

The Highland Council

Agenda Item	5
Report No	LA/10/24

Committee: Lochaber Area

Date: 14 May 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 Lochaber the following allocations are available for distribution in 2023/24:-

- Highland Coastal Communities Fund (capital/revenue);
- Place Based Investment Programme (capital); and
- UK Shared Prosperity (separate capital and revenue allocations)

Total funds available - £540,708.21 (this is a mix of capital and revenue from the individual funding programmes above).

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 Members have already allocated £445,001.80 at the Lochaber Area Committee on 23 January 2024. Seventeen projects were approved at this meeting. Of these, 13 have since received formal offer letters, and a further 4 still require to secure a full match funding package before they can commence. Officers are continuing to monitor the position with these projects and will advise Members if any are unable to proceed. In addition to these projects, officers are also monitoring the final spend position with those approved in previous rounds. Members will be advised in due course if any further underspend is identified from these projects.
- 1.4 In summary the budget position in Lochaber at Area Committee on 14 May 2024 is as follows:-
- Available Funding - £90,620.01;
 - Number of applications for consideration – 3; and
 - Total value of grant requests - £89,495.00
- 1.5 To aid Members in their decision making, the following appendices are provided to this report:-
- **Appendix 1** - Project application forms; and
 - **Appendix 2** – Project Technical Assessments - 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; and
 - Agree** the approved CRF grant award for each application up to the value of the available area allocation.

3 Implications

- 3.1 **Resource** - Lochaber has available remaining funding of £90,620.01. Applications under consideration total £89,495.00. Therefore, there are no resource implications 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's 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: 25 April 2024

Authors: Fiona Cameron, CRF Programme Manager
Martin Culbertson, Project Officer

Background Papers: None

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

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	CRF2342	
1.2	Organisation	Highland Council	
1.3	Project title	Fort William High Street	
1.4	Project summary you wish to be funded (max 100 words)	Improvements to pedestrian footpaths and vehicle segregation	
1.5	Project costs	Total project cost	£58,000.00
		Match funding	£ 0.00
		CRF grant requested	£58,000.00

1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/06/2024
1.7	End date (by 1 st March 2025)	01/03/2025
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/> Increasing community resilience
		<input type="checkbox"/> Tackling poverty and inequality
		<input type="checkbox"/> Addressing causes of rural depopulation
		<input checked="" type="checkbox"/> Helping economic recovery and sustaining growth
		<input type="checkbox"/> Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Highland Council
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	Kristen MacLeod
2.4	Position in the organisation	Roads Operation Manager
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	www.highland.gov.uk
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input checked="" type="checkbox"/> Public body
		<input type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	SO304257
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	GB663758203
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	

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

SECTION 4: THE PROJECT PROPOSAL																
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.															
	<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Relay broken slabs on high street footpath.</td> <td>01/03/2025</td> </tr> <tr> <td>Install more bollards to segregate footpath to vehicle running lane.</td> <td>01/03/2025</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> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Relay broken slabs on high street footpath.	01/03/2025	Install more bollards to segregate footpath to vehicle running lane.	01/03/2025		Click or tap to enter a date.		Click or tap to enter a date.		Click or tap to enter a date.		Click or tap to enter a date.
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	Click or tap to enter a date.															
	Click or tap to enter a date.															
	Click or tap to enter a date.															
	Click or tap to enter a date.															
4.2	Please describe the project, explaining how it will achieve at least one of the funds' strategic objectives selected in 1.9, and which outputs it hopes to achieve as listed in the CRF Monitoring and Evaluation Framework at the end of this form.															
Fort William High Street is a pedestrian zone and bike friendly shared street it also has a Traffic Order for timed access for vehicle access, deliveries. Blue badge holders have access at all times.																

The High Street has also become increasingly problematic due to being designed some 30 years ago and now has a higher increase of vehicle access, vehicle tonnage has increased in size and weight. Deliveries and vehicles access the shared street which contribute to the slabs and cobbles being broken & unstable which can result in a trip hazard to the public and an unsightly visual look.

The extra funding will make further improvements to the footpaths and to safely segregate traffic from pedestrians. This will be an extension to capital expenditure from 2023/2024 budget allocation.

The funding will appoint a contractor which will extend his current programme to carry out defect repairs to the existing footpaths and cobble areas. Areas that are identified will have the broken slabs and cobbles removed and disposed of and new slabs & cobbles will be bedded and compacted in sub layers to the footpath and vehicle running areas. New bollards will be strategically placed where areas of breakage are common due to vehicles running on the footpaths.

These additional works will contribute to the strategic objective of “Helping economic recovery and sustaining growth”. Fort William High Street is a key part of local tourism infrastructure and each year the town attracts in excess of visitors. It is essential that it presents a favourable impression to visitors and that the High Street itself is safe and accessible. The project will safeguard the condition of the High Street and deliver a clear improvement to the town centre. Enhancing Fort William as a quality visitor destination will help economic recovery and promote sustainable growth from tourism.

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

The project will provide safer footpaths for pedestrians and will complete the outstanding defects that are currently on the high street which pose a risk to slip/trips and falls. Aesthetically the visual look of the high street will be pleasing. The works will make the High Street safer for people with mobility or visual impairments. There will also be benefits to local active travel. The High Street contains an e-bike hub and is also a popular route with cyclists. These work swill improve safety for cyclists as well as pedestrians.

As noted above, they will also provide benefits for the local tourism offering, which in turn benefits the local economy. It should also be noted that Fort William High Street now forms part of the start/ finish of the West Highland Way, which attracts many walkers annually.


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

Complaints have been received from members of the public, community councils and councillors regarding the urgent need to repair the broken slabs and cobbleing on the footpaths. The project will be an opportunity to secure additional funding to address these complaints more effectively.

The wider need for improvements to the High Street/ town centre more generally is well recognised in a number of local plans. In particular, the Fort William 2040 Masterplan identifies town centre improvements as a key element of making the town “A Great Place to Live” and “A Connected Place”.

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

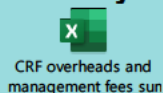
Fort William Town Team and Fort William Inverlochly and Torlundy Community Council have sent evidence to support this application, together with Fort William Accommodation Marketing Group. Local Members are also aware of numerous complaints about the current condition of the High Street and demands for repairs and improvements to be made.

4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>Capital funding will need to be supported to ensure the High Street stays in a safe condition.</p> <p>The High Street is subject to an ongoing monthly inspection and repairs as necessary, this investment will allow a number of pressing repairs and refurbishments to be carried out significantly quicker than would otherwise be possible.</p>	
4.7	What will be the lasting benefits and legacy?
<p>A safer High Street for pedestrians and active travel users. One that presents a more favourable impression both to locals and visitors alike. An improvement to the perception of Fort William as a quality visitor destination</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>There are no negative environmental impacts as a result of this project. If anything, there is a positive impact in terms of making the area safer for pedestrians and cyclists, thus encouraging active travel.</p>	
4.9	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?
<p>The project does not seek to specifically target any groups with protected characteristics. The benefits from the improvements to the High Street will be available to all. There will be particular benefits to people with mobility or visual impairments due to making the surface of the High Street safer.</p>	
4.10	<p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p>  <p>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 type="checkbox"/></p>	
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	
<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>	

Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input checked="" type="checkbox"/> Trade Union Recognition/Collective 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. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where you would like to claim more than 10% of costs.



Budget Heading	Detailed costs	Revenue/Capital	Amount
Paving Repairs and Bollard Installation	Extension to existing contract	Capital	58,000

Total revenue expenditure			£0.00
Total capital expenditure			£58,000
TOTAL PROJECT COST			£58,000
Is VAT included in these costs?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	The contractor is Highland Council approved on the framework, which itself is subject to a rigorous open tender process to achieve value for money.	
5.3	Please explain how your project will achieve value for money.	As above	

SECTION 6 – MATCH FUNDING

6.1	Match funding details – All projects must start within three months of approval.		
	Name of funder	Confirmed	Date confirmed or expected
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Total match funding		£0.00
	CRF requested		£58,000.00
	Total project cost		£58,000.00
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.	Area capital budget is limited for works, this application would enhance/allow more work to be delivered than otherwise possible.
6.5	Please explain what the remaining bank balances are for in your accounts.	Specific projects identified in the area capital budget.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	See above

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?	There are no disadvantages to local businesses as a result of this project. A safer High Street surface and more favourable first impression for visitors can only benefit local businesses.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	This is not a viable option for a project of this scale and nature.
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?
	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: Kristen MacLeod

Date:

24/03/2024

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

Tackling climate emergency and working towards net zero (Environment)		
Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero.		
Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
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	CRF2343
1.2	Organisation	Caol Community Council
1.3	Project title	Caol Local Place Plan
1.4	Project summary you wish to be funded (max 100 words)	To develop a Local Place Plan covering Caol and Lochyside to ensure the wishes of our local Community are fully taken into account for any future developments

1.5	Project costs	Total project cost	£8,280.00
		Match funding	£ 0.00
		CRF grant requested	£8,280.00
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	01/06/2024	
1.7	End date (by 1 st March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input 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	Caol Community Council	
2.2	Address and postcode	[REDACTED]	
2.3	Main contact name	John Gillespie	
2.4	Position in the organisation	Chair	
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 checked="" type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number		
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this	

		changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	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.	The Caol and Lochyside Community Council area
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 checked="" type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Develop a Local Place Plan for Caol and Lochyside. See tender brief for more detailed project stages.	By 1/3/2025
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

The project seeks funding to employ consultants to develop a Local Place Plan for Caol & Lochyside. The project will review existing ideas and documentation from previous consultation exercises, together with the current West Highlands & Islands Development Plan and the Caol Community Action Group Plan. This will give a good starting point to develop this new consultation exercise, identifying broad common themes that should be used to encourage and inform community discussion going forward.

From this, an online survey will be developed, together with hard copy surveys and telephone consultation to encourage participation by those who may be digitally excluded. The consultants will also attend up to four local groups or events, for face-face consultation. A report will be prepared summarising all proposals and feedback from the consultation, and an outline plan will be prepared to detail the necessary next steps to develop these proposals.

The development of our Local Place Plan will allow our community to shape any future change to our area which may happen over the coming years. It will allow the Community to input their ideas and aspirations, to lead on any changes and ensure our voice is heard within any planned projects.

The production of a Local Place Plan for Caol & Lochyside will achieve the CRF's strategic objective of Increasing Community Resilience. Specifically, it will help to ensure the community stays socially connected. It will do this by encouraging people to come together and discuss shared priorities for the future development of the area. The consultancy work will include direct engagement with community groups and events. This will help to promote fresh consideration about Caol and Lochyside's future and encourage people to discuss this more widely within the community. The initiatives and priorities that emerge from the plan will have been shaped and informed by the community. There will be a sense of community ownership of the plan. Essentially, by putting the future of the community at the forefront of local conversation, there will be more social connections developed.

The plan will also very much involve supporting consideration of community ownership or management of assets, services, or activities as part of consultation discussions.

4.3	How will the project benefit local communities or the local economy?
<p>This will allow our community to be fully involved in the planning system over the coming years, by putting in place our ideas on how we see our community changing and developing. By having a formal Local Place Plan, this will allow more influence and consideration of local needs when developing or updating the statutory Local Development Plan. This has a critical influence on social and economic development in our community.</p>	
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>The purpose of this application is to develop a Local Place Plan. Our area of Caol is included within the West Highland Local Development Plan. We feel there is a local need for more consideration of local views within this. For example, the Caol Link Road has been included for almost 40 years. We feel that uncertainty about the development of this road has adversely impacted on other potential development within our community. As part of this consultation, we will seek the views on whether this should continue or this should be removed and replaced by other plans. We feel that by registering a formal Local Place Plan, more recognition of local views and priorities will be taken into account by the Planning Authority. This can only be a good thing for the local community.</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>The Community Council is well aware, from many discussions with local people over the years, that there is a need for greater recognition of local community development priorities in the planning process. Recent changes to planning legislation in Scotland, and the opportunity to put together a Local Place Plan, has led to us agreeing to pursue this application for the benefit of the local community. We have also supplied a letter of support for the project from Caol Regeneration Company.</p> <p>We have also seen recently with planned building projects in Caol, e.g. Glenkingie Street Development, that the local community are fully willing and able to put forward their ideas for how they wish to see our area to develop and change. There is a strong community spirit in Caol, and we are confident the local community would engage fully with this project.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>With the funding agreed, we will appoint a local consultancy firm to deliver this project within the agreed timescale. This will be supported by the Community Council, with participation in local consultation events. This particular funding will deliver a draft plan. We will need to identify additional funds to undertake consultation on this, draw up a finalised plan based on this consultation, and then formally register the plan.</p> <p>Going forward this plan will be presented to the Highland Council, and once accepted will be used by the local Community to take forward the wishes and aspirations which come forward.</p>	
4.7	What will be the lasting benefits and legacy?
<p>The legacy of this project will be that the wishes of our local community will be better reflected within Highland Council's West Highlands & Islands Development Plan. As noted in section 4.3 above, this has a critical influence on social and economic development in our community.</p>	

Very importantly, this grass roots local consultation and plan will also give weight to any future grant funding applications to support local community development. Evidence of local consultation, need and demand for development projects is crucial in funding applications. As the funding environment is becoming ever more competitive, this plan will give our local community an advantage going forward, and ensure applications are targeted effectively.

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.

There will be no negative environmental impacts from the specific consultation activity that is to be funded by this application. We will widely consult on the Local Place Plan and develop ideas which respond to the local environmental issues and concerns. We will ensure we seek to include measures which will work towards achieving net zero ambitions which come forward.

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 project will not specifically target any one group. As part of the project, we will ensure we consult with as many local groups as possible e.g. Caol Lunch Club, local Youth Forum, Residents Groups, and ensure that all voices are heard within the development of the plan. There are specific measures in the tender proposal to ensure participation by local people who may feel digitally excluded. Caol Community Council also adheres to equalities legislation and requirements as set out in the Scheme for the Establishment of Community Councils in Highland.

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

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



FWF statement and declaration template.c

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

Yes No

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

Yes No Applied

Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	No employees- 8 community councillors
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"/> x 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	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where you would like to claim more than 10% of costs.
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Budget Heading	Detailed costs	Revenue/Capital	Amount
Delivery of a Local Place Plan	Review existing Plans Online Survey Attend Groups and Consultation Events (Per tendered Application)	Revenue	£8,280.00

Total revenue expenditure			£8,280.00
Total capital expenditure			£0.00
TOTAL PROJECT COST			£8,280.00
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	Per procurement requirements of the CRF, we note that only one quote is required for goods and services below £10,000. We have discussed with a local Consultancy firm, obtained a detailed quote from them, and also enquired regarding funding given to other areas for their local place plans.
5.3	Please explain how your project will achieve value for money.	The funding if approved, will allow the Caol and Lochyside Community to help shape their future. There will be long term benefits from this relatively low grant request, in terms of shaping the statutory Local Development Plan. This has a critical influence on social and economic development in our community. As noted above, it also helps the local community to be in a better position to evidence local support and engagement for future funding applications. The grant will have a good impact on local community capacity.

SECTION 6 – MATCH FUNDING


6.1 Match funding details – All projects must start within three months of approval.			
Name of funder	Confirmed	Date confirmed or expected	Amount £
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£0.00
CRF requested			£8,280.00
Total project cost			£8,280.00
6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
6.3	If yes, please detail.		
6.4	Please explain why public funding is required to deliver the project.	The Community Council needs both the expertise and time from a local consultancy firm to deliver real consultation. We do not have sufficient reserves or an income stream to pay for this consultancy ourselves.	
6.5	Please explain what the remaining bank balances are for in your accounts.	These are for costs involved in other projects, e.g. Community Cupboard	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	We have no funds available at this time.	

SECTION 7 – INCOME GENERATION			
7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	N/A	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We will fully consult with local organisations and businesses to ensure their views are included within the plan.	
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?	Community Councils cannot borrow	

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

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>		
Signature: 		Date: 11/04/24
Print: John W Gillespie		

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 checked="" type="checkbox"/>
3	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2343

Organisation: Caol Community Council

Project Title: Caol Local Place Plan

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

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

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

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

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/	1
Community-led projects supporting community ownership or management of assets, services, or activities	new	1
Other - Please describe other outputs your project will meet that are not listed above:		

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

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CRF Assessment
Criteria Matrix.pdf



CRF application
Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2344
1.2	Organisation	Kinlochleven Community Trust
1.3	Project title	Roof Repair of the National Ice Climbing Centre NICC
1.4	Project summary you wish to be funded (max 100 words)	The purpose of the funding is to repair the roof of the B-listed former aluminium smelter, converted as climbing centre and known as the Ice Factor. But beyond preserving this iconic heritage building, this funding is paramount in maintaining the very existence of the Kinlochleven Community Trust (KCT),

		currently drained by the utilities and rates on the building until a lease with the future tenant is agreed. The financial situation puts at risk the whole organisation with knock on effects on all the community projects, current contracts with staff and community groups and the viability of its leases.	
1.5	Project costs	Total project cost	£96,590 + VAT
		Match funding	£73,375
		CRF grant requested	£23,215
1.6	Start date (<i>from 1st March 2024 unless specified when you're invited to submit a full application</i>)	01/06/2024	
1.7	End date (<i>by 1st March 2025</i>)	30/08/2024	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Kinlochleven Community Trust	
2.2	Address and postcode	Unit 4A, Kinlochleven Business Park, Kinlochleven PH50 4SH	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address	https://www.kinlochleven.org.uk/	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):

2.9	Organisation registered number	Company No 167667 Registered Charity No 027752	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.11	If the organisation is VAT registered, please provide the number.	VAT No 680384031	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS			
3.1	Please confirm the location of the project including post code.	Leven Rd, Kinlochleven PH50 4SF	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Roof Repair at the Ice Factor/ NICC	30/08/2024
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

The purpose of the funding is to repair the roof of the B-listed former aluminium smelter, converted as climbing centre and known as the Ice Factor. But beyond preserving this iconic heritage building, this funding is paramount in maintaining the very existence of the Kinlochleven Community Trust (KCT).

Repairing the roof will allow KCT to:

- Finalise a lease agreement with the chosen tenant,
- Upon signature, immediately transfer the utility bills and rates that have been draining KCT's account since June 2023, to the new tenant,
- Generate future income from rent,
- Regularise the situation as per our maintenance contract with the head landlord, SIMEC/Jahama
- Safeguard KCT and all the community projects that it holds

CONTEXT

The KCT has a 99 years lease on all the Kinlochleven business park buildings and the Ice Factor from Jahama. There are 72 years remaining on all leases.

The conversion of the former aluminium smelter into the biggest indoor ice wall worldwide was part of Kinlochleven economic regeneration, shifting from the industrial profile to a tourism-based economy. Built from both private and public investments, Ice Factor ran successfully between 2003 and April 2022.

A dispute with former tenants has resulted in significant loss of rental income and unexpected legal fees have had to be incurred.

THE WORKS

Despite the rent-free period, and with a start date estimated for the 1st of July 2024, KCT will save £75,000 from bills and rates over the 2 years period added to an estimated £33,000 saved from transferring the responsibility of renewing the Ice Wall and the plant at the tenant's cost. See projections attached.

FUNDING

KCT is depending on funding as we are currently unable to cover the roof repairs. HIE is advising on this. We have contacted and are applying to Awards for all and the Heritage National Lottery, Heritage Scotland, and the Kinlochleven Community Benefit Fund (at the next opening) as well as HIE.

If KCT fails, it is all the projects that it has been nurturing for the past years and the ones that are progressing that will come to an end. Not only staff members rely on their job, but volunteers and many more residents would lose benefits from the projects supervised by KCT, and put at risk all local businesses renting premises from KCT.

This comes at a time when Kinlochleven, once divided seems to reconstruct a community spirit and involvement through the consultation for the Place Plan, a dynamic revival of KCC, the new Community Action Group working on the Locality Plan and a new team at the KCT working on reshaping the organisation to secure its future and the implementation of the Place Plan.

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

Repairing the roof will benefit the community by:

→ reopening the facility that served as a community space

Beyond the climbing clientele, Ice Factor was filling the gap as daytime gathering space for locals, particularly families providing an indoor playground, free of charge. It also hosted community events such as the Christmas Gala and Fair with income opportunities for local makers and community groups. These are to be maintained

The teenagers and young were pointed as the group left behind on the Place Plan. Reopening a social and active space will benefit them in particular.

It will benefit the local economy, tackle unemployment and rural depopulation by:

→ creating jobs at the climbing centre and maintaining KCT's staff team

The NICC National Ice Climbing Centre aims at creating 10 FTE and providing training and volunteering opportunities.

The funding will allow maintaining the current KCT team of 3.5 FTE and hiring additional staff in the future (Green Health officer/active Travel and seasonal rangers).

→ allowing KCT and the village to advance on the long-term plan and thrive

A lot of effort has been done in the last year to bring the community together around a shared project. The village now has a plan thanks to the CRF funded community consultation. But this cannot be implemented without KCT as major stakeholder.

KCT has the opportunity to regain its full potential as an anchor organisation and a driving force to revitalise the village and sustain a thriving economy.

The expanded team and board would be able to shift the focus back on all paused projects and reinvest in community groups and providing space for them.

The recent progress includes

- finalising the Aires Sites (see 4.6)
- securing leases with 2 new tenants on units at the Business Park
- securing a space ready to use for the MAC – Multi Activity Centre
- initiated a partnership with a local CIC to reopen the Aluminium Story into an interactive Heritage Museum and Art centre
- relaunching Green Health projects in March 2024 in partnership with NHS

- increasing collaboration with the school through the Woodland Management Project and the John Muir Award
- the provision of 6 events around food growing and food waste (Hubbub funding) to promote the Growing Garden and the Pantry.

The diversity of the above projects will both benefit locals of all age groups and tourist. The job/training opportunities associated aims at retaining our youth and increase our full-time living population.

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

NEED

Kinlochleven is on the 3rd decile of most deprived area on the SIMD regarding income and employment, and 4th for health and housing.

What stands out amongst the 5 themes of the Place Plan (Community life, Homes, Jobs, Getting About, Landscape and Climate Change) is the need for recreating community interaction and retaining our youth after the last census revealed a loss of 17% of the population since 2003.

The community has identified the teenagers as the most vulnerable groups (quoted 14 times) before our elders and suggest supporting them by

- “providing space to socialise”
- “providing affordable home”, “especially starter homes” for younger residents to encourage more to stay

“Make the village an attractive place for younger people - childcare, activities, transport”

“Make living in Kinlochleven more attractive [...] clubs for school kids, more fun days”

“Put on support groups, activities and life skill classes for teens. Have more groups for elderly like a lunch club and social meets”

To the question “Where might our future job and business opportunities lie?”, tourism and hospitality got quoted 18 times and two additional mentions to Ice Factor.

Work experience, training, volunteering appeared as priorities in terms of support needed for people to work.

The current and future projects developed either by KCT directly or facilitated through the rent of space for community groups and local businesses can help reaching the target highlighted by the community, with a focus on forgotten groups.

The village has no community hall or café missing out on a safe space for connecting residents, especially young and older ones. Reopening the Ice Factor can fill that gap.

OPPORTUNITY

The Place Plan is setting up a unique opportunity for the whole community to come together, decide on a long-term vision and global strategy for our village after years of division. The timing is crucial to optimise all the recent energy poured into the village and the 2 new members of staff will act as liaison with all these agencies, third sector and the local community.

Supporting KCT and its team is the way forward to implement the priorities and actions that emerged from the community consultation.

The Community Trust board and office manager have recently changed bringing a new dynamic and skills set to the organisation which has since been successful in several funding applications and securing new partnerships.

This funding also gives the chance for KCT to recreate a healthy relationship with the Head landlord. Jahama has been described as the absentee of the village in the consultation. Reconnecting with the landowner will ensure not only the sustainability of the Plan but facilitate future conversation and partnership to help Kinlochleven thrive.

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

The reformed Community Council, the Community Action Group created through the Lochaber Community Partnership, with stakeholders such as councillors, Jahama Estates, the Chamber of Commerce supporting the Place Plan, the successful collaboration with Voluntary Action Lochaber, The Highland and Islands Climate Hub and the Lochaber Environmental Group are all signs that there is a great support from the wider community for Kinlochleven.

In terms of support within Kinlochleven, most local groups have joined the Community Action Group.

Thanks to funding from CRF, a community consultation was launched with the support of Nick Wright planner and facilitator. The dedicated website highlights the outcomes of it and a draft plan is due for the Summer. The local team associated with Nick will be working at the school in May to get the input of the group that has been identified as the most vulnerable.

175 residents, one in four, joined the successful Village Ideas Day late January sharing their vision, challenges, and suggestions proving that they are hoping for a change for Kinlochleven. Comments related to more engaging KCT and KCC is showing the shift in trust for these organisations.

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

The Ice Factor building

The funding from CRF is for the one-off repair of the roof of the Ice Factor

Once the lease is signed, the tenant becomes responsible for the maintenance of the whole building as per KCT's standard lease.

The maintenance has been overlooked by the previous tenant and the lack of capacity, change of board, and lack of structured lease agreement led to the current condition of the building.

However, to avoid a similar situation, KCT has required the new lease to include a maintenance plan.

New income streams

KCT is finalising leases agreement with 2 new tenants within the Business Park. They will generate £550/month.

- A gym will take over the stripped building and take the responsibility of the upgrade/repair.
- An office/shop for a cleaning business

Once the lease signed, Vertical Descent, outdoor sport provider will move to the NICC, freeing unit 3. KCT looks into moving into it as office and develop the MAC - Multi Activity Centre, renting rooms to community groups.

The KCC unit 4A will then be up for rent at an estimated £400/month

The new Aire Sites should be operating in the coming weeks. This will be the biggest earner for KCT, with a capacity of 8 sites. The demand has shown that there is potential for full occupancy 8 months of the year and interest over the winter months.

Additionally, KCT is subscribing to RingGo app to generate revenue from its parking.

After the 2 years rent-free period, the rent from the NICC will add to the KCT income stream.

Looking at the 3 years projection developed by the Office Manager and accountant, the account will start filling up again from September (possibly earlier once the Aire Site is up and running) to regain a healthy amount by the first quarter of 2025.

4.7 What will be the lasting benefits and legacy?

The Ice Factor was a successful venture, icon of Kinlochleven regeneration and major local employer. Provider of secured adventure sport for locals, it represents a unique indoor tourist attraction in line with the aims of the Outdoor Capital of the UK and place Kinlochleven as an outdoor village cumulating, climbing and ice wall, hiking, E-bikes, water sports with the via ferrata and kayaking. Developing a tourism strategy as well as branding to increase the reach within a continuously growing market for outdoor sport is part of the Development Officer's goals while working in partnership with all providers.

The main legacy of this funding is to allow such unique infrastructure to remain, so the village and residents benefit from it once again.

→ **Enhancing the industrial heritage of Kinlochleven**

Kinlochleven is a rural, post-industrial village. The Ice Factor building is B listed and repairing the roof ensure its sustainability. The woodland manager works on the development of a Heritage Trail, and it has been discussed to bring some history elements such as photos to reminding visitors of the importance and story of the building.

→ **Boosting the local economy and safeguarding businesses**

Kinlochleven is one of the most deprived areas of Lochaber, scoring on the 3rd decile on the SIMD regarding Income and Employment. Reopening the Ice Factor will generate 10FTE, apprenticeship opportunities. Link have been made with the local brewery which should increase their visibility and turnover, reinforcing another local business.

→ **Securing the village's main stakeholder: KCT**

Freed from the financial burden of the Ice Factor, with a new team, KCT will be able to operate and resume the activities for the benefit of the community. It will be able to implement the priorities drawn by the Place Plan, from smaller projects such as village maintenance, events and ambitiously working towards generating employment, helping with access to affordable housing, improving transport.

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.

Regarding the Ice Factor building, the repairs will be as per requirement of the industrial nature of the listed building.

However, the future tenant has expressed his intention in educating about Climate Change. Explaining the balance between offering an activity that requires energy to maintain an ice wall but simultaneously how traditional ice climbing is challenged by climate change and warmer winters. And how this infrastructure might be, in the future, the only opportunity to practice that sport.

Responsible for a large woodland within the village, KCT is already trying to mitigate environmental impacts and raise awareness through projects like the Pantry, the Vegetable Garden, Green Health

and Green Spaces favouring implementation of local species and removal of invasive ones, encouraging biodiversity through our wildflower meadows. KCT is working with the campus aiming at educating the young generation to these critical topics, through the John Muir Award or building space for outdoor learning.

The KCT is member of the Highland and Islands Climate Hub and regularly works with their team to optimise and increase the benefit of our environmentally friendly projects emphasising on circularity.

KCT is organising regular local events in partnership with Lochaber Environmental Group through the Highland Community Waste Partnership to raise awareness on conscious consumption through clothes swap, litter picking day, and will continue developing these activities with training and workshops through the Food Coordinator funding.

As per our environmental policy (attached) we will favour the use of low carbon materials and considering energy efficiency for any future works within our buildings.

Landscape and Climate change were one of the 5 topics at the Village Ideas Day. The 5-year plan that KCT will develop in the coming months will include suggestions from residents, some of which are already part of the remit of the Woodland manager such as “increase biodiversity and restore nature”.

To the question, “What can we do to reduce our carbon emissions?”, “local food growing and selling” appeared as a priority. The Food coordinator’s goals are to increase the volunteer numbers to increase the harvest to feed into the Pantry, providing locally grown food. And the partnership with NHS for Green Health and Active Travel just restarted.

4.9	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups for example?
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KCT and prospective tenant have discussed their involvement in the community from the beginning, it is at the heart of their project to be a major stakeholder for the village, and we will work in close partnership, ensuring the inclusivity of the venue and their activities.

Beyond the climber’s clientele, the space will host a soft play free of charge directly aiming at local families and children. This is an invaluable asset for residents who wouldn’t have the financial capacity for indoor entertainment, especially for parents that can feel isolated. Single parents were one group identified on the Place Plan and providing a safe environment is going towards improving their well-being. NICC will host youth clubs directly targeting children and teenagers who are the one the most in need for socialising space and opportunities as seen on the consultation. Prospective tenant also agreed on hosting events open for all such as the annual Christmas Fair.

All projects developed by the Trust are open to all. Green health projects are open to anyone but target vulnerable populations in particular and have been very successful in the past with older populations. Work with the NHS through stepping stones through the Locality Plan just restarted and it focused on isolated residents experiencing poor mental or physical health.

As per our Equal Opportunities policy (attached), we ensure to not discriminate against any applicants. This applies to any member of the Trust regardless of being staff, volunteers, board members and tenant.

The development officer acting as volunteer coordinator will have to put in place an incentive/reward scheme for the volunteers not only to attract more of them, but to ensure lasting commitment and provide in exchange training.

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.

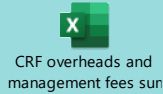


FWF statement and declaration template.c

<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>1 x FTE 2 x 28h/week 1 x 10h/week 2 part-time (public toilets attendants with fluctuating hours) 46 volunteers registered</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input 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 checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

SECTION 5: PROJECT BUDGET

5.1 Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where you would like to claim more than 10% of costs.



Budget Heading	Detailed costs	Revenue/Capital	Amount
Roof repairs		Capital	96,590
Total revenue expenditure			£
Total capital expenditure			£96,590
TOTAL PROJECT COST			£96,590
Is VAT included in these costs?			Yes No X
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	Out of the 3 companies contacted and despite multiple attempts, only one provided us with a quote. They have experience in similar building as the former smelter is a Victorian B listed industrial building.	
5.3	Please explain how your project will achieve value for money.	One off payment to repair the roof. A maintenance plan will ensure the longevity of this investment.	

SECTION 6 – MATCH FUNDING

6.1 Match funding details – All projects must start within three months of approval.

Name of funder	Confirmed	Date confirmed or expected	Amount £
National Heritage Lottery	No <input type="checkbox"/>	End June 2024	35,000
Awards for all	No <input type="checkbox"/>	End June 2024	20,000
Kinlochleven Community Benefit Fund	No <input type="checkbox"/>	June 2024	5,000
HIE	No <input type="checkbox"/>	June 2024	13,375
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£73,375
CRF requested			£23,215
Total project cost			£96,590

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.	KCT is financially unable to cover the roof repairs
6.5	Please explain what the remaining bank balances are for in your accounts.	For the running of the organisation (current staff salary, utilities and rates)
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Our reserves are insufficient.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	Past the rent-free period, the rent will represent £31500 + VAT per annum. As per its remit, the revenue will be reinjected in projects that benefit the community.
7.3	How will you ensure that local organisations/businesses are not	Safe guarding KCT is key in supporting local businesses and organisations.

	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?	Not financially viable at this stage.
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?
CRF Development Officer Position at KCT	01/03/2024	£26522	Yes <input type="checkbox"/> No <input type="checkbox"/>
Highland Council Nature restoration Fund	04/07/2022	£4977,01	Yes <input type="checkbox"/> No <input type="checkbox"/>
Highland Council Heritage ash dieback	28/03/2022	£15000	Yes <input type="checkbox"/> No <input type="checkbox"/>
HIE E-Bikes	12/02/2021	£22072	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: Sarah Arfaoui

Date:
22/04/2024

Print: Sarah Arfaoui

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 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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		
Match funding is yet to be confirmed.		

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: 2344

Organisation: Kinlochleven Community Trust

Project Title: Roof Repair for the National Ice Climbing Centre at Kinlochleven

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)	13.5 (NICC + KCT)

Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	1 climbing center
Training courses delivered/learning days of people receiving training	1 via NICC
Town center improvements	1 listed building preserved, paths upgrade through KCT
Initiatives to improve access to local services	1
Other - Please describe other outputs your project will meet that are not listed above: Safeguarding the major local stakeholder, unlocking future projects and businesses (new business owners depending on the tenancy lease) Maintaining the good running of all leases with current tenant of KCT's building (individuals, businesses and community groups)	

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:		

Appendix 2: Lochaber Summary RAG Assessment

Ref No	Organisation	Project title	Project description	Total project cost	Grant Requested	Capital	Revenue	Project start date	Project end date	% rate	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
2342	Highland Council	Fort William High Street	Improvements to pedestrian footpaths and vehicle segregation on Fort William High Street.	£ 58,000.00	£ 58,000.00	£ 58,000.00	£ -	01/06/2024	01/03/2025	100.00%	3	3	3	2	2	3	3	1	3	3	26
2343	Caol Community Council	Caol Local Place Plan	Consultancy support to develop a Local Place Plan covering Caol and Lochyside	£ 8,280.00	£ 8,280.00	£ -	£ 8,280.00	01/06/2024	01/03/2025	100.00%	2	3	3	2	2	3	3	1	3	3	25
2344	Kinlochleven Community Trust	Roof Repair of the National Ice Climbing Centre NICC	Repairs to the roof of the B-listed former aluminium smelter, previously converted as an indoor ice climbing centre. The repairs are essential in order to allow a new tenant to enter the building and re-establish the ice climbing wall operation. This will re-establish a significant income stream for the Trust, which will be used to support wider community development activities.	£ 96,590.00	£ 23,215.00	£ 23,215.00	£ -	01/06/2024	30/08/2024	24.03%	2	3	3	3	2	3	3	2	3	3	27

RAG Assessment

All projects are given a rating of red, amber or green against key assessment criteria. As part of the application paperwork applicants are made aware of the criteria for these. These ratings are then converted into scores as follows:

Red – 1, amber – 2, green – 3. This allows a total score for each project to be provided.

Ratings are based on information provided during the application process and are provided as a guide only.

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