

Agenda Item	4
Report No	PLN/02/24

The Highland Council

Committee: Badenoch & Strathspey

Date: 12 February 2024

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Executive Chief Officer Infrastructure, Environment & Economy

1 Purpose/Executive Summary

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

Within Badenoch and Strathspey the following allocations are available for distribution in 2023/24:-

- Place Based Investment Programme (capital) - £197,384.60; and
- UK Shared Prosperity - £26,407.84 (£19,459.36 capital / £6,948.48 revenue)

Total funds 2023/24 - £223,792.44

1.2 Broad eligibility criteria for the fund is as follows:

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

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

Projects should be able to demonstrate that they are:-

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

1.3 In summary the position in Badenoch and Strathspey at Area Committee on 12 February 2024 is as follows:-

- Available Funding – £223,792.44 (£216,843.96 capital /£6,948.48 revenue)
- Number of applications for consideration – 6
- Total value of grant requests - £127,314.40

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

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

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

2 Recommendations

2.1 Members are asked to:-

- Consider** the applications presented and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest;
- Agree** the approved CRF grant award for each application up to the value of the available area allocation;
- Agree** to ringfence an allocation of £80,000 Community Regeneration Funding 2023/24 towards the Member identified priority of refurbishment of the pedestrian link at Glenmore, and request that the full application for funds is brought for consideration at a future committee; and
- If there is a balance of funding remaining, **agree** to ringfence remaining grant within the 2023/24 allocation to deliver area priorities identified through work to develop an area-based plan, subject to full applications being brought to a future committee meeting for consideration.

3 Implications

3.1 **Resource** - Badenoch and Strathspey have available funding of £223,792.44. Applications under consideration total £127,314.40 therefore there is no resource implication in approving the funding awards as requested.

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

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 15 January 2024

Authors: Fiona Cameron, CRF Programme Manager
Alison Tanner, Project Officer
Fiona Hepburn, Project Officer

Background Papers: None

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



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).i

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2154	
1.2	Organisation	Newtonmore Playpark Upgrade	
1.3	Project title		
1.4	Project summary you wish to be funded (max 100 words)	Upgrade of Newtonmore Playpark	
1.5	Project costs	Total project cost	£130,000
		Match funding	£ 100,000

		CRF grant requested	£30,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	Click or tap to enter a date. 01/04/2024	
1.7	End date (by 1 st March 2025)	Click or tap to enter a date. 07/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

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

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

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Clune Terrace, Newtonmore. PH20 1DX
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	Land owned and maintained by Highland Council
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL											
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.										
<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Replace current play equipment</td> <td>Click or tap to enter a date. 07/2024</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Replace current play equipment	Click or tap to enter a date. 07/2024		Click or tap to enter a date.		Click or tap to enter a date.		Click or tap to enter a date.
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	Click or tap to enter a date.
	Click or tap to enter a date.
4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.7, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.
<p>We are confident making improvements to Newtonmore Playpark will contribute towards the resilience of our community. This space has been neglected for decades and is in much need of some new equipment to offer our families a safe, stimulating place to play in.</p> <p>We have worked through a process of community engagement and consultation over the lifetime of this project to ascertain exactly what the children and young people's needs are. This has taken place in the Primary school as well as in the community through our Community Action Plan conducted by VABS. We have worked closely with THC suppliers who have listened to our requests and designed a playpark plan with appropriate equipment that is both challenging and stimulating for our children. It has taken into account the different needs of children including children with physical disabilities and neurodiversity.</p> <p>The support from the community has been exceptional and we could not have asked for more, families contributing their time to organise fundraising events to simply giving money. It is clear this project is much needed and will be much valued in the community. The commitment from a small team of volunteers has also been exceptional, particularly through the challenges of the pandemic.</p> <p>We know there is demand for making improvements to this playpark, the closest playpark is in the Highland Folk Park and the next in Kingussie. Whilst they are relatively close, this playpark is situated in the centre of a housing estate where many families live, therefore more convenient and more importantly a local place for children to gather, play with their neighbours and peers, and a place for families to meet and offer each other support whilst bringing up their families.</p> <p>Consultations have been thorough, we have shown children some ideas of play equipment, let them choose their favourites and discussed with parents' suitable equipment. Keeping the momentum of the project has without doubt been a challenge particularly during and coming out of the pandemic however we know the wider community is very supporting in the project which can only be reflected by their generosity, to date we have raised over 35k from the community, this will include payment in kind to help with the initial groundworks. The community has turned out for small community fundraisers and climbed Ben Nevis as a demonstration for their commitment to raising funds.</p> <p>Once this project is installed we know it will be well used by all ages. As the fundraising stage draws to a close soon, families involved in this stage will have the legacy and pride of knowing their hard work will be long lasting. It will provide long term benefits to the overall health and well-being of families who will use this space and indeed the wider community and beyond. As playparks are improved we will see other families outwith the area visiting it too. Once we have raised all the necessary funds, the next stage will be handed back to the THC to install and provide maintenance of the play equipment which will be critical for the longevity of it.</p>	

Our consultation has been clear to included play equipment that will offer a safe yet stimulating experience for neuro-diverse children and those with a physical and learning disabilities. From the onset of this project we have been very clear about meeting these needs and are content the designs offered have taken this into consideration.

We know there will be some work required to reinstate some of the ground that will be disturbed taking out the old equipment and installing the new pieces. With this in mind, we will ensure we have briefed the contractor who has offered to donate his time and machinery to us to make sure he reinstated the ground as best as possible. We would like to where possible to plant some bulbs and wildflowers to help mitigate the impact where possible.

We have raised over 30k from community fundraising and donations, we are waiting to hear about another funding application for 10k, therefore this contribution will almost match what we have already raised. We are confident we will reach our target of 100k with continued community efforts and support from VABS to source the last amount required.

It is our understanding that this project offers value for money to the Newtonmore community and beyond. Investing in supporting the mental health and well-being of our children from an early age is important. We see the Playpark and place to offer this by giving them the opportunity to play with their peers, learn to take risk and be part of their community that gives them a nurtured start to their lives before they grow up, decided to invest in other places or stay and offer the same experience for the next generation. We believe strongly we must collectively support our children in their own communities and the transformation of this playpark will offer that.

If we are not successful with this fund, we will need to reconsider the overall size of the project. This would be disappointing however the efforts gone into the project has been hard for the volunteer parents to sustain and we do not have endless amounts of time and energy to give. We must equally be realistic as well as optimistic.

4.3	How will the project benefit local communities or the local economy?
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The playpark is located in the heart of relatively big housing estate where many young families live, it is the only place in our village children can gather and play with their friends safely. None of the current equipment can be used by children with disabilities, which is one of our main priorities we would like to address. We intend to include new play apparatus that will be inclusive to all. Our Primary School Head Teacher is very supportive of our project, and has expressed the importance of the space cannot be underestimated for the development of gross-motor skills, cooperation skills and being a safe space where the children can run about and play. We have a school roll of around 114 children who will regularly use the play park as there is no such facility at the school or anywhere else in the village. The importance of this project for the children, young people, parents and carers within our community is vital.

It is a vital and important project for our community, coming out of the pandemic has only emphasised the need to make improvements to it, for the overall physical, mental and emotional health and wellbeing of our community, children, young people, their parents and grandparents. Once the new equipment is installed we are confident it will offer an inviting place in our community to come together.

4.4

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

As mentioned above, the need is great for the park to be upgraded to be accessible by all children in our community and the local Primary School Head Teacher is in support of our project. It also featured as a high priority in the Community Action Plan carried out for Newtonmore by VABS in 2022. In partnership with the Community Council, Parent Teachers Association, Church, Community Trust, the community identified upgrading the playpark is one of the main priorities for the whole community. This is encouraging for the group who have been fundraising tirelessly for the past 3 years.

4.5

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

We have held several meetings over the time of this project, in the local primary school and in the community during some of our fundraisers to ask people about what improvements they envisage for the playpark. This has been an important and essential part of the process and one one key issue highlighted the importance of making sure we include accessible, inclusive play equipment to support children with disabilities. In addition to the ongoing consultations we have held, the Community Action Plan open afternoon carried out by VABS highlighted the need for the upgrading of the park and that it was of the main priorities for the whole community.

4.6

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


Highland Council will maintain the playpark equipment


4.7

What will be the lasting benefits and legacy?

This project will be a massive benefit to the community. The children will be able to play with more inviting and stimulating equipment and we will be able to support all children in the community, including equipment for children with special needs. There is currently no equipment accessible to all children and this is one of our focus'. All children will be able to access the new equipment. We recognise the importance of play in the development of a child's life, creating this new playful environment will help with the mental, physical and over all well-being of our children as they grow up.

<p>4.8</p>	<p>Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.</p>
<p>We are fortunate that the area of land we are installing the equipment is surrounded by some woodland which will not be compromised. The surface area of the development is not going to increase therefore the impact towards any environmental damage will be minimal. The groundworks for the project will be done carefully by a qualified contractor and reinstated well. If necessary, we will plant shrubs around the area to help with reinstating the surrounding landscape.</p>	
<p>4.9</p>	<p>In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?</p>
<p>One of our main focus' of the project has been that all children must be and feel included. AS previously mentioned there is no accessible playing equipment in the current park and we have ensured from the onset the play equipment and space will take into account all the needs of our children. Each and every child that visits our playpark regardless of ability has the right to play and our vision is to ensure this will happen. We have spoken to parents we know who have children with physical disabilities and asked them about suitable choices of equipment, we've also spoken to children from the local primary and secondary school about their choice of equipment, including children with additional needs, including neuro diverse children who may need a quiet space to play. We believe we have done this sensitively and heard their requests.</p>	
<p>4.10</p>	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information.</p>

<p>Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <p> FWF statement and declaration template.c</p>	
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>5</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

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

Budget Heading	Details	Revenue/Capital	Amount (£)
Spinner Bowl including instalation			911.00
Crazy Gander Springer including instalation			1,391.00
Toddler Climbing frame including instalation			19,705.00
Wheelchair Carousel, including instalation			8,858.00
Twin Ring Sky Carousel including instalation			3,302.00
Jumper Square including instalation			4,765.00
Spica 1 including instalation			1,454.00
Flexus Terra including instalation			4,378.00
Wehopper including instalation			4,560.00
Playframe including instalation			29,713.00
Swing Frame, including instalation			6,046.00
Playsystems DDA Swing Seat with chains			755.00
Swing Frame, KSW924 Custom Variant			5,856.00
██████████ Cocowave Pendulum Swing			13,809.00
██████████ Grass Mat and instalation			4,504.25
wet pour			19,992.75

	Total revenue expenditure (£)	0.00
	Total capital expenditure (£)	0.00
	TOTAL PROJECT COST (£)	130,000.00

VAT included in these costs?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	From quotes from play equipment provider ██████████
5.3	Please explain how your project will achieve value for money.	Our 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 (£)
Community Fundraising			
			Total match funding (£)
			0
			CRF grant request (£)
			Total project cost (£)
			0

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	In kind support of £14,774.90
6.4	Please explain why public funding is required to deliver the project.	We have worked hard raising money in the community over the last three years but still need £30,000 to help with the remaining amount.
6.5	Please explain what the remaining bank balances are for in your accounts.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	N/A

SECTION 7 – INCOME GENERATION

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

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

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: [REDACTED]

Print: Kirsty Biddiscombe

Date:

Click or tap to enter a date.

10/11/2023

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number:

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

Increasing community resilience (People)

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

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new	1 new playpark
Wellbeing support initiative	supported	
Spaces for people	new	
Initiatives that enable communities to stay socially connected	new	
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	
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	N/A	
Affordable housing projects	N/A	
Feasibility studies/development phases	N/A	
Community/public transport schemes	N/A	
Recreational areas	improved	
Sports facilities	improved	
Local amenities	supported	
Local infrastructure	new	
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 (delete as appropriate)	1 new playpark
Training courses delivered/learning days of people receiving training	N/A
Town center improvements	N/A
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	enhanced	1 new Playpark
Initiatives contributing to a low-carbon economy	supported	1 new playpark
Waste, recycling and circular economy initiatives	new/supported/enhanced	n/a
Community renewable energy schemes	new/supported/enhanced	n/a
Community assets to become more energy efficient	new/supported/enhanced	n/a
EV charging points installed	new/supported/enhanced	n/a
Active travel routes	new/supported/enhanced	n/a
Community food growing initiatives	new/supported/enhanced	n/a
Community green space	new/enhanced/safeguarded	n/a
Biodiversity conservation initiatives	new/enhanced/safeguarded	n/a
Marine conservation initiatives	new/enhanced/safeguarded	n/A
Other - Please describe other outputs your project will meet that are not listed above: We reduce the number of car journeys made to other communities for children to play in other Playparks.		



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).j

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2204 Kingussie Tennis Club - Phase 3
1.2	Organisation	Kingussie Tennis Club
1.3	Project title	Phase 3 upgrade
1.4	Project summary you wish to be funded (max 100 words)	Following the lease agreement with Highland Council in 2021 to 'save' the tennis courts in Kingussie, the newly formed trustee group began much needed improvements to the facility. Extensive works involving a huge number of community volunteers saw the Clubhouse restored and hugely improved.

		<p>The Club playing facility includes 4 'blaes' courts. This surface comes with the greatest amount of ongoing maintenance.</p> <p>A huse issue for blaes courts and pitches is the essential watering to provide the most stable, safe and consistent surface. Manual watering is not effective or manageable.</p> <p>Continually replacing blaes is very expensive.</p>	
1.5	Project costs	Total project cost	£23500
		Match funding	£6,000
		CRF grant requested	£17,500
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/02/2024	
1.7	End date (by 1 st March 2025)	01/05/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Kingussie Tennis Club	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Kenny Deans	
2.4	Position in the organisation	Trustee	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.kingussietennisclub.org.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO

		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	CRF2204 / SC048014	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2.11	If the organisation is VAT registered, please provide the number.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	PH211LD
3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	20 year lease signed April 2021 with Highland Council
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Site preparation; including the establishment of a slab base for water tank.	April 2024
Site preparation; access preparation including hardcore and plant hire.	01/04/2024
Installation of water tank; pump; pipeworks; sprinklers and electrics.	30/04/2024
Installation of remote booking entry access gate.	30/05/2024

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.

Recovering from Covid and some of the issues around social isolation and mental health in the community has been recognised in the Community and the Tennis Club and the venue is very much part of the community.

Creating health promoting opportunities to improve physical and psychological health in the community has seen the Tennis Club offering a social setting with inclusive activity on an informal basis as well as local and fun. Refreshments are offered on the twice weekly 'club' sessions.

Specific coaching opportunities for novice or returning (rusty racquets) to encourage new membership.

Targeting young people who were most impacted by the pandemic is a focus for the Club.

The renovation completed to date has brought members together working towards a common goal

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

The Town has had courts for over 100 years and the Tennis Club as the custodians want to ensure that we offer an accessible and a quality venue where everyone is welcome.

The Tennis Club will offer the LTA 'Clubspark' access scheme allowing non members and visitors to book from their phones ahead of time and use the courts.

Tourists to the area are usually looking for activities and facilities to enjoy. Our adopted system is recognised across the UK as an easy and remote way of booking the provision.

Local Hotels and accommodation providers highlight the various facilities available to visitors. They clearly recognise the importance of modern leisure facilities.

Local provision promotes the town as somewhere to invest and live and what the Tennis Club is developing will be advantageous.

Providing a four-court facility helps the local High School to engage in a broader recreation programme for core classes as well as elective groups in the senior school.

4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>In remote and rural areas divorced from the resources easily accessible in urban areas mean we need all the available volunteers and support to run, organise and manage opportunities on our doorstep that we have. Improving them is every bit as important in rural areas as it is in towns and cities.</p> <p>Going beyond restoration but developing the Tennis facilities to an improved and modern facility in a rural area providing accessible participation to the widest possible number of people.</p> <p>This will provide greater opportunities for the community to learn to play, to improve and to compete as well as join with others in a community venture.</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>We have attracted support in kind; financially and in principle from Kingussie and Vicinity Community Council; from Kingussie Community Development Company; Kingussie High School and Kingussie Primary School.</p> <p>The locally elected Highland Councillor and the elected Board Member for the Cairngorm National Park Authority both support the developments at the Tennis Club.</p> <p>The local plan is out of date and past it's lifespan and does not recognise any current local objectives. The plan is scheduled to be reviewed and we would be confident that the project would be identified as a supported project.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The company who has quoted for the work have the contract at Kingussie Golf Club and are regularly in the area servicing equipment.</p> <p>The system being proposed at the Tennis Courts is a modest and simple system which they expect to have minimal maintenance and given the courts are closed from November to April and drained down by the Tennis Club we have been re-assured that the project will require very minimal maintenance and very low potential costs.</p>	
4.7	What will be the lasting benefits and legacy?
<p>Signing the lease two years ago effectively saved the facility from likely closure.</p> <p>The local Tennis group were prepared to take on the 'asset' but also the liability of a declining facility which over a period of several years had not had the necessary support to facilitate even basic maintenance resulting in the site and building being in a very poor state of repair.</p> <p>The Club instituted a Business Plan to move things forward to promote not merely the sport of Tennis but a culture of engagement and fun based activity around a green health agenda. Club sessions are based around participation rather than competition. These have a strong social component.</p> <p>A variety of 'come and try' events have been hosted to target various under-represented groups.</p> <p>The plan involved extensive 'volunteering' across the membership to improve and develop the clubhouse facility. It also involved small grants being won to engage professionals to engage with specific electrical and joinery tasks to deliver accessibility for all.</p> <p>Step two was engaging a qualified coach to deliver coach education for children; beginner of returning players as well as advanced/ intermediate players. This was achieved and costs for youngsters was supported by the club.</p>	

Membership fees were kept exceptionally low to encourage membership. e.g. £5 for all under 18 for unlimited access to tennis.

There are several very specific issues with running 'blaes' courts. In addition to involving significant ongoing maintenance and meaning we can only operate from April to November. (Often May – September). Dry blaes just wants to blow away and at £450 per tonne it's challenging to retain. It is recognised as a desirable surface if properly managed.

Improvements to the court surface in periods of extreme drought is felt to be essential to ensure the courts are safe and provide a reliable surface to help develop key skills and of-course to host visiting teams and competitions.

Building back up the facility is a key step to promoting the potentially excellent resource as well as allowing players to develop and compete across the North.

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.

Minimal impact of the works is anticipated. The nature of putting in pipes between the existing courts means we will be exceptionally cautious and careful as the surface is what we are trying to enhance.

In terms of waste reduction – effectively managing the moisture content of the blaes surface will reduce the drying out process and the inevitable loss of dry blaes by wind and heavy rains. Our experience is that we lose considerable blaes by wind and by flooded courts.

Sustainable management - effective management of surface moisture will reduce the loss of material and in turn reduce overall maintenance costs allowing the Club to redistribute capital to other activities to promote tennis specifically and also invest in the widest possible inclusion.

The system being sought means we can irrigate the courts much more effectively and at off peak times to avoid excessive evaporation. Being completely remote this also reduces volunteer time with the manual watering.

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 Tennis Club is open to all. Members and non-members can book remotely and receive a code to access a court.

Membership fees for children under 18 is currently £5 for unlimited access for a year. Adult membership is £43 and couples is £76. This is the most competitive pricing in the League.

We have established a membership category for the High School which they use to access the courts with weekly sessions.

Our coaching programme has been open to all. Classes are offered for primary aged children; novices or returning players; intermediate and advanced levels.

The Club has a qualified and accredited Welfare Officer to ensure all possible steps to support access is achieved.

The project benefits will impact on all users with the impact being most felt by beginners (participation level) and advanced players involved in competition (excellence level).

As part of our development plan we want to offer membership of KTC to the clients from Caberfeidh Horizons - a local charity which provides activities and supported work and training opportunities for adults with learning disabilities in our area. Membership will allow clients from Caberfeidh and their support workers to access the tennis courts and facilities at any time during the playing season. This also includes providing equipment and coaching sessions for the group. This will be funded through a successful grant application by a 'Magic Little Grants' award through Peoples Postcode Lottery funding and the Open Courts Initiative from LTA. This application was completed earlier in the year in June 23.

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

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



FWF statement and declaration template.c

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

Yes

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

No

Is the Fair Work First statement on your organisation website?

Yes

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

No employees. 36 Members

Do you currently pay the Real Living Wage hourly rate?

NA

As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?

Yes

How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?

N/A

- Line Management Relationship
- Staff /Engagement Surveys
- Suggestions Schemes
- Intranet/Online Platforms
- Staff Forums / Networks
- Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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.	Minimal income expected as the impact will be about the quality of the experience and surface.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	N/A
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/>
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
National Lottery covid funding	2021	£3900	No
Project ID: 20171866			
Kingussie Development Company	2023	£750	No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: 	Date: Click or tap to enter a date.
Print:	

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

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2204 Kingussie Tennis Club

Organisation: Kingussie Tennis Club

Project Title: Phase 3 upgrade

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	supported/safeguarded	1

Spaces for people	enhanced	1
Initiatives that enable communities to stay socially connected	new/supported	1
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	
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	CRF
1.2	Organisation	Dalwhinnie Community Development Trust, SC048796
1.3	Project title	Dalwhinnie Village Hall Regeneration Project
1.4	Project summary you wish to be funded (max 100 words)	This project will be accomplished in 2 parts due to timing, availability of tradesmen and funding issues. Part 1 - insulate the most exposed parts of the hall ie toilets' areas and replace the plumbing system which has suffered numerous failures in recent years, with more low carbon, energy efficient and less polluting equipment.

		Part 2 - we intend to replace the lighting and heating systems to install more low carbon, energy efficient and less polluting equipment. These works will maintain the village hall as a viable community centre and respite area for the Dalwhinnie area.	
1.5	Project costs	Total project cost	£62,718.8
		Match funding	£35,000
		CRF grant requested	£27,718.8
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	04/03/2024	
1.7	End date (by 1 st March 2025)	01/07/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input checked="" type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Dalwhinnie Community Development Trust, SC048796	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	Lesley Carr	
2.4	Position in the organisation	Administrator (Project Manager)	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	n/a	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC048796	

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

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Dalwhinnie Village Hall, Dalwhinnie, PH19 1AB	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
1.Replacement of plumbing and sinks in toilets area	01/07/2024
2.Installation of water heaters for shower and toilet areas	01/07/2024
3.Insulation of Toilets' area	01/07/2024
4.Hire of Skip for removal/recycling of waste materials	01/07/2024
Part 2	01/12/2024
Replacement of heating and free frost systems throughout hall building. Replacement of hall lighting system to low energy system	01/12/2024

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

- 1. This project aims to replace the existing energy and waste systems of Dalwhinnie Village Hall to make it more environmentally and socially acceptable for current use**
- 2. We consulted our community, via email, conversations and the local CAP and the majority suggested that the current energy using appliances be replaced with more low carbon, energy efficient, less polluting equipment**
- 3. We will be leaving our hall to future generations in a better and more energy conserving state and have contributed towards tackling the climate emergency and working towards net zero waste energy targets**
- 4. The hall is the respite centre for the village, the Drumochter corridor and surrounding part of the A9 and also the main Highland Railway Line, and also for visitors and hill walkers to this area. We receive no funding for providing this service.**
- 5. We will only use contractors who comply with the Fair Work First Policy.**
- 6. This project will also help to reduce our energy charges and consumption.**

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

- 1. Our community is being proactive and attempting to become more resilient to climate change.**
- 2. The hall having new energy systems will enable the gym, which is helping with the well-being of our younger community members and others, to continue under better conditions.**

	<p>3. The local economy will be supported by the works themselves and also allow for increased use of the hall (from Hires) which will encourage people to use the local café, hotel and bunkhouse. (thinking of party groups who will want to stay over).</p>
<p>4.4</p>	<p>What local need or opportunity will the project address and has this been recognised in a local plan?</p>
	<p>1.Our hall is the community central meeting place for Dalwhinnie but it is also the respite centre. The DCC and DCDT have identified the hall as part of the Resilience strategy for the community</p> <p>2.Our community want more use made of it and this was called for in the Community Action Plan, 2023.</p>
<p>4.5</p>	<p>How do you know there is local support for the project? How can you evidence this?</p>
	<p>1.This project was discussed with the Dalwhinnie Community Council – now in abeyance.</p> <p>2. The Community was advised through conversations and Facebook and a poll was used to gain opinions as to what the hall might provide</p> <p>3. The local Community Action Plan group held an open session in the hall and this subject received a lot of discussion.</p> <p>4.The local Community Action Plan 2023 makes several references -Under ACTION Plan: A Climate Conscious Community PRIORITY: Improve village facilities – more community use of the hall PRIORITY: Reduce energy consumption as a village</p>
<p>4.6</p>	<p>How will the project be supported/maintained/sustained after CRF funding?</p>
	<p>1. The DCDT has restricted funds [REDACTED] for contingencies. This leaves monies available for running costs</p> <p>2. By completing this project, it will enable the hall to be marketed for hire to its full potential.</p> <p>3. Support from local businesses</p>
<p>4.7</p>	<p>What will be the lasting benefits and legacy?</p>
	<p>1. The legacy will be a viable and necessary community resource that operates economically and environmentally</p> <p>2. The lasting benefits will enable a remote community to be more resilient, provide a centre for social and public activities and to continue being a respite centre</p>
<p>4.8</p>	<p>Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.</p>
	<p>This project intends to reduce the negative environmental impact of using out of date and inefficient and high carbon output energy systems in the village hall.</p> <p>By replacing these systems, we are taking mitigative action to reduce and negate our carbon output and address climate change issues.</p>

The project should not cause any unacceptable carbon release issues as it does not involve any demolition work.
The waste by products ie old copper piping will be recycled as will any other materials that can be reused.

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

This project will not impact on any groups who use the hall. It will enable vulnerable groups e.g disabled. elderly and those needing comfort to use a hall that is more comfortable

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



FWF statement and declaration template.doc

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	4 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective <input checked="" type="checkbox"/> 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 (£)
Part 1			
Insulation of toilets' area	as per estimate of [redacted] works [redacted]	Capital	7,950.00
Replacement of plumbing and water heating system	as per estimate of [redacted] works by [redacted]	Capital	7,512.00
Replacement of water heaters, removal of existing heaters and installation of new RCBO board for Part 2 of project	[redacted] estimate from [redacted]	Capital	11,536.80
skip hire for Part 1	as per estimate fr [redacted] [redacted]	Capital	720.00
Part 2			
Replacement of Frost Free and hall electrical heating systems	as per [redacted] ate from [redacted]	Capital	35,000.00

	Total revenue expenditure (£)	0.00
	Total capital expenditure (£)	62,718.80
	TOTAL PROJECT COST (£)	62,718.80

VAT included in these costs? Yes No

5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to	The costs presented were all achieved by gaining professional estimates from appropriate businesses who all visited the hall. I have presented 1 estimate for each component part of this project as Dalwhinnie is a remote community and it is very difficult to get tradesmen to come here and give estimates and I was advised by VABS that this
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	<p>achieve this, explain how costs were developed.</p>	<p>would be acceptable considering the circumstances. The DCDT has used these tradesmen in the past and so has a proven relationship with them and knows their work.</p> <p>The approximate cost for the new RCBOs was given by [REDACTED] as best cost estimate at current prices and does not include an inflation figure. His computer was not working so he presented the handwritten version and I added the VAT amounts to complete the total amounts. We have no estimate for the cost of a low energy lighting system as yet due to discussions with electrician as to the best system as LED has only a short lifespan of say 5 years.</p>
<p>5.3</p>	<p>Please explain how your project will achieve value for money.</p>	<ol style="list-style-type: none"> 1. The project demonstrates a significant level of benefit in relation to the level of CRF funding requested 2. This project can only be achieved with publicly funded support and will improve the well-being and viability of this community 3. Without the support, and completion of this project, the future of the hall and the Dalwhinnie Community Development Trust will be put in doubt.

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

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

Funding	Date	Amount £	Public Subsidy?
Badenoch and Strathspey Resilience fund	06/04/2023	£250	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ward Discretionary Fund	30/03/2023	£500	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Covid Business Regeneration Award	2022	£9155	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Covid Business Sustainability Award/VABS	2021	£16671	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: 

Date:
13/11/2023

Print: LESLEY ANNE CARR

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

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

Reason for missing documentation:

9. Unable to produce as decision not yet given

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

The application form should follow the naming convention example:

CRF0123 – (Name of organisation) final application form

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF

Organisation: Dalwhinnie Community Development Fund, SC048796

Project Title: Dalwhinnie Village Hall Regeneration Project

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

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

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

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

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

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	safeguarded	
Wellbeing support initiative	safeguarded	
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: 1.The hall will become more user friendly and appealing to the community knowing that it is adhering to a low carbon emissions and reduced running costs. 2.The Respite Centre for the Dalwhinnie area of the A9 and the main railway line will be improved and safeguarded 3. Overall, provide a space that supports people in this area 4. Provide more local facilities reducing requirement to travel to other towns for well-being activities such as the gym		

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		Offer facilities at reduced cost
Support to sustain employment		By employing local people to carry out work
Support for Social Enterprises		
Initiatives that help sustain household incomes		Gym facilities
Advice services – new		Pass on knowledge from completing this process
Other - Please describe other outputs your project will meet that are not listed above: Support for community use by providing a more user friendly and economically-affordable-to-all facility. It is one of the aims of the DCDT to include everyone within the community and provide facilities for all economic groups that are affordable and promote the well-being of this community.		

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	
Affordable housing projects	new/supported	
Feasibility studies/development phases	new/supported	
Community/public transport schemes	new/supported/safeguarded	
Recreational areas	Improved/safeguarded	Improved hall
Sports facilities	new/improved	Gym within hall
Local amenities	safeguarded	Improved Hall

Local infrastructure	new/improved	Improved Hall
Other - Please describe other outputs your project will meet that are not listed above: <ol style="list-style-type: none"> Maintenance of respite centre for hill walkers, Duke of Edinburgh groups and travellers in the Dalwhinnie area. This project will improve the infrastructure and facilities, of and in, our community. Will enable local people to reduce travel costs by using a local facility for their activities. 		

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		1 part time
Tourism infrastructure - safeguarded		Respite/information
Training courses delivered/learning days of people receiving training		
Town center improvements		
Initiatives to improve access to local services		Improve Hall
Other - Please describe other outputs your project will meet that are not listed above: <ol style="list-style-type: none"> By improving the hall facilities, we will be able to attract more hires and this could bring customers to the village to use the hotel, café and bunk house. We aim to add to the economic well-being of the community by providing lower cost facilities such as the gym and hall usage, to the community that meet current low energy standards. By providing better facilities in the village, we can help reduce family overheads by reducing the need for villagers to travel to other towns for gym. 		

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/enhanced	Improving Hall
Initiatives contributing to a low-carbon economy	supported/enhanced	Improving Hall
Waste, recycling and circular economy initiatives	supported	
Community renewable energy schemes	supported	
Community assets to become more energy efficient	enhanced	Improving hall
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	
Marine conservation initiatives	new/enhanced/safeguarded	
<p>Other - Please describe other outputs your project will meet that are not listed above:</p> <ol style="list-style-type: none"> 1. This project when completed will illustrate to the community the benefits of new low carbon systems, enable the Trust to pass on information learnt during the process, and safeguard the environment by reducing waste energy and pollution. 2. It will also add to the Park's target for low energy emissions and decarbonisation. 3. Will also reduce pollution from cars as villagers will use gym and hall for recreation and not have to travel to other towns. 		



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	CRF2280 Final Application Form
1.2	Organisation	Kingussie and Vicinity Community Council (KVCC)
1.3	Project title	Regeneration of the Glebe Ponds
1.4	Project summary you wish to be funded (max 100 words)	This is the third phase of the Glebe Ponds Regeneration Project. The aim of this phase is to upgrade the 500 metres of path network including the access. This will benefit the whole community by allowing safe and easy use for young balance bikers, parents with prams and those requiring mobility aids such as walkers and wheel chairs..

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

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	PH211PE
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> See attachment 1 Planning
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	See attachment 2 permission

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.	
	Activity name	Achieve by (date)

Removal of steps access	Spring/Summer 24
Removal of rotten boardwalk	Spring /Summer 24
Re profiling of access from road	Spring/Summer 24
Path work 500 meters to include widening accessible all abilities standards	Spring/Summer 24
	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.

Prior to the Covid Pandemic Kingussie and Vicinity Community Council (KVCC)received a number of comments from the local community with regard to the Glebe Ponds and their poor overall condition. KVCC made the decision to try and regenerate the area and has been involved in bringing this space back to a place for **people and nature** since the start of 2022.

In 2022 KVCC received funding which enabled a consultant to be engaged and the process of working with the community to begin. Since then a huge amount of work has been done.

To date the following have been undertaken

- community consultation and engagement
- hydrology studies
- sediment analysis,
- path surveys
- biodiversity studies
- Removal of non native species and scrub
- Two hundred plus volunteer hours used to clear the area of accumulated dilapidated sheds and green houses, dumped bricks and assorted paving, removal of rotten gates and fencing and other assorted rubbish
- Volunteer time to prepare areas for wild flower planting.
- Volunteer time to capture and re home geese.

What the project will deliver

The project will deliver a path system that is fit for purpose to include those requiring mobility aids, push chairs ,prams and balance bikes.

Change and Benefit.

Upgrading the current path system and improving the access will allow a means of entry to the area by all members of the community be they young or not so young, able or requiring mobility aids. The aim is to provide a safe low-level environment accessible to all. An accessible place to enjoy a walk and an opportunity to be in nature regardless of mobility with in easy and flat access to the town . A place where pupils from the local primary school can undertake work in an outdoor environment. This currently does not exist in Kingussie without road walking or crossing. Access to outdoor spaces is vital to the mental health and well being of all those in our community. This improvement will meet that need.

To date there has been support for this part of the project from CNPA , Alzheimers Sco, Kingussie Walk to Health Group. and CNPA Green Link Worker along with KCDC- Cycle Friendly Kingussie

The space will become useable by all groups in the community from schools to volunteer groups, the young the old, the able and those less so.

4.3	How will the project benefit local communities or the local economy?
<p>Word limit 400</p> <ul style="list-style-type: none"> • The benefits will be in supporting those unable to access green space due to mobility issues or having young children with them. • Easy access to green space has been proven to reduce levels of stress . • Reduction in anxiety levels • Improved general well being 	
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>Word limit 400</p> <p>The paths network at the Glebe is marked within the local footpath map. It is also a core path. The improvement will</p> <ul style="list-style-type: none"> • Make the site more dementia friendly as supported by Alzheimer Sco • Provide a safe low level walking area for people in the early stages of rehabilitation from hip/knee operations • Provide a safe low level walking area for those of more limited mobility. 	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>The stimulus for this project was requested from within our community. The first phase of the project included two opportunities to engage the wider community. The first was in the form of an online survey and the second was two events held in the Badenoch Centre in Kingussie in June 2022. Face to face meetings were held with the residents of Hanover House (adjacent to the Glebe Ponds). Residents of this complex were users of the area until it became unusable for them.</p> <p>It is apparent from the community consultation that there was a desire for the regeneration of the area in order for more people to use it more regularly. Further evidence of support has been from the number of locals volunteering with the project. So far this has accumulated 200 volunteer hours on the ground.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?

- The build of the paths will be done by machine giving them a lifespan of at least five years. Kingussie Community Development Company Paths Group –A National Award Winning Group- has agreed to devote time to any maintenance as part of their on going paths maintenance work.
- KVCC will run community volunteering days to support maintenance. This will be done in conjunction with the community and Beccy Wilson Volunteers Manager CNPA
- KVCC will set up a friends of the Glebe Group with members of the community already showing interest

4.7 What will be the lasting benefits and legacy?

The specific benefits and legacy of this project can be determined by the support offered from the following groups.

- Cycle Friendly Kingussie. There is currently a balance bike section of this group encouraging pre school children to get on their bikes with all the health and learning benefits this brings for them now and in the future. An upgraded paths network would give them access to explore cycling in a friendly space away for any traffic danger.
- Alzheimers Scotland Outdoor Resource Centre .The paths network gives access to nature. Evidence suggests that meaningful activity outdoors and a connection with nature can have appositive effect and can slow down progression of symptoms. The improved paths would be more dementia friendly.
- Kingussie Waking to Health Group The current condition of the paths mean they are not in the portfolio of tis group. Improvement would provide an attractive low level flat environment for those with low level mobility.
- Green Health Link Worker at CNPA. Support for the paths work and the lasting health benefits this will bring to the community.
- This will also provide an additional walking opportunity for visitors to the town

Kingussie is surrounded by walking tracks however there are no low level paths accessible to all. Upgrading the paths associated with the ponds means the area will deliver significant health benefits to the whole community. Having easily accessible green space provides a number of benefits to everyone’s well being, physical ,emotional and social. Accessing the outdoors has been shown to improve mental health by reducing stress and anxiety, physical health by boosting the immune system and social well being by meeting and interacting with others in a safe space.

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 upgrading of the paths is part of a plan to bring the ponds area back to life to provide a place within our community for **People and Nature**. Prior work has been undertaken to remove non

native species of trees, along with many years of accumulated rubbish, barrier fencing and dilapidated sheds and greenhouses. Tree planting has been done ,wild flower meadows prepared along with sediment and hydrological analysis. Invasive weeds are being removed .The work will enhance both the social and ecological value of the space.

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 very heart of this project is to develop a paths system fit for use by all members of the community. The paths will be used by wheelchair users, those requiring walking aids,prams .bikes and fitter people.

The paths will meet standards such as

- Path width. 2.0m : room for 2 wheelchairs, or two people, side by side. ...
- Gradients and slopes. 1:20 - recommended maximum gradient. ...
- Camber and drainage. 1:100 - recommended maximum. ...
- Continuous non slip and even.

As this is in an area for nature the edges of the paths will be defined by vegetation.

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

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



FWF statement and
declaration template.c

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

Yes **No**
This will be a key question for the contractor
See attachment

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

KVCC is volunteer community group

volunteers do you have?	consisting of 8 members
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> This will be a key question
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

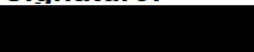
5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <div style="text-align: center;">  <p>CRF overheads and management fees sun</p> </div>
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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	KVCC receives a grant from Highland Council of £500 and has no income.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Ward Discretionary Fund	17/02/2022	£9700	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Nature Restoration Fund	10/03/2023	£11,70	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>		
Signature: 		Date: 09/11/2023

Print:

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

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: 2280

Organisation: Kingussie and Vicinity Community Council (KVCC)

Project Title: Regeneration of Glebe Ponds Paths Upgrade.

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/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).l

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF 2288
1.2	Organisation	Carrbridge Community Orchard
1.3	Project title	Phase 2 Developments
1.4	Project summary you wish to be funded (max 100 words)	
	Total project cost	£8250

1.5	Project costs	Match funding	£2250
		CRF grant requested	£6000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	1st March 2024	
1.7	End date (by 1 st March 2025)	31st July 2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input checked="" type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input checked="" type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

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

2.11	If the organisation is VAT registered, please provide the number.	not registered	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		x	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Carrbridge Community Orchard Main St Carrbridge PH23 3AS
3.2	Are you applying on behalf of a partnership project?	Yes No x
3.3	Is there a partnership agreement in place?	Yes x No Terms of Reference with Carr-Bridge Ahead
3.4	Is your organisation the lead applicant?	Yes x No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No x
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Yet - License to occupy is in place with Highland Council
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.	Our anchor organisation is Carrbridge Ahead and they are in the process of an Asset Transfer from Highland Council and currently have a LTO agreement
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes x No <input type="checkbox"/> in part for notice board, tool shed and possible polytunnel in future
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning application is being prepared at time of writing and will be submitted by the end of November 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 1 st March 2025.	
	Activity name	Achieve by (date)
	Recycled Plastic grid for wheelchair accessible path	April 2024
	Willow and training (weather dependent)	April 2024

Benches for 'classroom'	May/June 2024.
Tool shed and Base	April 2024
Information/ Interpretative Board and planning permissions	Easter 2024
	Click or tap to enter a date.

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

Year 2 developments at the Carrbridge Community Orchard

Carrbridge Community Orchard team is planning a number of Year 2 developments to make the orchard more accessible, enjoyable, and educational for everyone. These developments include:

- Accessible path to a picnic bench by the existing goat willow: This will make the orchard more accessible to visitors, including people with disabilities , elderly and families with young children.
- Outdoor classroom/wildlife hide: This will be a space for outdoor learning and quiet contemplation. It will be made of willow sourced in the Highlands and will have seating with the Gaelic Tree Alphabet engraved from a local supplier.
- Extension of grid path to the willow structure: This will make the willow structure accessible to wheelchair users and buggies. The path will be interplanted with low growing herbaceous plants suitable for the site.
- Signage: An aluminium information board with eco-friendly fade-resistant paints to be installed in the hammerhead by the fire station adjacent to the fence of the play area. There will be links to digital resources and information incorporated and Gaelic vocabulary to enhance awareness. This may be subject to planning permission. If Planning is not approved then this will be attached to the tool shed.
- Secure Tool Storage unit: This will be sympathetically integrated into the site to store tools and other equipment and be a focal point for maintenance and development schedules on site.

These developments will benefit the local community in a number of ways. They will:

- Make the orchard more accessible and enjoyable for everyone: The accessible path, outdoor classroom/wildlife hide, and extended grid path will make the orchard more accessible to people of all abilities. The signage will help visitors to learn about the orchard and its features.
- Provide opportunities for outdoor learning and nature connection: The outdoor classroom/wildlife hide will provide a space for children and adults to learn about the outdoors and connect with nature. The Gaelic Tree Alphabet seating will be a fun and educational way for people to learn about the names and uses of native trees.
- Contribute to the local economy: The construction of the accessible path, willow structure, and signage will create opportunities to work with local businesses, voluntary groups and schools. The increase in visitors to the orchard may in turn boost local businesses.

Overall, the Year 2 developments at the Carrbridge Community Orchard are a positive investment in the local community. They will make the orchard more accessible, enjoyable, and educational for everyone.

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

The Community Orchard project will benefit the local community and local economy in the following ways:

- **Health:** The orchard will provide residents with access to fresh, healthy, and affordable produce. This is especially important for low-income families and individuals who may have difficulty accessing healthy food. The Tool Shed will become a focal point with opportunities to participate in various development and maintenance tasks thereby promoting physical and mental wellbeing.
- **Environment:** The orchard will improve local amenity on a formerly disused site, improve drainage and water utilisation, and provide habitat for wildlife, reuse and recycle materials in a sustainable manner. It will also serve as a valuable formal and informal educational resource for the community.
- **Economy:** The orchard will attract and or engage visitors to the village, with something to stay longer for it may boost local businesses' footfall. It will also contribute to local suppliers involved in the development and maintenance of the orchard..

The specific aspects of the project that will benefit the community include:

- **Interpretive information point:** This will help to educate visitors about the orchard and its benefits. It will also encourage people to use and enjoy the site.
- **Access from the village car park:** This will make the orchard easily accessible to visitors, including bus trips and campervans.
- In addition to the benefits listed above, the Community Orchard project will also foster community engagement, intergenerational learning, and a legacy of caring for the environment.

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

- **Need:** To create a productive outdoor recreational space for the community and improve low cost access to seasonal fresh organic produce.
- **Opportunity:** To create a community space that fosters engagement, intergenerational learning, and a legacy of caring for the environment.

This need and opportunity has been recognized in the Community Action Plans of 2011, 2016, and 2022, which highlights the importance of this project to the local community.

The project is also aligned with the following regional, national and international initiatives:

- Highland Food Growing Strategy
- Highland Nature and Biodiversity Action Plan
- The UK National Food Strategy: This strategy aims to ensure that everyone has access to affordable, healthy, and sustainable food. The Community Orchard project will help to achieve this goal by providing low cost access to fresh organic produce and by educating the community about sustainable food production.

- The Sustainable Development Goals: The United Nations Sustainable Development Goals (SDGs) are a blueprint for a better future for all. The Community Orchard project contributes to several of these goals, including SDG 1 (No Poverty), SDG 3 (Good Health and Well-being), SDG 4 (Quality Education), SDG 11 (Sustainable Cities and Communities), and SDG 13 (Climate Action).

Overall, the Community Orchard project is a thoughtfully designed and well-supported project that addresses a clear local need and opportunity. It is also aligned with regional, national and international initiatives to promote sustainable food production, community engagement, and environmental stewardship.

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

The evidence of local support for the Carrbridge Community Orchard project is evidenced in the following ways:

- 11 letters of support from local businesses and voluntary organisations: This shows that the project is supported by a wide range of stakeholders in the community.
- 20 trees planted by businesses and voluntary groups at the ‘Foster a Fruit Tree’ event in September 2023: This demonstrates that local businesses and organisations are willing to invest their time and resources in the project.
- 8 trees planted by the primary school and engagement in the Eco Schools Project. This shows that the school is supportive of the project and that it is seen as a valuable educational resource.
- Pupils have created designs for the willow structure and for small artefacts to decorate the tree protection whilst the trees mature: This shows that the project has engaged young people in the community and that they are excited to be involved.
- The involvement of pupils is overtly aimed at fostering ownership of the Orchard Locally as this will be a legacy for their generation and hopefully beyond.
- S4-6 Pupils from Grantown Grammar have started volunteering on site as part of their Vocational Rural Skills Project. The intention is they will be an integral part for the development of the site over the academic year.

In addition to the above, the fact that the project has been featured in the Community Action Plans of 2011, 2016, and 2022 shows that it has been a priority for the local community for many years. The Community Development Company has engaged in the Asset Transfer process which demonstrates a stage of maturity on their part to support infrastructure projects and go beyond their previous activity.

Overall, there is strong evidence of local support for the Carrbridge Community Orchard project. This support is demonstrated by the involvement of businesses, voluntary organisations, the school, and young people in the community.

Letters of support are available on request and details of progress to date are documented on the Orchard Blog and Social Media which is widely followed by funders and also Climate, Environmental, Food and Health Partnerships and organisations.

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

Carrbridge Community Orchard project will be supported, maintained, and sustained after CRF funding in the following ways:

- Donations in cash or kind: The project will solicit donations from individuals, businesses, and organisations in the community if required. These donations can be in the form of money, materials, or time.
- Fundraising activities: The project will organise fundraising activities such as plant sales, bake sales, and relevant orchard related community events. Any proceeds from these events will be used to cover the ongoing maintenance costs of the orchard.
- Sale of surplus fruit as juice: Any surplus fruit may be juiced to be sold in the community. This will generate income to help cover the costs of maintenance and to support other orchard initiatives.
- Support from Carr-Bridge Ahead if required for specific community related activities
- The project team has also developed a long-term sustainability plan that outlines specific strategies for ensuring the long-term viability of the orchard.

These strategies include:

- Building a strong volunteer base: The project team is committed to building a strong volunteer base to help with the day-to-day operations of the orchard. Volunteers will be involved in tasks such as pruning, weeding, maintaining infrastructure, and harvesting the fruit.
- Educating the community about the orchard: The project team will educate the community about the orchard and its benefits. This will help to build support for the orchard and to encourage people to use and enjoy it.
- Developing a business plan: The project team is developing a business plan that will outline strategies for generating income to support the ongoing maintenance costs of the orchard. This may include selling surplus fruit, offering educational programs, and renting out the orchard space for special events.

Overall, the Carrbridge Community Orchard project has a well-developed plan for support, maintenance, and sustainability after CRF funding. The project team is committed to working with the community to ensure that the orchard is a thriving and sustainable asset for many years to come.

4.7 What will be the lasting benefits and legacy?

The legacy of a community orchard in Carr-bridge is likely to be significant and long-lasting. The orchard will provide a number of benefits to the community, including:

- Increased access to fresh organic produce. This is especially important for low-income families and individuals who may have difficulty accessing healthy food in a rural community.
- Improved environmental sustainability: The orchard and understory of wildflower meadow, will help to provide habitat for wildlife and increase biodiversity. It will also serve as a valuable educational resource for the community about sustainable food production and environmental stewardship.
- Enhanced social cohesion and community engagement: The orchard will provide a space for people to come together, socialise, and learn from each other. It will also be a place for people to enjoy the outdoors and to connect with nature.
- Preservation of local heritage and culture: The orchard will help to preserve the local heritage and culture of Carr-bridge. It will be a place where future generations can learn

about the history of fruit growing in the area, the importance of volunteering and about the heritage varieties of fruit trees in the local community.

In addition to these specific benefits, the community orchard will also leave a lasting legacy of environmental stewardship and community engagement. It will be a place where future generations can learn about the importance of sustainability and can come together to enjoy the outdoors.

Here are some specific examples of the legacy of a community orchard in Carr-bridge:

- Increased awareness of the importance of sustainable food production and environmental stewardship: The orchard will provide a platform for educating the community about these important issues.
- A new generation of environmental stewards: The orchard will engage young people in the community and help to foster a love of nature and a commitment to environmental protection.
- A stronger sense of community: The orchard will provide a space for people to come together and socialise, helping to build stronger relationships and a more cohesive community.
- A more sustainable and resilient food system: The orchard will contribute to the development of a more sustainable and resilient food system in Carr-bridge with spaces for seasonal fruit and vegetable growing.
- A legacy of environmental and social benefits for future generations: The orchard will be a lasting legacy of environmental stewardship and community engagement that will benefit future generations.

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.

Carrbridge Community Orchard is committed to mitigating negative environmental impacts and to implementing net zero ambitions/solutions and has developed a Zero Carbon Policy to underpin these aims. The following are some specific ways in which the project will do this:

- Use of sustainable construction materials and practices: The project will use sustainable construction materials and practices to build the accessible path, willow structure, and signage board. This will minimise the environmental impact of the construction process and reduce the embodied energy of the structures.
- Local Contractors and suppliers will be engaged to reduce the Carbon Footprint which may arise from further afield.
- Planting of heritage trees and native shrubs: The project will plant heritage fruit trees and native shrubs in the orchard. This will help to create a biodiverse habitat and to support local wildlife. Native plants are also more resilient to climate change than non-native plants.
- Use of organic practices: The orchard will use organic practices to grow the fruit trees and other plants. This will help to protect the environment and to produce healthy, nutritious food.
- Reduction of food waste: The project will work to reduce food waste by juicing any fruit not used however 10% will be left for the benefit of wildlife.
- Education and outreach: The project will educate the community about sustainable food production and environmental stewardship. This will help to raise awareness of these

important issues and to encourage people to adopt more sustainable practices in their own lives.

The team is also committed to reducing the orchard's carbon footprint by using low-carbon transportation options and by offsetting any unavoidable emissions.

Overall, the Carrbridge Community Orchard project is committed to mitigating negative environmental impacts and to implementing net zero ambitions/solutions. The project is taking a number of steps to achieve this, including using sustainable construction materials and practices, planting native trees and shrubs, using organic practices, reducing food waste, and educating and engaging the community

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

Carrbridge Community Orchard project has been developed with a focus on equality and inclusion. The project team has considered the needs of groups with protected characteristics in the development and delivery of the project. This includes:

- People with disabilities: The accessible path and willow structure will make the orchard accessible to people with disabilities.
- People from low-income households: The project is committed to ensuring that the orchard is accessible and affordable for everyone. The project will offer free fruit to all residents and visitors.
- The project will offer educational programs about fruit growing and about the importance of fruit trees to local cultural activities. The project is also working to develop resources to include Gaelic language but may also be translated into other languages. This will be a digital feature accessed via the interpretative sign.
- Children and young people: The project team is committed to engaging children and young people in the orchard. The orchard already offers educational programs about fruit growing, rural skills and environmental stewardship. The team is also working to develop activities and events that are fun and engaging for children and young people of all ages.

The team will ensure that no one is excluded or disadvantaged from benefiting from the project by:

- Promoting the project to all members of the community: The project will promote the project to all members of the community, including groups with protected characteristics.
- Involvement of older members of the community will be promoted and the seating and shelter will enable them to stay longer and engage socially if not physically.
- The project will use a variety of promotion channels, such as local media, social media, community events and of course word of mouth.
- Removing barriers to participation: The project will work to remove any barriers to participation in the project.
- Providing training and support to volunteers: The project will provide training and support to volunteers to ensure that they are able to work effectively with all members of the community.

The project will target specific groups for example, as follows:

- Low-income households: The project team will work with local food providers and other community organisations to reach low-income households.
- Children and young people: The project will work with local schools to reach children and young people. The project will offer educational programs and activities that are fun and engaging for children and young people of all ages.
- People from ethnic minority backgrounds: The project will offer activities that are relevant and engaging for people from different cultures.
- New residents in the community as the housing increases.

The project team is committed to ensuring that Carrbridge Community Orchard is a welcoming and inclusive space for everyone. The project is taking steps to consider the needs of groups with protected characteristics in the development and delivery of the project. The project team is also committed to ensuring that no one is excluded or disadvantaged from benefiting from the project.

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

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



FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	the core volunteer cohort is 10 individuals with a wider network up to 30
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms

5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	The costs have been derived from Quotations and internet research. The emphasis on using local sources to support the local economy and suppliers and thereby reduce carbon costs is key in a relatively rurally isolated community (SIMD 2021)
5.3	Please explain how your project will achieve value for money.	Value for money will be achieved by engaging suppliers at an early stage in the process to derive maximum benefit from any consultancy services they may provide.

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 and Islands Climate Hub	Yes		300
Pebble Trust	Yes		1950
		Total match funding (£)	2250
		CRF grant request (£)	6000
		Total project cost (£)	8250

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

6.3 If yes, please detail. There is a substantial involvement of volunteers with 6 people involved every Friday for 2 hrs. We have had inkind support from t Tulloch;s for soil provision local businesses providing bark, meadow cutting, aggregated for drainage and many other needs for free

		including donation of tools and discounted prices.
6.4	Please explain why public funding is required to deliver the project.	Public Funding is being requested as the pace of the project has been amazing due to the local enthusiasm. The amenity this is creating is a significant community benefit, socially, environmentally and potentially economically and as a demonstration project is intended to kickstart more ventures and build confidence post covid.
6.5	Please explain what the remaining bank balances are for in your accounts.	The remaining balance in our account are ring fenced for part of the expenditure above and some further consumables for the planting team.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	As above this is being offered as match funding

SECTION 7 – INCOME GENERATION

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

Funding	Date	Amount £	Public Subsidy?
Ward Discretionary Fund to address the remediation of the previously disused site	March 2023.	£2500	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

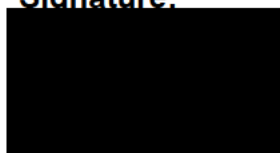
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:



Print: Margarete Paschke

Date:

12/11/2023

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

14	Partnership agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<p>Reason for missing documentation: We have a Terms of Reference with the Community Development Company who provide banking and insurance services. These will be audited by Goldwells as part of the Community Company accounts but as we are a new project this has not yet been achieved. We also operate under a License to Occupy between the Community Company and Highland Council the Community Development company and we have adopted their Child Protection, Health and Safety and other Policies but we have our own Risk assessment and zero Carbon Policy. The Planning Permission and Asset Transfer request are between Highland Council and the Community Development Company and not available to us at this time.</p>		

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: 2288

Organisation: Carrbridge Community Orchard

Project Title: Carrbridge Community Orchard Year 2 Development

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

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	
Wellbeing support initiative	supported	
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	new	
Other - Please describe other outputs your project will meet that are not listed above:		

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

Addressing causes of rural depopulation (Place)

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

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

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

Helping economic recovery & sustaining growth (Economy)

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

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
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	x
Initiatives contributing to a low-carbon economy	new/supported/enhanced	x
Waste, recycling and circular economy initiatives	new/supported/enhanced	x
Community renewable energy schemes	new/supported/enhanced	
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	x
Community green space	new/enhanced/safeguarded	x
Biodiversity conservation initiatives	new/enhanced/safeguarded	x
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	CRF2290
1.2	Organisation	Kingussie Camanachd Club
1.3	Project title	Upgrading of floodlights for Market Stance Playing Field.
1.4	Project summary you wish to be funded (max 100 words)	Kingussie Camanachd Club has leased the Market Stance Playing Field on a 25 year lease from Highland Council, and is managing the facility on behalf of the whole Kingussie community. The Market Stance Playing Field is the Town's recreation area and is available for use to the entire community. As part of a long-term upgrade, the Club would like to

		install good quality floodlighting around the pitch, which would be available all year-round to all Kingussie Community Groups. Planning permission has already been secured.	
1.5	Project costs	Total project cost	£71,837
		Match funding	£56,837
		CRF grant requested	£15,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/03/2024	
1.7	End date (by 1 st March 2025)	31/03/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Kingussie Camanachd Club	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	John Robertson	
2.4	Position in the organisation	Trustee and Projects Officer	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://kingussiecamanachdclub.co.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered	SC048864	

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

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Market Stance Playing Field, Ruthven Road, Kingussie. PH21 1EP.
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	Lease is in place and signed.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning Permission has been granted. The detail letter is attached with this application.

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.
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Activity name	Achieve by (date)
Construct concrete bases and insert 6 columns	05/03/2024
Finish digging tracks for cables	12/03/2024
Install floodlights and upgrade the Fuse Board	19/03/2024
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

4.2 Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.9, 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

Kingussie Camanachd Club has leased the Market Stance Playing Field for 25 years from Highland Council. The Playing Field had become neglected and out of use. The purpose of this project is to regenerate it and upgrade it to the standards expected of a modern day recreation facility, which achieves "increasing community resilience".

There are several phases to this upgrade project and this application for funding is for installing floodlighting. Planning Permission is in place for all of the phases.

In the first phase there was considerable ground works done to level the Playing Field and rabbit fencing was also constructed. The next phase was to construct high sports fencing at both ends and this has now been completed to a height of 4.8m. This phase is to install quality floodlights, and the last phase will be to put sports fencing along the sides of the Playing Field. Photographs are included with the email sending in this application.

Since we signed the lease, we have successfully run a rota to maintain and cut the grass. This is something that we will be able to do long-term as part of the running of Kingussie Camanachd Club.

The theme we are achieving is increasing community resilience. The Playing Field was gifted to the Town of Kingussie by a local Estate in 1947 and it has been a central part of the community's recreation ever since, especially as it is located close to both schools. It was in such a state of disrepair that no one was able to use it, so it is a community resilience project to reinstate it and revitalise the health and wellbeing that comes from the fitness and social interaction of taking part in recreation. The project has been carefully set up so that it is sustainable long-term as part of the running of Kingussie Camanachd Club, and as you can see in our Business Plan the long-term running costs involved in this project are being easily absorbed by Kingussie Camanachd Club.

As you can see from some of the photographs we have sent in which were taken in 2020 the Playing Field had become unusable and was not playable. For example, Kingussie Football Team was playing their home matches at Aviemore astroturf pitch because their own pitch in Kingussie was completely unplayable.

The theme that this project achieves is Increasing Community Resilience. Out of the five outputs for this theme as in the Monitoring and Evaluation Framework, we feel we are achieving all five.

Regarding the five outputs –

- Activities for Young People - is one of our strongest outputs as there is regular use by young people both as part of formal clubs and casually in their own time. There is also regular use by the two neighbouring schools.
- As a Wellbeing Support Initiative - our project is strong as physical activity and social gatherings are all important parts of wellbeing.
- Spaces for People - is our strongest output as we are regenerating an open space which has always been a fundamental part of the Town's recreation.
- Initiatives that enable communities to stay socially connected - is also a strong output as there is a wide range of activities and they all generate social interaction.
- Community-led projects supporting community management of assets - is a fundamental part of this project, as our club has leased the facility from Highland Council so that we can look after it for the community and upgrade it to a standard expected of a 21st century sports and recreation facility.

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

Word limit 400 The project will benefit the Community of Kingussie as it is the Town's main recreation facility. The activities that will be able to take place there will benefit the health and wellbeing of the local community. Recreation is a proven benefit to health and the social engagement of taking part in activities is a clear benefit to everyone's wellbeing. To have a first-class outdoor facility available to the community is a big part of many people's lives. The facility is available in daylight hours free of charge to individuals and clubs from Kingussie and there will be a small charge to clubs for using the floodlights out-with daylight hours to cover the cost of the electricity.

The level of use in the past prior to 2020, when the pitch was looked after, is a clear indication of a high need and demand for this facility. The number and nature of the letters of support also indicate the need.

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

Word limit 400

We feel our project matches the local plan of the Highland Council and of the Cairngorms National Park. The link below is directly to the Cairngorms National Park Plan Page 62 Policy 8 for Open Spaces, Sport and Recreation. While below that is a quotation from the Highland Council Plan.

https://cairngorms.co.uk/wp-content/uploads/2021/03/210330Open-sport-recrNSG_FINAL.pdf

Highland Council Local Plan 5.2.4 We will have achieved a Healthier Highlands by:

providing for the development of places that contribute to increasing healthy lifestyles, opportunities for quality open space provision and access to enjoy the outdoors; and

4.5	How do you know there is local support for the project? How can you evidence this?
<p>Word limit 400</p> <p>Since we signed a lease and started looking after the pitch there has been a huge use of the pitch. The support for this project has been evident ever since we opened the gates after the new grass seed had taken hold. The letters of support all demonstrate that there is an intended use, but the actual use which has taken place is clear evidence that there is a huge demand for this facility. Some of the photographs which accompany this application show evidence of this, such as the football match, the ladies shinty match and the Youth Shinty gathering.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>Word limit 500</p> <p>We have a clear Business Plan which demonstrates that the on-going maintenance is sustainable with a structure where the facility is managed by Kingussie Camanachd Club on behalf of the Community. This management of the facility will be part of the running of Kingussie Camanachd Club and can easily be absorbed in to the sustainable maintenance as the Kingussie Camanachd Club already have the infrastructure and equipment and rota of volunteers for looking after their competition pitch facilities at the nearby Dell pitch. The quality of the maintenance at the Dell is considered to be the best in Scotland for shinty.</p> <p>We have been looking after the Market Stance Playing Field since 2020 so all these points about maintenance are already clearly evident and demonstrable.</p>	
4.7	What will be the lasting benefits and legacy?
<p>Word limit 500</p> <p>The lasting benefit will be the regeneration of the Town's recreation area, in a sustainable manner that will see the Playing Field rescued from being completely unplayable. The Playing Field had become unused and we will create a facility of modern day standards which will be used by a wide range of people and activities for at least the 25 year lifetime of the current lease.</p>	
4.8	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
<p>Word limit 500</p> <p>The main environmental impact is that the pitch will be cut twice each week in the summer months and the sit-on mower is fuelled by unleaded petrol. The Council used to cut the pitch before it became neglected so this upgrade project should not increase the environmental impact.</p>	

This funding application is for floodlights, and the floodlights are electricity powered and the bulbs are the low energy LED bulbs. Our Club has a "Net Zero" ambition and we aim to reduce the balance of Green House Gas (GHG) with a long-term target of Net Zero. We will upgrade our equipment and lights as the technology becomes available, to keep on target for a Net Zero ambition.

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

Word limit 500

This project is being managed by Kingussie Camanachd Club on behalf of the Kingussie community. Kingussie Camanachd Club already has active policies in place for Equality as part of our membership of the Governing Body for the sport of shinty, the Camanachd Association. Issues of Equality and also of Diversity and Inclusion are part of the running of our Club. In terms of Equality, we focus on issues such as; rights, access and opportunities. In terms of physical access, the Market Stance Playing Feld is all on the same level with double gates at each access so that vehicles and wheel chairs can access the pitch.

The playing field is available to all groups for any activities, and for all age groups. We do not discriminate against anyone. We also allow access free of charge to all school groups. An example of a protected group using the facility is the organisation in Kingussie High Street called Caberfeidh Horizons who work with people with Learning Difficulties, and they were using the pitch regularly this summer in the afternoons for 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 declaration template.c

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

Yes No

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


Yes No Applied

Is the Fair Work First statement on your

Yes No Do not have a website

organisation website?	
How many people do you employ or how many volunteers do you have?	20 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</p> <div style="text-align: center;">  <small>CRF overheads and management fees sum</small> </div>
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VAT included in these costs?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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5.2	<p>Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.</p>	<p>Three quotations were obtained for the floodlighting.</p> <div style="background-color: black; width: 100%; height: 100px; margin-bottom: 5px;"></div> <p>The floodlights quotation is £64,277 and the Ground works installation quotation is £7,560.</p>
5.3	<p>Please explain how your project will achieve value for money.</p>	<p>To have permanent floodlighting is a transformation for the community and will in the long-term provide wellbeing benefits which justify the capital expenditure on floodlights. There is a clear huge demand for using th facility. At present, in the winter community groups are having to pay to go to Aviemore to use floodlighting or hire indoor facilities, so to have floodlights in Kingussie at an affordable price to use and operate is a clear value for money.</p>

SECTION 6 – MATCH FUNDING


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

We can't see a table to complete. The match funding is ...

**Cairngorms Trust £30,000 Confirmed.
 Sportscotland Facilities Fund £15,000 confirmed.
 Kingussie Hydro Scheme Fund £2,500 confirmed.
 Kingussie Camanachd Club Funds £9,337 confirmed.
 This CRF application £15,000.**

Total = £71,837

We can confirm that our project is ready to start and we will be able to start straight away and definitely within 3 months of approval.

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	This is a major capital project for a small amateur voluntary sports club. It would not be possible to finance a project like this without public funding.
6.5	Please explain what the remaining bank balances are for in your accounts.	The Club's main bank account is for running and operational costs. We also have a “Foundation” bank account which is for small anonymous donations and the money is ring fenced for upgrading our main competitive pitch at the Dell. There is also a high interest bank account which is ring fenced for a minibus. There is one other club bank account which is called Miscellaneous and is the bank account that we will use for this floodlighting 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.	

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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The community use of the Playing Field is free.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The Market Stance Playing Field is the town's main and only recreation area. So the project is not in competition with anyone else. We are regenerating a facility that has existed for decades so there is no disadvantage to anyone. All the businesses we have spoken to are supportive and the public consultation required for the "Common Good Asset Transfer" had no objections of any kind.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	Our voluntary committee feel that borrowing large sums of money is not a sensible approach for a club like ours. We already have a lot of hard work to do raising huge amounts each year to meet our running costs. We are already at our capacity for fund raising. Our running costs each year are in the region of £60k.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Town Centre Fund for Ground Works at Market Stance Playing Field	01/07/2021	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
B&S Ward Discretionary and Highland Council Tourism Budget towards preparing the Dell venue for hosting the Camanachd Cup Final followed by the "Final Fling" music concert.	17/09/2022	£14,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Place Based Investment Programme towards high sports Fencing at the Market Stance Playing Field.	01/03/2023	£60,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: [REDACTED]

Date:

06/11/2023

Print: JOHN ROBERTSON

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

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: CRF2290

Organisation: Kingussie Camanachd Club

Project Title: Upgrade of floodlights for the market Stance Playing Field

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

People	The provision of services or space that support people in your area.
Place	The infrastructure and facilities in your area and how they support the communities within it.
Economy	The economic wellbeing of your area and the people within it.

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

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

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

Increasing community resilience (People)		
Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	Supported and safeguarded	6
Wellbeing support initiative	supported	6
Spaces for people	enhanced	1
Initiatives that enable communities to stay socially connected	supported	1
Community-led projects supporting community ownership or management of assets, services, or activities	supported	1
Other - Please describe other outputs your project will meet that are not listed above: Regeneration of a neglected recreation facility which has always been extremely well used when it is maintained. Upgrading of an open space to 21st Century standards.		

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	new/supported/enhanced	

initiatives		
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:		

