need core funding to fully establish our newly formed DT .
6.5	**Please explain what the remaining bank balances are for in your accounts.**	As at 31/8/22 restricted funds included [redacted] for Farr North Apprenticeship Scheme, [redacted] for core costs of Farr North, as well as funding for driving qualifications, Farr Eats, Classes etc.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	[redacted]

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	The funding is likely to be used to develop projects that will have an income generation aspect. For example, *Farr Eats 2* generated trading income of £3672 all of which was recycled into delivering further meals for our older and vulnerable. But the funding requested will not be used to generate income (but may be used to develop income generating projects).
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	We do not develop projects which threaten displacement of other businesses in the community. Our role is to fill in gaps where the market is failing to deliver our community needs. We strive to work with local businesses, for example our *Farr Eats* project tendered to local businesses for the opportunity to provide catering services for the project. This enabled local business to generate cash-flow during the closed season whilst also contributing to fulfilling a community need.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒

7.5	**If not, please state why?**	Not applicable. The funding requested is not income generating *per se* but may lead to income generating projects (which may or may not be suitable for business loans).
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	Date	Amount £	Public Subsidy?
Local Energy Scotland (CARES SEG 4093)	22/02/2023	£5000	Yes ☒ No ☐
Local Energy Scotland (CARES SEG 4098)	22/05/2023	£4700	Yes ☒ No ☐
Scottish Land Fund (20208780)	21/07/2022	£14750	Yes ☐ No ☒
Highland Mental Health and Wellbeing Fund	21/1/22	£8630.91	NO
Inspiring Communities	01/12/2021	£13459.72	Yes ☐ No ☒
Highland Council Cost of Living Fund	19/1/23	£5231	NO
Highland Communities Health and Wellbeing Fund	10/2/23	£9500	NO

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature: [redacted] **Print: Simon Lee**		**Date:** 10/11/2023

8.2	**You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.**	**Yes / No / Not applicable**
1	**CRF Monitoring & Evaluation framework (page 9 below)**	**Yes ☒ No ☐**

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

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: 2235

Organisation: Farr North Community Development Trust

Project Title: Delivery of Farr Community Action Plan

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

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

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

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

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

Increasing community resilience (People) Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	**Status (delete as appropriate)**	**Quantity**
Activities for young people	New	**1**

Wellbeing support initiative	New	
Spaces for people		
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: **Our focus will match the project outputs described above and the number of outputs will depend on the demands of the Community Action Plan.**		

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	**1**
Support to gain/sustain employment	**1**
Support for Social Enterprises	**1**
Initiatives that help sustain household incomes	**1**
Advice services – new/supported/safeguarded (delete as appropriate)	**0**
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	**0**
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new	**1**
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: **We are confident that community transport will be one of the outputs demanded by the Community Action Plan, other activity and outputs will be dependent on the Community Action Plan.**		

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)	**1**
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:
The funding will directly create two part time posts, other outputs will be dependent on the Community action plan.

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	**1**
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	enhanced	**2**
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	New	**2**
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:
The outputs above relates to our work to develop a community transport project and our work with local wind farm developers to secure shared ownership.

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

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2262
1.2	**Organisation**	Assynt Development Trust (on behalf of NorthWest2045)
1.3	**Project title**	NW2045 Facilitation and Coordination
1.4	**Project summary you wish to be funded (max 100 words)**	The NW2045 group is a cross-sectoral coalition working across the North West Highlands to address the causes of rural depopulation. The group has created and is implementing a community-led Area Place Plan. A paid resource is required to maintain the momentum and enhance this work, through:

		• Research and data gathering to strengthen evidence for NW2045's work and ensure we are addressing community priorities. • Supporting collaboration: providing Secretariat function. • Building NW2045's profile locally through in-person events and online. • Maintaining NW2045's external / national profile – online and securing contact with policy-makers • Seeking long-term financial sustainability for NW2045. • Financial management for NW2045 projects.	
1.5	**Project costs**	**Total project cost**	**£50,110**
		Match funding	£0
		CRF grant requested	**£50,110**
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	28/02/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☒	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	**Organisation**	Assynt Development Trust
2.2	**Address and postcode**	Lochinver Mission, [redacted]
2.3	**Main contact name**	Ewen McLachlan
2.4	**Position in the organisation**	Development Officer
2.5	**Contact number**	[redacted]
2.6	**Email address**	[redacted]
2.7	**Website address**	ADT: https://www.assyntdevelopmenttrust.org/ NW2045: www.northwest2045.scot

2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	Company: SC379557 Charity: 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 must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**	N/A	
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	**N/A**	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	The NorthWest2045 (NW2045) area covers the North West Highlands – from Coigach North to Durness and East to Bettyhill. This role will be concerned with the whole area. Office space will be available in the Assynt Development Trust office - IV27 4LE if required.
3.2	**Are you applying on behalf of a partnership project?**	Yes ☒ No ☐
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒N/A
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒N/A
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	N/A

3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	N/A

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

Activity name	**Achieve by (date)**
Research and data gathering: • Revisit the NW2045 Vision Place Plan and establish plan for periodical review. • Incorporate and build on learning emerging from work of Regional Land Use Partnership (RLUP) and Facility for Investment-Ready Nature in Scotland (FIRNS), Repopulation Coordinator etc. • Build the NW2045 evidence base, i.e.: - Update statistics from those quoted in the original 2021 Vision, taking into account the impacts that Covid, Brexit and Cost of Living Crisis have had on our remote rural communities since it was written. - Assess the impact on the local economy of new housing projects. Currently there are potentially 100 new home builds across the NW2045 area, which have been identified by community led housing developments and are at various stages from land purchase to design phase and seeking planning permission. - Assess the number of FTE job vacancies in the area. - Seek data on potential jobs in area curtailed by a lack of availability of housing for staff. - Undertake initial work with appropriate bodies to establish a Gross Value Added (GVA) figure for the NW2045 area. Creating an economic analysis of each township within the NW2045 area. - Undertake further investigation into high-speed internet, which is vital to repopulation initiatives. - Explore possibility of using community village halls as rural hubs similar to Ireland's West Coast digital hubs,	Throughout project

to benefit users and generate income for these community assets.	
Support those within our network – across sectors and geography - to collaborate: • Coordinate fortnightly network meetings, and support action arising from discussions to maintain momentum. • Communicate, engage with and support each of the 7 community council areas in the North West; communities where Development Trusts are over-stretched and require support.	Throughout project
Build the profile of NW2045 locally: • Achieve increased activity on our website and social media channels; • Attend in-person events such as Community Highland Games / Gatherings.	Throughout project; in-person events in Summer
Maintain NW2045's external / national profile: • Build on successes so far - securing Ministerial visits, parliamentary debates, RLUP, FIRNS etc. • Ensure NW2045 representatives can attend in-person and online events including Scottish Government consultations and Third sector meetings.	Throughout project
Work towards future sustainability of NW2045: • With support from the wider NW2045 group, seek further funds to continue this work for sustainability.	Throughout project
Financial management support: • Provide streamlined financial management for this and other NW2045 projects.	Throughout project

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

The NorthWest2045 (NW2045) is respected as an exemplary, innovative, inclusive approach to cross-cutting issues, which others seek to replicate.

CRF funding will strengthen the NW2045, enabling the group to maintain momentum to achieve its priority objectives during - and to establish sustainability beyond - the funding period.

NW2045 has no dedicated Secretariat. Since 2021 the RLUP funding has underpinned the work, but RLUP's future is uncertain beyond March '24 and without that support there will be no capacity to continue this important work.

NW2045 was established in 2020 as a proactive response to the many cross-sectoral cross-regional challenges. It is a non-hierarchical coalition of organisations based - and highly active - in the Northwest Highlands. NW2045 comprises local development companies/trusts (Assynt Development Trust, Scourie Community Development Company, Up North Development Trust); community groups (eg North West Highlands Geopark); statutory bodies (Scottish Land commission, Highland Council, Highlands & Islands Enterprise; NatureScot) and community, private and environmental non-governmental landowners (eg Assynt Foundation, Wildland Ltd, John Muir Trust).

NW2045's initial undertaking was a consultation which produced a community-led Vision with three Vision Statements (see section 4.4). These reflect our urgent need to reverse the current degenerative cycle into a regenerative cycle, with communities thriving economically, socially and environmentally. This Vision is cited by many – including within Highland Council - as an authentically community-led Place Plan.

This CRF-funded work will continue to address *all* the strategic objectives of the CRF fund; primarily the causes of rural depopulation. This will build on the tangible, valuable opportunities that the NW2045 Vision and Partnership has already created here, which include:

- Convening diverse entities to collaborate strategically around solutions to the area-wide crises of childcare, schooling, public transport, affordable housing and depopulation.
    - The Childcare working-group recognises Childcare is central to repopulation issues. The group has empowered Kinlochbervie community to commit to re-opening their nursery – with local co-funding – by April 2024.

- Our community-focused approach to the RLUP pilot in Kinlochbervie has built a deep understanding of issues and priorities relating to land – and wider interconnected community challenges. We have talked with 70% of the 33 landowners across the NW2045 area (all who responded to us) to understand what an RLUP could usefully comprise and are drafting the RLUFramework.

- RLUP made possible our successful FIRNS application: an opportunity to investigate the potential of community-led natural capital markets to address community challenges (Oct '23- March '24).

- The Repopulation Coordinator Northwest Sutherland - supporting five community housing projects in development and seeking further opportunities. A Memorandum of Understanding between Development Trusts, NorthWest2045 and Sutherland Community Partnership is in progress to ensure a long-term strategic approach to our housing crisis.

- Representing NW needs at Ministerial level through direct conversations, and ensuring our voice is heard in Scottish Government Consultations.

CRF funding will provide a dedicated resource, bringing capacity, skills and consistent momentum to enable NW2045 to achieve our ambitions of building strong, resilient places. It will allow our dedicated network to share their knowledge and expertise, recognising the power of synergy and the strength, support and inspiration found in collaboration.

NW2045 is not constituted. This is a strength: it is unencumbered by bureaucracy and able to respond to arising issues. Because NW2045 cannot apply directly for funding, Assynt Development Trust (ADT) is the 'anchor organisation' for NW2045 projects, notably RLUP and FIRNS. ADT is a small organisation with limited capacity to employ staff; to minimise burden on ADT the CRF-funded post will therefore be a self-employed contract reporting to ADT, via an existing Project Manager.

1. This work is essential to create the enabling environment for key outputs: **Research and data gathering:**
    - Revisit the NW2045 Vision / Place Plan.
    - Build the NW2045 evidence base.
    - Incorporate and build on learning from work of RLUP, FIRNS (see section 4.5), Repopulation Officer etc.
        → Ensure we continue to understand the internal and external pressures and drivers of depopulation, and that our priorities reflect those of the communities we seek to serve.

2. **Support those within our network – across sectors and geography - to collaborate:**
    - Coordinate fortnightly network meetings; support action arising from discussions.
    - Communicate, engage with and support each of the 7 community council areas in the Northwest; communities where our Development Trusts are over-stretched, underfunded and require support.
      → Enable partners to share resources and expertise and work together efficiently and effectively.

3. **Build the profile of NW2045 locally:**
    - Achieve increased activity on our website and social media channels; at in-person events such as Community Highland Games.
        → Provide hope, reassurance and inspiration to others: that solutions *are* being found, and progress *is* being made.
        → Enhance NW2045's credibility, and therefore our ability to effect change.

4. **Maintain NW2045's external / national profile:**
    - Build on successes so far - securing Ministerial visits, parliamentary debates, RLUP and FIRNS.
        → Maintain NW2045's profile to ensure future influence.

5. **Work towards future sustainability:**
    - With support from the wider NW2045 group, seek further funds to continue this work.
        → Apply for further funding.

6. **Financial management support:**
    - Provide streamlined financial management for this and other NW2045 projects.
        → Efficient financial management systems functioning.

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

Supporting our local communities and economy are integral to the NW2045 work: the purpose of the NW2045 is to address and combat the causes of rural depopulation and associated degeneration by building stronger, more resilient places. All the NW2045 work we do is devoted to making our local communities and local economy sustainable.

There has already been significant and tangible progress on many elements of the Vision since the inception of the NW2045 (see section 4.2 above).

However, the group has not had capacity to maintain the dialogue with NW2045 communities – to communicate this progress and to be more visible at the 'grass roots' level. This project will provide additional capacity to work more closely with the communities and remain visible.

It will also enable us to research the changes and issues that impact our communities and formulate a collective response that is specific to the social and economic situation of the NW2045 area.

Importantly, it will ensure that the NW2045 work remains relevant and focussed on the most pertinent issues, as external and internal drivers and pressures change.

There are 7 community council areas across the NW2045 area, with variable capacity of community structures such as development companies / trusts and councils. Those with less strong community structures will benefit from more direct contact and support as we work to understand the needs.

Ideally, our contractor will be from within the North West area, therefore this role – in an area where employment opportunities are scarce - will benefit the local community and economy. The role is designed to be flexible - allowing for both job-share and remote-working if required - thus making the post inclusive regardless of race, gender, sexuality, disability, or other characteristics. It will also use terms that people prefer and identify with, and respect their pronouns and names.

The model of ADT as anchor organisation for self-employed contracts is proven through the RLUP pilot which has facilitated seven part-time self-employed contracts – all of which are held by women with caring responsibilities. In this remote area, it is challenging to attract suitable candidates who live locally and are willing to give up other guaranteed work to work on a short-term contract. This model buys experience and ability whilst offering flexibility.

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

The statistics and forecasts demonstrate the need for this work. The working age population demographic of Sutherland (which constitutes most of the area) is projected to decline by 12% from 2016-2040 (the Scottish projection is a 2.5% rise); school rolls are small and falling: High Schools are at average 29% capacity and a further 25% is projected by 2035.

NW2045 work links with the Sutherland Community Partnership (SCP) themes - particularly the Children and Young People theme, via the cross-sector and cross-region NW2045 Childcare group. This was established in 2023 in response to the debilitating lack of childcare provision which is impacting families across the area, with a profound link to families' Emotional Wellbeing. NW2045 is also making links with the Highland Council's Family Wellbeing Programme.

Our work also links closely with the Homes for People and Infrastructure through the focus on Affordable Housing. The Memorandum of Understanding being developed between the Development Trusts, NW2045 and SCP reflects those close ties and the intention to collaborate in the long term.

The NW2045 FIRNS development-phase project is currently exploring how the opportunity posed by Natural Capital Markets can address other SCP themes: Public/community Transport; Fuel Poverty and Food Poverty.

In addition to addressing the themes of the SCP, the community-generated NW2045 Vision is cited by our Public Sector partners as an exemplary, authentic Area Place Plan, and will feed into the Highland Local Development Plan currently in development. This project will therefore fund work that will directly support the Vision / Place Plan.

For instance, supporting the partners in their work focused on creating affordable, sustainable housing and solving childcare and education issues will contribute to this being *A place that is attractive for young people and families to live and work* (NW2045 Vision 1).

Work to support the partners in their efforts to improve access to high-speed broadband; to build new housing developments with workshops / enterprise space, and to establish rural hubs (all of which are underway) will help progress towards *A model for a new diverse rural economy* (NW2045 Vision 2).

Raising the profile of the NW2045 work locally, and thereby facilitating more local dialogue, will enable more people to have their voice heard, so that this becomes *A place where communities can determine their own prospects* (NW2045 Vision 3).

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

Community support for this work is evident through the ongoing, active involvement of many community development trusts and organisations, including Assynt Development Trust, Coigach Community Development Company, Scourie Community Development Company, Up North! Development Trust, Northwest Highlands Geopark, as well as community land-owners Assynt Foundation.

Other members of this community of place include NGOs (e.g. John Muir Trust and Scottish Wildlife Trust) and private landowners (e.g. Wildland and Kinlochbervie Estate) and the Federation of Small Business. We have received 13 letters of support from organisations and individuals throughout the community who are involved in this work (see supporting documents).

During the original consultation progress approximately 450 people across this region (a considerable proportion of the population of c.3000) gave their time, whether through being interviewed, completing a survey, or participating in an online event. This included specific engagement with the High School students of the area. People are supportive of an initiative that can reverse the devastating trends and generate lasting hope and positive change for this area.

Work supported by the NW2045 RLUP and FIRNS projects is currently focussed on the Kinlochbervie Community Council area, as a pilot project under the name of 'Land+'. This intensive, place-based work is taking an innovative approach to community collaboration by starting with person-to-person conversations led by our 'community leads' – members of the community who represent crofting, game-keeping, landownership, community activism, young families. This work has intentionally sought out 'hidden voices' and, by going to people in their own homes, has listened and learnt about the real issues and challenges within the community. The process has built trusting relationships and identified solutions that are already starting to be implemented; momentum and hope are self-perpetuating.

The Land+ team regularly discuss project progress with the Community Council and more widely amongst the community. The work has, without exception, been received positively within Kinlochbervie and with others across the NW2045.

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

Throughout this work the contractor and wider NW2045 partnership will be aware of the need to secure further funding for the role and will submit applications to any suitable sources.

In the longer term, it is our ambition that the substantial natural capital of this area may generate revenue which could be used to support the wider regeneration of the community, including the functioning of the NW2045 group. Our FIRNS Development Phase funding is the first step towards this long-term goal.

In the short-medium term we accept that, by its nature, this important cross-cutting work will not generate revenue directly, and will be reliant on external funding.

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

The legacy of this CRF project will include:

- Enhanced operation of the NW2045 group, and improved coordination between partners and ongoing projects such as RLUP, FIRNS and the Repopulation work.
- Enhanced collaboration on issues such as Childcare, Housing, Infrastructure, with real benefits including more childcare in place; more affordable housing in development; enhanced broadband provision; new (or enhanced existing) rural hubs.
- A substantial evidence base which will guide priorities and strategy for the NW2045 and partners going forward.
- Improved profile of NW2045 work amongst local communities.
- Established review process to monitor and demonstrate value of NW2045 work and adapt to improve performance where necessary.

This legacy will provide a firm footing from which to develop the work of the NW2045 and secure further funding to sustain this important function.

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 2045 Net Zero goal is at the heart of our work and reflected in the name of the NW2045 group. All our work is striving to regenerate our communities whilst also achieving a Just Transition to Net Zero. We recognise that our spectacular natural environment is crucial to the well-being of our communities and is also a valuable asset for generating revenue that can restore and sustain our communities in the long term – be that through well-managed tourism or through the opportunities afforded by the burgeoning natural capital markets. We therefore advocate care and respect for our precious natural environment.

Efforts will be made to reduce the environmental impact of the day-to-day work:
- the majority of meetings will be undertaken virtually, and lift-sharing will be explored and encouraged for any in-person meetings.
- printing will be minimised; where it is unavoidable, recycled paper will be used.

Any developments supported by the group, such as affordable housing projects, childcare provision and rural hubs, will be as low-impact as possible, using sustainable materials – including timber sourced locally if possible - and methods that mitigate environmental impact.

The NW2045 / ADT FIRNS project has a specific focus on valuing Natural Capital; both valuing biodiversity and working towards net zero ambitions, with community at the forefront. More details about this exciting opportunity – which is being piloted in the Kinlochbervie community council area and involves another cross-sectoral partnership with Galbraith – will evolve over the coming months.

Another example of a current project looking specifically at environmental issues is 'Peat, Diesel and Seaweed' - a partnership between University of the Highlands & Islands, ADT and NW2045, which currently employs 3 young people to engage with young people under 30 in Assynt to explore their thoughts and concerns on climate change.

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?**

Throughout the NW2045 consultation process of 2021 – in which circa 450 people were involved in numerous ways - we strived to engage as diverse a group of people as possible and had a particular focus on listening to the 'less heard' voices. We will continue to adhere to strong principles of inclusion.

Our work since the consultation has been less locally outward-focused, and through this project we hope to raise the profile within our communities of the NW2045 work that has been on-going 'behind the scenes'. All engagement work and any public events will be as accessible and inclusive as possible, and we will make efforts to involve groups with protected characteristics and those who may feel excluded due to social or economic disadvantage.

Our website and social media presence will be enhanced during this project. Through this process we will be mindful of the need to make content accessible and flexible, so that users can adapt it to suit their own needs. Although we produce limited printed material, we will also take care to ensure that any we do produce is as accessible as possible, being mindful of the guidance available.

4.10	**All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.** **This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a**

	signed statement - refer to the Fair Work First guidance for more information. **Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.** FWF statement and decleration template.c
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	2 part-time employees (=1 FTE). 5 volunteer directors 5-10 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

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

Details	Revenue/Capital	Amount (£)	
Project Officer (Self-employed contractor, as justified in section 5.3 below): day-to-day NW2045 coordination, communication & research Average 14 days / month for 12 months @ £200 / day	Revenue	33,600.00	
Travel and Subsistence for Project officer – occasional meetings / engagement events etc	Revenue	1,100.00	
Management of Project Officer and Finance Officer by self-employed contractor, as justified in section 5.3 below Average 2.5 days / month for 12 months @ £280 / day	Revenue	8,400.00	
Performing the role of anchor organisation on behalf of this project.	Revenue	4,310.00	
NW2045 Meetings / engagement activities: printing costs, venue hire, catering 2 'large' events @ £750 each; 4 'small' events (eg presence at Community Games) @ £300 = £1200 = £2700	Revenue	£2,700	
	Total revenue expenditure (£)	**50,110.00**	
	Total capital expenditure (£)	**0.00**	
	TOTAL PROJECT COST (£)	**50,110.00**	

	VAT included in these costs?	Yes ☐ No ☒
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	Professional fees are based on the current local market rate for this level of work in this sector. The overhead is taken as a percentage, at a standard rate. Meeting costs and travel and subsistence costs are based on recent comparisons.
5.3	**Please explain how your project will achieve value for money.**	ADT is a small community organisation with two part-time employees (1FTE) and a small board of voluntary directors who, like many in this context, are stretched and fatigued. Therefore, it is preferable for this post to be self-employed rather than employed, to reduce pressure and burden on ADT. Professional fees are based on the current local market rate for a self-employed contractor for this level of work in this sector. Self-employed rates seem high at face-value, but these do not include on-costs such as National Insurance Contributions, pension, holiday and sick pay, etc., and are therefore reasonable.

SECTION 6 – MATCH FUNDING	
6.1	**Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you'll need to add the CRF grant request. All projects must start within three months of approval.**

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

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	ADT – the anchor organisation – relies on a voluntary board – including the Chair, Nigel Goldie - to support the paid Development Officer roles. The NW2045 partnership is comprised of diverse organisations, some of which have voluntary representation. For instance, the Chair of the NW2045 – Frances Gunn (who is also Chair of the Up North! Development Trust, as well as holding many other voluntary roles) – is a voluntary position, as is the representative of the Assynt Foundation, Lewis MacAskill. The nature of collaborative working is that it requires time and energy to build cross-sectoral relationships and create momentum for the work to happen. This effort is often contributed by the individuals involved in the NW2045 going

		beyond the remit of their roles and is thus an in-kind support.
6.4	**Please explain why public funding is required to deliver the project.**	NW2045 hold no reserves or funds to draw from, which is why we need to apply for 100% funding from CRF. The partnership has been functioning over the past two years at limited capacity without this crucial central secretariat role. Limited resources have been contributed by the RLUP team, which is justified because this cross-sectoral partnership work is very much in-line with the role of the RLUP. However, this is not a sustainable situation, particularly as the future of the RLUP is not certain and the RLUP team capacity is limited. As explained above, this work is fundamental to supporting an integrated approach to the regeneration of the communities of the North Wwest Highlands. It assists public, private, third sectors – and, fundamentally, the communities ourselves – to work together to create lasting change to sustain this area. This work is a shining example of authentic place-based collaboration from which others across the Highlands - and beyond - can learn, and requires support to remain as such. It is directly in the interests of the public that public funds should be used to deliver this work.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	The most recent bank statement shows a balance of [redacted] on 27th Oct. This balance is restricted funding to cover monthly outgoings, including contractors' invoices; salaries of Development Officers and other

		professional services (such as ADT Treasurer); procurement of supplies for the Assynt Food Larder; miscellaneous costs such as travel and subsistence for attending events; venue hire for meetings, as well as providing a small contingency / buffer.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	n/a

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

Funding	**Date**	**Amount £**	**Public Subsidy?**
Communities Recovery Fund 2 – local covid response	2021	£50,316.00	Yes ☐ No ☒
Adapt & Thrive, tourism / destination management funding	06/07/2021	£16,000.00	Yes ☒ No ☐
Highland Council – Rural Land Use Partnership pilot project funding (may have been payment for service of hosting RLUP, not a grant)	2021	£6,732.00	Yes ☐ No ☒
Rural Tourism Infrastructure Fund carpark/toilets design grant	2021	£2,982.00	Yes ☐ No ☒
Highland Council - grant towards carpark/toilets design	2021	£7,137.88	Yes ☐ No ☒
Strengthening Communities Programme - core staff grant	2021	£60,000.00	Yes ☐ No ☒
CRF glebe design work (stage 1-2)	22/03/2023	£50,000.00	Yes ☐ No ☒
CRF - glebe design work (stage 1-2)	12/01/2023	£44,430.00	Yes ☐ No ☒
CRF - lochinver playparks deerfencing	22/12/2022	£17,625.00	Yes ☐ No ☒
PBIP - lochinver playparks deerfencing	20/10/2022	£30,700.00	Yes ☐ No ☒
loan facility, TBC - glebe design stage 3 onwards	03/2023	£10,000.00	Yes ☐ No ☒

RIHF feasibility grant - for glebe design	21/06/2021	£10,000.00	Yes ☐ No ☒
RIHF feasibility grant - further 5,000 max, for glebe design	not yet approved	£5,000.00	Yes ☐ No ☒
CRF glebe design work (stage 3 elements, quarrying feasibility work)	19/09/2023	£46,159.80	Yes ☐ No ☒
NatureScot - Facility for Investment Ready Nature in Scotland (FIRNS)	26/09/2023	£49, 804.07	Yes ☒ No ☐
National Lottery Heritage Fund (FIRNS)	20/09/2023	£49,804.07	Yes ☒ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: **Print: Nigel Goldie: Chairperson, Assynt Development Trust**	**Date:** 13/11/2023

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

10	**Permissions – i.e. planning, building warrants, marine licences**	**Yes ☐ No ☐ NA ☒**
11	**Business plan (income generation projects only)**	**Yes ☐ No ☐ NA ☒**
12	**Job descriptions (for CRF funded posts)**	**Yes ☒ No ☐ NA ☐**
13	**Evidence of control/ownership of asset – i.e. lease, title deeds**	**Yes ☐ No ☐ NA ☒**
14	**Partnership agreement**	**Yes ☐ No ☐ NA ☒**
Reason for missing documentation: As described above, NW2045 is a coalition of organisations, rather than a formal partnership, and therefore does not have a formal partnership agreement.		

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: 2262

Organisation: Assynt Development Trust / NorthWest2045

Project Title: NW2045 Facilitation and Coordination

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	supported	**5+**
Feasibility studies/development phases	new/supported	
Community/public transport schemes	Supported	**1**
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities (childcare, rural hubs)	Supported/safeguarded	**4**
Local infrastructure	new/improved	

Other - Please describe other outputs your project will meet that are not listed above:
Ensure we continue to understand the internal and external pressures and drivers of depopulation, and that our priorities reflect those of the communities we serve.

Enable partners to share resources and expertise and work together efficiently and effectively.

Provide hope, reassurance, and inspiration to others: that solutions *are* being found, and progress *is* being made.

Enhance NW2045's credibility, and therefore ability to effect change.

Maintain NW2045's profile to ensure future influence.

Apply for further funding.

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 centre improvements	
Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above:	

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

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf

CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF
1.2	**Organisation**	Lady Carbisdale Community Interest Company
1.3	**Project title**	Carbisdale Community Project
1.4	**Project summary you wish to be funded (max 100 words)**	Establishing community activities at a new woodland hub in the grounds of Carbisdale Castle. The hub will educate visitors about the Battle of Carbisdale and the castle's history, host education and cultural opportunities, provide a vital rapid response facility protecting from the increased risk of wild fires, provide a training facility for local firefighters, and be available

		as a point of interest for visiting groups such as The Young Carers Sutherland (TYKES), schools, and uniformed youth organisations. This will benefit the community by promoting tourism, education, culture, heritage preservation, and assisting with climate change adaptation.	
1.5	**Project costs**	**Total project cost**	£150,000
		Match funding	£75,000
		CRF grant requested	£75,000
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/01/2024	
1.7	**End date** ***(by 1st March 2025)***	01/01/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☒	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Lady Carbisdale Community Interest Company	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Lady Samantha Kane of Carbisdale	
2.4	**Position in the organisation**	Director	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	Not yet created.	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC785415	

2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**	Not applicable.	
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	Not applicable.	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Carbisdale Estate, Ardgay, Sutherland, IV24 3DP
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☒ No ☐
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	Obtainable upon confirmation of funding.
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☒ No ☐
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	Applied for.

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)
Employ project officer	31/01/2024
Run ongoing programme of activities, facilitate visits by groups	01/01/2025
Install interpretive signage	01/04/2024
	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.**

Lady Carbisdale Community Interest Company (CIC) is seeking £75,000 to establish community activities at a new woodland hub building currently being developed in the grounds of Carbisdale Castle. This funding will match £75,000 funding from Lady Carbisdale herself, who has purchased an operational fire tender and associated equipment for the project's use. The project also benefits from in-kind funding of approximately £200,000 associated with the cost of building the woodland hub facility, by Lady Carbisdale.

The woodland hub will provide a variety of benefits to the local community, including:

Tackling the climate emergency and working towards net zero:
The woodland hub will promote environmental awareness through educational initiatives, contribute to a low-carbon economy by hosting training courses and events, and safeguard community green space by providing a focal point for conservation efforts.

Helping economic recovery and sustaining growth:
The project will create one full-time equivalent (FTE) job, support tourism infrastructure by attracting visitors to the area, and deliver training courses that will help people to gain new skills and improve their employability. The woodland hub will attract visitors from all over the world, interested in learning about the Battle of Carbisdale, the castle's history, and Scottish culture. This will boost the local economy through increased spending on accommodation, food and drink, and other goods and services.

Addressing causes of rural depopulation and tackling poverty and inequality:
The woodland hub will safeguard historical and cultural assets by preserving the castle and its grounds and providing improved recreational opportunities accessible at no to low cost. The project will offer support to those struggling with the cost-of-living crisis by providing affordable access to activities and resources and will help people to gain or sustain employment by providing training and job opportunities.

Increasing community resilience:
The woodland hub will provide activities for young people, offer wellbeing support initiatives, create spaces for people to come together, and enable communities to stay socially connected by providing a platform for community-led projects.

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

This project will benefit the local community and local economy in several ways:

Promoting tourism and economic growth: The woodland hub will attract visitors from all over the world, interested in learning about the Battle of Carbisdale, the castle's history, and Scottish culture. This will boost the local economy through increased spending on accommodation, food and drink, and other goods and services.

Providing educational and cultural opportunities: Providing a valuable resource for local people and visitors alike, offering a range of educational and cultural activities. This will help to promote understanding of the area's history and heritage and provide opportunities for people of all ages to learn new skills and knowledge particularly around local and Scottish history and culture, nature, climate change and sustainability. We will welcome a range of individuals and community groups including schools and organisations such as the Young Carers Sutherland (TYKES) to use our facilities.

Preserving the castle's heritage: Providing a space for people to learn about Carbisdale Castle's rich history and by protecting it from the increasing threat of wildfires.

Protecting the community from wildfires: The fire tender garage, located at the woodland hub, will provide a vital rapid response facility, protecting the castle and surrounding forest from wildfires. This will help to keep the community safe and reduce the risk of damage to property and infrastructure.

We will offer a contribution towards the cost of transport to visiting groups who indicate that cost is a barrier to participation, thus widening access to opportunities within the local community.

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

Through extensive community engagement, we have identified that this project is supported and in demand by several organisations and individuals in the local area.

This includes:

- Tackling rural depopulation by providing local jobs, and training and learning opportunities
- Preserving historical and cultural assets
- Improving and safeguarding green spaces and recreational areas
- Supporting local businesses
- Promoting environmental awareness

These principles are supported by policies within the Highland-wide Local Development Plan, the Scottish Government's Programme for Government and are discussed at the various associated community councils within the local area. No communities within the local area have yet published a Local Place Plan.

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

Lady Carbisdale CIC is a local organisation, formed by the community for the community.

We have conducted extensive engagement with members of the community via social media and in face-to-face meetings across the county. We have received signatures of support for our project

from members of local communities in Brora, Golspie, Rogart, Helmsdale, Portgower, Dornoch, Bonar Bridge, Ardgay, Tain, Portmahomack, Fearn, and Inverness.

In addition, we have received letters of support for our work from the following people and organisations:

- His Majesty King Charles III
- Councillor Michael Baird – Ward 1: North, West and Central Sutherland, Highland Council
- Brora Community Council
- Brora Primary School
- Brora Community Enterprises
- Brora Rangers Football Club
- Brora Village Hub
- Star Stables Riding School (Sutherland)
- The Young Carers Sutherland (TYKES), based in Golspie serving young people across Sutherland

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

As per the included business plan, the project will be financially sustainable through a combination of earned income, donations and an ever-decreasing reliance on grant funding.

4.7	What will be the lasting benefits and legacy?

The Carbisdale Community Project is a valuable initiative that will provide a range of benefits to the local community. The project is well-aligned with the government and local strategic objectives for tackling the climate emergency, helping economic recovery, addressing causes of rural depopulation, tackling poverty and inequality, and increasing community resilience. The project will have a number of lasting benefits and legacies for the local community. These include:

Environmental benefits

The project will promote environmental awareness, contribute to a low-carbon economy, and safeguard community green space. This will help to protect the local environment and mitigate the effects of climate change.

Economic benefits

The project will create jobs, support tourism infrastructure, and deliver training courses. This will help to boost the local economy and create new opportunities for people to live and work in the area.

Social benefits

The project will improve recreational areas, create new local amenities, and provide activities for young people. This will help to improve the quality of life for people living in the area and make it a more attractive place to live, work, and visit.

Cultural benefits

The project will safeguard Carbisdale Castle as an historical and cultural asset and provide a space for people to learn about local history, culture and heritage. This will help to preserve the local culture and make it accessible to a wider audience.

Community benefits

The project will provide a focal point for the community and offer opportunities for people to come together. This will help to strengthen community cohesion and build a stronger sense of belonging.

Lady Carbisdale CIC is committed to ensuring that the project is a success for many years to come and that it leaves a positive and lasting impact on the local community.

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

The project will provide opportunities for people of all ages to learn new skills and knowledge particularly around nature, climate change and sustainability. The woodland hub building will be designed to minimise impact on the environment through the development and monitoring of a whole life carbon assessment. The building itself will be a learning tool used by the project as an exemplar of sustainable design. We will develop an environmental management plan for the project, in collaboration with the project officer and stakeholders including suppliers to minimise our carbon footprint.

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?**

Ensuring inclusivity and accessibility for all individuals is a core principle of both the Lady Carbisdale CIC and this project. Throughout the project's development and delivery, we have taken into consideration the needs of diverse groups, including those with protected characteristics, to ensure that no one is excluded or disadvantaged from benefiting from the project.

Accessibility and Inclusive Design: The woodland hub will be designed and constructed to meet the highest standards of accessibility, ensuring that people with disabilities, including those with mobility, visual, or hearing impairments, can fully participate in all activities and facilities. This includes ramps, accessible toilets, signage, and hearing loops.

Multilingual Support: The project will provide multilingual support where required, including translated materials, to cater to the needs of non-native English speakers. This will ensure that everyone can access information and participate fully in project activities. Signage onsite will be provided in English and Scottish Gaelic as standard.

Community Engagement: We will continue to engage with target audiences within the community throughout the project's development and delivery, ensuring that their needs and perspectives are considered. For example, we have engaged with and received letters of support from The Young Carers Sutherland (TYKES) and Brora Village Hub (an organisation providing services for vulnerable people in Sutherland).

Targeted Outreach: The project will target specific groups that may face barriers to participation, such as low-income individuals, disabled people, unemployed individuals, and young people. We will provide targeted outreach and support to ensure that these groups are aware of the project's benefits and can participate fully.

Affordable Access: We will ensure that the project's activities and facilities are accessible at an affordable cost or at no cost to those facing financial hardship. This may include subsidised event fees and transportation support.

Safe and Welcoming Environment: The project will foster a safe and welcoming environment for all individuals, regardless of their background or identity. We will implement policies and procedures to prevent discrimination, harassment, and bullying. We will not tolerate any form of harassment or abuse.

Ongoing Monitoring and Evaluation: We will continuously monitor and evaluate the project's inclusivity efforts and adjust as needed to ensure that it remains accessible and welcoming to all.

We are committed to creating a truly inclusive and accessible project that benefits everyone in the local community and beyond.

4.10	**All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.** **This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.** FWF statement and decleration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☐ Applied ☒
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☐ Do not have a website ☒
How many people do you employ or how many volunteers do you have?	We employ 1 staff member and have 15 volunteers.
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☒ Staff /Engagement Surveys ☒ Suggestions Schemes ☒ Intranet/Online Platforms ☒ Staff Forums / Networks ☒ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

CRF overheads and management fees sun

Budget Heading	Details	Revenue/Capital	Amount (£)
Staff	Employ 1FTE project officer	Revenue	28,000.00
Rent		Revenue	24,000.00
Facilitators	Activity specialists	Revenue	14,000.00
Interpretive signage		Capital	6,000.00
Transport fund		Revenue	3,000.00
Fire tender and equipment		Capital	75,000.00

	Total revenue expenditure (£)	**69,000.00**
	Total capital expenditure (£)	**81,000.00**
	TOTAL PROJECT COST (£)	**150,000.00**

VAT included in these costs?	Yes ☒ No ☐

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations**	These costs were developed by a consultant as part of the business plan. These are developed based on quotations, price comparison (online research) and professional industry knowledge.

	but if you have not been able to achieve this, explain how costs were developed.	
5.3	**Please explain how your project will achieve value for money.**	We are committed to delivering exceptional value for money by maximising the social, economic, and environmental benefits generated by the project while minimising costs and ensuring efficient resource use. This can be broken down as follows: **Social Value** The project will create a vibrant community hub that fosters social cohesion, strengthens community ties, and enhances the quality of life for the community and visitors. It will provide a space for people of all ages and backgrounds to connect, engage in activities, and learn new skills. The project will also contribute to the preservation of local history and culture, ensuring that these valuable assets are passed on to future generations. **Economic Value** The project will stimulate economic growth in the region by attracting visitors, creating jobs, and supporting local businesses. The woodland hub will generate revenue for local businesses and create employment opportunities. Additionally, the project will provide training and development opportunities for the local community, enhancing their employability and contributing to a more skilled workforce within the region. **Environmental Value** The project will promote sustainable practices and contribute to environmental protection. The woodland hub will be designed and constructed to minimise its environmental footprint, incorporating energy-efficient features, sustainable building materials, and waste reduction strategies. The project will also promote environmental education and awareness, encouraging visitors and residents to adopt sustainable practices in their daily lives. **Minimising Costs and Efficient Resource Use** The project team is committed to minimising costs and ensuring efficient resource use throughout all phases of the project. This includes implementing rigorous procurement practices and optimising resource allocation. The project will also leverage volunteer support and in-kind contributions to reduce

		financial burdens and maximise the impact of the project funding. **Measuring and Evaluating Value for Money** The project will employ a comprehensive monitoring and evaluation framework to assess its value for money. This framework will include key performance indicators (KPIs) that measure the project's social, economic, and environmental impacts. The KPIs will be tracked regularly, and the results will be used to inform decision-making and ensure that the project is delivering maximum value for the resources invested. Through our commitment to social, economic, and environmental value creation, coupled with rigorous cost management and efficient resource use, we aim to deliver exceptional value for money, generating lasting benefits for the local community and beyond.

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 (£)
Lady Samantha Kane of Carbisdale	Yes	19/11/2023	75,000
		Total match funding (£)	**75000**
		CRF grant request (£)	**75000**
		Total project cost (£)	**150000**

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

6.3	**If yes, please detail.**	Lady Samantha Kane of Carbisdale will develop the woodland hub building at a cost of approximately £200,000. A nominal rent will be charged to cover the running costs associated with the project's use of the building, to ensure that project (public) funds are maximised.
6.4	**Please explain why public funding is required to deliver the project.**	The costs associated with the initiation of this project are prohibitive for a community organisation to raise through regular income streams and donations. We aim to be financially self-sustaining once the project matures but require intervention at this stage to get up and running.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	N/A – no remaining bank balances.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	N/A – does not exist.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☒ No ☐
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	We generate a modest income which is expected to grow as the project matures. We have included a business plan as part of this application which includes a budget forecast.
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	We will be supporting local contractors and procuring goods from local businesses wherever possible. We are not displacing any local business by pursuing this project and have letters and signatures of support from many members of the local community and organisations.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	We are a new community organisation.
7.6	**Have you previously received public funding?**	Yes ☐ No ☒
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	Date	Amount £	Public Subsidy?
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature: [redacted] **Print:** LADY SAMANTHA KANE OF CARBISDALE		**Date:** 19/11/2023

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

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number:

Organisation: Lady Carbisdale Community Interest Company

Project Title: Carbisdale Community 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	**1**
Wellbeing support initiative	new	**1**
Spaces for people	new	**1**
Initiatives that enable communities to stay socially connected	new	
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	**1**
Support to gain/sustain employment	**1**
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	

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

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

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	safeguarded	**1**
Affordable housing projects		
Feasibility studies/development phases		
Community/public transport schemes		
Recreational areas	improved	**1**
Sports facilities		
Local amenities	new	**1**
Local infrastructure	improved	**1**

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

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

Project outputs	Quantity
Jobs created (FTE)	**1**
Tourism infrastructure - supported	**1**
Training courses delivered/learning days of people receiving training	**Up to 90**
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	**1**
Waste, recycling and circular economy initiatives		
Community renewable energy schemes		
Community assets to become more energy efficient		
EV charging points installed		
Active travel routes		
Community food growing initiatives		
Community green space	safeguarded	**1**
Biodiversity conservation initiatives	new	**1**
Marine conservation initiatives		
Other - Please describe other outputs your project will meet that are not listed above:		