

The Highland Council

Agenda Item	9
Report No	WRSL/06/24

Committee: Wester Ross, Strathpeffer & Lochalsh

Date: 29 January 2024

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Executive Chief Officer Infrastructure, Environment & Economy

1 Purpose/Executive Summary

1.1 Community Regeneration Funding is an umbrella term for a number of funds that are available for communities/organisations to access in Highland. It comprises elements of the UK Government's Shared Prosperity Fund along with the Highland Coastal Communities Fund and the Place Based Investment Programme, both of which are Scottish Government Funding streams to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.

Within Wester Ross, Strathpeffer & Lochalsh the following allocations are available for distribution in 2023/24:-

- Highland Coastal Communities Fund (capital/revenue);
- Place Based Investment Programme (capital); and
- UK Shared Prosperity (separate capital & revenue allocations)

Total funds available - £366,861.40 (mix of capital and revenue from the individual funding programmes above).

1.2 Broad eligibility criteria for the fund is as follows:-

All projects are expected to be able to meet at least one of the following priorities:-

- economic recovery;
- community resilience;
- mitigating the impact of the climate/ecological emergency; or
- addressing the challenges of rural depopulation

Projects should be able to demonstrate that they are:-

- sustainable/viable;
- providing value for money;
- providing additionality; and
- able to evidence positive impacts and wide community benefit

1.3 In summary the position in Wester Ross, Strathpeffer & Lochalsh at Area Committee on 29 January 2024 is as follows:-

- Available Funding – £366,861.40
- Number of applications for consideration – 12
- Total value of grant requests - £497,630.00

1.4 To aid Members in their decision making, the following appendices are provided to this report:-

- **Appendix 1** – Project application forms; and
- **Appendix 2** – WRSL RAG Summary Spreadsheet

RAG status on key criteria is based on the application form and supplementary information provided during the application process. All applications presented are technically eligible – if any criteria are marked as red this does not indicate an eligibility concern but reflects the quality of information provided or outstanding requirements that will require technical conditions to be applied to any award of funding.

2 Recommendations

2.1 Members are asked to:-

- Consider** the applications presented and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest;
- Agree** the approved CRF grant award for each application up to the value of the available area allocation; and
- If there is a balance of funding remaining, **agree** to ringfence remaining grant within the 2023/24 allocation to deliver area priorities identified through work to develop an area-based plan, subject to full applications being brought to a future committee meeting for consideration.

3 Implications

3.1 **Resource** – The Wester Ross, Strathpeffer & Lochalsh area has available funding of £366,861.40. Applications under consideration total £497,630.00 therefore as the applications exceed the funds available, the committee will need to undertake a prioritisation process to agree the final funding awards.

3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

- 3.3 **Community (Equality, Poverty, Rural and Island)** - The focus of the funding is economic recovery, regeneration, and community resilience. Consideration on issues relating to equalities, poverty and rurality are dealt with on an individual basis for applications and covered in the technical assessments of projects.
- 3.4 **Climate Change / Carbon Clever** - Mitigation of the climate/ecological emergency is a specific aim of the CRF funds. All applicants are required to evidence environmental sustainability as referenced in the technical assessments.
- 3.5 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant recipient, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.6 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.7 **Gaelic** - Consideration given within individual project applications in line with the Council's policy.

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 12 January 2024

Authors: Fiona Cameron, CRF Programme Manager
Mark Crowe, Project Officer

Background Papers: None

Appendices: Appendix 1 – Project Application Forms
Appendix 2 – Project Technical Assessments – RAG Summary

		health, early dementia, isolation, support volunteering and individual well being to create a resilient community in this rural area. We are seeking support for staff costs in year one to assist in providing a stable base going forward.	
1.5	Project costs	Total project cost	£85,160
		Match funding	£25,825
		CRF grant requested	£59,335
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	01/03/2024	
1.7	End date (<i>by 1st March 2025</i>)	28/02/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	The Lochcarron Centre	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Dr. David Murray M.B.E.	
2.4	Position in the organisation	Chair	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	New website under construction	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO

		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Charity No: SC021024	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	The Howard Doris Centre Millbrae Lochcarron IV54 8Y
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	The Howard Doris Centre building is owned jointly by Highland Council and Albyn Housing Association. We have agreed with NHS Highland, Highland Council and Albyn Housing Association a 20% share of the overhead costs. We anticipate that we will pay nominal lease/rent.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	We plan to build a Men's shed and Polycrub. By December 2024. These will require planning consent which will be submitted once funding is in place.

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)
Provision of meals to tenants of Albyn Housing in the Howard Doris Centre	Ongoing
Telephone Chat and Check befriending service	Ongoing
Develop Community support services for all ages	1/3/2024
A drop-in Refreshment service	1/3/2024
Expansion of Befriending services	1/3/2024
Volunteer development	Ongoing
Home-work Club for teenagers (Pilot)	01/12/2023
Breakfast Club for under twelves (Under investigati)	01/04/2024
The provision of facilities and catering for recreational groups such as, Poetry group, Quilters and stitchers, Book group, Quizzes, Knit and (K)natter, arts group, Film club etc.etc. who meet in the Centre.	Ongoing
Catering for small family events	1/2/2024
Building a Polycrub.	01/07/2024
Providing a Men's Shed	01/12/2024

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

Word limit 850

Developing Community Resilience is at the core of our project. The transfer of the care provision to NHS Highland is both a financial and social challenge. It is also an exciting opportunity to review and expand the existing activities at the Howard Doris Centre under the auspices of The Lochcarron Centre (TLC). This change has generated a large amount of support from within the community and our attached business plan explains progress to date in more detail.

Issues`

The demography of South West Ross shows a higher than average percentage of people over the age of 65. This is due to grow over the next ten years and sometimes ageing brings an increased need for support. For others it brings both the time and desire to become involved in **Volunteering** and "giving something back" to their community. TLC is working to harness the latter to support the former. We are building on existing services to provide opportunities to care for those in need and to give a place and purpose to those willing and able to assist them.

The **provision of well-balanced hot meals** has been a key element of the care delivered by the Howard Doris Centre over the past 26 years. With the changing management structure and funding it is vital that we continue this service to both tenants and the local community. This closely links to

4.3	How will the project benefit local communities or the local economy?
<p>Word limit 400</p> <p>TLC will revive the spirit that, before Covid, made the Howard Doris Centre a thriving social centre for the area.</p> <p>Our project is a mixture of providing continuity of service following a restructuring of funding and significant expansion to meet changing needs of the population of this remote and rural area where there are limited employment opportunities. This is further reduced by lack of child-care and wrap-around facilities. This affects employers as well as individuals and any efforts to alleviate this will have a positive effect on the local economy and on individual households' ability to increase their income.</p> <p>Continuing Services will bring comfort and companionship to individuals and their families. Benefits include:</p> <ul style="list-style-type: none"> • Befriending will reach out and reconnect with individuals who have become isolated or are in need of support and build on our existing contact through Chat and Check. • The catering facility will provide a social hub where individuals can connect and engage with other activities as they wish. • It will also continue to provide nourishing hot meals to tenants of Albyn Housing within the building who would otherwise be reduced to microwave catering. • The provision of pre- and post-school child supervision through homework and breakfast clubs could enable parents of young children to return to a wider range of employment. This will benefit parents and local employers who struggle to recruit staff. • The regular recreational and hobby groups will continue and increases the range of activities we currently offer • The room for personal and holistic therapies as well as allied healthcare professionals will benefit individuals and provide services not currently available locally. • The replanting and gardening done around the building by the Growing group will maintain an attractive exterior to match the warm interior welcome. It will also create a focus and hub to meet and engage with others who have gardening as a hobby or necessity. • <i>Our community suffered the loss of a number of, predominantly male, members who have taken their own lives in the past year. We will reduce the impact of mental illness on individuals at every opportunity. This has led us to look at the viability of promoting and supporting the establishment of a Men's Shed Project to address the issue that men in our community have no venue to socialise (other than pubs) and provide a space where they can share skills and potentially provide some small services to the community.</i> 	
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>Word limit 400</p> <p>TLC will be a central pillar for the integration and cohesion of the community. The Howard Doris Centre location is ideal for some indoor family activities and we are looking to develop this for the future.</p> <p>The demography of this area is skewed towards the elderly. In the last twenty years there has been a 67% increase in the 65+ age group. This will increase pressure on social/medical services.</p> <p>Despite this, as a result of financial pressures and a changing perception of "Day Care", NHS Highland will cease to fund Day Care support in the Lochcarron area in February next year.</p> <p>TLC will continue to support NHS National Performance Framework(NPF) National outcome that ' Our people are able to maintain their independence as they get older and are able to access appropriate support when they need it'.</p>	

And NHS Highland and Highland Council initiative: HHSCP which is 'working together to support our communities in Highland to lead healthy lives and to achieve their potential and choice to live independently where possible.'

TLC will at all times and for everyone in the area:

- Provide community engagement and support.
- Offer opportunities to meet and join in activities and events for all ages and abilities.
- Tackle loneliness and isolation.
- Provide opportunities to volunteer.
- Promote physical and mental health and wellbeing

It will also initially provide approximately 2.6 FTE posts to manage the centre and to provide the catering. As the project becomes more successful and able to afford it, additional flexible employment opportunities may arise.

There will continue to be a need and a purpose for volunteers to be embedded in the care and ethos of the centre to ensure that it stays grounded in the people who are using and benefitting from the services we provide now and will provide in the future.

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

Word limit 400

There has been extensive community consultation to inform, and garner local views surrounding the replacement the day care with a wellbeing centre, and to gather ideas on the kinds of activities and services that might run at the centre. In June our volunteers hand-posted leaflets through the doors of every household in the catchment area inviting them to two consultation events. Two public meetings were held in June 2023 attended by 130 people — which is around 15% of the area's population.

This rural and extensive area in the south of Wester Ross is based on the medical practices of Torridon, Applecross and Lochcarron and covers a significant geographical areas and a population with diverse and particular needs. The area covered is shown below.



Data gathered from the public meeting in June has been categorised under some generic headings along with the volume of interest for each type of activity. These included 197 votes for the continuation of some existing activities; 33 for the therapists’ space; 41 for food related activities such as meals and catering; 14 for Arts & Crafts; 32 for Groups and culture; 26 for musical activities; 14 for training or education; 49 for use as a venue for family events and general youth activities gained 46 votes.

A further public meeting was held on the 26th of July, attended by 54 people. They saw displays, analyses and some nascent plans arising from the first meeting. A call went out for volunteers for a ‘working group’ to bring ideas to life; 20 people responded and a further 18 put forward their names as volunteers.

Subsequently a working group was formed which developed the projects described above.

20 volunteers have formed a Working Group to identify and manage the needs of the imminent changes and to build the resilience to ensure continuity during the change period. The Working Group has been split into a number of smaller groups each focused on progressing different areas of the operational action.

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

Word limit 500

By April 2025 TLC will have established a thriving community well-being hub. We hope to stabilize our income and have a fully operation Service Level Agreement in place with NHS Highland to enable us to continue to provide some services to our existing clients.

We will have expanded our ability to offer our community services and opportunities to alleviate loneliness, ill health and isolation. To do this we will ensure that many of our services are either self-supporting, fully or partially funded by government initiatives or grant funding for particular activities. This will be underpinned by a robust commercial offering through the refreshment and catering element of our business together with local fundraising, legacies and donations.

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

TLC will reduce the carbon footprint of the Howard Doris Centre:

- The Growing Group will produce home-grown vegetables from the garden and Polycrub.
- Through the “Fair-shares” charity we will regularly receive pallets of over-ordered food from Highland supermarkets. This will reduce waste, our food bill, food miles and our carbon foot print. We will create affordable susidised meals from this for a regular lunch club.
- Food that we cannot use will be passed on to the local food bank.
- We will minimise energy use and ensure that we promote recycling and re-use wherever possible.
- We will Promote the use of active transport (walking & cycling) and where this is not possible car-sharing or the use of the community car scheme.
- In winter we will provide a warm space where people can come to stay warm and save on their domestic heating bills.
- We will signpost services such as Home Energy Scotland for advice on energy efficiency and grants and allowances for improving domestic energy efficiency.

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 recognize that by the nature of our services TLC will be working closely with many of the more vulnerable citizens in our community. We will always ensure their safety and wellbeing is the highest priority. We will also ensure that our services are accessible to everyone who needs them and that the community centre and wellbeing hub prioritise those who are most disadvantaged.


We already network closely with the G.P.s and medical practitioners operating from each of the three G.P. practices in the area, specialist care charities such as Highland Hospice and Alzheimer’s UK as well as schools, churches and other groups in our area. We will design and deliver new services with their input, recognizing local needs and gaps in existing services. We will seek their help in identifying specific needs and designing programmes or facilitating activities that will alleviate inequality or reduced access to means of overcoming disadvantages arising from either protected characteristics or physical or mental illness or injury.

We are developing practical policies to assist with equality awareness and to set high standards of respect and consideration for everyone within the centre.

All of our staff and volunteers will be recruited without consideration of their race religion, ethnicity, sexual orientation or other protected characteristics.

Everyone who works in the centre as an employee or volunteer will be required to undergo Disclosure Scotland background checks and will have regular education and training on equality matters. They will also attend awareness and practical sessions to be able to protect and care appropriately for vulnerable adults and children while they are in the centre.

We are developing a grievance policy to enable anyone to raise concerns regarding their own treatment while working or volunteering in the centre or on centre business and a complaints procedure for our clients or their families to give them a voice if they feel they are not being treated fairly. We will also have a robust ‘whistleblower policy’ to ensure the protection of workers or volunteers who identify shortcomings in our behaviour or treatment of clients.

4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p>  <p>FWF statement and declaration template.c</p>
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>2 staff and approximately 15 volunteers</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p> <p>Still under development due to restructuring</p>	<p><input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

SECTION 5: PROJECT BUDGET

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Staff costs incl Er's NIC and Pension		Revenue	£85,160
Total costs i			£85,160

VAT included in these costs? Yes No

5.2	<p>Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.</p>	<p>All figures are based on last 12 months operational and employment costs as shown in our annual accounts, with adjustments for known changes. This is the best available information for future projections.</p>
5.3	<p>Please explain how your project will achieve value for money.</p>	<p>If this project does not succeed the cost of additional social care in our communities would be substantial both in financial and human terms. Much of the routine work of this project will be conducted by volunteers.</p>

SECTION 6 – MATCH FUNDING

6.1	<p>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.</p>
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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	Please refer to the business plan
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 supported by most local businesses who may be affected and they are supportive of our ambitions
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We have no capital assets against which a loan could be secured.
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print: David Murray MBE

Date:

20/12/2023

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

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: 2139

Organisation: The Lochcarron Centre

Project Title: Developing a Community Well-being Hub

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

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

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

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

- | | |
|---|-------------------------------------|
| 1. Increasing community resilience | <input checked="" type="checkbox"/> |
| 2. Tackling poverty & inequality | <input type="checkbox"/> |
| 3. Addressing causes of rural depopulation | <input type="checkbox"/> |
| 4. Helping economic recovery & sustaining growth | <input type="checkbox"/> |
| 5. Tacking the climate emergency & working towards net zero | <input type="checkbox"/> |

Increasing community resilience (People)

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Helping economic recovery & sustaining growth (Economy)

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

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

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

Tackling climate emergency and working towards net zero (Environment)

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

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	

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



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

Key considerations

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

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

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

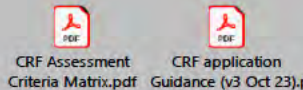
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:






SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2170
1.2	Organisation	Torridon District Community Association (TDCA)
1.3	Project title	Torridon and Kinlochewe Development Officer
1.4	Project summary you wish to be funded (max 100 words)	The request is to employ a development officer to support TDCA in taking forward priority actions identified in the Community Development Plan. It contributes to all the fund's strategic objectives. Key priorities include: preparation of a Local Place Plan; work on repurposing of Torridon Primary School; supporting Communities Housing Trust to take forward the plans for affordable housing; supporting the community buy-out and running of the shop in Kinlochewe; work on a number of environmental issues; assisting TDCA

		to respond to any new and urgent issues that arise; and producing a multi-year funding strategy that will ensure long-term sustainability.	
1.5	Project costs	Total project cost	£ 40,500
		Match funding	£ 10,500
		CRF grant requested	£ 30,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Torridon District Community Association (TDCA)	
2.2	Address and postcode		
2.3	Main contact name	Mat Webster	
2.4	Position in the organisation	Chair	
2.5	Contact number		
2.6	Email address		
2.7	Website address	https://www.lochtorridoncentre.co.uk	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC350453 (company) SC016461 (charity)	

Activity name	Achieve by (date)
Appointment of development officer	Early March 2024
One-year action plan drafted and agreed	Early April 2024
CAT request prepared	June 2024
Multi-year strategy and funding plan presented and agreed	September 2024
SLF part 2 submission prepared	January 2025
Quarterly reports to TDCA on progress on one-year action plan	Every 3 months
Final report and all claims to CRF	End Feb 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 funding request is for the employment of a development officer to support TDCA in taking forward priority actions identified in the Community Development Plan – see https://www.tkcc.scot/files/ugd/b1efaf_3f02504567a345fe9acc31ecd991396e.pdf - and to deliver concrete results in key areas. It contributes to all the fund's strategic objectives. TDCA, Torridon and Kinlochewe Community Council and other community groups have invested hundreds of volunteer hours in producing the Development Plan, which was finalised in March 2023. In the process we have established excellent working relationships with several local partners.

As lead organisation, TDCA has started work on taking forward key priorities, mostly notably the employment of a firm of consultants to undertake a feasibility study into repurposing Torridon Primary School and bringing back into use the former playpark that is on the same site. However, the development openings brought about by the Development plan far exceed the volunteer time and skills available in the community. An additional human resource is therefore required if we are to maximise the opportunities to address inequality, support economic growth and bring about measurable improvements to the environment. This in turn will further increase local resilience and help to address some of the issues brought about by rural depopulation.

The priority actions in the plan have been grouped under the headings people, place, transport and tourism management and include: more affordable housing; the re-purposing of Torridon Primary School; community broadband; community composting, access to allotments and local food production; better managed green spaces; less environmentally damaging aquaculture; day and evening classes and sports facilities; school holiday/ out of school activities; better transport links; more public toilets and chemical waste disposal facilities; a community recycling hub; possible community takeover of the campsite in Torridon; and wild camping and campervan management.

After all the effort put in so far, it is vital that villages in our area start to see improvements within a reasonable timespan. TDCA has set up a sub-committee to spearhead the work and the development officer will be expected to give advice and support to this sub-committee. Clearly, not all the Development Plan priorities can be taken forward in year one and the sub-committee will work with the development officer to produce a one-year action plan with clear deliverables. These will likely include:

- Preparation of a Local Place Plan, working alongside community groups and using the Development Plan as a building block;
- Preparation of the formal request for a CAT and of the stage two application to the SLF for the repurposing of Torridon Primary School, and producing and implementing a funding strategy for the necessary associated renovation work;
- Working with Communities Housing Trust to take forward the draft plans for affordable housing and to explore new and innovative ways of addressing this need;
- Supporting Community Out West Trust (COW) in their application for a CAT of the local shop in Kinlochewe and the necessary funds to undertake repairs and renovations.

- Investigating relevant new issues that might arise and making recommendations to the sub-committee;
- Working with the sub-committee to produce concrete plans to take forward other key priorities, including where necessary undertaking further outreach to the community;
- Working with the sub-committee to produce a multi-year funding strategy that will cover both key priority actions and the need for long-term development support, this should include both the preparation of funding applications and the development of income streams that can lead to long-term sustainability;
- If time allows, working on a selected number of other issues, possibly including a feasibility study for a community take-over of the campsite; work on community composting and local food production; and in conjunction with other organisations working on environmental issues (Woodland Trust, NTS, NatureScot, Wester Ross Biosphere, Ben Damph estate etc) and the production of an overall environmental strategy for the area.

In addition, the development officer will:

- Provide secretariat for working groups (school, environment etc)
- Draft reports (eg to TDCA and to funders)
- Develop a range of communications materials to keep the public informed of work on the Development Plan;
- Liaise with other community organisations in the area, and where appropriate coordinate with them on issues of common concern.

The **outcomes** of the project will be an achievable and sustainable pathway for realising the key priorities in the Development Plan, resulting in greater community resilience. Specifically, over the one-year time-frame of this project these will include:

- A Local Place Plan in line with Scottish government legislation, to ensure that local priorities are taken into account in government decision making, as well as enabling us to access further resources;
- Tangible progress on the re-purposing of the Torridon Primary School and playpark, including a successful CAT, the securing of SLF stage 2 or other funding, and a clear plan for a long-term sustainable project that will deliver economic and social benefits to the area;
- A clear strategy for increasing the supply of affordable housing in the area, and thus addressing one of the key brakes on local economic development and a driver of rural depopulation;
- A viable, high-quality village shop Kinlochewe;
- A funding strategy to achieve long-term sustainability.

4.3	How will the project benefit local communities or the local economy?
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Delivery of these outcomes will benefit the community by:

- Ensuring that the old Torridon Primary School and playpark are on a clear pathway to becoming a social and economic asset for the area;
- Beginning to address the brake on economic development caused by a lack of affordable housing by having a clear and resourced plan for increasing the affordable housing stock in the area;
- Supporting TDCA to address unexpected needs or opportunities that might arise;
- Supporting TDCA to develop a strategy, including the necessary income streams, to address longer-term development needs in a sustainable manner.

4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
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The Torridon area is very remote. While its great beauty brings in many tourists, and with this potential economic opportunity, the high cost of housing and the overall lack of services makes it very difficult for

families of working-age people to make a home here. As a result, the population skews towards the elderly, social isolation is a major problem and local businesses struggle to get the staff they need – to the extent this seriously limits their development. The adoption in early 2023 of the Torridon and Kinlochewe Community Development Plan, and the high levels of community engagement that went into developing the plan, presents a great opportunity for beginning to address some of these issues. The action group that undertook the work on the Community Development Plan consulted with the community by means of a survey that asked for people’s views on a wide range of issues. Nearly 50% of the population completed the survey and in April 2022 the results were shared with the community in a summary report. The action group then analysed the results to understand key priorities and developed a draft community development plan, which was put back to the community for comments. It was then amended as necessary before it was published – see link in question 4.3(a) above. The project is thus firmly based on local priorities and has wide support.

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

The work to be supported by the development officer derives directly from the process of producing the Torridon and Kinlochewe Community Development Plan, as explained above, and is key to the implementation of its priorities. All local organisations were consulted as part of the original Development Plan consultations and, as noted earlier, nearly 50% of the population completed the survey on which the Development Plan is based. The plan has been shared with the Highland Council, local councillors, health partners and other stakeholders, all of whom have voiced their support. Most recently, continuing support for taking forward the work can be seen in the number of people that attended the recent sessions with the consultants regarding the re-purposing of Torridon Primary School: more than 40 people came to discuss their ideas and to look with the architect at sketches of options for future use. The TDCA sub-committee will continue to meet local organisations on a regular basis and ensure that as plans develop, they are complementary to other local initiatives and continue to have support.

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

The TDCA sub-committee members will continue to stay engaged with the project and will actively support the development officer to explore all options for funding the follow-on work. A submission was successfully made to SLF regarding funding for part 2 of the Torridon School feasibility study and we will continue to engage with SLF to seek support for re-purposing the building once the CAT is complete. The development of a multi-year funding strategy will ensure support once this CRF funding expires and will enable progress on long-term priorities. As a foundation for this the Development Plan sub committee has already researched possible funding sources, including charities, local firms, and other potential local benefactors. Local fundraising events, crowd-sourcing and community shares are all being investigated.

4.7 What will be the lasting benefits and legacy?

The support of the development officer in this will help ensure that this project delivers a lasting benefit to the community and economy. In addition to the specific benefits listed in section 4.3, the support of a development officer will result in a more robust and resilient local organisation, with a better knowledge base, stronger networks, clear priorities, and a sustainable plan for achieving them.

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 negative environmental impact of the employment of a development officer will be minimal. The worker will be based in Torridon Community Centre and travel will be undertaken when necessary for community engagement; other meetings will be virtual. All projects that the development officer works on will be expected to include an environmental assessment and measures to address any negative outcomes, this includes the re-purposing of Torridon Primary School where the design and building/renovation works will be expected to meet high environmental and energy efficient standards.

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 is based on the salary level being offered by local authorities and charities for similar level posts – salary scales were specifically requested to enable us to set it. A senior level post is needed as this person will need to be a self-starter who has had experience of similar work elsewhere. They will also need to have excellent oral and written communication skills. Given the limited pool of potential applicants locally, it will be necessary to attract from out-with the immediate area. Travel and accommodation are based on SCDC rates and the budget for communications and public meetings is based on our historic costs.
5.3	Please explain how your project will achieve value for money.	TDCA will undertake both oversight and management support of the worker, ensuring that they are able to function at full capacity and working with them to resolve any issues that might limit productivity. At the same time, having a worker will greatly increase the effectiveness of the unpaid team, enabling proper follow through on projects and full use of assets.

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 (£)
MOW	Yes 1 Oct	Yes, 18 Oct	£500
Awards for All (Lottery Fund)	Yes 16 Nov	Awaiting decision	£10,000
		Total match funding (£)	10500
		CRF grant request (£)	30,000
		Total project cost (£)	40500
6.2	Will the project involve “in kind” support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

6.3	If yes, please detail.	There has already been significant involvement of the TDCA sub-committee/action group in undertaking the work to produce the Development Plan and take forward some of its priorities. This has included work around re-purposing Torridon Primary School, including initial consultations, discussing the opportunity with other organisations, including community organisations that have undertaken similar projects, drawing up the ToRs and engaging consultants for the feasibility study, registering our interest in a CAT with the Highland Council, supporting the consultants (who have now started work) through sharing of contacts, help in organising interviews and a community consultation, reviewing and commenting on drafts. Other work has included starting to develop an environmental strategy for Loch Torridon's seabed, work towards getting a CAT for Kinlochewe shop, and initial work on developing a Local Place Plan. Engagement on these issues will continue once the development worker is employed. TDCA provides its facilities free of charge. If there are any funding shortfalls the TDCA sub-committee will undertake fundraising activities.
6.4	Please explain why public funding is required to deliver the project.	The project will not happen without public funding support. The community does not have the financial resources to employ a development worker, and the level of work needed to realise the potential of the Community Development Plan is well beyond the capacity of volunteers.
6.5	Please explain what the remaining bank balances are for in your accounts.	For the day to day running of Loch Torridon Community Centre
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	It is for the day to day running of Loch Torridon Community Centre

SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so,	This project itself will not generate income, however one of the tasks of the development worker will be to produce a multi-year funding

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

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: 2170

Organisation: Torridon District Community Association

Project Title: Torridon and Kinlochewe Development Officer

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

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

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

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

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

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

Initiatives that enable communities to stay socially connected		
Community-led projects supporting community ownership or management of assets, services, or activities	new	1
Other - Please describe other outputs your project will meet that are not listed above:		
As this project is to support an overarching development officer role, as explained above the actual community led outputs are varied and fall under different strategic objectives. Above all the role is needed to support the volunteer team to deliver the multiple outcomes.		

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

Key considerations

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

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

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

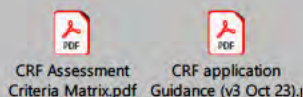
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2179	
1.2	Organisation	Dornie and District Community Village Hall	
1.3	Project title	Improvement to Toilets	
1.4	Project summary you wish to be funded (max 100 words)	Refurbishment of the public toilet facilities which are part of the hall and which are open to the public, supported by Highland Council.	
1.5	Project costs	Total project cost	£46006
		Match funding	£7566

		CRF grant requested	£38440
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	08/01/2024	
1.7	End date (by 1 st March 2025)	28/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS


2.1	Organisation	Dornie and District Community Village Hall
2.2	Address and postcode	████████████████████
2.3	Main contact name	Ann Lloyd
2.4	Position in the organisation	Chairperson
2.5	Contact number	██████████
2.6	Email address	████████████████████
2.7	Website address	https://www.dorniehall.org.uk/
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input checked="" type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input checked="" type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	SCO35534
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
2.11	If the organisation is VAT registered, please provide the number.	


2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Ardelve Point, Dornie, Kyle IV40 8DY
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL															
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.														
	<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Upgrade plumbing as necessary, replacing some taps and toilet seats</td> <td>31/01/2024</td> </tr> <tr> <td>Some redecoration</td> <td>31/01/2024</td> </tr> <tr> <td>Replace vanity units, sinks, taps and mirrors</td> <td>31/01/2025</td> </tr> <tr> <td>Replace hand-dryers with energy efficient models</td> <td>31/01/2025</td> </tr> <tr> <td>Final redecoration throughout toilets</td> <td>31/01/2025</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Activity name	Achieve by (date)	Upgrade plumbing as necessary, replacing some taps and toilet seats	31/01/2024	Some redecoration	31/01/2024	Replace vanity units, sinks, taps and mirrors	31/01/2025	Replace hand-dryers with energy efficient models	31/01/2025	Final redecoration throughout toilets	31/01/2025		
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Final redecoration throughout toilets	31/01/2025														

	<p>discussions and is supportive as are the Council officers. The hall committee comprises 12 members, all drawn from the local community.</p> <p>Feedback from emergency service officers and many, many tourist operators demonstrate the need for the facilities and the high-level of usage has now impacted on the quality of provision.</p> <p>Other support for the project is demonstrated in the letters from Dornie Hotel, Clachan Bar, Tartan Heart Catering, and Kennedy Accountancy, attached.</p>
4.6	How will the project be supported/maintained/sustained after CRF funding?
	<p>The project will be sustained in two ways. Firstly, there is an operating agreement with Highland Council in place and secondly, an honesty box has been installed which is providing good income (currently approximately £100 per month). It has been agreed by the Principal Traffic Officer, HC, that a larger, more prominent honesty box will be installed.</p>
4.7	What will be the lasting benefits and legacy?
	<p>The primary benefit will be for hall users and the travelling public as the refurbished facilities will be better quality. Another benefit is greater energy efficiency, contributing to reduced environmental impact as well as reducing running costs.</p> <p>The better experience will also contribute to the reputation of the area as welcoming, accessible and suitably resourced for tourists and other visitors.</p>
4.8	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
	<p>The energy efficiency of the new hand-driers will reduce negative environmental impacts on a long-term basis, thus countering any negative impacts from installation.</p>
4.9	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?
	<p>The toilet facilities are fully accessible.</p>
4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p>

 FWF statement and declaration template.c	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	12 volunteers on the management committee
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

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

	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?	This will support many different types of businesses in the area; those which provide direct tourism services; those which provide event management in the hall; as well as businesses who participate in trade fairs/craft fairs and other events held in the hall.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	Constitution does not permit loans to be entered into.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print: Ann Lloyd

Date:

18/11/2023

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2179

Organisation: Dornie & District Community Village Hall

Project Title: Improvement to Toilets

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.)

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

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - supported	1
Training courses delivered/learning days of people receiving training	
Town center improvements	
Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above:	

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

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/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	enhanced	1
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		



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

Key considerations

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

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

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

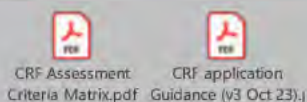
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2205
1.2	Organisation	Gairloch Community Council, in partnership with Gairloch Area Development Ltd.
1.3	Project title	Gairloch Local Place Plan
1.4	Project summary you wish to be funded (max 100 words)	Engage Planning Aid Scotland (PAS) and a local coordinator to consult with the residents, businesses and community organisations of Gairloch Community Council Area to write a Local Place Plan (LPP) in time to be considered by Highland Council (HC) for the writing of their new Highland Local Development Plan (HLDP).

1.5	Project costs	Total project cost £25 317
		Match funding £2 500
		CRF grant requested £22 817
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	08/01/2024
1.7	End date (<i>by 1st March 2025</i>)	30/11/2024
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input type="checkbox"/> Addressing causes of rural depopulation
		<input checked="" type="checkbox"/> Helping economic recovery and sustaining growth
		<input type="checkbox"/> Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Gairloch Community Council
2.2	Address and postcode	████████████████████
2.3	Main contact name	Dr Karen Buchanan
2.4	Position in the organisation	Secretary
2.5	Contact number	██████████
2.6	Email address	████████████████████
2.7	Website address	n/a
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input checked="" type="checkbox"/> Public body
		<input type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	n/a
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must

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)
Initiation - develop project plan - desktop research - develop marketing & communications strategy	31/05/2024
Business/Commercial Stakeholder Engagement	30/03/2024
School Engagement Activities - 1 day in-school event for primary & high school	29/02/2024
Residential/Wider Community Engagement - 3 local workshops - 1 online engagement activity - option for focused workshops for Gairloch harbour area	30/06/2024
Analysis and Drafting of LPP	31/07/2024
Stakeholder & Community Council comments on draft	30/08/2024
Production of Final Place Plan	13/09/2024
Project reporting and final claim	30/11/2024

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

Together Planning Aid Scotland (PAS), Gairloch Community Council (GCC) and Gairloch Area Development Ltd (GAD) will deliver a project, through which a robust community consultation targeting all stakeholder groups within the GCC Area will produce a Local Place Plan (LPP), in time to be adopted by the Highland Council (HC) and, taken into consideration for the writing of the Highland Local Development Plan (HLDP). This process will facilitate the opportunity for all stakeholders to agree a vision for the Gairloch area, identify priorities for local land use and development and produce a list of related projects that our Community would like to see taken forward over the next 10 years.

The LPP will achieve the strategic objectives of the CRF by:

- identifying areas appropriate for targeted housing/accommodation development that will meet the need identified through the Gairloch 2023 Community Housing Trust Survey and as identified by local businesses, health and social care groups and residents (Obj 1,2,3,4)
- outlining projects that will support the creation of sustainable industries and services that will; build on and strengthen Gairloch's existing mix of human and physical capital, plan for the sustainable use of our natural resources and proactively use advances in technology to reduce the cost of local and regional economic growth (Obj 1,2,3,4)

- recognising planning and development opportunities with clear spatial references, grounded in community support, that can contribute to re-balancing the demographic and economic structure of GCC area (Obj 1,3,4)
- classifying areas of land that may be suitable for renewable energy infrastructure as well as potential development projects that would enable GCC area to positively contribute to UK's net zero target (Obj 4, 5)

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

Gairloch is a special place in itself, but also provides a service and business hub for a cluster of outlying, rural villages in mid-Wester Ross. Gairloch is the tourist gateway to the southern end of the Wester Ross Marine Protected Area and a primary visitor destination within the Wester Ross Biosphere, Wester Ross National Scenic Area and along the NC500 tourist route.

The Gairloch Area has, to date, been largely overlooked in the NPF4 framework and the HC Indicative Regional Spatial Strategy. The area's potential to contribute to the UK's Net Zero target has gone unnoticed. This lack of regional visibility limits the potential of our area to attract much needed investment to build and sustain a balanced local economy, preserve the way of life and appeal as a desirable place to live for younger generations.

By offering the resident community a real opportunity to 'have their say' on how our area is developed over the next 10 years through the writing of an LPP, we will create the foundation needed for collaborative, sustainable community development and economic growth within the Gairloch Area.

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

The project has been initiated at this specific point in time in response to the HC's call to community councils to submit an LPP by Sept 2024 for consideration in the writing of their new Highland Local Development Plan which is planned to span the years to 2037.

An LPP for the GCC area will give a voice to the community's vision, aspirations and ambitions for the place in which they live, work and play by documenting their proposals for the development and use of land. An LPP for Gairloch will provide a vital statutory means for our Community to feed ideas and proposals into the HC planning system.

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

GCC area is typical of a remote, rural area on the northwest coast of Scotland. We face the familiar challenges around availability and affordability of housing for residents, decline in essential services and infrastructure investment, population trends leaning heavily towards a 50yrs+ demographic, higher consumption of fuel for heating and transport and limited opportunities to earn adequate income compared to urban areas.

These challenges have been reflected in various community forums held over the past 5years and recorded in a recently published Community Action Plan covering the Gairloch and Loch Ewe area.

Our neighbouring community council areas, Wester Loch Ewe and Torridon and Kinlochewe share some similar challenges, however our areas are characterised by very different stakeholder groups

and land tenure patterns. It is with this in mind, and after joint discussions, that all three CC areas agree strongly that our LPP's should be developed at the most locally recognised planning scale - that of community council level. Attached to this application is a copy the email notifications to this effect sent to the HC by WLECC and TKCC following a joint meeting held in October 2023.

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

The LPP will support the discovery phase for new projects that the Community has identified as priorities to secure the economic future of our area, whilst conserving the tourism and environmental assets that draw people to live, work and visit here. It will also help attract and provide security for economic investment by having already identified areas of land which the community are keen to see better utilised for the benefit of everyone. The LPP will ensure Community input into the Highland Local Development Plan. GCC, as a statutory consultee on planning matters, will have an ongoing role to play in ensuring decisions are made in accordance with the development plan. GAD, as a local development body, will be empowered to take forward development projects that have their roots in real community engagement.

4.7 What will be the lasting benefits and legacy?

The legacy will be a robust, well supported LPP that will communicate the vision, land use and development priorities and wishes of the resident community including commercial interests, providing a blueprint for land use and development in GCC area for the next 10 years leading up to 2034.

Most importantly, it will be produced in time to inform the writing of the HC's Highland Local Development Plan (HLDP) and inform revisions to the Highland Indicative Regional Spatial Strategy to 2050. It will give our community a platform to demonstrate our importance as an internationally important tourism asset and the potential our community has to contribute to a Just Transition to achieve Net Zero by 2045.

Lasting benefits will include:


- increased local capacity to carry out community consultation activities to draw on for future project delivery and to share amongst adjoining community council areas;
- stronger networks between local businesses which will help to secure a stronger economic future for GCC area;
- better local understanding of the Scottish planning system by the community council, businesses and residents;
- an injection of much needed optimism for residents by giving them the opportunity to positively influence the characteristics of the place they have chosen to live and work and therefore take control of their own futures.

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

There are no foreseen negative impacts identifiable from this project. Workshop locations will be identified to minimise long distance travel and carpooling to events will be promoted and organised by GCC and GAD. Online, remote working will be employed where feasible.

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

SECTION 5: PROJECT BUDGET

<p>5.1</p>	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <div style="text-align: center;">  <p>CRF overheads and management fees sum</p> </div>
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	<p>GCC Area are robustly workshopped, and that the LPP clearly reflects resident's development intentions and preferences.</p> <p>PAS's delivery model provides for knowledge and skill transfer to local residents in the fields of community consultation and stakeholder engagement. This new capacity can be drawn upon to assist in the development of community projects identified in the LPP. This will help reduce future costs for community consultation/stakeholder engagement activities required by our area.</p> <p>Whilst an LPP for the wider area is not favoured by GCC and its neighbouring CCs, communalities between the areas as regards challenges that impact on the communities are acknowledged. The role of Gairloch as a hub for the provision of services for the wider area is also germane and the potential for cost sharing will be consideration. It is agreed that follow up liaison meetings continue to take place between WLECC, TKLCC and GCC as our respective LPPs develop. Opportunities to share effort, costs and results will be sought throughout the project and consultants briefed accordingly.</p>
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SECTION 6 – MATCH FUNDING	
6.1	<p>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.</p>

		application, leaving a working capital [REDACTED] needed for general administrative expenses and planned activities such as maintenance of multiple defibrillators for which it is responsible, support of a local food bank and planned projects such as replacement of rotten public benches.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	GCC will contribute £2500 of its own funds to the project. The annual operating grant GCC receives from HC is just under £500. All other funds are generated from donations for the benefit of the Community. [REDACTED] GCC considers its contribution to the project to be at the limit of what can be afforded from its reserves.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	n/a
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	LPP is there to secure the future for local businesses and organisations through well considered planning and development proposals.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	It is unlikely that a loan could be procured for this type of project and for this amount, given GCC's average annual income.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Ward Discretionary Fund towards consultant fee for scoping LPP work.	Click or tap to enter a date.	£600	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
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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: Karen Buchanan

Date:

18/11/2023

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

Gairloch Area Development Ltd. Is currently in the process of changing its name to Gairloch Area Development Trust. Once these changes have been approved by the membership and by OSCR, a partnership agreement will be signed between GCC and GAD. This will be in time for the commencement of the project and we will be pleased to forward this on request. Some information on the relationship between GCC and GAD is provided below:

Gairloch Area Development Ltd. (GAD) is a charitable trust set up by members of the Gairloch community, some of whom are previous Community Council members. This trust was established in 2019 to carry out projects within the community which involved the ownership of land and property, Community Councils being unable to do this. Two projects that GCC and GAD have collaborated on recently include the construction of a new toilet block at Gairloch beach to replace one removed by Highland Council, and the management and development of Gairloch Glebe. GCC has had a lease on the Gairloch Glebe for over thirty years and GAD manages the land for the benefit of the community and on behalf of GCC. The GAD secretary provided reports to the monthly GCC meetings on the progress of GAD projects and at least one member of GAD is usually present at GCC meetings. GCC and GAD have a liaison group comprising of two members of each body, which meets several times a year. It is proposed that this liaison group would act as a steering group for the Local Place Plan project. Additionally, one elected member of GCC is a Director of GAD, as provided by their constitution. At present, this is the GCC Treasurer Mr. Alex Gray.

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: Gairloch Community Council

Project Title: Gairloch Local Place Plan

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	x
Support for Social Enterprises	
Initiatives that help sustain household incomes	x
Advice services –supported/safeguarded	x
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	x
Affordable housing projects	new	x
Feasibility studies/development phases	supported	
Community/public transport schemes	new/supported	x
Recreational areas	new/improved	x
Sports facilities	new/improved	
Local amenities	supported/safeguarded	x
Local infrastructure	new/improved	x

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

The writing of a Local Place Plan will empower the community to communicate a clear vision for Gairloch and its surrounding settlements and be the key planning document that sets out prioritized actions for area, identifying local projects, complemented with preferred land management/development zones. This document will underpin action and future development in our area which will help deliver outcomes against many of the outputs detailed above as well as some in the other categories of **Increasing community resilience (People), Helping economic recovery & sustaining growth (Economy) and Tackling climate emergency and working towards net zero (Environment).**

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)	x
Tourism infrastructure - new/supported/safeguarded	x
Training courses delivered/learning days of people receiving training	
Town center improvements	x
Initiatives to improve access to local services	x

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

Tackling climate emergency and working towards net zero (Environment)

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

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	x
Waste, recycling and circular economy initiatives	new/supported/enhanced	x
Community renewable energy schemes	new/supported/enhanced	x
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	x
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	x
Biodiversity conservation initiatives	new/enhanced/safeguarded	x
Marine conservation initiatives	new/enhanced/safeguarded	x

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



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

Key considerations

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

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

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

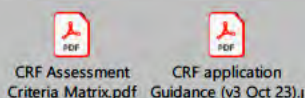
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2221
1.2	Organisation	Plockton & District Community Trust
1.3	Project title	Tourism Place Plan
1.4	Project summary you wish to be funded (max 100 words)	PDCT wishes to develop a community-led, sustainable Tourism Place Plan for Plockton. Recognising the importance of tourism to our local economy we wish to better accommodate visitors whilst reducing their impact on residents and our natural and cultural environment.

2.6	Email address	[REDACTED]
2.7	Website address	www.plockton.com
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input type="checkbox"/> Charity
		<input checked="" type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	SC050271
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
2.11	If the organisation is VAT registered, please provide the number.	n/a
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	n/a

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Plockton, Lochalsh IV52 8TN
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	<p>We are requesting revenue funding to undertake a sustainable tourism place plan. There is no capital element to this project.</p> <p>However, there is potential for us to enter into a management agreement or lease with</p>

		Highland Council regarding the car park. Ownership is not an option as the car park also serves as a sea defence. Further, we are in early discussions with Highland Council regarding a purchase of Plockton Airstrip to support community development needs which, depending on the outcome of this plan, may include campervan facilities. We submitted an EOI to Highland Council (owners of airstrip) in September 2023, and met with two Council officials in November to discuss. THC has confirmed they will not dispose of the airstrip without giving PDCT an opportunity to purchase.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	n/a

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.														
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>SCOTO Press Pause Workshop</td> <td>31 March 2024</td> </tr> <tr> <td>Sustainable tourism place plan – options appraisal and master plan with engineering and QS cost estimates for required infrastructure</td> <td>30 November 2024</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	SCOTO Press Pause Workshop	31 March 2024	Sustainable tourism place plan – options appraisal and master plan with engineering and QS cost estimates for required infrastructure	30 November 2024		Click or tap to enter a date.		Click or tap to enter a date.		Click or tap to enter a date.		Click or tap to enter a date.
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	Click or tap to enter a date.														
	Click or tap to enter a date.														
	Click or tap to enter a date.														
	Click or tap to enter a date.														
4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.														
<p>Word limit 850</p> <p>This project seeks to deliver a sustainable Tourism Place Plan for Plockton. This community-led plan will consider options to best mitigate the impacts of tourism on our village whilst also enhancing the visitor experience. It will be a community-first plan; one that seeks to best meet a</p>															

wide range of local interests. Because of this we consider this project to be most strongly aligned with the first CRF strategic objective, but with benefits accruing to the local economy also.

- Primary objective - Increasing community resilience (People)
- Secondary objective - Helping economic recovery & sustaining growth (Economy)

Plockton & District Community Council and Plockton & District Community Trust have been in regular dialogue with Highland Council (Dot Fergusson, Willie Mackinnon, Leona Joiner, Shane Manning and Iain Moncrieff) regarding the issues of parking, traffic management and visitor management in the village of Plockton for over two years.

The Council has undertaken some improvement works but the pressures arising from tourism in a shoreside fishing village that was planned in the early 1800's requires a comprehensive options appraisal and master plan to identify viable and deliverable measures to mitigate the many current issues.

Whilst recognising the importance of tourism to the local economy the village is unable to accommodate the volume of traffic at present. The 'one road in, one road out' nature of the village is a significant constraint as is the on street parking on all the roads. The flow of traffic is regularly impeded and gridlock is not uncommon, particularly when delivery lorries, refuse vehicles, coaches and camper vans attempt to access the village. This is an inconvenience and causes frustration, but the primary over-riding concern is understandably one of health and safety. Plockton Primary School is located directly on the only approach road close to the village centre, and there have been incidents where ambulances have been unable to navigate Harbour Street – this provides the only access road to Frithard Road, the Brae, Camus an Arbhair, Cooper Street and Rhu.

It has been agreed that the Community Council will focus on traffic management, leaving PDCT to lead on a Tourism Place Plan.

An extension to the public car park, which also serves as a sea defence and provides access to the main pontoon, has been discussed locally and some initial work on this has been undertaken by the Community Council and Highland Council. This is a legitimate option, but we are keen to develop a holistic plan for the village and to consider alternative or additional options also, particularly with respect to camper van facilities. We are mindful that the public car park is a resource for the whole community and is critical to a number of local businesses including five creel boats and a popular boat trip operator. Further, there has been a long standing ambition to improve shoreside facilities for the local sailing club (showers and changing rooms). The National Trust for Scotland has a visitor centre (a modest interpretation centre) at the car park and wish to enhance their presence at this prominent site. Finally, the community-owned car park toilets have been operating at a loss since 'invitation to pay' was introduced for car parking. Visitors are less likely to make a donation to use the facilities when they have paid to park. This situation is unsustainable.

There is very little development land in the village to accommodate tourism-related services such as campervan facilities; the nearest being 7 miles away in Reraig. However, Highland Council recently intimated that Plockton Airstrip is surplus to their requirements. PDCT submitted an expression of interest in a potential purchase of the airstrip in September 2023 and in October a productive meeting was held with council officials and the Community Council. We would like the tourism place plan to consider the airstrip as a potential location for campervan facilities, in addition to accommodating this within an extended the car park.

During discussions with Highland Council, we were informed that our proposed Tourism Place Plan will be important in promoting Plockton to a 'tier one' tourism hot spot in a future THC Strategic Tourism Infrastructure Development Plan. Inclusion within the Council's forward infrastructure plan will be important to help secure Rural Tourism Infrastructure Fund support which we anticipate as the main funder of the 'yet to be identified' infrastructure works.

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

Word limit 400

PDCT has engaged with all relevant local organisations to share our aspirations to develop a plan with, and on behalf of, the local community. We hosted a meeting in Plockton Village Hall on 15 November 2023, at which the organisations and individuals listed below were represented. We explained that we would not progress this CRF funding without the support of the community. There was unanimous support to develop a holistic Tourism Place Plan and to submit an application to CRF.

- Plockton & District Community Trust
- Plockton & District Community Council
- Plockton & District Tourist Association
- Plockton Harbour CIC
- Plockton Small Boat Sailing Club
- Plockton Historical Society
- Plockton Grazing Committee
- Local fisherman representing Plockton fishermen
- Seal Trip Operator
- National Trust for Scotland

If successful, we will ensure the above interested parties are fully engaged in the development of the plan and will undertake broader consultation to ensure all local and wider interests are able to input to its development also. Broader consultation will include the following:

- Local residents
- Local businesses
- Plockton Primary School
- Plockton High School
- Visiting tourism related operators such as tour bus operators
- The Highland Council
- Crown Estate Scotland
- SEPA

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

Word limit 500

We are requesting CRF funding towards a Tourism Place Plan. This is therefore a discrete revenue project that will end on the production of the plan. However, the plan is a critical first step to determining the best tourism-related solution/s for Plockton and will be a major cornerstone for future work to agree a way forward with Highland Council and then to secure capital funding, most likely in partnership with the Council.

We are very cognisant that public funds are constrained and likely to be for some time. We therefore anticipate a phased approach to meeting our infrastructure needs. The plan will provide a route map toward this, and with a prioritised action list. This strategic approach will also put us in a stronger position to respond to any short-term capital funding opportunities that may arise as we will have 'shovel ready' proposals that we can bring forward at short notice.

4.7 What will be the lasting benefits and legacy?

Word limit 500

As noted above, this proposal will underpin future work to provide tourism-related capital infrastructure. The lasting benefit and legacy from this initial work will be a master plan to guide this future work which will be undertaken in phases over a number of years.

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 considerations will be a key aspect of the brief. The car park is on the water front, indeed it doubles as a sea defence, so rising sea levels will need to be factored into any development at this location. There is no EV charging point in the village at present so we will be keen to accommodate this into future plans. A key consideration will also be the environmental 'whole life cost' of developing either the car park or airstrip. An assessment of this will be built into the plan. Any option to accommodate visitors outwith the heart of the village will include consideration of green travel options to and from the village in the form of electric and push bikes.

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

Word limit 500

This proposal for a Tourism Place Plan is not targeting specific groups, and should not have any direct impact on equalities issues or on groups with protected characteristics. Accessibility will be a key consideration for any future development plans and this will be built into the consultant's brief.

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

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

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



FWF statement and declaration template.x

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

Yes No

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

Yes No Applied

Is the Fair Work First statement on your organisation website?

Yes No Do not have a website

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

No employees, 9 regular 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

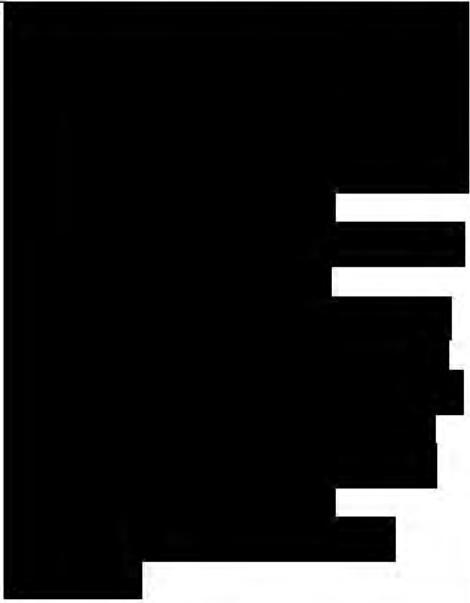
5.1 Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible 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/Capita	Amount (£)
SCOTO Press Pause Workshop	Facilitated workshop and report with recommendations	Revenue	3,765
Expenses for workshop	Accommodation, hall hire, lunch, refreshments, travel	Revenue	750
Tourism Place Plan	Sustainable tourism place plan – options appraisal and master plan	Revenue	15,000

Name of Funder	Confirmed Yes/No	Date Confirmed or Expected	Amount (£)
North Highland Initiative	Yes	15-Nov-23	3,265
Highland Coast Hotels	Yes	17-Nov-23	500
PDCT	Yes	own contribution	750
		Total Match Funding (£)	4,515
		CRF grant request (£)	15,000
		Total Project Costs	19,515

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> x No <input type="checkbox"/>
6.3	If yes, please detail.	<p>PDCT will manage and facilitate this work. We are not requesting any overhead or management costs.</p> <p>We have not included this in-kind contribution in our project costs.</p>
6.4	Please explain why public funding is required to deliver the project.	We are a new Trust and have no income stream at present. We do not have the funds to deliver this project without CRF support.
6.5	Please explain what the remaining bank balances are for in your accounts.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	We do not have sufficient unrestricted reserves. We are providing match funding of £750 towards this project and have secured £3,765 from two private sources.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	NB If we progress with a community-owned campervan facility this will be income generating.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	At this early stage we have consulted with the Plockton & District Tourism Association, the boat trip operator, local fishermen and crofters. All are supportive. Wider consultation is an integral part of the proposal. We are very alive to displacement and will engage with all local interests and Lochalsh campsites to ensure our proposals do not have a negative impact on their interests.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We have no means to service a loan.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Scottish Land Fund – Stage 1	15 December 2021	£2,850	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Architectural Heritage Fund	14 December 2021	£2,850	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Community Regeneration Fund (not claimed yet)	1 March 2023	£11,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Land Fund – Stage 2 (not claimed yet)	28 August 2023	£90,459	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

<p>Signature:</p>  <p>Print: Sandra Holmes</p>	<p>Date: 19 November 2023</p>
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8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input type="checkbox"/> x No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input type="checkbox"/> x No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input type="checkbox"/> x No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input type="checkbox"/> x No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input type="checkbox"/> x No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input type="checkbox"/> x No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input type="checkbox"/> No <input type="checkbox"/> x
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input type="checkbox"/> No <input type="checkbox"/> x
9	Confirmation of match funding letters	Yes <input type="checkbox"/> x No <input type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> x
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> x
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> x
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> x
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> x

Reason for missing documentation: n/a

NB We don't have letters of support but received verbal confirmation from the organisations listed in section 4.5, at a meeting on 15 November 2023, that they are all fully supportive of this application and our aspiration to develop a holistic Tourism Place Plan. Letters of support can be provided if required.

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

- | | |
|---|-------------------------------------|
| 1. Increasing community resilience | <input checked="" type="checkbox"/> |
| 2. Tackling poverty & inequality | <input type="checkbox"/> |
| 3. Addressing causes of rural depopulation | <input type="checkbox"/> |
| 4. Helping economic recovery & sustaining growth | <input type="checkbox"/> |
| 5. Tacking the climate emergency & working towards net zero | <input type="checkbox"/> |

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

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	New (improved sailing club facilities)	1
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	enhanced (improved parking and toilet facilities)	1
Initiatives that enable communities to stay socially connected	new/supported	
Community-led projects supporting community ownership or management of assets, services, or activities	New (potential management agreement for car park and potential future ownership of airstrip)	2

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

- Improved traffic flow through the village
- Increased parking capacity, including 'out of village' parking, and ideally long-stay as well as short-stay parking options
- Green travel options (push bikes and electric bikes) from 'out of village' facilities to the village, and EV charging
- Improved shore side facilities for fishermen, sailing club, visiting yachts and visitors
- A new overnight campervan facility with hook ups, water and waste facilities
- Greater income generation potential from new visitor facilities
- Fewer incidents of 'dirty camping' and associate waste hazards
- An improved visitor experience arising from infrastructure improvements to increase capacity for visitor traffic and overnight campervan facilities

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 (tourism place plan)	1
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	
Local amenities	new/improved	
Local infrastructure	New (tourism facilities – more parking, campervan facilities)	2

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 (tourism facilities – more parking, campervan facilities)	2
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 (in car park or at new campervan facility at airstrip)	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:		

		households could result in a 10% increase in the local population.
1.5	Project costs	Total project cost £67,942
		Match funding £10,000
		CRF grant requested £57,942
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024
1.7	End date (by 1 st March 2025)	28/02/2025
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input checked="" type="checkbox"/> Addressing causes of rural depopulation
		<input type="checkbox"/> Helping economic recovery and sustaining growth
		<input type="checkbox"/> Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Coigach Community Development Company
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	Laura Hamlet / Julia Campbell
2.4	Position in the organisation	CEO / Development Officer
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	www.coigachcommunity.com
2.8	Organisation type	<input checked="" type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input checked="" type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	Companies House Reg: SC37410 Charity Reg: SC047971

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

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	The Former Hydroponicum Site Achiltibuie, IV26 2YG
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	<p>Planning Permission in principle granted. Planning application May 2024. Building Warrant application August 2024</p> <p>Electrical connection - Autumn 2024 Water connection - Autumn 2024 Sewage - Autumn 2024</p> <p>NOTE – some of the above are required for the final, total, building project but not necessarily for this phase of ground prep.</p>

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Engineer survey of demolition spoil on site	31/3/24
Additional surveys identified during planning	30/4/24
Planning application submission	31/5/24
Appoint Employer's Agent	31/7/24
Building Warrant submission including consultant	31/8/24
Technical approvals	31/10/24
Engineering – road construction consent, Scottish Water Technical approvals, warrant package	31/10/24
Building Warrant approval	31/10/24
Fencing gates & cattle grid upgrade Site enabling works/site set up Water treatment system	28/02/2025
General Programme Timeline: Design team appointment Nov 2023 Planning application May 2024 Building Warrant application August application August 2024 Building Warrant approval Oct 2024 RIHF main fund application period - 3 months, apply following building warrant approval. Start on site February 2025 Construction project completion March 2026	

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

We are seeking investment from the Community Regeneration Fund to prepare the ground and install water treatment works to allow development of at least ten new affordable homes in Coigach.

CCDC now owns a 3.5ha site (of the former Hydroponicum) in Achiltibuie which already has planning permission for 9 housing units. We intend to submit an application for c.10 units in total. Working with Communities Housing Trust, we plan to build much-needed affordable and rentable homes. Housing is our community's key priority and one of the main reasons CCDC was set up in 2010 was to tackle this challenge: to create a sustainable community and reverse the trend of depopulation.

The land is a former croft, now brownfield – there is access, and utility connections close by but the site requires complete preparation and development including the disposal/removal/repurposing of rubble and the remains of the former building.

help de-risk the construction of the homes due to any issues having been previously addressed. If this funding application is successful, we would need to work this through with the appointed QS/Employer's Agent to agree the best approach.

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

Word limit 400

This project will benefit both the community of Coigach and the local economy by allowing more people to live here. The proposal for c.10 units = c.10 new households who could increase the local population by 10%. The houses will stem the drain of economically and socially active younger people (under 50) who are currently in the minority here. Families will be able to live in Coigach, bring children for the school and add to the future sustainability of the whole community by using local services; they make them viable for all – particularly in area with an aging demographic.

The local economy will benefit from the increase in economically active people - especially the tourism industry which is currently operating below its potential largely due the difficulty in accommodating staff or lack of people living locally. There is always potential in Coigach for self-employment, while at present we enjoy more or less 100% employment due to locally-based business. EG: both painters & decorators have retired, there is no electrician, mechanic, hair-dresser and the local café premises is currently empty – all potential tenants having abandoned plans due to difficulty in getting accommodation.

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

Word limit 400

Local need = affordable housing and resultant increase in the population of Coigach. Extensive formal and informal consultation over the last 10 years demonstrates this need. CCDC purchased the former Achiltibuie Schoolhouse in 2015 which we transformed into two flats. These have been in continuous occupancy since completion in 2017 and demand continues to outstrip supply.

Opportunity: CCDC now owns a suitable site for housing. With an active and suitably constituted Development Company, (board & staff), consultants, CHT and other advisors we have the capacity and accumulated expertise to achieve our goal of Homes for Coigach. We derive a regular income for both operational and project funding from our community-owned wind turbine. The availability of the Rural Housing Fund and our successful application to the Scottish Land Fund make this a good time to progress our plans.

CCDC development plan sets out affordable/community housing as number 1 priority.

The [North West 2045](#) vision also lists affordable housing as number 1 priority.

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

Word limit 400

We have conducted a number of Housing Needs Surveys, most recently in 2019 and 2020. We have conducted numerous community consultations over the years (starting in 2010 and most recently in 2022 in support of our SLF application) where housing has been identified as the community's priority.

Have Your Say Day – 2010 where broad community participation identified creating a development company to address the housing crisis as a priority.

Letters from local business, residents and supporters

Response to CRtB proposal to buy the land (initially and unsuccessfully in 2011, and successfully for direct purchase in 2023).

Minutes of board meetings.

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

Word limit 500

As this project is for the preparation (surveys, studies, groundworks) the next stage is for construction and we plan to apply to the Rural and Islands Housing Fund, using match funding from our own resources (wind turbine income). Once completed, there will be a rental income from the houses to ensure ongoing maintenance. CCDC is likely to enter a management agreement with CHT who will supervise maintenance and manage tenancies when the houses are complete and ready for habitation.

Once houses are built, rental income and/or sales income will be used as a maintenance fund.

4.7 What will be the lasting benefits and legacy?


Word limit 500


- The community will own 10 new houses, and have 10 new households living and/or working in the community. Working with CHT, we anticipate a management agreement, including rural housing burdens that will ensure the houses remain in community or local resident ownership (should some be offered at discounted sale or rent to buy schemes) so there will be a continuing legacy of 10 households.
- Further legacy benefits include maintaining the school and the community as a whole.
- The community will be more sustainable.
- Local services – including local transport and health service options will be more viable.
- Other people (particularly older ones) will be able to continue to live in the community due to local services being more viable.
- The site – currently a brownfield eyesore with a pile of rubble will be transformed- having a positive effect on local people's outlook, well-being and optimism for the community's future.
- The staff team and board will gain further experience and confidence to deliver further housing projects.
- It will give confidence to the local community to be ambitious and make further plans – for land purchase, further housing and other infrastructure developments.

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

- The new houses will be designed to be energy efficient.
- Materials sourced will be (where possible) obtained from sustainable sources.
- Local housing will reduce the current pattern of employees, trades and others making daily commutes of up to 160 miles to work here.

	<ul style="list-style-type: none"> The housing is within walking/cycling distance of the local school, hall, shop, community hall and other local amenities.
<p>4.9</p>	<p>In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?</p>
<p>Word limit 500</p> <p>The application process for housing will be fair and transparent. As part of the ongoing consultation process we will invite public and community input.</p> <p>We plan to work with the Communities Housing Trust on tenancy / sale allocations and so will operate under their allocations policy. This states:</p> <p>“The community will not intentionally treat any applicant unfairly for any reason, either because of their race, colour, ethnic background, religion, class, sex, age, disability, mental health, sexuality or family circumstances.”</p> <p>CCDC is in the process of reviewing its policies and working practices and plans to provide staff training in unconscious bias as part of its Fair Work First policy. Equalities issues will then be considered with regard to how we conduct community consultation etc.</p>	
<p>4.10</p>	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div style="text-align: center;">  <p>FWF statement and declaration template.c</p> </div>
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>3 staff, 9 volunteer board members</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>

		attained either from external sources or our own resources. 
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	I refer you to the answer in clause 6.5 for the broader picture. In addition, our agreement with OSCR is that we have to have the value of the next years overheads in cash, in the bank at the end of every financial year.

SECTION 7 – INCOME GENERATION			
7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	- Following construction of homes there will be a rental / sales income – however this phase of the project will only indirectly contribute to this	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Evidence is that they will benefit on the whole however, where there is construction work that may cause concern for (eg) the hotel nearby we will provide timeous warning/notification of work. Broad consultation has shown that the majority of local businesses are very supportive (see letters of support).	
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (not at this stage – may be necessary for construction phase)	
7.5	If not, please state why?	Awaiting outcome of this application and we have committed our own funds.	
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.		
	Funding	Date	Amount £
			Public Subsidy?

Covid Emergency Response via HIE	29/04/2020	£15000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Communities Covid Recovery via HIE	17/11/2020	£5400	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Land Fund	08/03/2023	£304700	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Creative Scotland £28409 27/1/21 £7576 11/10/21 £1893 27/2/23 TOTAL £37878	2021 - 2023	£37878	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Heritage Lottery via Coigach Assynt Living Landscape	6/12/21	£9060	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.



Print: Laura Hamlet

Date:

27/11/2023

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

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	supported	1
Affordable housing projects	new	1
Feasibility studies/development phases	new	1
Community/public transport schemes	supported	1
Recreational areas	New	1
Sports facilities	New	1
Local amenities	new	1
Local infrastructure	new	1

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

Helping economic recovery & sustaining growth (Economy)

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

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

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

Tackling climate emergency and working towards net zero (Environment)

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

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