# **The Highland Council**

Agenda Item	9
Report No	SR/22/24

Committee:	Isle of Skye and Raasay
Date:	25 November 2024
Report Title:	Community Regeneration Fund Assessment of Applications
Report By:	Assistant Chief Executive - Place

#### 1 Purpose/Executive Summary

1.1 This report brings forward the detail of current funding requests to the Isle of Skye and Raasay Community Regeneration Fund (CRF) allocation for discussion and decision by Members.

#### 2 Recommendations

- 2.1 Members are asked to:
  - i. **Consider** the CRF applications presented and agree whether to approve, defer or reject each 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;
  - ii. **Agree** the approved CRF grant award for each application up to the value of the available area allocation;
  - iii. **Agree** to approve £100,000 of CRF as match funding to the Islands Programme application IP011 Community and Public Access Improvements; and
  - iv. Agree to approve £100,000 of the local allocation of income generated from car parking charges in the 2023/24 financial year, as match funding for the Islands Programme application – IP011 Community and Public Access Improvements project.

### 3 Implications

- 3.1 **Resource** Isle of Skye and Raasay has a remaining balance of £155,186.48 from the 2023/24 CRF allocation. Applications under consideration total £40,000 therefore there are no resource implications in approving the CRF funding award as requested. There is also sufficient income available within the parking income to meet this request.
- 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 **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 advance 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.
- 3.4 **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.
- 3.5 **Gaelic** No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.

#### 4 Impacts

- 4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.
- 4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.
- 4.3 A separate screening for impact for each application is not required, however consideration of impacts for equalities, socio-economic impact and consideration of the impact on the individual community is part of the assessment criteria and included within the assessment report. This supports the decision-making process.

## 5 Background

5.1 <u>Community Regeneration Funding</u> 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.

5.2 Broad eligibility criteria for the CRF 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
- 5.3 Within Isle of Skye and Raasay, the following 2023/24 funding table highlights the commitment to-date and the funding remaining available for investment:-

CRF 23/24 allocation	£500,572.83
Awarded to-date	£496,234.34
Funding remaining	£155,186.48

One application is under consideration by Members today with a total grant request value of £40,000.

- 5.4 <u>The Islands Programme</u> is a Scottish Government challenge fund, underpinned by the National Islands Plan identified objectives, and aimed at improving community resilience and developing critical infrastructure on Scottish islands. The 2024/25 Islands Programme closed for applications on 30 August 2024. As agreed at the CRF Strategic Subgroup meeting held on 27 August 2024 three applications in total were submitted for consideration, two of which are from the Isle of Skye and Raasay:-
  - Community and Public Access Improvement; and
  - Staffin Harbour

## 6 Community Regeneration Fund Assessment of Applications

- 6.1 To aid Members in their decision making, the following appendices are provided to this report:-
  - **Appendix 1** Project Application Forms; and
  - Appendix 2 RAG Summary Spreadsheet

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

#### 7 Islands Programme – Community and Public Access Improvements

- 7.1 The Highland Council has been successful in securing an award of £350,000 from the 2024/25 Islands Programme for the Community and Public Access Improvement project. This funding will support the delivery of three access improvement schemes on the Isle of Skye, specifically addressing issues at Claggan Road, Neist Point and Glen Brittle.
- 7.2 The total value of the work for this project is £550,000. This report seeks to secure the £200,000 of match funding to deliver the project and to agree this will be funded via an award of £100,000 from the Isle of Skye and Raasay CRF allocation and £100,000 from the local allocation of income generated from car parking charges in the 2023/24 financial year.

Designation:	Assistant Chief Executive – Place
Date:	6 November 2024
Author:	Fiona Cameron, CRF Programme Manager Marie-Anne Gray, Project Officer
Background Papers:	None
Appendices:	Appendix 1 – Project Application Forms Appendix 2 – Project Technical Assessments – RAG Summary



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

#### Key considerations

Please refer to the <u>Application Guidance</u> (link below) and <u>Fair Work First Summary</u> <u>Guidance</u> 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 <u>CRF Monitoring and Evaluation Framework</u> 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 Guidance (v3 Oct 23).;			
SECTION 1: PROJECT SUMMARY			
1.1	.1 Project reference number CRF2352		
1.2	Organisation	Highland Council	
1.3	Project title	Uig Footbridge – River Rha – IV51 9XP	
1.4	Project summary you wish to be funded (max 100 words)	Replacement of the footbridge over the River Rha in Uig, Isle of Skye.	
		Total project cost	£160,086.42
1.5	Project costs	Match funding	£120,086.42

		CRF grant requested		£40,000
1.6	<b>Start date</b> (from 1 <sup>st</sup> March 2024 unless specified when you're invited to submit a full application)	02/12/2024		
1.7	End date (by 1 <sup>st</sup> March 2025)	24/02/202	24/02/2025	
1.8	Please confirm you have read and understood the <u>CRF</u> privacy notice	Yes 🛛	No 🗆	
		$\boxtimes$	Increasing comm	unity resilience
	Please choose ONE main		Tackling poverty	and inequality
	strategic objective the project will meet (see <u>Monitoring and</u> <u>Evaluation Framework</u> for definitions at the end of this form)		Addressing causes of rural depopulation	
1.9			Helping economic recovery and sustaining growth	
			Tackling the clim working towards	ate emergency and net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS				
2.1	Organisation	The Highland Council		
2.2	Address and postcode	Headquarters, Glenurquhart Road, Inverness, IV3 5NX		
2.3	Main contact name	Finlay MacDonald		
2.4	Position in the organisation	Chief Officer – Property & Assets		
2.5	Contact number			
2.6	Email address			
2.7	Website address	www.highland.gov.uk		
2.8	Organisation type	□ Company limited by guarantee   □ Constituted group   ⊠ Public body   □ Charity   □ SCIO   □ Other (please specify):		
2.9	Organisation registered number			
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes ⊠ No □		

2.11	If the organisation is VAT registered, please provide the number.	663 758	32 03
	Is the VAT related to the project being reclaimed	$\boxtimes$	Whole
2.12	from HMRC?		Partial
			None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Easting – 139,403 Northing- 864,042 IV51 9YL (Hall Postcode)
3.2	Are you applying on behalf of a partnership project?	Yes 🗆 No 🛛
3.3	Is there a partnership agreement in place?	Yes 🗆 No 🖂
3.4	Is your organisation the lead applicant?	Yes 🛛 No 🗆
3.5	Do you own the land or asset?	Yes 🛛 No 🗆
3.6	Are you leasing the land or asset?	Yes 🗆 No 🛛
3.7	If ownership or lease agreements are not in place, please provide details if applied and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes □ No ⊠ Permitted Development – Planning Civil Engineering Works – Building Control
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	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.		
4	Activity name	Achieve by (date)	
C	Downtakings	02/12/2024	
E	Builder/Civil Works	TBC	
J	oinery Work	TBC	
Т	emporary Works	TBC	
C	Crane/Lifting Works		
Т	ree Surgeon	TBC	
Ċ	General Repairs	TBC	

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 project is to replace the existing, aging footbridge over the river Rha which provides a safe, offroad access route to the play park and playing field from the parking area at the Community Hall. A recent survey of the footbridge has recommended replacement within 24 months.

The project meets the strategic objective: Increasing Community Resilience

Activities for young people – Will be improved and enhanced with replacement bridge.

Wellbeing support initiative – Maintaining an existing woodland walk and access to community facilities.

Spaces for people – Continue to provide access and connectivity to community areas Initiatives that enable communities to stay socially connected – as above

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

The main objective is to allow residents and visitors to make safe, local journeys by foot, wheelchair, push chair or cycle.

To provide safe accessible routes linking the places where people live with the places they want to access/visit- in this case the Community Hall, playing field and play park.

The main benefits for the local community would be reducing car usage and improving health, wellbeing, and quality of life and zero carbon transport.

If the bridge was not replaced and closed, this would have a negative effect in the community and create a barrier.

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

Current footbridge was constructed and installed by Royal Engineers in 1988 and has now reached the end of its lifespan. A survey has been conducted which states the bridge structure is in poor condition with the recommendation to replace within 24 months.

The river side path from the hall to playing field is the only off-road safe route to connect the play area and playing fields to the Community Hall.

Parking for any events at the playing field is at the Community Hall and the only access from here to the field, is over the bridge.

There is no parking or safe road crossing available at the other access to the playing field off the very busy A87.

Skye and Raasay Future Plan under its Transport Infrastructure heading states **"Substantial** *improvement is needed along existing routes, along with a new standard for the provision of quality routes across the network. Initial analysis indicates that there are opportunities* 

on sections of the network to better link communities to services through improved active travel routes."

The footbridge is part of the Active Travel Route in the village linking the village hall with the playing field and play area.

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

The following Community Groups have submitted letters/emails of support.

- Community Council,
- Local Members,
- Village Hall Committee
- North West Skye FC
- Uig Community Trust

4.6	How will the project be supported/maintained/sustained after CRF funding?		
The H	The Highland Council will maintain the project.		
4.7	What will be the lasting benefits and legacy?		
The ro the vi	eplacement bridge will ensure there is an improved walkway linking the community facilities in llage.		
4.8	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.		
The bridge is an existing structure, and do not envisage any negative environmental impacts. Upgrading the bridge will maintain and encourage continued pedestrian use rather than vehicular and support net zero ambitions. Careful consideration will be given to the materials used in the new bridge, and ensure that the structure is robust, durable, and long lasting for the future.			
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?		
	project will benefit and be fully accessible to all in the community and surrounding wider area. Cularly families, sports groups, and those with challenges whether visible or not.		
4.10	All applicants are required to provide a statement how the organisation is committed to advancing the <u>Fair Work First Policy</u> 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 a employ staff and/or only work with volunte signed statement - refer to the Fair Work F Complete the following Fair Work First Sta with the application. Double click the icon	ers. Projects cannot progress without a irst guidance for more information. tement and Declaration form and submit
Have you provided a Fair Work First statement	Yes 🗵 No 🗆
in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	From Head of Resources – 23.03.24
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 $\Box$ No $\boxtimes$ Do not have a website $\Box$
How many people do you employ or how many volunteers do you have?	N/A
Do you currently pay the Real Living Wage hourly rate?	Yes 🛛 No 🗆 NA 🗆
As part of your procurement assessment	Yes 🗆 No 🛛
process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	
How do you provide channels for Effective	☑ Line Management Relationship
Voice in the workplace for staff and/or	Staff /Engagement Surveys
volunteers?	⊠ 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.



management fees sun

Budget Heading	Detailed costs	Amount	
Preliminaries	£47069.00 Capital		£47069.00
Contingency	£6930.15	Capital	£6930.15
Measured Works	£88533.96	Capital	£88533.96
Provisional Sums	£3000.00	Capital	£3000.00
Professional Fees	£14553.31	Capital	£14553.31

	£							
	£160,086.42							
	£160,086.42							
	Yes 🗌 No 🖂							
5.2	Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.	Four contractors invited to tender and two returned quotes						
5.3	Please explain how your project will achieve value for money.	Project has been procured via a Competitive tender process						

SECTION 6 – MATCH FUNDING											
6.1	6.1 Match funding details – All projects must start within three months of approval.										
Name	Amount £										
Highla	and Council	Yes 🛛 No 🗌	17.07.24	£120,086.42							
		Yes 🗌 No 🗌									
		Yes 🗌 No 🗌									
		Yes 🗌 No 🗌									
		Yes 🗌 No 🗌									
		Yes 🗌 No 🗌									
		Yes 🗌 No 🗌									
		Tot	al match funding	£120,086.42							
			CRF requested	£40,000.00							
6.2	Will the project involve "in kind" support?	Yes 🗆 No 🖂	Fotal project cost	£160,086.42							
6.3	If yes, please detail.										
6.4	Please explain why public funding is required to deliver the project.	There are significant demands on limited Council budgets and any successful funding applications will help to accelerate the delivery of key community infrastructure such as this replacement bridge.									
6.5	Please explain what the remaining bank balances are for in your accounts.	N/A		-							

6.	.6 Please explain why unrestricted funding in your annual accourt	
	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 🗆 No 🛛								
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.									
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	Replacement of the footbridge is an improvement for the area and is fully supported in the community								
7.4	Have you considered taking out a loan for the project?	Yes 🗆 No 🖂								
7.5	If not, please state why?	N/A								
7.6	Have you previously received public funding?	Yes 🗆 No 🖾								
7.7										

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION
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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.

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

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

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

Appendi	ppendix 2 - Project technical assessments - RAG Summary Spreadsheet											٦					
Isle of S	sle of Skye & Raasay Committee - 25 November 2024																
				Total project	Grant	- - -	Project Robustness	Engagement & Support	Meeting a need/demand	Jacy & E ategy	Equalities issues/ mpacts	nment	Value for Money	Match Tunding Meets Local Priorities	nality	Score	
Ref No	Organisation	Project title	Project description	cost	Requested	%	ב ה	มีดีเ	Σč	<u>ג ד</u>	Щ.Е	<u>ш ";</u>	<u> </u>	ΣΣ		<u>്                                    </u>	
		Uig Footbridge – River	The project is to replace the existing, aging footbridge over the river Rha which provides a safe, off-road access route to the play park and playing field from the parking area at the Community Hall. A recent survey of the footbridge has recommended replacement														
2352	The Highland Council	Rha	within 24 months.	£ 160,086.42	£ 40,000.00	25%	3	3	3	3	2	2	2	3	2	2 2	5

**NOTE - RAG assessment criteria scoring.** Red Amber Green ratings are based on information provided during the application process and are provided as a guide only. The ratings are converted into scores as follows: Red - 1, Amber 2, Green - 3. This allows a total score for each project to be provided. All projects presented above are eligible for funding. Where a project has been awarded Red or Amber against any criteria, this does not reflect an eligibility issue but does flag up that there are outstanding concerns, or that only brief information was provided within the application. If Members wish to approve projects that have Red or Amber ratings then we would seek to address these concerns by applying technical conditions to any funding award made.

### APPENDIX 2