

The Highland Council

Agenda Item	9
Report No	CIA/16/24

Committee: City of Inverness Area

Date: 27 May 2024

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

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

Within Inverness the following allocations are available for distribution in 2023/24:-

- Highland Coastal Communities Fund (capital/revenue) - £10,517;
- Place Based Investment Programme (capital) - £387,318; and
- UK Shared Prosperity - £130,955 (£96,498 capital / £34,457 revenue)

Total funds available - **£528,790**

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; an
- able to evidence positive impacts and wide community benefit

1.3 In summary the position in Inverness at City of Inverness and Area Committee (CIAC) is as follows:-

- Awards made at CIAC in February 2024 - £475,773.55 (£430,799.55 capital / £44,974 revenue);
- Balance remaining and available - £53,016.45 (capital);
- Number of applications under consideration – 1; and
- Total value of grant requests - £50,000

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

- **Appendix 1** – Project Application Form
- **Appendix 2** - RAG Summary Spreadsheet

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

2 Recommendations

2.1 Members are asked to **consider** the application presented and **agree** whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest;

3 Implications

3.1 **Resource** - CIAC have available funding of £53,016.45. Applications under consideration total £50,000 therefore there is no resource implication in approving the funding award as requested.

3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

3.3 **Community (Equality, Poverty, Rural and Island)** - The focus of the funding is economic recovery, regeneration, and community resilience. Consideration on issues relating to equalities, poverty and rurality are dealt with on an individual basis for applications and covered in the technical assessments of projects.

3.4 **Climate Change / Carbon Clever** - Mitigation of the climate/ecological emergency is a specific aim of the CRF funds. All applicants are required to evidence environmental sustainability as referenced in the technical assessments.

- 3.5 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant recipient, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.6 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.7 **Gaelic** - Consideration given within individual project applications in line with the Council's policy.

Designation: Assistant Chief Executive - Place

Date: 8 May 2024

Author: Fiona Cameron, CRF Programme Manager

Background Papers: None

Appendices: Appendix 1 – Project Application Form
Appendix 2 – Project Technical Assessment – RAG Summary



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

Key considerations

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

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

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

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

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

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

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

Double click the icons to download:



CRF Assessment
Criteria Matrix.pdf



CRF application
Guidance (v3 Oct 23).pdf

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF2310	
1.2	Organisation	Inverness Sea Cadets	
1.3	Project title	Improvement works	
1.4	Project summary you wish to be funded (max 100 words)	Property improvements including roofing replacement, electrical upgrading and kitchen improvements.	
1.5	Project costs	Total project cost	£50,000
		Match funding	£0

		CRF grant requested	£50,000
1.6	Start date (from 1 st March 2024 unless specified when you're invited to submit a full application)	03/06/2024	
1.7	End date (by 1 st March 2025)	28/02/2025	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Please choose ONE main strategic objective the project will meet (see Monitoring and Evaluation Framework for definitions at the end of this form)	<input checked="" type="checkbox"/>	Increasing community resilience
		<input type="checkbox"/>	Tackling poverty and inequality
		<input type="checkbox"/>	Addressing causes of rural depopulation
		<input type="checkbox"/>	Helping economic recovery and sustaining growth
		<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Inverness Sea Cadets	
2.2	Address and postcode		
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address		
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC002580	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		

2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input 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.	IV3 8AJ	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input 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.	The site is on a long lease from the Highland Council	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Electrical works may require Building Warrant – in the process of determining.	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1 st March 2025.																
		<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Activity name</th> <th style="width: 30%;">Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Asbestos survey</td> <td>26/04/2024</td> </tr> <tr> <td>Seeking quotes</td> <td>26/07/2024</td> </tr> <tr> <td>Building warrant obtained (if required)</td> <td>26/07/2024</td> </tr> <tr> <td>Work undertaken</td> <td>28/02/2025</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Asbestos survey	26/04/2024	Seeking quotes	26/07/2024	Building warrant obtained (if required)	26/07/2024	Work undertaken	28/02/2025		Click or tap to enter a date.		Click or tap to enter a date.
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Work undertaken	28/02/2025																
	Click or tap to enter a date.																
	Click or tap to enter a date.																

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

The aim of this project is to help address necessary property repairs to help the unit continue to operate and also to provide a safe, warm and dry environment for the cadets and for unit activity. This project will allow the unit to continue providing activities for a range of young people, which will in turn support wellbeing initiatives, provide continued community support and connection as well as support the places for people ethos.

The property improvements will extend the life of the assets, improve energy efficiency, reduce carbon emissions and would also allow the Unit to potentially access other fundraising opportunities for further improvements and development. They have already been approached by other organisations and are exploring opportunities to allow use of the unit in return for a donation. However, the building shortcomings have curtailed these opportunities to date.

As a registered Charity in its own right, we do not receive any direct funding from the Sea Cadet Corps or any other organisations and are therefore completely dependent on donations and support from our Unit members. All adults involved in running the Unit and supporting our cadets are volunteers.

Activities for young people:

The Inverness Sea Cadets is a disciplined, uniformed, youth organisation. The aim is to help young people towards responsible adulthood by encouraging valuable personal attributes and high standards of conduct, using a nautical theme based on the customs of the Royal Navy. They provide a considerable variety of activities and specialisations, which require both classroom space as well as equipment to go afloat. We also offer activities through nationally recognised bodies such as the British Canoe Union and Duke of Edinburgh's Award Scheme.

Wellbeing support initiative:

There are currently around 50 cadets and junior cadets in the Unit, both male and female. The Unit provides an environment for the cadets which equips them with life skills and discipline as well an environment for them to make new friends and enjoy a range of activities/training courses. When the weather is suitable, most of the activities are outdoors and cadets enjoy both physical exercise as well as being encouraged and challenged to participate in a range of stimulating and useful academic activity. The Cadets provides opportunities that some children may not ordinarily experience such as travel further afield to competitions and parades.

Spaces for People:

The improvement works will enhance and extend the life of the asset for future generations but will also enhance a sense of pride for the cadets and adult volunteers. It will also open up the potential for other organisations to use the space and grounds.

Initiatives that enable communities to stay socially connected:

The cadets (aged 10 to 18 years) come from Inverness itself as well as the wider surrounding areas. The Unit also accommodates other sea cadets during training weekends from across the Highland area (Lochaber and Thurso) as well as Orkney, Moray and Campbeltown. The Unit occasionally supports combined activity/training courses with the army and RAF cadets. The Sea Cadets invite parents, unit supporters, Elected Members and others to events such as Party on the Pier (when the tall ship is berthed in Inverness), BBQ to celebrate the King's coronation etc

Community-led projects supporting community ownership or management of assets:

The Unit is located in the Merkinch area of Inverness, one of the top ten most deprived areas in Scotland according to the 2020 Scottish Governments' SIMD (Scottish Index of Multiple Deprivation). The unit is run by adult volunteers, all of whom live and work in the local community.

4.3	How will the project benefit local communities or the local economy?
<p>The Inverness Sea Cadets support the Inverness community by participating in events such as cleaning up the canal banks, raising funds for Poppy Scotland by flag selling which will assist Veterans and by supporting commemorative events such as Armed Forces, Commonwealth Flag Raising, Remembrance and various other parades/commemorations during the year.</p> <p>The benefits to the local economy are underpinned through regular Inter-unit competitions at district, national & UK levels for sports, waterborne activity and many of the training curriculum subjects. These bring other Units from throughout Scotland to Inverness for weekend stop overs generating spend in local shops and businesses.</p> <p>The improvement works will allow the Unit to continue operating and to be able to support the many community events as listed above that it already participates in. SMEs will be used to carry out the improvement works thus further obtaining value from any public investment.</p> <p>It is hoped that the improved facilities could be used by other organisations and local charities who may wish to utilise the facility for events.</p>	
4.4	What local need or opportunity will the project address and has this been recognised in a local plan?
<p>The Unit fits well with aspects of the Inner Moray firth Local Development Plan 2015. Amongst other aspirations, the vision of the plan is for the area to be regenerated and renewed as well as safeguard and enhance its places.</p> <p>The improvement works also fit well with the ethos of Local Place Plans 2019 to help communities to achieve better outcomes, promote a shared understanding of place and to create more successful places.</p>	
4.5	How do you know there is local support for the project? How can you evidence this?
<p>The Inverness Sea Cadets is very well respected in the local community and within many other organisations and educational settings.</p> <p>The Provost of Inverness is the Unit President and there is encouraging support from local Ward Members.</p> <p>The Unit is also pivotal to combined forces events and the unit supports many events, parades and ceremonies run by the British Legion, War Widows Association and the Highland council as well as other organisations.</p>	
4.6	How will the project be supported/maintained/sustained after CRF funding?
<p>The running of the Unit is currently self-sustaining and the Unit Management Team along with parent helpers and unit adult volunteers undertakes a variety of fundraising activity during the year to cover the operational costs as well as fund repairs and investment in assets such as boat repairs etc</p> <p>As mentioned previously, it is hoped that the improvement works, in enhancing the facility and making it safer, more comfortable to use in winter months and more efficient to run will attract other organisations to use the facility in exchange for donations.</p>	
4.7	What will be the lasting benefits and legacy?

The legacy will be the continuation of the Sea Cadets Inverness and all the benefits to young people and the local community which that brings. It will also provide an extended life of the asset, contributing to sustainability as well as an enhanced facility.

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.

Contractors that are selected to undertake the works will be encouraged to take a zero-construction waste approach. Materials used will be selected for robustness, longevity but also sustainability factors.

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 Sea Cadets follow National policies set out by the Marine Corps which safeguards children, promotes inclusivity and has no discrimination barriers.

Promoting accessibility

Our project will promote accessibility and all sections of the community will be able to use the new facilities through Sea Cadet enrolment or Voluntary Staff enrolment.

Valuing cultural diversity

People have different needs, beliefs, values and abilities and these differences need to be respected and promoted. This will be achieved by providing facilities suitable for everyone.

Promoting participation

We have a close understanding of the needs of our members but need to prove this through our consultation exercises. In this way we will involve local people in the building/facility options appraisal, and their views on the facilities to be provided therein.

Promoting equality of opportunity

We believe that we should create a level playing field for everyone and this will be reflected in the scope of our project. We will take account of representations from older people and disabled so these will be accommodated in the options appraisal, and ultimate site and project recommendations.

Promoting inclusive communities


We want to help build strong communities, in which:

- people feel they belong
- their lives are appreciated and valued
- people have similar life opportunities, and
- strong, positive relationships develop between people of different backgrounds.

Our project aims to achieve all of these.

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

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



FWF statement and declaration template.c

<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>38 volunteers</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1 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 sum

Budget Heading	Detailed costs	Revenue/Capital	Amount
Roofing works to pitched and flat roof sections	Competitive quotes to be sought once the asbestos survey has concluded.	Capital	£25,000
Electrical rewiring and heating upgrading	Electrical survey work is currently being carried out and as above, once the asbestos survey has concluded, the requirements can be finalised, and competitive quotes sought.	Capital	£17,500
Kitchen upgrading	Competitive quotes will be sought, and the work will be undertaken after roofing works have been completed and in conjunction with the electrical works.	Capital	£7,500
Total revenue expenditure			£
Total capital expenditure			£50,000
TOTAL PROJECT COST			£50,000
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
VAT included in these costs?			Yes <input 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.	Members of the Unit Management Team are currently actively working within the Construction Industry and therefore have good experience/benchmarking of the costs that will be required.
5.3	Please explain how your project will achieve value for money.	We will endeavour to seek competitive quotes for all the works required. We will ensure there is limited or no restrictions for contractors accessing the property to carry out works, thus mitigating any unproductive time. We will also stress in all documents seeking quotes that we are a registered charity and will ask contractors to take this into account when considering pricing.

SECTION 6 – MATCH FUNDING

6.1 Match funding details – All projects must start within three months of approval.			
Name of funder	Confirmed	Date confirmed or expected	Amount £
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£
CRF requested			£
Total project cost			£
6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.		
6.4	Please explain why public funding is required to deliver the project.	Sea Cadet Units are required to fundraise for all financial activity. We have severely reduced our reserves over the COVID period and have been hit badly over the past 2 years with the huge increase in our electricity costs for operating our facilities. We do not want to consider taking a bank loan as the stress this may cause to our team of volunteers who give their time willingly. We are actively fund raising to meet day to day, ever rising, revenue costs. This alone is a large and time- consuming necessity which distracts the volunteer management & staff from cadet training.	
6.5	Please explain what the remaining bank balances are for in your accounts.	Running costs such as minibus insurance and servicing, property insurance, energy costs, fire alarm and fire extinguisher	

		servicing as well as unit activity costs (boat repairs, fuel, stationery etc)
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	All unrestricted funding was used primarily to pay high cost increases in electricity bills and to meet regularly occurring bills necessary to support the safety and function of the unit.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The works will potentially allow the unit to be used for activity by other organisations in return for donations such as the North Kessock swim, training courses, accommodation for Etape participants etc
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We offer activities unique to Sea Cadets and therefore there is no disadvantage to local businesses.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	Sea Cadet Units are required to fundraise for all financial activity. We have severely reduced our reserves over the COVID period and have been hit badly over the past 2 years with the huge increase in our electricity costs for operating our facilities. We do not want to consider taking a bank loan as the stress this may cause to our team of volunteers who give their time willingly. We are actively fund raising to meet day to day, ever rising, revenue costs. This alone is a large and time-consuming necessity which distracts the volunteer management & staff from cadet training.

7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.			
	Funding	Date	Amount £	Public Subsidy?
		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

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

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

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

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

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

CRF Monitoring and Evaluation Framework

CRF number: CRF2310

Organisation: Inverness Sea Cadets

Project Title: Improvement works

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

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

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

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

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

Increasing community resilience (People)

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

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	safeguarded	Multiple activities/multiple young people
Wellbeing support initiative	safeguarded	Multiple recipients
Spaces for people	enhanced	One site covering main property and several outbuildings.
Initiatives that enable communities to stay socially connected.	supported	Multiple
Community-led projects supporting community ownership or management of assets, services, or activities	supported	One – may lead to community asset transfer but in the short term it is the management of a Council owned asset.
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)

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

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

Addressing causes of rural depopulation (Place)

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

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

Helping economic recovery & sustaining growth (Economy)

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

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

Tackling climate emergency and working towards net zero (Environment)

Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero.

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

Ref	Org	Project title	Project description	Total project cost	Grant Requested	% CRF Request	Project start date	Project end date	Consents in place	Match Funding	Project Robustness	Engagement & Support	Meeting a Need of Demand/ Market Demand	Legacy & Exit Strategy	Equalities issues/ impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality
2310	Sea Cadets	Improvement Works	Improvement works to facility including heating, electric and kitchen upgrades	£50,000.00	£50,000.00	100%	Jun-24	Feb-25	N/A	N/A	2	3	3	2	3	3	2	3	3	3

HCCF	15296
PBIP	68160
	83456

	PBIP	CLLD	HCCF	Total
Nairn Access f	28666	28666		57332
Team Hamish	39494		15296	54790