

# The Highland Council

Agenda Item	<b>6.</b>
Report No	<b>SCC/09/24</b>

**Committee:** Sutherland County Committee

**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 (CRF) is an umbrella term used for several funds that are available for community groups and organisations to access in Highland. This includes funding streams such as the Highland Coastal Communities Fund and the Place Based Investment Programme, both of which are derived from Scottish Government, to support economic regeneration and sustainable development. Area Committees are awarded devolved allocations according to an approved formula, and decision making on which projects should receive funding sits with elected Members.

Within Sutherland, the CRF funding programmes available for distribution during 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 - £715,561.61 (this is a mix of capital and revenue from the individual funding programmes above, including underspend from previous years allocations).

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 At the Sutherland County Committee on 23 January 2024, Members approved 14 applications with a combined total of £528,452.11 of grant awards from their 2023/24 CRF allocation. Members also agreed to defer two projects to the May Committee meeting, pending further information: CRF2202 - Assynt Development Trust and CRF2291 - Lady Carbisdale Community Interest Company. Members are advised that as neither of these projects have submitted a revised application form by the required deadline, they cannot be progressed at this time. Should the applicants wish to apply for CRF in the future, this would, in line with the process for a new expression of interest and application, be during 2024/25 once the new area allocations are available.

The summary position at Sutherland County Committee on 14 May 2024 is as follows:-

- Available funding remaining from the 2023/24 allocation (capital/revenue) – £187,029.06;
- Number of applications for consideration – 7; and
- Total value of grant requests - £235,748.33

- 1.4 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 Assessment – 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 of the criteria are marked as red, this does not indicate an eligibility concern but reflects the quality of information provided. This means that outstanding requirements may need to be addressed by applying technical conditions to an award of funding.

## 2 Recommendations

### 2.1 Members are asked to:-

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

### 3 Implications

- 3.1 **Resource** – Sutherland has a remaining balance of £187,029.06 from the 2023/24 CRF allocation. Applications under consideration has a total of £234,329.33. As the grant requests exceed the funds available, committee may need to undertake a prioritisation process to agree the final funding awards.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.
- 3.3 **Community (Equality, Poverty, Rural and Island)** - The focus of the funding is economic recovery, regeneration and community resilience. Consideration on issues relating to equalities, poverty and rurality are dealt with on an individual basis for applications and covered in the technical assessments of projects.
- 3.4 **Climate Change / Carbon Clever** - Mitigation of the climate/ecological emergency is a specific aim of the CRF funds. All applicants are required to evidence environmental sustainability as referenced in the technical assessments.
- 3.5 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant recipient, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.6 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.7 **Gaelic** - Consideration given within individual project applications in line with the Council's policy.

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 23 April 2024

Author: Fiona Cameron, CRF Programme Manager  
Paula Betts, Project Officer

Background Papers: None

Appendices: Appendix 1 – Project application form  
Appendix 2 – Project Technical Assessments – Sutherland RAG  
Summary Spreadsheet



# Community Regeneration Funding (CRF) Application Form

(v2 June 2023)

- Please refer to the **Guidance Note** and **Fair Work First Summary Guidance** when completing the application form. There are important supplementary information you need to be aware of when answering some of the questions.
- Supporting documentation **must** be submitted with the application form (see section 8.2).
- Projects must **not** incur expenditure before the project has been approved.

## SECTION 1: PROJECT SUMMARY

<b>1.1 Project reference number</b>	CRF 2307	
<b>1.2 Organisation</b>	Go Golspie Development Trust	
<b>1.3 Project title</b>	Increasing Capacity and Resilience within Go Golspie Development Trust	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£38,950
	<b>Match funding</b>	£8,879
	<b>Grant requested</b>	£30,071
<b>1.5 Start date* (from 1<sup>st</sup> October 2023)</b>	1 <sup>st</sup> June 2024	
<b>1.6 End date* (by 1<sup>st</sup> March 2024)</b>	1 <sup>st</sup> March 2025	

\*Projects should be able to start incurring expenditure **from 1<sup>st</sup> June 2024** and be completed and fully claimed by **1<sup>st</sup> March 2025**

<b>1.7 Which of the following strategic objectives will the project meet? Please choose ONE main strategic objective.</b>	
<b>Increasing community resilience</b>	<input checked="" type="checkbox"/>
<b>Tackling poverty and inequality</b>	<input type="checkbox"/>
<b>Addressing causes of rural depopulation</b>	<input type="checkbox"/>
<b>Helping economic recovery and sustaining growth</b>	<input type="checkbox"/>
<b>Tacking the climate emergency and working towards net zero</b>	<input type="checkbox"/>

<b>1.8 Privacy Notice</b>
Please confirm you have read and understood the Community Regeneration Funding privacy notice: <a href="#">Privacy Notice</a>
Yes

## SECTION 2: CONTACT DETAILS

<b>2.1 Main contact name</b>	Catherine Moodie
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Development Manager
<b>2.3 Address</b>	
<b>Postcode</b>	
<b>2.4 Email address</b>	
<b>2.5 Website address</b>	<a href="http://www.gogolspie.co.uk">www.gogolspie.co.uk</a>

## SECTION 3: ORGANISATION DETAILS

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>	<input type="checkbox"/>	
<b>Constituted group</b>	<input type="checkbox"/>	
<b>Public body</b>	<input type="checkbox"/>	
<b>Charity</b>	<input type="checkbox"/>	
<b>SCIO</b>	X	SC046438
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application if the answer is yes.</i>	No
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<b>3.3 Is the organisation VAT registered?</b>  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.	No
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<b>3.4 If the organisation is VAT registered, please quote number.</b>							
<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<table border="1"> <thead> <tr> <th>Whole</th> <th>Partial</th> <th>None</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Whole	Partial	None			
Whole	Partial	None					

<b>Details:</b>

3.6 Project delivery team	
Name	Job title/area of work
Catherine Moodie	Development Manager - Reporting back to the board
Amanda Macdonald	Chair Go Golspie Development Trust
Lucy Hague	Development Officer (part-time) – YMCA Building
David Thibault	Development Officer (part-time) – FRH Building
Peter Allan	Administrator – Transport (part-time)
James Pryde	Administrative Assistant – Transport (part-time)

## SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Note** when completing this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

4.1 Project location - Please include postcode.
<p>KW10 6RL is the Go Golspie Development Trust office postcode. The office is the hub for all Go Golspie activities and is located in the recently reopened YMCA Building in the centre of Golspie.</p> <p>Go Golspie Development Trust (SC046438) was set up in 2015 with the vision to support Golspie to achieve its collective needs and ambitions and make Golspie a more attractive place to live and work. Covering the KW10 postcode and supporting the development of Golspie for the benefit of the whole community regardless of age or background, Go Golspie aims to:</p> <ul style="list-style-type: none"> <li>• support economic sustainability</li> <li>• create and improve job opportunities</li> <li>• encourage inward investment to the area</li> <li>• help develop Golspie’s community assets</li> <li>• organise social and community activities for all ages.</li> </ul>
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
<p>Go Golspie Development Trust owns Fountain Road Hall and leases the YMCA building. Ownership documents relating to both are attached. Both are community venues managed by Go Golspie.</p>

4.3 The Project
<p><b>(a) Please summarise the project, explaining how it will achieve at least one of the funds’ strategic objectives as noted in 1.7, and list which outcomes it hopes to achieve.</b></p> <p>As Go Golspie Development Trust enhances and expands the vital community development work it is carrying out in Golspie which builds resilience with the community and includes reopening the previously derelict YMCA building in July 2023, it needs to secure 9 months of funding for its key full-time Development Manager post from 1<sup>st</sup> June 2024 to 1<sup>st</sup> March 2025.</p> <p>Securing the Development Manager post for this time will enable Go Golspie to continue to deliver existing activities and provide resources that <b>increase its capacity and strengthens resilience of the community</b>. With a new income stream from the YMCA building delayed by the pandemic and cost of living increases but just starting to be generated now, support at this point will help the sustainable growth of Go Golspie Development Trust. The amount of income generated is expected to be sufficient by next year to keep increasing the amount Go Golspie funds this role.</p> <p>Since taking up the role in November 2021, the Development Manager has secured over £500,000 to complete the YMCA refurbishment; secure and expand Go Golspie’s community transport (Minibus, electric car, ASN bus contract driver and MIDAS training); help Fountain Road Hall (FRH) recover post pandemic,</p>

increase bookings and fund improvement and energy saving work. She has also secured funding for new playpark equipment which has now been installed and has led on and moved the Flood Defence project forwards to the point where a new option has been put together and Feasibility work for it is completed. Most recently and at very short notice Go Golspie was asked to take over Food Support in Golspie and has set up a Food Larder at Fountain Road Hall. Five new part-time posts have been created over this time.

The project will enable the following outcomes to be delivered led by the Development Manager:

- **Increased sustainability and growth:**

Go Golspie has grown to become one of the larger employers in Golspie and just moved into larger premises at the YMCA building. This is enabling Go Golspie to work closely with Golspie Youth Action Project (GYAP) to help them set up and run Golspie Youth Club. This has been closed since 2019 and is much needed for young people, particularly during the winter. The YMCA Building is a new income stream for Go Golspie and already bookings are in place to cover 50% of the estimated running costs for the first year with support from the National Lottery Community Fund to cover the other 50%. In Year 2 it is envisaged that National Lottery Community Fund support reduces to 25% of running costs and to £0 in Year 3.

- **Value for Money**

As well as leading on projects and delivering strategic plans, the Development Manager has responsibility for all Operations including the HR that comes with a growing team, all day-to-day financial aspects from banking to payroll to invoicing, IT support and communications. Now leading a team of seven part-time roles (3 FTE), the post was initially a two-year fixed term contract ending November 2023. After a slow start due to the pandemic meaning that the building could not take bookings for the first few months, Fountain Road Hall is now generating the income needed to support itself and is therefore also able to start supporting the Development Manager role.

- **Additionality through increased activities addressing social isolation and loneliness**

This will include setting up new activities within the YMCA and raising awareness of FRH activities. We have just taken on Food Support and are opening a Food Larder 3 times a week, organise a fortnightly lunch club and coffee mornings, co-ordinate a weekly Knitting and Crocheting group, have mindfulness classes funded and requests for a Film Club, a Coding Club and from local Ukrainians needing transport for days out

- **Local benefit through increased opportunities to address issues important to the community includes but is not limited to the following:**

**Improved resources to address food and fuel poverty:** The YMCA building is open as a Community Hub and 'Warm Space' to help with cost-of-living issues. We have been working with Sutherland Care Forum as we take over Food Support and are now running a Food Larder, the Food Pantry box and have set up food outlets in the YMCA Building and FRH available to all who attend events or organise activities there. This is enabling additional access to food support in Golspie.

**Increased support for those facing barriers from lack of transport:** Transport services are expanding to provide additional support: the minibus helps people access activities at our building, the car is now assisting with hospital visits and there are increasing MIDAS requests for training which empowers volunteers. We help local Ukrainians including with hospital trips in our car and days out in our minibus.

**Increased employment and volunteer opportunities:** Go Golspie created 3 new employed posts recently and has 2 new volunteer drivers. We are advertising for someone to cut the grass at FRH April – October.

- **Positive impacts for communities and the local economy**

Led by the Development Manager securing initial funding when required, Go Golspie has expanded in the last 2.5 years despite the challenging environment to create 5 new part-time roles providing employment. We have recently recruited for a further 2 part-time roles which takes our FTE roles to 3 posts. Three existing members of staff have recently expanded their hours as more income is being generated and funding the Development Manager will unlock these positive impacts and help protect these roles.

Continuing the Development Manager role is central to Go Golspie continuing to create opportunities, empower communities and develop sustainability.

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

Go Golspie Development Trust is a community-led organisation delivering charitable activity that benefits its community and is embedded in it. Go Golspie has a board of 8 voluntary trustees all from the local area and a voluntary (free) membership of over 300 including over 200 from the KW10 area.

Benefitting the local economy Go Golspie is now one of Golspie's larger employers with 8 positions (one full-time and seven part-time). Capital projects we undertake all use local contractors and companies. Go Golspie are members of the SCVO, Highland Third Sector Interface, Community Transport Association and Development Trusts Association Scotland.

Work the Development Manager is involved in spans the Go Golspie sub-groups providing wide benefit locally to a wide range of individuals and companies. Each is headed up by a voluntary Board member and is formed of employees as well as volunteers from within the community: Transport, YMCA, Tourism, FRH, Flood Defence and Playparks. Each sub-group lead then reports to the Go Golspie board.

Being able to continue the Development Manager role is central to maintaining and expanding Go Golspie's lifeline services in an identified deprived community. Securing funding will unlock plans to meet increasing demand for additional new services (particularly during winter months) and free up the time taken submitting applications that reduces delivery of vital community services.

The Development Manager work benefits the local community and economy as they undertake more strategic work as well as handling operations and everyday enquiries. They support the board to regularly review and develop existing business plans making sure Go Golspie is community-led in all it does to maximise benefit to the local community and economy. To become more self-sufficient in future years they research and secure grants from funders including charitable trusts and funding bodies, identify potential funding opportunities and match these to identified community priorities based on current and future plans for development.

**(c) What need or opportunity will the project address? How do you know there is local support for the project?** *Please provide evidence of community support with the application i.e. letters of support/consultation reports.*

The project will increase capacity and resilience within Go Golspie and the local community. Securing the Development Manager role will enable Go Golspie to address the needs and demands of the local community through 6 main projects set up in response to local demand:

- **Community Transport – minibus and electric car:** particularly providing access with the minibus to social activities for older people such as lunch club and walk and talk activities and to hospital and GP appointments with the car. We can be in Inverness 2-3 times a week with the car at times.
- **YMCA building:** on the main street in Golspie and the home of Golspie Youth Club. The Development Manager has been overseeing its total refurbishment over the last two year since taking up post. Working closely with Golspie Youth Action Project (GYAP), Go Golspie has helped them set up Golspie Youth Club as they put a youth worker in place and engaged with young people to make sure they are meeting their needs as well as purchasing equipment and organising activities. This venue is much needed by young people in the village who have had nowhere to meet and socialise since before the pandemic and is also well used by all ages with activities such as a Knitting Group, the Golspie Village hub for older folk and fitness and mindfulness classes.
- **Fountain Road Hall:** this is used by a number of groups for activities including the AA and Choral Groups and Chi Kung classes. Also for larger events such as Vaccine Clinics, Funerals and Weddings. Most recently, it has become home to Food Support in Golspie with a Food Larder now open from there 3 times per week and is undergoing some acoustic and general upgrading.
- **Playparks:** Having funded new equipment now installed in King George V Playpark during 2022, we have recently secured over £100,000 funding to make the Ross Street playpark more attractive and safer to use with new equipment particularly some that is DDA compliant as there is an



evidenced local need for this and nothing similar locally. Responding to community demand, increased wheelchair accessible equipment is intended to be the main focus of this project.

- **Flood Defence project:** Community engagement sessions in 2022 and a survey in early 2024 confirmed the continued concerns of the local community about this, the need for this to be addressed to protect Golspie and its businesses and infrastructure from the increased flood risk due to climate change and the strong support for Go Golspie to be moving this forward.
- **Tourism:** Go Golspie put together a 2030 Tourism Strategy for Golspie and through its sub-group is starting to address issues such as signs. The Go Golspie website was developed as part of this and the consultation as part of this showed the demand and need as well as the support within the community for more work in this area to be carried out.

Photos and Feedback and our most recent newsletter detail our community buildings and activities and are attached. These show the local support for Go Golspie work for which needs there to be a Development Manager in place. They oversee all the Go Golspie projects as well as dealing with all the operational issues involved in a fast-growing organisation delivering lifeline services. It is an exciting time to be part of Go Golspie Development Trust and there is evidenced need in the growing number of requests for our services and venues and for us to become involved in different community projects and initiatives.

**(d) List the main activities to deliver the project including timescales – this will be the project delivery plan.** *Projects must be able to start incurring expenditure from the 1<sup>st</sup> June and be completed and fully claimed by 1<sup>st</sup> March 2025.*

Activity name	Achieve by (date)
Review Go Golspie strategy for next 1-3 years	End August 2024
Keep costs at both YMCA building and FRH under review to see if any can be minimised to free up income	End December 2024
Generate increased income from YMCA building, FRH and transport activities and look to expand community fundraising activities	End January 2025

**(e) In developing the project, please detail how you have considered the following:**

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

Go Golspie has an environmental policy which is attached.

We operate an electric car and by encouraging people to share transport through use of our minibus can also reduce car need and costs and environmental impact. We aim to install a car charging point at the YMCA building within the next 2 years and to replace our community minibus within the next 2-3 years as it reaches time to get a new one.

We have installed solar panels at the YMCA Building which are reducing our running costs as we also have battery storage with them. The work to the YMCA included full insulation throughout and air to air source heat pumps so again that will contribute to climate change issues and net zero.

We have a solar panel on Fountain Road Hall roof and a biomass boiler but will review the energy efficiency of the whole building. Securing funding for the Development Manager will unlock extra capacity and resource to look into this which could well reduce our costs further.

In 2023 we took part in a film organised by the Highlands Climate Hub showcasing 10 projects in the Highlands addressing climate changes issues. Golspie Flood Defence Project was one of them and the film discussed one of the potential options being considered at that point for a major capital project that will address an increasing flooding risk due to climate change. The option currently being taken forwards will incorporate nature-based elements as much as possible to minimise environmental impacts.

**Equalities impact** – *Explain how you have 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?*

As a SCIO covering the KW10 postcode area and supporting the development of Golspie for the benefit of the whole community regardless of age or background, this includes children, young people, those with disabilities, older people and those from an ethnic minority background. All will benefit from this project as continuing the Development Manager role enables Go Golspie to develop resilience and increase its capacity which unlocks the organisation to continue to deliver its lifeline services. These particularly reduce barriers to those with protected characteristics in the community.

The Scottish Index of Multiple Deprivation (SIMD) statistics for Golspie highlight that the two data zones in Golspie score an overall rank of 4 and 6. Although not showing significant deprivation in any specific area, the Northeast area of Golspie is below average in employment, health and geographic access to services.

Golspie has been identified as one of five areas in Sutherland that are ‘most deprived’ and work is ongoing to improve living standards and increase equality. The 2011 Census data illustrates Golspie has an ageing population and a higher percentage of people who are economically inactive due to poor health or disability.

Our recent Cost of Living Initiative enabled us to provide those needing support in the community with vouchers to use in local stores to buy food during the winter. Having more capacity will enable us to respond to these types of initiatives and provide help particularly to those who are most at risk or vulnerable.

Our community minibus is wheelchair accessible and much valued by those who use one.

The Sutherland Access Panel has said that Fountain Road Hall is the only community venue in Golspie suitable for all to access, highlighting that it has a hearing loop and full disabled access via two entrances and throughout. This underlines its importance to the community as a designated resilience building and the importance of doing work to upgrade and improve the building.

The YMCA Building is waiting to get approval from Transport Scotland for the proposed accessible ramp to go ahead. Advice has been taken from Sutherland Access Panel on accessibility to the YMCA building and we will continue to work with them to make sure that both buildings are as accessible as possible.

**Fair Work First** – *Please provide a statement how your organisation is committed to advancing the [Fair Work First Policy](#) including the ‘Real Living Wage’ and ‘Effective Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative. This representative should be from the relevant trade union(s) where one or more is recognised, alternatively where there is no union recognition it should be another appropriate workers’ representative. This can be provided in a separate supporting document with this form. In addition, can you also confirm if you have the Living Wage Accreditation and/or planning to be certified.*

Go Golspie Development Trust is committed to being a Real Living Wage employer and to advancing Effective Voice criteria. We have a Fair Work First Statement which is attached which has been agreed in conjunction with Voluntary Groups Sutherland (VGS) who have also signed it.

Go Golspie continues to be committed to offering above the Real Living Wage and does not use or issue zero-hour contracts. We regularly review our Health and Safety responsibilities to ensure we are meeting our legal duty.

Go Golspie is also aware of the recent Real Living Wage increase and increase in Living Wage being introduced in April 2024. We are currently reviewing salaries to ensure that Go Golspie remains a Real Living Wage employer.

**(f) How will the project be supported after CRF funding and what will be the lasting benefits/legacy?**

Following CRF support, funding will continue to be raised towards this post from Fountain Road Hall and YMCA Building income as we look to reduce reliance on grant funding where we can.

Providing an extra income generating stream, the formal reopening of the YMCA building by young people took place on 22<sup>nd</sup> July 2023 enabling the YMCA building to then be open for community use during the 50<sup>th</sup> Golspie Gala Week. From mid-August youth activities started in the building with Youth Dance booked twice a week, Fitness Classes and Golspie Village Hub starting in the autumn and Golspie Youth Club reopening in November 2023. These have been joined by a number of other intergenerational activities and events which are now generating further funds that will build up over the coming months to be able to sustain not only the building but also other costs including contributing towards the Development Manager post.

Before reopening the YMCA building bookings were already in place covering 50% of our running costs in the first year and we have had a constant stream of people enquiring about it and looking to make bookings. It is anticipated that by the end of this project, we will be in a position to fund at least a further 0.5 days of Development Manager work through the YMCA increasing income.

We may still need some further grant funding at that point for the post but the trend is increasingly to fund it ourselves and over time reduce grant funding.

**Lasting Benefits/Legacy:**

As the Development Manger post becomes more sustainable, that will unlock the postholder to focus more on overseeing and consolidating the range of services and activities that Go Golspie is involved in. Instead of searching for funding, they will be able to look to implement more strategic development and engage more with local community groups and the wider public to help the community and the trust to build its resilience and capacity and to become more self-sufficient.

The trust currently has 6 main Projects each at different stages of development, they are;

1. The Fountain Road Hall community building and events venue and Food Larder
2. The YMCA Building renovation and refurbishment project.
3. Community Transport: a minibus bus, a clinic car and MIDAS minibus driver training.
4. Playparks refurbishment
5. Flood Defence project
6. Tourism

In the last 6 months we have also been setting up the Golspie Place Plan with a full Community Survey taking place which has also been an opportunity to review our priorities. Now the Community Council in Golspie has reformed we anticipate them wishing to take this forward but we will still support them on it as needed.

Working with the GG Trustees and linking with the sub-groups the Manager plays a leading role in supporting the delivery of the current and future objectives of the trust.

Priorities in the next 12 months include but are not limited to:

- All existing services and activities being maintained and the organisation to be operating to capacity, to be still building sustainability and reducing grant contributions and with strengthened resilience
- Food Support to have become established and have developed out into other food/growing related activities
- All existing Go Golspie jobs and volunteer posts to be maintained and protected
- Go Golspie to have updated its objectives following review and a strategy day
- Funding and income to be in place for a new minibus to be purchased
- Ross Street Playpark equipment to be installed and the playpark work there completed
- The Flood Defence project to have moved on through the development work towards the Pre-Construction phase

- The YMCA Building and Fountain Road Hall to both be more sustainable with increased bookings and new activities
- Refurbishment work at Fountain Road Hall to be completed
- To have started delivering Tourism Strategy ‘quick wins’
- To have reviewed operational processes to ensure the office is running as efficiently as possible.

This Development Manager work is already leaving a visible legacy and will continue to do so through this project. The YMCA building is now reopened, new playpark equipment is installed, improvement work is underway at Fountain Road Hall, a new option is in place for the Flood Defence Project, Go Golspie has moved to a larger office, 5 new posts have been created and most recently we were able to take on Food Support at very short notice and are already expanding the service considerably to meet community demand.

The increasing operational side of the role is already strengthening financial, communications, IT and HR within Go Golspie helping the sustainability of the role and the organisation.

**(g) Please outline how the project fits with relevant local plans and strategies.**

This project fits within **The Golspie Community Plan**, published in 2018, which included extensive community consultation. The findings identified a range of challenges within the community which then gave rise to development priorities for the village. Identified challenges faced by the community include:

- **Transport** - frequency, price and routes of public transport were seen as insufficient
- **Housing** - lack of affordable and accessible housing
- **Work and local employment** - lack of training, apprenticeship and start-up opportunities.
- **Recreational activities** - lack of recreational facilities especially for young people
- **Inequalities** - measured through available data on deprivation
- There was also evidence of a **desire for a community hall or hub.**

The project fits within the **Caithness & Sutherland Local Development Plan** as it contributes towards the priorities identified for Golspie through assisting and promoting economic development in Golspie and tourism and tourist facilities.

The project also contributes to **Local Voices, Highland Choices** which is the Highland Council programme for 2017-2022 that set out a number of goals based on 5 themes: a place to live, a place to learn, a place to thrive, a welcoming place and a redesigned council. Community ownership of assets helps to address some of the outcomes highlighted within this plan including ‘supporting communities to control more local assets’, ‘communities providing quality, sustainable and responsive services’ and ‘raising awareness around sustaining and improving our natural, built and cultural environment.’

There is also a fit with national strategies – Scotland’s Economic Strategy (March 2015), Community Land Scotland, Scottish Government Health Policy (2017) and Scotland’s Social Enterprise Strategy 2016-2026. This project helps support one of the key outcomes set out in Scotland’s National Performance Framework: helping build a community that is inclusive, empowered, resilient and safe.

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>	<b>No</b>	
<b>If YES, please detail below - provide evidence with the application if granted.</b>		
Type	Applied – Yes/No <i>(include date)</i>	Granted – Yes/No <i>(include date)</i>
N/A		

## **SECTION 5: BUDGET**

Delete the example below before completing this section. All posts/salaries/professional fees **must** provide an hourly rate. This section can be provided in a separate excel spreadsheet if preferred.

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Development Manager Salary	Development Manager Salary @ £38,115 pa £3,176 per month x 9 months = £27,225 (includes 5% increase when reviewed in April 2024)	Revenue	£28,586
25% oncosts (Tax, NI, Pension) and Training	£794 per month x 9 months (Tax, NI, Pension). Plus training and CPD (£600 annually = £450 x 9 months)	Revenue	£7,647
Building Overheads (bills, insurance, wi-fi, repairs)	£6,500 pa = £1,625 per staff member. £135 per month x 9 months.	Revenue	£1,219
Contingency@ 4%	In case Salary costs increase more than anticipated, more training is required or overheads rise unexpectedly	Revenue	£1,498
Total revenue expenditure			£38,950
Total capital expenditure			£0
<b>TOTAL PROJECT COST</b>			<b>£38,950</b>
<b>Is VAT included in these costs?</b>			<b>Yes</b>

### **5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent comparisons/quotations. If you have been unable to seek current costs, explain how you have obtained these whilst developing the project?**

Costs are based on the current Development Manager salary and on costs as well as on existing building and office overheads and running costs. They allow for inflation, increased costs and overheads going forwards.

Salaries across the organisation are reviewed annually in April and so there may be some further slight increase to these figures although Contingency costs are included to cover this scenario.

## SECTION 6 – MATCH FUNDING

<b>6.1 Please give details of confirmed or pending match funding:</b>			
<i>Match funding <b>must</b> be confirmed when submitting the application form - please provide evidence</i>			
<b>Name of funder</b>	<b>Applied YES / NO (include date)</b>	<b>Granted YES / NO (include date)</b>	<b>Amount £</b>
CRF 2201 Funding for Ross Street Playpark Project which includes funding for 9% of the existing Development Manager salary: (£36,300pa) so £3,267 pa i.e. £272 per month x 9 months  Plus contribution towards overheads @ £135 pa = £11 per month x 9 months	Yes – November 2023 and January 2024	Yes - February 2024	£2,450  £101
National Lottery Community Fund Community Led Activities YMCA building: 0.5% day/10% Development Manager £38,115 salary in full year = £3,812pa i.e. £318 per month x 9 months .	Yes – June 2022	Yes – August 2022	£2,859
National Lottery Community Fund Community Led Activities YMCA building; Building overheads x 50% max. Projected to be £3,000 bills, £2,500 Insurance, £600 wi-fi, £400 maintenance = £6,500 pa. i.e. £135 per month x 9 months = £1,219 x 50%	Yes – June 2022	Yes – August 2022	£610
Go Golspie reserves: e.g. FRH income: 0.5 day/10% Development Manager £38,115 salary in full year = £3,812 pa i.e. £318 per month x 9 months	Yes – March 2024	Yes – March 2024	£2,859
<b>Total match funding</b>			<b>£8,879</b>
<b>CRF requested</b>			<b>£30,071</b>
<b>Total project cost</b>			<b>£38,950</b>

<b>6.2 Will the project involve “in kind” support?</b>
<i>This should <u>not</u> form part of the overall budget or counted as confirmed match funding for the project.</i>
Yes  <b>Please detail:</b> The board of Go Golspie Development Trust are all volunteers which includes the sub-group heads. They provide time and advice and support as ‘in kind’ help.

### **6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?**

Public Funding is still required for this post as the Development Manager post moves towards becoming sustainable. This has not happened as quickly as anticipated due to the pandemic slowing down bookings for Fountain Road Hall and the community transport. Both are building up now but it takes time. Without support the post may be placed in jeopardy and therefore Go Golspie's activities and services will also be at increased risk as well as other part-time posts currently managed by the Development Manager.

At the same time the YMCA building work was delayed and its costs increased due to the pandemic and cost of living crisis. This impacted on Development Manager time meaning that more has had to be spent securing the additional funding required to complete the capital work and it is only now starting to generate income.

On top of that over the last 12 months, two key volunteers (Treasurer and YMCA sub-group head and FRH sub-group head) have retired and the Development Manager has had to therefore take on more of their operational work than was anticipated at the start of the contract. Plans are in place to address these gaps but that has reduced the capacity to market Fountain Road Hall as much as planned.

Without securing public funding to deliver this project, the Development Manager will not be able to continue in a full-time capacity without putting other areas of the organisation at risk. There will be a major associated impact on all the work that Go Golspie Development Trust does and on the staff the post supports and line manages. This in turn will have a major impact on both the resilience of the organisation and the resilience of those in the community that Go Golspie supports and helps.

## **SECTION 7 – REVENUE/INCOME GENERATION PROJECTS**

*To be completed by revenue/income generation projects ONLY. Please submit a business plan with the application if this section applies to your project. If the project does not generate an income, please go to SECTION 8.*

### **7.1 Will the project generate revenue/income?** *Please provide a copy of the budget forecast with the application.*

Yes – through income from both community buildings. Business Plans for both are attached.

Securing the post will free up the Development Manager to review these now that both buildings are open and operating.

#### **If yes, how will the revenue/income benefit the organisation? Will it be re-invested to help with the long-term sustainability of the project – if so, how?**

Once the funding for this post is secured, that will free up the Development Manager to work with the two Development Officers looking after the YMCA and FRH bookings and with the Transport Admin postholders to maximise funds generated from those income streams.

The increase in bookings is evidenced by the fact that FRH is now generating sufficient income to be funding 0.5 day of DM time.

Increasing income generated from these streams will be re-invested to benefit the organisation and enable the Development Manager role to become more sustainable and gradually reduce reliance on grant funding.



## 7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?

Local organisations and businesses are not currently disadvantaged by the Development Manager role and by Go Golspie services and activities so there is no reason why they would be by this project.

In fact, the project to develop capacity and build resilience within Go Golspie by securing the Development Manager post beyond its current funding will actually continue to benefit local organisations and businesses in a number of ways:

- The organisation provides venues for local funerals, weddings and parties all supporting local businesses.
- The renovation work at the YMCA Building used local contractors.
- Our 2023 Cost of Living Store Voucher project benefitted three local stores through the vouchers increasing footfall and associated extra spend potentially. This type of project may well happen again.
- The car and bus are serviced and repaired locally and fuel is from local garages.
- Organisations such as Gala Week and Golspie Youth Action Project and the local AA group benefit from having suitable venues to hold activities including Youth Club.

Working with local organisations and businesses the Development Manager plays a key role in raising the profile of the Trust and building on existing communications channels to enhance community links and promote the village generally. They represent the Trust externally and take forward engagement and consultation initiatives within the community, building relationships with funding partners and collaborating with local, regional and national organisations in line with Go Golspie`s vision and objectives. This all benefits local organisations and businesses.

## 7.3 Have you considered taking out a loan for the project?

No

### Please state your reasons:

As a SCIO it is not easy to secure a loan and we are not keen to do that and have that liability hanging over the organisation. We would also need to consider if we could service loan repayments on top of running costs.

## 7.4 Have you had support from other organisations in developing the project?

For example:	Details
<b>Business Gateway</b>	N/A
<b>HIE</b>	Helped with additional capital work funding in the YMCA Building
<b>National Lottery Community Fund Community Led Activities stream</b>	Have provided funding for the YMCA Building revenue costs once it reopens particularly in 2023 – 2024. This is helping us significantly to set up activities and events that will then generate income for us.

## 7.5 Have you previously received public funds for the organisation?

Yes



**If yes, please provide details of awards for the last 3 fiscal years:**

Funding	Year of award	Amount £
Highland Council - Ward Discretionary Fund (Development Officer)  National Lottery Community Fund (YMCA Phase 3 – Activities when open)  Highland Council - Ward Discretionary Fund (Transport)  Highland Council – Community Transport Fund (Transport)  Highland Council – Cost of Living Initiatives (Store Vouchers)	1 <sup>st</sup> April 2022 – 31 <sup>st</sup> March 2023	£3,000  £46,229  £3,250  £4,752  £3,050
Highland Council - Place Based Investment Fund (YMCA Phase 2 - construction)  Highland Council - Ward Discretionary Fund (Playparks)  Highland Coastal Communities Fund (YMCA Phase 1 - construction)  Highland Coastal Communities Fund (Flood Defence project)	1 <sup>st</sup> April 2021- 31 <sup>st</sup> March 2022	£30,000  £23,500  £61,000  £80,000
Scottish Government – Community Climate Asset Fund (Transport – Car)  Highland Council – Town Centre Fund (Signage)  Highland Council – Town Centre Fund YMCA (Phase 1 – construction)  SLF Stage 2 (Fountain Road Hall)  SLF Stage 1 (Fountain Road Hall)  Highland Council - Ward Discretionary Fund (Covid Transport)  Highland Council - Ward Discretionary Fund (Covid Support Grants x2)	1 <sup>st</sup> April 2020- 31 <sup>st</sup> March 2021	£24,895  £8,052  £120,000  £147,890  £9,180  £4,750  £500 and £1,500

## SECTION 8 – SIGNATURE

*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.*

<b>8.1 Main applicant, chairperson or equivalent</b> – the person signing this application has the authority within the organisation to apply for grant funding		
<b>Signature:</b>	<b>Print:</b> Catherine Moodie	<b>Date:</b> 6 <sup>th</sup> March 2024

<b>8.2 Supporting documents checklist.</b> <i>You <b>must</b> enclose the following documents (where applicable) with the application. If they are not available, please state why. Also, please refer to the guidance note how to name/label the documentation when submitting the application form.</i>		<b>YES / NO or Not applicable</b>
<b>1</b>	<b>Constitution or articles and memorandum</b>	Yes
<b>2</b>	<b>Committee Members or Directors List</b>	Yes
<b>3</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	N/A
<b>4</b>	<b>Policies – i.e. child protection, health and safety, equal opportunities, organisational policy, Fair Work First policy</b>	Yes
<b>5</b>	<b>Confirmation of match funding letters</b>	Yes
<b>6</b>	<b>Bank statement – latest available</b> * please provide a statement below declaring what the remaining bank balances are for.	Yes
<b>7</b>	<b>Annual financial accounts – latest available</b>	Yes
<b>8</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos</b>	Yes
<b>9</b>	<b>Business plan (revenue/income generation projects)</b>	Yes
<b>10</b>	<b>Relevant insurance policies</b>	Yes
<b>11</b>	<b>Job descriptions (CRF funded posts)</b>	Yes
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	Yes
<b>13</b>	<b>Partnership agreement</b>	N/A
<b>Reason for missing documentation:</b>  3 – No capital work involved so no permissions required 13 – This is not a formal partnership project so no partnership agreement is required		
<b>Declaration what the remaining bank balances are for:</b>  Almost all Restricted funds are now for the YMCA Building setting up activities' costs, Fountain Road Hall and other salaries, running costs, transport and specific projects.  The Board's policy is to maintain unrestricted reserve to cover 3 months activity. There are not at present sufficient excess reserves beyond that to fund this project due mostly to the lack of income from fundraising activities dating back to COVID and Fountain Road Hall not being able to take many bookings for activities/events.		



# 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	<b>Project reference number</b>	CRF2306
1.2	<b>Organisation</b>	Durness Golf Club
1.3	<b>Project title</b>	Golf Course Machinery
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	Durness Golf Club are currently seeking funding to assist purchasing environmentally friendly, essential equipment which will be used for maintaining our popular Golf Course, which is one of the main sporting facilities in Durness and the North West Sutherland area. Our current mower is no longer fit for purpose; we are seeking funding to replace our old diesel mower with an energy efficient hybrid model. We

		would also purchase a 3 ton tipping trailer to improve working efficiency and reduce travel when carrying out erosion prevention work and removal of invasive species in line with our agreed work with NatureScot.	
1.5	Project costs	<b>Total project cost</b>	£20,475.00
		<b>Match funding</b>	£6,475.00
		<b>CRF grant requested</b>	£14,000.00
1.6	<b>Start date</b> ( <i>from 1<sup>st</sup> March 2024 unless specified when you're invited to submit a full application</i> )	01/06/2024	
1.7	<b>End date</b> ( <i>by 1<sup>st</sup> March 2025</i> )	31/08/2024	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> for definitions at the end of this form)	<input type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input checked="" type="checkbox"/>	Tackling the climate emergency and working towards net zero

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	<b>Organisation</b>	Durness Golf Club	
2.2	<b>Address and postcode</b>		
2.3	<b>Main contact name</b>	Alistair Morrison	
2.4	<b>Position in the organisation</b>	Head Greenkeeper	
2.5	<b>Contact number</b>		
2.6	<b>Email address</b>		
2.7	<b>Website address</b>	<a href="http://www.durnessgolfclub.org">www.durnessgolfclub.org</a>	
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	N/A	
2.10	<b>Is the organisation VAT</b>	<b>By confirming this, you are declaring the</b>	

	registered?	organisation VAT status as per HMRC. If this changes at any time during the project, you <b>must</b> 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.	552574140
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.	Durness Golf Club, Balnakeil, Durness, Sutherland, IV274PX
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.	Land Lease and Land Management agreement in place with NatureScot.
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 <sup>st</sup> March 2025.	
	<b>Activity name</b>	<b>Achieve by (date)</b>

Purchasing Toro 3420 Hybrid Greens Mower	31/05/2024
Purchasing 3 Ton Tipping Trailer	31/05/2024
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

Durness Golf Club is currently seeking funds to purchase two essential pieces of equipment to continue maintaining our golf course while enabling us to become more environmentally friendly by reducing our carbon emissions and moving towards net zero. We urgently need to purchase a greens mower and tipping trailer to continue maintaining our unique and very popular golf course. The hybrid mower will be more energy efficient than our existing diesel mower which needs to be replaced and will greatly reduce our carbon emissions.

In addition Durness Golf Club has a land management agreement with NatureScot. The purchase of a tipping trailer will enable us to carry out our environmental work as part of this agreement more efficiently. The trailer would be used for biodiversity conservation work including removing evasive species, moving brushings and transporting marram grass for planting in order to stabilise the open ground to protect the area from further erosion damage.

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

This project will allow Durness Golf Club to continue to provide a well maintained golf course for the village of Durness and the whole North West Sutherland catchment area. We currently have regular members of all ages and abilities who use the golf course regularly. We have members from Tongue, Melness, Durness, Kinlochbervie and Scourie. We are committed and very proud that we offer affordable membership fees to encourage as many people as possible in the local area to enjoy the game of golf and through this individuals can benefit greatly from the health, fitness and mental health aspects.

Our club also works closely with Durness Primary School and North West Sutherland Schools Group to offer regular Junior coaching sessions, this encourage golf from an early age and encourages a mixed age range to use the golf course.

The local economy also greatly benefits from our visiting golfers during the summer season as they use local businesses to shop, eat and stay for accommodation.

<b>4.4</b>	<b>What local need or opportunity will the project address and has this been recognised in a local plan?</b>
<p>Durness Golf Course is situated on a Site of Special Scientific Interest (SSSI) and Special Area of Conversation (SAC); as such the golf club has an agreement with NatureScot which outlines the importance of biodiversity conservation and erosion prevention which funding the purchase of the proposed equipment would allow. The new equipment is essential in our ability to carry out this recognised need.</p> <p>Our agreement with NatureScot has been included with our application as evidence of need.</p> <p>Furthermore, the Scottish Government has set a target to become net zero by 2045, by replacing our diesel mower with a hybrid model this will help progress towards this target by reducing our carbon emissions.</p>	
<b>4.5</b>	<b>How do you know there is local support for the project? How can you evidence this?</b>
<p>We have a strong local membership throughout out the North West Sutherland community which include a wide range of ages and abilities who enjoy using our golf course. Many are keen golfers who enjoy the competitive side of it but also many just enjoy playing social golf and enjoy being out playing some sport and gaining some exercise.</p> <p>*please find attached supporting letter from Durness Community Group</p>	
<b>4.6</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>The mower and trailer will be serviced and maintained to ensure longevity in accordance with manufacturer's recommendation. This will be funded by the Durness Golf Club.</p> <p>By ensuring our golf course remains in a well maintained and appealing condition this helps to attract more visitors to play the course and in turn this income ensures we have future funds.</p>	
<b>4.7</b>	<b>What will be the lasting benefits and legacy?</b>
<p>Ensuring our golf course stays in a well maintained condition ensures the community of Durness and the communities in North West Sutherland will continue to have a golf course to use as a sporting facility for many more years to come. By reducing our carbon emissions this will aid us in our work towards achieving net zero and limiting global warming and ultimately avoiding further climate change. Our conservation work in conjunction with NatureScot will prevent the land erosion and protect the land for native plant species.</p>	



4.8	<p><b>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.</b></p>
<p>The mower we plan to purchase is a Toro 3420 Hybrid Greensmower as it has highly efficient components, this TriFlex Hybrid model operates efficiently in energy saving mode. While in this mode, engine RPMs are reduced and the all-electric reel drive maintains a constant reel speed. This results in reduced fuel consumption and noise while maintaining quality of cut, performance, and productivity. This mower would be more energy efficient and environmentally friendly than our existing, old diesel mower and will allow us to reduce our carbon footprint considerably while maintaining the course.</p> <p>One of the main reasons we need a 3 Ton Tipping Trailer is to continue our environmental work in partnership with NatureScot. The Durness Golf Course is situated in a Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC) due to the area containing one of the largest sand dune systems in the north of Scotland; it is an extreme northern variant of fixed dunes with herbaceous vegetation. We therefore work closely with NatureScot to prevent erosion and removing evasive species.</p>	
4.9	<p><b>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?</b></p>
<p>Durness Golf Club works hard to ensure the course is set up to be inclusive of any age and ability to use. By gaining the funds for this project will allow the club to continue other projects for example, we have two, two seater electric golf buggies which allow individuals with mobility issues to play on our course. We are also offering the Highland Disability Golf Team free use of our course this year.</p>	
4.10	<p><b>All applicants are required to provide a statement how the organisation is committed to advancing the <a href="#">Fair Work First Policy</a> 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.</b></p> <p><b>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 <a href="#">Fair Work First guidance</a> for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</b></p> <div data-bbox="260 1906 320 1966" data-label="Image"> </div> <p data-bbox="188 1973 395 2018">FWF statement and declaration template.c</p>





Total revenue expenditure			£
Total capital expenditure			£20,475.00
<b>TOTAL PROJECT COST</b>			<b>£20,475.00</b>
Is VAT included in these costs?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
VAT included in these costs?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>5.2</b>	<b>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.</b>	<p>We compared various mowers such as the John Deere 2750 Precision Cut Model, however the Toro 3420 was comparatively better value for money and had lower carbon output.</p> <p>Quotes were obtained from reliable suppliers. These were selected by being the most cost effective quotes for making these purchases.</p>	
<b>5.3</b>	<b>Please explain how your project will achieve value for money.</b>	<p>This project will achieve value for money as the two quotations that have been selected for a combination of cost, quality and sustainability to meet our requirements. Running costs of the new mower will be lower than the running costs of the existing diesel mower and the new trailer will reduce the number of trips required when moving brashings and marram grass.</p>	

## SECTION 6 – MATCH FUNDING

<b>6.1</b>	<b>Match funding details – All projects must start within three months of approval.</b>		
<b>Name of funder</b>	<b>Confirmed</b>	<b>Date confirmed or expected</b>	<b>Amount £</b>
Durness Golf Club	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	12/2023	£6,475.00
	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"/>	
<b>Total match funding</b>			<b>£6,475.00</b>
<b>CRF requested</b>			<b>£14,000.00</b>
<b>Total project cost</b>			<b>£20,475.00</b>
<b>6.2</b>	<b>Will the project involve “in kind” support?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>6.3</b>	<b>If yes, please detail.</b>		
<b>6.4</b>	<b>Please explain why public funding is required to deliver the project.</b>	The Durness Golf Club has unpredictable, seasonal income and as such cannot afford to invest a larger sum into our efforts towards net zero.	
<b>6.5</b>	<b>Please explain what the remaining bank balances are for in your accounts.</b>	£60,900.00 is reserved for running costs which include payroll expenses and rent.	
<b>6.6</b>	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	The Durness Golf Club committee members agreed to contribute £6,475.00 of the unrestricted funds towards this project as match funding.	

### SECTION 7 – INCOME GENERATION

<b>7.1</b>	<b>Will the project generate income?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>7.2</b>	<b>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.</b>	
<b>7.3</b>	<b>How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?</b>	There are no conflicts of interests. Local businesses such as transport, accommodation, shops and restaurants support this project as they gain customers from people using our golf course.
<b>7.4</b>	<b>Have you considered taking out a loan for the project?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>7.5</b>	<b>If not, please state why?</b>	We currently don't have secure income.
<b>7.6</b>	<b>Have you previously received public funding?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>7.7</b>	<b>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</b>	

Funding	Date	Amount £	Public
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			<b>Subsidy?</b>
	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: Alistair Morrison**

**Date:**

07/03/2024

**Print: Alistair Morrison**

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

9	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input 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](mailto: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: 2306**

**Organisation: Durness Golf Club**

**Project Title: Golf Course Machinery**

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.

<b>People</b>	The provision of services or space that support people in your area.
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<b>Place</b>	The infrastructure and facilities in your area and how they support the communities within it.
<b>Economy</b>	The economic wellbeing of your area and the people within it.
<b>Environment</b>	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	
<b>Other</b> - 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)	
<b>Other</b> - 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	safeguarded	1
Sports facilities	improved	
Local amenities	safeguarded	
Local infrastructure	improved	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

### Helping economic recovery & sustaining growth (Economy)

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

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	
Town center improvements	
Initiatives to improve access to local services	
<b>Other</b> - 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	<del>new/supported/enhanced</del>	<b>1</b>
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	<del>new/enhanced/safeguarded</del>	<b>1</b>
Marine conservation initiatives	new/enhanced/safeguarded	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		





# Community Regeneration Funding (CRF) Application Form

(v2 June  
2023)

- Please refer to the **Guidance Note** and **Fair Work First Summary Guidance** when completing the application form. There are important supplementary information you need to be aware of when answering some of the questions.
- Supporting documentation **must** be submitted with the application form (see section 8.2).
- Projects must **not** incur expenditure before the project has been approved.

## SECTION 1: PROJECT SUMMARY

<b>1.1 Project reference number</b>	CRF2308	
<b>1.2 Organisation</b>	Scourie Community Development Company (SCDC)	
<b>1.3 Project title</b>	Gearing Up 2 - Continuation of Freelance Development Officer Post	
<b>1.4 Project costs</b>	<b>Total cost of project</b>	£29109.00 Apr 24 – Feb 25
	<b>Match funding</b>	£10800.00 Covers Apr – July 24
	<b>Grant requested</b>	£18309.00 Aug 24.-Feb 25
<b>1.5 Start date* (from 1<sup>st</sup> October 2023)</b>	1 <sup>st</sup> August 2024	
<b>1.6 End date* (by 1<sup>st</sup> March 2024)</b>	28 <sup>th</sup> February 2025 = 91 days	

**1.7 Which of the following strategic objectives will the project meet? Please choose ONE main strategic objective.**

<b>Increasing community resilience</b>	<input type="checkbox"/>
<b>Tackling poverty and inequality</b>	<input type="checkbox"/>
<b>Addressing causes of rural depopulation</b>	Yes
<b>Helping economic recovery and sustaining growth</b>	<input type="checkbox"/>
<b>Tacking the climate emergency and working towards net zero</b>	<input type="checkbox"/>

### 1.8 Privacy Notice

Please confirm you have read and understood the Community Regeneration Funding privacy notice: [Privacy Notice](#)

YES

## **SECTION 2: CONTACT DETAILS**

<b>2.1 Main contact name</b>	Kristine MacKenzie
<b>Contact number</b>	
<b>Alternative contact number</b>	
<b>2.2 Position</b>	Development Officer
<b>2.3 Address</b>	
<b>Postcode</b>	
<b>2.4 Email address</b>	
<b>2.5 Website address</b>	<a href="http://www.scouriedevelopment.scot">www.scouriedevelopment.scot</a>

## **SECTION 3: ORGANISATION DETAILS**

<b>3.1 Organisation type</b>	<b>Please indicate (x)</b>	<b>Organisation number</b>
<b>Company limited by guarantee</b>	Yes	SC415281
<b>Constituted group</b>	<input type="checkbox"/>	
<b>Public body</b>	<input type="checkbox"/>	
<b>Charity</b>	Yes	SC043558
<b>SCIO</b>	<input type="checkbox"/>	
<b>Other (please specify)</b>		

<b>3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant?</b> <i>Please provide partnership agreement with the application if the answer is yes.</i>	<b>/ NO</b>
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<b>3.3 Is the organisation VAT registered?</b>  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.	<b>/ NO</b>
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<b>3.4 If the organisation is VAT registered, please quote number.</b>	NA		
<b>3.5 Is the VAT related to the project being reclaimed from HMRC?</b> <i>Provide relevant details i.e. details of exemptions.</i>	<b>Whole</b>	<b>Partial</b>	<b>None</b>

<b>Details:</b> NA
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### 3.6 Project delivery team

Name	Job title/area of work
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The organisation and its Director's have for many years successfully delivered a great number of both revenue and capital projects, in doing so have established a good working relationship with a variety of organisations, design teams, funders and wellbeing practitioners, this has resulted in an increase in confidence, greater ability and capacity to take on more challenging projects whilst securing heightened levels of support from the local community.

SCDC Board of Directors;

**Neil MacDonald (NM)**, Vice Lord Lieutenant of Sutherland and Chairperson provides a wealth of experience particularly within the land sector

**Pete Tuck (PT)**(Treasurer), A retired soil researcher with experience in finance

**Rebecca MacInnes (RM)**, An HR Manager for Loch Duart Salmon Farm provides Secretarial support,

**Angus Marland (A. Mar)** Proprietor of Scourie Lodge B&B with many years business experience

**George Thomson (GT)** An engineer with impressive local knowledge

**Innes MacDonald (IM)** A multi-store retail manager

Development Officer (Part time, Freelance);

**Kristine Mackenzie (KM)** Many years experience in funding community development projects, with a background in crofting and land management

Community Growing Co-ordinator (Part time, Freelance);

**Karen Wade (KW)** Part time teaching assistant with experience in community growing, reports to the Growing Sub Group (PT, A Mar and KM)

With support from;

1. **The Communities Housing Trust** – assisting the delivery of H1 Housing project and the relocation of Scourie School Car Park. Architect Iain Livesey, Structural Engineers Fairhurst (Lead contact KM)
2. **Alan Balfour** – Land owner Scourie Estate
3. **Corra Irwin** – Solicitor MacLeod and MacCallum
4. **Angela Johnson (Mental Health) and Amy Johnson (Foot Care)**, wellbeing practitioners (Lead contact KM)
5. **In partnership with representatives from KLB, Coigach and Assynt** – investigating the viability of seaweed farming (Lead contact for SCDC KM and A Mar)
6. **In partnership with 5 other local community organisations** – setting up the North West Sutherland Community Alliance as a SCIO (Lead contact for SCDC KM and NM)
7. **Lead Directors (NM and GT)** for the Scourie Rocks Project – ambitious plan to build a visitor centre
8. **Joan Hughson**- executor to Dorothy Dick's estate including No 45 Scourie
9. **Scourie Primary School**

Collectively we have the skills, confidence, experience and a full understanding of the issues linked to remote rural communities, to deliver the projects in hand

## **4: PROJECT DETAILS**

Please refer to the **Guidance Note** when completing this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

### **4.1 Project location - Please include postcode.**

Scourie Community Development Company, Registered Office, The Pavilion, Scourie, Sutherland IV27 4TD

### **4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?**

Whilst the focus of attention with the Development Officer as lead contact is on items 1 and 2 below as indicated within the end of project report (Ref C2105), other projects also require a significant amount of input

Landownership linked projects;

Site H1 – Affordable Housing – Phase One 9 units

- Funding secured to purchase the site from the Scottish Land Fund
- Heads of Terms signed between landowners SCDC and Scourie Estate
- Planning Permission validated and currently - awaiting a decision
- Application by the landowner to resume the land from crofting tenure, awaiting planning permission approval

Safe Route to Scourie School – Access and Car Parking

- Asset Transfer from the Highland Council required, EoI submitted followed by full application - awaiting a response
- Planning Permission validated and currently awaiting approval

Nature Restoration and Community Growing Project;

- The land (Doctors Park) designated for this project is under SCDC ownership, part of the site designated for the building of Scourie Rocks Visitor Centre

No 45 Scourie – Cottage with Studio;

- Currently being managed by Joan Hughson, Executor to Dorothy Dick (artist/sculptress). with the option to lease or to transfer ownership to SCDC – seeking funding for an options appraisal

Scourie Rocks Site

- Under SCDC ownership

### **4.3 The Project**

- Please summarise the project, explaining how it will achieve at least one of the funds' strategic objectives as noted in 1.7, and list which outcomes it hopes to achieve.

**Theme – Addressing the cause of Rural Depopulation;**

- The 6 members forming the SCDC Board of Directors lack the time and capacity to facilitate the projects themselves, of the 6 members, 5 are in full time employment. Having a Development Officer to progress and deliver projects, some with transformational outcomes is crucial if we are to mitigate the effects of outwards migration and assist efforts to repopulate this remote corner of NW Sutherland.
- Our application follows on from **CRF application CRF 2105**, we seek funding in support of 91 days of freelance Development Officer time from August 2024 to February 2025, costs covering the period April to July 2024 are confirmed and in place

### **Role of the Development Officer;**

- Primarily between August 2024 and February 2025 make significant progress towards the completion of the two priority projects, namely the Safe Route to Scourie School and the construction of 9 affordable homes
- Work towards addressing the challenges and issues identified within the CRF End of Project Report (Ref C2105)
- To help reduce the burden on volunteers by helping to break down the barriers and obstacles faced by the organisation
- Tasked as the most appropriate support and resource to assist the Board of Directors build capacity and aspiration for community ownership, leading to further community ownership through increased social capital due to increased levels of connectedness enabling a more robust case for funding/financial support
- To support the SCDC Board of Directors to fulfil their responsibilities for governing the organisation.
- Oversee project budgetary expense, continue to seek the necessary finance to deliver community led projects, those prioritised by the community as having best chance of delivering sustainable outcomes and transformational change, some at the early stage of development, others waiting approvals from statutory bodies, some shovel ready. .
- Seek the necessary consents, enact instructions from legal representatives in respect of land resumptions and asset transfers, report regularly to the Board of Directors, provide regular updates to the community via social media, submit claims and reports on time and as required
- In line with the Communities Housing Trust Client Duties Agreement, Development Officers working for community groups have responsibilities for various items during any housing project – attach copy of remit

### **Affordable Housing and a Safe Route to School – A means to repopulate;**

Progress with the provision of a safe route to school and the building of affordable houses is totally dependent on approvals being granted from the Highland Council (Planning Department and Asset Transfer) and from the Scottish Land Registry, to date all have suffered significant delays. Whilst the focus of attention for the Development Officer is on the above, other projects have a role to play in helping to mitigate the effects of Rural Depopulation. The following summary gives an insight into the projects requiring considerable input from the Development Officer, the level of commitment needed to deliver, the main challenges, and the outcome we hope to achieve

For the sake of this application, we associate 90% of the Development Officer time being attributed to projects 1 and 2 which will bring about transformational change, the remaining 10% split between projects numbered 3-7 below requiring occasional but regular input

### **Phase One Affordable Housing (9 units)**

### **Meeting the Need and Demand**

- Our aims and objectives fully comply with those of the Sutherland Partnership and fit well with the vision of the NW2045 to make the NW Highlands an attractive place to live and work whilst building towards a more sustainable local economy. To help create a critical mass we need to improve our prospects and to do this we require suitable and affordable housing, the key to growing employment opportunities.
- Local employment opportunities are plentiful, businesses cannot fill vacancies due to the lack of suitable housing.
- Some 19 applications for housing are currently lodged with the Communities Housing Trust

#### **Main Challenges;**

- The complexity surrounding the project and the transferring of land ownership by way of an application to the Land Registry by the landowner to resume H1 from crofting common grazings
- The time delays associated with establishing ownership
- Seeking sufficient funds to deliver
- The difficulties trying to access funding without ownership or lease over H1
- The levels of bureaucracy
- The need to relocate overhead power lines and instal a new drainage system to a difficult site

#### **Main Risk to the Project;**

- Lack of funding to deliver
- Increasing costs due to time delays and the topography of the site (rocky outcrops)

### **2.Safe Route to Scourie Primary School**

- In order to provide a vehicular access to H1 the existing car parking area serving the school requires to be relocated towards the front the land is currently under ownership of Highland Council, an Asset Transfer has been applied for
- We will provide a proactive solution to improve the school and visitor parking by relocating the parking area and creating 10 new parking bays, this will increase the safety for children and pedestrians and minimise the traffic accessing the entry to the housing development
- The parking solution will now be delivered in tandem with the access to H1
- A footpath from the school to the housing development will provide a safe route of passage

#### **Main Challenges;**

- Further delays in receipt of Asset Transfer and planning permission approvals
- The difficulties in trying to access funding without site ownership
- Cost to construct the car park Circa £74k – application lodged with SSE, if unsuccessful the project will incur further delays

### **3.Health and Wellbeing;**

- Scourie scores 3052 on the SIMD register, is classified by the NHS as a RED Zone meaning that many of the services afforded elsewhere are not available.
- For a number of years we have drawn down grant funding to provide mental health and foot care support,
- Our wellness provider delivering EMDR therapy covers client needs throughout Sutherland, some 50 clients have been supported over the last 12 months, funding to cover the cost is

currently exhausted, the lack of EMDR support is having a hugely detrimental effect on those existing clients and those waiting support. No other EMDR therapy provision exists in Sutherland, the service is confidential, clients are referred to SCDC via the local medical practice, Kinlochbervie CAB and the Dornoch Firth Group, the Development Officer takes responsibility for client registrations and liaises directly with the wellness provider

- Toes and Soles an independent mobile foot care clinic travels monthly from Rogart to attend clients in Scourie and Kinlochbervie. Funding to support this service is now secured until February 2025.
- Both the mental health and footcare services are vital, for those regularly attending the foot care service it's the difference from being housebound and being able to go out and socialise, for EMDR clients the benefits are life changing

Main Challenges;

- Having to continually seek funding in order to support mental health and footcare services, Seeking an alternative support system for those in need is problematic, and involves a 198mile round trip to Inverness, the main centre, a local mini bus service operates 3 times per week with a journey time of 7 hours

#### **4.No 45 Scourie;**

- No 45 is a small cottage previously owned and occupied by the sculptress Dorothy Dick (now deceased) by way of her executor the art and sculpture collection is being gifted to SCDC, with the option to lease or transfer ownership of No 45 to SCDC . **Options are time limited**
- The building, an old croft house requires a significant amount of investment but does in the short term offer potential for occupation by an artist in residence, or for heritage based projects, it also links well with the Shelley Collection of fossils and gems currently securely stored awaiting the building of Scourie Rocks

Main Challenges;

- Determining the viability of the project
- Costs to bring the building up to standard

#### **5.Seaweed Farming**

- Early stages of development
- A project borne from like-minded community organisations interested in investigating the viability of a local seaweed farming project – representative groups from Scourie, Kinlochbervie, Lochinver and Coigach
- Potential to provide employment
- The Coastal Community Fund invested £30000 in a SAMS report which helped identified 3 sites with the potential to offer the required conditions
- The level of interest shown by a local fin farming enterprise is positive as multitrophic farming especially in relation to defending farms using mussel lines for plankton blooms is of interest
- Interest shown from companies interested in working with us – Hebridean Seaweed (Stornoway) Eco-Cascade (Kyle of Lochalsh), Nopla, Napier University, Shore Seaweed and Kaly.Eco
- HIE suggested their PathFinder workshops be beneficial to us, this offer was taken up by one of the member organisation groups who completed the course

- Visits to Hebridean Seaweed and Eco-Cascade have taken place

#### Main Challenges;

- The lack of affordable housing to support employees
- Identifying owners of the foreshore
- Deciding which route to progress –
- Seeking the level of technical expertise needed to produce a Business Plan
- The licencing requirements
- Sourcing initial funding to help understand the best governance model, potential processing options with partners, potential farm locations – pros and cons

#### **6. Community Growing and Nature Restoration;**

- 2023 - Early development project comprising an enclosed area of hedgerow planting, fruit trees, wildflower meadow
- 2024 – Introduction of a tool shed, raised beds and Polycrub
- Rental beds available to the community for a small charge,, excess produce available to local residents
- Opportunities to increase volunteer input, improve physical activity and provide outdoor out of school workshops for pupils of Scourie Primary School
- Part time, seasonal facilitator now in post charged to take care of the day to day tasks
- Development Officer role includes keeping track of spend, reporting as required and to encourage other local growers to join together and exhibit their wares – monthly market day

#### Main Challenges;

- The project aims to reduce dependency on grant aid by renting areas of the Polycrub, from the sale of excess produce and by running small events (BBQ's etc), it will however take time to establish itself, until then we anticipate needing a small amount of funding

#### **7. North West Sutherland Community Alliance (NWSCA)**

##### **Aims;**

- To promote and support collaborative working between Scourie, Kinlochbervie and Durness by the collective design, development and delivery of activities and projects identified as having the greatest chance of bringing about transformational outcomes to our communities, including employment, housing, connectivity, the development of “green” skills, and wellbeing support services, collectively setting us on our journey towards assisting Scotland reach its net zero targets and long term sustainability
- Agreement made for the formation of a SCIO with named representatives from 6 organisations (Community Anchor Organisations + Community Councils)

##### **Outcomes;**

#### **Sustainable Economy – this section response is based on the delivery of H1 and the Safe Route of Passage to Scourie School ;**

- An increase in the amount of affordable housing stock offering an increased range of affordable housing options for varying income levels
- An increase in live/work opportunities, that can diversify local economy and new business growth



- Increase in the number of opportunities for more effective service provision through supply of suitable housing options for service and business workers
- Enabling work from home
- Ensure the retention of essential services
- Offering local businesses and their employees to stay locally
- Supply of suitable housing will attract key workers
- More sustainable economic, environmental and social development achieved through community ownership of the land

#### **Sustainable Environmental Outcomes;**

- Reduce fuel poverty through efficient insulation, heating, water and ventilation systems
- Reduce carbon footprint by ensuring the properties meet Building Standards
- Better living conditions for residents
- Sensitive design to blend in with the landscape features
- Siting properties to maximise solar gain and minimise the impact from the exposed coastal location
- Properties will be designed to be energy efficient
- Reduce the need for short car journeys for families with school age pupils

#### **Social Development;**

- Primary school numbers increase
- Culture and heritage maintained
- Secure house tenancies
- Greater intergenerational working – activities, play areas and clubs
- Promoting positive mental health and wellbeing

#### **(a) How will the project benefit local communities or the local economy?**

- The whole community of Scourie will benefit from this development
- Development of the project will involve the wider community of Scourie in a holistic approach to place-planning
- The age demographics will be improved through the provision of family housing in close proximity to the primary school. The school role is currently 11 pupils, housing provision aims to increase current pupil numbers
- Scourie is a geographically isolated community, classified by the National Health Service as a Red Alert Zone, this project will be a catalyst to attract investment into the area
- The project offers affordable homes to rent and to buy in an area where there is a high level of second /holiday homes – the few properties coming to the sale market remain out of reach to local residents
- In general, there is not a shortage of employment, the issue is that local businesses cannot fill vacancies due to a lack of suitable affordable homes. The safer parking area will provide the community with a safer route to school
- Housing provision will assist SCDC's ambitions to develop further phases of sustainable community assets nearby including Scourie Rocks – a new visitor centre attraction to house the world-renowned Shelley Collection of rocks, minerals and fossils
- Regular engagement with partners will expand SCDC Board Members capacity, level of skills and confidence to deliver large projects
- Intergenerational networks will form through the delivery of affordable housing and associated works

**(b) What need or opportunity will the project address? How do you know there is local support for the project? Please provide evidence of community support with the application i.e. letters of support/consultation reports.**

- SCDC are working in partnership with the Communities Housing Trust, their experience in delivering similar projects across the Highlands welcomed The Household Survey conducted in 2021, noted 8 households requiring a home within 12 months and a further 12 household leavers. In addition, 15 households would like to relocate to Scourie, since then the number of applicants now registered with them has increased to 18
- The much needed housing – last provided some 30 years ago led to the Housing Needs Survey, the summary outline notes 98% support for housing as the main priority
- The Crofters who utilise the common grazings are fully supportive of the resumption for wider community benefit, the access track to the remainder of the grazing land will be retained
- In May 2023 draft plans were made available at an Open Event in Scourie Hall attended by members of the community, SCDC Board Members, SCDC Development Officer, The Community Housing Trust, Highland Council and Iain Livesey, appointed architect. The event held on a Saturday was well attended, members of the community were encouraged to comment, engage conversation and make known their requirements. The feedback formed the basis of the design and layout plan
- Regular updates are posted to the Community Council with feedback encouraged

**(c) List the main activities to deliver the project including timescales – this will be the project delivery plan. Projects must be able to start incurring expenditure from the 1<sup>st</sup> October and be completed and fully claimed by 1<sup>st</sup> March 2024.**

Activity name	Achieve by (date)
Appoint the Development Officer to help support community regeneration and repopulate	February 2025 x 91 days support
Progress is fully dependant on approvals from statutory bodies, land ownership transfers and the level of funding awarded. We make the assumption that planning for H1 and the School Car Park will be granted by May/June 2024	Development Officer continues to work closely with the Community Housing Trust, design team and funders to move the project forward
Technical design stage and building warrant applied for H1 Funding in support of car park relocation awarded Technical design stage applied for Car Park, tenders sought Tenders for car Park received RCC approved Car Park tender approved, contractor appointed Building Warrant H1 approved Seek tenders for H1 Tenders received H1 Tenders approved contractor awarded H1 Work finished on car Park Housing constructed Also; Land resumed via the Scottish Land Registry Asset Transfer or alternative approved	July 2024 End July End August End September End September End September Mid November End December Feb 2025 End February End February December 2025 End August 2024 Early September

Funding in support of the above	Continuous
Seaweed Project – legal status decided, 2 trips undertaken, Business Plan produced with technical support, fore shore ownership identified, sources of potential funding identified	October 2024
Health and Wellbeing – EMDR Mental Health and Foot Care Services -	Funding secured to cover cost until March 2025
Nature Restoration and Community Growing – 8 volunteers recruited and actively engaged. First year of produce successfully grown small income generated	October 2024

**(d) In developing the project, please detail how you have considered the following:**

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

This response is based on the Development Officers input to the projects identified within this application;

- Carrying out the school car parking work as 1st phase to avoid traffic safety issues
- On site quarrying/crushing of materials where rock is excavated; use of excavated material for retaining structures (gabions)
- Consideration of ground levels to minimise quantity of material being removed from site
- The use of locally-sourced quarry materials (Clashfean Quarry)
- Minimising the use of concrete where possible (eg. use of lightweight rendered board system rather than concrete blockwork and use of natural stone in walling (gabions/drystone walls)
- Usual design elements to reduce carbon/energy footprint - ASHP, fabric-first insulation; EV charging
- The homes will be designed to minimise their environmental impact during construction by utilising local materials, local labour and reducing transport emissions where possible. Air source heat pumps will be installed and the housing will be well insulated to reduce energy consumption for residents.
- A communal car charging station will be located nearby, the site will be enhanced with native tree species and plants to increase biodiversity and to capture carbon emissions.
- The project where possible, aims to align with the ambitions of the 20 Minute Neighbourhood within a rural setting and context

**Nature Restoration and Community Growing;**

- This project will use natural materials and reuse where-ever possible, e.g. sheeps wool and seaweed will be used to establish lazy beds, pallets and plant pots will be reused. Via social media we will encourage local residents to retain items suitable for compositing.

**Equalities impact** – *Explain how you have 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 have an allocations policy which has been designed by CHT and SCDC to help meet local needs but also to encourage repopulation. An application form will ensure

that all data collected is the same for every applicant. The data will be stored in line with GDPR

- The assessment and allocation of the affordable homes will be carried out based on a standard anonymised format and a panel will make the final decisions, thereby removing individual bias.
- Homes will be designed to allow for a downstairs toilet and potentially a downstairs bedroom, to prevent people having to move home if they require an accessible home.
- Disabled parking bays will be made available within the relocated School parking area

The target groups will be:

- Everyone in the Scourie area who can demonstrate their requirement for an affordable home
- People wishing to move to the Scourie area who can demonstrate and bring in skills and economic activity to the area
- Growing the community will address inequalities, labour market challenges, social economic benefits and sustainable growth

**Fair Work First** – Please provide a statement how your organisation is committed to advancing the [Fair Work First Policy](#) including the ‘Real Living Wage’ and ‘Effective Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative. This representative should be from the relevant trade union(s) where one or more is recognised, alternatively where there is no union recognition it should be another appropriate workers’ representative. This can be provided in a separate supporting document with this form. In addition, can you also confirm if you have the Living Wage Accreditation and/or planning to be certified.

This is a freelance contractor post. Our website notes our Fair Work First Policy

**(e) How will the project be supported after CRF funding and what will be the lasting benefits/legacy?**

**Affordable Housing and Safe Route to School;**

- As mentioned, SCDC’s current focus of attention is to deliver the community led projects (noted above) identified as having the greatest capacity to bring about sustainable development, none are income generating in the short term, as such SCDC does not have spare capacity at this time to engage in further projects. However, we anticipate rental income from Phase One of the social housing to be £97k per annum from January 2026, Phase Two a further 8 social housing rents Circa £86k pa plus the safe of 5 affordable plot, over time, contributing considerably to our income and increasing our assets. In addition our Scourie Rocks project albeit in the early stages of development, will bring employment opportunities and generate further income
- Creag Rhiabach Wind Farm is due to begin generating income later this year with £5000 per annum available to Scourie plus a share in Circa £240000 per annum
- Part of the Freelance contractors remit will be to secure sufficient funding to take forward the affordable housing and safe route to school projects to the next level, this will take time and will be ongoing throughout the 7 months, given the complexity of the project and the significant amount of finance required (Housing Circa £1.4-6million. + Safe Route to School Circa £75k) we are unable to predict what that level might be. We are keen that we take a realistic approach and aware that further challenges will impact on both timescales and cost

- Failure to secure the necessary funding to cover the facilitator cost will be hugely detrimental and incur ill afforded, significant delays

**Lasting Legacy – post February 2025**

- Moving this project forward is the key to help repopulate this remote corner of NW Sutherland,
- Having secure family homes will help mitigate the outward migration of young people from our community
- Social housing provides a stable environment where people can stay long term
- Tenancy rents are more secure and linked to local income making them more affordable
- A secure home provides stability to enable children to flourish and for adults to take advantage of job opportunities
- The stability and affordability of the housing will be an anchor for SCDC and the local community – more so for key workers who can continue living in close proximity to their work place
- Provision of such housing will reduce the number of families dependant on housing benefit
- Children and pedestrians will have a safe route of passage to school
- The project is integral to the development of the Local Place Plan – builds capacity for community land ownership and asset values
- In addition, the lasting legacy and benefits derived from our Community Growing and Wellness/Mental Health projects will be a healthier, more active and happier community, employment will be generated through Scourie Rocks and from Seaweed Farming, Our direct engagement with the North West Sutherland Community Alliance and North West 2045 will provide the opportunity to bring about the level of transformational changed needed to help repopulate North west Sutherland

<b>4.4 Does the project require planning permission or other statutory regulatory consents?</b>	<b>Yes</b>
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**If YES, please detail below - provide evidence with the application if granted.**

<b>Type</b>	<b>Applied – Yes/No (include date)</b>	<b>Granted – Yes/No (include date)</b>
Full Planning Application to construct 8 affordable houses	14/08/2023 Applied	
Full Planning Application to provide safe parking	14/08/2023 Applied	

**SECTION 5: BUDGET**

Delete the example below before completing this section. All posts/salaries/professional fees **must** provide an hourly rate. This section can be provided in a separate excel spreadsheet if preferred.

<b>5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.</b>			
<b>Budget Heading</b>	<b>Detailed costs</b>	<b>Revenue/Capital</b>	<b>Amount</b>
Freelance Development Officer	91 days x ( 3 days per week) as a % of £30k pa August to Feb 2025 x 13 days pm	Revenue	£17500

Travel Costs	3 site visits 230miles x £414 plus Accommodation x 3 x £75 = £225 - Strathcarron to Scourie Return	Revenue	£639
Community engagement	2 x Community Engagementment events x £60 Scourie Hall e.g. housing updates	Revenue	£170
Total revenue expenditure			£18309
Total capital expenditure			£
<b>TOTAL PROJECT COST</b>			<b>£18309</b>
Is VAT included in these costs?			Yes

**5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent comparisons/quotations. If you have been unable to seek current costs, explain how you have obtained these whilst developing the project?**

Development Officer, payment is calculated based on the existing HIE rates of payment calculated at £30k per annum pro rata - freelance basis arrangement

**SECTION 6 – MATCH FUNDING**

**6.1 Please give details of confirmed or pending match funding:**

*Match funding **must** be confirmed when submitting the application form - please provide evidence*

Name of funder	Applied YES / NO (include date)	Granted YES / NO (include date)	Amount £
Scottish Land Fund		Yes	6000
HIE		Yes	4800
<b>NOTE – This covers period April-July 2024 only</b>			
Period August to February 2025	No	No	0
Total match funding			£10800
CRF requested			£18309
Total project cost			£29109

**6.2 Will the project involve “in kind” support?**

*This should **not** form part of the overall budget or counted as confirmed match funding for the project.*

**YES / Please detail:**

The SCDC Board of Directors will have a significant amount of input to the overall delivery, regular meetings will be held

**6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?**

This project has endured a multitude of delays including the Covid pandemic and the associated increase in build costs and Brexit . The initial time lines identified within the 2021 Housing Survey have been severely compromised, any further delay will impact significantly, be detrimental to our fragile community and further hamper the urgent need to repopulate this area

SCDC does not have the reserves needed to cover the £18309 needed to facilitate and assist the progress of this integral development

## **SECTION 7 – REVENUE/INCOME GENERATION PROJECTS**

*To be completed by revenue/income generation projects ONLY. Please submit a business plan with the application if this section applies to your project. If the project does not generate an income, please go to SECTION 8.*

**7.1 Will the project generate revenue/income?** *Please provide a copy of the budget forecast with the application.*

Not during this period

**If yes, how will the revenue/income benefit the organisation? Will it be re-invested to help with the long-term sustainability of the project – if so, how?**

**7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?**

The project aims to encourage repopulation and therefore beneficial to all businesses

**7.3 Have you considered taking out a loan for the project?**

**NO**

**Please state your reasons**

Loan facilities in support of a freelance Development Officer would not be appropriate as we do not generate income

**7.4 Have you had support from other organisations in developing the project?**

**For example:**

**Details**

**Business Gateway**

**HIE**

Contribution towards the Development Officer post for some time – Covers April to July 2024

**Communities Housing Trust**

Assistance in the delivery of the housing project

**7.5 Have you previously received public funds for the organisation?**

**YES**

**If yes, please provide details of awards for the last 3 fiscal years:**

Funding	Year of award	Amount £
Scottish Land Fund	2022	139898
HIE – 2 years contribution towards Development Off.	2022-2024	
CRF – Contribution towards Development Officer	2023	7965
CRF – Scourie Rocks – Consultancy		30000
Rural Housing Fund – Development funding		15000
Highland Council Loan – Development Funding		20000
Highland Council - various		

## **SECTION 8 – SIGNATURE**

*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.*

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

<b>Signature:</b>	<b>Print:</b> Neil McDonald Chairperson – Signature attached	<b>Date:</b> 25/3/2024
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### **8.2 Supporting documents checklist.**

You **must** enclose the following documents (where applicable) with the application. If they are not available, please state why. Also, please refer to the guidance note how to name/label the documentation when submitting the application form.

		YES / NO or Not applicable
1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	NA
4	Policies – i.e. child protection, health and safety, equal opportunities, organisational policy, Fair Work First policy	Avail. If req.
5	Confirmation of match funding letters	NA
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	X 1
9	Business plan (revenue/income generation projects)	NA
10	Relevant insurance policies	Avail if req.
11	Job descriptions (CRF funded posts)	Yes



<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	NA
<b>13</b>	<b>Partnership agreement</b>	NA
<b>Reason for missing documentation:</b>		
The Development Officer contract is freelance and the contract will be delivered by the part time SCDC Development Officer. Copy of the Communities Housing Trust task list for the Development Officer is attached		
<b>Declaration what the remaining bank balances are for:</b>		
All monies are ring fenced for the delivery of existing projects e.g. professional fees linked to our affordable housing project, Development Officer salary, health and wellbeing and core running costs. We hold no significant reserves – Ave £20k		

**Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number. Please ensure you have labelled the documents as per 8.2 of the guidance note:**

[communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk)



# 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

<b>1.1</b>	<b>Project reference number</b>	CRF2309
<b>1.2</b>	<b>Organisation</b>	The Highland Council- Outdoor Access Team
<b>1.3</b>	<b>Project title</b>	Sutherland Access Rangers
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	<p>To provide an Access Ranger service for the Sutherland area. Patrolling popular visitor locations</p> <ul style="list-style-type: none"> <li>• to advise on responsible access and countryside awareness.</li> <li>• to inform and guide visitors to local attractions and facilities.</li> <li>• tidy up visitor sites</li> </ul>

		<ul style="list-style-type: none"> <li>record data on types of visitor and incidents.</li> <li>Liaise with communities, landowners and businesses</li> </ul>
1.5	Project costs	<b>Total project cost</b> £100,000
		<b>Match funding</b> £
		<b>CRF grant requested</b> £100,000
1.6	<b>Start date</b> ( <i>from 1<sup>st</sup> March 2024 unless specified when you're invited to submit a full application</i> )	17/05/2024
1.7	<b>End date</b> ( <i>by 1<sup>st</sup> March 2025</i> )	28/02/2025
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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 checked="" type="checkbox"/> Helping economic recovery and sustaining growth
		<input checked="" type="checkbox"/> Tackling the climate emergency and working towards net zero

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	<b>Organisation</b>	The Highland Council
2.2	<b>Address and postcode</b>	Council Offices, Dingwall IV15 9QN
2.3	<b>Main contact name</b>	Philip Waite
2.4	<b>Position in the organisation</b>	Outdoor Access Manager
2.5	<b>Contact number</b>	
2.6	<b>Email address</b>	
2.7	<b>Website address</b>	<a href="https://www.highland.gov.uk/outdoorhighlands/">https://www.highland.gov.uk/outdoorhighlands/</a>
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	
2.10	<b>Is the organisation VAT registered?</b>	<b>By confirming this, you are declaring the organisation VAT status as per HMRC. If this</b>

		changes at any time during the project, you <b>must</b> 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.	663 7582 03
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.	Sutherland wide: 4 Areas- NW Sutherland, Assynt, North coast, East coast
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input 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.	Some visitor sites are owned or leased by the Council. On other sites, the local authority rangers have powers of entry under s24 of the Land Reform (Scotland) Act 2003
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

**SECTION 4: THE PROJECT PROPOSAL**

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 <sup>st</sup> March 2025.	
	<b>Activity name</b>	<b>Achieve by (date)</b>
	Appoint up to three staff	31/05/2024
	Equip and training of any new staff	28/06/2024

Patrolling of set area and submit weekly and monthly reports	31/10/2024
Complete visitor site and core path projects	28/02/2025

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

To provide a comprehensive Access Ranger service within Sutherland, to act as the eyes & ears for local authority services and to work in co-operation with other organisations, landowners and communities. The project will therefore increase community resilience to the increasing numbers and demands of tourism to the area.

The posts will cover sites owned and/or managed by Highland Council, support private and community landowners and land managers (inc crofters) to promote the Scottish Outdoor Access Code and to contribute to the Visitor Management Plan and Location Action Plans.

The key role is working with visitors & residents providing on hand communication and advice; talking with people in clear, positive, engaging, persuasive and easily understood ways to encourage responsible outdoor access and enjoyment of the Highlands at the same time minimising tensions with those (Crofters, farmers etc) who work and manage the land for their livelihood.

The Access Rangers & will patrol their given area a minimum of 3 days per week to include weekends and evenings. The other two days will be engaged in liaison with communities & landowners or site improvements and projects. On the patrols the Rangers will engage with visitors and educate and advise on responsible behaviour. They will intervene or report issues to other services, Police or Fire as necessary to reduce the impact on the local area.

The application is for three Access Ranger posts each to cover one of the Sutherland coasts, West, North and East, along the North Coast 500 route. The continuation in winter, on a part time basis is essential to carry out maintenance of the visitor sites and to make any improvements and in keeping in communication with communities and landowners. This also ensures the retention of experienced staff who are then able to start quickly in the following season.

Word limit 850

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

The visitor sites included in patrols will include scenic locations and popular informal camping sites where land may be privately owned or managed as a common property resource. A key role within the project is coordination between rangers and communities in the delivery of the service with visitors. The actions of the rangers aim to reduce any damage to the land and to minimise disturbance through irresponsible behaviour on the local way of life.

The Rangers also advise visitors where local facilities are located and encourage their use.

Word limit 400

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


The increase in visitor numbers especially those in recreational vehicles and roadside campers can cause distress and disturbance to many in the local communities due to some of their activities. The Ranger Service will approach these people and offer advice and guidance on responsible behaviour and the location of local facilities and places of interest.

This was outlined in the Visitor Management Plans of 2021 and 2022

<b>4.5</b>	<b>How do you know there is local support for the project? How can you evidence this?</b>
<p>Reporting from community councils and Venture North, including numerous emails of support. Facebook with 5000 followers' with numerous positive comments regarding the Ranger Service Emails of direct support from individuals and organisations. Online survey carried by Margaret Meek (NC500 The Land Weeps) showing 85% support for the Ranger Service</p>	
<b>4.6</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>The Highland Council is proposing to introduce a Visitor Levy once the legislation has been approved by the Scottish Parliament. The Visitor Levy income is very likely to only be available for projects and services that benefit tourism to the area. All consultations regarding this Levy have stated the need for a Ranger Service to monitor and assist visitors and communities. It will likely take two or three years before income from this Levy will be available.</p>	
<b>4.7</b>	<b>What will be the lasting benefits and legacy?</b>
<p>Visitor sites will be well looked after and maintained. They will be welcoming and pleasant places to enjoy visiting and encourage people to stay in the area. There will be less environmental damage again maintaining Sutherland as a pleasant place to live and visit.</p>	
<b>4.8</b>	<b>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.</b>
<p>As the Rangers patrol, not only will they be encouraging and advising responsible behaviour in the countryside advocating the 'leave no trace' principle, but also collecting litter at visitor sites, reporting or removing of human waste and reporting fly tipping. They will also encourage responsible parking to try to reduce damage through overuse on verges and off-road sites.</p>	
<b>4.9</b>	<b>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?</b>
<p>All users of the countryside will be engaged equally. Vistors can be from all over the UK and a many different countries. They can be from any ethnic background or other protected characteristic. They Ranger will advise and guide them to enhance their experience as much as assist the local community. Posts will be advertised and adhere to HC equalities policies.</p>	
<b>4.10</b>	<b>All applicants are required to provide a statement how the organisation is committed to advancing the <a href="#">Fair Work First Policy</a> including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the</b>

employer and an appropriate workplace representative or a trade union representative if one is in place.

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




FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes <input type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input 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 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 type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

### SECTION 5: PROJECT BUDGET

**5.1** 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.



CRF overheads and management fees sun

Budget Heading	Detailed costs	Revenue/Capital	Amount
Access Ranger Salary (summer 17 <sup>th</sup> May to 31 <sup>st</sup> Oct 2024)	£3,255 per Ranger per month for 5.5 months full time x 3 Rangers THC grade 6 includes pension, NI & levy (plus 5% pay award)	revenue	£53,707



Access Ranger salary (winter to 1 <sup>st</sup> March 2025)	£1,627 per Ranger for 4 months part time x 3	revenue	£19,530
Van hire +fuel (summer)	£650 small van hire plus fuel per post per month, 5.5mths x 3 posts	revenue	£10,725
Van hire +fuel (winter)	£450 small van hire plus fuel per post per month, 4mths x 3 posts	revenue	£5400
training	£300 per Ranger	revenue	£900
Signs, leaflets & other materials	Advisory signs for visitor, re-print of motorhome leaflet. Materials to repair structures	revenue	£2,414
Overheads	10%	revenue	£7,324
Total revenue expenditure			£100,000
Total capital expenditure			£
<b>TOTAL PROJECT COST</b>			<b>£100,000</b>
VAT included in these costs?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>5.2</b>	<b>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.</b>	Costs have been calculated from costs on previous years when funding was available from Naturescot. Salary is based on THC Grade 6. Van hire is based on hire cost of Enterprise Rental and estimated fuel use, higher in summer than winter. There is a small amount for any training required and some materials.	
<b>5.3</b>	<b>Please explain how your project will achieve value for money.</b>	A track record has shown best value achieved buy not committing any unnecessary or unreasonable cost. Uniform, tools and equipment have already been acquired and will be used here.	

SECTION 6 – MATCH FUNDING			
<b>6.1</b>	<b>Match funding details – All projects must start within three months of approval.</b>		
<b>Name of funder</b>	<b>Confirmed</b>	<b>Date confirmed or expected</b>	<b>Amount £</b>
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Total match funding</b>			<b>£</b>
<b>CRF requested</b>			<b>£</b>
<b>Total project cost</b>			<b>£</b>
<b>6.2</b>	<b>Will the project involve “in kind” support?</b>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



6.3	If yes, please detail.	Line management of the Rangers will be carried out by existing staff.
6.4	Please explain why public funding is required to deliver the project.	
6.5	Please explain what the remaining bank balances are for in your accounts.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	

### SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	
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?
Better Places Fund 2	30/11/2021	£154,641.42	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Better Places Fund 3	30/11/2022	£172,252.87	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Better Places Fund 4	16/11/2023	£265,690.49	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

**Signature:**

**Print: Philip Waite**

**Date:**

18/03/2024

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 checked="" type="checkbox"/> No <input type="checkbox"/>
2	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input type="checkbox"/> No <input 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 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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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.

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

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

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

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

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

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/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:  
**Data will be provided on number of sites visited during patrols. The Rangers will record parked vehicles, number of tent and motorhomes the number of people seen and then engaged with. Also on amount of litter collected, fire sites observed and fires put out, number of outdoor toileting incidents and reports to other Council services and Emergency services.**

**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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

<b>Helping economic recovery &amp; sustaining growth (Economy)</b> Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area.	
<b>Project outputs</b>	<b>Quantity</b>
Jobs created/safeguarded (FTE)	<b>3</b>
Tourism infrastructure - supported/safeguarded (delete as appropriate)	<b>50</b>
Training courses delivered/learning days of people receiving training	
Town center improvements	
Initiatives to improve access to local services	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above: <b>There are over 50 sites that the Rangers will check on and maintain.</b>	

<b>Tackling climate emergency and working towards net zero (Environment)</b> Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - 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	<b>Project reference number</b>	CRF2340
1.2	<b>Organisation</b>	Embo Trust
1.3	<b>Project title</b>	Embo Old School solar panels & battery backup
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	The Old School in Embo has been for some time now the village community centre. In order to move to a sustainable business plan and slash all unnecessary costs, especially crucifying electricity costs, we have secured 80% grant assistance from CARES for a ground mounted array of solar panels and associated battery storage. We require to find the 20% match funding to allow this project to proceed.

1.5	Project costs	<b>Total project cost</b>	£ 78,802.90
		<b>Match funding</b>	£ 63,042.32
		<b>CRF grant requested</b>	£ 15,761
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	01/06/2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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	<b>Organisation</b>	Embo Trust
2.2	<b>Address and postcode</b>	
2.3	<b>Main contact name</b>	Jim McGillivray
2.4	<b>Position in the organisation</b>	Company Secretary
2.5	<b>Contact number</b>	
2.6	<b>Email address</b>	
2.7	<b>Website address</b>	<a href="http://www.embotrust.co.uk">www.embotrust.co.uk</a>
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	SC330264 and SC041360
2.10	<b>Is the organisation VAT registered?</b>	<b>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.</b>



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

**SECTION 3: PROJECT DETAILS**

3.1	Please confirm the location of the project including post code.	Map reference 281733, 8927171 being the grounds in front of the Old School	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning application submitted – template taken from Waternish Village Hall in Skye who have successfully carried out a similar project.	

**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 <sup>st</sup> March 2025.		
	<b>Activity name</b>	<b>Achieve by (date)</b>	
		Click or tap to enter a date.	
	Suitable tender received and CARES grant agreed	complete	
	Project on hold until either match funding awarded by SSE SDF or CRF	15/04/2024	



If either positive, project completion by	01/09/2024
	At latest <a href="#">Click or tap to enter a date.</a>
	<a href="#">Click or tap to enter a date.</a>

<b>4.2</b>	<b>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.</b>
<p>The project is to install a 30kW ground-mounted solar panel array on the south-facing land owned by the Trust in front of the Old School building. There will also be an equivalent internal battery storage facility established, both of these will complement the existing air source heating system which serves the Community Centre, and also the 3-phase equipment in the centre kitchen.</p> <p>As a result, the Trust electricity bills will reduce considerably and there will be a community contribution to net-zero.</p> <p>We will thus have sustainable community facility for the village to enjoy.</p>	
<b>4.3</b>	<b>How will the project benefit local communities or the local economy?</b>
<p>This will be of great benefit to the village of Embo as it will ensure the continued sustainability of our community centre, and increased communal usage of the facility.</p>	
<b>4.4</b>	<b>What local need or opportunity will the project address and has this been recognised in a local plan?</b>
<p>Social interaction, as will be part of the IV25 Place Plan currently under development.</p>	
<b>4.5</b>	<b>How do you know there is local support for the project? How can you evidence this?</b>
<p>Public meeting held and agreement reached on proceeding with this project should all funding be achieved.</p>	
<b>4.6</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
<p>The solar array &amp; battery system has a guaranteed minimum lifespan of over 10 years by which time the savings in electricity costs can be accumulated to be in a position to replace such modules as require renewal.</p>	
<b>4.7</b>	<b>What will be the lasting benefits and legacy?</b>
<p>Vastly reduced electricity costs and a sustainable community facility.</p>	
<b>4.8</b>	<b>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.</b>
<p>The whole project is fundamentally about net-zero.</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?

The Trust has an equality policy which ensures no exclusion of any person for whatever reason.

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

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



FWF statement and declaration template.c

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

## SECTION 5: PROJECT BUDGET

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



CRF overheads and management fees sun

Budget Heading	Detailed costs	Revenue/Capital	Amount
PV Panels	Supply & Install	Capital	£41,928.31
Battery Backup	Supply & Install	Capital	£36,874.58
Total revenue expenditure			£
Total capital expenditure			£ 78,802.90
<b>TOTAL PROJECT COST</b>			<b>£ 78,802.90</b>
Is VAT included in these costs?			Yes X
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.	Tenders requested from a number of contractors and finally accepted quote agreed with CARES staff.	
5.3	Please explain how your project will achieve value for money.	It will dramatically reduce electricity costs for the Community Centre and permit the Trust to continue with other socio-economic projects with certainty.	

## 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 £
CARES confirmed by email. Grant letter expected.	Yes <input type="checkbox"/>		£ 63,042.32
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£ 63,042.32
CRF requested			£ 15,761.00

		<b>Total project cost</b>	<b>£ 78,802.90</b>
<b>6.2</b>	<b>Will the project involve “in kind” support?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>6.3</b>	<b>If yes, please detail.</b>	Some groundworks associated with the solar array	
<b>6.4</b>	<b>Please explain why public funding is required to deliver the project.</b>	Can't be afforded otherwise	
<b>6.5</b>	<b>Please explain what the remaining bank balances are for in your accounts.</b>	Maintaining a reasonable level of reserves	
<b>6.6</b>	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	This is mostly emergency funding allocated by BIG Lottery to allow a totally new business plan to ensure ongoing sustainability.	

<b>SECTION 7 – INCOME GENERATION</b>			
<b>7.1</b>	<b>Will the project generate income?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>7.2</b>	<b>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.</b>	Any surplus electricity will go back to the Grid at 5p per unit. This is not the purpose. The aim is to slash crucifying electricity costs.	
<b>7.3</b>	<b>How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?</b>	There is no other similar organisation serving the village.	
<b>7.4</b>	<b>Have you considered taking out a loan for the project?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Council Community Loan Fund for 50% of required match funding to allow an early start to the project.	
<b>7.5</b>	<b>If not, please state why?</b>		
<b>7.6</b>	<b>Have you previously received public funding?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>7.7</b>	<b>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</b>		

<b>Funding</b>	<b>Date</b>	<b>Amount £</b>	<b>Public Subsidy?</b>
BIG Lottery Survival Money	10/11/2023	£19,600	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ward Discretionary Fund	20/01/2024	£999.999	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ward Discretionary Fund – a couple of small amounts in 2023	Click or tap to enter a date.	£	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

**Signature:**

**Print: Jim McGillivray**

**Date:**

10/03/2024

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

Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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: Embo Trust**

**Project Title: Embo Old School Solar Panel and Battery Backup**

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.

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

<b>Increasing community resilience (People)</b>		
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.)		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
Activities for young people	new	<b>25</b>
Wellbeing support initiative	supported	<b>50</b>
Spaces for people	enhanced	<b>100</b>
Initiatives that enable communities to stay socially connected	supported	<b>150</b>
Community-led projects supporting community ownership or management of assets, services, or activities	supported	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

<b>Tackling poverty and inequality (People)</b>	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
<b>Project outputs</b>	<b>Quantity</b>
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)	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:	

<b>Addressing causes of rural depopulation (Place)</b>		
Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations.		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

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

<b>Tackling climate emergency and working towards net zero (Environment)</b> Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - 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	<b>Project reference number</b>	CRF2341
1.2	<b>Organisation</b>	Assynt Leisure
1.3	<b>Project title</b>	Assynt Learning Hub
1.4	<b>Project summary you wish to be funded (max 100 words)</b>	To set up and operate a supervised learning space providing evening homework study sessions, drop-in space during study leave periods, and 'snow day' remote study sessions (on the frequent occasions when school transport and weather issues mean Assynt secondary-age kids are unable to get to High School in Ullapool).

1.5	Project costs	<b>Total project cost</b>	£ 17,122.33
		<b>Match funding</b>	£ 0
		<b>CRF grant requested</b>	£ 17,122.33
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	01/06/2024	
1.7	<b>End date</b> (by 1 <sup>st</sup> March 2025)	01/03/2025	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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	<b>Organisation</b>	Assynt Leisure	
2.2	<b>Address and postcode</b>	Assynt Leisure Centre, Culag New Pier, Lochinver, Sutherland, IV27 4JP	
2.3	<b>Main contact name</b>	Adam Pellant (acting on behalf of Assynt Leisure as staff of local anchor organisation Assynt Development Trust)  Paul Redgewell is main direct contact for Assynt Leisure	
2.4	<b>Position in the organisation</b>	Adam Pellant – ADT Development officer (jobshare), acting as agent for Assynt Leisure Paul Redgewell – Assynt Leisure Centre Manager	
2.5	<b>Contact number</b>		
2.6	<b>Email address</b>		
2.7	<b>Website address</b>	<a href="https://www.assyntleisure.co.uk">https://www.assyntleisure.co.uk</a>	
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	Company number SC208883 Charity number SC30350	

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

### SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Project will take place at Assynt Leisure Centre, Lochinver New Pier, Lochinver, Sutherland, IV27 4JP	
3.2	Are you applying on behalf of a partnership project? <i>(not formally a partnership project)</i>	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? <i>Assynt Leisure own the building, leasing the site from Highland Council</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.6	Are you leasing the land or asset? <i>Assynt Leisure lease the site from Highland Council</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

### SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
1 evening per week homework study session, x 20 weeks, for 9 months, excluding school holiday periods <i>during that time (date shown is for completion of all these)</i>	28/02/2025
	Click or tap to enter a date.
'snow days' online classes study space established ready for when required (date shown is it being established and available to run) (it includes days of high winds and vehicle breakdowns also being causes of no access in person to High School)	01/08/2024
	Click or tap to enter a date.
<i>(The above outcomes do not represent cost areas for the project – actual project costs are shown in section 5.1)</i>	Click or tap to enter a date.

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

Word limit 850 A learning space will be established in a room of Assynt Leisure Centre with PVG-checked adult supervision, to run:

- evening homework study sessions (one per week, excluding school holiday periods)
- 'snow day' remote study sessions during school days when bus transport is cancelled, all to aid the studies of high school students resident in Assynt.

(During some 'snow day' remote study sessions, the adult supervisor *may* be a locally-based High School teacher, as they would also be likely to be unable to attend Ullapool High School so would be available in Lochinver, however there would be no requirement for the supervisor of any of the project activities to be trained/certificated teaching staff, and other local PVG-checked and interviewed individual/s would be able to take on this role.)

A sum is included in this application for hot food / refreshment provision during sessions.

This will address disadvantages and inequalities which Assynt-based high school students face in education due to school access difficulties caused by long bus journeys through remote areas of high and exposed ground, which often means cancelled bus journeys and many days unable to attend high school in Ullapool. (There is also an issue of unreliability and poor state of repair of buses used, but that is a lesser reason for missed school compared to days missed due to bad weather.)

It will also address the inequality of unequal access to good broadband, which is an issue hindering some kids in Assynt from reliably undertaking remote education at their homes. This inequality is sometimes poverty-related, as some more affluent households have given up on decent landline broadband in some geographical areas in Assynt and have instead taken up paid satellite broadband options instead. The project addresses this home broadband access inequality by offering a space with reliable fast broadband to undertake online education when unable to attend school in person and for other online study times such as for online revision aids and for undertaking and submitting homework (which predominantly requires use of cloud-based software, file storage and file access / sharing / submission).

It will help reduce carbon emissions and aid the journey towards net zero, in that often when bus transport is cancelled, individual parents will at short notice (so limiting opportunity for organising liftshares) drive their kids the 35 miles to Ullapool, sometimes making two return trips in the same day, to get their kid/s to school – the availability of facilities tailored to remote education on these days will reduce the need for parents to try to make these extra long car journeys, so will reduce emissions.

It will help tackle poverty and help economic recovery and growth by freeing up parents'/carers' time enabling more time to be spent working and fewer cancelled work shifts, due to supervising kids (in an area with no paid childcare available) and due to time spent driving kids to high school when buses are cancelled.

It will increase community resilience by reducing the impact of poor weather (high wind, snow and ice, and flooding) upon education and work, and to a certain extent by reducing reliance upon privately operated bus provision outside of community control, often with buses in poor state of repair).

It will address causes of rural depopulation in that access to education is a key factor affecting the choices of families and adults who may hope to have children, in choosing where to live, including for people raised in Assynt who then leave for multiple reasons. Many highland communities suffer significant increased loss of young and working age population when education provision is reduced (eg. by school closures). By helping to provide an adequate package of education and study facilities for local kids, it will make life for children and families in Assynt a more viable prospect.

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

Word limit 400 The project will directly benefit the young people and families of Assynt, by aiding in the education of young people. By supervising young people in study, it frees up the parents/carers to continue with their activities, including paid employment, which may often otherwise have been cancelled due to needing to be at home with their kids.

By freeing up the time of parents/carers and reducing cancelled work shifts, it will aid the local economy and reduce poverty.

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

Word limit 400

Assynt Community Plan, produced based on surveys and face-to-face research in 2018 in partnership with Sutherland Community Partnership, as an equivalent to an area's 'Locality Plan', includes in its summary the following:

***Young People identified a lack of things to do and worried about current training and employment opportunities in the area. Also highlighted were poor transport links, a lack of places to socialise, closing services, limited availability of family housing and poorly maintained roads though these were contrasted by a feeling that the communities of Assynt have good community spirit. Participants at the open workshop in Assynt also identified 'Opportunities for young people' as a top priority.***

***Transport and the distance to many services are key areas of concern. The frequency, availability and links of public transport services are viewed as insufficient, with travel to Inverness being highlighted as particularly difficult for those without access to their own transport. More frequent and better co-ordinated bus services was viewed as the main solution to these issues, although the possibility for a community car share scheme was also mentioned.***

[...]

*Digital Communications in the form of mobile phone and internet connection were highlighted as a significant issue in the Assynt area with some communities experiencing signal black spots for mobile signal and some having unreliable internet access and speeds which is impacting upon the local economy as well as individuals.*

(Sections relevant to this project here being underlined.)

<https://assyntcommunity.files.wordpress.com/2018/12/Assynt-Community-Plan-FINAL-VERSION.pdf>

<https://assyntcommunity.files.wordpress.com/2018/12/Assynt-Community-Plan-Appendices-FINAL-VERSION.pdf>

The needs this project addresses are a need for better and more equal access to education, in the face of major issues relating to public transport to high school, given frequent adverse weather, unreliable vehicles and long distance, and in the face of major inequality of decent, reliable home broadband access.

The North West 2045 Vision, adopted by Highland Council, identifies a central challenge of a “degenerative cycle of depopulation; dwindling jobs; school closures and loss of services. Without action, the North West Highlands will lose its vibrancy and cultural value. With strategic support, delivery of an inspired vision can help catalyse a regenerative cycle producing a sustainable, repopulated rural economy and contributing to our national economic and environmental wealth, that supports resilient, thriving communities.”

This project will help address that by improving equal access to education and study, indirectly helping towards reversing depopulation and contributing to sustainability in a key area of the North West Highlands.

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

Word limit 400

This project has the direct support of our local HC Councillor, Marianne Hutchison, the head of Ullapool High School, Caroline Boyd, the Assynt representative on Ullapool High School Parent Council, Elaine MacAskill, and has been based on surveys of local high school students and their parents. (Survey results are accompanying this application.) Catriona Maclean, who has led on working up the project, is herself a teacher at Ullapool High School and is a local parent. Assynt Leisure’s centre manager, Paul Redgewell, has helped work up the project and Assynt Leisure fully support it. The project also has the full support of other key local groups such as local anchor organisation Assynt Development Trust.

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

Word limit 500

A significant proportion of the funding sought here is for project set-up costs including equipment. Once this is in place, continuing the project beyond the end date for this grant will be proportionally lower cost, being ongoing supervision staffing / running costs without additional further equipment purchasing costs. We will fundraise for these continuation costs, aiming to source funding towards these ongoing costs beyond the end date, assuming that the project is successful. This could include local fundraising as well as potentially further grant-seeking. (We aim for this continuation to include using the study space for an additional activity – study sessions during exam study leave periods outside the grant period for this grant, late April to late May.)

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



Word limit 500

A key lasting legacy will be our area's young people having benefitted towards achieving their potential in education, and thus being aided to progress in their desired directions in life as a result.

If the project continues beyond the grant end date, the ongoing local facility for education and study will be a major legacy.

Indirect lasting benefits and legacies will relate to helping towards reduced poverty, reduced depopulation especially of young and working age people, and increased community resilience, wellbeing, and business/economic growth.

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

Word limit 500

The project will aim to reduce carbon emissions related to private transport of kids to Ullapool when there are unexpected gaps in bus transport provision.

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

Word limit 500

The project directly aims to address equalities issues relating to geographical location and remoteness (distance from high school), and relating to reliability and speed of broadband access.

The project will aim to ensure any students with disadvantages such as learning difficulties or sensory difficulties including deafness, students with issues relating to eg. mental health and addiction, and students of all characteristics including of gender and sexuality identifications, are enabled to fully participate in all types of education / study provided by this project in a safe space with appropriate and PVG (Protecting Vulnerable Groups scheme)-checked supervision.

**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



<b>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
<b>Is the Fair Work First statement on your organisation website?</b> <i>We will endeavour to add the statement to our website very soon.</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
<b>How many people do you employ or how many volunteers do you have?</b>	AL – currently employ 1 Centre Manager and 2 other part-time assistant staff, and have around 5 other volunteers including those supervising sports/leisure activities such as spinning classes and aerobics.
<b>Do you currently pay the Real Living Wage hourly rate?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> We will ensure this for significant contractors for grant-funded projects, where appropriate.
<b>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</b>	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

## SECTION 5: PROJECT BUDGET

<b>5.1</b>	<p><b>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Double click the table to complete the fields. The totals fields will auto populate when entering the figures in the amount section. Please refer to the guidance note on eligible expenditure and only complete the overheads and management fees summary where applicable. Double click the icon to download.</b></p> <p style="text-align: center;"></p> <p>CRF overheads and management fees sun</p>
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		<p>reception duties for arrival/departure of student attendees.</p> <p>Contribution towards running costs of the centre are modestly estimated at £5 per hour, to cover a proportion of heat, light, broadband, insurance, rates and building maintenance, and also to account for potential lost income from other use of the space (this contribution is lower than standard hire charge that would be charged for the space).</p> <p>Estimated hours are based on known term dates and holiday dates.</p> <p>Food cost is based on estimated number of attendees for the different activities and on an estimated food cost per person, in advance of getting a firm quote from a local café who has expressed willingness to take this on.</p> <p>Estimated quantity of 'snow days' during the period is estimates at 15, based on known quantity of missed days in previous year/s.</p>
5.3	<b>Please explain how your project will achieve value for money.</b>	Prices will be checked against those of other provider/supplier options where possible.

### SECTION 6 – MATCH FUNDING

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

Name of funder	Confirmed Yes/No	Date confirmed or expected	Amount (£)
			<b>Total match funding (£)</b>
			<b>0</b>
			<b>CRF grant request (£)</b>
			<b>Total project cost (£)</b>
			<b>0</b>

<b>6.2</b>	<b>Will the project involve “in kind” support?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>6.3</b>	<b>If yes, please detail.</b>	Unpaid volunteers or paid Assynt Leisure staff will manage the purchasing and set-up of equipment, which is not included in project costs here.
<b>6.4</b>	<b>Please explain why public funding is required to deliver the project.</b>	Without public funding the project would not go ahead, as local groups do not have the funds themselves.
<b>6.5</b>	<b>Please explain what the remaining bank balances are for in your accounts.</b>	Remaining bank balance funds are required for other restricted activities and for our ongoing other activities and costs and would not be available to contribute significantly to the costs of this project.
<b>6.6</b>	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	Unrestricted funding in our accounts is required for other core activities and costs and would not be available to contribute significantly to the costs of this project. We intend to build up a buffer of unrestricted reserves, to cover a period of core operational costs as part of a reserves policy, for good practice.

### SECTION 7 – INCOME GENERATION

<b>7.1</b>	<b>Will the project generate income?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>7.2</b>	<b>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.</b>	n/a - The project will not generate income
<b>7.3</b>	<b>How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?</b>	The project will not adversely affect local businesses. For food provision element, if appropriate we could welcome quotes for provision from multiple potential local providers.
<b>7.4</b>	<b>Have you considered taking out a loan for the project?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>7.5</b>	<b>If not, please state why?</b>	n/a
<b>7.6</b>	<b>Have you previously received public funding?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>7.7</b>	<b>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</b>	

Funding	Date	Amount £	Public Subsidy?
HMRC Coronavirus Job Retention Scheme	FY2021-22	£3,932	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Big Lottery Fund	FY2021-22	£17,220	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Rural Tourism Infrastructure Fund (Visit Scotland)	25/06/2021	£105,345	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council	FY2021-22	£3,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Coastal Communities Fund	11/05/2021	£68,230	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HC Community Regeneration Fund (CLLD)	22/12/2022	£57,798.91	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

<b>8.1</b>	<b>Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.</b>				
<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>					
<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"><b>Signature:</b></td> <td style="width: 30%;"><b>Date:</b></td> </tr> <tr> <td><b>Print:</b> Alexander Macleod</td> <td>18/04/2024</td> </tr> </table>		<b>Signature:</b>	<b>Date:</b>	<b>Print:</b> Alexander Macleod	18/04/2024
<b>Signature:</b>	<b>Date:</b>				
<b>Print:</b> Alexander Macleod	18/04/2024				

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

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

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

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

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

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

## **CRF Monitoring and Evaluation Framework**

**CRF number:** CRF----

**Organisation:** Assynt Development Trust

**Project Title:** Assynt Education Hub

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

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

<b>Environment</b>	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

<b>Increasing community resilience (People)</b> 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.)		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
Activities for young people	<del>new/supported/safeguarded</del>	2 (homework study sessions, and 'snow days' sessions)
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new/enhanced	1 (existing space converted and staffed to become a space for a new purpose)
Initiatives that enable communities to stay socially connected	new/supported	1 (social benefits from remote learning and from studying together, as well as educational benefits)
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	(project involves use of a community owned facility)
<b>Other</b> - 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	1 – by reducing time needed to be spent out of work by parents
Advice services – new/supported/safeguarded (delete as appropriate)	

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

**Addressing causes of rural depopulation (Place)**

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

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

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

**Helping economic recovery & sustaining growth (Economy)**

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

Project outputs	Quantity
Jobs created/safeguarded (FTE)	
Tourism infrastructure - new/supported/safeguarded (delete as appropriate)	
Training courses delivered/learning days of people receiving training	Estimated 44 part-days of



	supervised study
Town center improvements	
Initiatives to improve access to local services	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:	

<b>Tackling climate emergency and working towards net zero (Environment)</b> Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		
1 initiative reducing transport emissions from private transport to high school when buses not running.		



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

## Key considerations

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

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

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

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

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

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

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

Double click the icons to download:



CRF Assessment  
Criteria Matrix.pdf



CRF application  
Guidance (v3 Oct 23).i

## SECTION 1: PROJECT SUMMARY

<b>1.1</b>	<b>Project reference number</b>	CRF2345
<b>1.2</b>	<b>Organisation</b>	Kinlochbervie Community Company
<b>1.3</b>	<b>Project title</b>	Loch Clash Regeneration Phase 3
<b>1.4</b>	<b>Project summary you wish to be funded (max 100 words)</b>	We recently completed Loch Clash Regeneration Phase 2 work, kindly supported by the Community Regeneration Fund. We now wish to move to Loch Clash Regeneration Phase 3 to move forward with specific actions clarified by the Phase 2 work. We also wish to build on the recent work that the NW2045 Regional Land Use Partnership Land + Project

		have done working with the Pupil Parliament at the North West Sutherland Schools 3-18 Campus. We wish to work in partnership with the children and young people of the Kinlochbervie Community Council area in the development and implementation of this next phase.	
1.5	Project costs	<b>Total project cost</b>	£40,480
		<b>Match funding</b>	£0
		<b>CRF grant requested</b>	£40,480
1.6	<b>Start date</b> ( <i>from 1<sup>st</sup> March 2024 unless specified when you're invited to submit a full application</i> )	01/06/2024	
1.7	<b>End date</b> ( <i>by 1<sup>st</sup> March 2025</i> )	28/02/2025	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see <a href="#">Monitoring and Evaluation Framework</a> 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	<b>Organisation</b>	Kinlochbervie Community Company	
2.2	<b>Address and postcode</b>		
2.3	<b>Main contact name</b>	Margaret Meek	
2.4	<b>Position in the organisation</b>	Secretary	
2.5	<b>Contact number</b>		
2.6	<b>Email address</b>		
2.7	<b>Website address</b>	www.klbcompany.com	
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	Company Limited by Guarantee No – SC347082 Charity No – SC043794	

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

### SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Loch Clash, Kinlochbervie, IV27 4RR
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure – to be confirmed.
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

### SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 <sup>st</sup> March 2025.
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Activity name	Achieve by (date)
Information gathering	01/06/2024
Preparation of Design Brief of All Elements	01/07/2024
Issue Tender(s) – with individual elements clearly outlined and confirming that those tendering must be able to start work at the beginning of September 2024.	15/07/2024
Select Contractor(s)	15/08/2024
Construction Start	01/09/2024
Construction End	30/11/2024
Installation of Infographic Boards and new picnic site furniture and planting.	31/01/2025
End of Project Report Submitted	28/02/2025

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

Word Limit 850

The Kinlochbervie Community Company were successful in a bid to the Community Regeneration Fund in 2023 for Loch Clash Regeneration Phase 2.

The attached padlet gives more information on the focused areas of work which were scoped.

<https://padlet.com/saraharkins/loch-clash-regeneration-phase-2-kinlochbervie-community-comp-g2wiustv7o05g8no>

By the end of March, we will have a fully worked up planning application for the Net Sheds ready to submit to Highland Council Planning (we have received helpful advice from HC to our pre-planning application) and quotes from potential contractors. We have also gleaned a great deal of information and knowledge to inform Phase 3.

We now wish to move to Phase 3 to action 8 key areas investigated in Phase 2.

**1. Installation of new grey waste and chemical waste disposal areas.**

Please click on link to see existing grey and chemical waste disposal.

<https://padlet.com/saraharkins/breakout-link/mWng4l1a55K92zdJ-m9LGXqNO6qkvaKYd>

Please click on link to see optimum grey and chemical waste disposal.

<https://padlet.com/saraharkins/breakout-link/kxPM2kxlmNjPqgbV-m9LGXqNO6qkvaKYd>

**2. Refurbishment of picnic area**

Please click on link to see existing state of Picnic Site

<https://padlet.com/saraharkins/breakout-link/J7pj4ogzBAnz4KMG-m9LGXqNO6qkvaKYd>

and please click on this link to see one design concept option (not final) for a refurbished picnic area – the design of this area to be developed in collaboration with the children and young people of KLB:

<https://padlet.com/saraharkins/breakout-link/mWng4l1a55gY2zdJ-m9LGXqNO6qkvaKYd>

The refurbishment to include.

- New steps leading to the picnic area
- New fencing
- New ground surface

- Installation of new ramp for disabled access
- Renovation of picnic area including new 'furniture'.
- Installation of weatherproof infographic boards detailing local history/geography and identifying nearby walks.
- Installation of weather covered area to allow use whilst raining.
- Planting of trees/plants in tubs.
- Installation of external grade binoculars securely mounted in situ.

### **3. Exploration and implementation of concrete steps to beach or alternative use of concreted area.**

Please click on link to see concreted area. We will investigate if it is possible to put in steps or explore what else we could use the concrete area for. We will also investigate making an accessible path through the stones at the top of the beach to allow access for all to the sand area of Loch Clash Beach.

<https://padlet.com/saraharkins/breakout-link/961rqR9VPERR2nND-m9LGXqNO6qkvaKYd>

### **4. Accessible Paths for the Community**

- Replacement of bridges on Loch Innis path.
- Continued exploration of paths and including new mountain bike path.

### **5. New Electric Points for Campervans**

- New electric points (current ones are waterlogged after 8 years of usage)
- The pedestals will have individual metering and the ability for users to pay at the meter for electricity.
- Also eliminates the problem of one person paying for 24-hour usage but sharing the electric point with friends.

### **6. Marking out of Campervan Bays**

- Widen existing bays so that they meet current guidelines.
- 'White line' the bays so that they are marked clearly.
- Patch tarmac where necessary.
- Installation of tarmac on portions towards the end of the pier – now dirt or broken concrete.

### **7. Installing a new CCTV Camera for Security**

- Installation of a simple setup to monitor rubbish placed in our bins from motorhomes not staying with us.
- Deterrent factor that will encourage people to pay at local shop to stay (freeloading has been a problem).

### **8. Planting Trees behind the Campervan Parking/Picnic Area**

- Tree planting on the hill behind the site.
- Will help address carbon emissions and beautify the site.

- We are hoping that this will allow local school children to participate.

If we are successful in obtaining funding, we will employ a Project Officer to implement Phase 3.

**This project is sustainable and viable.**

It is ready to start in June 2024 and will deliver by the end of February 2025.

It will provide value for money.

It can evidence local support and local benefit.

It can evidence positive impacts for both the local community and local economy.

**Giving Voice to the Children and Young People of the Kinlochbervie Community Council Area**

By actively involving the children and young people (CYP) of the local area in Phase 3 this gives those CYP significant agency in being meaningfully involved in making decisions for the land in their local area.

**Project Robustness** - the assets we wish to develop are already owned by the Kinlochbervie Community Company and the Project Manager who Project Managed Phase 2 is available to work on Phase 3.

**Cultural Heritage** – at the picnic area there is the opportunity to celebrate local history and culture through information boards. Community surveys in 2005, 2015 and 2017 revealed a strong community demand for a museum or heritage space.

**Legacy** – this project has a very clear outcome which will be to have a final budget, funding options and schedule for the Phase 2 work to progress.

**Equality** – Accessibility is at the heart of this proposal and will be considered within every aspect.

**Environmental Impact** – likewise the environmental impact and how it can mitigate against the climate emergency will be considered within every aspect.

**Value for Money** – the project can demonstrate that there will be a significant level of benefit to the Kinlochbervie Community Council area should funding be provided. It will allow a community project to be developed to the next critical stage, gain momentum and give clarity to costs and schedule involved.

**Meets Local Priorities** – the project strongly meets the priority of economic developments and increased revenue for the community.

**Additionality** – without Community Regeneration Funding this project will not happen.

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

Word limit 400

At present the Loch Clash Campervan Stopover brings Tourists to the Kinlochbervie Community Council area and brings in a small revenue to the Kinlochbervie Community Company of £15 per night per campervan with electric hook-up and £10 without. Waste disposal only is £5.

Whilst in the area Tourists bring in revenue to several local businesses including the local cafés and food shops. Enhancing the campervan facilities will encourage more tourists to visit and local businesses will benefit from this.

Refurbishing the Picnic area will be of benefit to both the local community and tourists as will accessible access down to the beach.

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

Word limit 400

A local place plan is underway at present and the Loch Clash Regeneration Phase 2 and Phase 3 plans will form part of the LPP. In the Caithness and Sutherland Local Development Plan Placemaking Priorities it states on Page 123 – “Encourage the development of Loch Clash Community Harbour”.



Accessible leisure access in the area has been articulated by many who have been part of the NW2045/Regional Land Use Partnership Land+ conversations 2023/2024.  
Both Locals and Tourists would like enhanced facilities at the Loch Clash area.  
Having historical and geographical infographic boards at the picnic area will also be appreciated by both locals and tourists alike.

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

Word limit 400

Community Consultation has taken place including public meetings and 2 x surveys. In recent local consultation (2023) undertaken by the NW2045 Rural Land Use Partnership (RLUP) Land+ Project a desire for more accessible paths in the area has been widely articulated.  
In recent local consultation (2023) undertaken by the NW2045/RLUP Land+ Project the local community are very keen on economic developments in the area that will lead to increased revenue for the community.  
In recent NW2045/RLUP Land+ work (February 2024) with the Pupil Parliament of the North West Sutherland Schools 3-18 Campus there has been the wish for a mountain bike trail to exist locally. Working out with the Pupil Parliament where this could be and gaining permission from the local Crofters and Landowner will form part of Phase 3.

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

Word limit 500

The project has clear outcomes that will be delivered by the end of the project.  
The funding if successful will pay for these outcomes.  
The project will lead to enhanced facilities which will encourage more tourists to come to the area.  
The Kinlochbervie Community Company will benefit from enhanced revenue from the Campervan Site and any maintenance that the site requires will be funded from this.

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

Word limit 500

The lasting benefits and legacy include:  
Increased revenue for both the Kinlochbervie Community Company and local businesses.  
Enhanced recreational facilities for both locals and tourists.  
Historical and Geographical Infographic Boards developed by the community for tourists and community alike.  
More accessible amenities for locals and tourists.  
New mountain bike track for locals and tourists.

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

Word limit 500

Updating the Grey Water and Chemical Waste Disposal at Loch Clash will encourage responsible behaviour from the Camper Van Owners to dispose of waste material appropriately to protect the environment.  
Wherever possible we will work with local contractors to limit travel and reduce carbon emissions.  
We are planting native trees in the area behind the campervan site and picnic site.



Our methodology for the project is focused on utilising new green technologies.

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

Word limit 500

Accessibility is a core value to this project.

The Picnic Area will be accessible to all and we will be changing the existing steps into an accessible path. The Project will work collaboratively with the children and young people in the Kinlochberrie Community Council area ensuring they are actively involved in making decisions for their community.

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

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



FWF statement and declaration template.c

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

Yes

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

Yes  No  Applied

**Is the Fair Work First statement on your organisation website?**

Yes  No  Do not have a website

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

**1 consultant/project manager (contract)  
3 active volunteers**

**Do you currently pay the Real Living Wage hourly rate?**

Yes  Not applicable at present.

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

Yes

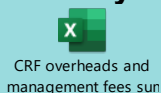
**How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?**

- Line Management Relationship
- Staff /Engagement Surveys
- Suggestions Schemes
- Intranet/Online Platforms

- Staff Forums / Networks  
 Trade Union Recognition/Collective Bargaining

## SECTION 5: PROJECT BUDGET

**5.1 Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. 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
<b>CCTV Camera/App</b>			
Project Manager	Hourly rate of £30 6 hours per week - £180 between June 2024 and February 2025. Allow 36 weeks @ £180 per week.	Revenue	£6,480
New Electric Points	5 new metred pedestals & installation	Capital	£5,000
New Grey Waste and Chemical Waste	Drive-on grey water disposal point Modern easier-to-use chemical waste disposal access point	Capital	£2,500
Other Improvements to Loch Clash Pier	Patching of tarmac, new tarmac where none exists now or the concrete is broken Simple CCTV Tree planting above pier	Capital	£2,500
Picnic Area Refurbishment	New ground surface New steps and fence Picnic tables and other street furniture Information boards	Capital	£7,000
Accessible Steps to Picnic Area	New walkway with handrails to allow disabled access	Capital	£3,500
Steps to Loch Clash Beach	Concrete steps	Capital	£3,000
Accessible Path down to Loch Clash Beach/Sand	Wooden walkway with handrail (different location than steps). Will consider other possibilities such as steel.	Capital	£3,000
Loch Innis Foot Path	Replacement of bridges with accessible bridges with handrails	Capital	£4,000
Benches	4 benches made of recycled materials to be located at walking spots	Capital	£2,500
Mountain Bike Track	Assessment of potential route and costs to build	Capital	£1,000
Railing on pier	This is Highland Council property but the need for a railing for safety reasons has been mentioned often. We will discuss with HC.	Capital	0

		Total revenue expenditure	£6,480
		Total capital expenditure	£34,000
		<b>TOTAL PROJECT COST</b>	<b>£40,480</b>
		<b>Is VAT included in these costs?</b>	No <input type="checkbox"/>
		<b>VAT included in these costs?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>5.2</b>	<b>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.</b>	<p>Given the short time period to prepare a budget for project costs, we have used the following methods.</p> <ul style="list-style-type: none"> <li>• Our own experience with fences and benches</li> <li>• Trade catalogues</li> <li>• Website offering costing advice (especially useful for laying concrete, tree planting, cost of electric charge points, advice from CAMBRA, etc)</li> <li>• Will speak soon to Kyle of Sutherland Development Trust who have recently completed an aire with individually metred electric points</li> <li>• We would like to have priced steel walkways but these need to be quoted on individually</li> </ul>	
<b>5.3</b>	<b>Please explain how your project will achieve value for money.</b>	<p>The project will achieve several outcomes:</p> <ul style="list-style-type: none"> <li>• Environmental – new drive-on grey water disposal point</li> <li>• Tourism – support for tourism</li> <li>• Heritage – Information boards</li> <li>• All abilities – Several disabled walkways are recommended</li> <li>• Economic – support for Loch Clash Stopover which produces revenue for the village and is used to support community groups</li> </ul>	

<b>SECTION 6 – MATCH FUNDING</b>			
<b>6.1</b>	<b>Match funding details – All projects must start within three months of approval.</b>		
<b>Name of funder</b>	<b>Confirmed</b>	<b>Date confirmed or expected</b>	<b>Amount £</b>
No match funding but in-kind support	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Total match funding</b>			<b>£0</b>
<b>CRF requested</b>			<b>£40,480</b>
<b>Total project cost</b>			<b>£40,480</b>

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/>
6.3	If yes, please detail.	The Kinlochbervie Community Company will provide support to the Project Manager. The Kinlochbervie Estate has indicated that they are supportive of the project and will work closely with the Project Manager.
6.4	Please explain why public funding is required to deliver the project.	In order for the project to move forward the funded post of the Project Manager is required. The Kinlochbervie Community Company do not have the capacity to project manage on a voluntary basis. The project will not happen without public funding.
6.5	Please explain what the remaining bank balances are for in your accounts.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	

### SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The Loch Clash Stopover already generates income for the Kinlochbervie Community Company and any profits are re-distributed to other community projects. The refurbishment/modernisation of the facilities at the Loch Clash Stopover will hopefully lead to an increase in campervans using the facilities and thus generate more income.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The Project will deliver better facilities at Loch Clash for both locals and tourists alike. The enhanced facilities will encourage more tourists to come and bring benefit to local businesses.
7.4	Have you considered taking out a loan for the project?	No <input checked="" type="checkbox"/>
7.5	If not, please state why?	As a Community Company it is not deemed financially appropriate to take out a loan.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/>

<b>7.7</b>	<b>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</b>			
	<b>Funding</b>	<b>Date</b>	<b>Amount £</b>	<b>Public Subsidy?</b>
	Community Regeneration Fund Project Reference: CRF2084	19/09/2023	£14,540	Yes <input checked="" 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.*

<b>Signature:</b>	<b>Date:</b>
Print: Margaret Meek	10/03/2024

<b>8.2</b>	<b>You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.</b>	<b>Yes / No / Not applicable</b>
1	CRF Monitoring & Evaluation framework (page 9 below)	Yes <input checked="" 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"/>
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"/>
5	Committee Members or Directors List.	Yes <input checked="" 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"/>
7	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/>
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/>
9	Confirmation of match funding letters	NA <input checked="" type="checkbox"/>
10	Permissions – i.e. planning, building warrants, marine licences	NA <input checked="" type="checkbox"/>
11	Business plan (income generation projects only)	NA <input checked="" type="checkbox"/>
12	Job descriptions (for CRF funded posts)	Yes <input checked="" type="checkbox"/>

13	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/>
14	Partnership agreement	NA <input checked="" type="checkbox"/>
Reason for missing documentation: Some are not applicable.		

Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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: Kinlochbervie Community Company**

**Project Title: Loch Clash Regeneration Phase 3**

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.

<b>People</b>	The provision of services or space that support people in your area.
<b>Place</b>	The infrastructure and facilities in your area and how they support the communities within it.
<b>Economy</b>	The economic wellbeing of your area and the people within it.
<b>Environment</b>	The natural surroundings of your area and how this affects and

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

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

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

<b>Increasing community resilience (People)</b>		
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.)		
<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

<b>Tackling poverty and inequality (People)</b>	
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.	
<b>Project outputs</b>	<b>Quantity</b>
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)	
<b>Other</b> - 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.

<b>Project outputs</b>	<b>Status (delete as appropriate)</b>	<b>Quantity</b>
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	
<b>Other</b> - 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.

<b>Project outputs</b>	<b>Quantity</b>
Jobs created/safeguarded (FTE)	<b>A part time temporary post will be created.</b>
Tourism infrastructure - enhanced	<b>The project will deliver an enhancement to existing tourist infrastructure.</b>
Training courses delivered/learning days of people receiving training	<b>No Training but lots of Educational involvement with the development of the historical/geographical infographic boards.</b>
Town center improvements	<b>The project will strengthen the historic centre of the village at the original harbour.</b>
Initiatives to improve access to local services	<b>The Loch Clash area will be enhanced and made accessible to all.</b>
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:	
<ul style="list-style-type: none"> <li>• Environmental improvements – grey water discharge point and tree planting</li> <li>• Participation of young people – Local youth will be involved with the redevelopment of the picnic area and the tree planting</li> <li>• Accessibility for all – the project will make the Loch Clash picnic site and the access to the beach at Loch Clash</li> <li>• Creation of a destination that will have value for locals and tourists</li> </ul>	



- Cultural improvements – there will be display boards with information about the area

### 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	
<b>Other</b> - Please describe other outputs your project will meet that are not listed above:		

Appendix 2 - Project Technical Assessment - Sutherland RAG summary spreadsheet 14 May 2024

Ref No	Organisation	Project title	Project description	Strategic Objective	Total project cost	Grant Requested	Project start date	Project end date	Match funding confirmed (Y/N)	Outstanding consents/permissions (Y/N)	% 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	
2307	GoGolspie	Increasing Capacity and Resilience within Go Golspie Development Trust	Continuation of the Development Manager post within the Trust to work on a several projects and increase community capacity.	Increasing community resilience	£ 38,950.00	£ 30,071.00	01/06/2024	01/03/2025	Y	NA	77%	3	3	3	2	3	2	3	3	3	3	3	28
2308	Scourie Community Development Company	Gearing Up 2 - Continuation of Freelance Development Officer Post	Continuation of the Development Officer post to work on a variety of projects, with specific focus on progressing the affordable housing and 'Safe Route to School' car parking projects. The funding period will see the completion of a land transfer for the housing project, and meeting obligations to secure funding from the Scottish Land Fund. In addition, securing the community asset transfer and planning permission to progress the 'Safe Route to School' project and being in a position to appoint contractors to commence works.	Addressing causes of rural depopulation	£ 29,109.00	£ 18,309.00	01/08/2024	28/02/2025	Y	NA	63%	3	3	3	2	2	2	3	3	3	3	3	27
2306	Durness Golf Club	Golf Course Machinery	Durness Golf Club are currently seeking funding to assist with the purchasing of an environmentally friendly, essential equipment which will be used for maintaining the popular golf course, which is one of the main sporting facilities in Durness and the North West Sutherland area. The current mower is no longer fit for purpose and therefore wanting to replace the old diesel mower with an energy efficient hybrid model. They would also like to purchase a 3-ton tipping trailer to improve the working efficiency and reduce the need for travel, when carrying out erosion prevention work and removal of invasive species.	Tackling the climate emergency and working towards net zero	£ 20,475.00	£ 14,000.00	01/06/2024	31/08/2024	Y	NA	68%	3	2	2	3	2	3	3	3	3	2	3	26
2309	Highland Council	Sutherland Access Rangers	To provide an Access Ranger service for the Sutherland area. Patrolling popular visitor locations: to advise on responsible access and countryside awareness/ to inform and guide visitors to local attractions and facilities/ tidy up visitor sites/ record data on types of visitor and incidents/ liaise with communities, landowners and businesses. The application is for three Access Ranger posts each to cover the Sutherland coasts - West, North and East - along the North Coast 500 route. The continuation in winter, on a part time basis is essential to carry out maintenance of the visitor sites and to make any improvements and keeping in communication with communities and landowners	Increasing community resilience	£ 100,000.00	£ 100,000.00	17/05/2024	28/02/2025	NA	NA	100%	3	3	3	2	2	3	3	3	1	3	3	26
2345	Kinlochbervie Community Company	Loch Clash Regeneration Phase 3	Recently completed Loch Clash Regeneration Phase 2 work and now wish to move to Phase 3 which is to take forward specific actions clarified by Phase 2. In addition, the applicant wish to build on the recent work that the NW2045 Regional Land Use Partnership, Land Project, have done working with the Pupil Parliament at the North West Sutherland Schools 3-18 Campus. The project will work in partnership with the children and young people of the Kinlochbervie Community Council area in the development and implementation of this next phase of this project.	Helping economic recovery and sustaining growth	£ 40,480.00	£ 40,480.00	01/06/2024	28/02/2025	NA	NA	100%	2	2	3	2	2	3	2	2	1	3	3	23
2340	Embo Trust	Embo Old School solar panels & battery backup	The Old School in Embo has been for some time now, the village community centre. In order to move to a sustainable business plan and reduce running costs, the project with to install a 30kW ground-mounted solar panel array on the south-facing land owned by the Trust in front of the Old School building. There will also be an equivalent internal battery storage facility established, both of these will complement the existing air source heating system which serves the Community Centre.	Tacking the climate emergency and working towards net zero	£ 78,802.90	£ 15,761.00	01/06/2024	01/09/2024	Y	Y	20%	2	1	2	2	3	3	2	2	2	2	3	22
2341	Assynt Leisure	Assynt Learning Hub	To set up and operate a supervised learning space, providing evening homework study sessions, drop-in space during study leave periods, and 'snow day' remote study sessions on the frequent occasions when the school transport and weather issues in Assynt means that secondary-age kids are unable to get to High School in Ullapool.	Increasing community resilience	£ 17,122.33	£ 17,122.33	01/06/2024	01/03/2025	NA	NA	100%	3	2	2	2	3	2	2	2	1	2	2	21

Total requested (£) 235,743.33

Total available funding (£) 187,029.06

Remaining balance (£) - 48,714.27

**NOTE: RAG assessment criteria scoring.** All projects are given a rating 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 submitted 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 may be attached to the award to address these concerns.