



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.

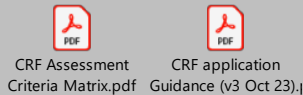
Supporting documentation must be submitted with the application form (see section 8.2).

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.

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SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2218
1.2	Organisation	Staxigoe Community Football Pitch
1.3	Project title	Pitch access and extension
1.4	Project summary you wish to be funded (max 100 words)	This application relates to providing access to the football pitch site in Staxigoe, with car parking and an extension to the pitch area bringing it to regulation size (including run offs), allowing it to be used for matches in the Caithness Amateur League. It also delivers a base for storage space to be built by the group and provides equipment for ongoing maintenance of the pitch by the group.

1.5	Project costs	Total project cost	£61,851
		Match funding	£27,980
		CRF grant requested	£33,871
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	30/09/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Staxigoe Community Football Pitch	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Colin Davidson	
2.4	Position in the organisation	Chairman	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.facebook.com/StaxigoeFootballPitch	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input checked="" type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number		
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must	

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

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Staxigoe KW1 4QY
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input 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 is in place for change of use of the land and the site access was noted on those plans with no objection raised by roads.

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)
	Full funding in place	01/03/2024

Planning Application submitted	31/03/2024
Planning permission achieved	01/06/2024
Quotes validated	01/06/2024
Contract award	17/06/2024
Works completed	30/09/2024

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

Staxigoe Community Football Pitch was set up by the community to develop a new green space and football pitch with changing facilities in Staxigoe, a small village in the Sinclair's Bay Community Council area. The land for the development was donated to Staxigoe United football club by a local farmer for this purpose and is leased to the Community Football Pitch group in recognition of the wider benefits for the local community. This phase of the project is to form pedestrian and vehicular access off the adjoining road to Highland Council standards, associated on site parking and an extension to the pitch area bringing it to regulation size (including run offs). This would also allow it to be used for matches in the Caithness Amateur League. The project also supports the voluntary effort at the pitch, delivering a base for storage space to be built by the group and providing equipment for ongoing maintenance by the group, including a mower and line marker.

The layout of the development is shown in the plan below (including changing rooms which are not part of this application).



This is an essential next stage of the overall project to develop the pitch, site and changing facilities. Support from the Caithness Beatrice Community Fund allowed the group to develop their initial plans to create a pitch with changing facilities on the site and to carry out initial improvements to the land, installing drainage pipes. Subsequently funding was received from the Community Reeneration Fund to allow works by [REDACTED] to renovate the playing area, complemented by funding from the Beatrice Community Fund to apply a programme of fertilizer and herbicide. This work was carried out in summer 2023 with further applications continuing into spring 2024. This programme of improvements has brought the land to an acceptable and safe standard – free draining, level and stone and rut free.

With the playing surface renovated and becoming established attention is focused on the next phase. This project will extend the playing surface to regulation size for Amateur League matches,

so making it available for Caithness teams, including youth teams, for matches and for training. It will create access and a compacted parking area along with a base for a storage shed to be funded and built independently by the group. This will allow people arriving by car to access the site and equipment bought as part of this phase (a mower, line marker and goals) to be stored safely. The purchase of this equipment will allow the group to carry out routine maintenance on a voluntary basis.

This work will convert the site into a community green space where events and sports can be played safely and coaching programmes can be put in place. While being of immediate benefit to the community it will also be the next phase of the larger project which in due course will add changing facilities. A survey we carried out in 2021/22 showed that 91% of the 93 respondents thought there are not enough pitches in Caithness, 98% supported the development of an additional pitch in Caithness at Staxigoe, 91% thought there is a need for more outdoor play space for young people in Staxigoe and 99% would welcome coaching sessions for young people in Staxigoe.

The project helps meet the programme's Increasing Community Resilience objective by supporting the management of a community owned space by a community group. The enhanced space will provide a focus for activity in the village, meets the need for a space where older children and young people can take part in outdoor activities and sport and benefits the development of amateur football in Caithness. It will promote social cohesion and add to the overall wellbeing of the community. In doing this it also helps to address the causes of rural depopulation, helping local people to support their local football team and improving a local recreational amenity and sports facility.

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

The last census showed a population of 220 in the 2 output areas which include Staxigoe, including 59 under 16s and a further 33 aged 16 to 29. Many of the members of the community football pitch group were involved in the development of the play park recently built on an adjacent site in the village. This development provides a space for older children and young people to play and take part in sport, complemented by skills development and training sessions organised for them by coaches from the local team.

The project will improve access to an outdoor social space that can help all age groups take part in outdoor activity, as well as hosting community outdoor events and, in due course, provide a ground for Staxigoe United to play its home games so that people can support their local team without travelling to Wick. The pitch will also be available for use by other clubs, including youth teams. This project will allow the space to be fully accessible for pedestrians and vehicles with no need to park on a narrow road.

It will benefit communities more widely in the county by adding to the footballing infrastructure in Caithness and providing an alternative venue for teams to use for training and matches. The current provision in Wick, at Upper Bignold Park, is over-stretched and the pitch at Staxigoe will help to reduce the pressure on the playing surfaces there.

People from outside the immediate area, including the less able, will benefit from vehicular access and on site parking.

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

All communities need access to green space if they are to thrive. This project will add to the attractiveness of Staxigoe by providing that space, giving young people in particular a safe place to play and to participate in sport and outdoor activity. There are few facilities for young people (including all those under 30) in Staxigoe and this project will go some way to meeting that need. It will also help to pull the community together by creating space for any outdoor events and allowing them to support their local football team.

The project contributes to the Scottish Government's National Outcomes for Children and Young People, Communities and Health. It will help to make Staxigoe a successful, sustainable and socially inclusive community where people want to live, so reflecting the Caithness and Sutherland Local Development Plan's vision for Growing Communities. Support from the programme will help enable community-led sustainable development and deliver against the partnership approach which is a key part of community planning in the Highlands.

The project fits with strategies for physical activity and active play. The recently launched Scottish FA Grassroots Strategy: Football for all 2022-25, highlights the need to improve access to quality community football spaces. The strategy says : To deliver 'Football for All', community football clubs need access to quality and affordable spaces where they feel a sense of identity, purpose and ownership.

Football is an important part of the social fabric of Caithness with most villages having their own local team. Having their own pitch in the village will add to the attractiveness of Staxigoe, to maintain the identity of the community and to give young people in the village a positive outlet in their leisure time.

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


Having developed a play area for younger children the group is taking forward an ambition to deliver an outdoor space that can help all age groups take part in outdoor activity, as well as hosting community outdoor events.


A survey we carried out in 2021/22, involving the local community and the wider football community, showed that 91% of the 93 respondents thought there are not enough pitches in Caithness and 98% supported the development of an additional pitch in Caithness at Staxigoe. In addition 91% thought there is a need for more outdoor play space for young people in Staxigoe and 99% would welcome coaching sessions for young people in Staxigoe. The intention to take an inclusive approach and give all young people the opportunity to be outdoors and active was welcomed.

By forming a pitch that can be used by the local team, Staxigoe United, local people would be able to support their local team without having to travel into Wick. The team plays in the Caithness Amateur League and the new pitch would also create an additional option for other teams, including youth teams, taking pressure off the pitches at Bignold Park in Wick. This was well supported in the survey.

The project is also supported by the Sinclair's Bay Community Council and other groups such as the Sinclair's Bay Trust and the Staxigoe Hall as well as the Caithness Amateur Football League and High Life Highland (which operates the pitches in Wick) and letter of support are attached to this application.

4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The group will maintain the land from its own fundraising – it is not intended to charge for use at present. We have a strong committee which is happy to work on a voluntary basis. The current project allows for the purchase of essential machinery such as a mower and line marker and these will be used by the volunteers.</p>	
4.7	What will be the lasting benefits and legacy?
<p>The project will give the community a lasting benefit through adding value to the donated land. It will bring more of the land into use as we look to form an extended pitch which can be used for training, skills development and informal games as well as community events. Improved access and parking will be a further benefit. It will be an ongoing benefit for a community with few other facilities, especially for younger people, making Staxigoe a better place to live, and will be an important step towards the larger ambition to add changing facilities and host games in amateur and youth football.</p>	
4.8	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
<p>The project will improve an area of land in Staxigoe, bringing it into community use and making it accessible to all. No negative environmental impacts are anticipated.</p>	
4.9	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?
<p>The extended pitch area will be open to all members of the community. The group intends to initiate skills development sessions to encourage all young people, boys and girls, of all abilities to enjoy outdoor sports. The parking area will include bays for people with disabilities and will make the pitch accessible to all.</p> <p>As the Scottish FA's Grassroots Strategy, Football for All 2022-2025 says: "Grassroots football is the lifeblood of our national game and the foundation for the player pathway. It is defined as both non-professional and non-elite, which includes children's, youth & adult football, school football, para-football, football for veterans, walking football, football for the homeless and football for refugees. Grassroots football is, by definition, football for all – irrespective of age, ability, sex ethnicity, nationality, religion, sexual orientation, or any other personal trait. Grassroots football's focus is developing opportunities to play for a love of the game."</p>	
4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information.</p>

<p>Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <p> FWF statement and declaration template.c</p>	
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input 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 do not have any employees. We have 17 volunteers who can all attend committee meetings.</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 type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

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

SECTION 7 – INCOME GENERATION

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

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

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<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>		
<p>Signature:</p> <div style="background-color: black; width: 100px; height: 30px; margin: 5px 0;"></div> <p>Print: Colin Davidson</p>		<p>Date: 20/11/2023</p>

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input 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: CRF2218

Organisation: Staxigoe Community Football Pitch

Project Title: Pitch access and extension

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

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

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

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

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

Increasing community resilience (People)

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

Project outputs	Status (delete as appropriate)	Quantity
-----------------	-----------------------------------	----------

Activities for young people	new	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	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	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 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:		



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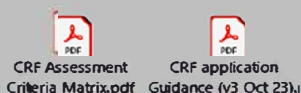
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Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2230
1.2	Organisation	Thurso On Board
1.3	Project title	Thurso on Board: business planning
1.4	Project summary you wish to be funded (max 100 words)	Our vision is to create a much-needed community hub within a currently derelict regionally important historic building within the centre of Thurso. There is a distinct lack of facilities within the town, particularly for young people and those who are marginalised. Our facility will provide much needed activities, training, and employment opportunities. To realise this vision we require support to develop the project to a stage where we can apply for delivery funding. This preparatory

		work includes the preparation of a Business Plan, Activity Plan, Monitoring and Evaluation Plan and other key documents to enable us to apply for capital funding.	
1.5	Project costs	Total project cost	£32,280.51
		Match funding	£22,780.51
		CRF grant requested	£9,500
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	01/03/2024	
1.7	End date (<i>by 1st March 2025</i>)	15/02/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input checked="" type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Thurso on Board	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Michele Dinger	
2.4	Position in the organisation	Director	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.thurso-onboard.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 – currently applying for charitable status with OSCR
		<input type="checkbox"/>	SCIO
		<input checked="" type="checkbox"/>	Other (please specify): CIC

2.9	Organisation registered number	SC684829	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2.11	If the organisation is VAT registered, please provide the number.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	N/A	

SECTION 3: PROJECT DETAILS			
3.1	Please confirm the location of the project including post code.	KW14 7JA	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Not at this stage for the work we are asking to be funded)	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning and LBC have been granted for previous emergency works (see below) and will be required for work once we get to the delivery stage. The architect will be liaising with the planning department when appropriate.	

		21/00783/LBC temporary works to internal gutters and downpipes to allow building to dry out 22/03163/LBC renovation and alterations to the rear church hall
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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)
Recruit and appoint Project Coordinator and Consultant to deliver Business and Activity Planning exercise and documentation	07/04/2024
Programme and deliver a series of consultation events to inform and share Business and Activity Planning strategy. This will include public facing and Board only training / strategy event.	30/06/2024
First Draft of Business Plan & Activity Plan	31/07/2024
Begin to implement Funding Strategy as identified in Business Plan. Contacting funders and applying for funding for Phase II to ensure continuity with extension Project Coordinator post and recruitment of Development Manager.	07/08/2024
Final Draft of Business Plan & Activity Plan	31/08/2024
Secure funding for Phase II: development	28/02/2024

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

Thurso on Board was formed as a Community Interest Company with the purpose of i) bringing an important historic building back into community use; and ii) to provide community facilities with a particular focus on activities for young people. Our project is at an early stage of development and this preliminary but vital stage of our overall project will be delivering objectives that fall under *Addressing causes of rural depopulation (place)*.

Historical / cultural assets: St Andrews Church is a B listed regionally important historic building within the Thurso Conservation Area. Built in 1870 as the first Free Church in Thurso it has been closed since 1968 and is in urgent need of repair and maintenance. The building is centrally located and boasts an impressive interior (please see supplementary document photographic record). We want to give this important historic building, which is at the heart of the community, a new lease of life as a much-needed community hub.

Feasibility studies / development phases: our plans are at an early stage and we want to make sure we build a strong foundation for our future capital plans. Therefore, we require expert support to create a Business Plan, Activity Plan, baseline data to inform a Monitoring and Evaluation Plan, amongst other vital supporting documents such as identifying key policies we will require. A key

part of this work will be ensuring that what we are designing is both needed and wanted by the community. The community will be consulted and actively engaged at each step of the development journey.

Recreational areas & Sports facilities: the project will design recreational areas for the community, particularly young people, and vitally the design of the spaces will be in consultation with those who will use them. Current feedback from the public indicates the need for mixed use facilities including sports facilities such as climbing walls, boxing facilities, skate boarding, venues for artists and musicians, and 'chill out' spaces.

Local amenities: the preservation of a regionally important historic building in a prominent position in Thurso is key to enhancing the local amenities of the town. It ensures the town is an attractive place to live by preserving this beautiful building; if nothing is done there is a very real risk the building will deteriorate further creating an eyesore in a prominent position on the NC500. By saving this building from ruin and turning it into a community venue we will make Thurso a better place to live, work and visit.

Local infrastructure: the project will add to the availability of community buildings for community use which, as can be seen in the preliminary survey results, is lacking in the town. Many community groups do not have a 'home' and must rent accommodation in hotels to carry out their activities.

This is a long-term far-reaching project which will deliver benefits to people, the local economy, and the environment throughout each stage of its development.

Increasing community resilience (people) at this initial stage the most important output under this objective is that this is a *community led project supporting community ownership & management of assets, services, and activities*. The design of the facility will be informed by the community through a community based volunteer board, and meaningful engagement with the community at each stage of the development to ensure we are delivering on their needs.

A key output for this initial phase will be community based work which will inform the creation of an Activity Plan to be delivered during the capital work and beyond. We envisage from initial discussions that this will include *Activities for young people, wellbeing support initiatives, intergenerational initiatives that enable communities to stay socially connected*, amongst others such as training and personal development opportunities.

Through the Activity Plan and once the building is operational as a community hub we envisage the project will deliver against the objective *Tackling poverty and inequality (people)*. It will achieve this through the *support to gain / sustain employment* output as there will be training opportunities throughout the development and beyond. For instance, stained glass work is a craft skill on the red list of endangered crafts and we will provide training for young people in line with conservation work.

Once the site is operational there will be opportunities for young people to gain support through homework clubs, gaining skills and knowledge through the delivery of activities on site, as well as confidence building through youth ambassadors helping to direct the project. Another example includes the provision of a café and training kitchen to support young people into work.

We see the potential of the developed site as an important venue on the NC500 as it has the potential to complement the *tourism infrastructure* by providing a wet weather venue. The provision of recreational facilities such as the proposed climbing wall would make Thurso an attractive place to visit. The knock on effect would see visitors explore the town centre further and increase spend in other local businesses, rather than folk just passing through. It will also make Thurso a more attractive place to live through the provision of activities for young people and families.

Tackling the climate emergency and working towards net zero (environment) is a key consideration in the project. We will make decisions based on *contributing to a low-carbon economy* to ensure our *community asset becomes more energy efficient* through the capital improvements. This is already being achieved through the careful use of environmentally friendly materials such as the use of natural materials in the vestry.

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

Word limit 400

The local community and the local economy will directly benefit from the preservation and enhancement of a regionally important historic building which is currently falling into disrepair. If St Andrew's Church doesn't receive repair and maintenance in the next five years, there is a serious risk to its condition and long term future. Unattractive heras fencing currently surrounds the site to keep visitors out as there is a risk to health and safety due to its current condition (see photo record). As the church is on the main NC500 route it creates a poor impression to visitors, as well as to local people and those wishing to relocate.

This stage of the project will engage local people in what the future of the building will be. There is a strong desire amongst local people for a multi-use venue that will deliver social and economic benefits to the local community. We will create a Business Plan and Activity Plan based on what local people want the building to become, giving everyone in the community a chance to have a voice and get involved in shaping the future of a key building in the town.

Although the community hub will be for everyone there are more marginalised groups in the town which we will be targeting to ensure they have a say. There is a particular lack of opportunities for young people, particularly those who are excluded, and the Activity Plan will identify initiatives to support them. We anticipate that instances of anti-social behaviour will decline as young people are meaningfully engaged and are able to take pride in their town. Creating a better place to live, work and visit as instances of vandalism decline.

It is important that the hub compliments what is existing in the town by not competing with existing businesses. Although the exact nature of the facilities is to be determined we expect the community to identify facilities that aren't available locally such as a climbing wall; this is based on informal discussions in the community and from the interim survey results (attached).

Community benefit is at the heart of this project and ultimately the facility will deliver activities to support training and personal development, provide employment, provide activities and recreational opportunities to promote health and wellbeing, reducing social isolation and encourage intergenerational opportunities. The project will benefit the people of Thurso and the wider Caithness and north Sutherland communities.

The provision of recreational and sporting activities such as climbing walls and café will make the venue an attractive place for visitors to come to. As more people are attracted to stop in Thurso other businesses will see additional footfall and increased income.

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

Word limit 400

We recognise that there is a desperate need for the provision of health and wellbeing activities for young people across our community. Our project will directly deliver on two of the action plan workstreams approved as part of the Caithness Mental Wellbeing Pathfinder Project. These are 1) develop a range of activities for young people that are inclusive, age-appropriate, accessible, and relevant; and 2) create a 'safe space' for young people to gather that is 'warm, connected, 'cool'

and provide access to 'safe people' including peer-to-peer support' (Caithness Mental Wellbeing Pathfinder Project).

The Caithness Cares Action Plan identifies *skills development opportunities* as a key priority and we will be delivering activities that provide opportunities for young people to develop *life skills, community skills, skills that benefit their CV and skills that will enable them to become ambassadors for their peers*. We will identify these activities via consultation with the young people and youth support groups to design the Activity Plan and final community hub design.

Other priorities within the plan that our project can contribute to are *to provide positive experiences that build resilience and complement the creation of 'safe spaces' and 'safe people'; provide safe spaces for young people; improve our local environment gardens, parks, buildings and removing rubbish and litter*.

There is a lack of activities for young people in the town and county, particularly those who may feel excluded. There is a growing instance of vandalism and anti-social behaviour in the town, with anecdotally 20 students¹, or almost 3% of the roll, currently excluded from Thurso High School. We are beginning to engage with the youngsters committing the vandalism and see them as both a key beneficiary and driver of the success of the project. There has been a decrease in vandalism in the town since we talked with the young people about the project.

The Caithness and Sutherland Local Development Plan cites the importance of the historic built environment in Thurso, particularly the Conservation Area, in which St Andrew's Church sits. It identifies the promotion and enhancement of the built heritage of the town as a placemaking priority. The strategy aims to maintain and strengthen the range of services and facilities in Thurso for the benefit of west and central Caithness and north Sutherland. The development of St Andrew's Church will contribute to 'regeneration of the settlement centre by directing all significant footfall generating uses towards the town centre which will help to enhance its vitality and vibrancy'.

¹ Data available on the Highland Council website cites 49 excluded pupils across Caithness from a 2011/12 data set.

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

In early November we published a community survey with support from the Community Enterprise Accelerate programme, online and as a paper copy, and as of 16 November, we have received 932 digital responses plus over 50 paper returns. An interim report on the digital responses clearly shows support for the renovation of St Andrew's Church for community use: 88.2% yes, 3.1% no, and 8.7% unsure.

A quick analysis of the comments show people are interested in preserving the historic building for its own sake whilst using it to provide a range of activities which are lacking in our area. Comments indicate a need for a community space which can be used by community groups for events and sports and by all ages. Several comments cited the lack of a community hall space following the renovation of the town hall into what is now North Coast Visitor Centre. Responses focused on the importance of creating a safe social place for young people 'get them off the street and [give] them something to do and attend'.

Objections to the proposal emerging from the consultation revolve around worries regarding costs to do the renovation work and ongoing maintenance and running costs. A couple of commentators have cited that there are plenty of community spaces already available but these are refuted by others in support of the venture who cite a lack, with some community groups currently 'homeless'. The business planning process will identify where the community needs lie and how the venture will

sustain itself going into the future. We expect follow up consultation exercises as our plans are firmed up to answer objections around financing and sustainability.

We have been consulting with local youth groups and have received letters of support from Youth Highland and Wick Youth Club. As noted in the letters of support there is a lack of opportunities for young people in their communities and there is a need to increase access to safe, youth led spaces throughout Caithness.

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

Word limit 500

CRF funding will enable the organisation to prepare a solid foundation to attract in significant capital funding to make the vision for St Andrew's a reality. It will do this by enabling us to appoint a core staff post of Project Coordinator to act as a linch pin by ensuring the organisation is run smoothly and to a high standard; act as a key point of contact to ensure effective communication with board, stakeholders and the public is established and maintained; support key project staff as they are appointed during the 3 phases of the project.

The funding will also enable us to contract a consultant to produce a Business Plan and Activity Plan with baseline data for later reporting. The Business Plan will identify the current position of the organisation, identify potential audiences and market for identified activities, review the strategic aims and objectives of the organisation in line with consultation responses, lay out a route map to deliver the organisations vision in line with public need including resources available and a funding strategy, income and expenditure forecasts for 5 years, and outline budgets.

Running alongside the capital work we will engage the public with a programme of activities to compliment what the finished building will deliver. The consultation work will identify activities that are missing in the local area and the consultant will be expected to draft an outline Activity Plan based on consultation responses to be delivered during the capital work.

Both documents will be key for securing large capital funding from organisations such as the National Lottery Heritage Fund, HIE, Garfield Weston Foundation, Wolfson Trust, amongst others. We estimate capital costs of around £4m with an additional budget of up to £250,000 of revenue funding to deliver the Activity Plan.

Anticipated phases:

Phase I: March 2024 to February 2025 (Pre-development phase & subject of this funding bid)

Outputs: Business Plan, Activity Plan, Fundraising Strategy, Employment of 0.6FTE, bids for funding for Phase II Development Manager & continuation of Project Coordinator; Board training delivered

Outcomes: Young people will feel valued and listened to; young people develop new skills; young people build confidence by informing a community project; a community asset is developed for now and future generations; an important historic building is saved for future generations; our board is empowered and confident through training.

Phase II: March 2025 to February 2026 (Development Phase)

Outputs: Employment of 1.2FTE roles, Submission and securing funding package for delivery phase;

Outcomes: partnership projects developed to deliver Activity Plan; community confidence built through co-design of community facility; a community asset is developed for now and future generations; an important historic building is saved for future generations.

Phase III: March 2026 to February 2027 (Delivery Phase)

Outputs: Activity Programme; renovation of St Andrew's Church into a community hub; Employment of 1.8FTE roles; Management and Maintenance Plan; Monitoring and Evaluation Plan.

Outcomes: improved mental health and wellbeing initiatives as part of Activity Plan delivery; recreational and socialisation opportunities through Activity Plan delivery; a community asset is developed for now and future generations; an important historic building is saved for future generations.

The Business Plan will be a key document in identifying the feasibility of the proposed venue and how it will sustain itself into the future. We envisage a mix of income from generated income on site through available activities such as climbing wall and café, grant funding to support wellbeing initiatives, fundraising and donations.

4.7 What will be the lasting benefits and legacy?

Word limit 500

The lasting benefit and legacy of this phase of the project will be long-term delivery of social and economic benefit to Thurso and the wider Caithness and north Sutherland community. It will achieve this by laying down a firm foundation on which to develop a community co-designed facility. The main outputs from Phase I: pre-development will be a Business Plan, Activity Plan, and establishment of baseline data to inform a monitoring and evaluation programme as the project moves into the delivery phase.

It is vital that we produce a Business Plan and Activity Plan in consultation with the local community and key stakeholders to design a project that will be achievable and deliver on the needs and wants of the community. These important documents will form the basis of opening dialogue with major funders to support the capital and revenue delivery of the project such as the National Lottery Heritage Fund, HIE, etc.

The recruitment of a Project Coordinator will support the volunteer Board to develop the organisation and project by acting as a linch pin. They will be a first point of contact, ensure good governance, provide administrative support, and ensure good communication lines between board, staff, contractors, stakeholders and members of the public (see job description). This is a vital role to achieve delivery of the finished project.

We believe it is important that the community are involved at each stage of the development to ensure the success of the project. This ensures the finished project will be used, those who have helped design the project take pride in both it and the wider town, and the project supports wider priorities such as providing activities to support mental wellbeing as noted at 4.4.

During the Phase I consultation we will listen to the community and stakeholders, making sure all voices are heard, particularly those who may be more marginalised such as young people at risk of offending or suffering from mental health issues. This will help build confidence, generate pride and feelings of ownership, investing them in the success of the project and the wider town by giving them opportunities to contribute to a community initiative.

By developing relationships with the young people from an early stage we anticipate the young people we engage with will become key players in the success of the delivery of the project at the development stage and beyond. Supporting those we work with to develop skills, providing work experience opportunities, and supporting them to become mentors to their peers, and future generations. Our activities will support young people to follow their interests and try new opportunities to help them in their future careers and lives. There is a UK wide shortage of mental health specialists resulting in long waiting lists meaning peer to peer support may encourage youngsters to further their skills through accredited training as a future career opportunity.

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

Word limit 500

Environmental sustainability is at the heart of our organisation and will be reflected in the policies and procedures that we will be developing in this first stage of the project. We will adopt an environmental policy which reflects the ethos of the organisation to have responsibility to play a part in the protection of the earth's environment for now and generations to come. Reflected in the environmental policy statement will be commitments to environmental sustainability by:

- taking actions to help protect the earth's environment for now and future generations;
- achieving continuous improvements to environmental sustainability;
- considering environmental impacts during the planning stages of all capital and revenue projects;
- building in environmental and financial sustainability to all activities;
- seeking ways to reduce energy use and waste;
- support and develop partnerships with other 'green' organisations to deliver additional benefits;
- encourage the use of public transport, carpooling etc so far as possible;
- comply with legal requirements and look to acquire green accreditation once operational;
- report on sustainability improvements and implementation of net zero actions as part of Annual Report.

Environmental considerations will be reflected within our procurement policy by considering the environmental and social impact of our procurement choices. This would include:

- specific requirements (eg. social or environmental) as award criteria when using best price-quality ratio, provided that these requirements relate to the contract;
- require certifications, labels, or other equivalent evidence of the application of quality, environmental or social standards;
- lay down conditions related to the way the contract is carried out, including environmental or social considerations. These conditions must be non-discriminatory and compatible with EU law.

Where possible local suppliers would be favoured, provided they meet the necessary requirements, to both support the local economy but also to reduce environmental impacts by reducing the carbon footprint. As part of the capital delivery, we would aim to increase value by providing training opportunities for young people to develop valuable skills and experience. An area identified is the repair of the stained glass windows. Stained glass is a red list endangered craft and instilling skills locally will potentially provide a young person with the necessary start in starting a business to provide key craft skills locally.

As can be seen in the emergency work undertaken to make the vestry safe we have embedded environmental considerations into the development such as choosing limecrete for the floor as a natural material. A limecrete floor is a breathable, sustainable alternative to concrete comprising a compacted layer of recycled foamed glass insulation on top of a prepared sub-base and geotextile membrane. This is followed by another layer of geotextile and limecrete produced using lightweight insulating aggregate rather than conventional sand.

Our choice of materials during the capital works will be to deliver an environmentally sustainable building as far as possible. We will implement waste reduction at each stage of the build and in

the finished construction for instance by using rainwater to flush toilets thus reducing our water usage.

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

Phase I is a crucial stage of the project to ensure that all members of the public have an opportunity to inform the design of the finished community hub. Therefore, the consultation exercise will identify a diverse methodology to gather input from a wide range of people. Consultation methods employed to share and gather ideas have so far included social media, online and digital surveys, face to face informal chats with individuals and key stakeholders such as youth clubs, the local High School, and at events such as Taste North.

As well as engaging directly with the public we will work with stakeholders and other community groups to engage with harder to reach groups. Young people are often reticent to come forward due to a range of factors, from shyness to feeling that it's a waste of time as their views aren't listened to. By designing engaging and fun facilitation exercises eg. graffiti walls, role play exercises, and games we will gather their thoughts and ideas and embed them in the Business and Activity Plan. It is vital that they see their ideas being realised and we would aim to recruit young ambassadors to act as project champions to share ideas and be a youth voice on the board.


We will engage with groups such as the school, youth clubs, Caithness Kicks (representing young careers), and Caithness Mental Health Support Group. A key part of Phase I will be identifying and developing relationships with stakeholder groups to deliver partnership projects as part of the activity planning exercise and to compliment the services that other community groups deliver. For instance activities that groups like Caithness Kicks can use to support their young careers via respite activities.

Although the project will target young people it will also deliver benefits to the wider community by providing facilities for families to enjoy and potential for other community uses. We anticipate the provision of space for older people who are often at greater risk of isolation, through intergenerational activities. Potential projects include skills exchanges such as young people supporting older people with digital access to older people sharing traditional skills or stories about their lives or history of the town etc.


As part of the design phase of the building, access will be taken into account to ensure the building is accessible to all. We will consult with the Caithness Disabled Access Panel regarding our plans to ensure they are fit for purpose and realistic to the needs of disabled people.

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"/> We have drafted a Fair Work First Statement but as we do not yet have any employees it has not been signed yet.
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"/> We will add to the website once it has been signed.
How many people do you employ or how many volunteers do you have?	0 employees; 3 voluntary directors with recruitment ongoing (see Director list)
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"/> Procurement Policy being drafted which will be adopted once new board appointed and will include provision for ensuring supplies pay Real Living Wage.
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 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;">  </div> <p>CRF overheads and management fees sun</p>
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Budget Heading	Details	Revenue/Capital	Amount (£)
Project Coordination	12 months @ £14.17ph at 22.5hrs per week	Revenue	16,578.90
Business and Activity Planning	Consultant time incuding research, consultation, drafting, editing 53 days at £227.50	Revenue	12,057.50
Board Training	Board training @ £450 facilitiation day rate	Revenue	450.00
Consultation event: facilitation	Facilitation day rate of £450	Revenue	450.00
Consultation events: PR material	Durable, weather resistant PVC vinyl banners (6 x 10ft)	Revenue	1,199.60
Consultation events: PR material	Professional landscape architectural photography of church x 8	Revenue	195.92
Consultation events: PR material	Professional digtial photo-editing of the church including artist visualisations	Revenue	799.60
Expenses: mileage	100 miles @ 40ppm	Revenue	40.00
Office costs	Printer & laptop	Revenue	508.99
		Total revenue expenditure (£)	32,280.51
		Total capital expenditure (£)	0.00
		TOTAL PROJECT COST (£)	32,280.51
VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	Facilitation day rate based on median rate sourced through a desk based internet search. Average community manager salary in UK is £35k, + 30% for consultant based role, equals £45k. Divide by 200 for average days worked pa equates to a day rate of £227.5 Project Coordinator based on average salary range.	

		Consultation materials based on quote – see attached documents.
5.3	Please explain how your project will achieve value for money.	We will conduct competitive tender and recruitment exercises for all contractors through an open recruitment exercise. We will aim to seek quotes and conduct market research for the procurement of all goods to ensure best value for money.

SECTION 6 – MATCH FUNDING

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

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)	
Architectural Heritage Fund	No	Feb-24	7500	
The Pilgrim Trust	No	Mar-24	7781	
Caithness and North Sutherland Fund	No	Apr-24	7500	
			Total match funding (£)	22781
			CRF grant request (£)	9500
			Total project cost (£)	32281

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

6.3 If yes, please detail.
The project will receive in kind support and expertise from its voluntary board.

6.4 Please explain why public funding is required to deliver the project.
The organisation does not have resources to pay for skills and expertise to deliver the pre-development phase of the project. The project will not happen without grant funding support.

6.5	Please explain what the remaining bank balances are for in your accounts.	The organisation is at an early stage in its development and does not have access to additional funds / reserves.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	We do not have sufficient unrestricted funding to pay for the work required.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The aim is that whatever future use of the building will be sustainable. This stage of the project will produce a Business Plan to lay out how Thurso on Board will achieve this.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We will be consulting widely with the public, local business, and community groups. It is important to us that we do not displace, but compliment the offering from local businesses and organisations.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	It would not be possible for our organisation to generate any income with which to repay a loan at this stage of our development.
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?
N/A	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:	Date:
 Print: Michele Dinger	20/11/2023

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

As our project is at an early stage there is some documentation missing which will be developed in this pre-development stage. This includes the Business Plan, policies and procedures to carry out Activity Plan activities eg. child protection. We are currently looking into procuring employers and public liability insurance to ensure it is in place for commencement of employment of staff and carrying out public facing activities.

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: CFR2230

Organisation: Thurso on Board

Project Title: Thurso on Board: business planning

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

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

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

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

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

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

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new	1 x 18 month activity programme developed
Wellbeing support initiative	new	As above
Spaces for people	new	1
Initiatives that enable communities to stay socially connected	New	1
Community-led projects supporting community ownership or management of assets, services, or activities	New	1
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	1
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

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

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

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

Project outputs	Quantity
Jobs created (FTE)	0.6FTE
Tourism infrastructure - new/	1
Training courses delivered/learning days of people receiving training	4.5
Town center improvements	1
Initiatives to improve access to local services	
Other - Please describe other outputs your project will meet that are not listed above:	

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

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	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	1
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	

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



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

Key considerations

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

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

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

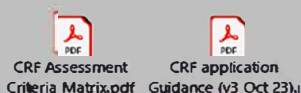
Supporting documentation must be submitted with the application form (see section 8.2).

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2256
1.2	Organisation	High Life Highland
1.3	Project title	Thurso Young People's Project 2024-25
1.4	Project summary you wish to be funded (max 100 words)	This project will enable the social, physical and creative development of young people in the Thurso area through a programme that includes: Youth Residential & Activity trips, Outdoor Learning sessions, Dance & Sports sessions, as well as a Nature & Arts Project that will culminate in a public exhibition at the North Coast Visitor Centre.

1.5	Project costs	Total project cost £29,831.00
		Match funding £0.00
		CRF grant requested £29,831.00
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024
1.7	End date (by 1 st March 2025)	28/02/2025
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input type="checkbox"/> Addressing causes of rural depopulation
		<input type="checkbox"/> Helping economic recovery and sustaining growth
		<input type="checkbox"/> Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	High Life Highland
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	Julia McGhee
2.4	Position in the organisation	Fundraising Officer (Adult Learning & Youth Work)
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	www.highlifehighland.com
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	407011

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.	
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	123 3265 48	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	North Coast Visitor Centre 23-25 High Street Thurso KW14 8AJ	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.														
<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Youth Residentials</td> <td>25/10/2024</td> </tr> <tr> <td>Outdoor Learning Sessions</td> <td>22/11/2024</td> </tr> <tr> <td>Dance & Sports Sessions</td> <td>31/01/2025</td> </tr> <tr> <td>Nature & Arts Project</td> <td>14/02/2025</td> </tr> <tr> <td>Dynamic Youth Awards</td> <td>21/02/2025</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Youth Residentials	25/10/2024	Outdoor Learning Sessions	22/11/2024	Dance & Sports Sessions	31/01/2025	Nature & Arts Project	14/02/2025	Dynamic Youth Awards	21/02/2025		Click or tap to enter a date.
Activity name	Achieve by (date)														
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Dance & Sports Sessions	31/01/2025														
Nature & Arts Project	14/02/2025														
Dynamic Youth Awards	21/02/2025														
	Click or tap to enter a date.														
4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.														
<p>The Thurso Young People's Project will increase the resilience of vulnerable young people in Thurso – many of whom face complex and multiple challenges in their lives – by supporting a programme of activities that will help increase socialisation skills, confidence, mental and physical wellbeing. This programme is additional to the core Youth Work delivery provided by HLH and will offer potentially life-changing experiences to young people, many of whom are disengaged with school and are at risk of failing to achieve positive destinations in their lives.</p> <p>Youth Residentials In partnership with the High School Guidance team, the Youth Team will target young people who will benefit most from youth services involvement and, in particular, opportunities to go on residential and outdoor activity trips where they will learn new skills and build relationships, leading to increased self-confidence and resilience. The programme will support two 3-day residentials at Fairburn Activity Centre in Muir of Ord for groups of up to 12 young people per trip, during Summer and October school holidays. This will build upon the highly successful youth residentials in October 2022 and May 2023, where 24 young people got the opportunity to experience being away from home and participating in activities that challenged them. These residencies give young people rare opportunities to step outside of their comfort zones, with the support of trusted adults, and accomplish things that they do not necessarily know they can achieve.</p> <p>Dance and Sports sessions In partnership with the local Active Schools Co-ordinator and a local freelance dance teacher, young people will be offered opportunities to take part in dance, football, rugby, martial arts and athletics sessions. These inclusive and accessible activities will be delivered at Thurso Leisure Centre and offered in 8-week blocks during the academic term. By offering a range of physical activities, the project aims to attract and engage as many young people as possible.</p> <p>Outdoor learning sessions Young people will be offered opportunities to learn about their local coastal environment and ecology through guided trips led by HLH Countryside Rangers to Dunnet Beach and Dunnet</p>															

Forest. Visits to the Caithness Animal Farm Park will be offered to small, targeted groups of young people, supporting them to engage with peers whilst developing both social and practical skills. These visits will provide social support and promote wellbeing, especially for young people who have learning disabilities or those experiencing poor mental health.

Nature & Arts Project

Bringing together their outdoor learning experiences with the Countryside Rangers with creative learning, young people will have opportunities to work with local professional artists through a series of workshops inspired by what they have learned about the ecology and environment of the Caithness coastline. Through learning a variety of design and art skills, they will get to create their own pieces of artwork, inspired by local coastal environments. The project will enable young people to explore environmental and ecological issues that are relevant to their everyday lives and to express themselves creatively. This will help increase their self-confidence, for example through group work, and have a positive effect on their mental health and wellbeing.

Dynamic Youth Awards

Through the Outdoor Learning and Nature & Arts Project, young people will continue to have supported opportunities to gain achievement awards, which are accredited gives a young person a goal to aim for and certificated courses which gives them SCQF (Scottish Candidate Qualification Framework) points on their certificates. The team will continue to support young people to work towards their awards by setting challenges and targets and working towards them.

4.3

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

The project will support Community Resilience in Thurso by enabling young people to participate in a range of activities and events that will positively impact on their mental health and wellbeing, reduce social isolation and loneliness and offer positive alternatives to risky behaviours.

Regular Dance & Sports Sessions will offer young people a choice of different sports and dance styles that they can try out. Youth Residential and Outdoor Activity weekends will be targeted towards young people who struggle to engage at school for whatever reason and will benefit them through helping to increase confidence, working as part of a team and gaining a sense of achievement.

By participating in both the Outdoor Learning sessions and the Nature & Arts project, young people will also have access to Leadership/Life Skills and Employability Awards supported by the Youth Team. These can build towards volunteering and job opportunities, benefitting both the local community and local economy.

The project will further benefit the local economy by contracting a local freelance dance tutor and local freelance artists to deliver activities as part of the programme.

4.4

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

The Caithness Cares Strategic Group Plan (update May 2023) states the need to increase the number, range and access to organised activities for young people and families and to ensure the number, range and choice of positive activities reflect a wide range of student interests. This project seeks to address these needs by offering a range of activities - including sports and dance - outdoor learning, as well as arts and creative opportunities. The Plan also highlights the need for **opportunities to develop wider life skills, community skills, skills that benefit their CV and skills that will enable them to become ambassadors for their peers.** By participating in both the Outdoor Learning sessions and the Nature & Arts project, young people will also have access to Leadership/Life Skills and Employability Awards, which will enable them to develop wider life and leadership skills.

HLH Thurso ASG Needs Analysis

The SEP and SIMD Analysis has identified the following key issues:

Within the Caithness district 40% of the population live within the most deprived areas in Scotland with 23.1% of children (0 -17 years) within the population are living within the top 10% most deprived smaller localities (44.1 of all Caithness children under 20 years) live in poverty). According to the SIMD 2016 statistics, Thurso has 2 decile (2 Data Zones) which align with these percentages: High and Low Ormlie, ranking as 2 in the overall SIMD standings.

Deprivation status of the 20% is most deprived in these areas and is attributed to a number of factors: low income, employability and education rankings all at a 2, and all of which consequently contribute to the poor health and higher crime ratings health ranking at 3 and crime ranking at 1 across the 2 Data Zones. Pupil attainment at S4 in Thurso shows below both Highland and Scotland averages.

Further analysis gleaned from the CPP Profiles highlight Thurso as having life expectancy figures for males in the middle and lower percentages within Caithness and females in the higher percentages within Caithness. In addition, health indicators for Caithness recognise higher logged cases of chronic disease such as hypertension, asthma, diabetes and heart disease, than the Highland and Scotland percentages.

Caithness Community Planning Partnership – Thurso Locality Plan

The locality plan highlights that areas of Thurso are experiencing low household income coupled with high unemployment in the 16 to 74 years age bracket. These areas are also recording high levels of people with one or more long term health conditions. Many young people aged 16 and over have no qualifications along with a high percentage of 16 – 19 year olds, who are not in education or training.

In planning the activities for this project these factors, highlighted by the Needs Analysis and Locality Plan, have all been taken into consideration to create a programme that is accessible to low-income families, attractive to young people and will support people in Thurso to take steps to improve their physical and mental health.

4.5

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

Between July 2022 – October 2023, HLH Youth Development delivered a project funded by the Highland Coastal Communities Fund to support the mental health and wellbeing of young people

in the Ward 2 area. This hugely successful project has highlighted the pressing need for young people in Thurso to be able to access continued targeted support in their locality and a regular programme of youth-led activities. The quarterly reports from Wellbeing for Resilience project (please find attached) highlight the huge impact that youth work has in terms of building confidence, resilience and achievement among young people.

The outcomes for this project will be significant in meeting the needs of the community. At risk young people will:

- feel more included as members of their community
- experience and report improved mental health and wellbeing that will improve their confidence and resilience
- develop and experience stronger support networks
- gain new experiences that increase the instances of self-directed access to leisure and outdoor learning opportunities in the future
- be diverted from risk-taking or criminal behaviour, meaning they and their community will be safer as a result

Local support and feedback on the project has been gathered through emails, photos and verbal feedback from young people and their families, Thurso High School and local Councillors. Please find these attached along with the quarterly reports from the HCCF project.

4.6

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

This project will be supported and sustained after CRF funding through High Life Highland's core Youth Work delivery. The Youth Development Officer, who was brought into post through the previously funded Highland Coastal Communities project, has developed the skills and confidence to become the full-time YDO for Thurso and this post is funded through Youth Services core budget. The HCCF project has also meant that a 7 hr per week YSO post that was initiated through Caithness Cares, is now sustained through core budget. By building a team within the core, with support from CRF funding, HLH Youth Work will, in time, have the core capacity to provide a continuous Youth Work service in the future.

There will however always be a need for some external funding in order to offer opportunities such as Youth Residential and projects in collaboration with freelance Arts providers. The Youth Team, with the support of their Fundraising Officer, are committed to seeking external funds from a range of sources to support the project after CRF funding. Through HLH Youth Achievement Awards, young people will also gain the skills and confidence necessary to become volunteers within the service and this will help to establish sustainable roots for Youth Work within the local community.

4.7

What will be the lasting benefits and legacy?

Our considerable experience in the field of Community Learning and Development has shown that both financial and non-financial barriers to accessing and benefitting from mainstream services is a key inhibitor of wellbeing levels of some people and that there is an observable correlation between those levels of wellbeing and resilience. The lasting benefits of this project will be the positive impact made on the wellbeing and resilience of the young people who participate, and as a result, a wider impact on their families and the community in Thurso.

Between April and June 2022, the Youth Team in Thurso assisted 30 students to complete a Dynamic Youth Award. These include 12 students who attended the Fairburn residential trip, as well as 10 students who participated in the Fire Skills programme at Thurso Fire Station in May 2022. By continuing to provide these life changing experiences, the Youth Team will enable more young people to complete Dynamic Youth Awards and work towards other Youth Achievement Awards. These awards can count towards SQA qualifications, which have a lasting legacy for the future career paths of young people.

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.

Youth-led activities will happen locally in the Youth Base at Thurso High School or at the North Coast Visitor Centre, which is walking distance from the school. This reduces the need for staff and participants to travel by car or public transport to take part in activities, helping to reduce our carbon footprint.

Youth residentials will take place at the Fairburn Centre in Muir of Ord and participants and staff will travel by train rather than mini-bus or car, helping to reduce carbon footprint.

The **Nature and Arts project** will be inspired by guided trips to Dunnet Beach and Forest led by the HLH Countryside Rangers service, who will support young people to learn about the coastal ecology and the human impact made on the local environment. Through focussing on the Caithness coastline this project will highlight urgent environmental issues that are evident all over the world, namely rising sea levels, coastal erosion and plastic pollution. The importance of bringing climate change to a local perspective is noted in the Scottish Government's 'Net Zero Nation' policy and is considered key to making change in the broader population.

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?

This project will engage young people in Thurso many of whom face significant challenges in their lives and as a result are disengaged from school and are at risk of experiencing poor outcomes and quality of life. Most are from homes that experience poverty and deprivation. A number have been affected by substance misuse and suicide in their families and friendship circles. Many experience mental health problems such as anxiety and depression and have low confidence levels.

This project will ensure that no young person is excluded or disadvantaged from the benefits of youth-led activities and opportunities, by working with the Depute Head Teacher of Thurso High School to identify those young people most in need of support, establishing contact young

people and their families to invite and encourage individuals to be involved the project. Activities and opportunities will be widely advertised through social media, text and phone calls, emails, letters and through word of mouth in the school and local community. The Youth Team will also ensure that the provision of food, transport, suitable clothing and footwear for young people are factored in all activities, to ensure that no one is excluded from taking part.

HLH has an Equal Opportunities Policy in place – please find this attached.

4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information.</p> <p>Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div style="text-align: center;">  <p>FWF statement and declaration template.r</p> </div>
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Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	1060
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 checked="" type="checkbox"/> Trade Union Recognition/Collective

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 sum

		VAT included in these costs? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	<p>Youth Work staff costs for Youth Support Officer and Assistant Youth Worker are shown at current Highland Council Pay Grade Structure levels for posts at HC4 and HC5.</p> <p>External Provider costs for Residential are based on invoice for previous residential at Fairburn Activity Centre.</p> <p>Transport costs are based on current Scotrail train ticket costs and Thurso High School minibus overheads.</p> <p>Sessional Staff costs are based on current HLH rates for Sports Tutors.</p> <p>Freelance Art Practitioner costs are shown at current Scottish Artist Union rate.</p> <p>Art materials have been estimated at £5 per participant per session.</p> <p>Food costs have been estimated at £6 per head for lunches and £2 per head for healthy snacks.</p>
5.3	Please explain how your project will achieve value for money.	<p>This project will achieve value for money by providing support for approximately 60 young people over the course of a year long programme of accessible and inclusive activities that will targeted towards young people who experience barriers to engaging with school.</p>

SECTION 6 – MATCH FUNDING

6.1	Match funding details – Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section however you'll need to add the CRF grant request. All projects must start within three months of approval.
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Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
		Total match funding (£)	0
		CRF grant request (£)	
		Total project cost (£)	0

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	<p>HLH Youth Development Officer: Project management, project delivery, evaluation and reporting - YDO Salary 1 March 2024-28 February 2025: £31,631 + 28% on costs - £40,488</p> <p>Thurso Youth Base – in-kind venue hire from Thurso High School: 12 months x £250 per month - £3,000</p>
6.4	Please explain why public funding is required to deliver the project.	Without public funding this project will not be able to be delivered as current budgeting levels within HLH Youth Services are not sufficient to cover the costs required to contract staff and provide all of the activities.
6.5	Please explain what the remaining bank balances are for in your accounts.	High Life Highland operates from the Highland Council General Income Bank account.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Due to FRS pension liability of £9.73M, HLH reserves are in deficit.

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?	HLH works in partnership with local organisations, groups and clubs in Thurso to provide high quality learning and socialisation opportunities for young people in remote, rural communities. HLH Youth Team will communicate with other youth work providers in the area in order to maximise the support for vulnerable young people and their families to connect with the project. This in turn will aid the work of other third sector providers.
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?	Due to its Service Level Agreement with Highland Council, High Life Highland is not permitted to take out loans.
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.	

High Life Highland has a Service Level Agreement with Highland Council.

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: Julia McGhee	Date: 20/11/2023
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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 type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation: HLH manages the Sunart Centre on behalf of Highland Council as part of its Service Delivery Contract – lease agreement to follow.		

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: CRF2256

Organisation: High Life Highland

Project Title: Thurso Young People’s Project 2024-25

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

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

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

The 5 main strategic objectives under the 4 themes are:

1. Increasing community resilience



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

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

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new	4
Wellbeing support initiative	continued	1
Spaces for people	continued	1
Initiatives that enable communities to stay socially connected	continued	1
Community-led projects supporting community ownership or management of assets, services, or activities		
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

Project outputs	Status (delete as appropriate)	Quantity
Historical/cultural assets	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	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	1
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		



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

Key considerations

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

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

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

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

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

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

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

Double click the icons to download:



SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2269
1.2	Organisation	Association of Northern Trails Scotland
1.3	Project title	Embarking on the North Coast Trail
1.4	Project summary you wish to be funded (max 100 words)	<p>ANTS wish to build on the success of the John o' Groats Trail by developing the 'North Coast Trail', which will extend westwards from John o' Groats, all the way to Cape Wrath.</p> <p>The John o' Groats Trail would, then, like to develop this route through the appointment of a North Coast Trail Development Manager, who will involve</p>

		themselves in a number of tasks and activities associated with making the route a viable proposition.	
1.5	Project costs	Total project cost	£40,000
		Match funding	£20,000
		CRF grant requested	£20,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Association of Northern Trails Scotland	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Kenneth McElroy	
2.4	Position in the organisation	Trail Development Manager	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
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	SC049061	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must	

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

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	KW14 7DT
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	No ownership or lease agreements required
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)
	Job advert created	18/01/2023

Position advertised	01/02/2023
Advertisement closed	15/02/2023
Applications sifted and candidates contacted	16/02/2023
Interviews conducted	23/02/2023
Applicant chosen and notified	24/02/2023
Position starts	01/03/2023
Trail Walked by	29/03/2023
Landowner survey / map created by	29/05/2023
Community consultations held by	29/06/2023
Summer activities including infrastructure improvements and walks	29/09/2023
North Coast Trail Development Plan inc results of survey, mapping, consultation activities etc	29/11/2023
North Coast Trail Development Plan inc results of survey, mapping, consultation activities, next steps etc by	29/01/2023

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 Association of Northern Trails Scotland (ANTS) seek to improve and develop access along northern Scotland's only long-distance walking Trail, the John o' Groats Trail (JOGT).

ANTS wish to build on the success of the John o' Groats Trail by developing the 'North Coast Trail', which will extend westwards from John o' Groats, all the way to Cape Wrath. The John o' Groats Trail would, then, like to develop this route through the appointment of a North Coast Trail Development Manager.

The Manager will be tasked with engaging and consulting with the local community to further understand and demonstrate desire and need for a coastal walking trail in the area: section 4.3 clearly demonstrates that there is interest in the North Coast Trail, but in order to develop the Trail it will be necessary for more thorough consultation and survey work to be carried out.

They will liaise with landowners on how to deliver such a project. The Manager will also be responsible for scoping the funding landscape in order to improve the walking experience along the north coast, and to ensure that it is accessible as possible, all whilst mitigating any negative effects for landowners.

The Manager will also engage with the local community to promote Caithness as a walking 'paradise', working with local groups and stakeholders, as well as schools and other institutions. The Manager will organise walks to promote the Trail and walking as a means of improving mental and physical well-being. Walking is, after all, important, inclusive and easy form of exercise: the Scottish Household Survey indicates that walking is by far the most popular form of physical activity undertaken, with more than 55% of Scottish people having taken a half-hour walk for recreational purposes. To this end, the Scottish Government focus on promoting and encouraging walking as a way of getting people more active (Scotgov.co.uk, *Physical activity and sport*) – and so the North Coast Trail is a natural fit for this ambition.

Community Resilience

All of the Trail Manager's efforts will go towards improving community resilience, and in particular helps to promote a new space for well-being. Though this space is very much 'the great outdoors',

the Development Manager will be responsible for making the Trail safe and accessible, and a viable proposition for people – both tourists and locals – to take on as a means of exploring the local area. This helps to not only improve the general health of those walking the Trail, but allows them to develop a sense of ‘pride of place’, and a general appreciation of their environs. This all plays into develop well-being, as well as highlighting the natural and historic beauty of the region, which can further promote the region as a slow tourist destination.

It should also be noted that by developing this trail, there is scope for strong social cohesion and connection – not only through physically linking settlements through the Trail, but through community engagement and opportunities to undertake events and activities centred on walking, which can bring people together, or can allow for meeting new people. This offers a change to develop a sense of belonging and community for individuals.

Addressing causes of rural depopulation (Place)

As remarked above, the Trail Manager will be responsible for developing the Trail as an asset to the county, and making it a more accessible and enjoyable recreational space for people – of all ages and backgrounds - to walk. Improvements will be piecemeal, but can be attained through the development of consultations and feasibility studies which will advocate upgrading the Trail. The Trail Manager will be responsible for such studies and consultation exercises.

Helping economic recovery & sustaining growth (Economy)

The North Coast Trail Manager will also investigate and highlight the Trail’s economic benefits – by developing the Trail more visitors will be enticed to Caithness to experience the raw beauty of the coastline, and it’s many natural and historic delights. The Trail Manager will be responsible for promoting the Trail through social media, newsletters and other forms of PR.

By promoting the Trail the Trail will attract more tourists to the region, meaning that local businesses -ranging from shops to pubs and hotels – will benefit from increased visitor spend, providing a modest but welcome boost to the local economy.

There is added benefit in the promotion of Caithness as a ‘slow tourism’ destination, too, in that these visitors are viewed as less extractive and more considerate and appreciative than those engaging in more traditional forms of tourism.

Tackling climate emergency and working towards net zero (Environment)

As remarked above - given that this is a ‘slow tourism’-centric project, the Trail Manager will also serve to highlight the climate emergency, and advocate for more carbon-friendly modes of transport. Providing the public with more means to take on more green ways to explore their local area will remove cars from the road, and can also encourage increased use of public transport as well as car-sharing. There is, furthermore, opportunities around active travel, in particular between Castletown and Dunnet.

4.3	How will the project benefit local communities or the local economy?
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By developing such a Trail safer we will encourage locals to enjoy longer walks along our coast, which brings a slew of health and well-being benefits, as well as promoting 'blue health' opportunities also.

Improving the local community's health and well-being is at the forefront of the Association of Northern Trails aims and ambitions: this is particularly pertinent considering NHS Highland's 'Partnership Profile Demography and Deprivation' review of the Caithness region, which notes that mortality rates have stalled in Caithness: this is a 'significant concern' given that this is a 'sentinel measurement of population health'. The same report notes that "*Rural deprivation is a significant concern. Those identified as income or employment deprived are found in all intermediate geography areas*". In a separate report, NHS Highland note that "*Social and economic inequalities in health and wellbeing are evident within the partnership area*".

Improving and creating walking Trails in Caithness could, then, be invaluable to the futureproofing and safeguarding the physical and mental wellbeing of the local community: NHS Scotland note that "*Walking is simple, free and one of the easiest ways to get more active, lose weight and become healthier*". Walking is free at the point of service, and so is an inclusive recreational activity by nature - and so by creating additional walking trails in the area, the North Coast Trail can become a viable option for a wide range of locals to enjoy a piece of mindfulness and exercise, thus improving their general health.

Regarding the local economy, by developing access along the North Coast, the Trail will become a more positive and popular proposition for tourists, also, and this ensures a steady stream of low-impact, non-extractive and climate-friendly visitors to the region. All of this will ensure that the Trail continues to sustain the local economy, making the region more financially resilient. The provision of another long-distance Trail will highlight Caithness and the far north as a walker's 'paradise'

4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
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Going forward, Caithness in particular needs to consider new means and avenues for socio-economic growth. Tourism is one such sector which should be promoted and development, and is highlighted within the Caithness and Sutherland Local Development Plan:

"The tourism sector is considered as an increasingly important component of the economy. The Plan supports suitable opportunities throughout Caithness and Sutherland including in more rural and remote locations."

Given the importance of tourism, "*Improving the tourism experience is one of the Plan's main aims*".

Dunnet and John o' Groats are also singled out as having huge potential given their links to the John o' Groats – Land's End Trail links, and so the North Coast Trail serves as a means to compliment the existing Trail infrastructure in the area.

Such a project also helps to reinforce the support for 'Green Networks' and green travel for locals: this is highlighted in the CaSPlan as a "great opportunity" to "reinforce links between settlements and the natural environment and to enhance this already well-connected network". Dunnet and

Castletown are touted as areas which should embrace Green Networks, both falling within the North Coast Trail.

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

There is a clear desire in the area for Trail improvements. In 2022, Alan Jones Associates carried out a community consultation over the JOGT; through a mixture of in-person consultations and online surveys, it was noted that 91% of those asked (806 respondents) were in favour of further promotion and development of the John o' Groats Trail. Attendance at shows such as the Mey Games has also indicated local strong support for the development of a North Coast Trail.

A more recent online survey targeted at those within the region has shown overwhelming positive support for the development of the Trail:

- 91% of the 205 respondents support the instigation and development of a 'North Coast Trail'
- 91% of the 205 respondents would be encouraged to walk along the coast if there was a trail with appropriate signage and infrastructure in place

There were 96 comments on the survey, indicating a high level of engagement. Comments ranged from:

"Hi, I run and live on a small campsite along the proposed route and fully support the proposal. I regularly walk the coastal route but do not feel able to recommend it due to lack of signage and safety concerns"


"This has the potential to provide a further boost to tourism to Caithness and all along the North coast."

"Would love this to happen. Link to JOG and Cape Wrath Trails and onto WHW would rival almost any Trail in Europe"


"Having spent a lot of time in and around the Durness/Cape Wrath area I would love to see a coastal path taking in all the scenery to John O groats."

"I have a strong belief that sustainable tourism, will become one of scotlands strongest assets in the future. This would be a great achievement for the counties and country. 100% behind this. Well done all involved"

4.7	What will be the lasting benefits and legacy?
<p>Through the appointment of a Trail Development Manager, the Association of Northern Trails can make an earnest start at developing the means to provide the local area with a viable and sustainable tourist attraction, one which serves to highlight and promote the area as a slow tourism destination.</p> <p>With increased walking opportunities for the visitor, the area is made more attractive, and can increase dwell-time for visitors – meaning that the Trail will support the a number of shops, cafes, restaurants and other facilities in the area, serving to further bolster the economy of Caithness.</p> <p>A new walking Trail can, furthermore, serve to promote the mental and physical well-being of the local community, meaning that the general health of the local population is made more resilient and robust.</p>	
4.8	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
<p>The Trail will be climate-friendly by nature, and we will promote walking as a carbon-friendly alternative to exploring and investigating Caithness as a tourist destination – for visitors and locals. Additionally, given that walking to a destination often necessitates transport back, we will promote the use of car-sharing as well as the use of public transportation.</p>	
4.9	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?
<p>The Association of Northern Trails seek to make our coastline more accessible, so, as a rule we are an inclusive organisation. We are an equal opportunities employer, paying a Real Living Wage.</p> <p>In our efforts to hire a new staff member, we will seek to make any hiring procedures as inclusive as possible, with blind recruitment and structured interviews in place, to ensure fair assessments. The process will be transparent, with feedback mechanisms to ensure that candidates understand decision making.</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.

<p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <p> FWF statement and declaration template.c</p>	
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>1 staff member, 20 volunteers</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input 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	<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>
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Budget Heading	Details	Revenue/Capital	Amount (£)
Staff salary		Revenue	32,000.00
Expenses	Largely to be spent on travel	Revenue	8,000.00

	Total revenue expenditure (£)	40,000.00
	Total capital expenditure (£)	0.00
	TOTAL PROJECT COST (£)	40,000.00

VAT included in these costs? Yes No

5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	Salaries were benchmarked looking at similar roles (Community Development officers / managers), which ranged from £27k to £35k. Given the challenging nature of the role, which requires candidates to be able to demonstrate a number of skills and abilities, a higher-end salary was chosen.
5.3	Please explain how your project will achieve value for money.	Our project will seek to make this role sustainable, ensuring that local communities can benefit from the provision of a Trail Manager who will support the socio-economic landscape of the region through the promotion and development of the Trail.

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.

Confirmed Yes/No	Date confirmed or expected	Amount (£)
No	January 2024	12,000
No	9th January 2024	8,000
	Total match funding (£)	20000
	CRF grant request (£)	20000
	Total project cost (£)	40000

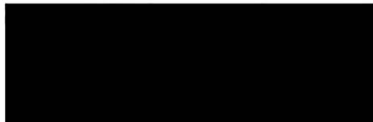
6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	Public funding allows charitable organisations to scale up their operations and have a more significant impact.
6.5	Please explain what the remaining bank balances are for in your accounts.	Our unrestricted reserves are an essential part of our financial strategy, enabling us to maintain stability and pursue our mission in a sustainable manner.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	With limited unrestricted reserves, we must use them judiciously to best support our initiatives for long-term success.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The Trail Manager will be tasked with finding funding to support their role after the initial year. This may take the form of memberships, business sponsorships, merchandise, and additional grant funding from alternative sources.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We will ensure that businesses are supportive of the project, and aware of the Trail's benefits to the local economy. We have letters of support from several businesses for this project.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	ANTS are a small charity and paying back interest could be damaging to our limited finances
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 Coastal Communities Fund	21/11/2021	£67720	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Council Ward Discretionary Fund	23/03/2023	£6247	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

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: 20/11/2023

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

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: CRF2269

Organisation: Association of Northern Trails Scotland

Project Title: Embarking on the North Coast Trail

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

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

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

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

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

Increasing community resilience (People)

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

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

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

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

Helping economic recovery & sustaining growth (Economy)

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

Project outputs	Quantity
Jobs created/safeguarded (FTE)	1
Tourism infrastructure - new	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		
Initiatives contributing to a low-carbon economy	new	1
Waste, recycling and circular economy initiatives		
Community renewable energy schemes		
Community assets to become more energy efficient		
EV charging points installed		
Active travel routes	new	1
Community food growing initiatives		
Community green space		
Biodiversity conservation initiatives		
Marine conservation initiatives		

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

Green recreational travel route created



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	CRF2270
1.2	Organisation	Association of Northern Trails Scotland
1.3	Project title	Stepping up the Trail!
1.4	Project summary you wish to be funded (max 100 words)	ANTS wish to improve the safety and accessibility of the John o' Groats Trail through the creation of steps at a sharp and hazardous incline at Forse, in Caithness. This incline is almost like a sudden drop - meaning that walkers have to gingerly step down or scramble up; for elderly walkers or walkers with less mobility, or for any walkers carrying injuries, this can

		be an off-putting challenge, and one which can spoil their overall JOGT experience.
1.5	Project costs	Total project cost £14,292
		Match funding £6292
		CRF grant requested £8000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	Click or tap to enter a date. 18.03.24
1.7	End date (by 1 st March 2025)	Click or tap to enter a date. 20.04.24
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input type="checkbox"/> Addressing causes of rural depopulation
		<input checked="" type="checkbox"/> Helping economic recovery and sustaining growth
		<input type="checkbox"/> Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Association of Northern Trails Scotland
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	Kenneth McElroy
2.4	Position in the organisation	Trail Development Manager
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	www.jogt.org.uk
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	SC049061
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.	SC049061
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.	Forse Castle, Caithness, KW3 6BX
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	We have been unable to trace the landowner. Local landowners, including the farmer directly to the north of the ground, does not know who owns this ground and has no contact details for Forse Estate, who might be the owners. We have conducted and Scottish Land Register searches and expect results soon.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.
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Activity name	Achieve by (date)
Construction on steps begins	01/03/2024
Steps construction completed	29/03/2024
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

The Association of Northern Trails Scotland (ANTS) seek to improve and develop access along northern Scotland's only long-distance walking Trail, the John o' Groats Trail (JOGT).

Though hundreds of walkers* continue to use and enjoy the Trail, it is still at an early stage of development and requires constant monitoring for maintenance and development. One area which has been highlighted in a recent audit can be found at just south of Forse Castle in Caithness.

Here, a steep incline can be found – almost like a sudden drop - meaning that walkers have to gingerly step down or scramble up; for elderly walkers or walkers with less mobility, or for any walkers carrying injuries, this can be an off-putting challenge, and one which can spoil their JOGT experience.

We intend to create a series of steps from the top of the braehead to the bottom, where the path reconnects with an old road down to Forse harbour; this will make both an attractive and accessible path for locals and tourists to enjoy.

**With data taken from sign-in books and people counters we estimate that 600 people have walked the Trail this year.*

By undertaking this project the Trail will achieve a number of strategic objectives:

Increasing community resilience (People)

By increasing the safety and therefore viability of the Trail as an enjoyable recreational activity, we will encourage locals to enjoy longer walks along our coast. This brings a slew of both physical and mental health and well-being benefits, as well as promoting 'blue health' opportunities also. It should also be noted that social cohesion can be furthered through the development of the Trail, given that Walking is an activity that is relatively accessible to most people, regardless of gender or economic circumstances. Thus, it lends itself to gender equality and reduction of inequalities in general.

Addressing causes of rural depopulation

By undertaking this project, the JOGT is safeguarded and improved as a cultural and recreational asset for the local community. This in turn will help to promote a sense of 'pride of place' for locals, who can cherish a walking route which is safe, accessible and enjoyable.

Helping economic recovery and sustaining growth

By continuing to improve the access, the Trail will become a more positive and popular proposition for tourists, also, and this ensures a steady stream of low-impact, non-extractive and climate-friendly visitors to the region. All of this will ensure that the Trail continues to sustain the local economy, making the region more financially resilient.

Tackling the climate emergency and working towards net zero

The Trail is, by nature, a 'green' tourism initiative, encouraging people to walk between destinations in the far north of Scotland, and/or use public transport to return to certain points. By improving the Trail, we make walking a more viable proposition for both tourists and locals, and help to promote walking as an alternative means of exploring the region.

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

Improvements to the safety of the Trail provide myriad benefits to the local communities; firstly, the Trail is in place to provide locals with access to the coast, providing them with the means to walk and explore the scenic North Highland coastline. This carries a number of well-being benefits, improving both their mental and physical health, as well as providing locals with increased access to the coastline, which brings additional 'blue health' benefits. Furthermore, improving access to the Trail promotes 'pride of place' and general appreciation of the area, ensuring that locals are more likely to enjoy living in the local area.


By improving particularly hazardous areas, we are able to develop the Trail's reputation, and attract walkers from across the world to take on the Trail; walkers will make use and increase spend at shops, cafes and restaurants, BnBs, hotels and campsites and other local facilities such as trains and buses. This provides a welcome boost to the local economy - in a less extractive and low-impact manner – helping to support jobs and livelihoods in the area.

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

The creation of steps at Forse would undoubtedly improve the walking experience for tourists and locals. Regarding tourists and tourism, the Forse section falls into the 'East Coast Connectivity Corridor', which has been highlighted by the Highland Council in the Caithness and Sutherland Local Action Plan as an area of attention and investment: the plan emphasises "Promoting and supporting tourism" in this area as a key objective, remarking on the employment and connectivity benefits which can be ushered in through the utilisation of tourism assets.

Such a project also helps to reinforce the support for 'Green Networks' and green travel for locals: this is highlighted in the CaSPlan as a "great opportunity" to "reinforce links between settlements and the natural environment and to enhance this already well-connected network". Lybster and Latheronwheel are touted as areas which should embrace Green Networks, with Forse falling in between either village.

4.5	How do you know there is local support for the project? How can you evidence this?
<p>Alan Jones Associations carried out a region-wide programme of community engagement to better understand support for the Trail. Their results indicated that 91% of those who responded supported the future development and promotion of the Trail.</p> <p>Locally, it was noted that the trail would benefit from strimming. In Lybster, Alan Jones consultants met with 9 members of the public, where it was one noted by one that: “Where [the trail was] seen as impassable, people reroute on the main road which is dangerous”, and this certainly would necessitate some improvements to take place on the Trail.</p> <p>The general attractiveness of the Trail as a tourist venture was noted, with a broad range of comments, such as: “Positive comments from those walking the trail, and their engagement with the fantastic asset – has the wow factors”. The economic contribution from tourists was also noted – “The financial input from slow tourism would be beneficial to local businesses. This would be better than the impact of NC500 where most people bypass the village or only stop briefly.”</p> <p>An online survey was also sent out for locals to complete, with 16 responses so far; 100% of those asked supported improvements to Forse Castle steps, with 100% noting that such improvements would encourage them to go on longer walks in the area. Comments include</p> <p>“This would be a great addition to the trail. Used to walk here a lot but negotiating the steep hill is getting trickier and trickier”</p> <p>“Love walking the coastal trail and this is a part we’ve missed due to it being too steep so steps would be great. All the improvements have been great so far and appreciated.”</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The project is being supported by the Trail Development Manager who is developing means to make the JOGT more sustainable, through membership, corporate sponsorship and merchandise., as well as other grant funders. Any further remedial works required will be funded through such methods.</p>	
4.7	What will be the lasting benefits and legacy?
<p>The lasting benefits of this project will be the removal to one of the more treacherous sections of Trail, leading to an uptick in Trail users, and improving their Trail experience. This means an increase in visibility of the Trail, which will encourage more people to ‘take on’ the route. With added users, the local economy will undoubtedly benefit.</p> <p>For locals, it means better access to the coast, which entails better mental and physical health benefits. All of this goes towards a more resilient, healthier and happier community.</p>	

4.8	<p>Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.</p>
<p>We will ensure that a local contractor is selected.</p>	
4.9	<p>In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?</p>
<p>There are no exclusions or excluded groups associated with this project. The project seeks to improve the Trail walking experience for anyone who wishes to walk the coastline.</p>	
4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div style="text-align: center;">  <p>FWF statement and declaration template.c</p> </div>
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>1 paid staff member, 19 volunteers</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes</p>

- Intranet/Online Platforms
- Staff Forums / Networks
- Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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



CRF overheads and management fees sun

Budget Heading	Details	Revenue/Capital	Amount (£)
Construction and installation of steps	Costings inc. fuel, materials and VAT	Capital	14,292.00
		Total revenue expenditure (£)	0.00
		Total capital expenditure (£)	14,292.00
		TOTAL PROJECT COST (£)	14,292.00

VAT included in these costs? Yes No

5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	Quotes have been obtained from local contractors who are able to fulfil the unique demands of the project.
5.3	Please explain how your project will achieve value for money.	The JOGT continues to help sustain and support the local economy through modest visitor numbers; improving the Trail and in particular areas deemed hazardous will help to encourage more users, and encourage further spending in the North Highlands area, in particular between Latheronwheel and Lybster.

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 (£)
Caithness Halsary Fund	Y	11.09.23	4,000
Bad a Cheo Fund	Y	07.07.23	2,000
NHI	Y	23.08.23	292
Total match funding (£)			6292
CRF grant request (£)			8000
Total project cost (£)			14292

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

6.3 If yes, please detail.

6.4	Please explain why public funding is required to deliver the project.	The JOGT
6.5	Please explain what the remaining bank balances are for in your accounts.	Emergency repairs and maintenance of the John o' Groats Trail and to cover the costs of funding not paid up front.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Our unrestricted reserves are an essential part of our financial strategy, enabling us to maintain stability and pursue our mission in a sustainable manner. With limited unrestricted reserves, we must use them judiciously to best support our initiatives for long-term success


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?	Local businesses are supportive of the project and should benefit from the results of the trail improvements.
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?	ANTS are a small charity and paying back interest could be damaging to our limited finances
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 Coastal Communities Fund	21/11/2021	£67720	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Council Ward Discretionary Fund	23/03/2023	£6247	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<i>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: 20/11/2012
Print: Kenneth McElroy		

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

13 – We have verbal permission from the landowner at the field above the Forse Castle Brae, but have been unable to trace the landowner of the brae itself. The field landowner does not hold contact details for the braehead landowner and does not know who it is. We have commissioned a Scottish Land Register search to try and find out.

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: CRF2270

Organisation: Association of Northern Trails Scotland

Project Title: Stepping up on the John o' Groats Trail

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

Tackling poverty and inequality (People)	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	

Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

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

Helping economic recovery & sustaining growth (Economy) Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - 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		
Initiatives contributing to a low-carbon economy	supported	1
Waste, recycling and circular economy initiatives		

Community renewable energy schemes		
Community assets to become more energy efficient		
EV charging points installed		
Active travel routes	supported	1
Community food growing initiatives		
Community green space		
Biodiversity conservation initiatives		
Marine conservation initiatives		
Other - Please describe other outputs your project will meet that are not listed above:		



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	CRF2274
1.2	Organisation	WICK HARBOUR AUTHORITY
1.3	Project title	HARBOUR ENTRANCE IMPROVEMENT PHASE 1 WORKS
1.4	Project summary you wish to be funded (max 100 words)	WHA have been investigating options to develop the Outer Harbour which is not suitable for all year round berthing due to wave climate during winter storms. To progress this we have to make improvements to the existing harbour entrance as Phase 1 of the project. Works will strengthen and better align the harbour entrance for vessels using innovative modern methods and materials. This will future proof the ongoing fishing, leisure and offshore wind activities of stakeholders. Phase 1 works align with Phase 2 Harbour Entrance Improvement Works to address the wave

		climate issue in Outer Harbour which when completed will double all year round safe berthing capacity at Wick Harbour.	
1.5	Project costs	Total project cost	£876,730 tendered price Professional Fees included but indicative. VAT to be applied at the appropriate rate.
		Match funding	£100,000 WHA
		CRF grant requested	£100,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	01/08/2024	
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 type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	WICK HARBOUR AUTHORITY	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Ian Cormack	
2.4	Position in the organisation	Harbour Master	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.wickharbour.co.uk	
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): Trust Port
2.9	Organisation registered number	N/A	

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	267131662
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	WICK HARBOUR WICK KW1 5HA
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.	We may possibly require Marine Scotland consent although the works may be exempted under The Marine Licensing (Exempted Activities) (Scottish Inshore Region) Order 2011. We may also require Crown Estate consent.

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)
Containment Frame (achieved 16 weeks from award of contract)	31/05/2024
Civil Works A	30/06/2024
Civil Works B	30/09/2024
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

Helping Economic Recovery & Sustaining Growth

Project Robustness – Tenders have been received. We have committed £100,000 from our own funds. We are ready to award a contract pending confirmation of match funding. Previous engineering projects such as installation of Heavy Lift Pads and a Heavy Lift area on 2 piers and our marina have been successfully delivered for the benefit of stakeholders. We are confident that deliverability of this project is robust.

Engagement & Support – A stakeholder meeting was held to discuss Phase 1 Harbour Entrance Improvement Works. 40 plus attendees included a range of stakeholders, comprising harbour users, harbour dependent businesses, HIE, NDA, Highland Council, Scottish Renewables, MP & Crown Estate Scotland. We have engaged directly with MSPs who are supportive of the project. All concerned expressed their total support and acknowledged the harbour's importance to the economy of Wick and surrounding areas.

Meeting a Need or Demand/Market Demand – Wick Harbour is home to a successful shellfish fleet, a thriving marina which offers permanent and visitor berths, the location of the first O&M Base for offshore renewables in Scotland. It successfully supports a large number of jobs associated with harbour activities, directly and indirectly. Wick is geographically well placed to support the growing offshore renewables industry located in nearby waters. Through our discussions with developers there is an obvious demand and an opportunity for Wick and the wider north economy to benefit enormously from this growing industry. Phase 1 works are central to enable the harbour to grow and expand.

This is evidenced from discussions we have had with offshore developers where we are in the process of signing 2 Non- Disclosure Agreements and also in our talks with Crown Estate Scotland, Focus North, Scottish Renewables and the British Port Association.

Legacy & Exit Strategy – The Beatrice Offshore Windfarm has a long term lease with options to extend beyond the term. It is clear that as we move forward towards Net Zero renewable energy will be central to UK Government objectives and Scottish Government Blue Economy

[Delivering Scotland's Blue Economy approach - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/delivering-scotland-blue-economy-approach/pages/1-1-introduction.aspx)

measurables, therefore we expect the impact of Phase 1 Works to extend for many years into the future. Many highly skilled jobs will be available to the community along with re-training and apprenticeship opportunities in this industry. This project will also protect the harbour and its business streams in the medium to long term enabling opportunity of growth for all.

Modernising Trust Ports – A Guide to Good Governance (“described a trust port as ‘a valuable asset presently safeguarded by the existing board, whose duty it is to hand it on in the same or better condition to succeeding generations. This remains the ultimate responsibility of the board, and future generations remain the ultimate stakeholder’.

[Modern Trust Ports for Scotland: Guidance for Good Governance \(transport.gov.scot\)](https://transport.gov.scot/publications/modern-trust-ports-for-scotland-guidance-for-good-governance/pages/1-1-introduction.aspx)

Equality – Due to the wide range of stakeholders who use Wick Harbour it can be demonstrated that many different groups make use of the facilities offered at the harbour. Activities at the harbour can be for work or leisure and benefit different individuals in different ways. The harbour is for the benefit of all and completion of the Phase 1 works will ensure that equal opportunity is available and can be widened to offer opportunity to other groups with protected characteristics not currently using the facility.

E.g. additional engineering/technician jobs being created may result in greater opportunity for all genders, apprenticeships offer more opportunity for young people to stay and work in their local area.

The harbour creates the environment for skills of all works levels through various businesses, some of whom are seeking to increase their workforce as a result of the growing offshore renewables industry. The fishing industry whilst possibly being perceived as less skilled work never the less continues to provide valued job opportunities accessible to the local community. Evidence shows that there is experience gained in the fishing industry can lead to progression into many other work streams.

Environmental Impact – Wick Harbour is the O&M base for the Beatrice windfarm. Wick Harbour is already contributing to the Blue Economy and helping to address the climate emergency. By implementing these Phase 1 works we strengthen our ability to further support net zero. Wick Harbour is part of a partnership exploring the feasibility of hydrogen powered vessels which would contribute to a Co2 reduction.

Value for Money – this project helps secure both existing and potential new employment with businesses which are dependent on harbour usage and in the wider supply chain. The business activities supported in and around the harbour offer sustained and tangible economic benefits to Caithness and north economy.

Match Funding – we are presently engaging with HIE, SSE, Marine Scotland and NDA

Meets local priorities – Phase 1 is the catalyst for improvement to harbour infrastructure which will lead to an increase in employment opportunities locally for all.

Additionality - part of the growth plan to improve harbour infrastructure which will help protect the harbour's viability and sustainability.

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

Word limit 400

Wick Harbour is a major contributor to the economy of the town of Wick and this project would allow it to continue to do this whilst also allowing it to develop and expand further so that additional economic benefit can be realised for stakeholders and groups with protected characteristics who may currently be disadvantaged. Wick Harbour is located within an area of multiple deprivation. It will also have the benefit in aiding the push towards Net Zero given the harbour's proximity to many of the windfarms to the East of Wick, meaning shorter transit times to and from the port which significantly reduces the CO2 footprint of Crew Transfer Vessels.

The Operations and Maintenance base for Beatrice Offshore Windfarm Ltd (BOWL) was the first such project to be set up and become operational within Scotland and has been a resounding success for both the windfarm and the harbour alike. BOWL have a long-term lease at the harbour and as well as the onshore facility they have three dedicated pontoons, which provide facilities for up to 6 permanent Crew Transfer Vessels - numbers can be augmented at periods when demand increases. BOWL has created 90+ highly skilled jobs since it started its operations in Wick.

The Phase 1 Improvement project when completed aligns with Phase 2 future plans to develop the Outer Harbour into an all year round safe berthing facility effectively doubling harbour capacity. This project opens up the opportunity to expand our business by offering similar type contracts/facilities to offshore renewable developers. Demand is there due to our proximity to some of the Scotwind consented sites . We are in the process of signing NDAs with 2 further windfarm operators we are currently engaging with.

In addition to the windfarm base, the harbour supports activities by fishing vessels, an 80-berth marina, Tourism boat trips, Sea Angling vessels, Recreational diving, workboat type activity such as surveying, buoy laying etc. The marina welcomes almost 400 visiting leisure vessels and over 1000 crew annually, many of which may stay for up to a week. Visitors combined with permanent local berth holders makes a significant contribution to the town's economy.

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

Wick Harbour is located in an area where people experience poverty and disadvantage as can be seen from the SIMD 2020 extract.

By undertaking this project, we will ensure that the Harbour can continue to operate successfully for existing stakeholders, with the potential for future expansion, central to government recommendations for ports to be ready to service the growing offshore wind industry. Existing jobs

would be secured for the long term with the prospect and increased confidence of Wick Harbour securing further business across all sectors.

Community Unity - Wick although in an area of multiple deprivation has an extremely strong community spirit which can only be enhanced by the prosperity of the harbour and its associated/dependent businesses. This would naturally filter through to the wider community, thereby benefiting community resilience, health and well-being and general community prosperity and job creation.

Wick is adversely impacted by the migration to of its young people to access well paid skilled work. HIE - Enabling the Next Generation report (2018) states :

“In Caithness almost half cite lack of local opportunities as a barrier to achieving employment goals. This is higher than average, reflecting experiences in the Outer Hebrides and Argyll and the Islands.”

“Young people from Caithness and Sutherland are more likely than regionally to think that young people need to leave the Highlands and Islands to access opportunities, and that if they leave, they are unlikely to return. Specifically, they are more likely to agree that young people need to leave to access training or employment opportunities (85% versus 82% regionally) or to get on in life (78% versus 74%), and less likely to feel that leavers will return when the time is right (53% versus 59% regionally) or when the opportunities elsewhere don't live up to their expectations (28% compared to 32% overall).”

The growing offshore renewables industry provides opportunities of training and skilled work which may help to address the negative issues young people encounter around local work.

The adopted **Highland Council 2018 CaS Local Development Plan** it reads :

“Over recent years there has been renewed focus on the harbour and its role in supporting the growth of the renewable energy sector. There is need for the harbour to upgrade and expand its facilities to meet the needs of this growing industry. This is reinforced by the announcement that Wick will serve as the service base for the construction and operation of the Beatrice Offshore Windfarm. Renewed investment in the harbour may provide significant opportunities to regenerate the more central areas of the town.”

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

Should our project not proceed and in a worst-case scenario we experience a pier collapse then this would put into jeopardy the viability of the harbour , the negative impact to all other stakeholders and the wider economy of the area. Completing the Phase 1 Improvement works, would mitigate this negative outcome and protect various stakeholders, businesses and organisations as well as those employed both directly and indirectly.

As a result of pier damage sustained following Storm Babet, Wick Harbour Authority held a well-attended Stakeholder meeting with over 40 interested parties including SSE, HIE, Focus North, Highland Council, MPs, Crown Estate Scotland, Scottish Renewables and other commercial customers and stakeholders to highlight the issue and present our plans for Harbour Entrance Improvement Works Phase 1 & Phase 2.

Various attendees stated support for the Phase 1 project.

Local councillors were extremely supportive and tested various theories during the meeting as to how financial support might be forthcoming from their budgets. There was collective recognition of the importance of Wick Harbour within the community and its wider economic impact.

SSE is a major stakeholder with a long term lease and stated commitment to Wick Harbour with options to extend beyond their lease term. Their local base manager said BOWL have invested heavily in Wick and recognise the negative impact any harbour disruption would cause their business. They strongly support the project and have indicated a willingness to consider potential funding although at time of this application this is yet to be defined.

A new supply chain company to the area, Aurora Energy Services was present at the meeting – they see Wick as central to their business expansion and have plans to significantly increase their local office operations providing training services and offshore technician posts.

Local fishermen representatives - the Phase 1 project is critical to ensure the harbour remains open for their fishing activities and the Phase 2 works would benefit them greatly addressing the wave climate issue.

RNLI Area Manager stated Wick is a key strategic location for operations and if Phase 1 project did not take place they would have to look at a contingency for the lifeboat.

Crown Estate Scotland Supply Chain representative stated they remain an interested and supportive stakeholder and it is imperative that assurance is provided to industry, stakeholders and clients that Wick is very much open for business.

We have received positive support from local MP Jamie Stone and our local MSP and list MSPs. All have been actively engaging with government officials on our behalf.

We are confident from the show of support received at the Stakeholder Meeting and thereafter from the community that there is support for the project.

4.6	How will the project be supported/maintained/sustained after CRF funding?
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Word limit 500

The project Wick Harbour Entrance Improvement Works Phase 1 ensures :

- Around 200 plus existing jobs are retained
- Existing harbour revenues are protected
- Opportunity for future harbour income to be increased

- Encourages growth in the offshore renewables sector
- Demonstrates that Wick Harbour is very much open for business with the potential to attract new clients
- Demonstrates that Wick Harbour Authority has plans to unlock yet untapped economic prosperity for Wick and the wider north economy
- Enables/widens opportunities/access to a wider demographic group

4.7 What will be the lasting benefits and legacy?

Word limit 500

The project will secure existing jobs within the fishing sector, renewables and the onshore supply chain following completion of Phase 1 works.

Completion of Phase 1 Works will secure the pier and is aligned for future developments (Phase 2) leading to greater economic prosperity for Wick Harbour and its stakeholders by way of more than doubling the berthing capacity of Wick Harbour as a whole.

As a Trust Port any profits are re-invested for the benefit of the harbour and its stakeholders.

Beatrice Offshore Windfarm has created 90+ highly skilled jobs since it started its operations in Wick. SSE and Siemens Gamesa have created numerous apprenticeship positions in the short time it has been operational along with re-training opportunities which has been very beneficial in the jobs just transition process with the decommissioning of Dounreay. Additional O&M bases would only enhance apprenticeship and job opportunities.

Completion of future Phase 2 works leads to further job opportunities, training activities and opportunities for a wide cross section of job seekers eg.

- Ongoing Seafish training for fishermen
- Great use of Wick Airport as developers want good transport links and connections
- Apprenticeships within both the renewables and onshore supply chain sectors, which in turn will also benefit further education establishments in the area i.e UHI North Highland
- Re-training opportunities for Just Transition contributing to Net Zero Job Opportunities within the fishing sector, renewables and on shore supply chain
- Greater opportunities for group with protected characteristics

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

This project covers a number of the Scottish Government's 6 Blue Economy Outcomes

In March 2022 the Scottish Government published the Blue Economy Vision for Scotland. [Delivering Scotland's Blue Economy approach - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/delivering-scotland-s-blue-economy-approach/pages/1-1-introduction.aspx)

- **EN2 Climate Change Outcome:** Scotland's Blue Economy is resilient to climate change, contributing to climate mitigation and adaptation, with marine sectors decarbonised, resource efficient and supporting Scotland's Net Zero and Nature Positive commitments.

Should the project not proceed there is a significant risk that locally based Crew Transfer Vessels would require to relocate to other ports thereby incurring much increased Co2 emissions due to greater distances involved transiting to windfarm sites. This is estimated to be at least doubling current vessel Co2 outputs as well as using substantially more fuel. This would be a serious negative impact on the Blue Economy objectives. As the O&M base for the Beatrice Offshore Windfarm Wick Harbour is already playing its part contributing to climate mitigation.

- **EC1 Economic & Trade Outcome:** Established and emerging marine sectors are innovative, entrepreneurial, productive and internationally competitive.

The project will ensure our established fishing fleet is able to continue their commercial operations leading to potential increase in productivity and access to markets domestically and globally.

- **EC2 Food Security, Nutrition & Health Outcome:** Scotland is a global leader in healthy, quality, sustainably harvested and farmed Blue Foods, for our own population and beyond.

The project will ensure our established fishing fleet is able to continue their commercial operations leading to potential increase in productivity and access to markets domestically and globally.

- **SO1 Social Inclusion & Equalities Outcome:** Thriving, resilient, regenerated, healthy communities have more equal access to the benefits that ocean resources provide.

By creating an environment for employment, the health and well-being of individuals is greatly enhanced. Job security is essential to good health and well-being. The harbour is central to opportunities for people to access blue spaces. Locally, marine tourism industries cater for up to 3000 visitors taking in the coastal area, marine environment and other wildlife. Local diving groups, sea angling vessels and coastal rowing clubs use the harbour in addition to local leisure user and visiting leisure customers.

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

Wick Harbour is a major contributor to the economy of the town of Wick and this project would allow it to continue to be so, whilst also allowing it to develop and expand further in the future so that

additional economic benefit can be realised for stakeholders and by providing new opportunities for groups with protected characteristics who may currently be disadvantaged. Wick Harbour is also located within an area of multiple deprivation . Access to opportunity for all has been considered and taken into account during this project.

Due to the wide range of stakeholders who use Wick Harbour it can be demonstrated that many different groups make use of the facilities offered at the harbour . Various activities which can be for work and leisure benefit different individuals in different ways . The harbour is for the benefit of all and completion of the Phase 1 works will ensure that equal opportunity is retained for but importantly can be widened to offer opportunity to others not currently using the facility. One example which helps to demonstrate Wick Harbour’s consideration of groups with protected characteristics is our vessel access hoist which has been well used and proven to be of great benefit to various groups enabling them to participate in water based activities which would otherwise not be possible.

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"/>
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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"/> We pay our employees more than the Living Wage. We are considering certification.
---	--

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"/>
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How many people do you employ or how many volunteers do you have?	6
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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 type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective
--	---

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

VAT included in these costs? Yes No

- | | | |
|------------|--|--|
| 5.2 | Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed. | The costs were obtained by Tender process. The figure includes indicative costs for Professional Fees which still have to be confirmed. |
| 5.3 | Please explain how your project will achieve value for money. | This project will protect and enable the increase in job numbers locally
It will be the catalyst for a Phase 2 development which will more than double the berthing capacity at Wick Harbour enabling it to take advantage of the Green Economy as well as being able to improve our leisure and fishing facilities.
It will enhance and protect the harbour's future in the long term |

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.**

	how? A copy of a business plan and/or budget forecast must be provided with the application.	Business Plan is attached for consideration.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We do not believe that businesses/organisations will be disadvantaged
7.4	Have you considered taking out a loan for the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Nil awards during past 3 years	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: 

Date:
20/11/2023

Print: Ian Cormack

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input 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 type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation: 9. discussions with other funding partners still ongoing will confirm upon receipt. 10. awaiting confirmation will forward when available.		

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number:

Organisation:

Project Title:

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

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

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

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

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

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

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

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

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

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

Jobs created/safeguarded (FTE)	200 direct & indirect
Tourism infrastructure - safeguarded	4000
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:	
Potential for increased marina and fishing activity	

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.

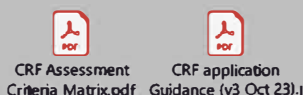
Supporting documentation must be submitted with the application form (see section 8.2).

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	CRF2278
1.2	Organisation	John O’Groats Mill Trust
1.3	Project title	John O’Groats Mill
1.4	Project summary you wish to be funded (max 100 words)	The John O’Groats Mill is an unused B listed former watermill currently on the buildings at risk register. This project will bring it back to life for the benefit of the community, creating a new heritage visitor attraction and community venue.
		Total project cost £4,847,802

1.5	Project costs	Match funding	£4,797,802
		CRF grant requested	£50,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	01/12/2024	
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	John O'Groats Mill Trust	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Bryony Robinson	
2.4	Position in the organisation	Development Manager	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	John O'Groats Mill Trust Facebook	
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	SC047345	
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.	John O’Groats Mill, John O’Groats, Caithness, KW1 4YR
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Listed Building Consent – granted 11 November 2021 21/04125/LBC Planning Permission – granted 26 July 2022 21/04127/FUL

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)
New build extension	01/12/2024
Repairs to existing building	01/12/2024
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

Word limit 850

The funding will be used to repair and extend the B listed former watermill at John O'Groats and to turn it into a working heritage attraction and community venue. The project will achieve a number of the fund's strategic objectives:

- It will address the causes of rural depopulation by making John O'Groats a more attractive place to live and work through the safeguarding of a historic building in the area, through the provision of a new cultural asset and through the creation of new jobs, allowing this rural community to thrive. The new jobs in the local area and the new community space, which will increase local amenities, will create opportunities to retain and attract younger generations.
- It will increase community resilience through being a community-led project which has seen the John O'Groats Mill Trust take the mill into community ownership and will create an asset to be managed long term by the community-based Trust. The refurbished mill will become a community venue providing new spaces for local people and learning opportunities for young people. This new community asset will provide an additional facility for the remote rural community which scores in the bottom 5% of access deprivation in Scotland in the Scottish Index of Multiple Deprivation.
- It will help economic recovery and sustain growth by creating at least three new jobs and creating new tourism infrastructure. The refurbished mill will provide a brand new heritage visitor attraction in John O'Groats, encouraging increased dwell time in the area, benefitting local cafes, shops and accommodation businesses, having an economic impact and bringing long term sustainable and financial well-being to the local area.

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

Word limit 400 **The project will be beneficial to the community in a number of ways. It will rescue and re-use a significant heritage asset and local landmark. It will provide a local hub and new facilities in this access deprived area. It will help combat rural isolation and loneliness through providing a new gathering place and community activities. It will help to transform John O'Groats by widening the tourist area and providing a wet weather attraction. Although John O'Groats is an iconic tourist destination, it suffers from visitors taking a quick photo and leaving, so the heritage visitor attraction will encourage more dwell time, benefitting the local businesses such as cafes and accommodation. It will aid in the regional tourism strategy to increase the heritage tourism sector and will directly and indirectly provide local jobs during the construction phase of the project and in the staffing of the new facility once opened.**

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

Word limit 400

The Caithness and Sutherland Local Development Plan supports the expansion of the John O’Groats tourist site in line with the principles set out in the Highlands & Islands Enterprise Masterplan, which includes providing a diverse range of uses and activities and improving and expanding local services both of which are served by the John O’Groats Mill project. The project will fulfil the placemaking priorities of the plan by developing a tourist destination that is well integrated with the local community rather than a detached and standalone facility. The Highland Council’s Indicative Regional Spatial Strategy (IRSS) has been developed as part of its response to the Scottish Government’s preparation of NPF4 and emphasises the need for local and national agencies to work together to address rural fragility and repopulation, to modernise and retain, protect and enhance assets. In retaining and enhancing this heritage asset, the mill project will see national agencies work with the John O’Groats community to combat the deprivation of access to facilities and aid this small rural population to create sustainable jobs and support the local economy. As set out in this vision, the John O’Groats Mill Project will significantly boost the tourist offer in John O’Groats aiding it to function as a self-supporting place with a higher degree of access to work, culture and community support.

The local plan recognises that Caithness tourism is underdeveloped. The Caithness Community Partnership encourages jobs to be developed from the NC500 and has identified developing jobs from the NC500 as one of the actions in its Economic Plan. The mill project will serve as an exemplar and catalyst in transforming heritage tourism within the county, leading the way in community led sustainable tourism which utilises the wealth of Caithness’ historic assets to affect real benefits for the community.

The Highland Community Planning Partnership’s Highland Outcome Improvement Plan lists Mental Health & Wellbeing as a key outcome. Suicide rate for both men and women are higher in Highland than the Scottish average and the mill will serve as a hub providing a home for activities which encourage participation, and social wellbeing. The project will provide a new venue for a ruraly deprived area allowing participation and inclusion activities to take place within the community, supporting the HOIP’s outcome of improved mental wellbeing.

4.5	How do you know there is local support for the project? How can you evidence this?
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The John O’Groats Mill Trust was formally constituted 20 April 2017 following increasing interest in the restoration and reuse of the building following its inclusion on the Buildings at Risk Register. Local Community representatives sit on the voluntary Board of the Trust and include, local business owners, the local post office, the local church, representatives from the tourism sector and the heritage sector, local industry and both primary and secondary teachers.

A high level of community consultation has been carried out since the inception of the Trust. An open weekend in September 2017 saw over 400 local people visit. More than 350 signed up to become members of the Trust, submitting comment suggesting a wide range of ideas for uses of the mill. These uses were compiled and analysed and presented again to the community for

comment in January 2018 and returned 273 responses. As part of this consultation key groups such as Senior Citizens and the local primary school were also consulted to ascertain how these audiences would use the facility. The results of the exercise showed overwhelming support for community ownership at 84%, with 11% unsure.

As the project developed, further consultation was undertaken to explore the strength of support for the variety of potential options. An additional community event was held once architectural options drawings were available. Now at almost 500, almost a third of the population of the Community Council area which forms the boundary for membership, Trust membership continues to grow.

A feasibility study was carried out for the project which collated community responses to the end use of the building, ensuring there was no displacement of existing businesses.

Letters of Support have been received from local organisations, businesses and councillors.

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

Word limit 500

The project will create a new facility for the area in the form of a heritage tourist attraction and community venue. The Mill Trust has in place a five-year business plan which covers the project period and the first three years of operation post-project. The new facility will generate income for the Trust through admission sales, retail and venue hire. The Trust has also taken into its ownership two former mill-related buildings on site which were previously converted into holiday accommodation and will provide additional income. The business plan show that the completed project will enable the Mill Trust to become self-sustaining including the hiring of staff. A maintenance plan has been produced and covers short, medium and long term maintenance tasks and has been costed and included as part of the business plan's costs.

4.7 What will be the lasting benefits and legacy?

Word limit 500

The new heritage visitor attraction will provide local job opportunities and visitor facilities, providing long term benefits. It will also provide facilities for the community in the form of a community venue space available for all to use. The community benefits are particularly important in this rural population which suffers from loneliness and isolation as well as lack of access to facilities. The legacy of this project will be the rescuing of an important B listed building for future generations, allowing the community and visitors to engage with and learn about the social, cultural and agricultural history of the area. It will provide lasting benefits for the community n terms of better well-being and a better local economy.

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

Word limit 500

The project to bring the mill back in to use as well as the wider work of the Trust to enhance the natural landscape surrounding the mill, are all shaped with the aim of minimising impact on the environment and contributing towards Scotland's Net Zero emissions target. The retention and repair of traditional buildings is at its core a sustainable practice, re-using existing structures and recycling traditional materials. Reducing transport emissions has been a focus of the project development and will continue throughout the construction phase, for example, through administrative practices such as holding design team and board meetings online, as well as

incorporating a local supply chain approach into the construction phase and creating and encouraging non-vehicular access routes to the mill such as the newly installed all abilities coastal path. Energy efficiency is being designed into the project with air source heat pumps and insulation choices.

The installation of a green roof on the new build extension will have a positive environmental impact in encouraging native biodiversity whilst also minimising the potential for the negative impact of a new building in a sensitive location by allowing it to blend in naturally with its surroundings. Waste reduction throughout the life of the project and beyond will be achieved through re-use of existing traditional materials, and using second hand replacements wherever possible, for example roof slates.

The Trust will undertake responsible sourcing of products in the shop and foster a culture of recycling and reducing energy usage in its operational phase. The focus of the retail offer in the mill shop will be locally produced products which will cut down on unnecessary transportation miles and benefit the local economy.

A key theme of the mill's interpretation will be historical renewable energy focussing on the water powered mill and the current context of other renewable energy sources in Caithness such as wind and tidal power. Highlighting and improving awareness and learning of renewable energy will help to have a long-term environmental benefit.

During the development period the Trust has restored its mill pond which will once again provide the water source for the mill at the end of the project. The reinstatement of this wetland has already seen an increase in biodiversity in the area and recent activities which will continue during the delivery stage as part of the activity plan have introduced the community to the biodiversity and the importance of protecting and encouraging it.

Our alignment with Net Zero initiatives also extends to the creation of our new website, which is being designed to be as low carbon as possible by specialist designers. All of these measures are included in an Environmental Policy for the Trust which will guide our approach during the capital works project and beyond.

4.9	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?
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Word limit 500

There is the potential for cost, age restrictions, lack of proper marketing and bad design or inaccessibility to hamper people from using the asset or participating in its running. The Trust is keen to try and mitigate these potential barriers as outlined below.

Membership of the Trust is currently a nominal £1 to encourage membership and alleviate barriers to joining. The sum will be reviewed during the project but will remain low. There will be a special ticketing and venue offer for members so that they can easily access and participate in the mill's activities.

Venue hire costs will also be kept deliberately low for community use and will not increase in the first few years of operation. Membership of the Trust is only for over 16s but that does not preclude children from visiting or participating in the activities at the mill and the Trust are working with local schools and interpretation designers to ensure that interactive visits will be engaging for younger

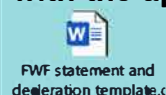
people and school visits will be encouraged. Lack of awareness of the asset and what it can offer the community may be a barrier to some, so a communication plan will be put in place to build on the current social media presence and community interaction and a new website is a current project the Trust is running which will showcase volunteering opportunities, news and events.

Interpretation design specialists have been appointed to ensure that the visitor journey is accessible to all and are examining different ways of interpreting the mill's history from text to screens to interactive hands on exhibits as well as ensuring information is available in multiple languages.

Lifts and disabled parking and access routes will be installed.

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

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



Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <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 type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	No employees, no volunteer groups, but 11 volunteer board members
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 sun

		needed, after which the Trust can run it as an income generating sustainable business, but the capital work to carry out the project needs public funding.
6.5	Please explain what the remaining bank balances are for in your accounts.	Most of the bank balance in the accounts is ring fenced funding for the 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.	Of the unrestricted amounts, the Trust has already allocated around £12k to the project, but it needs to keep a little n reserve for unexpected costs, admin etc. The project cost is much more than the unrestricted reserves the Trust has.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The project itself will not generate income. The result of the project will be a functioning building which can then generate income.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	A feasibility study was carried out in advance of the project to ensure that the end use of the building did not provide competition for existing businesses in the area. For example the local hall, local businesses and cafes were consulted and their opinions informed the project. Within the local Community Council area for the project, which has a population of 1,675, almost a third have become members of the Mill Trust and the support for the project in the area is very high.
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 project cost is too high for a loan.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Architectural Heritage Fund	01/09/2021	£30,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
National Lottery Heritage Fund	01/09/2021	£162,315	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Stroupster Wind Farm Fund	01/01/2022	£25,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HIE Digital Grant	01/01/2023	£3,179	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
National Lottery Heritage Fund - Resilience	January 2023	£7,008	No

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Date:

17/11/2023

Print: Bryony Robinson

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: CRF2278

Organisation: John O’Groats Mill Trust

Project Title: John O’Groats Mill

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 cultural asset and safeguarded historical asset	2
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	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:		