



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

Key considerations

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

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

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

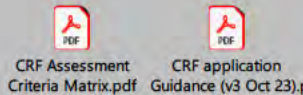
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF
1.2	Organisation	The Howard Doris Centre – currently renaming to The Lochcarron Centre ‘TLC’
1.3	Project title	Development of a Community Wellbeing Hub – Year 1 Staff Costs
1.4	Project summary you wish to be funded (max 100 words)	From 1 st February 2024 NHS Highland will no longer fund our charity to provide day care for our communities. In response to this TLC will provide a well-being hub in the premises that formerly housed the Day Care service. Services will be expanded to include all sectors of the community particularly school children, younger adults as well as the over 65 population. In so doing we will tackle issues of mental

our **Chat and Check** system which maintains contact with vulnerable individuals to combat isolation and loneliness. We work together with other organisations to build a **befriending service** and aim to broaden access to this activity.

Demographic statistics also show that numbers of our younger citizens are falling. Consequently, there are limited opportunities and activities available to them. TLC is working with our younger people to meet their needs by providing activities that will assist their education, development and community integration. We are planning a pilot for a **Breakfast Club** and a **Homework club** to start to meet these needs. We are investigating a film club for younger people.

Resources

We have a beautiful, purpose-built, well-equipped facility which was designed for the provision of Community Care. It provides a warm, welcoming environment for all members of the community to meet and to eat together.

At the core of the well-being hub is our kitchen, which currently provides meals and **refreshments to tenants and clients** alike. TLC will continue to encourage social resilience by providing catering on a more commercial basis and by promoting the use of our facility to **cater for small family occasions**.

Our facility is ideally suited to catering for **drop-in refreshments, special event lunches and events** (Burns Supper, St Andrews Day lunch, Halloween lunch, etc), **small birthday parties, weddings and wakes**. This will become a core income generating activity and will be delivered by professional kitchen staff with volunteers doing the public facing service. Income from this will support other activities.

For community events such as the King's Coronation celebrations. TLC shares access to tables, chairs, crockery and cutlery with the Lochcarron Village Hall. Afternoon tea was hosted for about 100 people at our building using our kitchen but tables and chairs, cutlery and crockery came from the Hall. We have plans to work together on future community events and joint fundraising ventures.

TLC will continue to host many **smaller social groups** that meet on a regular basis. They cover a variety of **recreational activities and hobbies**. This **befriending service** attracts members of the community to "bide a while" while countering loneliness and isolation.

We are altering space within the centre to provide a **commercially rentable space** for hairdressing, beauticians, therapists, counsellors for the benefit of our community and to provide an income to the project.

We have a significant amount of outdoor space, patios, grassed areas and garden areas. We are already partnering with the local Growing Group to maximise use of these areas to encourage and increase engagement with nature, providing a social activity within our grounds. We are jointly considering the community development of a polycrub to allow for a longer growing season. This group has also undertaken to maintain our grounds.

Staff/People

A small number of staff will be employed in professional capacities. Volunteers will fulfil other duties on a rotational basis. The recruitment, training and care of volunteers is a priority for this project as we will depend on their efforts and goodwill to maintain a high level of service to our community.

Activities

The activities described above will be the foundation of the process of developing resilience within our community and enable the smooth transition of the building to a new purpose in the community through encouraging active involvement of all age groups and across a variety of activities.

Much of the responsibility for delivering this will rest with the new Board. Their life experience, drive and enthusiasm will ensure that we undertake appropriate investment of reserves and funding grants to establish a charitable business that benefits all members of our local population.

We will continue:

- Income generation from our activities and services.
- Regular fund-raising events.
- Campaigns to seek donations, grants and legacies.
- Revenue support from local businesses and individuals.

TLC will work in cooperation with NHS Highland and the Albyn Housing Association to trial and develop practical solutions to Adult (and Child) Social Care . This relatively isolated, remote community will provide examples of cooperation to develop a service that is largely self - supporting. It will become an example of “A community supporting itself”. We will continue to prioritise the more vulnerable members of our society and ensure that they are sheltered, comforted and cared for.

We are planning to pilot our wrap-around options for young people over the next three months and if these are successful we will introduce this service permanently. We then plan to offer the youth in this area activities that they will find fun and encourage sociability.

Much of our success will depend on the commitment and contribution from our volunteers who will be critical to the cost effectiveness of the delivery of all our offerings. We foresee that these essential and widely skilled people will continue to be the key to delivering our aims. We will prioritise recruiting, training and nurturing everyone who chooses to give their time, skills, experience and compassion.

As our service becomes established we may require to employ more people directly. However is likely and desirable that volunteers continue to provide a very significant part of our service delivery.

4.7 What will be the lasting benefits and legacy?

Word limit 500

This sustainability and co-operation ethos will be at the heart of TLC. We will work with other constituted groups in the area to continue to evolve to meet changing demands, share knowledge and expertise and set and follow examples of best practice in providing for and caring for every member of our community.

Alongside the three local medical practices and health practitioners we will continue to promote information and education about healthy lifestyles, activities, exercise and nutrition .

We will work with the Highland Hospice, Alzheimer’s UK and other health based organisations to meet the needs of people as the individual need for support and assistance changes.

We will partner with the South West Ross Community Car Scheme to ensure that these services are accessible regardless of where in our area they reside.

We will operate a signposting service to help people find the appropriate help and care for their needs and to ensure that we remain accessible to everyone through partnering both formally and informally with local organisations such as churches, schools and the Lochcarron Village Hall.

As a result we anticipate that the current population will be better served in their times of need, more cohesive and integrated and prepared to face future challenges. We believe that the facility and the services we provide will promote the area as a good place to live, bring up a family, as well as to work and ultimately to settle down to retire - and to welcome those who wish to join our community for a long and healthy retirement..

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Allocation from Reserves for transitions	Yes	02/02/2023	25825
			Total match funding (£)
			25825
			CRF grant request (£)
			59335
			Total project cost (£)
			85160

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Volunteers are vital to the success of this project and we plan to have two wte posts covered by a rota of 10 or more volunteers to ensure that we can deliver the services described.
6.4	Please explain why public funding is required to deliver the project.	To enable us to employ key staff and find our feet in the first operating year with a degree of security. It will give us time to seek additional sources of funding and expand our fundraising to ensure that we can continue to deliver vital services to our c ommunity.
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.	A significant proportion of the unrestricted funds has been allocated for the payment of redundancy payments to existing staff who will not be employed in The Lochcarron Centre due to the reduction of NHS funding of Day Care. We also require to maintain 6-12 months running costs in the event that we need to manage a cessation of activities.

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	3
Wellbeing support initiative	new/supported/safeguarded	4
Spaces for people	new/enhanced	4
Initiatives that enable communities to stay socially connected	new/supported	7
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	0
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)

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

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

Addressing causes of rural depopulation (Place)

Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.

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

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes <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.	Torridon and surrounding areas IV22 2EZ
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 type="checkbox"/> No <input checked="" 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.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.
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4.9	<p>In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?</p>
<p>In advertising for a development officer, TDCA will undertake outreach to ensure that we reach a wide pool of candidates and that no one is excluded from applying, or from full consideration. Understanding of equalities issues will be one of the criteria on which candidates will be assessed and once appointed, the development officer will be expected to take these issues into account in all their work and ensure that no one is excluded or disadvantaged from benefitting from the project. Consultations with the community will always take place through multiple channels so that no one is disadvantaged in making their views heard, whether or not they have access to internet or transport, or face other impediments.</p>	
4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p>
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Applied <input checked="" type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>1.2 FTE equivalent staff (4 individuals) plus around 20 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><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</p>

	how? A copy of a business plan and/or budget forecast must be provided with the application.	strategy that will look at generating income streams. This is already being looked at in considering how Torridon Primary School can be re-purposed.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Any revenue raising projects are always discussed with local businesses and other local organisations to ensure there are no adverse impacts. Organisations, including businesses, have so far been very supportive.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	The employment of a development officer will not generate any income from which a loan could be repaid. Loan financing may be an option as part of a longer-term funding strategy but this would be for later consideration
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Highland Council Covid support	2020-21	50,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HIE / Tourism Infrastructure (EV chargers)	2020-21	40,845	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HIE / Digital Enablement	2020-21	17,700	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HMRC / CJRS	2020-21	8,875	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council Covid support	2021-22	2,254	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HIE / Tourism Infrastructure (EV chargers)	2021-22	13,586	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CRF round 1 feasibility study	2023-24	17,075	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SLF stage 1 feasibility study	2023-24	6,765	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: 

Print: Mat Webster

Date:

19/11/2023

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

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

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>The village hall was renovated and extended in 2008. As part of the development, the public toilet facilities were created to serve both the hall users and the general public. As the hall is opposite Eilean Donan Castle, and on the main A87 Inverness/Fort William to Skye road, the toilets are essential for servicing both visitors to the area and the hall users.</p> <p>The refurbishment of the toilet facilities will enable the hall to provide a better-quality service to hall users and the tens of thousands of visitors who stop at the hall to take photos of the castle, and make use of the toilets. They will also be more energy efficient, contributing to ambitions for net zero and reduce the running costs of the hall and operating costs for the Council. All these aspects contribute to increasing community resilience.</p> <p>The anticipated outputs are:</p> <ul style="list-style-type: none"> Enhanced spaces for people Initiatives that enable communities to stay socially connected supported Community-led project supporting community management of assets and services supported Improved recreational area Improved sports facilities Supported local amenities Improved local infrastructure Tourism infrastructure supported Enhanced energy efficiency of community asset 	
4.3	How will the project benefit local communities or the local economy?
<p>The hall was extended and upgraded in 2008. Since then the toilets have been used both for the public and hall users. They now need to be renewed. This project will ensure that the hall users are provided with appropriate facilities to ensure that the hall can be used as much as possible.</p> <p>The toilets also provide an essential public service for visitors to the area, for travellers on the A87, for lorry drivers, emergency service workers, delivery drivers and a whole range of people who require toilet facilities in their work while travelling.</p> <p>The provision of these facilities dramatically reduce the amount of dirty toileting across the wider Kintail/Lochalsh area; and during recent years, HC ranger staff have provided information to visitors on the availability of these facilities.</p>	
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>The project will address both a need and an opportunity. The need is for public toilet facilities in an area with a high tourism footfall and will support the Highland Strategic Tourism Infrastructure Plan in ensuring a high-quality experience for visitors to the area. It is also an opportunity to address hygiene and environmental issues by ensuring that there are suitable public toilet facilities in the area, thus reducing the incidence of dirty toileting.</p> <p>The project will also support the effective operation of the hall itself which is an invaluable community asset, providing function space for community groups, sports activities, weddings and funerals, fundraising events, meeting spaces for public sector and commercial organisations, craft fairs and a wide range of other activities.</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>The project has been discussed at the Dornie & District Community Council and their minutes provide evidence of support for the development. The local Councillor has been involved in</p>	

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 (£)
Dornie & District Community Village Hall	yes	02/10/2023	1,200
Highland Council Area Place Based Fund	no	30/11/2023	6,366
Total match funding (£)			7566
CRF grant request (£)			38,440
Total project cost (£)			46006

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	The funding is required as it is beyond the Hall's financial resources to carry out this much needed upgrade. The majority of use is from the general public, not from hall users.
6.5	Please explain what the remaining bank balances are for in your accounts.	The remaining balances are required for the ongoing maintenance and upgrade of the rest of the building.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The unrestricted reserves are required for the ongoing maintenance and upgrade of the rest of the building.

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	

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

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

Addressing causes of rural depopulation (Place)		
Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	improved	1
Sports facilities	new/improved	
Local amenities	supported/safeguarded	1
Local infrastructure	improved	1
Other - Please describe other outputs your project will meet that are not listed above:		

Helping economic recovery & sustaining growth (Economy)
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		notify the CRF Team as this may affect the offer of grant. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	GB415459492
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Gairloch Community Council Area (IV21 postcodes)
3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (in progress)
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.	n/a
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	n/a

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?

A communications strategy and stakeholder engagement plan will be developed during the initiation stage of the project. Opportunities to proactively encourage community engagement with the LPP process will be available to all without prejudice. These will be pursued through local notices placed in prominent locations and service points, with advertising on the local radio & paper.

Young peoples' voices will be listened to and recorded through a dedicated workshop day held at the local primary and secondary school. We will consider the best way to engage with the senior residents in the local care home during the initiation stage and work with other community organisations who can facilitate access to residents that are less easy to reach.

The Gairloch Community Hall is accessible for wheel chair users and will be the central venue for workshops & feedback activities. The opportunity to workshop online and provide feedback digitally will also help to engage residents who are not able to attend workshops in person.

The good practice principles outlined in the National Standards for Community Engagement will inform our community engagement process at all times.

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

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



FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	7 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)	
Gairloch Community Council	Y	20-Oct-23	2500	
			Total match funding (£)	2500
			CRF grant request (£)	22817
			Total project cost (£)	25317

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	<p>Project Management – GAD Ltd</p> <p>Venue Hire – Gairloch Hall + 1 private residence + 1Licensed venue</p> <p>Lunch & Refreshments for workshop days – community volunteers</p> <p>Letterbox drops – community volunteers</p> <p>Workshop Support & Scribes – community volunteers</p>
6.4	Please explain why public funding is required to deliver the project.	To buy in professional skill set and experience needed to produce a robust, well supported LPP in the challenging timeframe provided by HC.
6.5	Please explain what the remaining bank balances are for in your accounts.	As part of its resilience planning, the Community Council maintains a contingency reserve, [REDACTED] in order to be in a position to provide immediate material assistance in the event of community need. This was, for example, drawn upon to provide local sanitisers and information leaflets and posters during the Covid epidemic. A large part of the remaining reserves will be used as our contribution to the LPP project that is the subject of this

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

Tackling poverty and inequality (People)

		Plockton's infrastructure is unable to accommodate the volume of visitor-related traffic – gridlock is not uncommon. A tourism plan, built on extensive community consultation, will be critical to identifying the best solutions and securing capital infrastructure funding to help alleviate some of the acute pressures currently being faced. We anticipate a phased approach and need a master plan to direct this.	
1.5	Project costs	Total project cost	£19,515
		Match funding	£4,515
		CRF grant requested	£15,000
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	1 March 2024 [NB ideally, if allowable, we would like to progress the initial consultation phase (SCOTO workshop) before 1 March 2024. This aspect does not require CRF funding]	
1.7	End date (<i>by 1st March 2025</i>)	30 November 2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input type="checkbox"/> x 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"/> x	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	Plockton & District Community Trust
2.2	Address and postcode	
2.3	Main contact name	Sandra Holmes
2.4	Position in the organisation	Trustee
2.5	Contact number	

The environmental impact of the various development options will be considered as part of the plan as will green travel options.

We will complete a SCOTO 'Press Pause Workshop' to fully engage with the community and to agree a scope of work for specialist tourism management consultants. The resultant Tourism Place Plan, with estimated infrastructure costings, will be critical to seeking capital funding to help alleviate some of the acute pressures currently being faced. We anticipate a phased approach, and need a master plan to direct this. Highland Council, as owners of the car park and airstrip, will be a key stakeholder in any future development. We look forward to continuing to work with Council officials to deliver improvements for the people of Plockton.

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

Word limit 400

The plan will provide a route map to securing funds to make infrastructure improvements in Plockton that will benefit residents, businesses and visitors alike. It is difficult to quantify these improvements in advance of undertaking this planning work, but in the long-term this could include:

- 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 associated waste hazards
- An improved visitor experience arising from infrastructure improvements to increase capacity for visitor traffic and overnight campervan facilities

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

Word limit 400

PDCT is a partner in the Lochalsh Collaboration, a strategic planning initiative being led by Kyle and Lochalsh Community Trust. We are actively participating in the Local Place Plan for Lochalsh that is currently being developed. This Local Place Plan is at the initial stages but will include visitor infrastructure for Plockton.

The need for improved infrastructure in Plockton has been on the Community Council agenda for many, many years. PDCT is a relatively new organisation, incorporated just three years ago, and this is one of three projects we've prioritised:

- Seeking control area status to limit the number and impact of short term lets
- Community buyout of the Old Post Office
- Improving visitor infrastructure in Plockton

	with engineering and QS cost estimates for required infrastructure		
		Total revenue (£)	19,515
		Total capital (£)	0
		TOTAL PROJECT COST (£)	19,515

VAT included in these costs?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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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.	<p>The SCOTO workshop is a fixed price service.</p> <p>The expenses is a budget prepared by PDCT based on anticipated costs.</p> <p>The Tourism Place Plan is a budget based on conversations with SCOTO, Wester Ross Biosphere and Highlands & Islands Enterprise. The SCOTO workshop will identify what is to be contained in the scope of works for the Tourism Place Plan. This work will then be tendered. It is not possible to tender this work in advance of the SCOTO workshop.</p>
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5.3	Please explain how your project will achieve value for money.	<p>PDCT is not requesting any overheads or management fee – these costs will be covered in-kind.</p> <p>PDCT has secured £3,765 in match funding from two private sources and is contributing £750 from our limited reserves.</p> <p>We requested funding support from Highlands & Islands Enterprise. This was unsuccessful as their revenue budget is very constrained. They are open to us making a capital application towards tourism infrastructure in the future.</p>
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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.

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: CRF2221

Organisation: Plockton & District Community Trust

Project Title: Tourism Place Plan

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

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

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

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



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.

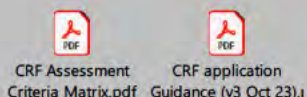
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2237
1.2	Organisation	Coigach Community Development Company
1.3	Project title	Homes for Coigach
1.4	Project summary you wish to be funded (max 100 words)	This project is the preparation phase of project to build c.10 housing units (this will be approximately £2m in total to complete) We own the 3.5ha site, a former croft, now brownfield site and the project we are applying for funding for is prepare this site to allow for construction. The purpose is addressing our de-population crisis, and the completed build will lead to broad economic and social benefit – c.10 more

Strategic Alignment:

Addressing causes of rural depopulation

- Affordable Housing – Evidence from community surveys, engagement and local statistics shows that we have a **housing crisis here in Coigach**. The lack of affordable, available accommodation is resulting in de-population. The school roll has fallen, young people are moving away, local business cannot keep staff due to lack of accommodation – and house prices are high: we are in a National Scenic Area popular with affluent retirees and the second-home market. **This project is part of our priority to build c.10 units on the site to address the current lack which is resulting in young people moving away**
-
- Local Infrastructure – will be transformed by the provision of affordable houses and the improved road access. The resultant population increase will safeguard existing local infrastructure – potentially leading to more people to use and maintain services including the piers and harbour, school, shops and local business.

Increasing community resilience / Helping economic recovery and sustaining growth


- **Local businesses have indicated their support for new housing** as they are currently unable to grow adequately due to lack of housing (see letters of support).
- Local people consistently report they wish to see development of:
 - *Recreational Areas* - to complement the housing, the site will include an amenity area to give the residents space as there is potential for: a growing area, play park, garden, paths, heritage restoration, accessible area, shared BBQ site etc.
 - *Sports Facilities* – with direct access to the sea and the shoreline, a boathouse or at least for the local rowing skiffs. Further phases will allow for a shoreline path to allow residents to walk (or run!) to the nearby Community Hall and Playing Field.
 - *Local Amenities* – the amenity area will be available to both residents and the local community, providing them with a park for the first time. There is scope for further amenity e.g. car-charging point. The increase in resident population makes existing local amenities (school, community hall, doctor's surgery, shop, pub, café etc) more sustainable by providing both potential customers/service users and staff)
 - *Historical/cultural assets* The remains of the Tacks Man's House on the site will be made safe and form part of the proposed amenity area. On a wider scale, the increase in the community's population will support the sustainability other heritage projects – Coigach Heritage Centre nearby and An Lorg, an outdoor art installation, celebrating Coigach's resistance to 19th C land evictions. Like many local organisations Coigach Heritage relies on volunteer effort and adds to social cohesion by involving the community.

NOTE (to answer point 2 in email)

The site infrastructure costs are abnormally high so (CRF) funding is required in addition to what will be available through the standard affordable housing grant rates. If we are unable to cover these costs, this immediately puts the whole housing project in jeopardy. Another reason for this approach is that the site-servicing contract may be fulfilled by a separate contractor and this can

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

SECTION 5: PROJECT BUDGET

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

VAT included in these costs?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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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>Based on recent price comparisons and costs/quotes of comparable projects.</p> <p>We will follow our procurement policy once the project is underway.</p>
5.3	<p>Please explain how your project will achieve value for money.</p>	<p>Major works will be tendered. Budgets monitored. Project management will ensure governance of costs.</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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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: CRF 2237

Organisation: Coigach Community Development Company

Project Title: Homes for Coigach



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

Key considerations

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

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

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

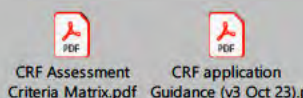
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF 2254
1.2	Organisation	Lochbroom & Ullapool Community Trust Ltd
1.3	Project title	Growing for Success
1.4	Project summary you wish to be funded (max 100 words)	The project will enable the Trust to better utilise the increasing volume of donated items that we handle, reducing the community's contribution to landfill by converting its donated items onto core funding. We aim to develop new revenue streams and potentiate existing ones. Providing adaptable additional space and better utilising existing facilities, will allow us to

		hone our working practices to be more efficient and resilient, increase our volunteer offer and support other community groups and entities.
1.5	Project costs	Total project cost £22,672
		Match funding £5,000
		CRF grant requested £17,672
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024
1.7	End date (by 1 st March 2025)	01/03/2025
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input type="checkbox"/> Addressing causes of rural depopulation
		<input type="checkbox"/> Helping economic recovery and sustaining growth
		<input checked="" type="checkbox"/> Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Lochbroom & Ullapool Community Trust Ltd
2.2	Address and postcode	████████████████████
2.3	Main contact name	Gillian Wilson
2.4	Position in the organisation	Hub manager
2.5	Contact number	██████████
2.6	Email address	████████████████████
2.7	Website address	www.ullapoolcommunity.org
2.8	Organisation type	<input checked="" type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input checked="" type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	Co Reg SC356419 Scottish charity SC041228

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.	
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	449 1598 54	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Village Hall , Market St, Ullapool, IV26 2XE and New Broom, 28 Argyle St Ullapool IV26 2UB	
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 type="checkbox"/> No <input checked="" 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.	We have the approval of the village hall association committee to rent space within the hall and land behind the hall to erect a modest shed for storage. Once we have funding in place then a full rental/lease agreement will be put in place, prior to commencement of the project.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Rent additional retail /storage space	01/04/2024
Move surplus stock from New Broom into storage /set up office and workshop space at New Broom	01/04/2024
Recruit additional staff and volunteers for project	01/05/2024
Erect wooden shed behind village hall and fit out	01/06/2024
Start storing larger Tesco/ Fare Share Food donations in shed for weekly trickle stocking of staples for Pantry	01/06/2024
Demonstrate annual net uplift in New Broom income and tonnage of donated items diverted from landfill.	01/02/2025

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

Reducing our community's contribution to landfill - a lower carbon economy. Creating new storage capacity for the New Broom will allow us to make best use of the donated items we receive from our community. Re-using items avoids the carbon emissions associated with the manufacture and transport of new items. As the only 'preloved' shop in Wester Ross, the alternative for local donations is either a car journey to Dingwall or Inverness or a trip to the recycling centre which results in usable items being at best recycled for their constituent parts and at worst adding to landfill. We will add 5% to our preloved sales turnover by 01/03/25.

Increasing LUCT's capacity to address community needs, through promotion of the circular economy

We currently handle some 20 tonnes of items per year. With very limited storage we turn down large donations and offers from house clearances/ moves. Being able to clean, store and then sell from these sources will increase the total volume we save from landfill and thus the income generated, both directly measurable. In turn we will be reducing primary consumption. We will have saved in excess of 20 tonnes of donations from landfill in the year to 01/03/25. In addition we will develop a new revenue stream from donations that would otherwise be recycled or passed onto others. For example we will look at garment deconstruction to sell on buttons zips and create cotton twine with the waste textile being repurposed for rag.

More storage, more paid hours, more volunteer opportunities.

The additional storage will free up our Argyle Street stock room and our office, so that they can operate once again as intended. Giving the local community greater access to our staff and services. It will allow us to take on more volunteers and paid staff hours for sorting and preparing donations ready for sale and will facilitate the sale of more specialist or high value items online, again maximising our income and the sustainability of the Trust. Volunteer hours will increase by 5hrs a week and the new 16hr a week post will be continued after the funding period.

Changing attitudes and up-skilling our community.

Increased storage will also allow us to hold stock, tools, sewing machines etc. specifically for running workshops. Textile and up-cycling workshops have proven very popular. They are currently being funded through the Highland Community Waste Partnership. This growing success project

will allow us to maximise the effect of these workshops and provide the storage provision to permit their continuation as a potential new revenue stream when the HCWP finishes in 2025. Helping the community reduce its consumption through reuse and remake. We will run an additional eight workshops and develop an ongoing calendar for future events.

Pre-covid, the New Broom ran weekly make do and mend sessions, within the shop. The volume of donations we now handle prevents this but utilising the village hall as a venue with storage close by in the new shed would allow us to run regular drop-ins once more, whilst providing the hall with rental income for both the storage and the workshops.

We would also envisage using the village hall as a “shop window” for some of our larger furniture projects. We restore and resell donated furniture but having space to display this is an issue in our tiny hub. The village hall frontage, a long glass corridor, would provide a great display area whilst still allowing full access and the hall would gain income from our rental. Items for sale would display a price, dimensions etc and our contact details for anyone wishing to purchase.

Keeping it local is more sustainable

Another issue with our current practice of passing surplus stock on to other organisations is the carbon footprint of this. By removing the items from the local circular economy they are then transported to another part of the country and their ultimate destination is completely outwith our control. Having as wide a range as possible of reasonably priced preloved goods is an asset to our small rural community.

Side benefits of a central storage space.

LUCT runs the community pantry, an even tinier space. Via the FareShare Scotland scheme we receive donations of groceries from our local Tesco but we are unable to take much larger volumes from their national scheme. If we had storage space we could then trickle feed the pantry to ensure it always has a supply of basic staples for those in need, thus reducing food poverty and waste. With extra space we might even be able to participate in regional community larder schemes.

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

A wider range of reasonably priced goods on sale in our preloved shop the New Broom, no need to travel an hour and a half to shop in Inverness or Dingwall, no need to buy new products, saving energy, money and providing more choice.

We will be increasing the year-round paid work and volunteering opportunities offered by the Trust.

Increased income for LUCT will make our own works more sustainable, reducing grant dependency and enabling us to self-fund future initiatives.

Renting additional space from and running works in other venues in the community will generate income for those other entities, including the Village Hall

The New Broom has traditionally supplied wanted items, free of charge to local groups and charities. From warm winter clothing to an emergency mattress replacement, we have to-date, only been able to help when the coincidence of need and availability collide. Having a stock of useful stuff means a more resilient community.

A thriving community enterprise can provide facilities, advice and support for other ventures either led by LUCT or others.

4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>The climate crisis presents a need which our community wants to address but with limited options available to it. Our plan to help people purchase both local and preloved achieves many aims simultaneously. In creating income through the circular economy we are helping the community reduce its contribution to landfill whilst at the same time reducing its total consumption and cutting carbon emissions.</p>	
<p>The recent Highland Council Ullapool Town Health Check shows clearly how few retail outlets are present in Ullapool and the number of vacant or long term empty premises. With the support we hope the CRF can offer, we want to ensure that we provide Ullapool with a high quality preloved selection of a vast range of goods all moderately priced and with no need to travel, clothing, household goods, furnishings and furniture, books, cd's, vinyl, PAT tested electrics, knitting wool, needles, material, haberdashery even ironmongery. The fact that we have grown year-on-year, the regular footfall of customers including tourists, the popularity of our upcycling workshops all speak to a changing societal culture and mindset that requires options to be able to live sustainably.</p>	
<p>In 2021 LUCT conducted a Community Needs survey. Affordable housing was deemed most important with 78% giving it priority however employment and training and sustainability, the environment and climate change were next in importance with 54% and 40% respectively.</p>	
<p>The project will enable us to provide further employment opportunities and safeguard the resilience of existing jobs and volunteer opportunities that are providing an essential opportunity for those who need to gain or regain the confidence to enter the employment market.</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>Our growing revenue, increased volume of items donated and sold, regular footfall among local residents and tourists, success of our upcycling workshops and feedback all tell us that this is something the community wants more of.</p>	
<p>In 2023 we carried out a piece of work surveying New Broom customers, both those donating items and shopping. We had overwhelming support for our work and this is reflected in the year on year increase in both income and volume of donations.</p>	
<p>The Trust's community preloved shop offers an important service and is well appreciated by both our local residents and our many visitors. As both our growing income and the positive comments from our survey reflect.</p>	
<p>We have an active Facebook page with 1,043 followers and a post reach of 3,289 and engagement of 1,256. We intend to increase this with greater possibility to shop online.</p>	
<p>The newly elected Management Committee of the Village Hall is fully supportive of our project as it will also help Ullapool Village Hall to thrive. A letter of support is attached.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The New Broom is LUCT's main income source. As such we are treating it as a priority for growth to achieve a number of goals:</p> <ul style="list-style-type: none"> ● to ensure its success continues to keep staff in work and volunteers with a supportive space to build their confidence to work. ● to provide additional income to enable LUCT to meet other community needs through paid employment. 	

- to help to increase the resilience of other community groups and entities by providing them with income, which in turn will give us further opportunities to raise income in different ways so that the whole community will prosper.

We are conscious of the volunteer fatigue affecting many community organisations right now. As an anchor organisation, LUCT's goal is to create a self-sustaining cycle of employment opportunities that helps as many other organisations as we can.

4.7 What will be the lasting benefits and legacy?

The project will provide additional, paid, year-round employment, enhance collaboration between community groups and increase employment and volunteering opportunities, while building in durability and sustainability to LUCT's core income source the New Broom.

A more economically resilient LUCT is better able to serve our community as an anchor organisation.

A wider range of offers for customers at the New Broom - both local and visitors - enabling them to meet their own desire to reduce consumption and cut carbon emissions.

The New Broom will be seen as a destination attracting visitors to the area who come with a list of things to do, planning a longer stay in the area, a greener, more sustainable form of tourism. Greater footfall and increased rental income for the Village Hall.

The recent consultation by [redacted] on behalf of Highland Council looked at the feasibility of Highland sites for repurposing as per the [redacted]'s style of operation. Should the opportunity to set up a similar operation in our community arise, this project would provide the perfect first step allowing for the possibility of scaling up to a much more substantial project. Building on our already strong links with Ullapool Men's shed, An Talla Solais' Dolphin Arts project and other local crafting groups, we would hope to be in a strong position to ensure that sustainable and appropriate local recycling and repurposing is affected.

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 modest shed we plan to erect behind the hall is from a Scottish sawmill to reduce carbon miles the base will be built from repurposed sleepers not concrete again to reduce carbon impact. The shed will be sensitively sited and will be coated appropriately with a clear preservative to fit in with the existing wooden building within the grounds and it will be insulated. We propose adding a sedum roof and water butts to provide a supply for the raised beds around the Youth Space also within the Hall grounds. The access path is recycled grow through pavers allowing rain to permeate but facilitating wheeled access.

One unintended effect of accepting donations is that items which cannot be salvaged, repaired or reused are sent to us. We have worked hard to give a clear indication to our donors of just what we can accept and what will not be accepted. Keeping this message real and present will be important if we are to maintain the quality and authenticity of our offer. However we will also actively seek new routes for the repurposing or recycling of different items ensuring that the end destination is sustainable and ethical.

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 benefiting from the project? Will the project target specific groups for example?

The project is open to all and does not target specific groups and none are excluded. The New Broom concept in fact supports the most economically disadvantaged in our community. Moreover, its supportive work environment is enabling many to return to work who need to know they will have an empathetic employer.

In that the storage will benefit the Community Pantry, this will directly benefit its users. The range of groceries supplied is fairly basic with the mainstays being own-label brands and close to date bread, and fruit and veg plus local gifts of home grown produce. Thus the pantry by default serves those who are on tight budgets or hate waste. As an unmanned anonymous collection point we do not have statistics for uptake but from experience we are aware that the groceries quickly vanish, with most items being taken within 24 hrs of restocking. LUCT adheres to an equality policy in all aspects of its work, from board to working groups to volunteers, staff and customers.

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


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



FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes
Can you confirm if you have the Living Wage Accreditation planning to be certified.	Yes
Is the Fair Work First statement on your organisation website?	Yes
How many people do you employ or how many volunteers do you have?	9 employees 22 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes

<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining
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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 sur</p> </div>

		labour and cost with their knowledge of local materials supplies.
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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 (£)
LUCT own funds	yes		£5,000
			Total match funding (£)
			5000
			CRF grant request (£)
			17672
			Total project cost (£)
			22672

6.2	Will the project involve “in kind” support?	Yes
6.3	If yes, please detail.	Sedum roof installation and maintenance plants and labour has been donated by a local resident . Shed fit out and snagging plus stock moving has also been offered as donated support by our volunteer group
6.4	Please explain why public funding is required to deliver the project.	LUCT has a number of working groups all of whom have funding needs and requirements. If LUCT were to wholly fund this project then it would be to the detriment of other commitments. Where grant funding is obtained for specific projects it is often retrospective, requiring the Trust

		to pay for items prior to claiming the grant funding, our own reserve thus needs to cover this timing shortfall.
6.5	Please explain what the remaining bank balances are for in your accounts.	We hold bank accounts for the Community Benefit Fund which we administer on behalf of the community funds awarded by an independent panel of residents to local groups. We also hold some funding from grants where funding is received in advance of expenditure including Highland Community Waste project and Foundation Scotland training funds
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Our unrestricted funds include the reserve that we would rely upon in the event of our not being able to trade. For any prolonged period we endeavour to hold 6 months worth of expenditure.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes
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.	Income will be used to finance our core costs and help us as a Trust build up funds to self finance future projects.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	As the only preloved shop in our area we do not have direct competition. Our customers are persons who choose not to, or are unable to, purchase new goods. Local businesses are very supportive and several donate their redundant stock to us for resale. We also sell items made by Made in Ullapool and other local artists at cost in order to promote their cause.
7.4	Have you considered taking out a loan for the project?	Yes
7.5	If not, please state why?	With limited capital and only one source of non grant income we do not consider incurring debt to be a suitable solution.
7.6	Have you previously received public funding?	Yes
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Covid Communities Recovery Funding via HIE	26/05/2020	£27,846	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Covid Communities Recovery Funding via HIE	11/02/2021	£28,341	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Adapt and Thrive	02/03/2021	£9,170	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

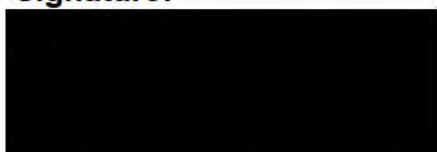
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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: Mamta Patel, Chair, LUCT

Date:

15.11.23

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	Yes *

		(page 9 below)	
	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
	3	Annual financial accounts – latest available.	Yes
	4	Constitution or articles and memorandum.	Yes
	5	Committee Members or Directors List.	Yes
	6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes
	7	Valid organisation insurance policy.	Yes
	8	Evidence of need and demand i.e. letters of support, community consultation reports,	Yes

		photos, feasibility study	
	9	Confirmation of match funding letters	NA
	10	Permissions – i.e. planning, building warrants, marine licences	NA
	11	Business plan (income generation projects only)	Yes
	12	Job descriptions (for CRF funded posts)	Yes
	13	Evidence of control/ownership of asset – i.e. lease, title deeds	NA
	14	Partnership agreement	N/A
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: 2245

Organisation: LUCT – Lochbroom and Ullapool Community Trust

Project Title: Growing for Success

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	1
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

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

Helping economic recovery & sustaining growth (Economy) Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
Project outputs	Quantity
Jobs created/safeguarded (FTE)	0.5
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	

Training courses delivered/learning days of people receiving training	8+ workshops
Town center improvements	
Initiatives to improve access to local services	1
Other - Please describe other outputs your project will meet that are not listed above:	
The access matting to our store will also facilitate all weather access to the Youthspace behind the village hall. Currently accessed across a lawn.	

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	/enhanced	8 workshops
Initiatives contributing to a low-carbon economy	new/supported/enhanced	5% increase in sales
Waste, recycling and circular economy initiatives	new/and enhanced	1 new revenue stream from donated stock annual tonnage to rise above 20 tonnes diverted from landfill
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.

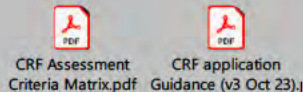
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2247
1.2	Organisation	Lochbroom and Ullapool Community Trust Ltd
1.3	Project title	Lael Mountain Bike Project – Pre Construction Phase
1.4	Project summary you wish to be funded (max 100 words)	The project is (ultimately) to build, in phases, approx. 14km of trails including 11km of dedicated mountain biking (MTB) trails and a 3km riverside all-use trail in Lael Forest. This application is focused on the development of the existing outline design to bring the project to a pre-construction stage.
	Total project cost	£52,948 (pre-construction)

1.5	Project costs	Match funding	£0
		CRF grant requested	£52,948
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)	01/10/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input checked="" type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Lochbroom and Ullapool Community Trust Limited	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Sandy Underwood	
2.4	Position in the organisation	Development Officer	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.ullapoolcommunity.org	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC041228 – Charity No. SC356419 – Co. No.	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	

2.11	If the organisation is VAT registered, please provide the number.	GB449-1598-54	
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.	Since there will be no charge for the use of the trails, this project falls outside the scope for VAT	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Lael Forest (Forestry and Land Scotland) IV23 2RS	
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 type="checkbox"/> No <input checked="" 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>The lease arrangements are under discussion with Forestry and Land Scotland and will take advantage of their Community Asset Transfer Scheme (CATS). Alongside the solum of these trails, the CATS application will also include any proposals for the LUCT Active Travel route between Ardmair and Braemore junction which, subject to route proposals, FLS have expressed support for.</p> <p>This funding will support these negotiations which are targeted to conclude by 30/9/24</p>	
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>Initial discussions with The Highland Council have identified that planning permission will require both ecological and archaeological studies and preliminary discussions have been held with suppliers: these costs are included in this application.</p> <p>Planning and FLS consents are targeted to be completed by 30/9/24.</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)
Initial Planning completion	31/06/2024
CATS Approval	30/09/2024
Planning Approval	30/09/2024
Design Development completion	30/09/2024
ITT for construction approved	30/09/2024
	Click or tap to enter a date.

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

This application covers the pre-construction and planning costs for physical and organisational infra-structure to enable the development of mountain biking in Lael Forest at the foot of Lochbroom.

The project aims to develop an all abilities multi use cycle facility with dedicated mountain bike trails, to support the development of local bike club(s), provide training and skills development, equipment, and host community and visitor events. The facility will be accessible via an active travel route to and from the trails for the benefit of all locals and visitors to the Lochbroom community. In particular, LUCT will focus on working with partners to develop access and activities for women, girls and people with disabilities.

There is significant support for mountain biking (MTB) in the area, however, the lack of dedicated facilities has hampered previous attempts to develop mountain bike participation. The aim is, therefore, to build dedicated mountain bike trails and infra-structure within Lael forest to promote inclusion, health and wellbeing in the Lochbroom community and enable them to connect with the surrounding environment.

There is currently no facility in north-west Scotland to promote mountain bike participation. The Associated School Group for Ullapool High School serves 5 primary schools and 1 secondary school. There are less opportunities for young people and those with disabilities in the ASG communities, which with the exception of Ullapool are all ranked 1 in Geographical Access Domain on the SIMD map. Recognising the demand across the area, the Ullapool Community Sport Hub is supporting the restart of the local mountain bike club with sessions being introduced through community events and in partnership with local primary and secondary schools, with additional support from the Coordinator for the area. The project aligns with the Highland Active Health Framework and is part of the Hub's wider sport development plan and aligns with Community Sport Hub principles around:

- Meeting community needs.
- Fostering community collaboration.
- Empowering community leaders.

Through the establishment of a club and dedicated facilities, community events, inter-club events will be organised at the new site and facilities bringing further development opportunities into the locality through events at established health and wellbeing activities in the area such as the "Feel Good Festival". In conjunction with significant active travel infra-structure projects, the project will further our efforts to reduce rural depopulation. Community Leaders working with ULCDT have well established ties with other clubs in Highland e.g. Ben Wyvis cycle club who are supportive of our efforts to create trails in the North West Highlands where there is currently no provision.

Recognising the demand, the Ullapool Community Sport Hub is supporting the restart of the local mountain bike club with sessions being introduced through community events and in partnership with schools as part of its wider sport development plan.

Through the establishment of a club and dedicated facilities, local events and inter-club/group events can be organised bringing further development opportunities into the locality and for the sport e.g. future "Feel Good Festival" events could be hosted at the facilities. In conjunction with significant active travel infra-structure projects, this further our efforts to reduce rural depopulation.

Whilst the overall programme will support most, if not all, of the Community Regeneration fund's strategic objectives, by providing infra-structure that allows for participation and progression locally, the community retain its younger population and address one of the key causes of rural de-population.

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

The development of an all abilities multi use cycle facility, will enable training and instruction to develop young people who want to work in the outdoor adventure sector with a view to achieving national governing body awards e.g. Trail Cycle Leader, Mountain Bike Leader and relevant cycling coaching awards. It would also allow the development of trail maintenance skills through the ongoing management of the trails.

The intention is also to promote the Lochbroom area as a top-class destination for mountain biking on the North West coast (which is part of the NC500), where there is currently no dedicated provision (there are no authorised trails anywhere on the west coast to the north of Fort William, almost 3 hours to the south of Ullapool). This will provide jobs and training opportunities as part of a slower tourism offering for the benefit of the local community and opportunity to develop MTB specific facilities in conjunction with local businesses and landowners.

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

Whilst there are opportunities for involvement in team sports driven by active schools and the community sports hub, the opportunity for participation in individual sports is limited with neither the infra-structure or resources available in a rural community to enable safe provision. This is particularly true where there are additional cultural or physical barriers to participation as with girls and women and those with disabilities.

In addition to above, the cost of participation can be prohibitive with ownership and maintenance of bikes (particularly eBikes and Adaptive Cycles) and safety equipment, a position which is exacerbated by the current cost of living crisis.

Opportunities are needed to develop independence, improve confidence by providing paths for skills and career development and counter the detrimental impacts of rural isolation for all ages and abilities through participation. Participation also promotes both physical and mental wellbeing and opportunities to reconnect with the natural environment and foster feelings of stewardship for it.

Whilst there is significant support for mountain biking (MTB) in the area, the lack of dedicated facilities has hampered previous attempts to develop a mountain bike club with, for example, local volunteers are currently using less safe multi-use local trails and paths to get school children involved.

The draft Community Sport Hub Development Plan, will include a Cycling Development Plan for the Ullapool ASG area and also supports the Active Schools programme which recognises that, with a focus on team sports, there is limited provision for individual sports.

The related active travel plan currently in progress through LUCT, which will serve the proposed Mountain Bike Trails, is supported by Transport Scotland, Hitrans, and the Highland Council. THC Active Travel team see the LUCT Active Travel route as part of the National Cycle Network's aspirational 'Route to the Isles'.

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

The community survey undertaken in 2020 to determine use of Lael Forest should it be taken into community ownership under the FLS CATS scheme identified mountain bike trails as a key community requirement with 83%

in favour of these trails. The report states "...there is almost unanimous support (90% or more) on the part of respondents for walking, bridle and cycle paths maintenance and (re)development." (see p.20).

Table XX: Support for potential development areas under community ownership

DEVELOPMENTS	Highly supportive	Supportive	Don't know	Unsupportive	Highly unsupportive	TOTAL RESPONSES
Paths maintenance & upgrading	60.69% (88)	35.17% (51) 96%	4.14% (6) 4%	0.00% (0) 0%	0.00% (0)	145
Redevelopment of the Old Forest Walks	68.28% (99)	27.59% (40) 96%	2.76% (4) 3%	0.00% (0) 1%	1.38% (2)	145
Restoring native woodland species	62.76% (91)	31.72% (46) 94%	4.14% (6) 4%	1.38% (2) 1%	0.00% (0)	145
Cycle paths	58.62% (85)	31.03% (45) 90%	8.28% (12) 8%	1.38% (2) 2%	0.69% (1)	145
Bridle paths to link with Ullapool	57.93% (84)	31.03% (45) 89%	7.59% (11) 8%	1.38% (2) 2%	2.07% (3)	145
Toilet facilities	47.22% (68)	39.58% (57) 87%	8.33% (12) 8%	2.08% (3) 5%	2.78% (4)	144
Renewable energy schemes	47.92% (69)	37.50% (54) 85%	7.64% (11) 8%	2.08% (3) 7%	4.86% (7)	144
Mountain bike trails	44.83% (65)	37.93% (55) 83%	10.34% (15) 10%	4.14% (6) 7%	2.76% (4)	145
Forest schools/classroom	39.44% (56)	37.32% (53) 77%	11.27% (16) 11%	5.63% (8) 12%	6.34% (9)	142
Improved signage	29.86% (43)	42.36% (61) 72%	20.83% (30) 21%	3.47% (5) 7%	3.47% (5)	144
Green gym	31.94% (46)	38.19% (55) 70%	20.14% (29) 20%	6.94% (10) 10%	2.78% (4)	144
Visitor centre	22.22% (32)	43.06% (62) 65%	18.06% (26) 18%	9.03% (13) 17%	7.64% (11)	144
Woodland crofts	30.28% (43)	31.69% (45) 62%	20.42% (29) 20%	8.45% (12) 18%	9.15% (13)	142
Sawmill	24.14% (35)	37.93% (55) 62%	19.31% (28) 19%	12.41% (18) 19%	6.21% (9)	145

In addition, the LUCT 2021 survey identified health and wellbeing as one of the five community priorities with 36% of respondents seeing it as a priority behind affordable housing, environment and employment and training (which this project could also contribute to).

Even without infra-structure and use of own bikes there is demand for mountain biking at the high school with 5 pupils (1 female) attending the last afternoon session.

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

This phase of the project will identify the funding sources required to build the trails. A Sport Scotland expression of interest has already been accepted to apply to the Cycling Facilities Fund for infra-structure costs.

Membership subscriptions, car park fees, donation boxes and other potential income streams to cover club and other ongoing costs incl. infrastructure maintenance materials costs are being investigated as part of this stage.. With respect to infra-structure maintenance post build, it is intended that the build will be negotiated with a three-year warranty providing a period for volunteers to be trained on trail inspection and maintenance.

4.7 What will be the lasting benefits and legacy?

A physical trail infra-structure of which will continue to be available to both the community and visitors for 20 years (the lease with FLS is intended to last this long). By providing infra-structure that allows for participation and progression locally, not only will the community retain its younger population, it can become a renowned MTB destination across Scotland and beyond.

In addition, in combination with related initiatives such as the active travel route and Lost Balblair the community will be physically and mentally fitter and more resilient and through promotion of local archaeology co-located within the forest with dual language signage and interpretation boards there will also be a cultural legacy.

In addition, it is expected that by using the community to maintain the trails and by enabling reconnection with the natural environment a feeling of stewardship will be fostered both for the trails but also for the environment itself.

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.

Lochbroom and Ullapool Community Trust (LUCT) has a strong Environmental working group with a policy which promotes, through bi-monthly cross working group forum, environmentally sustainable ways to deliver projects across the LUCT portfolio.

In addition, as part of the planning approvals process, environmental surveys will be undertaken as part of this stage of development to ensure all environmental risks are identified and mitigated where possible.

Further, through appropriate value engineering the build of the trails will look to re-use as much material as possible from the site.

The site of the trails is on the planned active travel route between Braemore Junction and Ardmail which, once developed, will ensure that the environmental impact of travelling to and from the trails will be reduced.

Whilst there will inevitably be additional vehicles visiting the site including school minibuses, the impact of not having to travel to the east coast or Fort William to reach dedicated facilities and trails, will reduce carbon emissions.

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

The main objective of this project is, as with all LUCT projects, is to provide opportunities for all regardless of any protected characteristics, to enable participation in mountain biking in the Lochbroom and local area.

Inclusion will be supported through UCT’s connection to Ullapool Community Sport Hub and its other members, including schools, young people, women and girls groups who are culturally less likely to participate, disability groups, other community organisations and businesses. It will also provide opportunities for families to participate together.

Specifically, the outline design includes a skills development area and trail suitable for adapted bicycles for people with mobility challenges will help increase participation, self-confidence and increased physical activity

levels with the ensuing mental and physical well-being benefits. Consideration of the impact of eBikes will be taken into the build of the trails.

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

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



FWF statement and declaration template.c

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

Yes No

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

Yes No Applied

Is the Fair Work First statement on your organisation website?

Yes No Do not have a website

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

9 employees, 22 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.

Budget Heading	Details	Revenue/Capital	Amount (£)
Project Management	Coordination of trail planning/development phase to pre-construction (RIBA Stage 2)	Revenue	8,640.00
Initial Planning	Consultation with public	Revenue	2,304.00
Initial Planning	Consultation with statutory stakeholders	Revenue	1,728.00
Initial Planning	Outline budgeting	Revenue	864.00
Initial Planning	Construction Funding identification	Revenue	864.00
Initial Planning	FLS land purchase legal advisory/preliminaries	Revenue	3,960.00
Initial Planning	Independent health and safety advice (landowner liabilities)	Revenue	2,400.00
Initial Planning	Pre-application advice (Planning Permission)	Revenue	1,440.00
Initial Planning	Survey works: - ecology - archaeology - topography	Revenue	8,100.00
Initial Planning	Business plan/scoping report	Revenue	1,728.00
Initial Planning	Tender design work	Revenue	1,152.00
Design Development	Trail designer fees - finalised routes	Capital	2,592.00
Design Development	Planning Application Co-ordination	Capital	3,168.00
Design Development	Planning Application Fees	Capital	2,140.00
Design Development	Funding applications for build	Capital	2,592.00
Design Development	CATS Lease / community buy out legal fees	Capital	7,260.00
Design Development	Tender final design and build contract	Capital	2,016.00
		Total revenue expenditure (£)	33,180.00
		Total capital expenditure (£)	19,768.00
		TOTAL PROJECT COST (£)	52,948.00

		VAT included in these costs?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	<p>An outline design has already been produced with funding from the Community Benefit Fund and Ullapool Harbour Trust with initial cost estimates.</p> <p>The Outline Design has been provided to Tilhill Forest Management and costs revised based on previous projects they have undertaken. [REDACTED]</p> <p>[REDACTED]</p> <p>VAT has been included where unrecoverable.</p>	
5.3	Please explain how your project will achieve value for money.	<p>Whilst these costs represent use of external contractor to undertake pre-construction tasks (see supporting documentation provided by [REDACTED]), LUCT will ensure that, where there is capacity, LUCT Development Officer and volunteer resource will undertake stakeholder and community engagement and some project management tasks.</p> <p>The construction of the trails will be subject to a further tender process as identified in the costs above.</p>	

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

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Match funding is available to support the construction phase through Sport Scotland's Cycling Facilities Fund. An EoI has been approved under the 'Inspire the Nation to Cycle' objective at this stage with funds available up to £100,000	No	tba	
	Total match funding (£)	0	
	CRF grant request (£)		
	Total project cost (£)	0	

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Support from local volunteers will facilitate community engagement and schools liaison. We will also be getting support from the active schools and community sports hub.
6.4	Please explain why public funding is required to deliver the project.	The project is for the benefit of the community and it is not intended to charge for the use of the trails. It is not, therefore, open to private / commercial funding streams. Without public funding this project will not progress.
6.5	Please explain what the remaining bank balances are for in your accounts.	LUCT’s unrestricted funds cover core management costs. With respect to restricted funds, LUCT administers the Community Benefit Fund which is awarded annually by an independent panel of residents to local groups. We also hold funding from grants where funding is received in advance of expenditure including Highland Community Waste project

		and Foundation Scotland training funds. Funding for LUCT projects undertaken by its working groups is sought independently of core costs. Initial funding from Ullapool Harbour Trust and the Community Benefit Fund has been used to deliver the outline design and the trust does not have dedicated funds available to support this project directly.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Our unrestricted funds include the reserve that we would rely upon in the event of our not being able to trade. For any prolonged period we endeavour to hold 6mths worth of expenditure.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	As the project is not income generating, we are unable to service loan interest
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?
Covid Communities Recovery Funding via HIE	26/05/2020	£27,846	Yes <input type="checkbox"/> No <input type="checkbox"/>
Covid Communities Recovery Funding via HIE	11/02/2021	£28,341	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adapt and Thrive	02/03/2021	£9,170	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

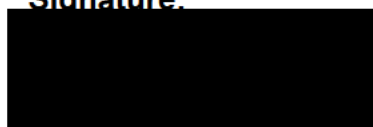
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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: Sandy Underwood

Date:

20/11/2023

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

Reason for missing documentation:

As advised by CRF, this funding is to support bringing this project to a pre-construction phase. Missing documentation for permissions, lease agreement and detailed design will be funded via this application.

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: CRF2247

Organisation: Lochbroom and Ullapool Community Trust Limited

Project Title: Lael Mountain Bike Project – Pre-Construction Phase

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

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

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

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

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

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

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

--

Addressing causes of rural depopulation (Place)

Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.

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

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

This application is for all development costs to bring the MTB infra-structure to the pre-construction stage.

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.

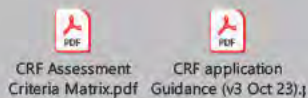
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF 2249
1.2	Organisation	Strathpeffer Residents' Association
1.3	Project title	Strathpeffer Community park inclusive children's play area Phase 2
1.4	Project summary you wish to be funded (max 100 words)	Following successful delivery of Phase 1 of Strathpeffer Playpark for 4–14-year-old children in 2023, we are seeking funding towards Phase 2. Phase 2 will create a toddler-4-year-olds play zone and add to the range of inclusive play items. Phase 2 includes nine items. It will build active play for young children and reduce social isolation for parents in Strathpeffer and surrounding areas where there is a significant shortage of toddler-friendly play areas. It is also expected to

		increase footfall and generate income for local businesses.	
1.5	Project costs	Total project cost	£59,335 (minimum) - £107,066 (preferred) *
		Match funding	£22,000 - £38,000
		CRF grant requested	£37,335 (minimum) - £85,066 (preferred) * *see section 4.2 for explanation of budget range
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/06/2024	
1.7	End date (by 1 st March 2025)	01/02/2025	
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	Strathpeffer Residents' Association	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Gavin Scott	
2.4	Position in the organisation	Chair	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.strathpeffercommunitypark.org and sites.google.com/view/strathpeffer-residents	
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	SC046287	

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 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.	Strathpeffer Community Park, School Road, Strathpeffer, IV14 9AG	
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>Full planning permission – Reference Number 19/03841/FUL</p> <p>Planning permission was obtained in March 2020, including drainage, paths, children’s play- park, cycle-zone, and community food growing hub.</p> <p>All pre-development planning conditions have been discharged making the project ‘shovel-ready’.</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)
All match funding confirmed	March-June 2024
Equipment order submitted	June-July 2024
Installation of Play Equipment and safety surface onto the pre-prepared base.	September-November 2024
Phase 2 landscaped into Phase 1 with access paths	November-December 2024
Phase 2 Launch event	December-February 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.

This application is for Phase 2 of an inclusive children's play area in the centre of Strathpeffer village, between the primary school and Ord Terrace.

Phase 2 focuses on recreational facilities for 0-4 year olds and children with disabilities as well as their parents, carers and grandparents. It is an inter-generational and equalities focussed project which will:

- **Increase community resilience** by providing an **active play** area for circa 100 local 0-4yr olds and more from neighbouring communities It will support **wellbeing** of parents/carers through offering **community space** to meet other parents and **build community connections**.
- **Help economic recovery and sustaining growth** through attracting visitors and supporting the local tourism economy and local businesses.
- **Address the causes of rural depopulation** by providing a high-quality children's play facility that will make the village a more attractive place to live for younger generations. Extending the park facilities for younger children and their carers will increase the attractiveness of the site as an outdoor community centre for all ages.
- **Tackle the climate emergency and work towards net zero** by enhancing local facilities and reducing the number of car journeys. We will promote active travel and have incorporated many carbon capture and biodiversity enhancement elements into the wider park project. We are investing in high quality material that will have a long life and is easily maintained and ultimately recycled.

It's going to be a great place for all generations. A place aimed for children, but the reality is it will also build community for the adults as well, as they come together while their children play.

This would make such a difference to my family as we wouldn't need to travel anymore to get to a park suitable for toddlers.

This is part of an ambitious project, but by careful phasing, we've made fantastic progress over the past eleven years demonstrating ability to deliver robust and well-managed projects including:

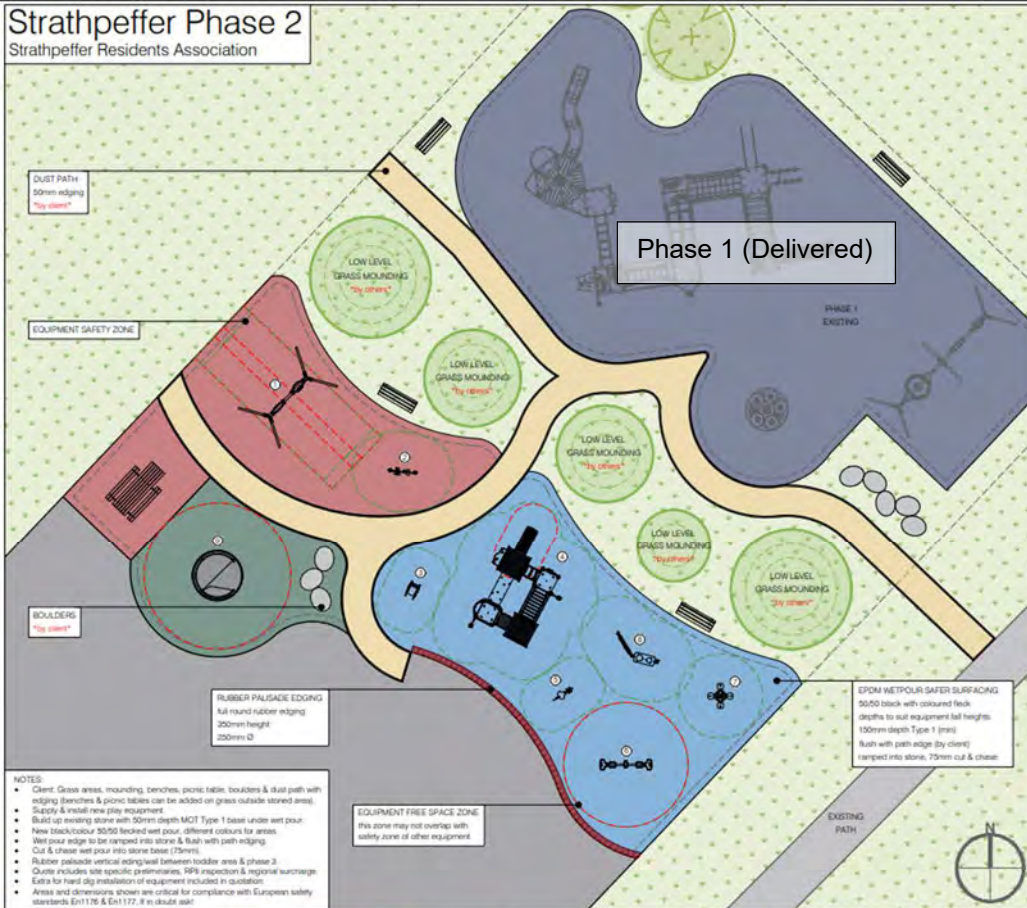
- Purchased the land from the Highland Council (CAT)
- Obtained full planning permission.
- Installed major drainage infrastructure and a base for our future park
- Installed equipment shed with park management tools for use by our growing team of volunteers
- Planted our community orchard (35 fruit trees) with help from the primary school and local cub pack
- Expanded our native woodland area, with help from the primary school and local cub pack
- Tidied the site up beyond recognition, making it a safe place that the primary school are using on a regular basis.
- Established regular volunteer sessions, making the park a fantastic place to spend time and building community.
- Delivered an outdoor social meeting space with picnic benching and fire pit
- Installed an all-ability path network creating access for all and a new safe route to school for our primary pupils.
- Delivered Phase 1 of our inclusive play area for 4-14 year-olds (construction in process)
- Delivered Phase 1 of a professionally designed and installed bike track for all abilities.

This grant will enable delivery of Phase 2 (of 3) capital phases, creating an inclusive play area for our community's 0 – 4 year-old children and further accessible play items. It will include:

- Play tower and accessible equipment for 0 to 4-year-olds
- Wheelchair accessible inclusive roundabout
- Safety surfacing
- Transport, Health and Safety and installation
- Benches, picnic tables and seating rocks (supplied as match and not included in the budget)

The following plan and illustration show the full Phase 2 elements (red, light-blue, green), alongside Phase 1 (dark grey)

Strathpeffer Phase 2
Strathpeffer Residents Association



Equipment

- KOMPAN 2 in One Swing Set
ref: ADM80 Custom 3022148
Fall height 1500mm
Age range 3+ years
- KOMPAN Creative Play Panel
ref: PCM0001-0803
Fall height 800mm
Age range 1+ years
- KOMPAN Lullaby Stomper
ref: MMB01-0117
Fall height 800mm
Age range 1+ years
- KOMPAN Four Team Unit
ref: PCM0001-0803
Fall height 1000mm
Age range 1+ years
- KOMPAN Horse Sprinter
ref: M1204-0111
Fall height 800mm
Age range 1+ years
- KOMPAN Mini Workshop
ref: PCM106-1001
Fall height 800mm
Age range 3+ years
- KOMPAN Activities
ref: M1210-0111
Fall height 800mm
Age range 1+ years
- KOMPAN Music Play Panels
ref: PCM001-01 Custom 2044022
Fall height 800mm
Age range 1+ years
- KOMPAN Inclusive Carousel
ref: PCM1101-0201
Fall height 1000mm
Age range 3+ years

MADE GREEN
Green Code

KOMPAN Let's play

NOT FOR TENDER ISSUE
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Tel: 01204 462 288
Email: sales@uk.kompan.com

Client	Strathpeffer Phase 2	Drawn by	JC
Date	27.10.23	Scale	1:100(A2)
Client Ref	Strathpeffer Residents Association	Drawing No.	SC 16058-01
Project	Phase 2 Layout	Revision	



***Scalability and a note on costs**

We are aware that this years' Community Regeneration Fund is limited and over-subscribed. As such, we have provided two possible intervention rates for the panel to consider (Section 1.5).

The higher value (£107,066 incl. £85,066 CRF intervention) represents the costs of delivering Phase 2 in its entirety. This quote may reduce slightly as we negotiate on discounts and surfacing requirements for the Park however we also need to accommodate the volatile price increases that currently beset capital projects.

The SRA Board continue to explore significant match-funding opportunities as well as generating match through corporate sponsorship and local fundraising activities. We estimate that we can raise up to £38,000 which will be added as match and used for costs not included in this bid such as seating, ground works and paths. Unfortunately, right now very few national funders are supporting community capital projects. Therefore, the only way we can significantly reduce the funding we are requesting from the CRF is by removing items from the above Phase 2 design and splitting it into Phase 2.1 and a future Phase 2.2.

The lower total project cost (£59,335 incl. £37,335 CRF intervention) is an estimate which would allow us to deliver half of the current proposal: Phase 2.1. This would fund delivery and installation of, for example, the Four Tower Unit (Including tunnel & slide) and wheelchair roundabout, or a similar combination based on further community consultation.

We must emphasise that splitting delivery into two phases will have a big impact on the *total* delivery cost because it will reduce the negotiable discount and duplicate the considerable delivery, site set-up, inspection and other preliminary items. We estimate this will add around £15,000 to the total delivery cost.

We appreciate that there are many demands on the CRF this year, however with the above information in mind, we ask the Panel to consider maximising our allocation to ensure the most fiscally efficient delivery approach and value for money for the Fund in delivering this much needed resource for our communities.


4.3

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

This project will benefit local communities *and* the local economy.

A core objective of the project is to help stimulate a sense of community with facilities where local people can meet, build links and a feeling of belonging. By creating a local facility for local people, we are adding to the Community's Wealth in a broad sense, e.g., mental and physical health as well as financially. The facilities delivered to date have transformed wasteland into an environment for recreation, engaging with nature, volunteering and outdoor events.

Phase 2 of the playpark will add to this by providing high quality active play opportunities for toddlers and those with disabilities providing an important foundation for future health.



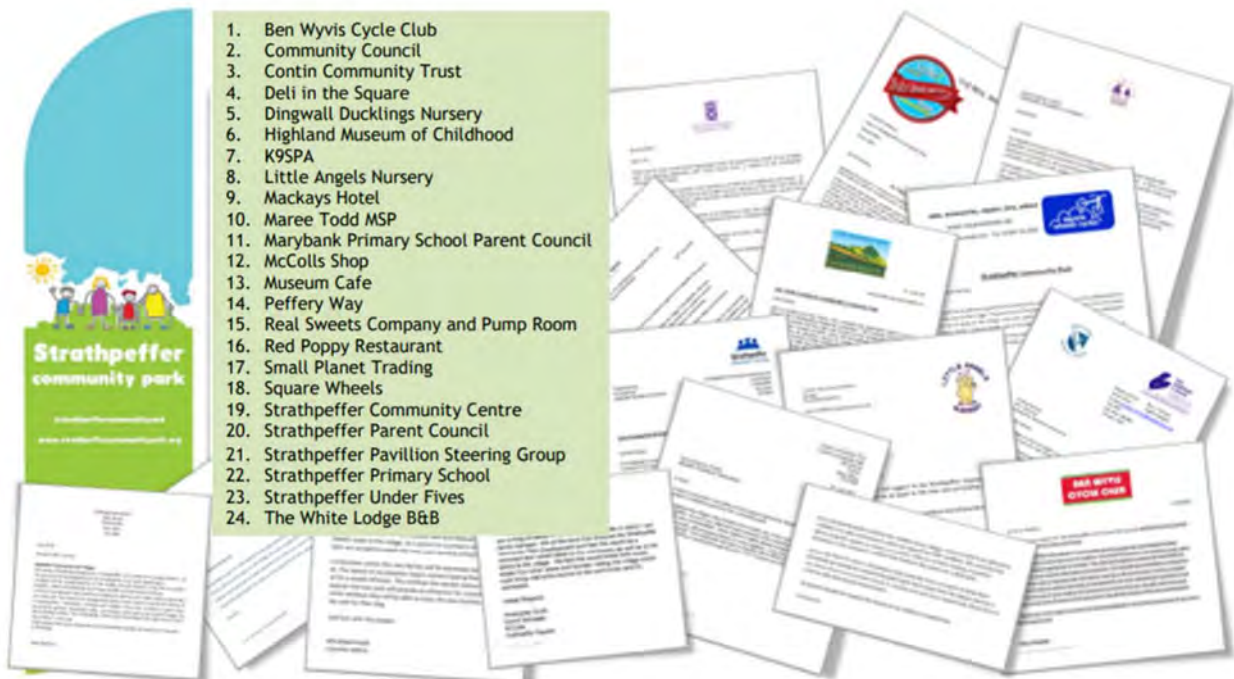
It would be incredible to have a playpark like this within walking distance... Somewhere to head to on a regular basis so that children can enjoy playing in the fresh air in a safe, fun space. A great play space such as this will help build friendships, community and support wellbeing. Exciting!!

A playpark for under 5 year olds plays an essential role not just in the wellbeing of the children, but also of their parents and carers. Caring for young children or children with disabilities can be an incredibly isolating experience with some full-time carers experiencing feelings of depression and low mood. A toddler friendly playpark with benches and seating where you can casually meet carers of children of a similar age will boost mental health and wellbeing and community connections for adults as well as children.

The development of a good quality Playpark for local people also has an economic impact on the Town Centre as people who visit a Playpark also look for refreshments (teas, coffees, ice cream etc).

These will be available within a 5-minute walk of the Playpark. We anticipate that adding Phase 2 to the Playpark will attract a wider range of adult carers as children using this space will always need to be accompanied.

The anticipated economic value of the park has been recognised by letters of support from 24 local businesses and groups (see images below, individual letters can be provided on request).



The open space audit in the 2015 Feasibility Study of Strathpeffer identified ample amenity space, however, this was of low quality and with negligible provision for positive use and activities. There is little to offer children and younger families, teenagers, people with mobility issues without travel out of the village, which costs money and impacts on the environment.

There are specifically no suitable outdoor play facilities for younger children within walking or cycling distance.

The need for a Community Park is evidenced through SRA consultation (below) and was also a key development identified in the Strathpeffer Community Council Community Action Plan.

Limited access to services has a negative effect on the quality of life and may motivate individuals and families to relocate.

Our plan delivers elements for the whole community, but an all-ability play area for our village's younger children and their parent/carers is a much-needed priority.

The project has evolved from public demand and has overwhelming community support. There has been extensive community consultation to identify the specific needs and aspirations for the Park; including four public meetings, a community survey, an open day and canvassing local schools.

The need for a toddler-friendly zone within the playpark alongside additional accessible play items and seating is a crucial element of achieving the outcomes that have been identified.

Local Plans

The SRA contributed to the development of the *Strathpeffer and District Community Action Plan*. The playpark delivery is a fundamental aspect of this positive development plan for the whole Village. The park as a whole supports the school's educational plans for outdoor schooling provision and is used regularly.

Our wider Strathpeffer Community Park project fits with following additional plans and strategies:

Highland Nature: Biodiversity Action Plan 2021 – 2026 e.g. [community orchard](#), nature-rich SUDS, wild-flower meadow, native woodland planting.

Highland Food Growing Strategy - in 2022 we established our [community orchard](#), accessible to all.

Our park is consistent with the draft *Inner Moray Firth Local Development Plan* for Strathpeffer in that it enhances tourist attractions and facilities, enhances natural heritage features, retains the greenspace and green networks in and around the village. We are a little disappointed that this plan doesn't make reference to the importance of high-quality outdoor play opportunities for children, but perhaps this will be addressed before the final plan is published.

The toddler area would also be amazing for my other kids [...] because there's not anything locally aimed at small tots it's all big stuff [...] it will bring a lot of joy

To of had a play facility of this type for toddlers when the children were younger would have been great. [...] Strathpeffer has been sadly lacking any real play facilities for years, you have to travel to Inverness at Bught Park which is just not feasible

Our overall project is completely based around community engagement and ownership. SRA has a membership of 245 of which 209 are from the SRA's defined area of benefit. The community voted to buy the land which SRA holds on behalf of the community.

Repeated and ongoing consultation continues to confirm the high levels of local support :

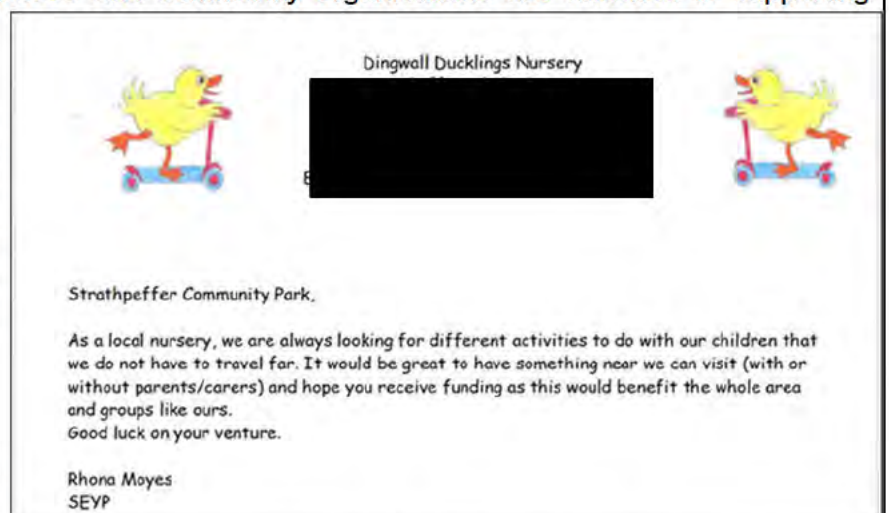
- Delivering 750 questionnaires door to door in the local area (of which 348 were returned) highlighted the overwhelming support (97%) from local residents for improvements to the park area. The provision of exciting play equipment was a key request from the community.
- Staging an Open Day was held at the Community Centre, attended by 79 members of the public through the day. There was an exhibition that related specifically to the subjects covered by the questionnaire. The exhibition remained up in the Community Centre for a week after Open Day.
- Engaging Secondary school age youngsters, who travel from Strathpeffer to Dingwall Academy were 'canvassed' at the school bus queue, handed a flier and invited to complete the questionnaire and come to an Open Day.
- Consultation with Primary School children, including Nursery Classes, all visited the Open Day, in groups.
- Consultation with parents of children with complex special needs to identify the most beneficial accessible play equipment and environment.
- Ongoing visits and conversations with the Primary School children to find out their preferred play equipment as we have moved to purchasing and installation of Phase 1
- Ongoing communication via our [website](#), [Facebook](#) page, [X](#) feed, local press articles, email updates and posters.
- Engagement with the local nurseries who would use the park
- A focus group of parents of young children helped us select the priority play items, seating and design elements for Phase 2

24 letters of support from local businesses and community organisations are attached in supporting documents.

SRA is encouraged by the positive continuing local support and engagement with the project. Despite the highly challenging economic situation, both individuals and local businesses have continued to support working towards delivery of the full plan.

Fundraising during 2023 saw more than 90 families contribute over £2,300 via the "Just Giving" site and local organisations committed corporate sponsorship donations to the SRA Bronze, Silver, Gold sponsorship packages.

Local supporters continue to commit with hands on-effort into the park and SRA holds regular well-attended volunteer days to tidy and maintain the site.



4.6	How will the project be supported/maintained/sustained after CRF funding?
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The SRA is community led charity which has been formed in a manner that will continue to raise funds and support and develop the community park well into the future and beyond the delivery of Phase 2 of the playpark.

The Board is supported by a growing community volunteer group, who meet regularly to continue to develop the park for all to enjoy and to run a diverse range of outdoor events and activities. We expect this to grow as more and more parents enjoy the park once the Phase 1 & 2 builds are complete.

After completion of the capital build phases of the playpark, the longer-term sustainability will be more manageable as it will require less financial resource and commitment of time and effort. The SRA Board have specifically chosen play items with longevity (see section 4.7 below) so that they will be able to provide joy and entertainment for many generations of children in the area. The majority of items have a lifespan of 20-30 years.

We will also provide insurance and liaise with the park equipment suppliers to ensure regular maintenance and safety checks so that the equipment and safety surfacing remain as effective and accessible as possible, for as long as possible.

The fact that the project will have delivered a community resource means there is a significant user base with a strong vested interest in the continuing maintenance and development of the facilities and the environment. The SRA will continue to work with the various park user communities to ensure the long-term ability of the playpark to meet the community plan objectives.

The relationship with the school, cub scouts, brownies and guides along with local organisations and the wider community are seen as key to sustaining the park as a healthy and vibrant resource accessible to people from Strathpeffer and nearby villages. The park has already benefitted from constructive mutual relationships with the local cycle club (Ben Wyvis Cycle Club) and local organisations like Ross-shire Engineering Ltd. volunteering time for park maintenance days.

We have a track record of raising income to maintain and develop the park and this will continue into the future with support from the Strathpeffer Community Development Trust, an umbrella organisation for collaborative community development.

4.7	What will be the lasting benefits and legacy?
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Overall, this project will deliver the next Phase in the transformation of a run down, unkempt and neglected outdoor area in the centre of the village to a peaceful and bio-diverse outdoor community hub with recreational, play and education areas suitable for all ages and abilities. The park is highly accessible as everyone living in Strathpeffer is within a 20-minute walk of the Park, and the pathways laid in earlier phases are providing safe connected routes for travelling by foot, bike or mobility vehicles across the village and to the local school.

This specific project Phase 2 is focussing on creating playpark facilities for all abilities of 4 year-olds and younger. The under-5 age group that will benefit from this project phase will have access to a safe, traffic free, play and outdoor development area; this will bring community engagement for an age group of youngsters and their parents/carers which currently has no formal provision of this type. Crucially their parents and carers will also have a space and place to meet others, to improve their own mental wellbeing and build community connections. The supplier and equipment selection process has prioritised accessibility and durability. The design and durability selection criteria cover the layout design, surfacing and borders as well as the items of equipment.

The legacy includes:

- a playpark that has been designed for maximum lifespan (20 to 30 years) and minimal maintenance
- equipment selected is of high quality and manufactured from durable and fire-resistant materials with appropriate levels of guarantee coverage. The play items and access routes are specifically designed to provide for children of all abilities and enable integrated play
- active and healthy play and community connecting space for generations of children and their families in the area, creating lasting memories of community and joy.
- Educational benefits of outdoor play areas which will be accessed by local children's nurseries and pre-school children for many generations creating the habit of outdoor play as early as possible
- Long-term economic growth through encouraging visitors to the area, boosting local businesses and generating economic benefit.
- Reduced rural decline and increased popularity of the village as a place to live and raise children.

Phase 2 of the playpark will provide further support for the local Primary School and Nursery children. Educational outdoor activities based in the Park are already started and extension of facilities will enable these to continue for the future generations of Strathpeffer school children.

Positive engagement of the school children in decision making, plans and volunteering will we believe provide the benefits of a culture of community ownership and guardianship.

The toddlers and disabled children who access the Phase 2 play area are the future adult leaders and workers in our community. Not to mention helpers and volunteers for the park.

Phase 2 of the playpark Park will help Strathpeffer be a more attractive place to live by providing a focal point for parents and carers of young children to meet, play and learn.

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.

Phase 2 of the playpark sits within the overall holistic Community Park project which has already delivered on a wide range of positive environmental and bio-diversity objectives. The landscaping includes a large wildflower meadow, a bug hotel, nature-rich SWALE, orchard and multiple habitats for various native species (see our [Nature page](#) for more details).

The project is committed to continuing to increase biodiversity on the site, following our biodiversity and tree plans. The swale installed to manage the drainage of the site, is now planted with native wetland species.

Trees planted in the park, as well as reduced car journeys to play areas out with Strathpeffer for many years to come, will offset the one-off emissions caused by construction, transport and installation of the equipment.

Phase 2 of the park will continue to combine toddler-friendly accessible play items with nature friendly landscaping, boulder seating and more. Phase 2 playpark items deliberately use long-life materials and maintainable equipment in order to minimise future emissions on raw materials.

Delivering Phase 2 as a single implementation will have a significantly lower carbon impact than if it is delivered as Phases 2.1 and 2.2.

The high uptake in use of the connected pathways around the park area should continue to encourage residents to travel locally by foot and cycle rather than car.

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?
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As enshrined in our [Equality and Diversity statement](#), the SRA is committed to treating all people equally and with respect irrespective of their age, disability, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Membership of the SRA is open to everyone within our area of benefit, and beyond for associate members.

The Phase 2 playpark specifically targets support for children under 5, and those with disabilities. It has been planned and designed with a path network, surfaces and edging to ensure accessibility for users of all mobilities and abilities, including buggies and wheelchairs both up to and inside the play area.

The play equipment items have been selected to include items which are both accessible and inclusive, and carefully placed so that children of mixed abilities and ages can play together. Specific play items in Phase 2 include the accessible wheelchair roundabout and panels as well as a wheelchair accessible picnic bench (not included in budget).



Consultation with specific stakeholders was undertaken to identify the most appropriate equipment and the access and environment needs to cater for users with complex additional needs. This engagement was welcomed and a key benefit of the project will be facilities and support provision for some youngsters who have severely limited options and opportunities to engage in inclusive play with their peers.

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.</p> <p>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;">  <small>FWF statement and declaration template.c</small> </div>
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Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	36 volunteers on our primary volunteer WhatsApp group.

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

SECTION 5: PROJECT BUDGET

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Equipment	Swing Frame	Capital	£ 2,328.00
	Swing Frame installation	Capital	£ 772.80
	Play Panel 1	Capital	£ 1,728.00
	Play Panel 1 installation	Capital	£ 264.00
	Ladybird Springer	Capital	£ 1,104.00
	Ladybird Springer installation	Capital	£ 352.80
	Four Tower Unit, Tunnel & PE Slide	Capital	£ 17,472.00
	Four Tower Unit, Tunnel & PE Slide installation	Capital	£ 3,147.60
	Horse Springer	Capital	£ 684.00
	Horse Springer installation	Capital	£ 352.80
	Wehopper Mini	Capital	£ 4,632.00
	Wehopper Mini installation	Capital	£ 684.00
	Water Lilies 4 way Springer	Capital	£ 1,224.00
	Water Lilies 4 way Springer installation	Capital	£ 440.40
	Music centre	Capital	£ 4,488.00
	Music centre installation	Capital	£ 663.60
	Wheelchair Carouse	Capital	£ 8,976.00
	Wheelchair Carouse installation	Capital	£ 1,653.60
	Safety Surfacing	EPDM Wetpour Safer Surfacing, supply & lay	Capital
Euroflex Palic 60 x 25/20cm, red		Capital	£ 3,434.40
Install vertical log edging 350mm high, per lin.m		Capital	£ 850.82
Groundworks	Build up MOT Type 1 base 50mm (m2)	Capital	£ 2,214.12
	Cut 75mm chase into tarmac	Capital	£ 836.52
Preliminaries	Heras site security fencing & welfare	Capital	£ 2,995.20
	Regional Working Surcharge, per team/week	Capital	£ 8,437.50
	Playground Inspection	Capital	£ 516.00
	Hard Dig	Capital	£ 1,836.48
	Equipment Delivery Charge	Capital	£ 3,925.63

NOTE: Yellow highlight items only included in lower budget request

NOTE: Green items are scalable depending on number of play equipment items included.

	Total revenue expenditure (£)	0.00
	Total capital expenditure (£)	107,065.72
	TOTAL PROJECT COST (£)	107,065.72

VAT included in these costs?

		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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>We conducted a full and open competitive tender exercise covering both Phase 1 and Phase 2. [REDACTED]</p> <p>QUALITY: Taking into account such things as equipment longevity and warranties, availability of spares, conformity to industry Standards, maintenance burdens, project experience of supplier and sub-contractors, project management arrangements, project lead time.</p> <p>CONFORMITY TO BRIEF: Taking into account such things as the degree in which the design meets the aspirations laid out in the brief/specification. The range of DDA/inclusive items offered. The degree of individuality offered by the design as well as the inclusion of preferred items.</p> <p>DESIGN: Taking into account such things as the degree in which the design offers innovation, overall aesthetics, sustainability and play value offered.</p> <p>H&S (Score 5 if adequate) T&C (Score 5 if adequate)</p> <p>Finally, the two highest scoring designs were presented to our primary school children.</p> <p>This exercise identified [REDACTED] as our preferred supplier. Full quotes and designs can be supplied on request. Please note that since quotes are not fixed at this stage, we won't hesitate to re-tender if prices have substantially increased by the time funding is confirmed.</p>
5.3	<p>Please explain how your project will achieve value for money.</p>	<p>We achieve value for money in several ways:</p> <ol style="list-style-type: none"> 1. by undertaking an extensive open tender process to get the most competitive price alongside quality. Where costs were significantly increased by the preferred provider for Phase 1 the Board went out to re-tender for the delivery and build and ultimately selected a different company. 2. by choosing materials that have long/lifetime guarantees, to ensure a long legacy. We have also chosen materials that require minimum maintenance. 3. Once funding is in place, we negotiate carefully with the provider to ensure that all and any discounts are applied, and to find any areas of the delivery which can be reduced e.g., using minimal provision of expensive safety surfaces and maximising use of turf and other surfaces where possible. 4. Delivering any non-specialist elements of the park build with volunteers. For Phase 2 this will include building accessible paths, creating grass mounds to provide a soft separation from the older children's play area, installing boulder seating and benches.

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 (£)
EDF Foundation Scotland	No	Jun-24	4,000
National Lottery Awards for All	No	Jun-24	20,000
Local fundraising (events and donations)	In progress	Jun-24	3,000
Corporate sponsorship	In progress	Jun-24	3,000
Small grants applications	In progress	Jun-24	8,000

In kind contributions (not costed) include:

volunteer time @ 200h
 soil, turf or grass seed and accessible
 paths
 2 x benches, 1 x wheelchair accessible
 picnic table, 4 x seating boulders

	Total match funding (£)	22,000 to 38,000
	CRF grant request (£)	37,335 - 85,066
	Total project cost (£)	59,335 - 107,066

6.2 Will the project involve “in kind” support?

Yes No

6.3 If yes, please detail.

YES

The SRA Board will provide project management and ongoing governance. Our volunteer team will help with landscaping and ongoing maintenance.

Other in kind support not costed into the budget will include donations of soil; turf or seed; natural seating; materials for and building of accessible paths; and building and installation of 2 x benches and 1 x wheelchair accessible picnic table.

6.4	Please explain why public funding is required to deliver the project.	<p>Our fundraising team continues to be very busy, every year running events, seeking sponsorship and leveraging communication channels to raise funding. However, the cost of play equipment and installation is, of a scale that means public grant support is essential for the viability of a community project of this type.</p> <p><u>We would definitely not be able to deliver the playpark without this support.</u></p>
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.	<p>We will require a substantial proportion of these funds to complete Phase 1 (paths and soft landscaping) and require a protected reserve to cover wider park maintenance, e.g. path repairs, fuel for tools, and other costs, e.g. web hosting and insurance.</p>

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	<p>Yes, we have received a large number of letters of support from local businesses, recognising that the park will attract customers to support their businesses and make the village a more attractive place to live. Many businesses sponsored phase I of the play area.</p> <p>Increased footfall in the village with park users is expected to enable local businesses to gain economic benefit from this.</p> <p>Please see supporting information for details.</p>

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 do not generate sufficient income to pay back such a loan and do not have adequate security.
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?
Community Regeneration Fund (Phase 1 play area)	24/02/2023	£96,878	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Place Based Investment Programme (Paths)	31/03/2022	£59,497	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Town Centre Fund (Drainage and play area base)	08/02/2021	£ 28,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: 

Date:
17/11/2023

Print: Gavin Scott

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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input 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:		
We don't have match-funding letters yet because the match funding hasn't been confirmed.		
See the appendices of our business plan for evidence of need and demand.		

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: 2249

Organisation: Strathpeffer Residents' Association

Project Title: Construction of Strathpeffer Community park inclusive children's play area Phase 2

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

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

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

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

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

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/enhanced	>100 children/year
Wellbeing support initiative	New/enhanced	>100 parents & carers/year

Spaces for people	New/enhanced	1 new space for toddlers and parents/carers
Initiatives that enable communities to stay socially connected	supported	YES
Community-led projects supporting community ownership or management of assets, services, or activities	enhanced	YES
<p>Other - Please describe other outputs your project will meet that are not listed above:</p> <p>Strathpeffer village supports a school with an average of 140 pupils and an estimated 22 pupils/year attending Dingwall Academy from the village. The playpark has provision for 0-14 year-olds. This equates to activity opportunities being provided for just over 300 local children, not to mention the many other visiting families who will use this space.</p> <p>Phase 2 will specifically cater for children under 5 years old. This equates to approximately 100 children locally, and many more from further afield.</p> <p>Assuming the park lasts for 30 years this means over 3000 local adults and 3000 local under 5's will benefit.</p> <p>The park covers a total area of 1.74 ha, creating high-quality green-space for our community.</p> <p>A park, and in particular the children's play area, attracts families and provides a community focal point. This increases social connectiveness.</p> <p>The community park is owned and managed by community volunteers and delivers volunteer opportunities and activities throughout the year. These in turn create new initiatives, friendships and connections which benefit the whole of the Strathpeffer area.</p>		



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.

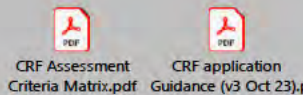
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2285
1.2	Organisation	Dornie Moorings
1.3	Project title	Dornie Pontoon & Moorings: Phase 1
1.4	Project summary you wish to be funded (max 100 words)	Dornie Pontoon & Moorings Project is focussed on supporting the sustainable economic recovery /regeneration of Dornie Village & surrounding area; Increasing Community Resilience, Addressing Rural De-population & positively impacting the environment. Phase 1 of the project encompasses the installation of moorings in Totaig Bay and the enabling activity for Phase 2, the installation of a pontoon in Loch Long.

		The project is managed by Dornie Moorings Association which is an inclusive community led organisation open to all of the community.	
1.5	Project costs	Total project cost	£37210
		Match funding	£6300
		CRF grant requested	£30910
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	Click or tap to enter a date. 1 March 2024	
1.7	End date (by 1 st March 2025)	Click or tap to enter a date. 1 March 2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input type="checkbox"/> x	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
		<input checked="" type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Dornie Moorings Limited	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Matt Baron	
2.4	Position in the organisation	Joint Chair	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	Dorniemoorings.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 type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC723404	
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.	Dornie IV40 8DT
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	Seabed will be leased from Crown Estate
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.	Crown Estate Lease agreement – Land management agreement in place Marine Scotland Licence – application in progress/discussion

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

Phase 1 & 2: Project Development	Dec 2024
Phase 1 Totaig Moorings: Seabed Survey	Feb 2024
Phase 1 Totaig Moorings: Moorings Installation	May 2024
Phase 2 Loch Long Pontoon: Marine Licence Application	May 2024
Phase 2 Loch Long Pontoon: Seabed Survey	Aug 2024
Phase 2 Loch Long Pontoon: Technical Drawings & materials re-quote	Sep 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. Assuming 1.7 is actually section 1.9

The Pontoon & Moorings **overall project objectives** are:

- To deliver a **sustainably economic impact and financial wellbeing to the local community**
- To **develop recreational facilities to allow the community to thrive**
- To **support community resilience**
- To **support marine conservation**

Project Overview:

The **Pontoons and Moorings Project** will establish a sustainable business model which will deliver surplus funds at the end of each financial year; it has been agreed with the Dornie and District Community Trust that this surplus will be donated to them for the long-term benefit of the community.

Income will come from mooring and pontoon user fees derived from a wide user group as confirmed from analysis and outlined in our feasibility study and business plan.

We have carried out detailed feasibility studies and have a fully developed business plan (both financially supported by HIE) which support and endorses this as a required and financially viable project.

The project has been divided into 3 phases:

- Phase 1a:** Totaig Moorings - provision of moorings in Totag bay
- Phase 1b:** Loch Long Moorings - provision of moorings in the mouth of Loch Long
- Phase 2:** Pontoon installation in Loch Long to East of Dornie Bridge & parking enhancements to Dornie Village

This funding request seeks funds to contribute to revenue aspects relating to Phase 1 and 2 of the project.

Community Economic Revoverly: The establishment of mooring and pontoon facilities will bring much needed revenue into the community in two forms:

- A increase in footfall to the village from tourists and people who live within a 25 mile radius looking to use the facilities provided by this project will drive footfall into local businesses (securing jobs) and specifically **increasing customers to the community shop and café** (being developed by Dornie & District Community Trust), - direct revenue increase for the shop and café generated by increased users and enhanced dwell time in the village.
- **Surplus revenues** from Dornie Moorings Limited at the end of every financial year will be donated to the community trust to develop the village in a sustainable manner.

The overall project aims to positively impact the community and environment in multiple ways.

Increasing community resilience

The provision of a pontoon will support activities for the community, including development of water based activity skills, including sailing, paddle boarding kayaking, et cetera, for **young people** and enabling easy access to the water for multiple groups within the community. This will bring **increased social interaction**, and **combat loneliness** in older community members as many locals find it difficult to access the water.

Addressing rural de population

The project will deliver **new recreational and sports facilities**, enabling local clubs to be set up for sailing, paddle boarding, kayaking. Currently any locals how to travel a minimum of 20 miles to access these facilities and there has been significant interest in creating sailing clubs to provide training, but this would require safe access to the water which a pontoon will provide.

Environment.

Loch Duich, (Total Bay) and Loch long are classified as **Special Areas of Conservation** by Marine Scotland and our project of installing moorings will reduce the number of vessels requiring to use their anchor when mooring in the area. Provision of moorings will therefore have a positive impact on the conservation of the marine environment by reducing seabed damage caused by vessels, deploying an anchor.

Phase 1a scope: To install Moorings in Totaig Bay where we already have a Land Management Agreement with Crown Estate.

The moorings will be serviced and maintained by a workboat (to be funded in future Phases).

DMA surveys / monitoring and West Highlands Anchorages & Moorings (WHAM) confirm there is significant demand for overnight and longer term insured mooring facilities in the locality of Dornie. Kyleakin and Kyle moorings have no capacity and we have 5 requests from yacht owners for year-round moorings in Totaig Bay. When people currently anchor to the south side of Dornie Bridge they use their tenders to access the hotel and pub in Dornie – and this will only grow once insured moorings are installed.

Once a pontoon is installed in Phase 2, motorised vessels without a mast will use the pontoon as outlined in our business plan and feasibility study.

Pontoon access has been designed to allow all members of the community to access the facility incl those with walking difficulties or using a wheelchair.

To ensure that moorings users do not negatively impact on the village we have included parking improvements for Dornie Village and surrounding area in Phase 2 This includes better use of existing space, more effective signage and the creation of a number of additional parking spaces.

4.3

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

The establishment of mooring and pontoon facilities will bring much needed revenue into the local economy in two forms:

- A increase in footfall to the village from tourists and locals to use the facilities provided by this project will drive footfall into local businesses (securing jobs) and specifically **increasing customers to the community shop and café** - direct revenue increase for the shop and café generated by increased users and enhanced dwell time in the village.
- **Surplus revenues** from Dornie Moorings Limited at the end of every financial year will be donated to the community trust to develop the village in a sustainable manner.

Increasing community resilience

The provision of a pontoon will support activities for the community, including development of water based activity skills, including sailing, paddle boarding kayaking, etc for **young people** and enabling easy access to the water for multiple groups within the community. This will bring **increased social**

interaction, and combat loneliness in older community members as many locals find it difficult to access the water.

Addressing rural de population

The project will deliver **new recreational and sports facilities**, enabling local water based clubs to be formed.

The project embraces the opportunity to ensure every member can access the facilities regardless of disability or need.

4.4

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

the project meets needs identified in the Highland Wide Local Development Plan, including supporting objectives within Delivering a competitive, sustainable and adaptable, Highland economy, Safeguarding our environment, and Healthier Highland.

Meeting the needs identified in the plan can be outlined as:

Delivering a competitive, sustainable and adaptable, Highland economy

- Supporting the development of retail activity, tourism, the requirement for tourist accommodation through increased tourism, footfall, and the development of coastal infrastructure to support tourism

Safeguarding our environment

- Supporting the protection of species and habitats by providing moorings, and therefore reducing the impact and damage to the seabed by vessels, dropping anchor in a locations designated as a Special Area of Conservation by Marine Scotland

Healthier Highland

- Supporting the development and provision of physical activity, the use of open space, and access to the outdoors.

4.5

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

Community consultation took place during the feasibility phase of our project and is included within our feasibility study and business plan. This consultation was done in collaboration with Dornie and District community, trust

Ongoing community consultation is passion of Dornie Moorings Association to ensure all views on aspects of future phases are taken into account

Further support for the project can be seen in the letters of support attached to this application.

Letters of support have been received from

- Kate Forbes MSP
- MacKerlich Seafoods
- Tartan Heart Events
- The Clachan
- Isle of Skye Boat Builders
- J and C Nixon
- Community Council have minuted that they are supportive of the project.
- Councillor Isabelle Campbell has also publicly stated that she is highly supportive of the project.

4.6

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

Please also refer to our business plan and funding plan attached.

After significant research, supported by HIE, it was confirmed that the provision of moorings and a pontoon in the Dornie area would be a viable business, in that income would exceed costs annually.

The breakdown of the project into phases is intended to demonstrate to funders the viability of each phase, and that all phases build to a viable sustainable business that will support Dornie and surrounding area for the long-term.

A funding plan has been fully developed and revised as we have progressed, funding plan attached. We will continue to develop our funding plan into an ongoing developing document.

We are in discussions with a local marine business to understand how they can support the project from multiple angles.

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

The lasting legacy of the **Overall Project** will be the provision of moorings and a pontoon. In addition, a viable profit making business that passes all profits to the local community trust will be a significant ongoing legacy.

The facilities being delivered by the project will enable multiple community and visitor, focused activities and businesses to grow in the local area.

Legacy of Phase 1a: phase 1, a will deliver moorings that will start to bring income into the community during 2024. In addition to the moorings being installed, all consents, plans, permissions and quotes will be in place to access funding from private and public sources to support phase 2.

We feel it is very important to deliver phase 1a, a accurately to demonstrate to funders both that we are a successful organisation, and that the overall project is a viable commercial model.

The projects exit strategy once phase 2 is complete will be to handle facilities over to the day-to-day running by Dornie moorings Association.

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.
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Whether we are required by Marine Scotland or not, we will be carrying out environmental surveys of all locations and surrounding areas to ensure that we can plan any mitigation or work alongside governing bodies and so we do not negatively impact the environment.

A prime objective of Phase 1a and b is to reduce the impact on the environment of vessels mooring with anchors, by providing insured moorings, thus stopping anchors, damaging the seabed within an area designated as a Special Area of Conservation by Marine Scotland.

All phases of the project will be managed by a professional project manager who will carry out risk assessments to ensure no impact is caused to the environment by the installation activities of any phase of the project.

4.9	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?
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Dornie Moorings has an equality, diversity and inclusion policy. Dornie Moorings Ltd has a policy of all welcome, and has documented in its articles of association, and within our equality, diversity and inclusion policy that no one from the community shall be excluded from making use of the facilities or contributing to the organisation. The project will not target any group in particular, but will promote individuals from disadvantaged backgrounds, benefiting from the facilities. This will be done via promotion of use of the facilities, clubs established due to the availability of the facilities, the availability of free to use equipment and services. We will encourage disabled water users to benefit from the design of the pontoons due to be installed in phase 2, which will enable people with mobility issues to access the pontoon. Dornie already has regular visits from disabled kayakers who we have involved in our consultation and design process.

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.</p> <p>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>
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Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	12 Volunteers 0 Employees
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input 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

- Staff Forums / Networks
- Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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



Budget Heading	Details	Revenue/Capital	Amount (£)
Development Officer	50 wks x 10hpw @ £22.50ph	Revenue	£ 11,250.00
Development Adviser	50 wks x 5hpw @ £35ph	Revenue	£ 8,750.00
Professional Fees – Architect		Revenue	£ 2,800.00
Marine Engineering – Technical Design		Revenue	£ 3,550.00
Project Management		Revenue	£ 3,500.00
Insurance		Revenue	£ 2,410.00
Consents & enabling work (surveys)		Revenue	£ 4,950.00
		Total revenue expenditure (£)	£ 37,210.00
		Total capital expenditure (£)	£ -
		TOTAL PROJECT COST (£)	£ 37,210.00

VAT included in these costs? Yes No

5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	All costs are estimates from providers obtained within last 12 weeks.
5.3	Please explain how your project will achieve value for money.	We have a number of experienced business and construction people within the organisation who alongside a professional project manager ensure all costs are reasonable. We have also taken advice from other projects of a similar nature.

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 (£)	
Dornie Consulting Ltd – Donation (also previously	Yes	01/07/2023	£	1,650.00
Skye Boat Builders / The Clachan - Donation	Yes	01/07/2023	£	1,650.00
MacKerlich Seafoods - Donation	Yes	01/07/2023	£	1,500.00
N Morison - Donation	Yes	01/07/2023	£	500.00
A Blair - Donation	Yes	01/07/2023	£	250.00
M Baron - Donation	Yes	01/07/2023	£	250.00
K Kitson-Jones - Donation	Yes	01/07/2023	£	500.00
			Total match funding (£)	£ 6,300.00
			CRF grant request (£)	£ 30,910.00
			Total project cost (£)	£ 37,210.00

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

6.3 If yes, please detail. We have a donations register where local businesses and individuals have offered time and services for to support the overall project. Donations register included in documents attached.

6.4	Please explain why public funding is required to deliver the project.	We are requesting Public funding to enable us to kickstart the project As the project meets the requested criteria. Without public funding, the project come out commence.
6.5	Please explain what the remaining bank balances are for in your accounts.	Funding within our current account will be used to support the project And to deliver aspects that we are unable to raise funds for.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	There are insufficient funds in our account to complete the project.

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.	Phase 1a of the project will generate some income from mooring fees which will be reinvested into Phase 1b to enable further moorings to be installed. Income from the overall project once finalised will support the maintenance and ongoing development of the pontoon and Moorings facility. Any remaining funds at the end of each financial year will be donated to Dornie & District Community Trust.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The project benefits, the local community by increasing tourism and therefore income for local businesses, including Dornie shop and café owned and managed by Dornie and district community trust. Public consultation will remain ongoing at all stages of the project to understand if any local interests or people could be negatively impacted. All local businesses are in support of the project as shown in the letters of support..
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 do not wish to incur debt that will limit us from providing an annual donation to the community trust.
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?
HIE – Feasibility study	2022	£3000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HIE – Business plan build	2022	£6000	Yes <input type="checkbox"/> No <input checked="" 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: 

Date:

19/11/2023

Print: M C Baron

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

11	Business plan (income generation projects only)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input 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 type="checkbox"/>
Reason for missing documentation: 4. Annual accounts – we have not been active long enough to have annual accounts. 7. Insurance not yet 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

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: CR2285

Organisation: Dornie Moorings

Project Title: Moorings & Pontoon Project

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

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

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

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

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

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

Spaces for people	new/enhanced	0
Initiatives that enable communities to stay socially connected	new	1
Community-led projects supporting community ownership or management of assets, services, or activities		0
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People) Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	0
Support to gain/sustain employment	0
Support for Social Enterprises	0
Initiatives that help sustain household incomes	0
Advice services – new/supported/safeguarded (delete as appropriate)	0
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place) Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets		0
Affordable housing projects		0
Feasibility studies/development phases		0
Community/public transport schemes		0
Recreational areas	new	1
Sports facilities	new	1
Local amenities	new	1
Local infrastructure		0
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	1
Training courses delivered/learning days of people receiving training	0
Town center improvements	0
Initiatives to improve access to local services	0
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		0
Initiatives contributing to a low-carbon economy		0
Waste, recycling and circular economy initiatives		0
Community renewable energy schemes		0
Community assets to become more energy efficient		0
EV charging points installed		0
Active travel routes		0
Community food growing initiatives		0
Community green space		0
Biodiversity conservation initiatives		0
Marine conservation initiatives	new	1
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.

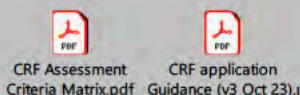
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2285	
1.2	Organisation	Strathpeffer Pavilion Community Trust	
1.3	Project title	Strathpeffer Spa Victorian Gardens	
1.4	Project summary you wish to be funded (max 100 words)	Reinstatement of the Pavilion Victorian Spa Gardens	
1.5	Project costs	Total project cost	£80,000
		Match funding	£5700.00
		CRF grant requested	£74300.00

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)	30/09/2024
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input 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	Strathpeffer Pavilion Community Trust
2.2	Address and postcode	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
2.3	Main contact name	Archie Macnab
2.4	Position in the organisation	Secretary
2.5	Contact number	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
2.6	Email address	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
2.7	Website address	https://www.strathpefferpavilioncommunitytrust.org
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	SC049405
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	
2.12		<input checked="" type="checkbox"/> Whole

	Is the VAT related to the project being reclaimed from HMRC?	<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 Pavilion, Strathpeffer, Ross-shire, IV12 9DW
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 type="checkbox"/> No <input checked="" type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL		
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.	
	Activity name	Achieve by (date)
	All paths to be scrapped and capped with new hardcore. All waste removed. New fences built as per the style discussed on site. All existing railings removed and disposed. New fences painted in colour chosen by client. All cobblestone drains cleaned and slabs to be found unsafe relayed. Repair and seal pond area. All welfare and security fencing supplied	30/09/2024

4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.
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Our plan is to re-instate the Victorian gardens so that it would once again be available as a “wooded pleasured grounds” for the residents of Strathpeffer and neighbouring communities.

All existing paths to be scraped and capped with new hardcore. To repair and where necessary replace the existing Victorian style boundary fences. Repair all cobblestone drains cleaned and slabs to be found unsafe relayed, repair and seal pond areas

Much of the work was planned to be carried out over time with capital items supplied by the Trust. SPCT appointed an Estates Manager and purchased equipment – mower, blower brush cutters and some hand tools, and with the help of volunteers made a start on improving paths and walkways. We now need professional help to deliver phase 1 of our plan for the re-instatement of the main infrastructure so that we can create opportunities for the villagers to exercise and if able to volunteer to contribute to delivery of these improvements and in so doing contribute to their own recuperation and the recovery of gardens to be, again, an asset to our residents and visitors to the area.

Access to a well-designed garden provides a facility that contributes to the overall wellbeing of residents and visitors while promoting best environmental practices that will mitigate other environmental challenges Demonstrate inclusivity by involving a diverse range of groups and individuals that are representative in our local area. This application is for phase one of the plan which is to reinstate and modernise the infrastructure of the gardens while phase two will address the horticultural/botanical interests. We are working with Highland Councils Horticultural team and Scotland's Botanical Society to ensure we undertake a sensitive restoration of the important botanical interest in the Spa gardens with much of this worked to be carried out by volunteers and drawing in Professional input to ensure the integrity of the reinstatement,

4.3	How will the project benefit local communities or the local economy?
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Provide access to outdoor facilities that will contribute to wellbeing of residents and visitors


4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
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Over the past 5/6 years there have been a number of community/stakeholders engagements including preparation of a Village Plan (2019 -2024). The most recent work was on the project Strathpeffer Together Survey - December 2020 - February 2021

In addition a number of the projects within the Strathpeffer Together Initiative had undertaken community and stakeholder engagements, a community survey was launched in December 2020 focusing on the Community's understanding and support for the collaborative approach proposed by the group. All surveys identified and prioritised proposal to invest in the Pavilion's Victorian gardens to encourage more visitors to the gardens to improve the village environment and provide an outdoor facility to encourage residents and visitors to go outdoors to improve their health and overall wellbeing.

The development of a Victorian style pavilion to support gardening
Paths with lighting and seats and associated map showing exotic trees
Renovation of Pump House
Restore Fountain
Car/bus Park
Improvements to land adjacent to Pavilion

4.5	How do you know there is local support for the project? How can you evidence this?
<p>Restoration of the Victorian gardens was identified in the all community and stakeholders surveys and engagements as priority for village improvements</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The proposals included in this application is phase 1 of a much larger project to re-instate the Pavilion Spa garden and to this end SPCT has invited one of its Trustees to act as an Estate manager to oversee delivery of this project along with a team of volunteers who help maintain the Pavilion lands. It is planned to continue with this approach with a view in the longer term to appoint a head gardener to manage and look after the gardens.</p>	
4.7	What will be the lasting benefits and legacy?
<p>It is important that the Strathpeffer Spa Gardens secured by Asset transfer from The Highland Council to Strathpeffer Pavilion Community Trust in 2019 are listed by Historic Environment Scotland in the Gardens and Designed Landscapes Inventory are maintained for future generations to enjoy. Comprising “an unusual example of pleasure grounds laid out as part of a 19th century health resort. They illustrate a contemporary acknowledgement of the important curative role of landscape and gentle recreation.” Laid out as a network of informal footpaths leading through the gardens at different levels along the hillside. Ramps and steps link the terraces. Footpaths were originally gravel surfaced, and boulder-edgings survive in certain locations. Although benches and small summerhouses once located along the path network have not survived, seating recesses still remain. Some notable specimen conifers remain, including Wellingtonias, deodar cedars, Douglas and noble firs planted c 1870-80. The earliest surviving planting is from c 1850 and includes some large deciduous specimens, notably beech, oak and sycamore. Patches of herbaceous and groundcover plants are found. In general the garden has suffered from over-shading, waterlogging and the regeneration of invasive species since management of the gardens was abandoned by the then owners (Highland Council) due to costs, in 1970</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>All work in the gardens will be carried out with support from experts as appropriate and funds allow.</p>	

4.9	<p>In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?</p>
<p>Access to the gardens will be open to all residents and visitors as much of the proposed work associated with this phase is to provide access to the gardens to all individuals regardless of age or physical ability.</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> <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 type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>None</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" 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> <input type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining </p>

SECTION 5: PROJECT BUDGET

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



CRF overheads and management fees sur

VAT included in these costs? Yes No

5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	We have asked contractors to provide estimates but due to specialism only one provide an estimate at this stage, we plan to look for suitable contractors with the necessary skills
5.3	Please explain how your project will achieve value for money.	

SECTION 6 – MATCH FUNDING

6.1	Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you'll need to add the CRF grant request. All projects must start within three months of approval.	
6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	SPCT is Charity with responsibility for both the upkeep of the iconic Strathpeffer Pavilion and the Victorian gardens. The gardens have limited facility to earn income and the Pavilion cannot fully support the improvements to the gardens and without public funding this project will be delivered
6.5	Please explain what the remaining bank balances are for in your accounts.	Funds held in the bank are reserves needed for day to day running cost of the Pavilion in case we have to carry out repairs to the Pavilion and these can be inordinately expensive as it's a listed building

6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Needed as reserves for the maintenance and upkeep of the Pavilion an icon historic listed building in the Highlands
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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	All local businesses support the project as it will bring in and keep visitor in the village longer
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We are a SCIO charity
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?
HIE grant to replace lighting in Pavilion, car park and tennis courts	01/03/2022	£32000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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: Archie Macnab	Date: 20/11/2023
---	----------------------------

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 type="checkbox"/> No <input checked="" type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input 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: my email has a limit and items mark red above attached. Other documents to be sent under separate email		

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: CRF2285

Organisation: Strathpeffer Pavilion Community Trust

Project Title: Strathpeffer Spa Victorian Gardens

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"/> |



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

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

Addressing causes of rural depopulation (Place)		
Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	new/supported/safeguarded	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	new/improved	
Sports facilities	new/improved	

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

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

Tackling climate emergency and working towards net zero (Environment) Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	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.

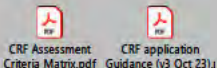
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2289
1.2	Organisation	Toybox Children's Centre
1.3	Project title	Vital Community Childcare
1.4	Project summary you wish to be funded (max 100 words)	This project will help us to fund an early learning and childcare staff member for a year as we enter a period where we will have a number of babies starting in Toybox in 2024. The staff ratio for under 2 year olds is much higher than over 3 years at 1:3 rather than 1:8. This ratio combined with the need to pay the real living wage means that the service could be unaffordable to some local families without financial support for an extra staff member.

1.5	Project costs	Total project cost	£22540
		Match funding	£10,040
		CRF grant requested	£12500
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	Toybox Children's Centre	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Louise Gibson	
2.4	Position in the organisation	Manager	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	Under construction – old site out of date	
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	CS2003008711 (Care Inspectorate)	
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 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.	Toybox Children's Centre, Gairloch IV212BP
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.	
	Activity name	Achieve by (date)
	Staff member for care of babies	28/02/2025

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

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

This project is to part fund a member of staff.

- The project will help support community resilience by enabling families to access childcare throughout the year including school holidays for children aged 3 months – 12 years. This will enable families to undertake work, training, visits to hospital etc which may otherwise be impossible as many families do not have extended family available to support them. There is no other childcare e.g. childminders for at least 50 miles in each direction. Like many other rural areas, local business struggles to attract staff due to lack of childcare.
- As above the project will ensure families can access work. Children eligible for funded 2 childcare will be able to access a place thus reducing inequality. Children will also be supported to reach their full potential through careful individual planning and delivery of early education and childcare. This will help tackle poverty and inequality
- By enabling families to either stay or moving into the area because childcare is available this will help address one of the causes of rural depopulation
- The project is helping sustain growth through the above measures
- By modelling recycling including in our e.g. craft activities, projects and outdoor activities we will raise children's awareness of the environment and how they can reduce their carbon footprint.

By working to meet the strategic objectives the project will at all times be aware of the themes of:

- People – supporting people within the community by ensuring services for families and children are maintained and improved. By ensuring parents can build capacity through volunteering opportunities e.g. on the committee or supporting activities such as outings for children
- Place – provision of local amenity for children and a space for parents to meet through committee work/ open days etc at the service.
- Economy – over 25 jobs will be safeguarded locally both directly in the setting and the families who can access work through childcare.
- Environment – Toybox is now using a former nursery room in the school rather than a large stand alone building thus reducing energy use. Young children's awareness of environmental issues are also a large part of planning learning.

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

Not only does Toybox provide childcare to working families, but some families use us to support their children to socialise and to ready them for commissioned nursery and school. Toybox is also commissioned by Highland Council to provide funded 2 year old care which would otherwise be unavailable.

Families supported/will be supported if we achieve funding include:

Research scientists working on climate change

Staff working in the environment (Nature Scot)

School staff

Health Care staff in a variety of jobs both full and part time

Hospitality staff/ management

Mental Health practitioner

Bank staff

Shop staff (see supporting e-mail)

4 x staff directly employed by Toybox.

If the salaries of all the above are combined clearly there is a major impact in the local area which would likely be lost without Toybox. Scottish Government research in 2022 shows a decline of 22% in the number of childminders in Scotland with a larger decline of 30.8% in Highland. Recruitment drives in Highland to encourage more people into childminding have been unsuccessful overall.

Toybox also works closely with Gairloch High School to provide work placements and are just about to take on a Foundation Apprentice and support her through the SVQ section of her qualification. We work very closely with Gairloch Nursery to provide transitions for children moving from Toybox to Gairloch and Aultbea nurseries.

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

Childcare provides the opportunity for local people to access work and training. There is a shortage of staff e.g. for hospitality, healthcare etc within the area and without the Toybox this would be exacerbated.

A Place Plan is under development as a joint project between Gairloch Community Council and Gairloch Area Development Ltd and Toybox has been approached to take part in the work. An e-mail of support from Gairloch C.C. is included.

We work closely with Highland Council's Early Learning and Childcare Officer for the area as well as Highland Council's Early Years Education Support Officer, Educational Psychologist etc. Given the Scottish Government's plans to expand childcare for 1 and 2 year olds it is clearly vital for Toybox to continue to offer ELC for this age group in order to help meet the plans.

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

Most families with young children have used the service and we have a number of babies who will begin to use the service early next year as Mums come off maternity leave e.g. high school teacher, bank staff, research scientist, environmental staff. We have an excellent rapport with the school we operate from and it is noted that children who have accessed Toybox tend to be ready for nursery school. A local business has provided an e-mail of support having had three children attend Toybox over roughly 20 years. Continuing demand for the service and willingness of parents to become volunteer committee members also prove there is local support.

4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>It is hoped that the Scottish Government's expected rollout of extended support for funded childcare for 1 and 2 year olds will provide the additional income required to make the service more sustainable.</p> <p>By continuing to provide childcare we anticipate that young families will continue to move to the area knowing they have access to childcare</p> <p>Toybox may also look to provide additional services such as clubs for school aged children during holidays as opposed to childcare to provide additionality.</p>	
4.7	What will be the lasting benefits and legacy?
<p>Lasting benefits will hopefully be to slow, halt or indeed reverse the decline in young families in the area.</p> <p>Children who are confident, resilient,</p> <p>Uptake of more employment locally</p> <p>Opportunities for school pupils to become engaged in the work of the Toybox e.g. through work experience and Foundation apprenticeships</p> <p>More committee members willing to take the service forward with new and innovative ideas.</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 project has actually reduced its carbon footprint through the move to the school in 2022 from cold damp premises which relied on outdated heating systems. The ethos in the setting is to encourage children even from a very young age to have respect for the environment e.g. recycling, learning about wildlife.</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>Toybox not only accepts families paying for the service, but also funded 2 year olds. We provide free settling sessions to support children coming into the setting and encourage e.g. new families to the area to become involved and meet other parents and families. We provide information and advice on the local area e.g. how to register for nursery/ school, how to contact the local Child Health Team members. We provide information relating to funded places and have welcomed a number of funded 2 year olds over the years. Where there has been a family emergency and we</p>	

are aware the family are unable to meet childcare costs, we have used discretion to support the families.

Toybox is about to redesign its outdated website to ensure information about the service is widely available. Use of Facebook, interaction with the local Health Visitor and Community Early Years practitioner as well as the manager's attendance at Toddler and Baby Massage groups ensures we reach as wide an audience as possible. Families are provided with information and advice on funding options e.g. funded 2's places as well as e.g. Best Start grants and supported to complete applications if needed.

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

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



FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	4 staff
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have traders or suppliers
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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



CRF overheads and
management fees sur

Budget Heading	Details	Revenue/Capital	Amount (£)
		Total revenue expenditure (£)	0.00
		Total capital expenditure (£)	0.00
		TOTAL PROJECT COST (£)	0.00

VAT included in these costs? Yes No

<p>5.2 Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.</p>	<p style="color: red;">Although the spreadsheet has been populated this project is only applying for partial cost of one staff member so overheads are not included in our application.</p>
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5.3	Please explain how your project will achieve value for money.	By providing flexible and affordable childcare in an area where no other childcare is available at all we are supporting families to work and remain in or move to the area. This in turn generates income in the wider area. This has been discussed as a real need with our Care Inspector who visited us in November. This project will help support the viability of Toybox by allowing us to accept babies who will hopefully attend Toybox for some years including holidays once they attend nursery/school.
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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.

	Total match funding (£)	9340	
	CRF grant request (£)	12500	
	Total project cost (£)	21840	

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

6.3 If yes, please detail.

We have in kind support from our voluntary committee who give up their time to oversee the running of the service. Volunteer parents have also come forward to help develop the garden area for the setting.

6.4 Please explain why public funding is required to deliver the project.

It is well known that delivering childcare for under 3s in particular is staff heavy and

		therefore costs more than is practical to charge parents although the overall benefit to the area outweighs the amount of public subsidy.
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 will be using some unrestricted funds as match funding.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The income will go towards other staffing, rent, insurance, snacks, pension payments, resources, cleaning etc
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	There is no other childcare for over 50 miles in any direction. Local business are very supportive and have run fundraisers for us at times as they know they have more chance of attracting staff if childcare is available.
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 this could be repaid and would leave our committee vulnerable.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Highland Council service level agreement funding.	01/04/2023	£10,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Highland Council service level agreement funding.	01/04/2022	£10,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Highland Council service level agreement funding.	01/04/2021	£10,000	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:



Date:

24/11/2023

Print: Louise Gibson

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

11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input 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 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: Evidence of demand is the families who use us		

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: 2289

Organisation: Toybox Children's Centre

Project Title: Vital Community Childcare

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

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

Support for cost-of-living crisis	
Support to gain/sustain employment	1
Support for Social Enterprises	
Initiatives that help sustain household incomes	1
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place)

Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.

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

Helping economic recovery & sustaining growth (Economy)

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

Project outputs	Quantity
Jobs created/safeguarded (FTE)	25 +
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	40 +
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:		
Young children are encouraged through play and learning opportunities such as walks in the area, projects etc. to care for the environment and respect flora and fauna.		

Appendix 2 – WRSL CRF RAG Summary Spreadsheet

CRF ref	Organisation	Project title	Project description	Total project cost	Grant Requested	CRF Capital	CRF Revenue	Project start date	Project end date	CRF % rate	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
2139	The Howard Doris Centre	Developing a Community Wellbeing Hub	From February 2024 NHS Highland will no longer fund the Howard Doris Centre to provide day care for our community. In response to this HDC (TLC) will provide a well-being hub in the premises that formerly housed the Day Care service. Services will be expanded to include all sectors of the community particularly school children, younger adults as well as the over 65 population.	£85,160.00	£59,335.00		£59,335.00	01/03/2024	28/02/2025	74%	2	3	3	2	3	2	2	3	3	2	25
2170	Torrison District Community Association	Torrison and Kinlochewe Development Officer	To employ a development officer to support TDCA in taking forward priority actions identified in the Community Development Plan. Key priorities include: Local Place Plan; repurposing of Torrison Primary School; supporting Communities Housing Trust with plans for affordable housing; seeking to buy-out the shop in Kinlochewe; producing a multi-year funding strategy that will ensure long-term sustainability	£40,500.00	£30,000.00	£30,000.00		01/03/2024	01/03/2025	84%	2	3	3	3	3	3	3	2	3	3	28
2179	Dornie & District Community Hall Committee	Improvements to toilets	Refurbishment of the public toilet facilities which are part of the hall and which are open to the public, supported by Highland Council	£46,006.00	£38,440.00		£38,440.00	08/01/2024	28/03/2025	90%	3	2	3	3	3	2	3	2	3	3	27
2205	Gairloch Community Council with Gairloch Area Development Ltd	Gairloch Community Place Plan	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)	£25,317.00	£22,817.00	£22,817.00		08/01/2024	30/11/2024	77%	3	3	3	3	3	2	2	2	3	3	27
2221	Plockton & District Community Trust	Tourism Place Plan	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. A tourism plan, built on extensive community consultation, will be critical to identifying the best solutions and securing capital infrastructure funding to help alleviate some of the acute pressures currently being faced.	£19,515.00	£15,000.00			01/03/2024	30/11/2024	0%	2	2	3	3	2	2	2	2	3	3	24
2237	Coigach Community Development Company	Homes for Coigach	This project is the preparation phase of project to build 10 housing units (this will be approximately £2m in total to complete) We own the 3.5ha site, a former croft, now brownfield site and the project we are applying for funding for is prepare this site to allow for construction.	£67,942.00	£57,942.00	£57,942.00		01/01/2024	28/02/2025	85%	2	3	3	2	2	2	2	2	3	3	24
2247	Lochbroom and Ullapool Community Trust	Lael Mountain Bike Project - Pre Construction Phase	The project is (ultimately) to build, in phases, approx. 14km of trails including 11km of dedicated mountain biking (MTB) trails and a 3km riverside all-use trail in Lael Forest. This application is focused on the development of the existing outline design to bring the project to a pre-construction stage.	£52,948.00	£52,948.00	£19,768.00	£33,180.00	01/03/2024	01/10/2024	100%	2	2	3	2	3	3	2	2	2	3	24
2249	Strathpeffer Residents' Association	Construction of Strathpeffer Community park inclusive children's play area Phase 2	Phase 2 will create a 0-4 year-olds play zone and add to the range of inclusive play items. Phase 2 includes nine items. It will build active play for young children and reduce social isolation for parents in Strathpeffer and surrounding areas where there is a significant shortage of toddler-friendly play areas. It is also expected to increase footfall and generate income for local businesses	£107,066.00	£85,066.00	£85,066.00		01/06/2024	01/02/2024	79%	2	3	2	2	3	3	2	2	2	3	24
2254	Lochbroom and Ullapool Community Trust	Growing for Success	The project will enable the Trust to better utilise the increasing volume of donated items that we handle, reducing the community's contribution to landfill by converting its donated items onto core funding. We aim to develop new revenue streams and potentiate existing ones, by providing adaptable additional space and better utilising existing facilities.	£22,672.00	£17,672.00		£17,672.00	01/03/2024	01/03/2025	78%	2	2	2	2	2	3	2	2	2	3	22

2284	Dornie Moorings Association	Moorings & Pontoon Project – Phase 1	Dornie Pontoon & Moorings Project is focussed on supporting the sustainable economic recovery /regeneration of Dornie Village & surrounding area. Phase 1 of the project encompasses the installation of moorings in Totaig Bay and the enabling activity for Phase 2, the installation of a pontoon in Loch Long.	£37,210.00	£30,910.00	£30,910.00	01/03/2024	01/03/2025	83%	3	3	3	3	3	2	2	2	2	3	26
2285	Strathpeffer Pavilion Community Trust	Strathpeffer Spa Victorian Gardens	Reinstatement of the Pavilion Victorian Spa Gardens	£80,000.00	£75,000.00	£75,000.00	01/03/2024	30/09/2024	94%	2	1	2	2	2	1	2	2	2	2	18
2289	Toybox Children's Centre	Vital Community Childcare	This project will help us to fund an early learning and childcare staff member for a year as we enter a period where we will have a number of babies starting in Toybox in 2024. The staff ratio for under 2 year olds is much higher than over 3 years at 1:3 rather than 1:8. This ratio combined with the need to pay the real living wage means that the service could be unaffordable to some local families without financial support for an extra staff member	£22,540.00	£12,500.00	£12,500.00	01/03/2024	28/02/2025	55%	2	2	3	2	2	2	3	3	3	3	25
TOTALS				£497,630.00	£290,593.00	£192,037.00														

All projects are given a rating of red, amber or green against key assessment criteria. As part of the application paperwork applicants are made aware of the criteria for these. These ratings are then converted into scores as follows: Red = 1; Amber = 2; Green = 3. This allows a total score for each project to be provided. Ratings are based on information provided during the application process and are provided as a guide only.

All projects presented are eligible but if Members wish to approve projects that have red or amber ratings it would usually suggest that additional conditions will be attached to the award to address these concerns.