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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF 2/35
1.2	**Organisation**	Skye & Lochalsh Mental Health Association (SLMHA)
1.3	**Project title**	Connecting our Communities
1.4	**Project summary you wish to be funded (max 100 words)**	The project seeks to build resilience in our community on Skye, via four distinct project strands which enhance our existing service by stretching our support to reach more people with severe and enduring mental health conditions - geographically across South Skye and demographically to include young people (16 – 26). By providing longer-term support for members to build confidence and skills, express talent and

		creativitiy and contribute to the community through social enterprise. By safeguarding our critically needed weekend service. The project responds to dire need and will increase SLMHA's impact on growing issues of mental ill-health in our community.	
1.5	**Project costs**	**Total project cost**	£69,952
		Match funding	£ 9,894
		CRF grant requested	£60,058
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	28/02/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Skye & Lochalsh Mental Health Association	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Sandra MacKenzie	
2.4	**Position in the organisation**	Manager	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	www.slmha.co.uk	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):

2.9	**Organisation registered number**	Company number SC185967 Charity number SC021154	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☐	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**Isle of Skye** **IV41 – IV51**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☒ No ☐
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	N/A
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	**N/A**

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Continue core weekend service (safeguarding weekend staff hours)	01/03/2024
Recruit dedicated 'Connecting our Communities' Project Worker, design and agree work plan and complete training	31/03/2024
Procure Contractor for upcycling workshop build	30/03/2024
Introduce first pop-up and meet-up sessions in the isolated communities of South Skye	Week beg 01/05/2024
Contractor on site for upcycling workshop build	15/05/2024
Complete needs assessment for dedicated service for young people aged 16 – 26 with sever and enduring mental health conditions	31/05/2024
Gather resources, including recruiting volunteers, sourcing a bank of donated tools and materials, creating systems, planning and promoting the upcoming launch of the new workshop and enhanced enterprise.	19/07/2024
Plan activities for young members in response to need	05/07/2024
Start support for young members	Week beg 08/07/2024
Workshop Launch Community Day	27/07/2024
Start physical upcycling sessions in new workshop	Week beg 05/08/2024
Provide weekend support for 52 weekends	28/02/2025
Establish regular South Skye support and connection including connecting with the Am Fasgadh family	28/02/2025
Generate £5,000 from furniture sales	28/05/2025
Establish regular support and connection for young people including connecting with the Am Fasgadh family	28/05/2025
Recruit and support at least six member volunteers within the Upcycled Furniture project	28/02/2025
Provide a vibrant social enterprise and furniture store for the community	28/02/2025

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

Our core service responds to crisis by providing our members, access to social and emotional support, low cost meals, washing facilities, internet access, one-to-one assistance with personal admin and apppointments, a place to talk through concerns and anxieties. We have supported 130 people in the last 12 months. Our model allows us to properly get to know our members and understand their individual needs..

'Connecting our Communities' expands and enhances our core service and will deliver all of the outputs listed under CRF Strategic Objective 1. Increasing Community Resilience (people).

- Activities for young people.

- Wellbeing support initiative.
- Spaces for people.
- Initiatives that enable communities to stay socially connected.
- Community-led projects supporting community ownership or management of assets, services or activities.

It will also deliver some outputs towards CRF Strategic Objective Tackling issues caused by Poverty and Equality through Support for Cost-of -Living Crisis and Support for Social Enterprise, and the Tackling Climate Emergency and Economic Recovery objectives through our environmental awareness/recycling initiative and safeguarding 2 part-time jobs, creating a new job and supporting access to local services.

To achieve all of this, we will employ a full-time Project Worker for the project duration, to lead 4 strands of activities to create social connection in our communities for the benefit of people suffering with mental health conditions. Our objective is to promote inclusion, ownership, confidence, and positivity through support and activity, to help long-term recovery for individual members and reduce the impact of mental health issues on our wider community.

Background

SLMHA is an established local charity in its 31st year of providing psychological and social contact and practical support for adults suffering from severe and enduring mental ill-health. We currently have 120 members, a board of 8 trustees, 5 Project Workers and a Manager.

Through Am Fasgadh, our drop-in centre in Portree, we provide practical responses to problems associated with mental health illness caused by a range of issues including social isolation, loneliness, stress, anxiety, trauma, food and fuel poverty, housing problems and addiction.

The Project Strands

1. **Connecting South Skye:** The Project worker will identify the best way to restart support in our scattered isolated communities across South Skye by developing 'hubs' or meet-up points providing spaces for people to socially connect, both by bringing them together within their own communities and by arranging transport and support for them to visit our drop-in centre in Portree for access to the variety of support we provide there. The Project Worker will be based in the South Skye one or two days/week.

2. **Connecting Young People:** The Project Worker will carry out urgent research and consultation to assess the level of need for 16 – 26-year-olds with severe and enduring mental conditions in our community and plan and pilot support and provision of activities to encourage social connection in a way that is appropriate for this group. Physical activities, outdoor spaces, crisis café and services outside normal 9 – 5 hours have been suggested as ways to directly meet the needs of this vulnerable group. We will carry out direct consultation with young people. We will take advice, work with our partner agencies and visit other projects to learn from them, aiming to have a service established by June 2024,

3 **Connecting with Purpose:** This supports the growth of our minimally active second-hand furniture project into a viable social enterprise, collecting donated household items, upcycle and sell them on in the community. The project has struggled to make it's potential since before lockdown with lack of any time, resources or volunteers to really get it going again.

Some of our members have shown a strong interest in participating in an upcycling project, developing some new skills to mend, paint, upholster and do-up household items and sell them on. Currently the second-hand furniture is stored in two shipping containers with no working space, but there is space in the grounds of Am Fasgadh to erect a workshop. We believe this practical activity will have a very positive impact for many of our members with a range of tasks to complete from marketing and admin to physical upcycling work, dealing with customers and deliveries and collections. We have identified other successful projects which we intend to visit and learn from.

4 **Connecting at the Weekends:** Supported over the last two years by the Community Mental Health and Wellbeing Fund, we have been able to fulfil a critical need at Am Fasgadh for support at the weekends - a time that can be particularly isolating for some of our members. Weekend provision includes a hot meal on Saturday and Sunday with a cosy fire, access to a shower, laundry facilities, internet, a laptop and the opportunity to have one to one chat with staff. It is essential that we maintain access at the weekends as a safe place for current and new members.

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

The statutory mental health service in our community is extremely limited and particularly challenged by underfunding and inability to recruit.

Our permanent psychiatric service was recently removed so we now rely on temporary locum consultants which often results in gaps in service. Our CPN team is too small to meet our communities needs and is seriously overstretched. We are the only service providing daily practical support without appointment for people with severe & enduring mental health conditions in our community with more than half our members referred to us by NHS mental health team.

Lack of mental health services means increased risk of critical situations developing for people. This is what we have been witnessing following Covid. Early intervention is key and daily connection provides opportunities to recognise when people need support or things are getting critical.

Daily average drop-in visits increased in 2022 from 11 to 15. With post Covid and cost-of-living crisis impacts, this increased by 25% in the current year. Members are staying longer, using more of our facilities, more often, and reporting increased challenges.

Ongoing one-to-one and group consultation are key in our commitment to listening and our members' Suggestion Box provides us with essential feedback. Anecdotal evidence shows increased reliance on SLMHA services.

We already work with a range of organisations in North Skye to deliver our service. The Project Worker will support members to access orgnaisations and agencies in South Skye and participate in activities in their own community, and support them to travel to Am Fasgadh to benefit from the drop-in. This will also benefit organisations by bringing their communities together. As such, this project allows us to reach out to the many small remote locations across South Skye helping communities to access improved mental health support.

Our vibrant upcycled furniture enterprise will provide a brilliant community led asset and affordable furniture store for the island, and will enable volunteering, creativity and skills development as well as associated emotional, phycological and physical benefits, for our

members, helping them, their families and the wider community to robustly tackle some of the issues associated with mental ill health.

This project will help us to provide a service in our community which doesn't just manage crisis, it also brings the community together and tries to find real solutions to the long-term impacts mental health illness is having on our community as a whole.

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

We help 120+ members, providing practical one-to-one responses to problems associated with mental health conditions caused by a range of issues including social isolation, loneliness, stress, anxiety, trauma, food and fuel poverty, housing problems and addiction. We review and record all activities and all feed-back and work closely with NHS services. We know first hand that there is a need to improve opportunities.

The 'headline outcome' under Health & Education in Skye & Raasay Future (SARF) is

"Modern health, care and education facilities and services that are appropriate for the area and which make it resilient and an attractive place to live."

Feedback from SARF's engagement process highlights access to healthcare and recruitment /retention of health professionals being a "particular challenge". It states "in light of the issues raised around inclusivity and accessibility for certain parts of the population - in an area where the dispersal of communities and services and the reliance on private car travel is a key issue - the outcome theme for Strengthening Communities has been amended to reflect these needs through the delivery of the SARF" and states that alongside enhancing access to services by digital means(e.g. Skyelab), "physical access to provision of services remains essential for many people and for many types of healthcare services". Our members are amongst this group of people and this project supports this SARF theme.

To fully deliver its outcome, SARF identifies: "Need for high quality provision of remote and rural health, and social care, with some services available online and an enhanced transport system that gets people to services across the island and beyond, as required". It lists Skye & Lochalsh Mental Health Association as a key organisation in this context.

Post covid issues with our South Skye venue stopped our satellite service. With our support team in Portree stretched to its limit, we haven't had resources, and we know individuals are critically at risk in South Skye due to lack of support.

We have also informally identified a need for young people (age 16 – 26) who are suffering severe and enduring mental health conditions, a group not drawn to 'drop-in' to our service which is largely used by an older demographic. We need to formally assess the needs of this high-risk group and respond appropriately.

We know from feedback that weekend support is critically needed, and that weekends can be particulalry difficult for many of our members.

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

Conceived by the community for the community, we involve local people in the operation of our organisation and our board of 8 voluntary trustees, all based locally demonstrates support from relevant sectors and as such shows wide reaching support this new project.

Caroline Forsyth Co Chair: Private Counsellor. Development Manager HIE

Dr Shirley Potts Co Chair: Retired Local GP.

Lachie Macdonald: Retired Chief Exec of Lochalsh and Skye Housing Association. Several governance roles with statutory and community organisations throughout career.

Dr Helen McArdle: Local GP,

Helen McLoughlin: Counsellor.

Sandra MacDonald: Local Highland Council Housing Officer: Housing Law, Information & Advice. Working in Local Authority Housing - frontline .

Ella Bouwmeester: Specialist Child Counsellor.

Dr Gill Terry: Director of Rag Tag and Textiles.

We have supporting feedback from NHS services including Portree GP Practice and South Skye CPN service.

Extract from Ann Nobel, GP (full letter attached) "AmFasgadh is a wonderful model for any community in supporting vulnerable people. I have also personally felt supported in providing medical care to patients under your care……I am aware that resource and funding is likely to be difficult for an organisation such as yours and I wondered if there is anyone I could write to and pass on my support for your service."

Extract from Paul Parker, CPN South Skye (full letter attached) "I believe there is a need for an improved service in South Skye as we have many patients who would benefit from support by SLMHA. My reasons for this are that many of our service users are isolated due to geographical issues, many have isolated themselves following the covid 19 pandemic and are not engaging with services, in particular patients are finding it difficult to engage with SLMHA due to the lack of public transport, lack of awareness, lack of time. Patients experience low self-worth and esteem and this also impacts on engagement. Currently there is a fantastic drop-in service in Portree run by SLMHA, this is extremely beneficial to patients in the community and those on my caseload. Currently that service is not in South Skye."

Councillor Calum Munro has visited Am Fasgadh on several occasions and takes an interest in our work. Representative from Lochalsh & Skye Housing, HIE and Councillor Drew Miller all attended our 30th Birthday Celebration in June 2023.

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

We are located within one of the most rural and fragile communities in Scotland. In terms of alignment with the strategic objectives of CRF, this project is community focussed and community led; it will deliver solutions designed to create a more resilient community in the place it serves. With workforce and resource to deliver the 4 projects strands SMLHA we will develop and manage this 'place based' project to support anyone in Skye with severe and enduring mental health conditions who needs our help. The

project will build momentum and identify and assess need going forward to share with our agency partners and support future funding for ongoing work.

By adding a dedicated project worker and building skills in our team we will strengthen our organisational resilience and develop our capacity to plan, fund and deliver enhanced services and new activities, to start to develop income from enterprising activities and plan for future continuity.

Installing a workshop for Am Fasgadh Furniture will enable a vibrant enterprise which as well as delivering a multitude of social, health and wellbeing benefits for our members and the wider community via shared activities, volunteering, skills development and healthy activity. It will start the enterprise's journey to sustainability with target earning of £5000 in year 1, £8000 year 2 and £12000 year 3 (Business Plan attached) with ambition to grow further going forward. Providing an affordable upcycled furniture shop will bring real practical long-term benefits to our community, particularly for people starting a new home, relationship breakups and those struggling with poverty.

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

Our aim is to improve the lives of the vulnerable people we work with in response to their individual needs, and support recovery, and reduce the impact on their families, friends, neighbours and wider community by supporting real social connections to help members to build their confidence, feel included, learn new skills and encourage them to engage and participate.

This new project, 'Connecting our Communities', will expand our services to more people, and enhance our activities to help people socially connect and find their strengths, develop future purpose in their own lives. .

The project will enable us to do more than the minimum for our members, and start to help them connect socially, help them to find appropriate and sustainable activities which give them a sence of achievement and hope, find tools for recovery and discover new talents interests and skills.

Having a dedicated Project Worker with a resource budget, will allow us to work alongside our members to discover their individuality and strengths to motivate and inspire them, and provide opportunities for them to participate and to contribute to society.

The long-term legacy will be in building the capacity and resilience of our organisation to address the negative effects of distress and mental ill-health caused by social isolation and loneliness, addiction and brain injury. and provide a new level of support which promotes connection, purpose and hope and helps to tackle increasing mental health problems in the communities of Skye.

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

The furniture upcycling element of our project directly contributes to positive climate action and and SG's Just Transition to net zero.

It is an exciting prospect for us that we could at last establish and equip appropriate premises, plus have the leadership needed to grow this social enterprise.

We know that there are many successful versions of this enterprise across the country, and we're particularly inspired by The Furniture Project and Community Reuse shop in Stranraer, and Impact Arts in Glasgow which we plan to visit and learn from as part of our project.

Alongside its societal and income generating benefits, our furniture project support climate action by diverting furniture from landfill to be recycled and rehomed in our community. It will raise awareness and change behaviour by providing opportunities for our members, our team and the wider community, to become involved, skilled and invested in reducing waste. It will reduce road miles, reusing furniture means less furniture travelling the long distance to this isolated location. If feasible and affordable we would like to find a renewable solution for power to heat and light for the new workshop in the near future.

As 'Connecting our Communities' progresses, we will link up with transport providers including the Sleat Community Trust Zero Emissions Vehicle project and the Skye Old Peoples Welfare mini bus, to make transport from South Skye up to Am Fasgadh as sustainable as possible.

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

We are committed to creating a diverse space, with equal opportunities for all who have need of our support and ensure that opportunity to access our service is without any discrimination or bias either direct or indirect. By nature of the work we do, we recognise and challenge the existence of discrimination in society, so we are fully committed to operating to benefit all people and we will make sure that all practices in relation to this project (and all our activities) are free of any kind of discrimination or bias on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We have a strong Diversity and Equality, Diversity and Inclusion policy under which we work in all areas of our operation.

Our drop-in centre is fully modified for mobility but also, we provide an outreach service for those who are for whatever reason, unable to physically attend. This includes providing home-visits and digital support.

This project address lack of access in several ways including reaching out to those who are socially and/or geographically isolated.

By putting in place infrastructure and support for all people in Skye suffering with mental health issues, the very purpose of the project is to ensure that no one is excluded or disadvantaged from benefiting from the project and provide solutions for those who may be somehow excluded including identified groups as follows: -

Young people (aged 16 – 26) who require additional methods of accessing support.
People who are geographically isolated due to lack of transport or time to travel.
People socially isolated who struggle to socially connect without support.
People who are particularly vulnerable at the weekends.
People who would benefit from participation through socially connecting activities.

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	**5 FTE; 1 volunteer**
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☒ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

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

Details	Revenue/Capital	Amount (£)
dedicated new post including paye, pension, training & IT	Revenue	33,531.00
2/7 of annual overheads to cover weekend provision	Revenue	11,000.00
Including venues, transport, practioners, activity fees	Revenue	7,000.00
New build including tools	Capital	18,421.00

	Total revenue expenditure (£)	**51,531.00**
	Total capital expenditure (£)	**18,421.00**
	TOTAL PROJECT COST (£)	**69,952.00**

Embedded table not always opening so details also attached CRF 2-35 BUDGET

	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.**	Salary costs in line with other employees and Fair Work First commitment Costs of venues and transport based on average costs in the area. Cost of shed as per two local quotes. Weekend costs – actual from management accounts
5.3	**Please explain how your project will achieve value for money.**	Capital. The installation of this workshop building for less than £20,000 will kick start building a social enterprise with multiple benefits for the community and the potential to generate £25,000 of revenue in the first 3 years. Revenue. The salary and activity costs of a little over £40,000 will help our members to stay as well as they can and avoid critical situations arising which require hospital admissions and critical care – this is

		always our fundamental objective. The cost saving is immeasurable in terms of mental health care. £60,000 contribution form CRF will enable us to delivering multiple CRF programme outputs: 1 safeguarded FTE job, 1 new job, 1 initiative to improve access to local services, 1 activity for young people, 4 well-being support initiatives, 1 space for people, 4 initiatives to help communities stay socially connected, 1 community-led project supporting community ownership/management of assets, services or activities, 1 support for cost-of-living crisis, 1 support for social enterprise, 1 environmental awareness initiative and 1 contribution to low-carbon economy.

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.**	

No	soon	£8,394
Yes	23/11/2023	£1,500
	Total match funding (£)	**9894**
	CRF grant request (£)	**60058**
	Total project cost (£)	**69952**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	The ground site for the workshop. Office space, overheads, management and all facilities required to enable the project will be provided by SLMHA including project

		management of the workshop build.
6.4	**Please explain why public funding is required to deliver the project.**	We do not have the funds to develop beyond providing our core service
6.5	**Please explain what the remaining bank balances are for in your accounts.**	Our policy is to always have three months operating revenue in order to face any challenges that come our way.
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 Service Level Agreement for our core service is annually renewed and often last minute. Unrestricted reserves are security for our core operation, emergency maintenance, changing regulatory requirements and so forth. We have allocated £1,500 towards this project.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☒ No ☐
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	All income generated by Am Fasgadh Furniture Recycling will be reinvested in the organisation to help with its sustainability and to continue to provide our service.. We believe the project could significantly support the sustainability of SLMHA in the future. .
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	There is only one furniture shop on Skye selling new furniture, for many not affordable. There is no other second-hand furniture outlet so people rely on mail order or social media buy and sell sites. Due to location delivery is expensive to Skye and items cannot be seen before purchasing. Our enterprise is the only one where furniture can be offered for rehoming rather than going to landfill. Prior to Lockdown, this project was very well received by the community, it continues to trickle on restricted only by the resources and space to grow it to its potential and earn decent revenue from it.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Our funds are used for running our current core operation. We could not afford to make loan repayments.

7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	Date	Amount £	Public Subsidy?
Community Mental Health & Wellbeing Fund	2022/23	£14,000.00	Yes ☒ No ☐
Community Mental Health & Wellbeing Fund	2023/24	£22,464.40	Yes ☒ No ☐
Highlands & Islands Enterprise	2023	£48,362.00	Yes ☒ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: [redacted]

Date: 22/11/2023

Print: Caroline Forsyth (Joint Chair)

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

7	**Valid organisation insurance policy.**	**Yes ☐ No ☐**
8	**Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study**	**Yes ☐ No ☐**
9	**Confirmation of match funding letters**	**Yes ☐ No ☐ NA ☐**
10	**Permissions – i.e. planning, building warrants, marine licences**	**Yes ☐ No ☐ NA ☐**
11	**Business plan (income generation projects only)**	**Yes ☐ No ☐ NA ☐**
12	**Job descriptions (for CRF funded posts)**	**Yes ☐ No ☐ NA ☐**
13	**Evidence of control/ownership of asset – i.e. lease, title deeds**	**Yes ☒ No ☐ NA ☐**
14	**Partnership agreement**	**Yes ☐ No ☐ NA ☐**
Reason for missing documentation:		

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number:

Organisation:

Project Title:

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

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

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

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

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

Increasing community resilience (People) Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	**Status (delete as appropriate)**	**Quantity**
Activities for young people	new/~~supported/safeguarded~~	**1**
Wellbeing support initiative	1 new 2 supported. 1 safeguarded	**4**
Spaces for people	1 new/~~enhanced~~	**1**
Initiatives that enable communities to stay socially connected	1 new 3 supported	**4**
Community-led projects supporting community ownership or management of assets, services, or activities	~~new~~/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	**1**
Support to gain/sustain employment	
Support for Social Enterprises	**1**
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above:	

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

Helping economic recovery & sustaining growth (Economy) Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
Project outputs	**Quantity**
Jobs created/safeguarded (FTE) 1 created; 1 safeguarded	**2**
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	**1**
Other - Please describe other outputs your project will meet that are not listed above:	

Tackling climate emergency and working towards net zero (Environment) Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
Project outputs	**Status (delete as appropriate)**	**Quantity**
Environmental awareness initiatives	~~new~~/~~supported~~/enhanced	**1**
Initiatives contributing to a low-carbon economy	~~new/supported~~/enhanced	**1**
Waste, recycling and circular economy initiatives	~~new/supported~~/enhanced	**1**
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2152
1.2	**Organisation**	Uig Community Hall SCIO
1.3	**Project title**	Accessibility Improvements
1.4	**Project summary you wish to be funded (max 100 words)**	To re-model the toilets and entrance with the building to enable modernisation and accessibility for all. The design allows for: 1 x Accessible toilet 1 x Family-friendly toilet 5 x Gender-neutral toilets 1 x Cleaning store

		1 x Accessible entrance with electronic push-pad operation	
1.5	Project costs	**Total project cost**	£135,400
		Match funding	£67,900
		CRF grant requested	£67,500
1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	**End date** *(by 1st March 2025)*	01/03/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☒	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Uig Community Hall SCIO	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Jennifer MacPherson	
2.4	**Position in the organisation**	Trustee / Secretary	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	n/a	
2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☒	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC052241	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this**	

		changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	**n/a**	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**Uig, Isle of Skye, IV51 9XP**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☒ No ☐ Almost – see 3.7
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	Assets being transferred from Uig Community Hall Association via OSCR transfer process. Transfer will be confirmed prior to the start of our project.
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☒ No ☐
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	**Planning permission applied for 13/11/2023** **Building Warrant to be submitted by 30/11/2023**

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)**

Toilet Alterations	31/01/2025
New Accessible Entrance	31/01/2025
External works	31/01/2025
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

The overall ambition is to improve the hall to make it more energy efficient, warmer, and to fully modernise the toilets, which involves internal re-modelling to accommodate accessible and family-friendly facilities. The ambition fits well with the CRF Strategic Objective for ***Addressing the causes of rural depopulation***. A warm social space within a community is key to the sense of place that its people identify with. It's where people can come together in common interest, learning, health/fitness, and celebrations. It belongs to the whole community – it's their place.

Members asked us to focus on accessibility improvements and so with CRF awarded to Uig Community Hall Association (the entity transferring assets to Uig Community Hall SCIO), we have been able to commission professional design services up to building warrant submission and tendering of works. This has enabled us to have a professionally costed design to inform funding requirements and applications.

Having reached the stage of submitting planning consent application, and very close to submitting building warrant application and seeking formal quotes, this funding application is for undertaking the works to re-model the toilets and building entrance to enable modernisation and access for all.

As previously mentioned, this project will deliver:
1 x Accessible toilet
1 x Family-friendly toilet
5 x Gender-neutral toilets
1 x Cleaning store
1 x Accessible entrance with electronic push-pad operation

Addressing causes of rural depopulation (Place):
Project output – 1 x local amenity supported and safeguarded

Our project will lead to the following localised outcomes:

- Retain and maintain this important asset for our community
- Improve the standard of accessible facilities (including toilets) for our community
- Increase usage from the community
- Increase income and re-build reserves for the next phase of improvements
- Enable delivery of a programme of events to reconnect our community with this space to support social activity and well-being

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

Our community hall is still trying to recover from Covid-19. Our community would like us to create a more welcoming social space to enable them to enjoy activities and events, and enhance wellbeing. This will in turn increase usage and generate a more sustainable level of income for the hall whilst enabling our charges to remain affordable.
A programme of social activities and the availability of a modern social space is important to the overall sustainability of a community.

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

We serve a geographical area in the North of the Isle of Skye, with scattered townships comprising c220 households of mixed tenure and demographic. We no longer have a school and so the building is an important community asset, which has great potential to offer a warm and accessible space for us all to come together for common interests.

Skye and Raasay Future (SARF)
Our community of townships in North Skye are regarded as fragile in terms of characteristics including declining population, under-representation of young people within the population, and below average income levels.
We need to attract families to settle in these areas and part of the attraction is having good functioning, modern community facilities with a broad range of activities available.
Our overall project outcomes will support objectives to increase families and working age populations in our townships and offer good quality facilities that can host a variety of interests.

West Highlands and Islands Local Development Plan
The Placemaking Priorities for Uig note strengthening the 'role as principal settlement on the western side of the Trotternish peninsula', 'maximising the economic benefits from tourism and ferry users', and 'redeveloping opportunity sites for business, tourism and housing…'. These priorities will all benefit from, as well as contribute to, a vibrant community. A vibrant community is underpinned by good quality community facilities that enable people to come together for common interest and to socialise to enable and develop that attractive vibrancy. Our overall project will support these priorities by providing that important good quality community facility.

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

In 2021, we surveyed the community to identify support levels for the hall, its condition, and desired improvements and activities. Respondents value the hall as an important community asset and noted increased use will be encouraged if the toilets and energy efficiency are improved. We had further engagement events to enable feedback and suggestions, and regularly update the community on our progress. We have previously provided survey results (CRF1125), which remains relevant, but can provide this again if necessary. Our Facebook page (Uig Community Hall (Isle of Skye)) can also provide evidence of our updates and some feedback received on these too.

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

The hall receives income from renting space for activities, social events, and meetings. The carpark is used daily by Tesco for grocery deliveries, for which regular payment is also received. The improved facilities should attract some greater usage in lieu of further improvements to the planned energy efficiency of the building, which will contribute towards general maintenance and ongoing organisational costs.

4.7	What will be the lasting benefits and legacy?

As above, the improved facilities will contribute towards greater usage and sustainability of the building. It will also contribute towards improved mental and physical wellbeing of our community as the level and variety of activities also improve. A programme of social activities and the availability of a modern social space is important to the overall sustainability of a community.

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

Where new materials are required as part of the remodelling works, we will endeavour to use the most energy efficient available under advisement of our design team and within the budget available to us. This will include heating and hot water not currently available.
Our next project will specifically seek to implement recommendations from our Business Energy Scotland Energy Efficiency Report (Jan 2022), which includes LED lighting (internal, car park, and new external sensor lights), air-to-air source heating or infrared heating panels if air-to-air is not feasible, and draught-proofed external doors.

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

The re-modelling project specifically seeks to ensure that access and toilet facilities are available to all, regardless of ability or gender. The new accessible entrance enables electronic push-pad entry, we have designed a larger family-friendly toilet, and all other toilets are individual gender-neutral rooms which offer the highest privacy to users.

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☐ Do not have a website ☒
How many people do you employ or how many volunteers do you have?	**10-15 volunteers**
Do you currently pay the Real Living Wage hourly rate?	Yes ☐ No ☐ NA ☒
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Construction	Initial QS Estimate inc 2.5% contingency	Capital	95,0
Fixtures & Fittings	Estimate: Re-using as much as possible.	Capital	8,0
Electrical upgrade	Estimate: pending formal quote if required	Capital	5,0
Professional Fees	Estimate: pending formal quote return from contractors	Capital	5,0
Irrecoverable VAT	Estimate: 20% of all above	Capital	22,4

Total revenue expenditure (£)	
Total capital expenditure (£)	**135,4**
TOTAL PROJECT COST (£)	**135,4**

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.**	Construction Costs are based on QS estimate in lieu of formal quotes. We expect to receive building warrant drawings by late November/early December which will allow us to seek formal quotes by January 2024.
5.3	**Please explain how your project will achieve value for money.**	Our design team will offer a professional opinion and recommendation on quotes received. We will revise the project to suit the budget as far as possible without compromising the quality of outcomes.

		Durability of sanitaryware etc and low maintenance will be important to mitigate ongoing costs.

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 (£)
Own funds	YES	20/11/2023	8,000
Bakkafrost Scotland	No	unknown - applied October 2023	10,000
HIE	No	unknown - Iain Philp aware. Formal approach Nov/Dec 2023	49,900
		Total match funding (£)	**67,900**
		CRF grant request (£)	**67,500**
		Total project cost (£)	**135,400**

6.2	**Will the project involve "in kind" support?**	Yes ☐ No ☒
6.3	**If yes, please detail.**	n/a
6.4	**Please explain why public funding is required to deliver the project.**	**We are unable to generate sufficient income to meet the required costs within a reasonable timeframe. We need public funding to make this project happen and help us to secure other funds.**

6.5	**Please explain what the remaining bank balances are for in your accounts.**	**We have an operational reserves policy [redacted], restricted funds for Childrens' Christmas Activity [redacted] and Sports Activity [redacted] We have committed design funds [redacted]**
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	**n/a – we are using unrestricted funding.**

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☒ No ☐
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	**As a community hall, we receive income from rental of space. We use the income to meet annual and improvement costs as we deliver our charitable purpose.**
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	**The community hall is the most appropriate space for activities, which are not suitable/practical or available within the local hotel.**
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	At this stage in our improvement plans, we are unlikely to generate sufficient income to service a loan.
7.6	**Have you previously received public funding?**	Yes ☐ No ☒
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
Acknowledging CRF (HCCF) awarded to Uig Community Hall Association. The entity transferring assets to Uig Community Hall SCIO.	24/02/2023	£9,000	Yes ☐ No ☒
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

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

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

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

Signature: [redacted] **Print: Jennifer MacPherson (Trustee / Secretary)**	**Date:** 22/11/2023

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes ☒ No ☐
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes ☒ No ☐
3	Annual financial accounts – latest available.	Yes ☒ No ☐
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7	Valid organisation insurance policy.	Yes ☒ No ☐
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☐ No ☒
9	Confirmation of match funding letters	Yes ☐ No ☒ NA ☐
10	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☒ NA ☐
11	Business plan (income generation projects only)	Yes ☒ No ☐ NA ☐
12	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☐ No ☒ NA ☐
14	Partnership agreement	Yes ☐ No ☐ NA ☒

Reason for missing documentation:
3 – UCHA Accounts as no SCIO Accounts available yet. First period expected to end 31st January 2024.
7 – Current insurance policy for UCHA for the hall. Will transfer to SCIO soon.
8 – Previously supplied evidence still valid and can be accessed in Files on our Facebook page.
9 – No Match funding secured yet, other than our own funds.
10 – No permissions granted yet, but nothing controversial so not expecting any issues to arise.

13 – Title pending confirmation of transfer from unincorporated Uig Community Hall Association

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.

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Place	The infrastructure and facilities in your area and how they support the communities within it.
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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	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	**1**
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2165
1.2	**Organisation**	Sleat Community Trust
1.3	**Project title**	Supporting Our Community with a refurbished play area

1.4	**Project summary you wish to be funded (max 100 words)**	We are working with the Highland Council and Sleat Community Council to upgrade and redesign our local play area. Due to the considerable increase in projected costs, the second project in our EOI has been dropped to focus resources.	
1.5	**Project costs**	**Total project cost**	£86,400
		Match funding	£30,681
		CRF grant requested	£55,719
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	01/03/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Sleat Community Trust	
2.2	**Address and postcode**		
2.3	**Main contact name**	Martin MacGillivray	
2.4	**Position in the organisation**	Chair	
2.5	**Contact number**		
2.6	**Email address**		
2.7	**Website address**	www.sleat.org.uk	
2.8	**Organisation type**	☐	Company limited by guarantee

		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SCO35316	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	**N.B. If HC undertake the work, any VAT reclaiming would be through them.**	

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**IV45 8RJ**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒

3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	The playpark is on HC owned land, and we were advised that this would be the best arrangement, as insurance and H&S considerations are better placed with the council.
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	**Our best understanding is that Planning Permission would not be required as it is already a playpark.**

SECTION 4: THE PROJECT PROPOSAL		
4.1	**List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.**	
Activity name	**Achieve by (date)**	
Community Consultation on quotes and designs finalised		01/04/2024
Transfer funds to council to place order with chosen supplier		01/05/2024
Play installation contractors install and upgrade play area		01/10/2024
HC Senior Play Technician completes post-installation inspection		01/12/2024
Upgraded play area open for children of local residents		31/01/2025
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.**	

From a much wider brief described in the EOI, this project very much focuses on the upgrade of the local play park in recognition of the financial constraints within this fund. There is a small element for project management, but aside from that, all funding goes to the design and upgrade work.

At the moment the park is little used as the equipment is showing its age and the boundary areas in our view are unsafe. We started off by inspecting and photographing the area following an approach from the community. I wrote a short report and submitted it to the council with the photos. This resulted in a visit from Douglas Miles from Amenities Service (North). He agreed that the area did need re-furbishing and thought there might be some government support available from a new fund. He undertook to get some prices from some design companies.

We put together an EOI on that basis. Unfortunately, when we next spoke, it appeared that prices had gone through the roof, and were likely to be around £80K or more. We therefore stripped out the other (link path) project and looked to put a package together with CRF funding, some Council funding and money and services from Sleat Community Trust. We are focusing on the strategic objective of Tackling Poverty and Inequality:

- Local parent(s) with young children are often the most vulnerable in terms of financial security. A free, quality play park will be a really positive asset for them.
- There are very few local amenities. There is currently no youth club, leisure centre or indeed any facilities which promote equality of life chances.
- A play park that is accessible locally will narrow the gap between families who struggle and those who can afford to drive out of the area for leisure activities.

A new Playpark will also increase community resilience and connect parents, carers and young people more closely together. It will be a central space that supports people in our area. We also see it as part of a wider plan to improve the quality of life for Sleat. The Trust has done considerable work in the Tormore forest area to enhance outdoor leisure opportunities and this project interfaces well with that.

We have had a number of discussions with Sleat Community Council who are fully supportive of the project.

We held an ideas evening at the local village hall and play facilities was one of the top priorities discussed. We are in receipt of supporting letters from residents who want us to push forward.

It will also be raised again at our AGM next week in the form of a progress report, as we feel it is only fair to local residents to keep them fully up to date with the (slight) progress we are making so far.

We are excited to be working with the Amenities Service to potentially deliver this exciting project, which, with CRF support and support from the Council, is eminently achievable.

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

A play park is just one of the facilities which will help young local people to decide to stay in the area. Recently the housing association projects, which are nearing completion, will provide that all important accommodation, BUT they do not seem to benefit from decent gardens or play facilities. This project will help to plug that gap. If people stay and raise children in the area, then the benefits to the local economy are apparent. Sleat Community Trust is proud to have redeveloped the area to retain and improve lifeline services – the local shop (which is flourishing and gets rave reviews!), the filling station and Post Office facility. The shop is self-supporting and turnover is massively up year on year. A new play facility will compliment our developments, bringing long term benefits to the community and the economy. Families who decide to live and work in the area are vital for the long term sustainability of Armadale and Ardvasar.

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

We are in the early stages of developing a Local Place Plan with Sleat Community Council, and recently we had discussions with a member who agreed to join the Board of Sleat Community Trust to advise on and head up the LPP. Our initial discussions have included the importance of Play Park facilities and they will definitely figure in our plan, particularly as local people are so supportive.

The local need is fairly obvious as leisure facilities in south Sleat are in a parlous or non-existent state.

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

The roots of this proposal go back quite a long way, starting with letters from a couple of residents and a subsequent meeting with the parent council at Sleat Primary School. These initial meetings identified that finding a suitable location for a brand new facility would be very difficult. After further conversations with local residents we agreed that it might be more attainable to concentrate on refurbishing the small play park in the centre of Ardvasar. It was not ideal, but after inspection it did seem that the area was big enough to be improved and indeed could be turned into an excellent facility. The added advantage was that the legal and health and safety considerations were already handled by the council, and in fact they recommended us to leave the responsibilities with them rather than seek to ‘take it over’.
We held an ‘Ideas Evening’ in September 2023 where this was one of the ideas floated and it met with a positive response.

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

Sleat Community Trust and Sleat Community Council will be managing the funding and helping to push this project forward. As a legally constituted charity with bank accounts and properly audited funds the Trust is ideally placed to work with CRF and the Highland Council. The Trust has an excellent track record of applying successfully for funds which are prudently managed to achieve successful project outcomes.
If this project comes to fruition, then it will be in the interest of the Trust and the local community to ensure that the facility is properly maintained through an effective working relationship with the Highland Council. It will be our intention to involve local parents in this process, as they and their children are the end users.
The project will not generate funds as a free facility, but neither does it involve ongoing revenue costs or continual investment.
If the community feel there is scope for further facilities to be created, then that would be subject to other bids to a range of funders and fund-raising within our own community. It would not be a liability on this CRF fund.

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

With careful community management a renewed play area could last for a considerable time, despite the challenges of the weather. It is not a facility which is here today and gone tomorrow. Young children in particular will benefit from being outdoors, exercising through play and enjoying the mental health benefits of a well designed play area. Young people having constructive things to do will also reduce disengagement and instances of anti-social behaviour.
The Play Park will be part of a cohesive strategy in the LPP, aimed at improving the quality of life in the area and reducing disengagement and exclusion.

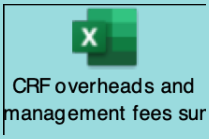
4.8	**Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.**

People and children playing locally will help to reduce the number of car journeys to external facilities. We would also be examining the submitted designs to reduce potential environmental impacts – Where are they manufactured? How robust are they in terms of useful life? Does the design include recycled materials?

4.9	**In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?**
The refurbished play area will be open to all. Designs should offer a mix of activities for children and young people who enjoy very active and challenging activities, as well as those who prefer quieter social activities. The entrance to the play area is suitable for wheelchair access, although the terrain in the current park is not. We will need to look with the designers at how this can be improved.	
4.10	**All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.** **This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.** FWF statement and decleration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☒ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	**1 directly and about 10FTE across our Trading and renewables businesses.**
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐

How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☒ Suggestions Schemes ☐ Intranet/Online Platforms ☒ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Project administration	8% cost for managing the project	R	6,400.00
Playpark refurb	Costs passed over to the council to deliver the project	C	80,000.00

	Total revenue expenditure (£)	**6,400.00**
	Total capital expenditure (£)	**80,000.00**
	TOTAL PROJECT COST (£)	**86,400.00**

	VAT included in these costs?	Yes ☐ No ☐
5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	The indicative cost for the playpark refurbishment were given by the HC officer who is currently trying to encourage properly itemised quotes. We have spoken to the CRF officer about this and we are working to get figures finalised before the date of the Decision Committee.
5.3	**Please explain how your project will achieve value for money.**	Any administration and management costs will be held below the 10% threshold. We are still working to get more than one quote.

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 (£)
Highland Council Amenities services	Y		24281
Sleat Community Trust	Y		6400
		Total match funding (£)	**30681**
		CRF grant request (£)	**55719**
		Total project cost (£)	**86400**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	The Directors and volunteers will be supporting the project and working with the community to get best value from the tendered designs.
6.4	**Please explain why public funding is required to deliver the project.**	**As a Charitable organisation SCT does not have the resources to commit to this project.**
6.5	**Please explain what the remaining bank balances are for in your accounts.**	**Ring-fenced amounts, for example Community Café funding** **Employee salary** **A financial Cushion**

6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	**Having just come through Covid lockdown and due to the spike in power prices we need to shepherd our available resources prudently.**

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

Funding Date Amount £
Public Subsidy?

ICF Funding - Business Dev. Officer, Microhydro Officer, Anaerobic consultant 2020-2021 £52,300 Yes ☐ No ☒

ICF Funding 2021-22 – Business Dev. Officer 2021-22 £35,576 Yes ☐ No ☒

ICF Extension Funding 2022-23 – Capacity Building and Project Officer support (P.T.) 01/09/2022 £29,188 Yes ☐ No ☒

2023 Highland Coastal Communities Fund –No subsidy in this award. The project title was "Overhaul of Sleat Renewables Wood Fuel Business" £11,220 Yes ☐ No x

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: M J MacGillivray (Chair – Sleat Community Trust)**	**Date:** 22/11/2023

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

9	**Confirmation of match funding letters**	**Yes ☐ No ☒ NA ☐**
10	**Permissions – i.e. planning, building warrants, marine licences**	**Yes ☐ No ☐ NA ☒**
11	**Business plan (income generation projects only)**	**Yes ☐ No ☐ NA ☒**
12	**Job descriptions (for CRF funded posts)**	**Yes ☐ No ☐ NA ☒**
13	**Evidence of control/ownership of asset – i.e. lease, title deeds**	**Yes ☐ No ☐ NA ☒**
14	**Partnership agreement**	**Yes ☐ No ☒ NA ☐**
Reason for missing documentation: We are currently talking to the Highland Council, but no matched funding agreement is in place yet. We are pursuing this as a matter of urgency. The Partnership Agreement with SCC is currently informal as they are in abeyance until the new year.		

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: CRF2165

Organisation: Sleat Community Trust

Project Title: Supporting Our Community with a Re-furbished Play Area

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	enhanced	
Wellbeing support initiative	enhanced	

Spaces for people	enhanced	
Initiatives that enable communities to stay socially connected	supported	
Community-led projects supporting community ownership or management of assets, services, or activities	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	**Enhanced**
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	**Enhanced**
Advice services	
Other - Please describe other outputs your project will meet that are not listed above:	

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

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

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

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

Community food growing initiatives		
Community green space	enhanced	
Biodiversity conservation initiatives	enhanced	**Better green spaces**
Marine conservation initiatives		
Other - Please describe other outputs your project will meet that are not listed above:		

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2176
1.2	**Organisation**	SkyeConnect CIC
1.3	**Project title**	Sustainable Transport & Infrastructure Improvements
1.4	**Project summary you wish to be funded (max 100 words)**	Options for sustainable accessible travel on Skye are limited. Affordability and carbon reduction for residents (12,000) and visitors (650,000pa) is a challenge with over reliance on car use for both groups. Visitor dependence on cars adds to congestion and carbon footprint. Three studies have been completed; Integrated Transport Action Plan for Skye; Active Travel Master

		Plan for Portree; Options appraisal for Active travel on Skye. All plans define follow up work. A project officer is required to take forward these initiatives. The project supports opportunities for; Carbon reduction; Travel options for low income households; Economic opportunities in remote areas.	
1.5	**Project costs**	**Total project cost**	£ 114,161.20
		Match funding	£ 57,080.60
		CRF grant requested	£ 57,080.60
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	01/03/2026	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☒	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	SkyeConnect CIC	
2.2	**Address and postcode**		
2.3	**Main contact name**	Alistair Danter	
2.4	**Position in the organisation**	Project Administrator	
2.5	**Contact number**		
2.6	**Email address**		
2.7	**Website address**	www.skye-connect.com / www.myskyetime.com	
2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☐	SCIO
		☒	Other (please specify): CIC

2.9	**Organisation registered number**	SC401007	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**	N/A	
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**	**N/A**	

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

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
1. Recruitment	Month1
2. Induction + review of 3 masterplans + key regional and national strategy documentation	Month1
3. Define working network – Public sector locally, regionally + nationally together with elected representatives to liaise with on a regular basis throughout the 2 year period	Month 1
4. Identify projects from each masterplan and the existing SkyeConnect Visitor Management Tool to develop deliverable "shovel ready" costed projects together with a list of potential funding bodies	Month 6
5. Identify options for increasing contributions to local public transport subsidy funding eg NHS client transport funding, Highlife Highland travel card options for locals, Visitor travel card schemes	Life of Project
6. Implementation of projects identified in Activity 4	Life of Project

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

SkyeConnect seek to employ a Project Officer to take forward the priorities within the Portree Active Travel Masterplan / Integrated Transport plan for Skye / Options appraisal for Active travel on Skye ; the Masterplans identify a series of actions to support the essential transition to low carbon transport and re-balance transport provision with a greater focus on active travel, sustainable travel options to reduce carbon footprint and healthy lifestyles.

Liaising with THC, HI Trans, the business community, local communities and, where relevant landowners, the officer will advance infrastructure projects, identify new or potential active travel development opportunities, improve access to public transport and sustainable travel options. The officer will developing initiatives identified in the Masterplans to prepare a pipeline of projects that are "shovel ready" and suitable for funding. The existing Master plans can be found Active Travel on Skye. Portree Masterplan - https://www.highland.gov.uk/downloads/file/25959/portree_active_travel_masterplan_2022 - Integrated Transport plan for Skye / Options appraisal for Active travel on Skye https://skye-connect.com/public-document-downloads/

The development of travel infrastructure will benefit the economy by increasing access to cost effective, carbon reducing travel options, offering improved inclusive opportunity and better connectivity to residential locations, key trip generators and employment. For visitors there will be opportunities to reduce dependency of private car usage resulting in a reduction of congestion at popular locations and reduced carbon emissions. New active travel paths can become a source of community pride where the community is involved with the development. They can also promote wider commitment to health, sustainability and improved quality of life for those with access. The legacy of these paths also contributes to a positive community identity. This aligns with the CRF programme **themes** of People, Place, Economy, and Environment.

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

The officer will act as a focal point and engage with local community groups to assess travel needs, carry out feasibility studies and identify opportunities to expand active travel opportunities across Skye. They will develop partnership relations to advance the role with the Local Authority, SUSTRANS, HITRANS, Cycling Scotland, Transport Scotland etc. They will support community funding applications, advise on measures to deal with land issues and assist in the development of wider active travel community groups. Active travel paths create a network that connects communities, schools, workplaces, and recreational facilities and fosters a sense of community and can improve social interactions among people to benefit and connect wider communities.

A dedicated officer will speed up the ability to develop the priorities of all 3 Masterplans and review/assess current active and sustainable travel routes. A local officer concentrating solely on active / integrated travel for both the local and visitor communities will benefit Skye & Raasay through the development and delivery of priorities within the Masterplans and place the area in a strong position to seek funding. Active and sustainable travel options promote walking, wheeling and cycling and benefit the economy by offering wider access to travel options to more people that don't have cars through cost effective solutions that connect residential locations, key trip generators and employment. Improved accessibility and increased foot traffic generated by active travel paths benefits local businesses and employment.

Well-designed active / integrated travel systems can become attractions in themselves, drawing tourists and residents alike. These systems provide opportunities for recreational activities, events, and guided tours, contributing to the local tourism economy. There is clear market evidence that a growing percentage of the domestic and global travelling demography have a high level of environmental awareness and will actively chose destinations with clear green credentials. Transport options, increasingly play a role in destination choice.

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

The Project Officer will address the 3 Masterplans, prioritise identified opportunities and engage with the widest variety of stakeholders to promote the development of active and sustainable travel on Skye & Raasday. The current Inverness based Local Authority Active Travel Team do not have the resources to do the work and firmly believe that Project outputs from the initiative would place Skye and Raasay in a strong position to access future funding offered by the Scottish Government, Transport Scotland and other funding bodies.

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

All 3 Masterplans were developed based on thorough local community consultation and networking. Each documents includes a report on consultation processes and meetings. The Options appraisal for Active Travel on Skye masterplan included 315 responses to an online survey together with meaningful engagement with 15 Trusts / Community groups on Skye. Group feedback from consultation on the Skye Integrated Transport Action plan is outlined in Ch 4 of the project report the Portree Active Travel Masterplan was informed by a desktop study together with a comprehensive stakeholder and public engagement exercise. Existing and emerging active travel guidance was used to facilitate discussions in the preparation of all 3 masterplans. The development of the 3 masterplans action proposals occurred organically, through local insights and feedback.

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

Funding applications for individual projects arising the through the project officers' work will include an element of future officer and management time, to sustain the development activity. Project development will include negotiation for infrastructure adoption via appropriate authorities, Where appropriate cost recovery will be built into schemes (eg public transport ticketing) this will also include negotiations with other players eg NHS to make annual budgetary contributions to local public transport subsidies. The development and use of local (based on existing Highlife Highland cards) and visitor travel cards / passes will add to budget subsidy finance for public transport initiatives.

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

A well-designed active travel infrastructure considers the needs of all community members, including local residents, those with mobility challenges and the and the visitor community. This promotes inclusivity and accessibility.

The establishment of active travel routes contributes to a culture of healthy living and active transportation. Over time, this legacy should influence lifestyle choices, with more people choosing sustainable and health-conscious modes of travel.

Active and integrated travel systems should become a source of community pride, representing a commitment to health, sustainability, and a high quality of life. The legacy of these systems will contribute to a positive community identity. If Skye and Raasay are a good place to live they will be a great place to visit.

A growing percentage of the domestic and global travelling demography have a high level of environmental awareness and will actively chose destinations with clear green credentials. Transport options, increasingly play a role in destination choice. An integrated active travel and transports system for Skye and Raasay will plan a key role in making the area a sustainable visitor destination.

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.**

Active travel paths together with a well defined integrated transport system will support a sustainable and eco-friendly modes of transportation, contributing to a reduction in greenhouse gas emissions. This aligns with global efforts to combat climate change and promote environmentally conscious practices.

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 addresses a wide range of transport issues affecting both the local resident and visitor communities. Transport poverty and disadvantage affects local rural residents who are more likely to travel longer distances to access essential services. Projects initiatives will focus on this issue as poor public transport services make rural communities particularly sensitive to transport poverty,

whereby people are reliant on a sparse bus or train timetables, limited routes and increasing costs. Geographical disadvantage often results in the burden of car ownership, higher fuel costs, and restricted job opportunities. As a result, residents risk exposure to higher living costs, poorer health outcomes and transport poverty. Improving access to active travel / integrated travel opportunities helps to alleviate these negative impacts.

In designing specific routes and systems, best practice places great emphasis on engaging with hard-to-reach and marginalised groups, including those with particular needs and protected characteristics. The project will engage with representatives of local groups for disabled people, older people, youth groups and people with learning disabilities.

Todays backpacker / budget traveller is tomorrows Hotel and restaurant guest. Supporting the needs of cost conscious as well as environmentally conscious visitors will support and sustain the visitor community. The provision of integrated transport options that allow buses to carry bicycles, link national with local carriers, support those with mobility problems is relevant to both local and visitor communities.

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☐ Applied ☒
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☒ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	**2 part time + 3 part time sub contractors**
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☐ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☒ Staff Forums / Networks

	☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Year 1			
Salary - Year 1	HC Pay grade HC8	Revenue	37,146.20
Employers Oncosts 30%		Revenue	11,143.86
Laptop & office equipment		Revenue	2,000.00
Printing advertising & expenses		Revenue	1,750.00
Supervision & Admin (5% of total)		Revenue	3,138.00
Consultation Events		Revenue	1,000.00
Year 2			
Salary - year 2	HC Pay grade HC8+5% increase	Revenue	40,150.11
Employers Oncosts 30%		Revenue	12,045.03
Printing advertising & expenses		Revenue	1,750.00
Supervision & Admin (5% of total)		Revenue	3,038.00
Consultation Events		Revenue	1,000.00

	Total revenue expenditure (£)	**114,161.20**
	Total capital expenditure (£)	**0.00**
	TOTAL PROJECT COST (£)	**114,161.20**

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.**	THC Officers provided salary cost, other costs derived from recent project funding proposals prepared by SkyeConnect Supervision & Admin is 5% of annual costs for each year
5.3	**Please explain how your project will achieve value for money.**	The value of the visitor economy to Skye is £260 million p.a. It is the key economic driver for the area which is home to + / - 12,000 locals The project cost of £127k represents 0.0005% of this turnover, a small price to pay for sustaining a significant economic asset.

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.**	
The match funding will come from the Isle of Skye & Raasay Area Committee share of local parking income and will be confirmed at the Area Committee on the 3rd June 2024.		
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 project is linked to active and integrated travel both responsibilities / within the brief of the local authority but requiring widespread networking / liaison with community groups / land owners. Public sector involvement is critical
6.5	**Please explain what the remaining bank balances are for in your accounts.**	Other project work that SkyeConnect are involved in
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	This project would require additional HR capacity not currently funded

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☒ No ☐
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help**	The value of the visitor economy to Skye is £260 million p.a. It is the key economic

	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.	driver for the area which is home to + / - 12,000 locals The project cost of £130k represents 0.0005% of this turnover, a small price to pay for sustaining a significant economic asset.
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	Developing a sustainable integrated transport system that includes an active travel component will benefit local residents and businesses. The business community + it's associated supply chains will be included / considered in all consultations
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Innapropriate
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

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

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

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

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

Signature: **Print: A.J.Danter**	**Date:** **9th Dec '23**

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number:

Organisation:

Project Title:

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

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

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

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

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

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

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

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

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

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

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

Helping economic recovery & sustaining growth (Economy)

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

Tackling climate emergency and working towards net zero (Environment) Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
Project outputs	**Status (delete as appropriate)**	**Quantity**
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new	**1 No. Visitor Public Transport ticket /card scheme designed** **1 No. Local Public Transport Public Travel scheme designed** **1 No. Bus service with cycle carrying facilities designed** **Potential Peninsula Travel hubs Community / Pvt Taxi service system integrated with Stagecoach Island service designed** **3 No. Traffic sensors installed to support**

		existing "MySkyeTime" App Visitor management tool **2 No.VDUs in public locations linked to "MySkyeTime" App Visitor management tool**
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	**Island wide mapping completed identifying potential sites – installation program designed**
Active travel routes	new	**Design work carried out on 10 identified locations**
Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		

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

Key considerations

Please refer to the **Application Guidance** (link below) and **Fair Work First Summary Guidance** when completing the application form as there are important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering, and the outputs it hopes to achieve. Do not exceed the word limit given as the CRF Team and decision-making group have many applications to assess.
To ensure you have the best opportunity to score well during the assessment, please refer to the **Assessment Criteria Matrix** (link below) when completing the application form.
A Fair Work First statement must be provided with the application form - this is applicable for all applicants including those who do not employ staff and/or only work with volunteers.
Supporting documentation must be submitted with the application form (see section 8.2).
Projects must not incur expenditure before the project has been approved.
Please complete the **CRF Monitoring and Evaluation Framework** detailed from page 10 at the end of this form.
When detailing your project budget, ensure that costs are based on recent quotations or price comparisons. Accuracy is crucial, given the current challenges posed by market inflation. We seek well-developed and robust projects that can commence within three months of approval and be completed and claimed within 12 months.
Double click the icons to download:

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	**CRF2185**
1.2	**Organisation**	**Carbost Pier Ltd.**
1.3	**Project title**	**Safe Harbour**
1.4	**Project summary you wish to be funded (max 100 words)**	To create a harbour at Carbost, Loch Harport Isle of Skye by installing concrete breakwater pontoons to provide berthing within. These pontoons will create an outer shell giving 24/7 protection throughout the boating season from the damaging winds experienced at Carbost from the East and North-West. We are planning on the harbour therefore becoming more attractive to local residents and visitors as well as being able to be used directly by larger vessels. This expansion will create the opportunity to provide new services and attract more and younger people.

1.5	Project costs	Total project cost	£41,679
		Match funding	£11,866
		CRF grant requested	**£29,813**
1.6	Start date *(from 1st March 2024 unless specified when you're invited to submit a full application)*	01/03/2024	
1.7	End date *(by 1st March 2025)*	30/11/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☒	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	**Carbost Pier Ltd.**	
2.2	Address and postcode	[redacted]	
2.3	Main contact name	Clifford Edden	
2.4	Position in the organisation	Company Secretary	
2.5	Contact number	[redacted]	
2.6	Email address	[redacted]	
2.7	Website address	http://carbostwaterfront.weebly.com/	
2.8	Organisation type	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	Company: **323242** / Charity: **SC040495**	
2.10	Is the organisation VAT registered?	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must**	

		notify the CRF Team as this may affect the offer of grant. Yes ☒ No ☐	
2.11	**If the organisation is VAT registered, please provide the number.**	**105 2709 45**	
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☒	Whole
		☐	Partial
		☐	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**Carbost Waterfront, Isle of Skye IV47 8SR**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☒ No ☐
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	

SECTION 4: THE PROJECT PROPOSAL		
4.1	**List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.**	
	Activity name	**Achieve by (date)**
	Ensure with supplier that pontoons are ready for delivery	***Agreement in place.***
	Prepare mooring chains, fittings, and anchors.	**30/05/2024**

Receive pontoon #1 from transport and secure awaiting mooring.	31/05/2024
Receive pontoon #2 from transport and secure awaiting mooring.	30/06/2024
Lay moorings and attach pontoons.	30/07/2024

4.2 Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.9, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.

Project Description:

Carbost waterfront already has a small pontoon of 30 metres long to allow craft users to conveniently walk ashore. However, Loch Harport is very exposed to Easterly and North Westerly winds and our current pontoons float high on the water and are greatly affected by waves. These waves make it difficult or dangerous to use our current pontoons in strong winds or gale force conditions with a risk of damage to berthed craft and even to the pontoons. Even a fresh or strong wind discourages users due to the uncomfortable movement.
Carbost Pier Ltd. wants to create a 'Safe Harbour' by installing concrete breakwater pontoons, totalling 40 metres each of a heavier construction, that will reduce the effect of wind and waves.
Our design using breakwater pontoons creates a sheltered lagoon which would allow protection and safer navigation within, giving the ability for many more users to safely berth their craft.
This calming effect will also help to protect the beaches adjacent to the pontoons offering safer paddling or wild swimming for younger families.
{We have attached our Project concept design showing the harbour shape and extra berthing.}

The increased capacity within the harbour will allow more users to safely berth craft within the pontoons, allowing easier and safer access for users directly to their craft, potentially allowing disabled users to get onto craft and enjoy being on the water.

Project Objectives:

- **Visiting or using Carbost Waterfront will be easier for craft users, whether they are local residents, or visitors.**
- **A growth in overall user numbers through additional berthing will generate more income for Carbost Pier Ltd., increasing business opportunities, additional services, and improving business resilience.**
- **Carbost Pier Ltd. will be in a better position to employ staff to apply to run harbour duties and operations, in a safer environment, creating local jobs. (This aligns with another project we which we have applied for separate funding, aimed at employing two part-time staff members to assist Carbost Waterfront visitors and services.)**
- **More capacity and greater use will encourage third-party companies to use the infrastructure, which we encourage. There have previously been tour companies using Carbost Waterfront as a base and we want to help to re-establish services provided by others. There have been many business reasons why they no longer do**

so (including Covid) but Carbost Pier Ltd. will welcome companies (hopefully local) to setup their services using our harbour.

Hopeful Outputs Achieved:

- **Services for young people will have the chance to thrive as more people are attracted and the growth of activities become possible to maintain through increased use. Increased turnover means Carbost Pier Ltd. can explore expanding the services offered especially those that attract the younger customer. We already see a small number of users canoeing/kayaking, paddleboarding which we hope to encourage. Also, it may be possible to start small craft instruction to allow sailing etc.**
- **Wellbeing Support and Spaces for People can be expanded into encouraging more people to visit our location, which is already used regularly by locals and visitors for walking and enjoying the views. We want to attract those users already enjoying the open space by giving more reasons to visit by adding picnic tables etc.**
- **Social Connections can be strengthened by bringing more diverse activity together, thereby supporting our community company by increased activity.**
- **Carbost Waterfront is community-led charity run by volunteers from within our small community. This project will give a greater sense of community pride and involvement through a raised profile of greater involvement.**
- **New activities like group events or instruction.**
- **New companies offering services like tours, instruction, or craft hire.**

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

In conjunction with the Strengthening Communities Programme, we have applied to employ two part-time staff assisting visitors to Carbost Waterfront and the increasing number of craft arriving at the new pontoons. This combination is hoped to bring together the joint aims of new visitors bringing income and the resulting ability to provide new services that are not possible currently due to low volumes.

One tour operator uses our pontoon for paid trips to see wildlife and scenery but struggles to stay alongside in strong winds. Other businesses offering trips or craft hire have had difficulties in maintaining user numbers, therefore we would be able to assist anyone starting a new service. We anticipate having a more encouraging environment with larger, safer pontoons to be more conducive to public operations as the pontoons would create a safer experience while on the pontoons.
Direct local benefits would be;

- **Growth in the infrastructure will bring an increase in visitor numbers for Carbost Waterfront and the local businesses.**
- **More visitors can maintain new initiatives.**
- **Greater use will justify new employment.**
- **Employment gives the ability to introduce and offer new services.**
- **Staff will allow us to manage safety onsite.**
- **Recent initiatives have brought visits by cruise liners (up to 120 passengers), smaller cruise charters (12 passengers), and charter yachts coming to Loch Harport**

on recommendation. This trend is continuing with bookings ahead for the larger cruise liners, which we serve with assisting passenger transfers to/from land for tours of the local distillery and coach trips.

Our own survey of locals & visitors resulted in strong feedback for considered growth at Carbost Waterfront. We already support local well-being by maintaining the open space which is used daily for simple recreation. Carbost Pier is used by local fishing craft and businesses like fish farms, and we are hoping to give more capacity for berthing allowing working craft to spend longer alongside other than just unloading catches or changing crew.

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

As one of the **Place-making Priorities for Carbost** in the **West Highland and Islands Local Development Plan (WestPlan)** we will develop recreational sailing to make it available to more users both local and visiting, by encouraging more and easier use of the facilities at Carbost Waterfront that we will be able to provide with greater capacity on the water once we have the larger pontoons.

*In the absence of a formal Localised Plan for Minginish we are relying on our own surveys, consultations, feedback and local Development Surveys. We are currently co-operating with our senior community organisation (Minginish Community Hall Association) in compiling an up to date Community Development Plan.

Fishing from small boats is a popular local recreation. More people have joined Carbost Pier Ltd. since the introduction of a small pontoon that makes easier access to the water, but we want to allow expansion of this sport by making more room to moor craft in a way that encourages frequent use. (Other parts of Minginish have some water access but this has been installed for use by fish farms etc.) Carbost is known as a visitor attraction, and we want to meet the need of many users to get close to the water for activity or just to get close to the water for recreation or to enjoy the amenity.

We have seen an increase in small cruise liners (100-200 passengers) visiting, which we welcome, but we have to restrict numbers on our pontoon when landing for safety reasons. Larger, safer pontoons and infrastructure will ease this danger and allow greater access.
Local residents and visitors use the pontoons daily for fishing which competes with other use for space creating safety issues. Expanding the pontoons will give us the ability to segregate activities.

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

Our own survey (June 2022) gave strong support for our plans of limited, considered growth. We asked if local residents would welcome expansion and, while concerns were raised about us becoming too commercial, they were generally welcoming so that we could be able to keep Carbost Waterfront as a beneficial local resource.
Carbost Waterfront is used every day by locals walking, exercising dogs and enjoying views of the sea and the Cuillin mountains (when visible!). We regularly review the comments of people using the waterfront which are currently very supportive. We have had our plans reviewed by our senior community body (MCHA) who have agreed our expansion to be of benefit to the community and have supported us financially by match funding for components (last year) and are now funding a larger sum to help in the construction of our new harbour.

More directly, we have installed pontoons and new moorings which are now over-subscribed. We maintain a waiting list for local residents as word gets around that we have limited space.
Recent increases have been in small fishing craft, motorboats, and sailing yachts. We are approached by visitors and local residents for short-term ad-hoc use for canoeing, paddleboarding etc. as they are pleased to find an attractive spot once it has been discovered during a visit.

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

Carbost Pier Ltd. volunteers have proved over recent years that they have the skills, knowledge, and enthusiasm to maintain all the infrastructure that has been created by our group. This project does not take us outside our skillset or vastly beyond our capacity. As we will be only adding infrastructure, we know that our plans can cope with the increase in volume.

The shelter provided by the breakwater pontoons will significantly reduce wear and tear on the existing pontoon sections and joints, reducing the maintenance burden. Maintenance of the breakwater pontoons will be minimal in comparison to the existing pontoons, because they are routinely deployed in locations that are even more exposed than Carbost and will therefore be operating well within their designed capacity.

This project will give us more users and a better local standing as a resource. The pontoon maintenance will add to an already constructed programme that will continue as an established body of work. A recent achievement was the addition of a workboat that gives us the ability to maintain our own infrastructure. Our volunteers have upgraded a hydraulic crane and restored the exterior of the workboat increasing local pride in our ability to work together.
Growth will bring the ability to employ staff through increased income, which will contribute to further stability through the growth of established income streams along with new initiatives. Employment will mean that the time gaps are filled by staff and are not covered by volunteers, and will contribute to general income along with staff managing new income generating activities.

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

- More and better access to the water enabling more and diverse groups of people to enjoy the sea.
- An increase in the visitors to local businesses.
- New opportunities for business.
- Better use of a local resource ensuring more extensive use throughout the year.
- More and diverse groups using Carbost Waterfront.
- Opportunities for young people through new activities.
- Better appreciation by the boating community as a harbour that can be used to visit or as a refuge in bad weather, something that is lacking on the west coast of Skye.
- More promise for the future as a community resource.
- Improved communication to visitors and locals by having staff onsite for longer.

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.**

This proposed expansion will directly reduce the use of small craft with outboard motors used for access to craft at the moorings. By bringing craft to berths within the pontoons that are accessed on foot, users will save time, effort, and carbon-powered energy.
As Carbost Waterfront uses our local environment sensibly we will continue to encourage low carbon use of the sea by encouraging natural wind powered craft for sailing and discourage carbon-powered craft. We intend to expand our encouragement of sailing away from engine use in craft.
The breakwater pontoons will be deployed onto existing moorings, which were over-specified at the time of installing the existing pontoons, in anticipation of installing the breakwater. This means that there will be no additional materials deposited on the sea bed.

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?**

By creating a safer environment on the water we hope to encourage groups more liable to safety issues like young people or disabled groups / users to be able to enjoy waterborne activities.
Carbost Pier Ltd. has not previously discouraged any particular user or group, however we are aware that the disabled find it difficult to access craft with our existing infrastructure. This project will bring the advantage of easier access to craft on larger, more stable pontoons, giving the promotion of activities more opportunity for future development.
As services are added we intend to expand our use of solar panels to power equipment based at the waterside.

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐

How many people do you employ or how many volunteers do you have?	**0 Employed. 15 Volunteers.**
Do you currently pay the Real Living Wage hourly rate?	Yes ☐ No ☐ NA ☒
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☐ No ☒ We have only recently become aware of the RLW but we do note that some of our suppliers have made a statement. This will be part of our purchasing process in the future.
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☒ Staff /Engagement Surveys ☒ Suggestions Schemes ☒ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

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

Details	Revenue/Capital	Amount (£)
Two Concrete Breakwaters	Capital	18,000.00
Delivery	Capital	17,995.00
Moorings & Fittings	Capital	5,684.00

	Total revenue expenditure (£)	**0.00**
	Total capital expenditure (£)	**41,679.00**
	TOTAL PROJECT COST (£)	**41,679.00**

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.**	We intend to use pre-owned pontoons to reduce the capital cost of new items which are many times the price. A reduced price from that advertised has been negotiated, with further assistance and expertise supplied by the current owner. Delivery costs are still being discussed as to the method of bringing the pontoons to Scotland from Wales because of the technical considerations of how they will be handled, however we are aware of the major details and costs. Incidental items such as fitting and components for moorings will come from our existing suppliers which we will negotiate bulk purchases to reduce item costs. Anchors will come from existing stock or be custom made by ourselves. Manpower for the installation will come from our volunteers.

5.3	**Please explain how your project will achieve value for money.**	By giving us the ability to attract more users and visitors we will generate income from turnover and create new and additional services to give us more resilience for the future, with the potential for employment.

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 (£)
Carbost Pier Ltd. Funds put aside.	Yes	07/11/2023	3000
Minginish Community Hall Association	Yes	30/09/2022	1866
Skye Events	Yes	30/05/2023	500
Minginish Community Hall Association	Yes	14/02/2024	6500
Diageo (Talisker Distillery)	**No**	01/12/2023	
		Total match funding (£)	**11866**
		CRF grant request (£)	**29813**
		Total project cost (£)	**41679**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	**Our volunteers will be gifting even more of their time to build the new harbour.**
6.4	**Please explain why public funding is required to deliver the project.**	**We are unable to generate sufficient savings from our current income level to meet the capital expenditure.**
6.5	**Please explain what the remaining bank balances are for in your accounts.**	**Funds put aside for this project, maintenance for our infrastructure, workboat, and running costs.**

6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	**The unrestricted funding in our account is apportioned for this project with an allowance for maintenance and will not meet the capital expenditure with our low annual income.**

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☒ No ☐
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	**New income will be used for;** **1) Maintenance for the new infrastructure,** **2) Support for new staff member to operate new waterside activities,** **3) Promotion of new services.**
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	**As a community company, we will continue to make our facilities available to other businesses as before.**
7.4	**Have you considered taking out a loan for the project?**	Yes ☒ No ☐
7.5	**If not, please state why?**	
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
People's Postcode Lottery Trust award to buy a workboat.	28/05/2023	£22,800	Yes ☐ No ☒
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

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

The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.	
Signature: [redacted] **Print:** **Clifford Edden**	**Date:** 24th November 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 X No ☐
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes X No ☐
3	Annual financial accounts – latest available.	Yes X No ☐
4	Constitution or articles and memorandum.	Yes X No ☐
5	Committee Members or Directors List.	Yes X No ☐
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes X No ☐
7	Valid organisation insurance policy.	Yes ☐ No X
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes X No ☐
9	Confirmation of match funding letters	Yes X No ☐ NA ☐
10	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA X
11	Business plan (income generation projects only)	Yes X No ☐ NA ☐
12	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA X
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes X No ☐ NA ☐
14	Partnership agreement	Yes ☐ No ☐ NA X

Reason for missing documentation:
Current Insurance Policy (recently renewed) currently held by company Treasurer who is away on holiday. Will be made available asap.

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 **X**
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: **Potential for future employment** **New**		

Tackling poverty and inequality (People) Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
Project outputs	**Quantity**
Support for cost-of-living crisis	**0**
Support to gain/sustain employment	**1**
Support for Social Enterprises	**0**
Initiatives that help sustain household incomes	**0**
Advice services – new/supported/safeguarded (delete as appropriate)	**0**
Other - Please describe other outputs your project will meet that are not listed above:	

Addressing causes of rural depopulation (Place) Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	**Status (delete as appropriate)**	**Quantity**
Historical/cultural assets	~~new/supported/safeguarded~~	**0**
Affordable housing projects	~~new/supported~~	**0**
Feasibility studies/development phases	~~new/supported~~	**0**
Community/public transport schemes	~~new/supported/safeguarded~~	**0**

Recreational areas	~~new~~/**improved**	**1**
Sports facilities	~~new~~/**improved**	**1**
Local amenities	~~new/supported~~/**safeguarded**	**1**
Local infrastructure	~~new~~/**improved**	**1**
Other - Please describe other outputs your project will meet that are not listed above: **Improved tourism management through collaboration with local businesses.**		

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

Project outputs	**Quantity**
Jobs created/safeguarded (FTE)	**0**
Tourism infrastructure - **new** (delete as appropriate)	**1**
Training courses delivered/learning days of people receiving training	**0**
Town centre improvements	**0**
Initiatives to improve access to local services	**1**
Other - Please describe other outputs your project will meet that are not listed above: **Improved cohesion with local businesses through co-operation.**	

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~~	**1**
Waste, recycling and circular economy initiatives	~~new~~/**supported**/~~enhanced~~	**1**
Community renewable energy schemes	~~new/supported/enhanced~~	**0**
Community assets to become more energy efficient	**new**/~~supported/enhanced~~	**1**
EV charging points installed	~~new/supported/enhanced~~	**0**
Active travel routes	~~new/supported~~/**enhanced**	**1**
Community food growing initiatives	~~new/supported/enhanced~~	**0**
Community green space	~~new/enhanced/safeguarded~~	**0**
Biodiversity conservation initiatives	~~new/enhanced/safeguarded~~	**0**
Marine conservation initiatives	~~new/enhanced/safeguarded~~	**0**
Other - Please describe other outputs your project will meet that are not listed above:		

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2227
1.2	**Organisation**	SkyeDance
1.3	**Project title**	Building connection and community through dance
1.4	**Project summary you wish to be funded (max 100 words)**	We are applying for funding to continue the project which we received a CRF award for last year. SkyeDance is a charitable organisation which delivers an annual programme of dance classes and events for people on the Isle of Skye. With the help from Community Regeneration Funding this year, SkyeDance were successful in

		employing two Dance Officers that share a full-time role who have been working on delivering a wide variety of dance classes and projects around the Isle of Skye, including inter-generational projects between primary schools and care homes, summer workshops that were delivered around local halls and outreach after school classes. Since our establishment in 2003, we have seen the positive impact that participation in dance has on people - in reducing stigma, in promoting health and well-being, and in increasing confidence and a sense of belonging. Over the years we have learnt that due to our location and the nature of our activities, we can't meet all of our running costs. Ordinarily,we charge modest class fees for our after-school classes and holiday workshops, recognising that many participants have significant travel costs to cover as well. The funding we seek is to compliment our income and funding awarded from other sources, which will allow us to continue our activities/development.	
1.5	**Project costs**	**Total project cost**	£ 32,704
		Match funding	£ £9651.63
		CRF grant requested	£23,052.37
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	01/03/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	**Organisation**	SkyeDance
2.2	**Address and postcode**	The Studio, Portree Primary School, Blaven Road, Portree, Isle of Skye, IV51 9PH

2.3	**Main contact name**	Rebecca Macleod	
2.4	**Position in the organisation**	Dance Officer	
2.5	**Contact number**		
2.6	**Email address**		
2.7	**Website address**	https://www.skyedance.co.uk/index.html	
2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC036272	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☐	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	**Based at:** **Skyedance Studio** **Blaven Road** **Portree** **IV519PH** **Delivered throughout Skye and attending events further, eg -hopefully attending Ydance Destinations**
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐

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

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

Activity name	**Achieve by (date)**
Continuing the delivery of various styles of dance classes on a weekly basis to both children and adults that are inclusive, fun and responsive to the needs of people of all ages.	01/03/2025
Delivering outreach programmes/workshops to more rural areas of the community- aiming to deliver to different areas on a termly basis if possible. Working in conjunction with community halls and spaces in partnership with arts organisations, community trusts and councils across Skye and Raasay.	01/03/2025
A showcase hosting multiple community groups to come together to create an evening of performances at a local venue.	01/07/2024
Working with organisations such as Crossroads Care, Alzehimers Scotland West Highland and SEALL@home to deliver inter-generational community events.	01/03/2025
Developing opportunities for older dancers to access qualifications in dance.	01/03/2025
Providing opportunities for dancers to perform and attend dance performances.	01/03/2025

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

SkyeDance is a charitable organisation which delivers an annual programme of dance classes and events for people on the Isle of Skye. We currently have children enrolled in our weekly

dance classes which include Jazz, Contemporary, Ballet and Musical Theatre, alongside mixed-style classes such as Boys Only, Mini Movers and Dance Mix.

We have a dedicated dance studio space in Portree, the first of its kind on the island, and we work with local community groups to deliver classes in other community spaces across the island. SkyeDance has performed at YDance Destinations, the national youth dance performance platform held annually in Scotland. We hope to be successful in the application process for this national dance event again this year, enabling a group of young, eager dancers to perform.
We wish to widen our outreach programme and continue to encourage people, young and old, to discover and enjoy dance. We want to continue building our partnerships with schools, voluntary organisations and local groups to deliver a series of dance workshops and events with a focus on community connection, resilience, and creativity. This year we delivered Summer workshops in Dunvegan, Edinbane, Carbost, Staffin and Portree to a range of ages from 4yrs -over 70 yrs, and we were delighted with the attendance, positive feedback and gratitude we received for delivering activities in this range of destinations over the island. We are keen to repeat this success.

Since our establishment in 2003, we have seen the positive impact that participation in dance has on people - in reducing stigma, in promoting health and well-being, and in increasing confidence and a sense of belonging.

We currently employ 2 part-time Dance Officers who deliver a portfolio of weekly classes in addition to organising and running workshops and performances and undertaking administrative and marketing duties etc. With ongoing support from volunteer board members who dedicate a significant amount of time helping organise and run the project. We want to continue employing our dance officers who are vital in delivering the activities of Skyedance and developing the project further

As noted in our previous application last year, over the years we have learnt that due to our location and the nature of our activities, Skyedance can't meet all the essential running costs associated with having employees. We charge modest class fees for our after-school classes and holiday workshops, recognising that many participants have significant travel costs to cover as well. We have fundraised throughout the year by hosting stalls and promoting at events such as The Agricultural Show, The Skye Half Marathon, The Reindeer Parade, fundraising from tickets sales for our annual showcase and smaller family shows and applied for support from other funding partners- most notably the Coop Community Fund. The funding we seek this year is to continue the project which has already been awarded support from the CRF for the 2023/2024 year.

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

In extending our provision, we aim to widen our impact and to:
* Increase the number of people attending dance classes and workshops across Skye & Lochalsh
* Improve health and well-being through physical activity
* Improve self-confidence and social skills through participation in dance
* Encourage community cohesion and a better understanding of others
* Enable young people to gain qualifications in dance

* Enable young people to lead future development
* Support individual professional development to the benefit of the community
* Raise awareness of the benefits of dance with community partners, stakeholders and families

Throughout outreach activities we hope to continue supporting more remote communities in Skye by bringing activities to small local halls, delivering economic benefits by hiring these under-used spaces.

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

Skyedance activities have benefited the community since 2003, meeting many needs which have been shown to exist over this time. The project provides affordable dance opportunities for children, in a variety of styles and in different locations. It also provides young dancers with opportunities to participate in nationally run events such as Ydance Destinations allowing them to perform to larger audiences on a bigger stage. It also provides many opportunities in the wider community. We have established intergenerational engagement with adults living in social care, through our Dance Across the Generations project which involves school groups interacting with the elderly in care homes. We deliver performances and events for wider benefit, such as our annual showcase in which we invite other community groups to join us in putting on a performance for the local community.

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

Local Support:

BUIDHEANN NA H-ALBA AIRSON SEARGADH-INNTINN GNIOMHADH MU SEARGADH-INNTINN

SKYE & LOCHALSH SERVICES
Tigh na Drochaid Bridge Road
Portree
Isle of Skye IV519ER

Alzheimer Scotland

To Whom it may concern

Re: Skye Dance

Alzheimer Scotland is Scotland's national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers and families, to over 90,000 people living with dementia in Scotland alone.

You may wonder why start a letter of support with this outline: everyone needs support in some form, one of my support systems is dance, as a maturing woman I too and always has loved to dance, and Skye has a lot of

variety one of which is Bollywood dancing, so being able to join in some of Skye Dance showcases shows that this company is truly intergenerational. Showing people of all ages can come together and perform.

I have also attended a summer session, which was fantastic and pushed me even further – even though this was 34 round trip on rural roads, avoiding wildlife, tourists etc I believed it worth the effort.

These support systems allow me to support the people I work with those living with dementia their carers and their families, you can't share from an empty cup

I hope this letter of support goes someway to help with this application for the future of the Skye Dance Co

[redacted]- Parent

My daughters took part in a dance morning session led by Rebecca during the summer holiday and enjoyed it immensely. What a fantastic opportunity Skyedance provides for youngsters in Portree and beyond - fun, friendships and fitness for all!

[redacted]- Portree Primary Head Teacher:

In support of Skyedance funding application;

We, at Portree Primary School, have had the privilege of working in partnership with Skyedance over the past few years. Skyedance Development Officers deliver weekly dance sessions to our pupils in Primary 1 through to Primary 7. Through the partnership, we have seen all of our pupils engage and enjoy an activity which promotes all aspects of their health and wellbeing and which they would not have otherwise been exposed too.

Week in and week out, Skyedance deliver their sessions with enthusiasm and passion which becomes contagious in our young people. Recently, we were delighted to be asked to perform as part of the Skyedance 20th Anniversary Showcase. Many of our pupils who performed had never taken part in an extra curricular activity prior to this and to see the confidence and joy they displayed on stage was all the evidence we needed to know that this partnership is invaluable. Every member of our school, regardless of age, background or ability has thrived through this opportunity!

Our work with Skyedance also involved reaching out to the older members of our community through an initiative by where Seniors attending a local resource centre were asked to suggest their favourite songs and these were then used as the basis for the choreography which was taught to the children and then performed on visits to the Resource Centre. This was hugely appreciated by the Resource Centre and again, gave our pupils an opportunity to find their confidence and talents, while giving back to our local community.

We are very grateful for the continued opportunities that Skyedance offers the pupils or our local community and wholeheartedly support their funding application to continue to deliver these very worthwhile sessions.
[redacted]

Lucy Salter- P5 Class Teacher

Our weekly SkyeDance session is something that the whole class look forward to. Having a trained dance teacher to deliver the session means that the children are getting expert input from a member of the Skye community who they know and have a good relationship with. SkyeDance teachers are also able to move in ways in which normal classroom teacher cannot, inspiring the children to express themselves through dance and be challenged in their range of movements.

Children who struggle with writing or mathematics can be at risk of developing low self esteem, but SkyeDance provides an opportunity for all children to have fun, gain a sense of achievement and keep fit and healthy. In a recent SkyeDance Showcase, some of our class had the opportunity to shine on stage, and the positive impact of this on their confidence and feeling of self-worth was immeasurable! Children who struggle with the behavioural expectations in the classroom also benefit, as SkyeDance sessions allow them to be active and creative, burning off energy & subsequently allowing them to work with increased focus in the following sessions. Please see pictures below:

Allison MacDonald – Ex Student- Dance Officer:

With the support SkyeDance has received from Community Regeneration Funding, I was employed as a Dance Officer in April 2023. My time with SkyeDance so far has overall been extremely positive as I've been given the opportunity to share my love of dance to people of all ages and abilities and encourage them to develop in technique, performance and confidence. I've also got to experience getting involved with community projects such as running charity stalls for local events, continuing our intergenerational project by bringing primary school classes to care homes to perform and connect with the older generation and also organise SkyeDance's annual showcase, getting local dance groups of various styles taking part.

As Community Regeneration Funding have been extremely generous in funding SkyeDance for the employment of Dance Officers, we've had the opportunity to deliver classes and workshops outside of Portree, giving kids living out with the Portree area the opportunity to still get involved with dance. With the job share role, we've also been able to provide a wide variety of dance styles including Ballet, Jazz, Contemporary and Musical Theatre, resulting in a huge interest of students attending/getting involved.

SkyeDance are always wanting to find ways to expand with dance and community projects around the Isle of Skye and we hope that Community Regeneration Funding can continue to support the employment of the Dance Officers to make these projects possible. Since April, I've got to experience watching the kids engagement with dance grow, as well as their development in confidence, physicality and creativity. We have a wide variety of students with and without dance experience come along to our workshops and classes all wanting to have fun, learn new skills and also connect with each other and we would love for this to continue.

My time with SkyeDance so far, I've learned so much about the behind the scenes of organising events, classes and projects and what it takes for them to work and run smoothly. A lot of the work comes down to the amazing support we receive from the SkyeDance board and the people who get involved, either by attending classes or volunteering at events. We want to keep growing in the community as much as possible and with the help from Community Regeneration Funding, we would be able to continue and expand on what we're doing.

Cleodi Mackinnon- Ex Student- Dance Officer:

I am writing to show my support for SkyeDance in the hope they are successful with this funding. I danced with skyedance for 15years as a student before going on to gain my HND in professional stage dance. I then returned to Skyedance as the dance support officer and then was promoted to dance officer.

My association with skyedance has been incredibly positive throughout my life. SkyeDance gave me the tools I needed to then create a career out of my passion and it shaped me into the person I am today. Being a student I was not only taught to dance but I was also taught to be resilient, confident, to preserver and to take on constructive criticism. All tools that will help you through life. Not to mention the positive effects it had on mental health too. Being a teacher for SkyeDance also helped me grow and understand so much more about dance and the importance it has on young children for their physical and mental well-being. There is a strong sense of community within skyedance for

everyone involved. Including the dancers, parents, teachers and the board working hard to keep it running in the background. The main thing is the kids love it, they stay active with their friends and have fun.

For SkyeDance to keep running it needs the support of funding to keep classes going and to be able to pay teachers for their time and efforts. This funding would make a huge difference as it would mean SkyeDance would be able to support full time teaching which would then keep the classes running and the kids happy.

Kind Regards,
[redacted] (Former Student and Former Skyedance Dance Officer)

[redacted]- Parent:

We have been attending mini-movers for just over a year. We are so grateful that the class exists as there is little to do on Skye to keep my 2 year old daughter entertained and stimulated. Mini movers is a lot of fun. Rebecca is amazing and is a great teacher, she is so warm, bright and friendly and is really lovely with the children and gives them all individual attention. My daughter loves her! Rebecca is great at keeping the class going (not easy with a group of children that young!!) with a really good range of activities - action songs, obstacle courses, playing with the parachute etc. My daughter talks about the class and Rebecca at home and is always excited to go. We're so grateful for the class - thank you!

Morag Murray- Parent and Portree Primary Teacher:

I have been really lucky to experience Skyedance from a parental and a teacher angle.
My daughter loves to dance but was absolutely petrified to go to any classes for a long time. I took her to the Skyedance Showcase performance which she found mesmerising. I decided to test the water and see if I could get her to go to a new block of Jazz classes. I emailed [redacted] to explain that my daughter was scared but wanted to try it. I got a really lovely email back from [redacted] and I instantly felt reassured she was going to have a good experience. I am currently watching my daughter flourish in confidence and comes home raving about her jazz classes.
My class were very lucky to get the chance to work with [redacted] for a block. She was so welcoming, professional and fun. She adapted her class as she got to know everyone and catered for everyone's needs. She was very good at reading the class and was constantly adapting what she was doing and always had time to have a chat at the beginning and end which was super for building up relationships. I also really benefited from being part of the class too as I have gained some great ideas which I can do with the class.
I have also had the opportunity to chat with the Skyedance Chairperson, [redacted]. She is extremely knowledgeable and passionate about the charity and was very approachable. When I went to the Skyedance Showcase performance, as a member of the audience, you got a real sense camaraderie among all the dancers, dance teachers and helpers which was so lovely to see.

[redacted]- Parent:

Our son has been attending Junior Musical Theatre through SkyeDance for just over a year now and the transformation we have seen in him in this time is incredible. Previously, he would shy away from any kind of public performance and we certainly wouldn't have thought he would happily perform to an auditorium full at the SkyeDance showcase.
SkyeDance has allowed him to find a true confidence that wasn't there before, to express himself more, be more outgoing, learn the importance of working in a team with an end goal and seeing that goal through to the end. Most importantly, it has allowed him to grow as an individual.

We are so grateful to have such an amazing group here on Skye, full of extremely enthusiastic leaders who put their heart and soul into the organisation for the good of the kids in our community and as parents, we will always be grateful to them all.

Claire Sinclair- Parent

We have been attending Mini Movers since it started. My two-and-a-half-year-old absolutely loves it! There are so few opportunities in our area for semi-structured activities for little ones. It's so good for their for their development. The classes are well planned out, age appropriate and Rebecca is great at engaging the kids. I recommend it to everyone with toddlers.

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

As an organisation we will continue striving to maximise the income we are able to generate through class fees and workshops but as stated above we expect to continue to need funding support to continue delivering a wider range of dancing opportunities across Skye and to engage with our partners in the extended community.

This year we are applying for a lower amount of CRF funding as we have received a payment from the Coop Community fund which will support our project in the coming year. Since receiving CRF funding last year we have delivered a consistent, trusted and dedicated timetable of classes resulting in the attendance, awareness and support of more people. We are looking for further support from the CRF to allow us to continue to pursue momentum with our project, while exploring other funding opportunities for future aiming to become as self-sufficient as possible.

4.7	What will be the lasting benefits and legacy?

We are aiming to continue what has been established and developed since Skyedance began in 2003, giving both youngsters and adults a healthy activity that boosts their physical and metal wellness, allowing dance to bring people together to express emotions and meet new people/friends, and giving youngsters the opportunity to discover dance as a potential stepping stone to a career in dance in the future. We wish to allow adults to escape from day-to-day life and enjoy moving their body and exercising their mind. It is especially important that we can continue delivering this experience to benefit the health of our community. Going forward, we would also like to provide dancers with opportunities to gain qualifications and experiences in dance to allow them to potentially pursue careers in dance.

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

We hope that having employees to deliver outreach classes will mean delivering our activities to more remote
destinations around the Isle of Skye. This will mean groups of people and children will not have to travel into a central location to access the activities.

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?**

Our studio has accessible access and a toilet suitable for disabled
users.
We hope to establish pro-active engagement with community groups such as Crossroads Care, Home Farm care home and Support for Learning teams at schools.
We aim to keep our class affordable and encourage those struggling with payment to get in touch to ensure cost is not a barrier to inclusion.

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes No x Do not have a website ☐
How many people do you employ or how many volunteers do you have?	**2 dance officers**
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐

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

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

Budget Heading	Detailed costs	Revenue/Capital	Amount
Salary	**£15.38 hourly rate 35 hours per week 52 weeks of the year**	Revenue	£28000
Pension	**Approx £35 each per month**	Revenue	£840
Employers National Insurance Contribution	**Approx £322 per month**	Revenue	Approximately £3864
Total capital expenditure			

Total revenue expenditure	£32,704
TOTAL PROJECT COST	£32,704
Is VAT included in these costs?	NO
Project expenditure before March 2024	£0

VAT included in these costs?	Yes☐ No ☐X

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	We are applying for salary/pension costs/National insurance costs associated with employing 2x dance officers to fill one full time equivalent post.
5.3	**Please explain how your project will achieve value for money.**	

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

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
Co-operative Community Fund	Yes	Dec-23	£9,651.63
		Total match funding (£)	**9651.63**
		CRF grant request (£)	**23052.37**
		Total project cost (£)	**32704**

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.**	**As a charity we will continue to maximise income we are able to generate through class fees and workshops, whilst making these activities affordable. However, as noted above, we require funding to meet the shortfall between our income and the costs associated with delivering the project.**
6.5	**Please explain what the remaining bank balances are for in your accounts.**	**£8833.32**
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	**Remaining funds are required for other anticipated costs.**

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☒ No ☐
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or**	**Income generated in the coming year will be reinvested to help with sustainability in future years, funding (or part funding) project costs going forward.**

	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?**	**We will work in collaboration with other creative groups and host other creative groups at our dance studio. In particular we will look to host specialist teachers and dance opportunities in conjunction with other creative groups to make sure as many children can access the opportunity. We will host a Showcase that involves other community groups allowing them to share what they have achieved creatively within their groups.**
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	As a charity organisation, we don't believe we are eligible.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
Coop Community Fund	09/04/2020	£3202.48	Yes ☐ No ☒
Creative Scotland	27/07/2020	£5000	Yes ☐ No ☒
Creative Scotland	18/11/2020	£5250	Yes ☐ No ☒
Highland Council	01/03/2022	£2000	Yes ☐ No ☒
Creative Scotland	11/05/22	£1750	Yes ☐ No ☒
Coop Community Fund	6/11/20	£9618.24	Yes ☐ No ☒

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

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

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

Signature: **Print: Rebecca Macleod**	**Date:** Click or tap to enter a date. **23/11/23**

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

Reason for missing documentation:

All supporting documents were uploaded last year when we applied for CRF funding and were successful.

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: CRF2227

Organisation: Skyedance

Project Title: Building Connection and community through dance.

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

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

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

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

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

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

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

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

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

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

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

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2229
1.2	**Organisation**	Broadford & Strath Community Company
1.3	**Project title**	Resilient Communities Programme
1.4	**Project summary you wish to be funded (max 100 words)**	**Broadford & Strath Resilient Communities Programme** is the umbrella name for a suite of activities taking place in and beyond Broadford's community-owned woodland and 'Growers Hub'. The programme supports sustainable growth in our area through providing activities for young people, wellbeing support initiatives and activities that facilitate social connections. It has three strands: **Corry Capers outdoor learning**, enabling children to thrive through

		quality after school and holiday activities; **Flourish Together horticultural therapy**, providing a supportive environment for people to heal and grow; and a **Community Outreach programme** which will take growing and learning experiences into the heart of our community.	
1.5	**Project costs**	**Total project cost**	£43956
		Match funding	£19180
		CRF grant requested	£24776
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	28/02/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Broadford and Strath Community Company	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Jeffrey Geary	
2.4	**Position in the organisation**	Director / Treasurer	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	www.broadfordandstrath.org	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity

		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	Company SC246279, charity SC034829	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Horticultural Therapy and Outdoor Learning: Growers Hub, Pairc Nan Craobh Broadford, IV49 9DF Outreach activities within Broadford and Strath Community Council area: IV49 postcode
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☐
3.4	**Is your organisation the lead applicant?**	Yes ☐ No ☐
3.5	**Do you own the land or asset?**	Yes ☒ No ☐
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☐
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒

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

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

Activity name	**Achieve by (date)**
Corry Capers and Growers Hub: Recruit any additional staff and volunteers as necessary	15/04/2024
Community Outreach project: Develop proposals with partner(s), engage community volunteers	01/06/2024
Family learning activity sessions (1 day session): Plan, promote and deliver x 3 – late spring, summer & autumn	01/11/2024
Family / community skills sessions / short courses (evenings): Plan, promote and deliver x 6 (2 per term)	28/02/2025
Corry Capers after-school sessions: Plan, promote and deliver x 60 (2 per week in term time)	28/02/2025
Flourish Together horticultural therapy sessions (day sessions): Plan, promote and deliver x 30 sessions minimum, plus additional drop-in sessions on as required.	28/02/2025
Community Outreach project: Deliver pilot activities, complete evaluation.	28/02/2025

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

Overview

The funding will support 3 linked strands of activity: Corry Capers outdoor learning, Flourish Together horticultural therapy, and a Community Outreach programme. Activities will take place in and around the Growers Hub in Broadford - a hub of community activity which also hosts our Community Allotments and Men's Shed, www.broadfordandstrath.org/project/growers-hub - and within the local community.

Corry Capers outdoor learning provides quality after school and holiday childcare in the woodlands. Children aged 5 – 16 connect to nature through play while they learn valuable skills and develop environmental appreciation. Under qualified supervision, youngsters have fun with activities such as building dens, hunting for bugs, planting and creating natural art. The programme also includes family/intergenerational skills sessions and weekend activities, with an emphasis on rural skills. Info: www.broadfordandstrath.org/project/outdoor-learning/

Flourish Together horticultural therapy provides an opportunity for anyone in the community to meet in a welcoming and supportive environment. Facilitated by two experienced therapy leaders, participants chat and learn while growing fruit and vegetables in a dedicated accessible polytunnel.

Participants include people with learning and/or physical disabilities and those experiencing mental health challenges. Info: www.broadfordandstrath.org/project/flourish-together/

Community Outreach: The funding will enable us to test the most effective way to bring growing and learning experiences into the heart of our community. Working with local partners we will pilot and evaluate interventions in response to community feedback e.g. verge-side veg growing or mini 'pocket park'.

We will deliver:

- Corry Capers after school sessions: 2 per week in term time, up to 24 children per session
- Corry Capers family skills sessions: 2 short courses (evening sessions) per term, total 6 activities
- Corry Capers family learning days: 3 x full day activity sessions during the school holidays
- Flourish Together horticultural therapy: 1 regular day session per week, each with capacity of up to 10 participants, plus additional drop-in sessions as required
- Community outreach: Min. 1 pilot project with Lochalsh & Skye Housing Association and community volunteers. Quantity will depend on scale of activity developed with the community.

Strategic objectives:

1 The over-arching strategic objective is **increasing community resilience**. The programme will strengthen community resilience by enhancing learning and skills; supporting health and well-being; and building social connectedness.

Outputs:

- Activities for young people: Corry Capers outdoor learning provides enriching experiences to develop young people's social skills and confidence, building the resilience of future generations.
- Wellbeing support initiative: Flourish Together provides supportive horticultural therapy sessions; Corry Capers offers physical activity in a healthy outdoor environment.
- Spaces for people: The Community Outreach strand will deliver at least 1 improved community space and establish a blueprint for extending this work.
- Initiatives that enable communities to stay socially connected: Corry Capers family learning activities will encourage multi-generational connections; Flourish Together participants will benefit from social connections with each other and with other activities at the Growers Hub. The Outreach programme will ask communities in most need how they would like to use growing and learning to support social connectivity, and pilot activities based on their feedback.

The programme will also support:

2 Tackling the climate emergency and working towards net zero

The programme helps to address climate change issues through a focus on local food growing and environmental learning.

Outputs:

- Environmental awareness: Corry Capers activities will encourage all generations to connect with local flora and fauna and develop environmental appreciation.
- Community food growing: Flourish Together participants grow their own fruit and veg with any surplus shared through the Community Fridge and pick-your-own days. The Growers Hub is an inspirational showcase of community food growing and open to all.

- Community green space: Through the Outreach strand we will apply our growing and learning expertise to help communities to enhance green space.

3 Tackling poverty and inequality
We want to ensure that low income is not a barrier to engaging with our activities. Flourish Together is free to attend and we offer free Corry Capers places to those in financial need.
Output:

- Support for cost-of-living crisis: Corry Capers will provide 10 free weekly places for 3 hours and 10 free holiday places for four weeks of school holidays a year (five day week).

4 Addressing causes of rural depopulation
Lack of facilities and activities, particularly for young people, is one of the reasons people move away from rural areas. Our activities will help our rural community to thrive and retain/attract the younger generation including families.
Outputs:

- Recreational areas: The Corry Capers woodland play area provides healthy outdoor options for play and learning and support for working parents and those that attend college.

5 Helping economic recovery & sustaining growth
The family learning and skills sessions will support sustainable financial wellbeing by supporting rural skills development.
Outputs:

- Learning days: We will deliver 3 x family learning sessions (target 25 attendees per session) linked to traditional & sustainable skills and food growing.

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

The project will particularly benefit:

Children & young people: Corry Capers Outdoor Learning targets children aged 5 – 16 in the Broadford & Strath community council area. The majority of after school activity participants come from Broadford Primary School; we have an excellent relationship with the school to ensure that we enhance formal learning activity. Outdoor learning has multiple proven benefits for well-being which supports future resilience. There is a high demand for childcare in our area and no one else locally is offering a service like ours.

Families: Our after school activities and holiday activities have a beneficial effect for the whole family through assisting with childcare (enabling parents / carers to work) and supporting inter-generational learning. We have a number of participants from single parent and larger families who tell us they find our service particularly valuable.

People experiencing mental health issues: Flourish Together targets this group with horticultural therapy activity. By offering informal, non-medicalised therapy opportunities it complements medical interventions. Activities taking place in a green environment, particularly growing, have proven beneficial effects on mental health (often called 'green therapy' or 'eco therapy'). Our outreach pilot will explore how we can take this work into the community.

People with physical and learning disabilities: Flourish Together is designed to be open to all and we actively promote this service to people with disabilities. The dedicated polytunnel is fully accessible and activities are designed around the needs and abilities of participants. We have a particularly strong relationship with Kyleakin Connections, the local day resource for adults with learning difficulties. A number of their clients and their support workers have become Flourish

'regulars'. Corry Capers activities are also designed to be as accessible as possible and we currently have regular participants with special needs including autism and physical disability.

Economically disadvantaged people: We will offer a number of free places to our outdoor learning programme to ensure that those on low incomes are able to participate. Our Outreach pilot will explore how we can support community growing for those without access to a garden, supporting fresh, healthy local food for those on low incomes.

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

1 Needs within local community

Our activities have been designed around what people tell us they need and want. Childcare, activities for young people and community growing were all identified as priority activities through the community consultation exercises that BSCC undertook when acquiring Broadford Community Woodland. Feedback from parents/carers, school and young people demonstrates ongoing need. This need goes beyond our community: based on our successful model we have been approached by the Highland Council's Family Learning Resource Officer to support with developing after school activities in the north end of Skye, and we were also invited to share our experience at the Scottish Rural & Island Parliament.

In addition, there is significant local need for mental health support. Over 16% of the population of Skye, Lochalsh and West Ross is prescribed drugs for anxiety, depression or psychosis, and prescribing rates are increasing (Skye, Lochalsh & West Ross Partnership Profile: Adult Health & Wellbeing – March 2023). It is now widely recognised that 'social prescribing' - non-medical services and activities - can play an important role in supporting people with mental health issues and/or have additional social needs.

2 Local plans

The Highland Wide Local Development Plan sets out a vision that by 2030 the West Highlands & Islands will be 're-connected with its land and natural resources', with allotments and 'more effective husbandry of wider natural resources and heritage' contributing to this (section 7.2). Outdoor learning in particular will support this reconnection.

The Highland Community Food Growing Strategy highlights the important role of community food growing in achieving net zero targets and improving the health and wellbeing of our communities. Food growing is at the heart of our Flourish Together project and the 'Growers Hub'. The Strategy also recognises the importance of growing projects in schools, which links to our outdoor learning activities.

The Highland Nature Biodiversity Action Plan 2021-26 highlights the importance of informal learning, skills sharing and participation in green activities to benefit health and the environment. These are all delivered by our proposals.

The Skye & Raasay Future study highlights the importance of increasing participation in social and recreational and development services/activities from those facing barriers to inclusion (5.3.3), which our outreach activity and Flourish Together project supports.

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

Outdoor learning
We have been running our outdoor learning activities since 2019, building on earlier pilots. The feedback has been consistently positive from children, parents/carers and schools. *"A fantastic place for [our children] to socialise and learn." "The leaders are all great and clearly put a lot of effort into the sessions. A wonderful addition to the community!"* The attached Letters of Support demonstrate how much the facility is valued by a) a parent of a child with ASD (Autism Spectrum Disorder) and b) a lone parent on low income. Historically, local support for an outdoor learning site and a need for childcare provision was established in a number of ways including partnership working, consultations, feasibility studies, direct discussions with local community groups, families and parents. The service was developed in conjunction with target groups and in 2022 achieved Care Inspectorate accreditation with an award of Grade 5 Very Good.

Horticultural therapy
Our Flourish Together service has been running since 2014, and we have much evidence of the project's success in supporting physical and mental health & wellbeing (*"It's been a lifeline." "Wonderfully inclusive." "I have been enveloped in friendliness."*) See attached testimonials from some of the participants. The sessions provide invaluable support for carers and families as well as participants. See for example Letter of Support attached from a parent of a young person *("She has quite simply flourished under your tuition and guidance and encouragement from the other users … I have really enjoyed learning new skills and meeting different people who understand how difficult it is being a parent carer to a young adult especially living on an island where facilities for adult disabled people are very limited. I have already asked ***"s Dad to build us some raised beds so that we can grow some vegetables together using our new skills."*)

Community Outreach
A number of people have asked us if we can extend our growing and learning activities beyond the Growers Hub. We are keen to do this but want to do it in a way that responds to the needs of the community and that will have real legacy. This funding will give us the capacity to explore options and test at least one activity, initially in collaboration with the local housing trust who are very supportive of this initiative.

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

BSCC's volunteer directors work hard to raise the funds to sustain all our projects, through both external grant funding, local sponsorship and income generation. The outdoor learning and horticultural therapy projects have to date been supported by a 'patchwork' of funding and we envisage that this will continue. The CRF funding for 1 year will provide us with the capacity to apply for some small additional grants. These grants will be matched by income from Corry Capers parents (the current charge is £5 / hour) and some subsidy from our own (limited) funds generated by our commercial arm, Strath Leisure – these funds are primarily from our campsite, Camping Skye. We will also be exploring new funding avenues e.g. through NHS / social prescribing and other partnerships.

The Community outreach work is a pilot and evidence from this will support future funding bids and partnership development. The pilot will identify community volunteers who can continue the work and support its future development.

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

Children & young people: The physical, mental, social and emotional health benefits of playing and learning outdoors are now well documented and supported by the UK government. Evidence shows more time spent outdoors reduces stress, lowers prevalence of obesity, increases levels of resilience amongst many other therapeutic advantages - but there is a growing disconnect for young people and children to the physical world as the digital world dominates. The legacy of this project

will be a cohort of young people who grow up more socially connected, confident and resilient and pass these capacities onto the next generation.

Community learning: Our family learning sessions will offer hands-on skills that bring traditional and modern practices together for projects that support a net zero future. Skills such as green building, weaving and woodwork will help current and future generations to achieve aspects of self-sufficiency, greener consumer habits and crofting diversification. The Community Outreach strand will support people to initiate their own projects by providing inspirational examples and a blueprints that can be adapted for future needs.

Our organisation: The Community Outreach strand will raise the charity's profile and improve our ability to reach all sectors of the community. Overall the programme will have a positive legacy for our charity, ensuring that we continue to be valued by the community we serve. This will result in continued and increased support through volunteering and funding, ultimately enabling us to continue to deliver a range of projects of benefit to our community and environment.

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.**

A commitment to the environment is core to Broadford & Strath Community Company's long-standing mission: to improve the natural and built environment of Broadford and Strath, and ensure it is a desirable place in which current and future generations enjoy living, working and spending time.

The project specifically addresses climate change and net zero ambitions by promoting local growing, rural skills and greater connection to the natural environment. Corry Capers outdoor learning also emphasises active travel: accompanied by our activity leaders, children walk from Broadford Primary to the after school sessions (in all weathers). This is an important part of the learning: it 'normalises' walking/active travel, and children and parents/carers come to understand the benefits it brings both to their health and the community environment.

During project delivery, we will make every effort to mitigate any negative environmental impacts. We will make extensive use of recycled and repurposed materials, for example in Corry Capers paths and play structures and Flourish signage and planters. We will minimise environmental impact through all our growing activities for example through using peat-free compost, native plants and efficient watering techniques. We will work with colleagues in the Highland Community Waste Partnership to explore ways to continually improve. We encourage participants in events to walk, cycle or use public transport where possible. This links with our organisation's long-standing commitment to greener transport modes, evidenced by other projects we are involved in relating to path networks and active travel.

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?**

Broadford and Strath strives to be an inclusive community and our projects are for all of the community to enjoy. We believe that no one should suffer less favourable treatment on the grounds of age, race, class, gender, gender identity, religion / belief, sexuality and disability. Our Equal

Opportunities Policy set out the steps we are taking to promote equality of opportunity and access, eliminate discrimination, and provide positive action.

All our public events are designed to be accessible both physically and intellectually. Publicity (online and print) will use Plain English and strive to represent a diverse cross-section of participants. We will work with appropriate partner organisations to publicise all activities to ensure we reach a diverse audience. The main areas of the Growers Hub are wheelchair accessible, and any external events will take place in accessible venues. Staff delivering learning activities are trained to be sensitive to the needs of diverse audiences/participants. Where activities are bookable, we will check on any access requirements in advance and take steps to accommodate all needs.

Flourish Together activities are designed around needs of Disabled people and those experiencing mental health issues. For example, we use a specially designed wide polytunnel that can accommodate motorised wheelchairs, and offer 'quiet time' options as well as group activities so that different needs are catered for. We also have a specially designed contemplative space, with ponds and planting, which was co-created with Flourish participants. We have regular contact with agencies such as Kyleakin Connections to ensure that we are meeting the needs of participants.

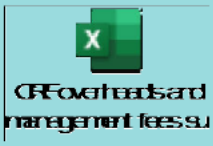
Corry Capers activities are designed to ensure that no one is excluded through gender, ability or financial difficulty. We work very hard to resist gender stereotyping in activities offered. The funding applied for will ensure that we can maintain the staff to children ratios necessary to support families with complex needs – these currently include autism and global delay conditions. It will also enable us to provide free places to remove barriers to families with financial challenges.

Our Community Outreach pilot will be co-designed with target groups to ensure it meets their needs. These are likely to include older people, unemployed and low-income families.

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☐ Applied ☒
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐

How many people do you employ or how many volunteers do you have?	Full time equivalent: 2.55 PAYE, 2.2 freelance
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☒ Suggestions Schemes ☐ Intranet/Online Platforms ☒ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Salaries	Horticultural Therapy Leaders x 2, Total of 17 hours @ £20 hour x 31 weeks	Revenue	10,5
Salaries	Outdoor Learning Manager, 0.5 @ £28,050 FTE (£13.50 per hour)	Revenue	14,0
Salaries	Outdoor Learning Practitioners 0.6 @ £25,376 FTE (£12.20 per hour)	Revenue	15,2
Staff costs	NI / PAYE, Pension	Revenue	1,1
Overheads	Less than 10% of salary costs (£40,960)	Revenue	2,9

	Total revenue expenditure (£)	**43,9**
	Total capital expenditure (£)	
	TOTAL PROJECT COST (£)	**43,9**

	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 and freelance rates are based on current market rates.
5.3	**Please explain how your project will achieve value for money.**	BSCC has extensive experience of managing diverse projects and has processes in place to ensure effective use of public funds.

		Corry Capers and Flourish Together are established activities so set-up costs are minimal. We will be providing over 40% of the project costs ourselves as match funding, so that each £1 of public funding invested delivers significantly more value.

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 (£)
Broadford and Strath Community Company	y		5280
CARES	y		1600
DTAS - Pockets and Prospects	y		7500
Corry Capers parental contributions	y		4800
		Total match funding (£)	**19180**
		CRF grant request (£)	**24776**
		Total project cost (£)	**43956**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	Management input by volunteer directors: c. £8k Project volunteers: c. £4k Support from other team members / BSCC resource in addition to overheads in budget (e.g. publicity, web, admin): c. £1k Donations of materials and equipment (recycled, re-used etc.): c £500

6.4	**Please explain why public funding is required to deliver the project.**	We work very hard to raise funds from a variety of sources and will continue to do so. However, many external funders seek new activity rather than supporting the continuation of existing, however successful. While we can cover some of the costs of learning activities by parental contributions (currently paying £5 /hour), we need public investment in order keep the activity affordable and offer free/subsidised places to to those in financial difficulty. In addition, the endorsement of public funding is also a huge help in levering other grant funding.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	[redacted]
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	Our unrestricted funds are pre-allocated in our Designated account to the following specific annual commitments in 2023-24: -Legal and Statutory [redacted] -Repairs and Maintenance [redacted]

		-Match Funding [redacted] -Capital [redacted] -Project officers [redacted] -Audit [redacted] For 2023-24 due to the absence of any external core funding specifically for staff we have re-organised our resources to cover just the essential costs: Legal and statutory / R&M / PO's / capital / audit. It leaves nothing for project allocation.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	There are no direct local competitors. Corry Capers and Flourish Together are established projects that have received much positive feedback from the local community, including businesses. Providing childcare enables people to work longer hours where necessary (see Letter of Support) which in turn supports local businesses.
7.4	**Have you considered taking out a loan for the project?**	Yes ☒ No ☐
7.5	**If not, please state why?**	We have considered a loan as we do with all our activity, but this type of activity is not typically debt funded. The project would not generate a return in its own right. The decision not to take out a loan is in line with our Risk Management policy.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	Date	Amount £	Public Subsidy?
Scottish Govt: Aspiring Communities Fund, Climate Challenge Fund, Covid Recovery Fund; HMRC: Job Protection Scheme (Covid); HIE: Covid fund, Community Led Infrastructure	2020-21	£233,301	Yes ☐ No ☒

Fund; Highland Council: Comfort Scheme, Ward Discretionary Fund; National Lottery Community Fund			
HIE; Highland Council: Comfort Scheme, Highland Coastal Communities Fund, Community Mental Health & Wellbeing Fund, Nature Restoration Fund, HERO, Rural Tourism Infrastructure Fund, HOPE; National Lottery Community Fund	2021-22	£98,363	Yes ☐ No ☒
Scottish Govt: DTAS Cost of Living Fund, NCLF, KSB, Pockets & Prospects, Inspiring Scotland; HIE; Highland Council: Place Based Investment Fund, RTIF, HERO, HCCF	2022-23	£311,580	Yes ☐ No ☒

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: [redacted]	**Date:** 12/11/2023
Print: Jeffrey Geary	

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

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number:

Organisation:

Project Title:

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

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

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

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

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

Increasing community resilience (People) Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	**Status (delete as appropriate)**	**Quantity**
Activities for young people	supported	**1**
Wellbeing support initiative	supported	**1**
Spaces for people	new	**1**
Initiatives that enable communities to stay socially connected	new/supported	**1 new, 2 supported**
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)

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

Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	

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

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

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

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

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

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

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

Tackling climate emergency and working towards net zero (Environment)

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

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2246
1.2	**Organisation**	Skye & Lochalsh Citizens Advice Bureau
1.3	**Project title**	Cost of Living Advice in the Community
1.4	**Project summary you wish to be funded (max 100 words)**	We would position ourselves locally as a; - A go to community embedded, independent, multichannel, holistic one-stop-advice-shop at various outreach locations throughout Skye & Lochalsh. - A strategic partner for key stakeholders, whilst attracting new and sustaining existing funding from local authorities, Scottish Government and private trusts.

		- As an advice agency at the forefront of tackling child, food, fuel poverty and supporting Net Zero agenda locally. Whilst representing best value for money and positioning ourselves as an employer of choice in the community.	
1.5	**Project costs**	**Total project cost**	£31,677
		Match funding	£13,500
		CRF grant requested	£18,177
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	28/02/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☒	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Skye & Lochalsh Citizens Advice Bureau	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Morag Hannah	
2.4	**Position in the organisation**	CEO	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	www.slcab.org.uk	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC022578 (Charity Number) SC229160 (Company limited by guarantee)	

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

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Skye & Lochalsh – IV40, IV52, IV53, IV41, IV42, IV43, IV44, IV45, IV46, IV47, IV48, IV49, IV51, IV55 and IV56
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☐
3.4	**Is your organisation the lead applicant?**	Yes ☐ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☐
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☐
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Outreach adviser (OA) recruited	25/03/2024
CEO arranged meetings with various community stakeholders (contacts already established with venues being donated when required) – dates in place for March / April	18/03/2024
OA promotes remaining monthly roaming outreaches and availability for Home Visits	31/05/2024
OA and CEO meet **weekly** to check on activities and outcomes / client numbers and handover of casework	01/04/2024
Volunteer Opportunities – Promotion / Marketing packs for Outreach events to be made up	22/04/2024
Quarterly review / reports - social policy returns, statistical information to be included along with any client financial gains and debt work.	10/06/2024

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

For tenants in rural communities there is evidence to suggest, whilst dealing with the cost of living crisis that we are all affected with, that here in the highlands especially remote and rural areas, there are often the additional financial burdens of costs related to higher food and fuel costs. There are few options for those with little or no disposable income to travel to the main CAB office in Portree, without adding additional monetary pressure to the household budget. The problem of seeking 'face to face' advice and support in our main office in Portree, can be compounded by the inferior systems of public transport.

With this grant, SLCAB would be able to employ a 'roaming Outreach adviser' to reach out to all parts of our community and offer Home Visits. This would be to assist our clients in more remote areas with all manner of enquiries relating to debt; debt pack completion, money advice options, financial education, budgeting matters, income max, fuel debts etc. The majority of the actual casework would be done back in our bureau in Portree.

In the last 3 months alone, we have had requests from 3 areas (Uig, Broadford and Kyle of Lochalsh) all requesting 'face to face' advice service in their area. This grant would allow us to offer 'Pop up CAB Advice Clinics', with each community providing the secure confidential space' over the timeline of the project. At a time when cost of living is so high, (even higher for remote areas such as ours, with higher food prices and no access to utilities such as mains gas,) we are seeing increased numbers for Utility debts.

We can engage with these client groups in their own localities, rather than the client paying out the travel expense to come and see us, noting it is not unusual for clients to travel an 80-mile round trip to our bureau. It is hoped that with the right promotion, we will capture those clients who cannot contact the bureau via telephone, email, and virtual means.

The Roaming Outreach Adviser will provide a high standard of holistic advice and support across various outreach locations across, Skye, Raasay and Lochalsh. The project is designed to address crucial community needs and disadvantages faced by older individuals, particularly those marginalised and vulnerable.

SLCAB has the already built up close working relationships with various community members / stakeholders such as Rag Tag in Broadford who have confirmed they would be willing for SLCAB to use their 'hub' to meet clients in that area, as too have Kyle Community Trust and Broadford Strath Community Group all committed to providing venues free of charge.

These specific outreaches will target the elderly, those suffering with mental health, vulnerable households and those who cannot connect digitally to our services.

Community outreach projects such as this, raise social awareness and a means of providing advice and information to a client reach that perhaps would not contact the bureau by any other means. We wish to serve the population in remote and rural areas, as well as those within close proximity of accessing our face to face service in our bureau. Another factor is the increased expense of rural living along with the unreliability of public transport.

The 242% increase in the need for Utility advice evidences a need for this project. The locations listed would involve approximately a 50-mile round trip and for accessing Isle of Rassay, ferry costs would also be a factor for some residents accessing our services in our main bureau.

This funding will allow us to do more in and for our communities, reach out to those clients unable to access our services by other means and allow us where applicable to;

- Apply for the Home Heating Support Fund, SLCAB is a referral partner
- Apply for grants to pay off energy debts such as British Gas Energy Support Fund, Ovo Energy Fund
- Signing clients up to Priority Services Register / checks for Warm Home Discount
- Completing debt packs / offering initial debt advice
- Assisting with housing applications / queries
- Income maximisation, including form filling

Whilst we are all experiencing the increased costs of electricity, oil/gas, food; what we are also already evidencing are the increased costs of solid fuel. Data shows that remote parts of Scotland need to budget 10-33% more for household costs than the national average. With 63% of Highland homes showing as off-gas.

Council Tax Arrears is the highest figure we have seen for some time, secondary to this is Credit Card debt(s), followed by Rent Arrears. By advising and assisting, we aim to offer a full debt advice service to then equip them to manage their financial problems. We can offer representation in crisis situations, explain different types of credit and help them to understand APR. We will enable clients to manage both short- and long-term money issues such as budgeting, early debt intervention, whilst also identifying debt solutions and empowering clients to manage future issues effectively.

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

Having access to advice in the community conveys many benefits, not just to the client being assisted. It creates jobs, offers volunteering opportunities, gathers social policy information, provides quality training, helps provide a pathway back into employment for those that require it, builds community resilience through quality assured advice and information and helps clients gain what they are entitled to through income maximisation, welfare benefit checks and by accessing grants.

This income is often spent in the local community. Citizens Advice Scotland evidence suggests for every £1 in funding secured for our services, this will result in around £14 returned to client's pockets, which can sustain shops, businesses and jobs in the local economy.

Our bureau is accredited with Scottish National Standards for Housing, Welfare Rights and Money Advice Type III. Overall, we scored a 97% mark for our case quality with no recommendations for our organisational audit. We feel this gives the people of Skye & Lochalsh reassurance that we are an organisation that they can trust and one which local communities can benefit from.

Intended Outcomes from this Project:

- Public more aware of issues that can lead to debt and better able to deal with these.
- Improved access to financial education and debt crisis help.
- People living in remote rural areas will experience improved quality of life, health and well-being as a result of being able to access CAB services in a way that would previously not have been available to them
- Partnership and collaborative working arrangements will be put in place with at least three local organisations which will provide models for further developments of such relationships elsewhere
- Cost-of-Living Support, Income Maximisation and Client Financial Gains established for unclaimed benefits.
- Through these engagements, CAB will also promote our volunteering & training opportunities.

Quality of advice checking mitigates complaints and we already take a risk-based approach to our case checking - the work of all new advisors. A sample of the work of others is also case checked. Ongoing training and support are available to all advisers and the Outreach Adviser would have a Session Supervisor to oversee the work of the day.

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

Building on the success of the existing Advice and Information Services contract and strong links with the Council, the proposed project service delivery will also continue to support the Highland Council in meeting statutory requirements and information obligations and objectives in relation to tackling poverty and inequalities through Community Planning Partnerships locality plans, Skye and Raasay Future Plan and outcomes related to the Highland Outcome Improvement Plan. It will also support advice work in relation to Scottish Government and Council measures to address child poverty.

The impact of channel shift during lockdown on the characteristics of people accessing the service, and the issues with which they are seeking help;

Based on client profile reporting from April 2023 to current date, those seeking help are:

- More likely to be of working age, and amongst those of working age, more likely to be in age bracket 45-59.
- More likely to be Retired
- More likely to be a Single
- More likely to be an owner occupier, followed by social rented and then council rented
- More likely unable to work due to ill health/disability

In terms of issues:

- Clients are much less likely to be accessing the service seeking help with consumer, discrimination, immigration and asylum issues.
- Clients are **much more likely** to be accessing the service seeking help with **debt, benefits, housing, utility and employment issues.**
- Clients are also **much more likely** to be requiring assistance with **access food provision**.

The evidence on client characteristics is consistent with older people and disabled people/ people with long term health problems & mental health issues, being put off accessing the service because they cannot get face to face appointments.

There is evidence from interviews with 'vulnerable' clients which supports this explanation. Similarly, interviews with staff suggest both some possible reluctance from these client groups to access services remotely because of lack of digital equipment and skills and or phone credit, and that the suspension of outreach services, and difficulties clients have had accessing other support agencies which are CAB referral partners, will have reduced access.

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

Community client surveys completed last year reported that clients had had a positive experience of accessing holistic support from the CAB. This was true of clients who had accessed the service via the telephone and those who had a face-to-face interview in the bureau in Portree.

Staff reports had more concerns about the challenges of diagnosing clients' needs remotely, particularly in relation to vulnerable clients.

Challenges mentioned were:

- Establishing a rapport with clients.
- Not being able to use visual clues about clients' situation and state of mind.
- Not being able to use silence as effectively to give clients the opportunity to talk.
- Establishing an appropriate tone and probing about the issues faced in a non-intrusive fashion.
- Needing to avoid being directive in questioning.

Staff reported challenges in delivering case work support remotely, in particular form filling work relating to disability benefits. Effective remote delivery of support with Adult Disability Payment applications, which cannot be carried out online, was seen as potentially difficult without clients having access to additional help in their home, with barriers to completion including literacy, stamina and personal embarrassment.

The bureau manager has built up close working relationships with community councils, stakeholders and charities with verbal support for a **'roaming outreach adviser'** been given by all those at various community meetings. In particular, Kyle and Lochalsh Community Trust, Rag Tag n Textile in Broadford, Uig Kindness Project, Broadford & Strath Community Company, Lochalsh & Skye Housing Association all confirmed would support this project and would provide us with the required confidential spaces across the geographical

region free of charge. All indicated they would assist support with promotion should this application be successful to allow us to start delivery as soon as possible.

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

Additional workload created during the timeframe of the project likely will mean that not all cases will be successfully resolved within the 12 months of the funding. This in turn will mean a greater workload for our both the bureau and specialist staff. However, it is anticipated that we will have secured funding from another source to continue the project, therefore relieving any immediate pressure.

Specialist staff within the bureau in Portree will continue to be able to provide information, advice and assistance and tailored financial education for those experiencing financial hardship. They have the required qualifications in order to provide debt advice allowing an immediate start. Both our Welfare Rights Officer and Money Advice worker employees have excellent communication and time management skills and have the experience to work closely with our partners to ensure any vulnerable person requiring assistance is accommodated.

Should the project show need for continuation, we will engage with our Development officer, board and stakeholders to secure funding. With this additional funding secured at the end of the project, it is envisioned by way of offering a full holistic service by way of the 'roaming outreach adviser' and where appropriate to do so, with the client's consent we aim to provide a home visiting service throughout Skye & Lochalsh for those with severe mental health issues and/or who are housebound.

4.7	What will be the lasting benefits and legacy?

Skye & Lochalsh Citizens Advice bureau works in a holistic way and individually and collectively through close partnership working where required to achieve the best outcomes for clients. In addition, Skye & Lochalsh Citizens Advice Bureau are accredited with Scottish National Standards for Information and Advice Providers (SNSIAP) At the end of the project any volunteer trainees engaged through our pop-up advice clinics will be training to certificate level.

All Citizens Advice Bureaux in Scotland must comply with a rigorous and robust set of Membership Standards that cover governance, management practice and the technical quality of the advice service delivered. The Scottish Association of Citizens Advice Bureaux Membership Scheme audit framework ensures that compliance is confirmed every three years. This scheme is accredited against the Money and Pension Service Quality Framework and provides passported benefits for the majority of the SNSIAP audit requirements.

This project would involve our Roaming Outreach adviser to attend New Outreaches at 6 different locations as follows:

- NHS Day Care Services: Tigh Na Drochaid, Portree, Isle of Skye (over 4 days – 42 service users)
- NHS Day Care Services: Dornie, Lochalsh (over 4 days – 55 service users)
- UIG Kindness Project – Community Lunch/Warm Hub – monthly x 4
- Broadford – venues been offered for these services include, Church of Scotland and Rag Tag n Textile
- Kyle of Lochalsh – Lochalsh Reuse & Recycle Hub and Toll Office
- The Isle of Raasay – Community Hall

With additional funding secured, we would hope the model of a **'roaming outreach adviser'** as opposed to a 'fixed outreach location' could be used in other areas. As well as strengthening our own model and continuously reflecting learning and improving our services to those in our community, we would continue to work collaboratively to deliver added value for residents of Skye, Lochalsh and Raasay. Accessibility to services, including advice services within the community can only assist in sustaining and strengthening those who live there.

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.**

As a local charity, we do not have shareholders or a requirement for profit and we continue to spend the vast majority of grants we receive within the region, on wages, local suppliers and items in connection with the grant remit. We believe this is the most economically advantageous use of the funding, to provide the service and retain the investment in our area.

In the current climate of increasing living costs crisis, challenging funding landscape, constant legislative changes, shortage of skilled, talented employees, volunteers, trustees, pursuit of tackling poverty and net zero agenda, we would position ourselves locally as an advice agency at the forefront of tackling child, food, fuel poverty and supporting Net Zero agenda locally. Rather than the outreach being specifically one topic focussed, we would be a go-to community embedded, independent, multichannel, holistic one-stop-advice-shop. Skye and Raasay is also characterised by a number of small population centres and a dispersed population throughout the area, creating a number of challenges for transport: Cost effectiveness of using public transport/ferries (if service available in that area) when on a deficit budget, long distances involved on minor and single-track roads, again an additional cost to the client to seek support from main bureau of Portree. With our roaming Outreach adviser in place, communities would no longer have to travel long and expensive journeys in order to gain Cost of Living Support and advice.

With household in Skye & Lochalsh being found to pay around £1000 a year more on energy bills than an average sized home in Scotland, we would be able to check for energy efficiencies. SLCAB is a partner of Home Heating Support Fund and a referral partner of Home Energy Scotland.

Since COVID our advisers have been equipped with all required IT kit and telephony in order to work remotely when necessary. Some advisers continue to work remotely and all are experienced in hybrid working. The CAB management are also experienced in remote and hybrid working supervision and have policies in place for hybrid and solo working to mitigate any health and safety concerns. We also have the backing of CAS IT shared services, should there be any IT issues, they can be attended to remotely.

Whilst representing best value for money and positioning ourselves as an employer of choice in the community. We believe we are a strategic partner for key stakeholders, whilst attracting new and sustaining existing funding from local authorities, Scottish Government and private trusts.

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

The service provided by the CAB Service is impartial: it is open to all, without any subjective regard for whether or not the client is deserving. Advisers give information, advice and assistance on any subject and we have 16 main advice areas. More information of the advice topics covered can be found under the Types of Advice section.

Adhering to the principle of impartiality means that we will provide information to clients solely on the basis of its potential usefulness to the client – we will not select the information in order to conform to any particular point of view. All representations made on behalf of clients should faithfully attempt to express the client's own intentions and point of view.

We ensure impartiality by providing training to all new staff and volunteers as part of our induction courses. We also ensure impartiality is adhered to in case records and within the organisational culture. This action ensures that all staff and volunteers understand that we are not biased; we do not exclude any category of client or enquiry and we don't take sides, we treat everyone according to their individual needs and we are non-judgemental.

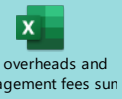
We are committed to providing equal opportunities in the delivery of our services, the aim of our Equality and Diversity policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

This project offers enhanced CAB services, holistic advice and continuity of care to new and existing SLCAB clients who may be socially isolated. For example, access to support and advice services can be particularly difficult for people with mental health issues, leading to reduced uptake of services by this group. Engagement with support services can be vital for crisis avoidance.

It provides targeted, quality advice and practical support, working with and through partner agencies and taking referrals from them in order to provide both debt and social security benefit and social welfare related advice and support services for isolated people affected by mental ill health and long-term conditions whose health is adversely affected by hardship caused by welfare reform.

4.10	**All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.** **This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.** FWF statement and decleration template.c
Have you provided a Fair Work First statement in a separate document with this application?	Yes ☒ No ☐

Please ensure it is signed by an appropriate workplace representative.	
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified?	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☒ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	6 paid staff, 10 volunteers, + 8 Volunteer Directors on our Board
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☒ Staff /Engagement Surveys ☒ Suggestions Schemes ☒ Intranet/Online Platforms ☒ Staff Forums / Networks ☒ Trade Union Recognition/Collective Bargaining

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Staff Salary		Revenue	27,117.00
Training		Revenue	500.00
Management/Overhead		Revenue	960.00
Travel		Revenue	1,200.00
Marketing/Promotion		Revenue	400.00
Laptop/Mobile/Dongle		Capital	1,500.00

	Total revenue expenditure (£)	**30,177.00**
	Total capital expenditure (£)	**1,500.00**
	TOTAL PROJECT COST (£)	**31,677.00**

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.**	SLCAB CEO has worked in the charity sector for 23 years and in that timeframe has successfully ran many projects which have been costed out based on similar projects in the area / run previously or existing running costs.
5.3	**Please explain how your project will achieve value for money.**	Volunteers recruited will be trained at no additional cost to the project, statistics show 35% of those who left CAB after completing their training, went onto paid employment. The project worker will bring back the additional work and access our specialist advisers who will take on any casework / representation of which is already part of their job role and costs for this in place.

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 (£)
Organic Sea Harvest	Yes	10/05/2023	6500
Kyle & Lochalsh Community Trust	Yes	08/06/2023	4000
Citizens Advice Scotland	No	30/12/2023	3000
		Total match funding (£)	**13500**
		CRF grant request (£)	**18177**
		Total project cost (£)	**31677**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	SLCAB will train any additional volunteer trainees using own training materials, training programme and tutors.
6.4	**Please explain why public funding is required to deliver the project.**	Unfortunately, we have been unable to secure funding for this project elsewhere – yet evidence shows there is a real need for this in our community with support in place.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	Remaining bank balance for our current core running costs
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	Restricted funds are for 6 months running costs only.

SECTION 7 – INCOME GENERATION

7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	**n/a**
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	Local organisations, such as various community groups, hubs, as well as local housing association have all given their support of this project.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	We are a charity and this is not in our constitution to do so.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
Highland Council – Core Services	03/04/2023	£103818	Yes ☒ No ☐
	Click or tap to enter a date.	£	Yes ☒ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature: **Print: Morag Hannah**	[redacted]	**Date:** 24/11/2023

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2246

Organisation: Skye & Lochalsh Citizens Advice Bureau

Project Title: Cost of Living Advice in the Community

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 ☐

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	**80**
Support to gain/sustain employment	**20**
Support for Social Enterprises	
Initiatives that help sustain household incomes	**50**
Advice services – new/supported/safeguarded	**50**
Other - Please describe other outputs your project will meet that are not listed above:	

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2248
1.2	**Organisation**	Portree Community Centre Association (PCCA)
1.3	**Project title**	Venue Coordinator
1.4	**Project summary you wish to be funded (max 100 words)**	We are requesting match funding to support the creation of two new, 12-month, part-time roles (originally one new role, now the proposal is to split this into two roles) to work flexibly alongside the existing voluntary committee to promote the venue and increase income to the hall, strengthen relationships with local users, maintain the building and identify opportunities to meet local needs. 1 x Caretaker (7 hours p/w @ £14p/h)

		1 x Bookings Coordinator (7 hours p/w @ £15.45p/h) These roles will support the organisations aim of providing a local, high-quality, and affordable facility for sports, entertainment, recreation, and community services.	
1.5	**Project costs**	**Total project cost**	£12,587
		Match funding	£1,259
		CRF grant requested	£11,328
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	28/02/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☒	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Portree Community Centre Association	
2.2	**Address and postcode**	Portree Community Centre, Camanachd Square, Portree, IV51 9BW	
2.3	**Main contact name**	Duncan Brown (please also copy in Fiona Thomson Local Development Officer at Portree and Braes Community Trust to all communications)	
2.4	**Position in the organisation**	Treasurer	
2.5	**Contact number**		
2.6	**Email address**		
2.7	**Website address**		
2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☒	SCIO

		☐	Other (please specify):
2.9	**Organisation registered number**	SC004464	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**		

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

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	**Achieve by (date)**
Advertise and recruit posts (committee will advertise once funding is approved and before 1st March if permitted)	01/03/2024
Devise and implement new daily / weekly/ monthly / annual maintenance procedures and daily operations procedures	30/06/2024
Devise and implement new online bookings procedures and internal procedures for paying and recording invoices.	31/07/2024
Create a dedicated webpage and populate with information about the facility, including rates, available equipment, information about accessibility and other operational policies such as health and safety and data protection.	31/08/2024
Engage with users, identify future needs and report to the committee on these – ongoing throughout	31/01/2025
Actively promote the facility through local and regional networks (sports, arts, music, business, etc) using a range of appropriate platforms to increase bookings by 10% per year for this year and the following 4 years - please see the budget forecast attached.	28/02/2025

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

Word limit 850

The mission of the Portree Community Centre Association (PCCA) which is also supported by The Portree and Braes Community Trust, is to provide a local, high quality and affordable facility for sports, entertainment, recreation, and community services. Achieving this mission will reduce the need for residents of Portree and Braes to travel elsewhere to access activities and services and help build a strong, connected, financially and environmentally self-sustaining community.

After several years closed to the public the community centre partially reopened in 2021 after public sector capital investment was secured by the voluntary committee. The venue has been gradually used more by the public since reopening and has been run entirely by the volunteer committee during this time. In mid-2023 the building secured a public entertainment license and now the committee have the opportunity to increase the number of bookings in the two venue spaces, however, in order to do so, paid staff will now be needed to support the day-to-day operations. The running of the centre is no longer sustainable through volunteer efforts alone. With this in mind the committee would like financial support to create 2 x part time posts to manage the building, increase bookings and relieve the volunteer committee to allow them to step back into a management role and to focus once again on furthering the long-term plans for the redevelopment of the building.

Responsibilities of the caretaker role (7 hours p/w) will include:

- Inspecting lighting, heating and security alarms to ensure they are in good working order.
- Providing access to the building for tenants and those booking hall spaces and ensuring the building is secure.
- Performing basic repairs and maintenance tasks
- Overseeing cleaning staff and ensuring the inside and outside of the building is looking presentable at all times.
- Devising and implementing relevant maintenance procedures alongside the volunteer committee.

Responsibilities of the Bookings Coordinator (7 hours p/w) will include:

- Promoting the Portree Community Centre and maximising bookings and lease potential in line with targets.
- Liaising with individuals, community groups, organisations and businesses re: bookings and identifying opportunities to improve the quality of the venue's offering.
- Establishing and implementing effective procedures for bookings, payments and record keeping.
- Devising and implementing operational and statutory policies and ensuring they are adhered to.
- Keeping records of bookings and feedback for the committee to inform future plans.

The creation of these posts supports the strategic objective of **Resilient Communities** in several ways:

Safeguarding activities for young people – since the hall was reopened it has provided a venue for and programmed several events and activities for young people, for example, Science Academy (a weeklong programme designed for school pupils across the area) Trail West (band), Calum McVicar (DJ), Christmas Markets, a Halloween Disco and Youth Club Sessions. All these activities have required a large capacity venue or an alternative venue to the Fingal Centre with the Community Centre being identified as the only suitable alternative at the time. Recent programming has been welcomed and with funding from CRF the PCCA will be able to ensure the facility remains available for a range of events and activities for young people.

Initiatives that enable the community to stay socially connected – The centre is one of the few wheelchair accessible venues in Portee and has been a regular meeting space for a diverse range of groups/communities including, for example, the Zahid prayer group (weekly meetings), The Skye Wind Band, The Local History group, and The Skye Rugby club. The local funeral director has also held several services there and groups such as the Skye and Lochalsh Council for Voluntary Organisations have booked the small hall for community events and AGM's. The bookings coordinator will ensure the continuation of these bookings and promote the venue to more groups and individuals throughout the course of the project with the aim of raising awareness of the facility and increasing bookings by 10% per year. The committee believe there is potential for the spaces to be used more regularly for private parties and groups out with Portree through increased promotion.

Community led project supporting community ownership or management of assets, services or activities. – The PCCA's long term plan , working alongside the PBCT, is to modernise and extend the community centre building (see Re-imagining Camanachd Square Masterplan). This masterplan demonstrates a business case for redeveloping the venue and for how to create a more financially sustainable enterprise by adding more lettable spaces. Meanwhile, while we work towards this long-term goal, the community needs small and large, flexible, affordable, indoor spaces to meet, to stay socially connected and to access activities and services. Community Regeneration Funding would support the PCCA to achieve the five-year plan (attached) and ensure

that the facility remains under the ownership and management of the community. This funding would significantly reduce the risk of the venue closing again due to either volunteer fatigue or not having sufficient reserves to meet the cost of essential building repairs going forward. Without the funding the plan would not be viable.

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

Word limit 400

As well as the community benefits outlined above the project will have several economic benefits:

The community centre building currently has two anchor tenants - a local building contractor and a barber. These are two businesses which either may not be able to operate without a premises or may have had to relocate to another part of the island due to a shortage of business premises in Portree. Currently the voluntary committee are liaising with these tenants and meeting any maintenance and repair needs. The creation of the new staff roles will ensure that the venue is well looked after, that these leases are retained and that the building continues to generate income through anchor tenants.

The project will create additional employment for two local people. Given the duties required we believe we will have more success recruiting for two individual roles as opposed to the one described in the EOI The caretaker role requires someone who lives nearby, who is flexibly available, practical and with good knowledge of facilities management. The bookings coordinator role requires someone who has good IT skills, has experience in booking systems and processing financial documents and ideally in communications / marketing. We anticipate these roles could be worked flexibly around another existing role perhaps providing a supplementary income for two local people which is increasingly required given rising living costs.

Having the bookings coordinator in place will encourage more programming of music and cultural events, especially during the winter months, which would have the potential to bring more footfall to Portree and Braes benefitting tourism and hospitality businesses also. The most recent music event at the centre sold over 300 tickets and we know from the booking record that a proportion of those booking travelled to Portree from the mainland especially for the event.

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

Word limit 400

There is a need for the community to have flexible, affordable, and high-quality community spaces for access to range of sports, recreation, cultural and essential services. There is an opportunity for the community to lead on meeting this need if they are given adequate support at this critical stage.

The committee has demonstrated exceptional resourcefulness and resilience through successfully managing both the capital improvements and the day to day running of the facility on an entirely voluntary basis since 2021. This venue has provided both access to essential services such as vaccinations and DVLA services and opportunities to celebrate the areas unique culture and identity such as live music performances and other cultural events. This project supports the continued

building of capacity of the Portee Community Centre Association in terms of skills, experience, and resources. It is through this capacity building that the committee will be able to continue to meet the need for a local community centre as well as lead on the development of a future modernised community hub.

In the SARF plan a key element of the strengthening communities outcome is "*strong and resilient communities with the capacity to lead development and improvement within their community.*"

With the funding landscape being challenging there is also a need for communities to be resourceful and inclusive, working together where possible to meet local needs. There is an opportunity for the PCCA to work closely with other local charitable groups to support each other and meet shared aims. For example, in the last year the committee have had requests from community groups such as the Portee Youth Club for reduced booking rates and for storage options for equipment. A solution for additional storage was not able to be found by the volunteer committee however with additional staffing in place this could be looked at in more detail. In addition, currently, with the level of bookings being taken the committee are unable to offer discounts for community groups, however if the committee meet their aim of increasing bookings, then they would be in a position to review to rates and introduce reduced rates for charity / regular users. In additional to this, since the centre has reopened it has been used several times for community fundraising events. Smaller groups rely on these kind of events to raise funds to cover operating costs and the community centre provides the space for groups to help themselves in this way.

In the Skye and Raasay Future plan a key element of the **strengthening communities** outcome is "*a resilient, inclusive, and **resourceful** community network where everyone has access to good quality, affordable housing options, appropriate access to essential services, and where Gaelic and the area's unique culture and identify is celebrated*."

This outcome also highlights the need for Gaelic promotion and development. With this additional staff resource the PCCA will have an opportunity to incorporate the Gaelic language more into their communications and programming, for example, incorporating Gaelic into their website and promotions and programming Gaelic artists to perform.

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

Word limit 400

The Re-imagining Camanachd Square project - which details a long-term plan for investment in Camanachd square - evidences widescale support for the retention of the community centre facility, particularly the main hall and business units, as well as a desire to extend the building to create even more flexible community spaces and business units in future. When the hall closed previously in 2018 there was an outcry from the public to reopen the building as user groups had no suitable alternatives for their activities and events. The new staff posts are essential to keeping the facility open.

The creation of the posts results from direct feedback from the committee stating that after two years of intensive volunteer action, and a growing demand for bookings, that a minimum of 14 hours of paid staff time will now be the minimum required to keep the centre open reliably. This is a level of staff time that the committee are confident that they can maintain for the next five years

and until the business plan is reviewed. The committee will continue to remain actively involved supporting the staff but will have the opportunity to focusing more on strategic development because of the funding.

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

Word limit 500

As shown in the five -year budget projections the PCCA will sustain the posts through rental income once the funding has ended, after which the business plan will be reviewed. Surplus income during this time will be ringfenced to cover the maintenance and building repairs. This will be required to ensure that the building can remain open. Given the size of the building and it's increase in use we have been advised that a 10% maintenance fund is still a conservative amount to keep aside to over maintenance needs and protect against closure. The initial £11,328 investment is essential if the overall plan is to be deliverable and the PCCA are to operate without grant funding for the next five years. .

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

Word limit 500

The focus of the roles initially will be to introduce / formalise, policies and procedures which will create more efficient systems for taking bookings, managing finances and grants, facilities management, promoting the venue and recording feedback. Once these systems are established it will allow future staff and committee members to manage the day-to-day operations more efficiently and effectively. This project will also give the PCCA committee some experience of employing staff and the responsibilities which come along with that role increasing their confidence in this area as the project grows and a larger staff team is required.

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 PCCA anticipate very little environmental impacts on creating these roles. We will aim to employ people who are based locally, reducing the requirement for staff to travel long distances. Portree and Braes Community Trust have also offered an office space in-kind for the duration of the post thus using a working space which is already in use and creating no further environmental impact.

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

Through recruitment of these posts, the PCCA will have increased capacity to review how accessible the venue and the organisations, communications are. For example, the bookings coordinator will be asked to look at increasing the information about accessibility on the webpage and ensuring that the text used is accessible. Similarly, the caretaker will be asked to review how accessible the venue is alongside the committee and make any improvements that are required within the organisations means.

The committee will produce an equality and diversity policy and follow this during the recruitment process.

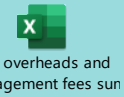
4.10	**All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☒ No ☐ Applied ☐ we haven't employed anyone before but if the funding is approved we can get certification from the accountants that we will be paying the living wage.
Is the Fair Work First statement on your organisation website?	Yes ☐ No ☐ Do not have a website ☒
How many people do you employ or how many volunteers do you have?	**7 volunteer committee members. 0 staff**
Do you currently pay the Real Living Wage hourly rate?	Yes ☐ No ☐ NA ☒
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship (volunteers) ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks

	☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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



Budget Heading	Details	Revenue/Capital	Amount (£)
Staff costs	Caretaker Salary (£14 per hour for 7 hours per week)	5,096.00	
Staff costs	Bookings Coordinator (£15.45 per hour for 7 hours per week)	5,624.00	
Project costs	Recruitment advertising	500.00	
Project costs	Computer equipment	600.00	600.00
Project costs	Phone	300.00	
Project costs	Website hosting	100.00	
Management costs	3% management fee to contribute to accounting costs	367.00	

	Total revenue expenditure (£)	**11,987.00**
	Total capital expenditure (£)	**600.00**
	TOTAL PROJECT COST (£)	**12,587.00**

VAT included in these costs?	Yes ☒ No ☐

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	The posts have been benchmarked against similar posts on offer in the Highlands. The salaries have been set at the top end of the scale for posts of these kind in acknowledgement of the higher living costs in the area and the skills level that will be expected from the roles. All other project costs inc. phone, website hosting, recruitment and advertising have been based on recruitment and set up costs required by The Portree and Braes Community Trust for a similar post to the booking's coordinator in 2023.
5.3	**Please explain how your project will achieve value for money.**	The PCCA anticipate that the creation of the roles will directly result in income generation through new and repeat bookings for not just the initial year of funding but for the year following therefore achieving good value from the initial grant funding investment.

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 (£)
Portree Community Centre Association	YES	30.11.23	1259
		Total match funding (£)	**1259**
		CRF grant request (£)	**11328**
		Total project cost (£)	**12587**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	Portree and Braes Community Trust has made their office space available to either

		member of staff should require a dedicated office to undertake their roles.
6.4	**Please explain why public funding is required to deliver the project.**	Without this initial investment in the first year the PCCA is unlikely to be able to sustain these positions for the forthcoming years. The committee believe that this is a relatively small investment which will achieve significant community benefit.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	These funds are reserved to cover ongoing running costs including accounting, insurance and electricity.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	Please see above – we have been advised to retain this amount at least to cover upcoming running costs and any unexpected costs.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☒ No ☐
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	Our five-year budget projections detail how this investment of £11,328 alongside income from rents will sustain the community centre financially for the next five years. The committee plan to continue to fund the posts from income alone for a further four years after the lifetime of this project – after which the plan will be reviewed. The plan further shows that 10% of income during this time will be retained in a maintenance fund. This part of the plan is essential to ensure that funds are available should urgent repairs be required. This will help mitigate the risk of closure at short notice and any reputational damage that might result from a closure. It was the lack of a maintenance fund that previously contributed to the closure in 2018.
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	There is no other organisation on the island who is offering this size of venue so there is no other direct competition in that sense.

		There is a recorded lack of business units in the area and therefore we are not in competition with any other businesses or organisations in providing business units.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	The committee would consider a loan in future but felt that is it not appropriate at this stage until we assess what the potential income of the venue is with these staff in place.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	**Date**	**Amount £**	**Public Subsidy?**
Greening Community Assets Fund	08/02/2022	£32,145	Yes ☒ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
	Signature: **Print: Duncan Brown**	**Date:** 30/11/2023

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

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: 2248

Organisation: Portree Community Centre Asso

Project Title: Venue Coordinator (Caretaker and Bookings Coordinator)

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/ safeguarded	**1**

Spaces for people	Safeguarded	**1**
Initiatives that enable communities to stay socially connected	Safeguarded	**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	new/improved	
Sports facilities	new/improved	
Local amenities	new/supported/safeguarded	
Local infrastructure	new/improved	
Other - Please describe other outputs your project will meet that are not listed above:		

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

Project outputs	**Quantity**
Jobs created/safeguarded (FTE)	

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

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

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2267
1.2	**Organisation**	Dunvegan Community Trust SCIO
1.3	**Project title**	Dunvegan Community Park

1.4	**Project summary you wish to be funded (max 100 words)**	Dunvegan Community Trust is seeking funding for the redevelopment of the neglected Lochside Play Area into Dunvegan Community Park, a dynamic new recreational space for north-west Skye. This initiative will transform the site into a vibrant and inclusive play area, effectively addressing rural deprivation by improving local amenities. The park will boast eco-friendly and innovative play equipment, designed to accommodate a variety of age groups and abilities, fostering community cohesion and enhancing the well-being of residents. With strong community endorsement and collaborative efforts, the project will address the acute shortage of facilities for young people in Dunvegan.	
1.5	**Project costs**	**Total project cost**	£181,090.76 (inc. VAT)
		Match funding	£67999
		CRF grant requested	£37,500
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	01/03/2025	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☒	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	**Organisation**	Dunvegan Community Trust
2.2	**Address and postcode**	
2.3	**Main contact name**	Jason Bold
2.4	**Position in the organisation**	Chair
2.5	**Contact number**	

2.6	**Email address**	dunvegancommunitytrust@gmail.com	
2.7	**Website address**	dunvegantrust.org.uk	
2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☒	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC052078	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Lochside Play Area, Dunvegan, Isle of Skye, IV55 8WB
3.2	**Are you applying on behalf of a partnership project?**	Yes ☒ No ☐
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒

3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	This project is in partnership with The Highland Council. Discussions with council officers have confirmed that THC are willing to transfer the site into community-ownership provided the community fundraise the redevelopment and request this, as is common with many projects of this nature. As such, an ownership or lease agreement is not a necessary requirement for this project at this stage.
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	
SECTION 4: THE PROJECT PROPOSAL		
4.1	**List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.**	

Activity name **Achieve by (date)**

Fundraising 30/09/2024
Construction 01/02/2025
Commissioning 01/03/2025

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

The Dunvegan Community Park project, spearheaded by Dunvegan Community Trust (DCT), is a strategic initiative aimed at addressing the causes of rural depopulation in north-west Skye by redeveloping the derelict Lochside Play Area into an engaging and inclusive community park.

This project directly aligns with the strategic objective of the Community Regeneration Fund to combat rural depopulation, offering a sustainable solution that caters to the needs of local residents and enhances the area's appeal for current and potential inhabitants.

Addressing Rural Depopulation

Rural depopulation and deprivation are critical issues affecting many communities in the Highlands, particularly Dunvegan. It often stems from a lack of amenities and facilities that cater to the needs of families and younger populations, leading to migration towards more centralised or urban areas. By creating a comprehensive, modern, and accessible recreational space, the Dunvegan Community Park project addresses these underlying factors in several ways:

Enhancing Local Amenities: The park will provide a much-needed recreational space which is currently lacking in the area. The addition of this facility will significantly improve the quality of life for families, making the area more attractive for both existing residents and those considering relocation to a rural setting.

Fostering Community Cohesion: By offering a space where people of all ages can come together, the park will enhance social interactions and community spirit. This is particularly important in rural areas where opportunities for social engagement can be limited.

Supporting Families and Youth: The park's design will cater to various age groups, ensuring that children and young people have a safe and stimulating environment for play and socialisation. This directly contributes to making Dunvegan a family-friendly location, which is a crucial factor in attracting young families to remain in, or move to, Dunvegan.

Promoting Health and Well-being: Access to outdoor recreational facilities is known to have significant physical and mental health benefits. The park will encourage active lifestyles and provide a natural setting for relaxation and stress relief, contributing to the overall well-being of the community.

CRF Monitoring and Evaluation Framework Alignment

The project's outputs align with the CRF Monitoring and Evaluation Framework, focusing on the themes of People, Place, Economy, and Environment.

People: The primary beneficiaries are the children, young people, and families of Dunvegan and its neighbouring communities. The project will provide them with a space for recreation and socialising, thereby improving their quality of life and well-being.

Place: By transforming a neglected area into a vibrant community space, the project will enhance the physical environment of Dunvegan. This improvement in local infrastructure is key to retaining and attracting residents, thereby addressing the challenge of rural depopulation.

Economy: While the primary focus is not economic development, the park is expected to have indirect benefits. It will make the area more attractive to tourists and potential new residents, potentially stimulating local businesses and services, many of which are within walking distance of the Community Park site, for example, the primary school, shops and eateries.

Environment: The park's design incorporates eco-friendly and sustainable materials, aligning with environmental conservation principles. It will also provide a natural space that contributes to the area's biodiversity and environmental health.

Sustainability and Long-Term Impact

The project is designed to be sustainable and have a long-lasting impact on the community. The equipment and materials chosen for the park are durable and low-maintenance, ensuring longevity. Additionally, the project involves local stakeholders and volunteers in its development and maintenance, fostering a sense of ownership and responsibility towards the park.

Conclusion

In summary, the Dunvegan Community Park project directly addresses the strategic objective of the CRF to combat rural depopulation by enhancing local amenities, fostering community cohesion, supporting families and youth, and promoting health and well-being. The project's outputs align with the CRF's themes of People, Place, Economy, and Environment, ensuring a comprehensive approach to community regeneration. With its focus on sustainability and long-term impact, the Dunvegan Community Park is poised to become a key asset in revitalising the Dunvegan area and countering the challenges of rural depopulation.

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

The Dunvegan Community Park project is poised to deliver significant benefits to the communities, in addition to limited benefits to the local economy, of northwest Skye. This initiative will transform the dilapidated council-owned Lochside Play Area into a vibrant and inclusive recreational space, thereby enriching the lives of residents and somewhat contributing to the area's economic vitality.

Benefits to Local Communities

Enhanced Quality of Life: The park will provide a much-needed recreational and social space for the residents of Dunvegan and surrounding areas. Its inclusive design will cater to various age groups and abilities, offering a safe and enjoyable environment for children, families, and the elderly.

Community Cohesion and Social Engagement: By creating a communal space for leisure and interaction, the park will foster stronger community bonds. It will become a focus for extracurricular social interactions for local school pupils and provide a common space for parents and guardians to visit, thereby reducing social isolation and enhancing community spirit.

Health and Well-being: Access to green spaces and recreational facilities is known to have positive effects on physical and mental health. The park will encourage active lifestyles, providing opportunities for exercise, play, and relaxation – essential for the well-being of community members.

Youth Engagement and Development: By offering a space designed for young people, the project will directly contribute to their physical, social, and emotional development. It addresses the lack of facilities for youth in the area, ensuring access to constructive and healthy recreational options.

Benefits to the Local Economy

Attraction and Retention of Residents: The park will make Dunvegan more appealing to potential residents, particularly young families, and will play a role in efforts to retain the existing population. This is vital in countering the challenges of rural depopulation.

Boost to Tourism: While primarily serving the local community, the park will also enhance the area's appeal to tourists visiting the area. As an attraction centrally located in the village, and within walking distance of many local businesses including Dunvegan Castle, the park should easily draw plenty visitors and encourage tourists to stay longer in Dunvegan, indirectly benefiting local businesses.

Community-Led Economic Resilience: The project's emphasis on community engagement and volunteer involvement in its development and maintenance fosters a sense of ownership and self-reliance. This approach not only ensures the sustainability of the park but also builds community capacity and resilience, crucial for long-term economic stability.

Conclusion

The Dunvegan Community Park project will serve as a catalyst for community enrichment and economic rejuvenation, offering far-reaching benefits that extend beyond the immediate joys of a new recreational space. Its impact on community well-being, social cohesion, youth engagement, and local economic stimulation will greatly assist DCT's efforts in shaping a vibrant and resilient future for Dunvegan.

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

The Dunvegan Community Park project specifically aims to address critical local needs in Dunvegan, as identified through comprehensive community engagement and consultation performed by DCT. The project is in full alignment with the ambitions of the Dunvegan community, which DCT is in the process of consolidating into a Local Place Plan.

Addressing Recognised Local Needs

Lack of Recreational Facilities for Children and Young People: A primary need the project addresses is the significant lack of recreational facilities for children and young people in Dunvegan. This was emphatically highlighted in the community survey conducted in 2021 and reinforced during the 2023 consultation. The survey results indicated a strong desire among residents for enhanced local amenities, particularly for younger people. The project responds to this need by providing a safe, accessible and engaging play area.

Social Isolation and Community Cohesion: Another need identified through community consultations is the requirement for spaces that encourage social interaction and community bonding. The Dunvegan Community Park will serve as an outdoor communal hub, encouraging social connections across various age groups and contributing to the overall cohesion and vibrancy of the wider community.

Health and Well-being: The lack of accessible spaces for outdoor activities has been a concern, particularly with regards to physical and mental health. The new park will offer opportunities for physical activity, relaxation, and nature engagement, thereby improving the overall health and well-being of residents.

Exploiting Local Opportunities

Enhancing Local Attractiveness and Addressing Rural Depopulation: Dunvegan Community Trust recognises the opportunity to enhance the appeal of the area to families and young professionals. By providing improved amenities such as the community park, the project directly contributes to making Dunvegan a more attractive place to live and work, thus addressing the ongoing challenge of rural depopulation.

Aligning with Local Place Plans: The development of this project aligns with the broader objectives set out in the Local Place Plans, currently being developed by DCT. These plans are focused on identifying and implementing community-led initiatives that enhance the liveability and sustainability of local areas, of which the Dunvegan Community Park is a prime example.

Conclusion

The Dunvegan Community Park project is a response to clearly identified local needs and opportunities, as evidenced by community surveys and consultations. It aligns with the objectives of the Local Place Plans initiative, contributing to a strategic vision for the community's development and enhancing the overall quality of life in Dunvegan.

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

The substantial local support for the Dunvegan Community Park project is evidenced through methodical and diverse engagement strategies, which was part of DCT's wider community engagement efforts prior to registering as a SCIO and later while embarking on a different community project.

Evidence of Local Support

Community Surveys and Consultations: The project's foundation in local support is primarily drawn from targeted surveys and consultations conducted by Dunvegan Community Trust. In 2021, a community survey identified a pressing need for recreational facilities for children and young people, a sentiment strongly echoed in the community. Subsequent consultations in 2023 further affirmed this demand, with residents explicitly voicing their feedback that such facilities are severely lacking.

Collaboration with Local Organisations: DCT has engaged actively with local organisations such as the primary school, parent council and community council to gather feedback and incorporate their feedback and insights into the project planning. This collaboration not only underscores community backing but also ensures the project's alignment with the broader needs of the local populace.

Public Meetings and Forums: Open public meetings and forums have also been contributory in gauging local support. These gatherings, such as local events; DCT annual general meetings; and community council meetings, have offered platforms for residents to express their views and suggestions. This contributes to a transparent and inclusive planning process, with the positive response and active participation in these forums highlighting strong community endorsement.

Social Media and Online Platforms: Utilising its communication channels, DCT has engaged a wider audience, gathering feedback and support through social media and online surveys. This approach has been effective in expanding the trust's reach of community engagement, encouraging increased membership and improved community engagement.

Letters of Support: The project has received letters of support from key community groups and partners. These letters, coming from diverse sectors within the community, signify a collective endorsement and a shared vision for the project's success.

Volunteer Commitment: A significant indicator of local support is the commitment from community volunteers to participate in the project's development and maintenance. This hands-on involvement demonstrates a deep-rooted community investment in the project's realisation and success.

Conclusion

Local support for the project is comprehensively evidenced through a blend of surveys, consultations, collaborative efforts with local groups, public meetings, digital engagement, written endorsements, and volunteer commitments. This multi-layered approach not only highlights the project's acceptance and approval within the community but also evidences its responsiveness to the local needs and aspirations for community development.

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

The sustainability and maintenance of the Dunvegan Community Park project post-CRF funding is a key consideration, underpinned by a strategic approach to ensure its long-term viability and impact.

Diverse Funding Strategy for Project Completion

While CRF funding is pivotal for initiating the project and DCT were surprised it is not possible to consider an application for 50% of total costs, the shortfall shall be met through a diverse funding strategy. This includes applications to other grant bodies (with an application to Silverhill Trust underway and an application to Awards for all planned for the final funding application) local fundraising initiatives, and potential private sponsorships. Funding bodies are unwilling to provide grants for projects which do not already have match-funding secured, as has been the case already with this project, and it is anticipated that once CRF funding is confirmed then match-funding will be much easier to achieve.

Community-Led Maintenance Plan

The maintenance of the park will be overseen by DCT volunteers, with a maintenance plan drafted with assistance from The Highland Council's amenity officer. This plan shall include regular inspections and upkeep, ensuring the park remains safe and welcoming. Key to this approach is the involvement of community volunteers, who will be trained and coordinated to assist in routine maintenance tasks. This not only reduces ongoing costs but also fosters community ownership of the park. The Highland Council have offered to undertake the annual maintenance and inspection duties on the community's behalf.

Partnerships and Collaborations

The Trust will continue to collaborate with local businesses and individuals, which can provide in-kind support and services for the park's maintenance. These partnerships are crucial for resource sharing and ensuring the project is appropriately managed post-completion.

Staff Support

DCT employ community development and administration officers who are critical in the project development and delivery process. The trust will ensure their continued presence throughout the project. These roles are supported by the Ben Aketil wind farm community benefit fund and there is minimal risk that this funding will cease.

Financial Planning

A long-term financial plan is not required for this project, as maintenance costs are low and construction costs are the only significant financial consideration. Nevertheless, regular inspections and maintenance checks shall ensure the park's financial sustainability, by making sure that any potential issues are fixed immediately before being allowed to deteriorate.

Conclusion

The Dunvegan Community Park project's sustainability post-CRF funding will be secured through a combination of ongoing fundraising efforts, community-led maintenance, revenue generation, strategic partnerships, and prudent financial planning. This multi-faceted approach ensures the park's continued success and longevity, fulfilling its role as a vital community asset.

4.7	What will be the lasting benefits and legacy?

The Dunvegan Community Park project, beyond its immediate impact, is poised to create lasting benefits and a legacy that will profoundly influence the Dunvegan community and its surrounding areas. These long-term impacts can be categorised into several key areas:

Enhanced Community Cohesion and Social Fabric

The park will serve as a central hub for community engagement, fostering stronger social bonds among residents of all ages. By providing a space for communal activities, it will enhance the sense of belonging and community spirit, crucial for a vibrant and supportive community. For the community which has watched the dwindling school rolls over the last 40 years, and has to deal with the housing crisis first hand, this project is about more than just a park - it is imagining a future Dunvegan which has children, and the sound of them playing- literally the sound of regeneration!

Improved Physical and Mental Health

With its focus on outdoor activities and green space, the park will encourage healthier lifestyles among residents. Regular physical activity, access to an exciting outdoor space and social interaction – all facilitated by the park – are known to improve both physical and mental health. This contributes to a healthier, happier community in the long term.

Youth Development and Engagement

By offering a space specifically designed for young people in the area, the project will significantly contribute to their physical, social and emotional development. This investment in the younger generation is critical amidst the wider context of the local council's decision not to build a new primary school for Dunvegan, as the existing school is in dire need of replacement with significant health and safety concerns. Dunvegan is not an area which is at risk of school closure - there will always be a primary school within walking distance of the Community Park.

Attraction and Retention of Residents

The park will address one of the critical challenges in rural areas - depopulation. By enhancing the local amenities and quality of life, the park will make Dunvegan more attractive for current residents to remain in and new families to relocate to, thus fostering a dynamic and growing community.

Tourism and Economic Enhancement

The park, with its bespoke design and community-led activities, will become an attraction for visitors, thereby contributing to the local economy. Increased footfall in the area can benefit local businesses, from cafes and shops to accommodation providers, creating a positive economic ripple effect.

Environmental Sustainability and Education

Incorporating eco-friendly practices and sustainable design, the park will serve as a model for environmental stewardship. Kompan have responded to the community's desire to promote environmental sustainability by incorporating eco-friendly materials in the project design.

Legacy of Community Empowerment

The project's emphasis on community involvement in both the development and maintenance phases empowers residents, building capacity and resilience within the community. This model of community-led development sets a precedent for future projects and initiatives.

Conclusion

The Dunvegan Community Park project will leave lasting benefits and a legacy for the Dunvegan area, touching on social, health, environmental, cultural and economic aspects of the community. Its impact will contribute to the regeneration of Dunvegan by reinstating a much-valued community asset which has long since fallen into disrepair.

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.**

Dunvegan Community Trust is firmly committed to environmental sustainability and has implemented several strategies to mitigate negative environmental impacts, in line with net zero ambitions and addressing climate change issues. However, it should be noted that the scope for such efforts is limited in a project of this type.

Use of Sustainable Materials

Kompan focuses on reducing carbon emissions by using sustainable raw materials. A significant portion of their carbon footprint comes from raw materials, and they have dedicated efforts to lower these emissions through greener practices.

Recycled and Green Materials

Kompan's playgrounds are made with recycled waste sources, significantly lowering their carbon emission footprint. They utilise outworn fishing nets, synthetic textile waste, and post-consumer waste in their decks, panels, and playground posts, ensuring that their products are environmentally conscious.

Minimizing Construction Impact

During the construction phase, efforts will be made to minimize environmental disruption. This includes careful planning to avoid unnecessary land disturbance, responsible waste management, and ensuring that any necessary changes to the landscape are as non-invasive as possible.

Enhancing Green Spaces and Biodiversity

The project plans include landscaping that enhances the natural environment. A suggestion to plant native trees and plants will not only beautify the area but also support local biodiversity. This approach contributes to carbon sequestration.

Promotion of Active Travel

By creating a recreational space within walking or cycling distance for local residents, the project encourages a reduction in car usage, thereby contributing to lower carbon emissions. The park's location is perfectly suitable to be reached by pedestrians and cyclists, promoting active travel.

Low Carbon Manufacturing Processes

Kompan has developed more sustainable manufacturing processes. For example, their extruded aluminium is now made using a low-carbon process, and their standard panels have a core made from 80% post-consumer recycled waste. This approach reduces the overall environmental impact of their products.

Conclusion

Through these above measures, the Dunvegan Community Park project not only mitigates its environmental impact during the procurement and construction phases but also actively contributes to broader climate change initiatives and the pursuit of net zero ambitions. By working alongside Kompan as the play equipment supplier, the project aligns with these sustainable practices and thereby significantly reduces its potential negative environmental impact.

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?**

In the development and delivery of the Dunvegan Community Park project, DCT has placed a strong emphasis on inclusivity and equality, ensuring that individuals and groups with protected characteristics are neither excluded nor disadvantaged.

Consideration of Equalities Issues

Accessible Design: The park's design incorporates features that ensure accessibility for individuals with disabilities, including wheelchair-friendly paths and inclusive play equipment. This approach ensures that the park is accessible and enjoyable for everyone, regardless of physical ability. The sensory area included in the project design is an exemplar of this consideration and is well supported by community feedback.

Engagement with Diverse Community Groups: During the consultation phases, DCT actively engaged with as many community members as possible, including those representing protected characteristics. This engagement helped identify specific needs and preferences, which have been integrated into the project design.

Community Feedback Mechanisms: The trust established feedback mechanisms such as surveys and community forums, both online and offline, to gather diverse viewpoints on the project design. This inclusivity in the feedback process ensures that the needs of all community members, including those with protected characteristics, are considered.

Ensuring No Exclusion or Disadvantage

Equality Policy: DCT adheres to an organisational equality policy that underpins all its projects. This policy guides the project development to ensure that discrimination is avoided, and equality is promoted.

Targeted Outreach: Since deciding to register as a SCIO and become a proactive vehicle for community development, DCT has made a concerted effort to communicate with groups that are often underrepresented in community decision-making. This includes targeted outreach to elderly residents, youth, and families with young children, ensuring their needs and voices are respected.

Cultural Sensitivity: The project development has considered cultural and linguistic diversity within the community. Community engagement has recognised a desire for the Gaelic language to be recognised in the project, with plans being developed to incorporate this in the park design.

Monitoring and Adapting: Throughout the project implementation and post-completion, DCT will continue to monitor usage and feedback, adapting and making improvements to ensure the park remains inclusive and accessible to all.

Ensuring Inclusivity in Project Activities

Public Events and Publications: In holding public events and producing publications, DCT follows guidelines to ensure these are inclusive and accessible. This includes considerations for location accessibility, materials in various formats and inclusive communication strategies.

Web Content Accessibility: The project's online presence, including its website and digital materials, adheres to accessibility standards. This ensures that individuals with visual or auditory impairments can access information and participate in digital consultations.

Conclusion

The Dunvegan Community Park project, guided by a commitment to equality and inclusivity, has been developed with a focus on ensuring that all community members, particularly those with protected characteristics, are not excluded or disadvantaged. Through thoughtful design, targeted outreach, and adherence to equality policies, the project aims to be a welcoming and inclusive space for the entire Dunvegan community.

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	2 (on self-employed contracts)
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

Budget Heading	Details	Revenue or Capital	Amount (£)
EQUIPMENT AND INSTALLATION	All materials and installation costs	Capital	179810.76
STAFF COSTS	DO support (16 weeks @ 4 hours per week)	Revenue	1280
		Total revenue expenditure (£)	**1280**
		Total capital expenditure (£)	**179810.76**
		TOTAL PROJECT COST (£)	**181090.76**

VAT included in these costs?	Yes ☒ No ☐

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	Costs have been obtained via a detailed quote from playpark equipment specialists Kompan. The Community Park Committee (the subgroup of DCT made up of volunteers spearheading this project) did approach two alternative suppliers for quotes : Creative Play and Wicksteed, but neither quoted. Kompan was the first choice for the committee, for many reasons outlined in this application form including: ○ Kompan uses sustainable raw materials ○ Kompan uses recycled waste sources, such as outworn fishing nets, synthetic textile waste, and post consumer waste
5.3	**Please explain how your project will achieve value for money.**	Kompan have very kindly agreed to honour their original quote despite it being expired. Due to recent increases in materials costs, it is not possible to achieve better value for money from an alternate provider.

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 (£)
Community Donations	YES	NA	7016
DCT Reserves - Ben Aketil Wing Farm Community Benefit Fund	YES	NA	30,000
The Highland Council Local Amenity	YES	NA	30,983
Match Funding Still TBC	No	April 2024	75591.76
		TOTAL MATCH FUNDING (£)	**67999**
		CRF GRANT REQUEST (£)	**37500**
		TOTAL PROJECT COST (£)	**181090.76**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	In addition to ongoing fundraising efforts, Volunteers shall assist with the clearing of the existing playpark site, prior to the delivery of materials.

6.4	**Please explain why public funding is required to deliver the project.**	While we understand the funding constraints of the CRF, and why we are only invited to apply for £37500, which is half of the amount of our EOI, if by any chance additional funds do become available we would gratefully accept them. Dunvegan Trust are committing a significant sum to the community park, but we are also committed to other areas of local regeneration, projects which focus issues like the lack of affordable housing and land, and the lack of infrastructure available to those who live in NW Skye. Rural communities across the h&i are increasingly having to deliver what used to be provided by the council or central government - and we absolutely need public funding to do so. Residents of depopulated communities can only volunteer so many hours and raise so much money themselves - and we are in much need of regeneration in Dunvegan. "All children and young people have the right to play and the right to learn as enshrined in the UN Convention on the Rights of Children. Playing outdoors enhances learning and is fundamental for children and young people to thrive in health, wellbeing and development. It is our shared responsibility to support and enable all of Scotland's children and young people to access our diverse greenspaces and natural landscapes and to empower them to enjoy these spaces for the purposes of playing and learning. We commit to working together to meet these responsibilities."

6.5	**Please explain what the remaining bank balances are for in your accounts.**	Remaining funds are restricted to either distribute community benefit funds from Ben Aketil Wind Farm for local groups and educational grants, and to go towards other DCT initiatives, such as a project to purchase and refurbish an iconic local building to use as office space, commercial space, community workshop space, community gym, and childcare facilities. DCT is also in the process of purchasing land for community housing and crofts, all of which will require our own funds as well as funding from other sources, so we cannot fully fund this project.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	Unrestricted funding is to maintain a reserve fund in case of cash flow issues or exceptional community demand, although we have contributed £30,000 of unrestricted funds.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	N/A
7.3	**How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?**	N/A
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	The project is not income generating and long-term interest charges on a bank loan would not be a responsible use of community funds.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐

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

Funding	Date	Amount £	Public Subsidy?
Scottish Land Fund Stage 1	08/09/2023	£16,804	Yes ☐ No ☒

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

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

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

Signature: **Print:** JASON BOLD	**Date:** 24/11/2023

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

9	**Confirmation of match funding letters**	**Yes** ☐ **No** ☐ **NA** ☒
10	**Permissions – i.e. planning, building warrants, marine licences**	**Yes** ☐ **No** ☐ **NA** ☒
11	**Business plan (income generation projects only)**	**Yes** ☐ **No** ☐ **NA** ☒
12	**Job descriptions (for CRF funded posts)**	**Yes** ☐ **No** ☐ **NA** ☒
13	**Evidence of control/ownership of asset – i.e. lease, title deeds**	**Yes** ☐ **No** ☐ **NA** ☒
14	**Partnership agreement**	**Yes** ☐ **No** ☐ **NA** ☒
Reason for missing documentation: A valid insurance policy is not yet a requirement of the project, this shall be arranged following the successful completion of the fundraising phase.		

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: CRF2267

Organisation: Dunvegan Community Trust SCIO

Project Title: Dunvegan Community Park

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

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

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

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

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

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

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

Addressing causes of rural depopulation (Place) Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
Project outputs	**Status (delete as appropriate)**	**Quantity**
Historical/cultural assets	supported	**1**
Affordable housing projects		**0**
Feasibility studies/development phases		**0**

Community/public transport schemes		**0**
Recreational areas	new	**1**
Sports facilities		**0**
Local amenities	new	**1**
Local infrastructure	new	**1**
Other - Please describe other outputs your project will meet that are not listed above:		

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

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

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

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

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

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

Key considerations

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

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

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

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

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

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

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

CRF Assessment Criteria Matrix.pdf CRF application Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2277
1.2	**Organisation**	Broadford & Strath Community Company
1.3	**Project title**	Broadford & Strath Community Paths Network - Feasibility Study
1.4	**Project summary you wish to be funded (max 100 words)**	Our aim is to establish a coherent, safe and attractive environment for walking, wheeling and cycling across the Broadford and Strath Community Council area. In the first instance we wish to engage a consultant to undertake a feasibility study of our current path network and look at potential path links that will enable this to happen. The work will include community consultation, surveys, mapping, identifying funding sources, and a

		final report setting out priorities. Evidence in the report would be used for future funding bids to support path construction and maintenance.	
1.5	**Project costs**	**Total project cost**	£21,000
		Match funding	£10,500
		CRF grant requested	£10,500
1.6	**Start date** ***(from 1st March 2024 unless specified when you're invited to submit a full application)***	01/03/2024	
1.7	**End date** ***(by 1st March 2025)***	31/12/2024	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	
1.9	**Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☐	Helping economic recovery and sustaining growth
		☒	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Broadford and Strath Community Company	
2.2	**Address and postcode**	[redacted]	
2.3	**Main contact name**	Jeffrey Geary	
2.4	**Position in the organisation**	Director / Treasurer	
2.5	**Contact number**	[redacted]	
2.6	**Email address**	[redacted]	
2.7	**Website address**	www.broadfordandstrath.org	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):

2.9	**Organisation registered number**	Company SC246279, charity SC034829	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒	
2.11	**If the organisation is VAT registered, please provide the number.**		
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Broadford and Strath Community Council area, Skye. The IV49 post code – see map below
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☐ No ☒
3.6	**Are you leasing the land or asset?**	Yes ☐ No ☒
3.7	**If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.**	No land or property required for this project
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	**N/A**

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Engage Consultant and hold project initiation meeting	31/03/2024
Survey and map existing and planned paths or path upgrades; liaise with landowners / stakeholders as necessary; identify opportunities	01/07/2024
Undertake community consultation re active travel attitudes and behaviour, and gaps in active travel provision	01/07/2024
Map desired routes and improvements; establish land ownership and assess feasibility / cost v benefit	01/09/2024
Undertake community consultation on draft proposals; collate results and prioritise delivery of identified improvements and new routes	01/12/2024
Produce final report	31/12/2024

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

We wish to undertake a paths feasibility study that will be the first step in establishing an improved environment for active travel across the Broadford and Strath Community Council area. By promoting active travel and reducing car use, the project will support the strategic objective **'tackling the climate emergency and working towards net zero'**.

The study will survey and map existing active travel provision, establish the status for any planned new paths or path upgrades, map desired routes and improvements to routes, and assess cost v benefit of proposals. This will involve desk research, field work, and liaison with stakeholders including landowners and local community.

A key element of the study is to undertake community consultation on current attitudes and behaviour towards active travel and identify gaps in current provision. The consultation will identify issues preventing a higher uptake of active travel; suggestions for infrastructure improvements and interventions; and the potential for behaviour change if new improved infrastructure was provided.

The final report will include a prioritised paths plan suitable for delivery over a period of c.10 years. It will include recommendations for the creation new paths and links, and for the maintenance and upgrade of existing paths. The report will be presented in a format suitable to support funding bids for path construction. It will include robust evidence that will put us in the best possible position for accessing future funding and support.

Outputs:

- Environmental awareness initiatives: The public consultation element of the study will raise the profile of active travel opportunities, identify barriers and encourage greater take-up.

- Initiatives contributing to a low-carbon economy: The study will lay the groundwork for reducing car use through increased active travel.
- Active travel routes: Through survey/mapping, public engagement and research the study will facilitate the future delivery of an improved active travel infrastructure.

The project will also contribute to **'increasing community resilience'** by facilitating an improved infrastructure that will bring both amenity benefit and support physical and mental well-being. The study will support the following outputs:

- Activities for young people: We will engage with young people to identify their needs in a future paths network.
- Wellbeing support: Active travel has proven benefits for health and wellbeing. The study will identify how a future paths network can support this.
- Spaces for people: We will ask people what paths they need and identify priorities to deliver.
- Initiatives that enable communities to stay socially connected: We will ask people what paths would improve social connectivity and this will help shape priorities in the plan.

The project will also contribute to **'addressing causes of rural depopulation'** by supporting improved local amenities and infrastructure. Outputs:

- Feasibility studies/development phases: The feasibility study will set out priority projects and identify funding opportunities and next steps.
- Local infrastructure: The project will lay the groundwork for improved infrastructure though both improvements to existing paths and creation of new paths.
- Recreational areas and local amenities: The study will consider how an improved paths infrastructure can support recreation and amenity.

A better paths infrastructure will also help **tackle poverty and inequality** by enabling people of all ages and abilities to walk, wheel or cycle safely in our area.

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

An improved paths infrastructure has the potential to benefit all those who live and work in Broadford and Strath. However, we want to ensure that improvements prioritise those most in need. The Feasibility Study will achieve this by conducting an objective needs analysis and through extensive community and stakeholder consultation. It will then establish a holistic and robustly evidenced picture of needs and priorities.

We anticipate that the following groups will benefit in particular:

- Young people: by establishing safe routes to the new Broadford Primary School / South Skye community campus, and an appropriate network for outdoor recreation and learning
- People with physical disabilities: The study will include an accessibility audit of existing paths and routes, and will identify barriers and opportunities
- Economically disadvantaged people: An improved network will make it easier for those without access to cars to use active travel both for everyday journeys and for leisure

In addition, we anticipate that an improved network will also benefit people visiting our area through the provision of new and improved leisure paths. There may also be the potential to create connecting paths that help alleviate tourism pressures and reduce car use. This will support 'slow tourism' and encourage people to spend time - and money - in our area, which will bring economic benefits to all those involved in the tourism economy.

Effective consultation with all sectors of the community is an important element of the project. The consultation will seek to identify any blocks or issues preventing a higher uptake of active travel; views on the current infrastructure provision; suggestions for improvements, new links, or key destinations; any interventions required to encourage a higher uptake in active travel use; and the potential for behaviour change if new improved infrastructure was provided. This will ensure that any future investment is put to best use.

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

The health benefits of walking, wheeling and cycling are well evidenced. (See e.g. Public Health England, 'Cycling and Walking for Individual and Population Health Benefits', 2019; Glasgow Centre for Population Health, 'Getting Scotland Walking: A Case for Action', 2022; and numerous other studies.) More locally, a cohesive active travel network will benefit all sectors of the population including younger people, older people, Disabled people and those with health issues.

Community consultation for Broadford's new primary school and community campus has highlighted the need and desire for improved active travel provision locally, and the need for 'safe routes to schools'. We are also aware of a number of ideas for new path links that have been suggested by local residents.

The environmental benefits are also well evidenced, both at government policy level and through organisations such as Sustrans.

The project supports the following headline outcomes for Highland Local Plan (adopted 2019)

- Communities are better supported to become more self-reliant, to have more pride in their area and identity, to diversify their populations, and to have more control of local resources.
- A higher proportion of journeys are shorter, safer, healthier, more reliable and made in a carbon efficient way.

It also fits with the following placemaking priorities for Broadford (p114)

- Expansion of recreational tourism activity to the west of the village including extension of green networks.
- Promote active travel links to the village centre.

The Plan also highlights that an 'Active travel connection [is] required between the [new hospital] site and the village centre' (BF13).

In addition the project will support Outcome 4 of Skye & Raasay Future: 'Transport Infrastructure – An integrated and well-maintained network of high-quality sustainable transport options which support social inclusion, a competitive economy and deliver the wider ambitions for the area.' This report identifies the 'over-reliance of private car ownership' and 'limited availability of … routes perceived as being safe for active travel'; there is a recommendation to 'support the delivery of active travel infrastructure and help set a new standard for the future'. The report also recognises that 'paths are an important part of Highland's tourism infrastructure for both visitors and residents'; and that 'offering clearly identified, safe and convenient active travel opportunities with suitable facilities at the destination can be a major contributing factor in the push to get people to use alternatives to car transport'.

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

Local organisations and individuals have welcomed the proposals: see **letters of support from Skye & Lochalsh Disabled Ramblers** and **'MySelf-Management'**, which supports individuals with long-term health conditions.

The feasibility study will complement the work carried out by Skye Connect as part of the Skye Cycle Network project through additional community engagement and the inclusion of footpath routes - see **Letter of Support from Skye Connect**.

We are aware of a number of ideas for new path links that have been informally suggested by local residents (such as a footpath linking the new hospital with the existing path alongside Broadford Bay). One local resident has gone so far as to create a footpath himself between the Primary School and local housing – though this does not currently meet accessibility or maintenance standards. The **Letter of Support from Mark Crowe**, former Outdoor Access Officer at The Highland Council, highlights BSCC's track record to date in improving local path links, and the importance of a well-conducted feasibility study to inform future priorities and support behaviour change.

Support for the project is underscored by the extensive consultation that has taken place over the past 5 years for the Skye Cycle Way, an ongoing project to create an active travel route for all users between Broadford and the Skye Bridge. Surveys, events and consultation activities have all indicated broad support for more active travel opportunities locally – on foot, wheelchair/mobility vehicle and by bike. An extensive survey in 2018 revealed some of the barriers to active travel, many of which apply the wider Broadford & Strath area. Examples of feedback: "There are not enough safe paths for disabled people with scooters and wheelchairs to use, in the area." "My hubby is disabled and we would love to walk on a path suitable for bikes and wheelchairs." "I have a mobility scooter and love exploring the countryside." "Good to encourage more outside activity in a safe environment. Good for mental health." A schools feedback event in 2023 underscored the importance of providing safe routes to schools ("I would cycle but the roads are too busy"; "There are not many safe places [to walk and cycle] where I live.")

A steering group with representation from different sectors of the community will ensure that the project keeps on track in terms of addressing local need and opportunity.

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

The completed feasibility study will provide ongoing direction for future developments and funding applications. The steering group will remain active beyond project completion and will work with Broadford & Strath Community Company volunteer directors and staff to drive project recommendations forward. BSCC has an excellent track record of project delivery, including path networks, and of raising external funds.

Paths for All, who are providing match funding, are strongly supportive of this work. They have previously funded BSCC paths initiatives and provided us with very positive feedback when we met with them earlier this year. They have potential funds available to support path construction (e.g. via their Ian Findlay fund).

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

Public engagement: The public consultation will raise the profile of the existing paths network and encourage volunteers to come forward to get involved to support future development. It will also raise the profile of the benefits of active travel.

Physical infrastructure: The study will lay the ground work for delivering lasting benefits to our area's paths network, both by improving existing paths and creating new ones; this improved infrastructure

will bring a range of benefits for people, place and environment. The final report will provide a robust evidence base and needs assessment that will support future funding bids. Broadford & Strath Community Company has an excellent track record of delivering infrastructure/paths projects, including the Marble Line Path, Heritage Trail, Community Woodland Paths and most recently (2023) Elgol path. We are therefore well placed to take forward priority projects, working in partnership with other organisations as appropriate.

Behaviour change: The project will include community consultation regarding active travel attitudes and behaviour, and barriers to uptake of active travel. This data will inform future plans to encourage a modal shift away from car trave and towards more environmentally friendly options.

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.**

A commitment to the environment is core to Broadford & Strath Community Company's long-standing mission: to improve the natural and built environment of Broadford and Strath, and ensure it is a desirable place in which current and future generations enjoy living, working and spending time.

The project is designed to support net zero ambitions by encouraging active travel and reducing car dependency. As part of the cost-benefit analysis the feasibility study will identify any potential negative environmental impacts (e.g. biodiversity loss through the creation of new path routes) and opportunities for mitigation.

During project delivery, the freelance consultant will minimise car travel by using home working, video conferencing and active / public transport where possible. We will mitigate negative environmental impacts at public events by organising events in venues that are easily accessible by foot and public transport, and encouraging use of active travel options.

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?**

Broadford and Strath strives to be an inclusive community and our projects are for all of the community to enjoy. We do our best to ensure that people are treated equally and fairly in all activities and have an equal opportunity to make the most of their lives and talents. Broadford & Strath Community Company believes that no one should suffer less favourable treatment on the grounds of age, race, class, gender, gender identity, religion / belief, sexuality and disability. Our Equal Opportunities Policy set out the steps we are taking to promote equality of opportunity and access, eliminate discrimination, and provide positive action.

The public consultation will be designed to give all members of the community the opportunity to make a meaningful contribution. Informed by Equalities Guidance (provided by Highland LEADER and others) we will provide a range of inclusive ways to participate and use different methods to appeal to different ages and genders (e.g. events, social media, online survey). We will make use of networks and intermediary groups to engage with specific audiences e.g. younger people, older people and Disabled people. Our publicity and consultation materials will use clear and accessible language. Events will be held in accessible venues at appropriate times. We will capture information

about demographics and protected characteristics to ensure that views of all sectors of the community are represented.

The final report will include recommendations for path improvements and new routes. Highest priority will be given to interventions that benefit those in the greatest need, i.e. those who are disadvantaged economically or because of protected characteristics.

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

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☐ No ☐ Applied ☒
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	Full time equivalent: 2.55 PAYE, 2.2 freelance
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☒ Suggestions Schemes ☐ Intranet/Online Platforms ☒ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET	
5.1	**Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the**

fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.

Budget Heading	Details	Revenue/Capital	Amount (£)
Consultancy fee incl VAT	Costed at 43 days @ £350 / day plus VAT if applicable @ 20%; day rate includes public engagement expenses	Revenue	18,0
Coordination costs - salary	BSCC Community Coordinator additional time, 17.5 days @ £160/day (£20 / hour freelance, no VAT)	Revenue	2,8
Overheads	Coordination Costs - internet, lighting, heating, accountancy etc.	Revenue	2

	Total revenue expenditure (£)	**21,0**
	Total capital expenditure (£)	
	TOTAL PROJECT COST (£)	**21,0**

VAT included in these costs?	Yes ☒ No ☐

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1.**	Consultancy fee based on typical rates as advised by Paths for All (match funder) for this type of work. Recent indicative quotes from qualified consultants

	These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	attached (£17,970 and £16,800 respectively, incl. VAT) attached. Coordinator based on market rates - freelance hourly rate for 2024. Overheads below standard 10% as per guidance.
5.3	**Please explain how your project will achieve value for money.**	BSCC has extensive experience of managing diverse projects and has processes in place to ensure effective use of public funds. We will comply with funder requirements for the procurement of all goods and services. Suppliers will be selected on the basis of best value, with our assessment balancing expertise & experience, project approach and price. The CRF funding will lever over £10k of additional external funding (confirmed by Paths for All), bringing a very good return for this public investment.

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 (£)**
Paths for All	Yes	10.8.23	10500
		Total match funding (£)	**10500**
		CRF grant request (£)	**10500**
		Total project cost (£)	**21000**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	Volunteer input by project steering group – value c.£1.5k Management input by volunteer directors – value c.£1k Use of BSCC facilities for public consultation and other events – value c.£1k
6.4	**Please explain why public funding is required to deliver the project.**	Without the CRF funding we will not be able to access the £10500 grant confirmed from Paths for All, as it requires match funding of 50% project costs. We would therefore lose the opportunity of this external investment and be unable to proceed with the project. We have applied to CRF because there are very few other funders who will support developmental / feasibility work. External funders have a preference for built projects (e.g. path construction and maintenance). When the feasibility study is completed we will be in a good position to successfully apply to these other funds to deliver priority construction and maintenance projects.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	[redacted]

		[redacted]
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	Our unrestricted funds are pre-allocated in our Designated account to the following specific annual commitments in 2023-24: -Legal and Statutory [redacted] -Repairs and Maintenance [redacted] -Match Funding [redacted] -Capital [redacted] -Project officers [redacted] -Audit [redacted] For 2023-24 due to the absence of any external core funding specifically for staff we have re-organised our resources to cover just the essential costs: Legal and statutory / R&M / PO's / capital / audit. It leaves nothing for project allocation.

SECTION 7 – INCOME GENERATION		
7.1	**Will the project generate income?**	Yes ☐ No ☒ (only indirectly by putting us in a better position to apply for external funding for future paths development)
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?**	The feasibility study will identify how we can support organisations/businesses as well as individuals. We will be consulting with them extensively and do not anticipate any negative impacts. All organisations/businesses consulted so far are supportive of the project.
7.4	**Have you considered taking out a loan for the project?**	Yes ☒ No ☐
7.5	**If not, please state why?**	We have considered a loan as we do with all our activity, but this type of activity is not

		typically debt funded. The project would not generate a return in its own right. The decision not to take out a loan is in line with our Risk Management policy.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
7.7	**If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.**	

Funding	Date	Amount £	Public Subsidy?
Scottish Govt: Aspiring Communities Fund, Climate Challenge Fund, Covid Recovery Fund; HMRC: Job Protection Scheme (Covid); HIE: Covid fund, Community Led Infrastructure Fund; Highland Council: Comfort Scheme, Ward Discretionary Fund; National Lottery Community Fund	2020-21	£233,301	Yes ☐ No ☒
HIE; Highland Council: Comfort Scheme, Highland Coastal Communities Fund, Community Mental Health & Wellbeing Fund, Nature Restoration Fund, HERO, Rural Tourism Infrastructure Fund, HOPE; National Lottery Community Fund	2021-22	£98,363	Yes ☐ No ☒
Scottish Govt: DTAS Cost of Living Fund, NCLF, KSB, Pockets & Prospects, Inspiring Scotland; HIE; Highland Council: Place Based Investment Fund, RTIF, HERO, HCCF	2022-23	£311,580	Yes ☐ No ☒
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION		
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	
I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them. ***The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.***		
Signature: [redacted] **Print: Jeffrey Geary**		**Date:** 23/11/2023

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: 2277

Organisation: Broadford & Strath Community Company

Project Title: Broadford & Strath Community Paths Network - Feasibility Study

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

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

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

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

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

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

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

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

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

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

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

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	supported	**1**
Initiatives contributing to a low-carbon economy	supported	**1**
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	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:		