



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	Caithness KLICS SCIO	
1.3	Project title	Staff Costs	
1.4	Project summary you wish to be funded (max 100 words)		
1.5	Project costs	Total project cost	£21,344
		Match funding	£10.099.20



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1.5	Project costs	Total project cost	£21,344
		Match funding	£10,099.20

		CRF grant requested	£11,244.80
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	04/03/2024	
1.7	End date (by 1 st March 2025)	03/03/2025	
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 checked="" 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	Caithness KLICS SCIO
2.2	Address and postcode	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
2.3	Main contact name	Wendy Thain
2.4	Position in the organisation	Manager
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	
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	SC043820
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
2.11	If the organisation is VAT registered, please provide the number.	

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

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Macleod Road Wick KW14JQ
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL					
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.				
<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Wellbeing Officer Wellbeing Officer- During the years KLICS have been running we have seen a rise in Young Carers experiencing difficulties in dealing with their own wellbeing (sleep, anxiety, exercise) where we have tried our best as a project to facilitate, guide and support the young carers issues by sourcing materials ourselves to deliver within group times. With the sheer amount of issues with out teenagers it was felt that a dedicated worker would benefit the project more and</td> <td>03/03/2025</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Wellbeing Officer Wellbeing Officer- During the years KLICS have been running we have seen a rise in Young Carers experiencing difficulties in dealing with their own wellbeing (sleep, anxiety, exercise) where we have tried our best as a project to facilitate, guide and support the young carers issues by sourcing materials ourselves to deliver within group times. With the sheer amount of issues with out teenagers it was felt that a dedicated worker would benefit the project more and	03/03/2025
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Outreach Officer Outreach Workers- Due to the continued support in rural areas for Young Carers we require an outreach worker to support the Young Carers in school time, during a lunch time or agreed times with the school. This enables the young carers in the most rural areas to be supported on a weekly basis during term time	03/03/2025
Sessional Worker Sessional Workers- THURSO Due to the rise in referrals this last year we require more staff to cover the groups in Thurso. The sessional workers duties are to support Young Carers during group sessions by covering our three main outcomes (As below) Sessional workers are key staff members to enable groups to run smoothly.	03/03/2025
	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.

(a) Please summarise the project, explaining how it will achieve the funds’ themes as noted in 1.7, and list which outcomes it hopes to achieve.

Caithness KLICS (Kids Living In Caring Situations) are the only support for Young Carers in Caithness, the rurality of Caithness makes accessing support / socialising very difficult, we recognise this and ensure we reach as many Young Carers as we can, using different staff and collaborating with Schools.

Sessional Workers- THURSO Due to the rise in referrals this last year we require more staff to cover the groups in Thurso. The sessional workers duties are to support Young Carers during group sessions by covering our three main outcomes (As below) Sessional workers are key staff members to enable groups to run smoothly.

Outreach Workers- Due to the continued support in rural areas for Young Carers we require an outreach worker to support the Young Carers in school time, during a lunch time or agreed times with the school. This enables the young carers in the most rural areas to be supported on a weekly basis during term time.

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3 main Outcomes: 1) Reduce Stress - offering weekly drop in groups- in school drop in support, consistency of support, sign posting other services for help, liaising with guidance for support in school, Relax Kids sessions and other wellbeing support including offering professional sessions.

2) Extended Friendship Networks/ Reduce Isolation - support in rural schools over a lunchtime, holiday clubs, trips and respite, integration of groups over school holiday periods, a welcoming environment with other people who can understand their situation.

3) Increased Self-esteem - making new friends and learning social skills as a result of weekly drop in sessions, trips, meeting other Young Carers and respite.

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

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

As we are the only support for Young Carers in Caithness and our project is free to access, this service is saving local authorities money as we as a project are offering/delivering the service.

Due to the rise in referrals this year the group numbers are higher than ever before, we need to be able to continue the support by ensuring we are fully staffed.

A lot of the Young Carers suffer from anxiety and social disengagement, along with living in small rural areas it is hard to find activities or ways to socialise, KLICS will reach out and support wherever the YC is based, in School holidays we arrange joint activities where Rural and town children can meet and socialise.

This service is well known by all Schools locally, Social services, Child Protection and all other professionals and third sector parties. The support we offer in and out of school is invaluable to the community. Offering opportunities and breaks for Young Carers aged 5-18 years. "letting them be children again"

We collaborate with all of the above and support the Young Carers and their families. We secure funding to help families with food, clothing, gifts.

Over the last year we have issued Tesco Vouchers, Small bags of shopping, Medium Food packages, help with fuel top ups, school uniforms, toiletries.

As a service we are supporting around 50 families in Caithness.

We have pending funding for another project where a local artist will supply an evening/ holiday session for a parent and child to enjoy art together. We are trying to think out the box and offer a variety of support and help to our families in the community.

Creating new posts will encourage employability locally, which helps people back into work, explore new chapters in their lives, creates great jobs satisfaction working with Young Carers.

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

Word limit 400

I have attached letters from education and social services, they are a few years old but still stand as the service/support we offer.

KLICS feel a need to create a Wellbeing officer post within our project due to the lack of wellbeing support in Caithness and of course nationally.

As KLICS staff are here to support Young Carers (FUN) we are challenged by the lack of support for our Young people and find that they have built trust and relationships with KLICS, therefore feel comfortable to share any worries or concerns with us.

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

Word limit 400

KLICS have 106 Young Carers who we already support who have been referred from Education, social services and caithness family team along with other Third Sector charities and other professionals in the community. We have letters of support that are attached that shows KLICS are recognised as a professional-consistent support for Young Carers in Caithness.

Local businesses and members of the community have shown support by raising money for us for various reasons. We have recently signed a Service agreement with Highland Council which confirms that KLICS are a recognised support for Young Carers.

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

Word limit 500

We are always looking to secure future funding and the manager will ensure that the funded post's we have listed on this application continues after this funding ends.

We have various local windmill funding that we could hopefully secure any future funding.

We have been quite successful in securing funding over the years.

The funding we have applied for will last 12-15 months and will enable the project to reach more rural areas with the new Outreach posts.

The wellbeing officer will enable a much deeper level of support, they will enable emotional support, they will be able to carry out self-assessments and signpost help where required, over and above what the project already does. They can arrange wellbeing activities/trips. This will be a welcomed contribution to the project and will enable us to apply a much more professional/consistent support to our Young Carers.

The Posts will also create employability within the community.

4.7 What will be the lasting benefits and legacy?

Word limit 500

The benefits of the KLICS legacy is to guarantee ongoing support for Young Carers in caithness, to ensure they have a break from their caring role, so that Young Carers have a safe space to be "Children Again"

Young Carers are able to socialise with their peers, meet new friends and build new friendships. KLICS have been running for 10 years in the community and are the only dedicated support for Young Carers in Caithness. We have worked hard to build an inviting safe space for our young people.

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

Word limit 500

We encourage our Young People to recycle any recyclable materials including plastic , bottles & tops, that have recently been used in our groups activities. in the centre we have a large yellow tub that encourages any materials that can be recycled, this is visible to the children and they are encouraged to use it.

We have been planning another small project within KLICS where we can grow our on vegetables so we can supply it to our families.

We use infrared heaters that we used previously in our old premises, these are cost effective and disperse a great heat within KLICS building.

At the moment we use our minibus to visit any rural areas,pick up and drop off's, this decreases the use of various vehicles

We are also keen to look into solar panels for the premises and have been looking into various funding available. We are increasing our knowledge on this.

We are also interested in changing our lighting, again it's the process of securing funding.

We don't yet have a policy but are looking into this.

We have created an Environmental policy and we can attach it for your reference

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


Word limit 500


Equalities policy attached

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.r	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	13 employed 1 volunteer
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/> We were initially before the October increase
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input 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;">  CRF overheads and management fees sun </div>

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 (£)
Camster Windfarm	YES	Nov-23	10,099.20
Total match funding (£)			10099.2
CRF grant request (£)			11244.8
Total project cost (£)			21344

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

6.3 If yes, please detail.
N/A

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


Public funding is required as national funders are struggling to fund us, We are the only service in Caithness to support Young Carers and they only way to secure funding is through public funding. We have a service agreement with the HC which supports the need for our service in the community. As can be seen in our Yearly report the work we cover locally. The outreach position is also vital as without the visit to these young carers in the school, our rural young carers will have no dedicated support.

6.5	Please explain what the remaining bank balances are for in your accounts.	The money outstanding is earmarked for Salaries, Amenities , snack & activities We do small fundraising events which help us out with smaller costs, food for parcels to families
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Unrestricted funding is used for Minibus costs, running costs and maintenance as well as providing activities for the young carers to do.

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.	Income we generate is very low, we do fundraising events, We have a clothing bank that raises around £20 per month on average. Small amounts of money is raised during the year to help with as stated
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	<p>KLICS is recognised in the community and was founded to support young carers and Families in the community. It is import for KLICS to have/build good relationships in the community</p> <p>We are a free service and does not affect other businesses</p> <p>We use any local business where we can, we do our weekly shop locally between Lidl and Tesco stores, we frequently use B&M for any materials.</p> <p>When securing food poverty, we use local shops to purchase vouchers/shopping. We also use the local butcher for any food help. We collaborate with many businesses who support any fundraising KLICS are holding.</p> <p>I would say our project is an advantage to local businesses. We also use local artists, groups and organisations when arranging activities for our young carers.</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?	N/A
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 Community Regeneration Fund	20/02/2023	£19954	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"/>
	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.
<p><i>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.</i></p> <p><i>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.</i></p>	
Signature: 	Date: 15/11/2023
Print: Wendy Thain	

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

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number:

Organisation:

Project Title:

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

People	The provision of services or space that support people in your area.
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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	supported/safeguarded	106
Wellbeing support initiative	supported/safeguarded	106
Spaces for people	enhanced	106
Initiatives that enable communities to stay socially connected	supported	
Community-led projects supporting community ownership or management of assets, services, or activities	Child Led (Young Carers in the community)	106
Other - Please describe other outputs your project will meet that are not listed above:		
Offering a safe space for vulnerable children and their families Weekly support for Young Carers aged between 5-18 years old Offering parents a safe space to meet up and feel supported Wellbeing officer role to be employed through KLICS to fully support Young Carers / staff wellbeing		

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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:	

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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.

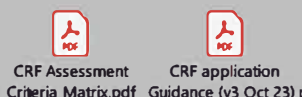
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2130	
1.2	Organisation	Dunbeath Community Centre	
1.3	Project title	Dunbeath Playpark Project	
1.4	Project summary you wish to be funded (max 100 words)	Replacement of the existing playpark at Dunbeath which is in very poor condition with an all new castle-themed all-inclusive playpark.	
1.5	Project costs	Total project cost	£136,440.66
		Match funding	£107,500

		CRF grant requested	£28,940.66
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	22/04/2024	
1.7	End date (by 1 st March 2025)	20/05/2024	
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	Dunbeath Community Centre
2.2	Address and postcode	████████████████████
2.3	Main contact name	Alistair Jack
2.4	Position in the organisation	Community Development Officer
2.5	Contact number	██████████
2.6	Email address	████████████████████
2.7	Website address	https://www.facebook.com/profile.php?id=100087787327836
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	SC025697
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

2.11	If the organisation is VAT registered, please provide the number.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	N/A	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Portormin Road, Dunbeath, KW6 6EA	
3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	The lease is currently in the process of being renewed with Dunbeath Estate but has been held up by the unfortunate passing of the landowner, however it is hoped that the lease will be sorted by the end of the 2023	
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.	None required	

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)
Clear Site	29/04/2024
Install New Playpark	17/05/2024
	Click or tap to enter a date.
	Click or tap to enter a date.

	Click or tap to enter a date.
	Click or tap to enter a date.
4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.
<p>Replacement of the Dunbeath Playpark which is currently in very poor condition with many items of play equipment fenced off or decommissioned due to being in an unsafe condition. We want to create a safe inclusive modern playpark that will be a hub for play, exercise, and social interaction for the youth of our community for generations to come.</p> <p>We intend to do this by installing new play equipment and safety surfacing that will feature many inclusive elements including swings, a roundabout, and sensory panels. On top of this, two main play units with numerous play features including slides to cater for all age ranges from toddlers up to teens. A zip slide will also be included which will be a very popular addition to the park as well as seating and picnic benches.</p> <p>Play parks are an extremely important part to a families' leisure time in the rural north and particularly important to low-income families for whom family getaways are not always possible especially in this current financial climate. As we all face increased cost of living and associated challenges the need and demand for free amenities will only increase.</p> <p>The nearest play park for children in Dunbeath is approximately 6 miles away. The immediate and wider community as well as visitors to local sites like Dunbeath Castle, Laidhay Croft Museum, Dunbeath Heritage Museum, Dunbeath Strath and Harbour will benefit in having a site which has inclusion and accessibility for all. We believe that every child has a right to play, a right to be included in play, recreation, sporting and leisure spaces and a right for these spaces to be accessible.</p> <p>This will help with social interaction and families gathering in a healthy outside environment and a friendly safe place to play, it will also help with isolation and anxiety.</p> <p>Inclusion for children of all abilities and from toddlers up to say age 14 and will also be wheelchair accessible.</p> <p>Having such a community facility in Dunbeath will encourage families to move into or remain in the area which meets the fund's strategic objective of helping to reduce rural depopulation by improving recreational areas, and improving local amenities.</p>	
4.3	How will the project benefit local communities or the local economy?
<p>The Play Park would be a vital asset to the children and young people of the local community. A safe area where they can learn to play and behave in an independent fashion, while also acting as a focal point for meeting up with friends. The importance of outdoor play is well established and having a play park will encourage the local children to be outside more often. This will help with their physical and emotional wellbeing and provide an area for social interaction between children of different ages.</p>	

Surrounding schools would take trips to the Play Park with inclusion for children of all abilities. The local Community Centre is hired out to numerous youth groups who arrive in large coaches and would make use of the play park facilities.

Furthermore the immediate and wider community as well as visitors will benefit from having a site which has inclusion and accessibility at the heart of its design, and by attracting visitors from all over the county will help to boost the local economy

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

It will provide a modern recreational facility for the community and surrounding areas to enjoy. Catering for all young person age groups and all abilities that will encourage increased outdoor play and social interactions. This will help with physical and mental health, and will also help to tackle social anxiety in children.

A well-kept up to date community facility also shows a vibrant community spirit which will help to encourage people and families to live in the area. It will benefit young people and families including attracting visitors to the area and also attract visitors on the NC500 route. This will not only help reduce rural depopulation but by attracting visitors to the area will also help to boost the local economy.

The community facilities situated on Portormin Road have been recognised in the Highland Council 2018 CaSPlan.

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

Several community consultations have been held in Dunbeath which has showed good community support for this project. This can be evidenced by the enclosed community consultation documents.

Additionally the project has received letters of support from local organisations which have also been enclosed with this application


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

This project is being delivered in partnership with Dunbeath & Berriedale Development Trust and will ensure that all inspections and maintenance are carried out on the playpark. This will be done by carrying out local fundraising events to cover any costs associated with the upkeep of the playpark. A memorandum of understanding between Dunbeath Community Centre and Dunbeath & Berriedale Development Trust is enclosed with this application.

4.7	What will be the lasting benefits and legacy?
	<p>A new all-inclusive playpark at Dunbeath will be an asset that the community can be proud of for generations to come.</p> <p>It is important to have outdoor activities for children, the park will be a meeting place for children to play in a safe environment and parents and guardians to meet up and socialise. The new playpark will be a focal point for healthy outdoor activities like picnics and other events held throughout the year. Dunbeath has many visitors over the summer time and having a modern play park will encourage families to stay longer in the village. The village is rich in heritage, and local businesses would see an increase in footfall boosting the local economy. Also may encourage families relocating to consider Dunbeath due to it being a village with a Primary school and a new playpark</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>This project will not directly address issues around climate change, however we will ensure that existing play structures that are removed will be sent for recycling rather than landfill, and have discussed with the equipment supplier that they must use a local company for the groundworks and installation rather than sending a team up from the central belt. This will help to reduce the overall carbon footprint of this project</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>From the offset this project has been considered with inclusion in mind and has been designed for all ages, and abilities and is also wheelchair accessible. The playpark will have wheelchair-accessible play equipment, sensory panels and wheelchair-accessible picnic benches. There will be separate main play units for toddlers and older children.</p>
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?	We have on average 15 volunteers
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 type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Dunbeath Playpark	Playpark Equipment	Capital	95,059.50
	Playpark Installation	Capital	25,894.80
	Preliminaries	Capital	15,486.36

	Total revenue expenditure (£)	0.00
	Total capital expenditure (£)	136,440.66
	TOTAL PROJECT COST (£)	136,440.66

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.	Three quotes were sourced from reputable Playpark companies, and then quality of equipment (by looking at other playparks in the Highlands by each of the suppliers), warranty on equipment and aftersales service were all taken into consideration when selecting the actual supplier
5.3	Please explain how your project will achieve value for money.	The supplier selected, is not the cheapest but is offering the best after sales service, and a 30 year warranty against corrosion. [REDACTED] [REDACTED] [REDACTED]

SECTION 6 – MATCH FUNDING

6.1 Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however

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

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
SSE Caithness beatrice Community Fund	Yes	25/07/2022	50,000
SPR Caithness Community Fund	Yes	21/02/2023	7,500
Caithness North Sutherland Fund	Yes	02/11/2023	20,000
Camster Windfarm Community Fund	Yes	07/11/2023	20,000
National Lottery Awards For All	No	Jan-24	10,000
			Total match funding (£)
			107500
			CRF grant request (£)
			28940.66
			Total project cost (£)
			136440.66

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	N/A
6.4	Please explain why public funding is required to deliver the project.	Neither Dunbeath Community centre or Dunbeath & Berriedale Development Trust have the available funds to carry out this project.
6.5	Please explain what the remaining bank balances are for in your accounts.	The remaining reserves are allocated to the day to day running of the community centre.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The unrestricted reserves have been set aside to go towards match funding of planned upgrades to the community centre, including a new roof, and net zero improvements.

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,	N/A

	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?	N/A
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?	This project is non-income generating so it would not be possible to pay back the loan
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap 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.
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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: 15/11/2023
Print: Alistair Jack	

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
-----	--	----------------------------------

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2130

Organisation: Dunbeath Community Centre

Project Title: Dunbeath Playpark Project

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

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

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

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

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

Increasing community resilience (People) Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/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	improved	1
Sports facilities	new/improved	
Local amenities	supported	1
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

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

Jobs created/safeguarded (FTE)	
Tourism infrastructure - 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	CRF2131
1.2	Organisation	John O Groats Development Trust
1.3	Project title	John O' Groats Hall Upgrades
1.4	Project summary you wish to be funded (max 100 words)	Renovation of male and female toilet facilities as well as the addition of disabled toilet facilities. New external fire doors and acoustic panelling will also be replaced, along with internal lighting to LED units, and the addition of a generator changeover switch.

1.5	Project costs	Total project cost	£54,360.40
		Match funding	£29,360.40
		CRF grant requested	£25,000.00
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	29/07/2024	
1.7	End date (by 1 st March 2025)	30/08/2024	
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	John O' Groats Development Trust
2.2	Address and postcode	██
2.3	Main contact name	Alistair Jack
2.4	Position in the organisation	Development Officer
2.5	Contact number	██████████
2.6	Email address	████████████████████
2.7	Website address	https://www.facebook.com/johngroatsdt
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	SC048716
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.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	N/A	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	John O' Groats KW1 4YS	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input 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.	Planning permission and building warrant will be required, and these will be applied for once project funding has been secured. Costs for architects and planning/building warrant fees have been factored into the total project costs.	

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)
Renovation of male toilets	30/08/2024
Renovation of female toilets	30/08/2024
Creation of disabled toilet	30/08/2024

Installation of acoustic panels	30/08/2024
Replacement of external doors	30/08/2024
Installation of generator changeover switch & LED Lights	30/08/2024

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.

The project will involve a complete refurbishment of the current male and female toilet facilities in the John O' Groats Hall which are currently in very poor condition, and really lets the hall down which is affecting the usage of the hall by the local community.

The hall also does not have a disabled toilet so a new disabled toilet will be built in an area currently used for storage which is located next to the female toilets.

The refurbishment will include installing tiles on the walls and floors, installation of new sanitaryware and fittings, Installation of new internal doors and associated hardware in the male toilets, installation of ceiling cladding with LED Lighting, and installation of associated accessories including mirrors, toilet roll holders, hand dryers etc.

The current fluorescent and incandescent lighting installed in the hall will be fitted with low energy LED lighting units

The project will also include the installation of a generator changeover switch and external socket to enable SSE to connect a generator to the building during an extended power outage which will allow the hall to operate as a community resilience hub.

Additional work to be carried out will include the installation of acoustic dampening panels to the internal walls of the main hall to reduce echo, replacement of all external doors including fire doors, with new uPVC doors and hardware and signage.

This project will achieve the fund's strategic objective of addressing the causes of rural depopulation by improving the local recreational and sporting facilities and improving local amenities.

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

The hall currently has an ASHP system installed with behind wall heating, and once the planed upgrades have been completed the hall will become a welcoming and usable community asset.

The hall is currently underutilised due to the condition of the toilets, and new toilet facilities will help to drastically increase the usage of this asset by various groups within the community. The inclusion of the changeover switch will be of huge benefit to the community during periods of extended power outage which will enable the hall to become a safe refuge and be able to provide hot meals and drinks to the local residents of the community.

The addition of the disabled toilet facilities will make the hall fully inclusive and will be able to be used for private parties, public parties, sporting events, community events, kids events, youth club, car boot sales, jumble sales, coffee mornings, craft events, meetings, talks and lectures, music events, training events, Tourist pop-up events etc.

By holding more events at the hall will bring more people to the area for the day which has the potential to increase the local economy, as a lot of people who come to John O' Groats will go to local businesses for some shopping or food and drink.

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

Due to a lack of investment over the last decade or more, the hall is unable to be used by the local community for a large majority of events due to not being able to obtain a Public Entertainments License because of not having any disabled toilet facilities.

This means there is a local community asset that cannot be used to its full potential. This project aims to tackle the need for improved community facilities in line with the Highland Council CaSPlan

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

A community survey has been carried out which was well received and the results are enclosed with this application. Additionally several letters of support have been obtained for this project which are also enclosed.

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

The running and maintenance of the hall will be carried out by the John O' Groats Development Trust. The hall will be hired out to individuals and groups to cover the running costs of the facility.


4.7 What will be the lasting benefits and legacy?

By carrying out the planned upgrades, the hall will be a fit-for-purpose community facility that will be inclusive and will be available for use by all members of the community for generations to come.

The addition of the generator changeover switch to enable the hall to become a community resilience hub during times of extended power outages, or severe life-threatening weather will provide a facility that can support the entire community in their time of need, and will also provide a safe haven for those considered most at risk, especially as we move away from homes burning fossil fuels, and having more reliance on heating sources powered by electric.

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 majority of the project will have minimal environmental impact with the exception of certain items that will be destined for landfill, however any materials that can be recycled will be and any timber used will be from a sustainable source. As the hall is already operating with net zero aspirations by having an ASHP system installed, this will be improved during the planned upgrades by installing new uPVC exterior doors, and internal LED Lighting.

4.9	<p>In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?</p>
<p>The primary focus of this project is to include the addition of an accessible toilet in the building. Currently there are no such facilities which makes the community facility unusable by people with disabilities. There are also no baby changing facilities so this makes usage by families with very young children problematic. In addition, the inclusion of acoustic dampening panels will improve the experience of any users of the hall who are hard of hearing or those that are on the autism spectrum.</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;">  </div> <p>FWF statement and declaration template.c</p>
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input 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 type="checkbox"/> Do not have a website <input checked="" type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>We regularly can have up to 15 volunteers</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 checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

SECTION 5: PROJECT BUDGET

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



CRF overheads and management fees sun

Budget Heading	Details	Revenue/Capital	Amount (£)
Preliminaries	Architects Fees	Capital	1,482.00
Toilet Upgrades	Toilet Upgrades	Capital	34,000.00
External Doors	Door replacement	Capital	14,148.00
Electrical	LED Lighting & Generator changeover Switch	Capital	4,640.40
Accousitcs	Sound Dampening Panels	Capital	90.00

	Total revenue expenditure (£)	0.00
	Total capital expenditure (£)	54,360.40
	TOTAL PROJECT COST (£)	54,360.40

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

The costs have been obtained from quotes received for the project.

	achieve this, explain how costs were developed.	
5.3	Please explain how your project will achieve value for money.	By using local companies who have a known track record for providing a good price but delivering a high-quality service or product.

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 (£)
Stroupster Windfarm Community Fund	No	May-24	25,000
Match funding from hall reserves	Yes	Oct-23	£4,360

	Total match funding (£)	29360.4
	CRF grant request (£)	25000
	Total project cost (£)	54360.4

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

6.3 If yes, please detail. N/A

6.4 Please explain why public funding is required to deliver the project. The Development Trust has several projects ongoing at present and has no unrestricted reserves that it can allocate to this project. Contrary to popular belief, but John O’ Groats Development Trust does not receive the funds that are collected from parking charges in John O’ Groats. These funds go to John O’ Groats 2 which is a not-for-profit company operated by Heritage UK who


		lease the carpark, toilets, tourist information etc.
6.5	Please explain what the remaining bank balances are for in your accounts.	General running of the hall and match funding for this project
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	£4,000 has been allocated towards this project from the reserves. The remaining funds are for running costs and incidentals

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.	Income from the hire of the hall will be used to pay for running costs. Any excess funds accumulated will be used for future maintenance or upgrades of the facility.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	This will create an affordable option for the community, and most businesses have zero capacity due to being devoted entirely to catering to the requirements of tourists. We do have support from the only local business the hall could slightly impact.
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?	Income from the hall would only be enough to make the hall sustainable and pay the running costs for the facility
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?
CNSF – Book Festival	14/04/2021	£701	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Stroupster – Book festival	23/03/2021	£2600	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Stroupster – JOG App	23/06/2021	£8000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Cycling Scotland - Bikes	17/01/2022	£5332	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Beatrice – Book Festival	24/02/2022	£1225	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CNSF – Book Festival	15/04/2022	£1300	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>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.</i>		
<i>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.</i>		
Signature: 		Date: 15/11/2023
Print: Alistair Jack		

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 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: Planning permission and building warrant has not yet been applied for but will be in due course once match funding is secured.		

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: CRF2131

Organisation: John O' Groats Development Trust

Project Title: John O' Groats Hall Upgrades

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

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

The aim of this form is to provide an initial framework, to highlight the most relevant data that will be reported against at the end of the project, so that we can assess how well your project will benefit Highland communities. When completing this section, please ensure that you only select one main strategic objective and the most appropriate outputs your project will deliver. Some

outputs may overlap with other strategic objectives to the main one your project will deliver. Also, please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

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

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

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

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

Addressing causes of rural depopulation (Place)

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

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

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

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

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

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

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



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

Key considerations

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

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

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

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

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF
1.2	Organisation	Home-Start Caithness
1.3	Project title	Volunteer Coordinator and Family Hub
1.4	Project summary you wish to be funded (max 100 words)	<p>Continue to employ a volunteer coordinator, responsible for recruiting, supporting and developing the volunteers. Due to the service growth and increased demand for our support, it's vital that we continue to support, train current and new Volunteers.</p> <p>Family hub within the community, identified need by the families we support and can also be accessed by other organisations. We would like to purchase this building,</p>

		creating an environment where the community can connect, feel safe and access the correct and right support, all in one place, while elevating the loneliness and isolation that a lot of our families face.	
1.5	Project costs	Total project cost	£97,796
		Match funding	£25,845
		CRF grant requested	£71,951
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 checked="" 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	Home-Start Caithness	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Fiona Carlisle	
2.4	Position in the organisation	Manager	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.homestartcaithness.org.uk/	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC024885	

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.	10-12 Kirk Lane, Wick, KW1 4NN Covering Caithness and areas in Sutherland
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	Leasing the Building
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Preparation Training Course - 4 Training course	28/02/2025
Home Visits - 1:1 volunteering	28/02/2025
Group Support and Drop in sessions	28/02/2025
Family Fun Days - 4 Community Events	28/02/2025
Volunteer Meet Up's - every 4 weeks	28/02/2025
Networking events - 4 Events	28/02/2025
Purchase of the building	28/06/2024

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.

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

The Home-Start approach and our roots in communities mean that we are flexible and responsive to support families facing challenges and experiencing distress, be that disability, poverty, poor physical or mental health, isolation or a relationship breakdown. Families who are often described as 'hard to reach' are often our core service users as we can scaffold and partner with families in ways which statutory agencies cannot. A central value to our practice is our non-judgemental and kind support and often families come to us via self-referral and through word of mouth because of this. Our volunteers support families in ways which are bespoke to each family, some might support a parent to access a mental health appointment by giving them transport, encouragement to get in the door and to support with childcare. Another family may need a volunteer to sit and listen to them while they process their birth and the post-natal depression they are impacted by, and another volunteer may support group by playing with children while staff can manage challenging conversations between parents. Our service could not run without volunteers, and it cannot grow without them either.

Within the Family Hub we have recently opened, we have created weaning and cooking workshops, education and support around financial insecurity and we work in partnership with Caithness Citizens Advice Bureau, Caithness Foodbank and Caithness Voluntary Group to make sure families are accessing support and addressing the causes of poverty through our third sector partners. We are also linked widely to the Highland Third Sector Interface and with our statutory teams such as the NHS Highland Perinatal and Infant Mental Health Team, NHS Highland Infant Feeding Team, our local professionals such as Midwives and Social Workers and the Highland Child Protection Committee. We often use our Family Hub as a warm, clean and fun space to bring families when parents are in crisis and to link with professionals calmly and safely. Our volunteers play a key role in supporting staff to co-ordinate these times as they can make a little snack for the children and play with them so they are unaware and protected from emotional harm.

Our volunteer coordinator will continue to recruit, support and develop the role of our volunteers because of the significant and rising demand for group work and for direct work with families. Beyond this we offer specific outsourced training such as 'BookBug At Home' and 'Antenatal PeeP'. Our Perinatal and Infant Mental Health training delivered in-house is accredited by the Association of Infant Mental Health UK (AIMH UK) and we partner with West Highland College for staff and volunteers to complete training such Level 2 Counselling and Level 3 Understanding Autism. Additional training is an important part of developing the volunteers' skills and confidence. We have seen volunteers develop into paid employment, into further education and many remain as part of our service and amend their volunteering role accordingly.

We recognise the need to make volunteers feel valued so regular check-ins as well as support and supervision meetings every 8 weeks are a necessity. We follow models ascribed by Home-Start UK so our Volunteer Co-ordinator and Senior Managers can ensure consistent service delivery and ensure volunteer wellbeing is high. Our regular meet ups are valuable to consistently model our culture with volunteers, to create space to reflect and ensure our commitment to children and their rights is upheld.

Currently we have 2 male volunteers so this is an area we would like to develop and nurture. We have recently begun some group work with dads and this is in parallel to the work being undertaken by NHS Highland to explicitly support the development of male mental health and the fathering role. We have excellent relationships with the Community Justice Team in Caithness and there is scope to deliver parenting courses as part of their community service hours, without volunteers this would be impossible to develop.

By consistently training, caring for and developing our volunteers, we will ensure our volunteers feel part of our Home-Start family, where their time and commitment is really appreciated, and this will enhance the quality of service we offer to children and families. We want to ensure that volunteering feels worthwhile and share the best kept secret in Scotland!

708/850 words

4.3	How will the project benefit local communities or the local economy?
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The Project will benefit our local community - We are the only 3rd sector organisation in our community working in family homes during the first 1001 days of life and particularly for those with perinatal mental health problems, the only face to face service north of Inverness. This vital time is critical develop safe, secure attachments which help children to cope throughout the rest of their lives.

Our dedicated volunteers work alongside parents, in their own homes, to help them cope with the stresses and strains of life and make sure they have the skills, confidence and strength they need to nurture their children.

Starting in the home, our approach is as individual as the people we're helping. We are compassionate and free of judgment. We offer confidential help and expert support. Our work offers a vital lifeline to parents and helps to give children the best possible start in life.

By recruiting volunteers to help deliver our service within the community our volunteers become integrated into the community and become an important support network for many families.

We understand the importance that our naturing, training and supporting our volunteers, it helps and enhances their experience if they feel part of our Home-Start family, where their time and

commitment is really appreciated, and this will enhance the quality of service we offer to children and families within in community. Additional training is also an important part of developing the volunteers' skills and confidence which often helps some of them move onto paid work in the community or further education.

Our family hub is a welcoming place where services can be accessed by parents-to-be, parents, carers, families and young people in one place, flexible and delivering the services that families need, in the way that they need them.

Our Family hubs will be baby and child-friendly, and parent and carer friendly, with opportunities for families to meet each other, helping to deal with the stresses and isolation that being a parent and having a new baby can bring in our rural community with so little in terms of services already.

Our Family hub will be an information gateway for families, we can signpost and co-deliver services from our premises. Families will be able to find out about national services and our partners and can be connected and access specialist services when needed.

391/400 words

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

Community Growth – Increasing Vibrancy and vitality of the town centre:

Growing Communities

Local services, working together and in partnership with the voluntary & community sectors, all have a vital role to play in supporting families. Professionals often face practical and organisational barriers to working together, thus, improving partnership working and taking a whole family approach will better support families to access the help they need. Our new Highland Whole Family Wellbeing Team have been working closely to highlight practice, frameworks and strategies for families in our locality with further work in 2024 and 2025.

Our new Family Hub, opened in October 2023, will directly increase significant footfall to the town centre - which is one of main objectives from Caithness and Sutherland Development Plan. We have created our Hub while developing and reusing an old building within the Wick town centre area, making the area more desirable and attractive for the town and community. Strong families make for stable and happy communities, families need to live in a community where people want to live and thrive and having an attractive and bright hub for families will welcome partners.

Caithness has very limited services and by creating the hub we are creating and strengthening links between communities and partners to bring together multiple organisations in a 'one stop shop' to make it easier to get the support families need. We also encourage and support volunteers and families into employment and education and help to address the barriers families are facing. We understand there is more understanding of intersectional issues in our community such as parents with neurodivergence, high rates of suicidality, domestic abuse and substance use from our Community Planning Partnership meetings and we are responding to the needs of our community in many creative and innovative ways with new projects launching in 2024.

Finally, we know from our work as #PromiseKeepers that there is much to do to support children who are care experienced in our community. Our partnership with Highland Council to

#KeepThePromise and with carers, parents and children is paramount to the thriving lives children deserve in the Highlands. We co-design services, shape language and forms with our families and will continue to include families in decision making at all levels of the organisation.

364 / 400 words

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

We know there is a huge appetite for our work due to our increased referrals via professionals, in attendance in groups and directly via our self referral pathways. We co-design our services and this shapes how we choose what projects to develop, what staff to recruit and how we evaluate our practice. We can evidence this in multiple ways, through the quantitative data gathered from our service output and importantly via the qualitative feedback shared with us via surveys, polls, feedback forms, service reviews and with support plans. We can also evidence it in the requests for more specialist support for service users; examples of this include our support with dads, care experienced young people as they become parents, school age children, children with autism and those experiencing crisis.

We have strong feedback from volunteers to show us that the volunteer co-ordinator has been largely successful but as we change as an organisation, we know that this role will be more aligned as a new role rather than a continuation of the old, funded role. This co-ordinator will be more project and event led, as per feedback from families. The third sector have found that they have had a consistent decline in their volunteer numbers where we have bucked the trend, our numbers have doubled and we will need to continue this trend to keep up with the demand. We attribute this to our agility, our culture and love for our volunteers and the excellent social media reach we achieve.

250/400 words

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

Long term, our Family Hub will continue to be supported, maintained and sustained via other funding streams and incorporated into our core funding. We would be looking at growing our relationship with Highland Council as we nationally come out of the cost of living crisis and developing a funding relationship with NHS Highland and the Health and Social Care Partnership we reside within. These would benefit us greatly as we grow as an organisation.

Due to the nature of our work and our standing in the community, we would hope to continue to grow our fundraising achievements and become more sustainable as time continues. There may also be opportunity to grow as an organisation with a second premises to serve the north of Sutherland and Thurso area. This is certainly a challenge we often come against in terms of delivered our service equally across our geographical area and it is difficult to solve without a solid base in Wick first.

160/500 words

4.7 What will be the lasting benefits and legacy?

Supporting and scaffolding families in the early years of a child's development has wide health and economic benefits for the community as well as for individuals and their families. It is widely recognised that what happens in the first 1,001 days of life, from pregnancy onwards, lays the foundations for physical and mental health, life expectancy and adult outcomes. Babies' brains are developing fast, and are at their most adaptable in the womb and in the early years of life. Parent-infant relationships are vitally important in this, shaping a babies' experience of the world, giving it meaning and supporting the infant to feel safe and secure. When this doesn't happen research tells us that children are less likely to do well at school, have low income jobs, likely to have addiction problems and suffer more with physical and mental health issues throughout their lives.

Home-Start Caithness is built on a model of parent-powered support, which addresses directly some of the stressors that are impacting families. It enables overwhelmed parents to benefit from practical assistance and the support of another thinking mind – one that is less overwhelmed than theirs. The approach builds trust, companionship and an alliance to address difficulties while keeping their children's developmental needs in mind. The relationships developed make it possible to restore parental capacities, identify concerns and create a bridge to more specialist or statutory support earlier on if it is needed, before families' difficulties escalate.

Home-Start Caithness support works on many levels:

- Helping to identify emerging difficulties early on.
- Preventing worsening mental health.
- Signposting and facilitating access to allied or specialist services.
- Strengthening community networks.
- Reducing stigma.
- Reducing social isolation.
- Promoting healthy relationship development.
- Increasing parents' confidence in their parenting and personal capacities.
- Building opportunities for positive interactions.
- Supporting people to manage their emotions.
- Modelling parenting skills..... and many more!

Our Family hub will allow us to continue to deliver this support consistently, year after year and strengthen further applications with other funders. Evidence is clear that identifying risks early and preventing problems from escalating leads to better long-term outcomes. Investing in supporting families to care for their babies, children and young people has an important role to play in reducing health and education disparities right from the start, and improving physical, emotional, cognitive and social outcomes longer term. Doing this in rural areas where services are non-existent or extremely under pressure ensures that babies and children get a vital start.

404/500 words

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

We have been working closely with the volunteer sector to tackle and combat the identified issues our families are facing, Food, Heating, Poverty and Education are among the main concerns.

One of our support measures has been running cooking and weaning workshops, this has been very successful in helping families, to be better educated on food choices, budgeting, connecting families and communities, while also signposting to other organisations and support. We would like to continue to develop these and having our own space is helping make this possible. Our weaning classes have focussed on using leftovers, reducing plastic and pre-packaged food and understanding how to use freezers and batch cooking to save money and the environment. Our weaning classes rely on each parent and baby attending having a volunteer to support them through the workshop so that stress is reduced for parents and babies feel cared for.

We have created a food sharing scheme and delivering food parcels to families – helping families within the community to reduce waste and access food when our foodbank is closed. Due to our location our foodbank is only open for 4 hours every week and this is a challenge for us as a referrer when families need parcels outside of these hours each week. We are creating opportunities for social eating and connecting communities while stopping food for being wasted and going to landfill through our partnership with FareShare and Neighbourly and the community gardens in our villages and towns. We use local volunteers to reduce travel emissions and communicate closely with families who may need consistent support in this area to ensure they can meet with partners to check their benefit entitlements and home for improvements.

Our team use technology where possible instead of printing lots of paper. During covid, we upgraded our teams onto a cloud based system and to use iPads while working with families, this means we can access information easily and securely and upload directly into the system so that we don't have to make written notes or print information for families – we can email them or use our social media to communicate easily

We limit car driving or car share if needed. We try to use public transport where possible. We have excellent relationships with Northlink Ferries, Stage Coach and ScotRail.

We recycle, reuse and rehome resources and work alongside organisations such as FareShare to redistribute resources. Our community love to get involved too and we always are given amazing donations to share with families who need them, many in our community will drop off items with families directly or bring them to our Hub for us to share on our next visit.

We will be in the spaces where our families are locally rather than expecting them to travel for the most comparable service and we will work to be as conscious of the environment as we can.

481/500 words

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 Home-Start approach and our roots in communities mean that we are well placed to reach and support families facing challenges and experiencing distress, be that disability, poverty, poor physical or mental health, isolation or a relationship breakdown.

At Home-Start Caithness we take time to consider our biases, to listen to our families and reflect regularly on how we continue to be inclusive for all families. We regularly meet with our professional peers to complete training, network and continue to work in partnership. We seek opportunities to chat with our families to ask what is working, what needs improving and how they would like us to do that. We deliver open sessions for the public to get involved in our service in new spaces frequently.

We take an intersectional lens to our practice and understand that families can be made from complex and interesting characteristics and we consider the protected characteristics of our staff and volunteer teams too.

A good example to demonstrate this is that our team has disabled people within it, these people have been open to sharing their needs so that we can accommodate their reasonable adjustments, we can ensure access to the places we meet people and that is reflected in the open nature we have in working with families and our community.


Another example is our new Sunflower Project working with autistic adults. This project has been developed by an autistic person, in partnership with parents who are autistic, has employed an autistic family support worker and will develop ways of collecting feedback that are important to the autistic community.

We have worked hard to incorporate male volunteers into our organisation and this is an area of growth for us. We know that dads engage with us regularly but we want to offer services for fathers that are created and designed by fathers too. We have worked in close partnership with the Fathers Network to check biases and develop our understanding.


326/500 words

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 type="checkbox"/> Applied <input checked="" type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	Employee – 9 Trustee – 5 Volunteers - 17
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <p style="text-align: center;">  CRF overheads and management fees sun </p>
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Budget Heading	Details	Revenue/Capital	Amount (£)
MANAGER	5PW @ £19.17	Revenue	4,986
Volunteer coordintor	25PW @ £14.56	Revenue	18,931.00
HMRC	Joint -	Revenue	2,255.00
Pension	Joint	Revenue	718.00
Staff Travel / subsistence	Fuel - visits / groups/ events	Revenue	1,300.00
Volunteer Training	Child protection, First Aid	Revenue	1,650.00
Volunteer Wellbeing	Monthly Check In	Revenue	1,100.00
Volunteer Travel	Fuel - visits / groups/ events	Revenue	550.00
Development of Building	New Windows, Doors and Fire Doors	Capital	£12,000
Associated Building Cost	Roof Repair, Office work, Plumbing, heating and security	Capital	11,336.00
Purchase of building	Purchase Building	Capital	£45,000

	Total revenue expenditure (£)	29,460.00
	Total capital expenditure (£)	68,336.00
	TOTAL PROJECT COST (£)	97,796.00

VAT included in these costs?		Yes <input type="checkbox"/> No <input checked="" 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>Salary Costs Manager Volunteer coordinator HMRC Pension</p> <p>Staff Cost Staff Travel and Subsistence - Cost associated with visiting and recruitment of volunteers.</p> <p>Volunteer Costs Volunteer training – Based on average cost per volunteer Volunteer well-being support – Meet up's</p>
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		<p>Volunteer travel – Visiting Families</p> <p>Development of the building – Window and Doors – Fire doors – Awaiting Norscot to come out and measure verbal quote based on measurement was given of £12, 000.</p> <p>Associated Building Costs - Roof Repair can't be done until the summer but rough costing given.</p> <p>Security Alarm System - written quote given</p> <p>Plumbing Upgrades. written quote given</p> <p>Create a private office upstairs for manager to conduct meetings. written quote given</p> <p>Solicitor costs associated with buying the building, - BBM verbally advised what costs could be incurred</p> <p>Valuations – written quote given</p> <p>Purchase cost of Building – Awaiting official valuation on a property – Cost detailed on the budget was the sellers recommended price and recommendation from local estate agent. The valuation should be done on the 29th Nov.</p>
5.3	<p>Please explain how your project will achieve value for money.</p>	<p>Volunteers offer companionship and support, helping identify problems or concerns families may have within our community. Volunteers will typically visit families once a week in their homes or at group. In total we support 91 Families and this grows every day. We struggle to meet the demand for the service especially without more volunteers.</p> <p>Our service currently has seventeen volunteers who collectively provide support each week, we would like to expand and develop the number of volunteers we have as this would allow us to reach and support more families. The volunteer time has considerable economic value as it represents an additional input in the delivery of the service that the public sector does not have to pay for.</p> <p>By having volunteers' delivery our service within the community, we are providing a much-needed service, addressing and meeting a community need, while also creating a community focused network.</p>

		<p>The family hub – will provide a space within the community that families and services can use and utilize.</p> <p>By having the family hub space we don't need to rent other spaces this in turn is saving the service money and making the funding that we do have go much further.</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.

1. Name of funder - **DRSL**
2. Is the funding confirmed yet - **YES**
3. Date of confirmation or anticipated decision if not confirmed – **23/03/23**
4. Amount of funding applied for - **58,000**

The funding from DRSL is split between projects with £25,845 allocated to this application

6.2 Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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6.3 If yes, please detail.	Trustee and volunteer support to the community, service and organisation.
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6.4 Please explain why public funding is required to deliver the project.	<p>Home-Start Caithness is the only 3rd sector organisation working within the first 1001 days in Caithness, our support is a life line to many families and vital support to the community and professionals.</p> <p>We work closely with the community, families and other organisations to make sure we are addressing the needs of the community, making sure that the voices of the community are heard and actioned upon. While making sure that everyone is being respected, listened to and being given the same opportunities to thrive within our community.</p>
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		Having a family hub within the town centre while making us a central point that everyone can access
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.	As part of our risk register and reserve policy the charity needs to hold at least three months' reserves as a contingency plan.

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>We support and network with local businesses and organisation. The local community have been very supportive in our service and new family hub. Developing the family hub make the town centre look more attractive and appealing to visitors and the local community. The family hub also is generating increased footfall within the town centre, which has a positive effect on local businesses.</p> <p>We also regularly receive support and funding and donations from local businesses.</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?	Charity Organisation
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 SLA	01/04/2023	£40,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council SLA	01/04/2022	£40,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council SLA	01/04/2021	£40,000	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: [REDACTED]
Print: Fiona Carlisle

Date:
17/11/2023

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

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

The application form should follow the naming convention example:

CRF0123 – (Name of organisation) final application form

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

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

CRF Monitoring and Evaluation Framework

CRF number:

Organisation: Home-Start Caithness

Project Title: Volunteer Coordinator and Family Hub

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

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

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

please ensure you delete as appropriate the options under status column i.e. new/supported/safeguarded.

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

1. Increasing community resilience
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	x
Wellbeing support initiative	new/supported/safeguarded	x
Spaces for people	new/enhanced	x
Initiatives that enable communities to stay socially connected	new/supported	x
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	x
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	X
Support to gain/sustain employment	X
Support for Social Enterprises	
Initiatives that help sustain household incomes	X
Advice services – new/supported/safeguarded (delete as appropriate)	x
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place)

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

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	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	x
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	x
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

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

Tackling climate emergency and working towards net zero (Environment)		
Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	x
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.

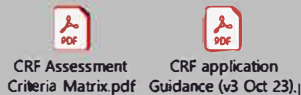
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2140
1.2	Organisation	Thurso Community Cafe
1.3	Project title	Helping Hub
1.4	Project summary you wish to be funded (max 100 words)	The Helping Hub Project is all about repurposing perfectly good, but unwanted, items for use by those in our society who have the most need. The project will work with the motto of Repair, Reuse, Recycle. Helping people and the environment, to reduce climate issues and improve wellbeing and quality of life. We want to collect unwanted items of clothing and other household items from people in the community and

		create a hub where those most in need can get free access to such items.
1.5	Project costs	Total project cost £39520
		Match funding £13000
		CRF grant requested £27520
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 checked="" 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	Thurso Community Cafe
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	Ann Brock
2.4	Position in the organisation	Director
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	Thursocommunitcafe.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	Sc632428
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.	KW14 8JE
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

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

Set up area and shop painting and arrange area	01/03/2024
Advertise and gather items	01/03/2024
Advise to community	01/03/2024
Gather volunteers	01/03/2024
Open shop to public	01/04/2024
Work with other organisation	01/04/2024

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

The Helping Hub project is all about giving perfectly great, but unwanted, items another chance for use with the people in our society who have the greatest need. The project will work with the motto of Repair, Reuse, Recycle. Helping people and the environment, to reduce climate issues and improve wellbeing and quality of life. Working hard to help with the cost of living crisis.

The projects aims are to repurpose clothing, small household items and furniture then offering such items to members of the public who find themselves struggling financially, socially and economically. The project will rent premises to host and facilitate the project by gathering items from the community that are no longer required or wanted and redistributing them to people with in the community who are in need. The project will also offer a cleaning option for people who have no access to washing machines. It will also offer clothes repair/making options to help educate people in the community on making their clothing last longer and reducing waste. From the premises we will operate a shop that has no tariff but will accept donations from those able to give.

The project will offer these items to the community for a suggested donation but always with the motto of donate what you can if you can, not only would we work on this basis, but we would also seek referrals to the project. Other organising would be welcome to refer, to the project, those in need of help in the area of clothing, school clothing and household items.

We also felt the need to have a cleaning option in the project as many people in the area are struggling with this and have, no or limited options for it. The project would work on the same basis for cleaning/drying.

The project would also seek volunteers to play a role in the project. Many people benefit from volunteering, improvements can be seen in people's mental health, anxiety, depression, and addiction problems. We would investigate developing a strong volunteer program to improve these problems and address these issues. We would look to engage with our volunteers, inspire, and up lift to improve mental health, stress, and anxiety.

This is a people-based project. Its main aims are to help the people in our community and to improve their quality of life. The project will also have strong themes to improve the economic environment of the area, offering job positions and volunteering options to improve people skill sets. Also, a strong theme running through the project will be the environment. Repurposing these items will have a positive effect of the environment and reduce pollution.

The funding strategy that we will achieve will be tackling poverty and inequality in our community. Through the Helping Hub we will be helping people who are struggling financially, socially and mentally with day to day life. Our main output will be looking at:

- Cost of living crisis - helping people gain access to clothing for them and their children for free or a small donation and giving them access to emergency household items and furniture.
- Tackling unemployment and low confidence – this will be achieved through a volunteer program that will take volunteers through the steps of building confidence with the potential for a reference and job referral at the completion of their time volunteering.
- Volunteer opportunities for people in recovery to reduce stigma– working with the criminal justice, drug forum and HNS to recruit volunteer from these areas.
- Low-income family support – help with clothing and school clothes for children and families.

Our main strategy will be about tackling poverty with the Helping Hub, and we feel we can achieve this through the above main outputs. Through offering this help with clothing and other items we can reduce family costs and help lift them out of poverty. This will be the same for helping people to improve their job prospects through volunteering work, to help raise confidence and improve chances of gaining better employment which will also help to improve their financial situation.

All this will enable the Thurso Community Café to increase the benefits it currently provides to our community and will complement what we do helping people in our area who are living in poverty and struggling with life.

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

Word limit 400

It will benefit our local communities dealing with cost of living and poverty levels within our community by helping people reduce their financial outgoings.

Here is information to support this - [Shoppers turning to charity shops due to the cost-of-living crisis, research suggests \(civilsociety.co.uk\)](#) this shows how many people in the country are turning to charity shop for support in a difficult time.

The cost of everyday essentials such as food, clothing, heating, and electricity are rising rapidly, and wages are not keeping pace. That means that an increasing number of people are finding it difficult, or even impossible, to pay for these essentials without going in to debt. That is what is meant by the current cost-of-living crisis, and it's a crisis that's forcing many people to choose between basic things such as eating and keeping warm.

The helping hub will run a shop like operation offering free clothing bedding and household items for only a donation of what that person can give, it will benefit anyone suffering from the cost-of-living crisis and their families, offering help with clothes and items, it will be focusing on school uniforms for children as well, helping to reduce this cost in families.

We will also be working to form a volunteer group working with people who are often out of touch with society. We will be looking to work with the criminal justice team, NHS mental health and other

organisations in the area to help people volunteer, gain experience and gain confidence in being employed.

The project will help anyone struggling financially, who is needing support and needs help to build confidence and acceptance in the community. Through this there will be benefits for the economy as more people gain volunteer experience and employment.

The project seeks to help people within the community who are struggling financially. It will help through offering clothing and household items. We believe this will help people to get through the 'cost of living' crisis and help people who are suffering inequalities within the area to achieve a better quality of life and better job prospects, all through volunteering.

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

Word limit 400

The cost of living crisis is recognised throughout the country and is being addressed by government in many ways as can be seen in the attachment here - [Cost of living crisis - gov.scot \(www.gov.scot\)](http://www.gov.scot)

It is also being supported by our local council evidence can also be seen here - [Cost of Living | The Highland Council](#)

The project will help people within the Caithness area with the effects of the cost-of-living crisis. A large percentage of those struggling are families. Through the Helping Hub we will reduce the cost of clothing for families and people who are financially stretched, helping people to cloth themselves and their children.

It will also be tackling unemployment and low confidence issues, which keeps many people in poverty and on low incomes, through the volunteer program that will be attached to the helping hub we will be lifting people out of poverty by improving self-confidence and job possibilities.

Volunteering can build self-esteem and raise confidence in people. Here are some ways volunteering can help:

1. Sense of purpose
2. Opportunity to interact.
3. Focus is off yourself.
4. Sense of belonging
5. Gain experience
6. Feel good factor.
7. Sense of pride in what you are doing.

The project will fulfil helping people in poverty and inequality it seeks to fulfil the need of clothing and household items and small furniture for people in difficult situations, people living in crisis, trauma, social problems, financial and economic problems, who have found themselves in a difficult part of their life and are in need of help. This is where the helping hub will come into action.

The Thurso Community Café is well supported by the community and prior to lockdown we had a foot fall of 200-400 per week, depending on the season. The café also provides opportunities for volunteering. This is confidence-building and can be the first step to paid employment for those who have been some time away from the job market or who are looking for their first work experience.

We already have a great deal of knowledge and experience in running similar projects which have been very successful and are ready to branch out into new things, following the same theme.

4.5	How do you know there is local support for the project? How can you evidence this?
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Word limit 400

We know there is local support for the project as we currently run this, on a very small scale, as a pop-up shop. We have trialled the idea to see if there was a need in the community. We have done small clothes swaps and school uniform events for people that have been very well attended. We have seen a need from the people of the community who are struggling financially and who are struggling with the cost-of-living crisis.

Over the last six months we have worked on a small scale, offering clothing to the public on a trial basis that trial has gone very well, and we now feel ready to take the project to the next step. We wanted to be sure the project would work so through this was the best way to find out.

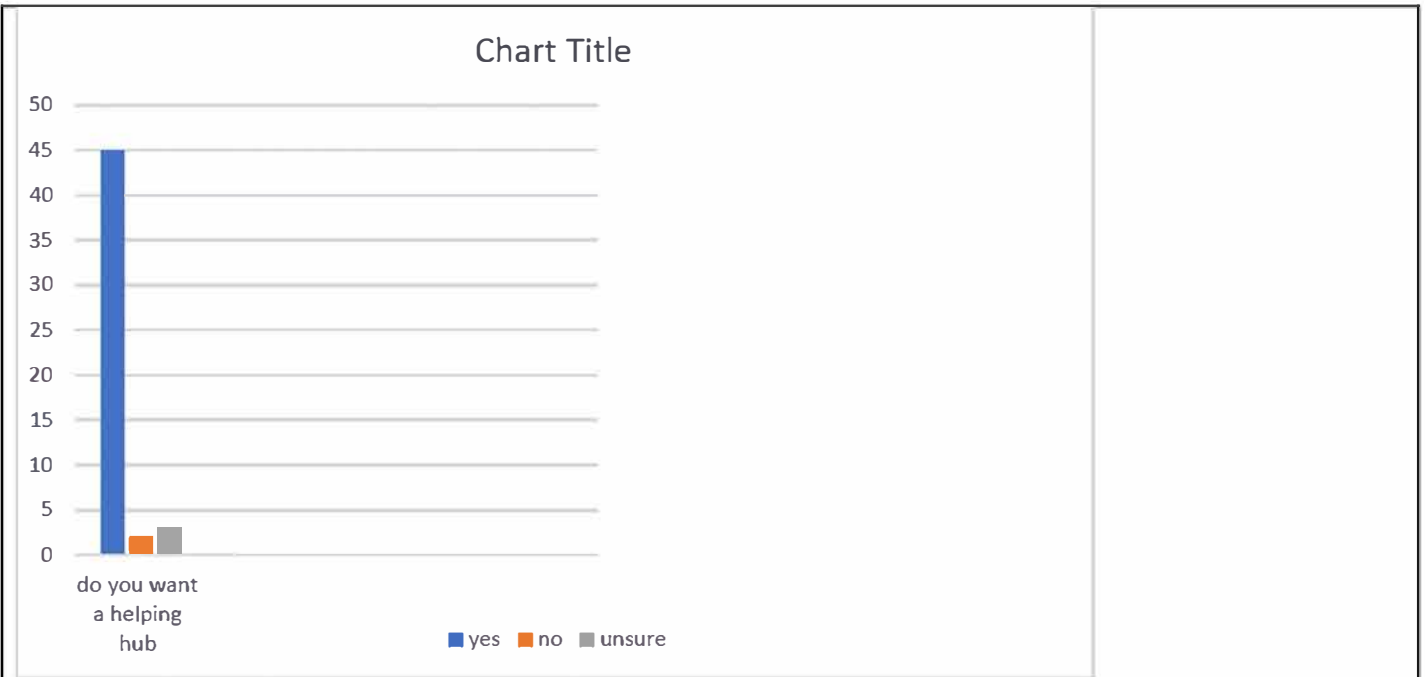
We have also run events for clothing, swop shops, coat changes, and workout clothes.

People have already approached us in the café looking for help with clothes and bedding which would be what the shop would be hoping to achieve. Sometimes we have people in the café looking for support with small household items as well. Some recently have moved, come out of prison or found themselves homeless. These are all areas where the Helping Hub would be looking to provide assistance.

We already see and know of many in the community who are with out some of the basic needs. We work with people who have nothing in their homes and very little clothing, bedding or everyday essentials. Our support workers have encountered many people within our community who are very needy and without adequate means of support.

We have support from other organisations within the community, who also work with people who live in poverty, such as CAB, Caithness Food bank, Ormlie Centre and Thurso Community Development Trust. All have supported our project for the Helping Hub and have assisted with our clothes swap, and school uniform days.

With the foot fall we have in the café of over 400, in some weeks, we surveyed the local people, and they were in support of a project like this.



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

Word limit 500

Once the project has been set up and has run well for the year of funding, we will look for support from other local funders to continue the project. The project will generate some revenue, from the donations it receives, and this will mean the project will be sustainable on a volunteer basis.

As the project is being run, we would work to develop a high volunteer base. We would look to develop high numbers of volunteers who enjoyed and were committed to the Helping Hub. As we have a great deal of experience working with volunteers at the café, we are experienced in developing them, training them, and keeping them enthusiastic about staying with in the program. At the end of the funding period, we would have created such a good volunteer network that the project could be maintained even if no more funding was found. It would then rely on the volunteers to run it.

As the project would bring in donations of money from the clothes, we predict this revenue will be sufficient to run the project even If no further funding was found. We would ,however, look for further funding to increase the project and take it forward.

The café also generates a small amount of revenue throughout the year from donations and fundraising. Over the last five years we have achieved many different fundings and raised quite large amounts of monies from activities such as meal nights and hairdressing. We are a very creative team and enjoy this aspect of the role, a great team that ais always ready to get involved. We feel that even if we did not secure funding, we would still be able to run the project in the following years after the current funding had finished.

We feel that because this is a local project, we will have support from the town for the sustainability of the project. There are many different local funders who could be approached to further the funding of the project and increase what we are trying to achieve.

We will also be working with the Community Service Department; this will mean we will always have access to volunteers and people who may need help reintegrating into society.

4.7 What will be the lasting benefits and legacy?

Word limit 500

The lasting benefits and legacy of the Helping Hub are that we are here to help! We will have set something up that is there to serve the community whether it be food, clothes, a heater, or a TV. Like so many charity shops all over the UK most are set up to support a charity and we hope this will be the same, that the money generated can be put back into the organisation to help it expand and help more people. The mission of the Helping Hub and the Thurso Community Café is to work together, over the following years, to serve every need that the community may have.

We will provide social and environmental benefits. Here are some below:

- Boosting recycling and re using
- Providing volunteer opportunities
- Creating sustainable local jobs
- Saving money
- Reducing waste
- Reducing demand for new clothes
- Helping others
- Giving ethical option for disposing of unwanted items
- Providing help to the most in need

Charity shops provide many benefits for the public. We would provide an easy way to donate and provide a low-cost way to buy clothing and other items. Re-using goods is also environmentally friendly.

The legacy would be a shop that would be set up to help and serve the community. That will be self-sufficient working with what every donation it received to increase the sustainability of the shop and project. Also offering volunteering opportunities for all as part of the legacy of the project. To see people improve themselves and their lives.

Money raised in charity shops goes back to the organisation, we can then use it towards their charitable objectives.

Our legacy for the project will be “shopping with a heart”, something that is set up by the community for the community. Everyone can play their part, whether they donate an item, or they receive an item, it will be inclusive of everyone in the community. 71% of people surveyed on a national level believe that charity shops are now essential for everyday life and provide affordable items with no financial concerns or worry.

Our outlook would be of a five-year plan to have the shop serve the community and help people in poverty over this difficult time. We would monitor and keep track of what we have achieved by our very active Facebook page. We feel it will be important to track the achievements we will make on

this project and show a start to finish of the funding journey on face book and youtube, so as to show the volunteers and public what we have manage to provide and achieve with the funding.

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

Word limit 500

Recycling has played a major role in the last century and households up and down the UK have become good at separating their waste to ensure helping the environment. Essentially, rather than throwing away all rubbish together, it's now split into what can and can't be used again to create new products. This is what we will achieve with the clothes and household items. We are stopping the going to landfill.

There are several environmental benefits recycling brings, including:

- Reduced waste of new materials
- Reduced energy consumption (less energy required to recycle, rather than start from scratch)
- Reduced air pollution due to less incineration of waste products
- Reduced water pollution because of limited landfilling.

There are plenty of products that can be recycled to aid in improving the eco system, including clothes.

There are many people around the country who recycle packaging from the kitchen. They'll likely have a designated recycling wheelie bin and potentially have separate containers in the home for glass, plastic and paper. However, fewer people realise the importance of textile waste and just how damaging this can be to the environment.

The government has been instrumental in improving how we recycle, primarily because of targets handed down, in reducing energy usage. However, there's also the problem of landfill sites being ove-rused and the more waste dumped by householders, the less space there is to dispose of it.

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

Word limit 500

We feel that it is very important to consider equality issues. We look very closely at ensuring our workplace has a good approach to delivering good working practice in this area. It is an essential

aspect of good people management. We aim to create a working environment and culture that every individual can feel safe, has a sense of belonging and is empowered to achieve their full potential.

Whilst legal frameworks vary across different countries, in the UK the Equality Act 2010 provides legal protection for nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.


However, we feel our strategy goes beyond legal compliance and takes an intersectional approach. We feel this adds value to our organisation, contribute to the wellbeing and equality of outcomes and impact on all employees and volunteers. We like to consider and include accent, age, caring responsibilities, colour, culture, visible and invisible disability, gender identity and expression, mental health, neurodiversity, physical appearance, political opinion, pregnancy and maternity/paternity and family status and socio-economic circumstances, amongst other personal characteristics and experiences.

It's important to recognise that a 'one-size-fits all' approach to managing people does not achieve fairness and equality of opportunity and outcomes for everyone. People have different personal needs, values, and beliefs. Good people management practice needs to be consistently fair but also flexible and inclusive to support both individual and business needs.

In our organisation we have many different people, from many varied back grounds, so all of our staff and management have to be compliant of this.

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

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




FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	25
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input 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 sur</p> </div>
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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 (£)
dounreay	y	Aug-23	5000
fundraising	y	Sep-23	7000
			Total match funding (£)
			12000
			CRF grant request (£)
			Total project cost (£)
			12000

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 will be helping with the project. Painting and setting up the shop area
6.4	Please explain why public funding is required to deliver the project.	Funding is required to set the project up in a suitable premises
6.5	Please explain what the remaining bank balances are for in your accounts.	They are for the running of the café and projects
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	These funds are kept in case the company stops trading or comes to an end.

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	It will receive donation for the items in the shop which will then be reinvested to help the sustainability of the project and hopefully help it to continue after the funding has finished.

	budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	No other shop will be disadvantaged as we plan to open 4 days a week, and we are offering support to the people who could not afford to shop in other places.
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 feel this would be a good thing to do.
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?
corra	2023	£48000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
corra	2021	£10000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish government	2021	£17000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland council	2023	£38000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

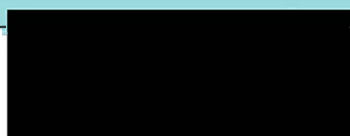
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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:

09/11/2023

Print:Ann Brock

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

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: crf2140

Organisation: thurso community cafe

Project Title: helping hub

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

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

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

The 5 main strategic objectives under the 4 themes are:

1. Increasing community resilience
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	x
Support to gain/sustain employment / confidence	x
Spaces for people in recovery to volunteer	x
Initiatives that help sustain household on low incomes	x

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.

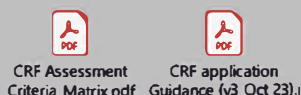
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2157	
1.2	Organisation	Thrumster Community Development Association	
1.3	Project title	Thrumster Tennis Court Resurfacing	
1.4	Project summary you wish to be funded (max 100 words)	Removal of the existing dangerous surface coating on Thrumster Tennis Court, preparation of the sub-base and application of a new surface coating	
1.5	Project costs	Total project cost	£28,500.64
		Match funding	£19,000.42

		CRF grant requested	£9,500.22
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	06/05/2024	
1.7	End date (by 1 st March 2025)	31/05/2024	
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	Thrumster Community Development Association	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Alistair Jack	
2.4	Position in the organisation	Development Officer	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://www.facebook.com/groups/2101867253297457	
		https://www.facebook.com/Thrumster	
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	SC051466	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	

2.11	If the organisation is VAT registered, please provide the number.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	N/A	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Thrumster Recreation Ground, Stewart Crescent, Thrumster, KW1 5TS	
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.	Community Asset Transfer has been approved by Highland Council and is currently being worked on between HC Legal department and TCDA's appointed solicitor	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Remove existing surface mats, posts and net	08/05/2024
Lay Bitmac Surfacing	17/05/2024
Apply tennis court lines	24/05/2024
Install new posts and net	31/05/2024
	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.

The resurfacing of the Thrumster tennis courts is the 2nd Phase of the tennis court refurbishment, with the 1st phase being the replacement of the perimeter fencing which funding has been secured for from SSE Caithness Beatrice Community Fund and SPR Caithness Community Fund.

The Thrumster tennis court has historically been a popular free-to-use community asset But the current surface is in very poor condition and full of holes so is unusable and dangerous.

The intention is to resurface the tennis court with Bitmac surfacing which is a budget friendly resilient option for resurfacing of tennis courts.

Once completed the tennis court will be another useable community asset within Thrumster which adds to the attractiveness of the village as a place for families to stay or move into. The tennis court is situated right next to the village play park so is an ideal option for families who wish to have an exciting and active day out

This full size tennis court will be able to be used free of charge by all residents of Thrumster and Tannach District as well as people from other communities within Caithness and also visitors to the area.

This project will achieve the 'addressing causes of rural depopulation' outputs of improved recreational and sports facilities, as well as safeguarding local amenities

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

The resurfacing of the tennis court will reinstate a community sporting facility that has been unusable for a number of years. This free-to-use community asset will be able to be used not only by residents of Thrumster but also by anyone from Caithness who wishes to play a game of tennis.

By reinstating the tennis court will help to promote and boost the physical and mental health of anyone who wishes to play the sport. It is possible that people from outside the area who use the facility may wish to have a meal or drink at the local public House which in turn helps to boost the local economy.


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

By creating a well-kept, free-to-use sporting facility demonstrates a vibrant community spirit which will encourage families to move into the area or others not to leave which will help to combat rural depopulation. Additionally, the need to promote and encourage a healthy lifestyle, not only physically but mentally is a very important requirement, especially as we are still suffering the effects of lockdown with an unprecedented amount of people with anxiety and mental health issues, as well as a high number of attempted or successful suicides within the community. Many of these issues are a priority within many local plans, one such plan being the Highland Community Partnership Plan for Caithness, and the Highland Council Funding Priorities Plan

4.5	How do you know there is local support for the project? How can you evidence this?
<p>The reinstatement of the tennis court has been flagged on several community consultations which are enclosed with the application as well as several letters of support from local organisations and groups.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The tennis court will be fully supported by Thrumster Community Development Association who will insure the facility and carry out any upkeep and maintenance required. This will be achieved by local fundraising for any costs associated. The tennis court will be kept clean by local village volunteers who also look after and maintain the newly landscaped half circle at Stewart Crescent.</p>	
4.7	What will be the lasting benefits and legacy?
<p>The refurbished tennis courts will create a sporting facility that the community of Thrumster can be proud of, and that many people from within and outwith the community will have the pleasure of enjoying.</p> <p>There are also the lasting benefits of promoting health and well-being within the community which leads to a longer happier life, and helps to keep down the burden on the NHS, and of course it leaves behind a legacy of a community asset for future generations to enjoy.</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>Whilst this project does not focus on climate change or net zero, the reduction of the project's carbon footprint has been taken into consideration. When researching different surface coatings for tennis courts, surfaces specifically designed for tennis courts which most likely would provide better play characteristics than Bitmac were available, however all of the installers were located in the Midlands or further south, so transporting materials, personnel and machinery would have raised the carbon footprint considerably, so a local installer has been selected who can provide a suitable surface that has been used on other tennis courts in Caithness.</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>There are no exclusions to using the tennis court once the project is completed other than ones own ability to play the sport. The tennis court will be able to be used by wheelchair users, in fact wheelchair tennis is considered the most integrative and professional of all para-based sports by the British Tennis Association. Additionally, it is recognised that tennis is an excellent sport for people with learning disabilities which can include conditions such as Down's Syndrome, Asperger's Syndrome, Autistic Spectrum Disorder (ASD) and Attention Deficit Hyperactivity Disorder (ADHD). By using audible balls, VI tennis can also be played by blind or visually impaired people, and tennis is also a good sport for people who are deaf or hard of hearing.</p>	

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?	10 Regular Volunteers
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 type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

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 (£)	
Caithness North Sutherland Fund	No	Jan-24	9,500	
National Lottery Awards for All	No	Feb-24	9,500	
			Total match funding (£)	19000.42
			CRF grant request (£)	9,500
			Total project cost (£)	28500.64

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Removal of the current surface matting, posts and net will be done by volunteers as well as cleaning of the site pre-work starting.
6.4	Please explain why public funding is required to deliver the project.	The Development Association does not have funds available to deliver this project.
6.5	Please explain what the remaining bank balances are for in your accounts.	These are for the day-to-day running of the Association
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	These are for the day-to-day running of the Association

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	N/A

7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	There are no businesses or organisations in the county that this project will disadvantage
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 Association does not generate any income so would not be able to pay this back
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?
SSE Caithness Beatrice Community Fund (COVID Community Response)	11/01/2021	£18,000.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SSE Caithness Beatrice Community Fund (Thrumster Half Circle Project)	02/11/2021	£45,823.20	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SSE Caithness Beatrice Community Fund (Thrumster Village Hall Architects Fees)	25/07/2022	£49,650.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SSE Caithness Beatrice Community Fund (Thrumster Hall Additional Architects Fees)	27/03/2023	£16,681.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SSE Caithness Beatrice Community Fund (Tennis Court & Playpark Fencing)	15/09/2023	£29,643.90	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SPR Caithness Community Fund (Tennis Court Fencing)	11/10/2023	£7,500.00	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.
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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: Alistair Jack	Date: 09/11/2023
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8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2157

Organisation: Thrumster Community Development Association

Project Title: Thrumster Tennis Court Resurfacing

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

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

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

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

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

Increasing community resilience (People)

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

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

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

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

Helping economic recovery & sustaining growth (Economy)
--

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

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



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

Key considerations

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

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

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

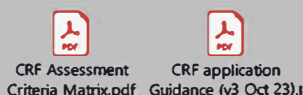
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2168
1.2	Organisation	Reay Golf Club
1.3	Project title	Reay Golf Club Greenkeeping and Coaching Facility
1.4	Project summary you wish to be funded (max 100 words)	The project will create a purpose built steel-framed building to provide a new greenkeeping facility for Reay Golf Course, enhancing the club's ability to maintain and conserve the course for the benefit of members, the local community and visitors. It is designed with space which will in due course house an indoor practice and coaching area and will use renewable energy to charge machinery and golf carts.

1.5	Project costs	Total project cost	£233,690
		Match funding	£158,690
		CRF grant requested	£75,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	30/12/2024	
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	Reay Golf Club
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	David Craig
2.4	Position in the organisation	Treasurer
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	https://reaygolfclub.com/
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
	<input checked="" type="checkbox"/> Other (please specify): Community Amateur Sports Club (CASC)	
2.9	Organisation registered number	CH12712
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.	n/a	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Reay, Caithness KW14 7RE
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 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 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.	Full planning permission in place Ref. No: 21/04991/FUL Building warrant will be applied for once funding is achieved. The process is anticipated to take approx. 4 weeks.

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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0f2f1;">Activity name</th> <th style="background-color: #e0f2f1;">Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Achieve full funding</td> <td>01/03/2024</td> </tr> <tr> <td>Apply for and achieve building warrant</td> <td>01/04/2024</td> </tr> <tr> <td>Revalidate quotes</td> <td>30/04/2024</td> </tr> <tr> <td>Award contracts</td> <td>15/05/2024</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Achieve full funding	01/03/2024	Apply for and achieve building warrant	01/04/2024	Revalidate quotes	30/04/2024	Award contracts	15/05/2024
Activity name	Achieve by (date)											
Achieve full funding	01/03/2024											
Apply for and achieve building warrant	01/04/2024											
Revalidate quotes	30/04/2024											
Award contracts	15/05/2024											

Order building	16/05/2024
Start on site	16/09/2024
Completion	30/12/2024

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

Reay Golf Club is the most northerly links course in Scotland, built on land which includes part of the Sandside Bay SSSI. The club was first established in 1893, although in abeyance from 1940 to 1962. Since its re-establishment its role as a community asset was strengthened by the purchase of the land on which the course is built in 2017 and registration as a Community Amateur Sports Club in 2023.

The club has 222 members, including 37 adult female members and 65 members aged under 30, from across the north coast. The course is open to the community as the main green space in the village and is well used by local people to walk and access the coast, including the SSSI and its environmental and historic sites. It attracts people to live and visit the area, promotes the wellbeing of local people and is an important sporting facility for Caithness, hosting interclub competitions and other prestigious events such as a round of the North District Order of Merit Competition for promising Juniors.

Continued use and availability of this community asset to the public is dependent on the club's ability to maintain the course to a good standard.

As well as being a community asset, the course is an important economic asset for the north coast, attracting visitors to stop in the area and play the course. To date in 2023, over 760 visitor rounds have been recorded, a figure which has grown steadily over the past few years. Golf plays a significant role in Scotland's tourism strategies, with links golf being a special attraction. To build on this it is important for the club to continue to improve its facilities and the condition of the course and to offer the kind of modern facilities that tourists expect, such as electric golf carts.

The club is also aware of its duty to conserve the environment and landscape of the course for the community, including the area of SSSI within its boundary.

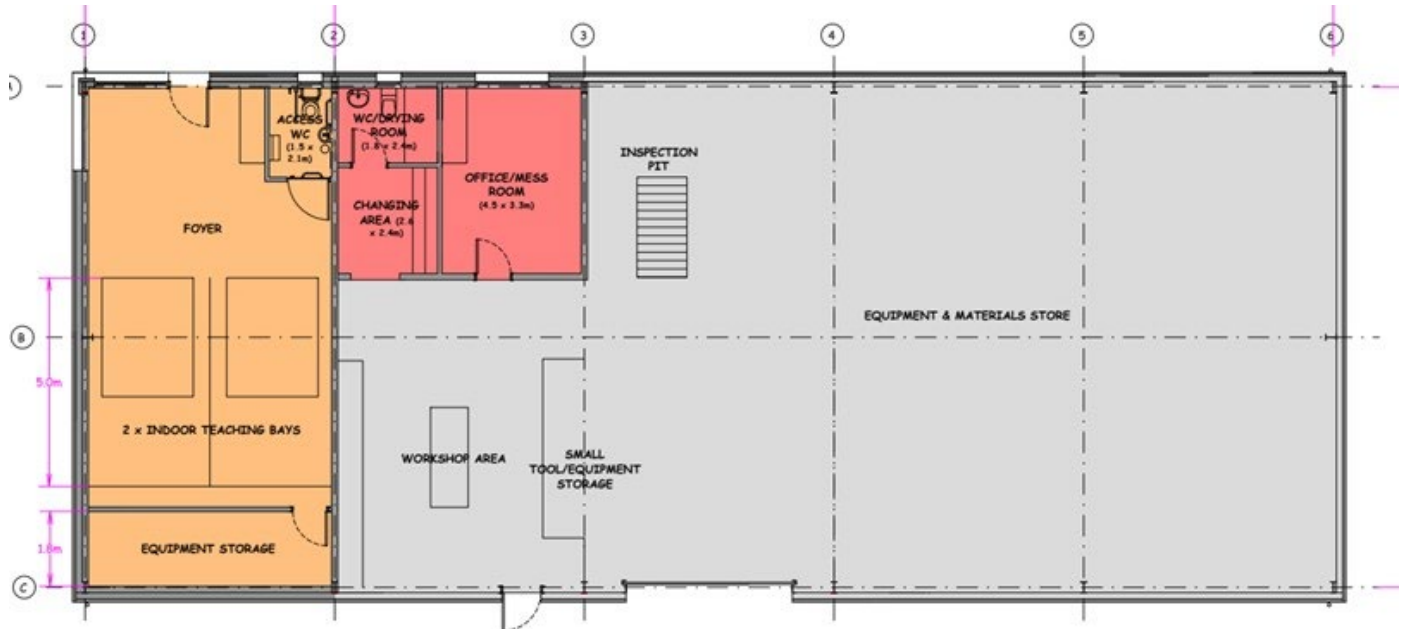
Through the project we will replace several dilapidated buildings and containers, some shown below, with a purpose-built steel-framed building. This will provide a new greenkeeping facility and safe storage and is designed with space to house an indoor practice and coaching area and recharging facilities for electric golf carts and other equipment as we move to electric course machinery.



Existing sheds



Plans have been drawn up by [REDACTED] Architects for a simple low lying steel framed building of 12 metres by 30 metres with a total floor area of 360 square metres as shown below. It will replace the current ad hoc green keeping sheds which are in poor condition, fall well below a reasonable standard and do not provide proper welfare facilities. The club has recently appointed its first full time greenkeeper and the new building will create a decent working environment and a suitable base for planning the work needed on the course. It will also allow us to better protect the valuable equipment owned by the club, assets which the club wish to maintain in the best condition.



Following this project we aim to raise funding from sources such as SportScotland to fit out designated spaces in the building to allow year round indoor coaching aimed especially at junior and new members and with direct access to the three hole junior/beginners course. We already assist with the delivery of the Active Schools First ClubGolf Programme in local Primary Schools and in Secondary Schools via an after-school club and have delivered ClubGolf since 2004. We also deliver Get into Golf coaching with an introductory membership for Beginner Adults. This facility will allow us to do this work indoors, when it is darker, and in all weathers.

We also aim to provide charging facilities to enable our move away from fossil fuel powered machinery to electric as equipment is replaced, including the provision of electric golf carts. This will include the installation of solar and renewable energy as recommended in an Energy Efficiency Assessment carried out through the [REDACTED].

The project fits with the Place theme of the CRF programme. It supports access to and improves a local recreational space an important local amenity and sports facility, as well as an important part of the visitor infrastructure incorporating part of the SSSI and its environmental and cultural assets. It also meets priorities from the People theme, including providing activities for young people and an important space where people can be socially connected and support their wellbeing.

This project will help the club to deliver against the fund's community, place, economic and environmental objectives. It will impact positively on:

- the quality of the course
- the contribution of the course to community wellbeing
- the value of the course as a community asset
- the activities offered for young people
- the environmental impact of the course

- the carbon footprint of the club
- access to the course
- the retention of members
- the attraction of new members
- the quality of golf played
- the number of visitors using the course
- the economic contribution of the club to Caithness
- the sustainability of the club
- the development of golf in the north of Scotland.

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

Access to the countryside is important for the wellbeing of communities and the golf course is the main green space in Reay, with walkers welcome. The project will help us continue this access by maintaining the landscape and environment of the course, ensuring its continued conservation and protection. Along with Reay Hall and Reay Parish Church the golf club is one of the three key community assets in the village.

Reay Golf Club is very important within the community of Reay, and golf is an important pastime and hobby for people in the village and all along the north coast. To quote from the Scottish Government's golf tourism strategy: "Golf is at the heart of Scotland's cities, towns and villages. The game is part of the very fabric of communities the length and breadth of the land. It's simply a way of life. It is a sport that can be played from the age of four to 104. It can be played in the fresh air in the great outdoors, in many different forms and even indoors too. It allows golfers to enjoy a form of exercise, as well as boosting their mental wellbeing in a social environment."

Locally the club contributes to the economy through employing a full-time greenkeeper and through use of the clubhouse by social members, local people and visitors. The course's sustainability is also important to the economy of Caithness, supporting the tourism offering with golf tourism being one of the main planks of Scottish tourism strategies. The project will help us modernise and meet the needs of visitors, including those travelling the North Coast 500, encouraging them to stay in the area. According to the golf tourism strategy the sector is estimated to contribute over £300 million to the Scottish economy. For Caithness to benefit from this it is important that its courses are modern, well maintained and community and customer focussed.

The club works alongside the other community assets and its sustainability is important to the village. The course is used, for example, for the local walking group's days out, and the clubhouse for a wide variety of events and meetings when the hall is unavailable. As the sustainability of the club depends on the condition of the course, this project will help ensure that it continues into the future.

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

The project will support the modernisation of Reay Golf Club and enhance its contribution to the local and the sporting communities and to the Caithness economy while ensuring the course can be open to all and maintained to a high standard.

The Caithness and Sutherland Local Development Plan identifies the tourism sector as an increasingly important component of the local economy and Reay Golf Club is an important facility in encouraging people to stop on the north coast and to spend time in the area. At the same time the Plan recognises an ongoing challenge for more rural areas in retaining existing facilities,

including services for attracting young people and to support both families and an ageing population. Reay Golf Club has a role in meeting all aspects of that challenge. The Plan seeks to enable community-led sustainable growth and development of which this project is an example. With the environment the Plan recognises the importance of safeguarding natural heritage assets and this project will assist the club in its work to safeguard the course and the SSSI.

For Reay itself, the Plan highlights the need to protect and enhance existing services and facilities and sees taking advantage of the village's location on the North Coast 500 as a priority. The project fits with all these aspects of the local development plan. Reay Golf Club is an important asset for the village and a tourism asset for Caithness, providing a service for local people of all ages and for visitors along the NC500. It is a community owned club which attracts people to live and work in the village. It incorporates and cares for part of the Sandside Bay SSSI.

The project also reflects many of the highest priorities identified in the Have Your Say Caithness survey report.

The project will also help the club to deliver Venture North's Caithness & Sutherland Tourism Destination Recovery Strategy 2021-2024 and the Scottish Government's Tourism and Visitor Strategy for 2022- 2030, Embracing A New World.

More generally the project helps the club deliver the Scottish Government's vision for an active Scotland. As it says: "Physical activity and sport have a transformative effect on communities. They provide opportunities for people to connect with their neighbourhoods and come together in shared activities which inspire and motivate. Sport and physical activity are a powerful means of addressing isolation, building community cohesion and developing confidence".

4.5	How do you know there is local support for the project? How can you evidence this?
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Reay Golf Club undertook a community support survey over a two-month period from May to July 2023, in order to check that the Club has support from both the local community and the wider community for continued access and upkeep of the current facilities for the wider community, as well as improvements to facilities to help maintain the Course and its assets. Over the survey period, 105 responses were received from a wide variety of people, including golfers, dog walkers, leisure walkers and those using our WiFi café from the local community, plus visiting golfers and tourists on NC500.

69.5% of those surveyed used the course for golfing, 50.5% for leisure walking/ exercise, 25.7% for dog walking, and 2.9% for "other" which was explained as coming in for tea/coffee/food/WiFi café (multiple responses were allowed).

98.1% of respondents agreed that the Course was well maintained, 86.7% that the Course was clean, friendly and available for access to all, and 89.5% that the course was an asset to the community. 100% of those responding said that they were in support of improvements to course facilities and new developments to support the course. A copy of the survey is attached.

The course and the new facility also has the support of the West Caithness Community Council and a supporting letter is included with this application. It also has the support of the Caithness golfing community and letters are attached from Scottish Golf North and from the Caithness Junior Golf Partnership. Other letters of support are also provided from two local walking groups.

4.6	How will the project be supported/maintained/sustained after CRF funding?
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Reay Golf Club has operated successfully since it was re-formed in 1962, going on to build its clubhouse and, in 2017, buy the land the club is built on. Our finances are reasonably robust and we will incorporate maintenance and upkeep of the new facility under our normal operating budget, seeking to enhance it and make use of the opportunities it presents in time.

As later phases we will equip the coaching area to complement our outdoor facilities and we are in discussion with SportScotland about this. We will also look to install renewables to provide heating and power charging points. We have an Energy Efficiency Assessment for the new building and are in discussion with Local Energy Scotland about potential funding support. Charging facilities will also power new grounds maintenance machinery which will come on stream as part of our normal equipment renewal programme.

4.7 What will be the lasting benefits and legacy?

The lasting benefits the project will deliver are the club's better ability to care for the course and, thereby, to maintain community access to the land while retaining existing and attracting new members. Visitors to the course are also expected to rise, helping the club finances and bringing business to the village. All of this will support the long-term sustainability of the club and help ensure its long term viability.

The importance to Reay of the land the course occupies cannot be over-estimated, both in terms of the green space in the heart of the village and the SSSI which makes up part of the land. The club is well aware of its duty to the community to maintain this land properly and the project will help us to do that for many years to come.

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

The project has positive environmental impact, increasing the club's capacity to maintain and improve the course and its environment. Reay Golf Club is the owner and guardian of an extensive area of land along the shoreline of Reay, including land designated part of the Sandside Bay site of special scientific interest (SSSI). The course itself features several areas designated SSSI, and Reay Golf Club takes its environmental responsibilities seriously and aims to conserve a landscape that is visually attractive, a benefit for local people, a tough test for golf and, significantly, a diverse habitat for a variety of wildlife. The environmental theme is also addressed through replacing an unsightly collection of sheds and containers which have a poor visual impact from the road alongside the course with a modern building, so improving the overall environment of the course and the village.

Culturally, the course features the remains of hut circles, and possibly a Vikings grave. Visitors are welcome to walk the course to inspect those sites, providing that they do not interfere with any golf which may be in progress. Walks around the course boundary allow access to local burns as well as access to Sandside Bay and beach. The project will have a positive environmental impact in replacing the current collection of run down sheds with a modern steel-framed building, so improving the visual impact for people driving through the village. Although not part of this project, in due course we intend to explore fitting solar panels to the building to support the introduction of electric golf carts and equipment/vehicles for course maintenance.

Reay Golf Course is already aware of its need for a reduced carbon footprint and has, for example, adopted a minimalist approach to managing its land and maximising composting, but this new facility will allow the next steps to be taken. The Club has already taken the step of employing a fully qualified, full-time greenkeeper for the first time and is now going on to employ an apprentice greenkeeper. Replacing the current storage sheds with a new greenkeeping facility will provide a provide a modern work environment while ensuring machinery can be maintained and stored in good conditions and planning for improvement and maintenance schedules can take place. It will also provide a location for training of an apprentice greenkeeper and help attract and retain the quality of staff needed for continuous management and improvement of the environment and quality of the course, including the SSSI.

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?

Being owned by the club the course welcomes the whole community to make use of it, to walk the land, access the coast and enjoy the environment and all it offers. We understand this puts pressure on our greenkeeping function, but we are keen to promote inclusivity.

As a community sporting club, we strive to keep membership costs as low as possible, especially for young people and children. Full membership costs less than £8 per week, there are reduced rates for pensioners, beginners and anyone under the age of 30. Those in full time education pay the equivalent of £2.25 a week.

To ensure the course is physically accessible to all, the new facility will provide garaging and charging facilities for electric golf carts for use by older and less able golfers. This includes young people with disabilities who have joined the club and have difficulty in walking the course.

An indoor coaching area will also be a positive development, encouraging those less able and/or confident to try the sport without being in public view. It will also be invaluable for those with disabilities to build their skills without the need to walk the course.

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.doc

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 <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	One full-time employee plus approximately 20 volunteers (unpaid).
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input 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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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 (£)
Baillie Windfarm Community Benefit Fund	Yes	21/04/2023	35000
Caithness and North Sutherland Fund	Yes	02/08/2023	30000
Strathy North Community Fund	Yes	05/12/2023	24950
Reay Golf Club	in place		68740
			Total match funding (£)
			158690
			CRF grant request (£)
			75000
			Total project cost (£)
			233690

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	The project will be managed by the Council of Management, the voluntary committee which manages the golf club, with professional support. Club volunteers will also help with, for example, moving equipment from the existing storage sheds before they are demolished.
6.4	Please explain why public funding is required to deliver the project.	Without public funding the project could not go ahead. As a relatively small golf club Reay does not generate the income and surpluses that would allow it to fund large scale development without external funding.
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining bank balances are for the operation of the club.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	While the club will contribute a significant amount to this project, remaining funds are required to contribute to fitting out costs and as working capital for the

		operation of the club, including our programme of machinery renewal. We also aim to keep a prudent reserve balance.
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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.	Although the project will not generate income, the club itself is almost entirely dependent on the income it receives from membership and visitor fees for its ongoing sustainability. Income from the club will be invested into maintenance of Club facilities and equipment, and also help into developing a Junior Training Facility within the Greenkeeper's shed.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We work in partnership with other golf courses in Caithness and have the support of Scottish Golf North. We plan to contract as much work as possible to local businesses, provided costs are acceptable.
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?	Repayments on a loan of this size would take up any operational surplus generated and so make us unable to undertake necessary expenditure e.g. on the replacement of machinery or one-off improvements to the course or its buildings. It would also defer fitting out the Junior Training Facility most likely until after loan payments were completed.
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

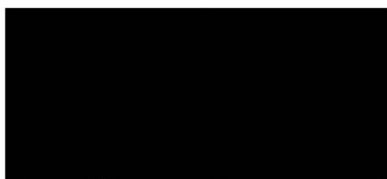
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print: David R. Craig

Date:

16/11/2023

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input 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: CRF2168

Organisation: Reay Golf Club

Project Title: Reay Golf Club Greenkeeping and Coaching Facility

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

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

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

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

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

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

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

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