The Highland Council

Committee: **Nairnshire**

Date: **10 February 2025**

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 Nairnshire 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; and

    ii.   **Agree** the approved CRF grant award for each application up to the value of the available area allocation.

3   Implications

3.1   **Resource** - Nairnshire has a remaining balance of £56,888.31 from the 2023/24 CRF allocation. Applications under consideration total £19,781.28. Nairnshire has a remaining balance of £56,888.31 from the 2023/24 CRF allocation; therefore there are no resource implications. 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 Nairnshire, the following 2023/24 funding table highlights the commitment to-date and the funding remaining available for investment:-

CRF 23/24 allocation	£165,396.83
Awarded to-date	£108,508.52
Funding remaining	£56,888.31

Two applications are under consideration by Members today with a total grant request value of £19,781.28

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.

Designation: Assistant Chief Executive – Place

Date: 24 January 2025

Author: Fiona Cameron, CRF Programme Manager
                    Sarah Lamb, Project Officer

Background Papers: None

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

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).

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF2354
1.2	**Organisation**	The Highland Council
1.3	**Project title**	East Harbour Path
1.4	**Project summary you wish to be funded (max 100 words)**	Currently the path access to the East Beach Harbour/Pier area as no formal path route which allows access to the area for all abilities to do so. These works will allow the path network to be connected allowing all users to freely access the East Beach Harbour area

1.5	**Project costs**	**Total project cost**	£10,680.00
		Match funding	£0.00
		CRF grant requested	£10,680.00

1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	22/02/2025
1.7	**End date** *(by 1st March 2025)*	08/03/2025
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐

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)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☒	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards net zero

SECTION 2: CONTACT AND ORGANISATION DETAILS	
2.1	**Organisation**
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**
2.9	**Organisation registered number**

2.1	**Organisation**	The Highland Council
2.2	**Address and postcode**	C/o Highland Council Council Headquarters Glenurquhart Road Inverness IV3 5NX
2.3	**Main contact name**	Mark Greig (Community Support & Ward Management)
2.4	**Position in the organisation**	Community Development Manager
2.5	**Contact number**	
2.6	**Email address**	
2.7	**Website address**	
2.8	**Organisation type**	☐ Company limited by guarantee ☐ Constituted group ☒ Public body ☐ Charity ☐ SCIO ☐ Other (please specify):
2.9	**Organisation registered number**	SO304257

2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.** Yes ☒ No ☐
2.11	**If the organisation is VAT registered, please provide the number.**	GB663758203
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☒ Whole ☐ 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.**	**Harbour at East beach adjacent to Parkdean Caravan park**
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.**	
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	

SECTION 4: THE PROJECT PROPOSAL

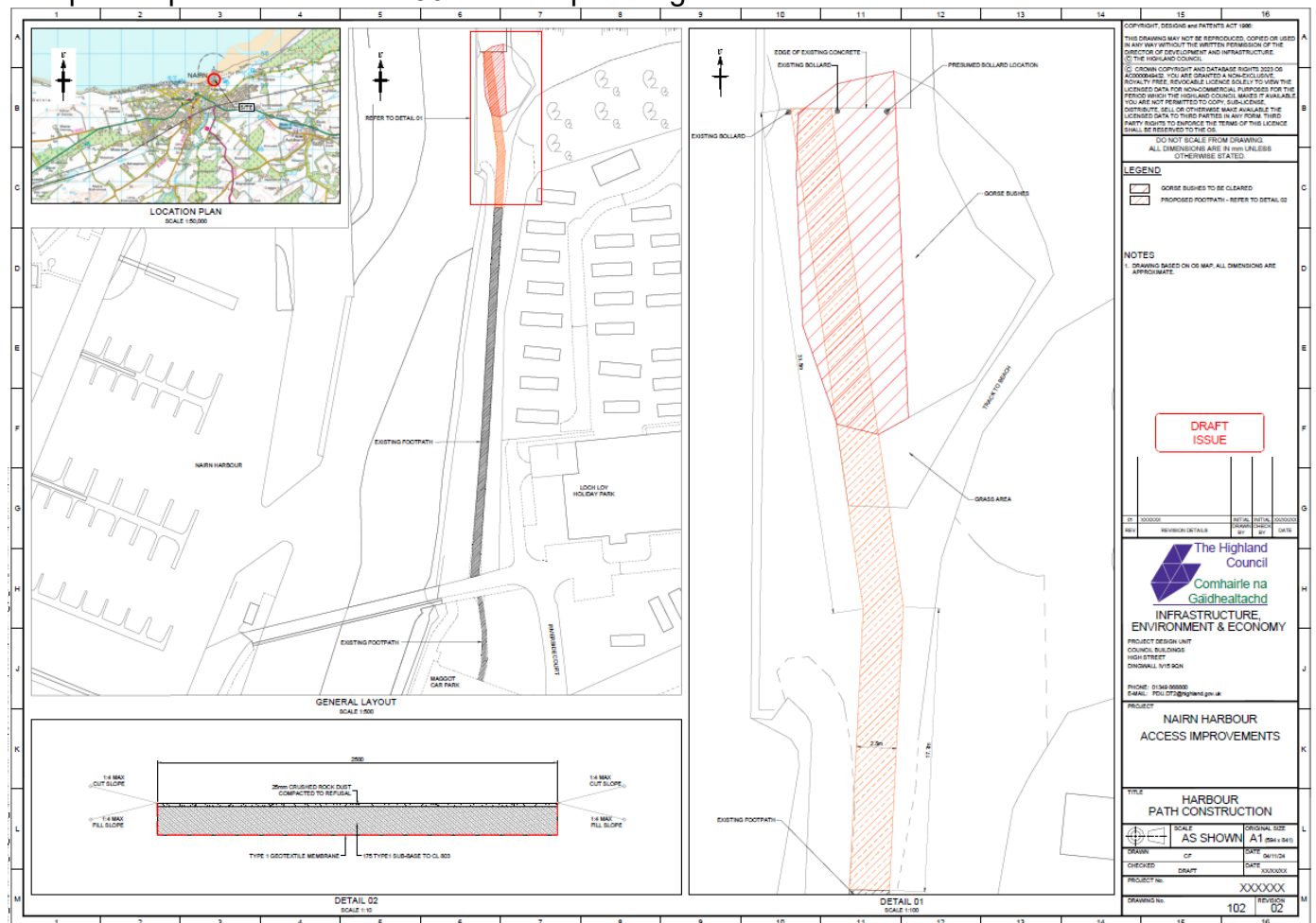| 4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.

Activity name	Achieve by (date)
Clearing of bush area to clear space for forming of path	22/02/2025
Forming of new path	01/03/2025
Tidy up of site	08/03/2025

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.

This project aims to deliver an accessible path to a section along the East Harbour area in Nairn. The area is a very popular with walkers and is in close proximity to various local amenities at the Nairn links. There is no existing path, installing a gravel path at this location will adjoin existing path ways and improve accessibility for all, tackling inequality in allowing all users to the area a right of access to the area and next to the East beach.

The path improvement will be 50m of compacted gravel at the location shown below:

The project aligns with 'Increasing Community Resilience' by:

- Fostering a more inclusive environment, removing current barriers that prevent wider use of this area, enabling residents and visitors, including those with mobility challenges, to enjoy the Links environment
- Linking this path with existing infrastructure increases foot traffic to nearby local businesses and amenities.
- Improved path networks encourage active travel, reducing reliance on cars and contributing to a greener, more resilient community

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

The benefit to the local community will be the enhancement of the path network at a location frequently used by locals and visitors in the popular Nairn Links area. The absence of a path currently poses significant challenges for individuals with accessibility needs, as no alternative route exists. Installing a gravel path in this section will connect existing pathways and significantly improve accessibility for everyone. This key location will also facilitate better access to nearby amenities and local businesses, benefiting the broader community.

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

Currently there is no clear access for all users to access the area, this path will create a formal access for all abilities to enjoy the space which is current not accessible. The need for a path in this location has been raised through the Nairn Access Panel who have highlighted that a new path linking the two existing pathways will significantly improve the accessibility of the area for all.

'Developing a Quality Network of Routes' is included within recent Nairn and Nairnshire Local Place Plan commissioned by Nairn Improvement Community Enterprise:

Developing a Quality Network of Routes
A comprehensive, well-connected network of routes for walking and cycling must be established. This includes safe, direct paths that are easily navigable and linked to key destinations such as schools, shops, and public facilities. Creating well-designed crossings, dedicated bike lanes, and pedestrian-friendly pathways can improve connectivity and encourage active travel

Project also contributes to the Nairn Links Development Plan

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

As above, continual dialogue with the local access panel discussing ways to improve accessibility of the Nairn beach and harbour area.
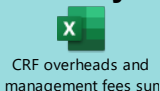
Quote from Nairn Access Panel:

We are currently working on projects around the harbour and beach area to improve accessibility to enable disabled people to enjoy the views and access to the beach along with their friends and families, and all other members of the public. We have worked with the Ward Manager throughout 2024 and designated the path to the harbour wall from the Maggot path as one of our key priorities to be upgraded to enable access to the waterside, and to the wonderful views out to the firth and along the east beach. We fully support this project

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

It will maintained by the Paths for All funding along with property THC budgets when required

4.7	What will be the lasting benefits and legacy?

Enhanced Accessibility
The new 50m gravel path along the East Harbour section will ensure long-term accessibility for people of all abilities, creating a more inclusive environment for the local community and visitors at Nairn Links

Improved Well-being
Providing a safe, well-maintained route encourages outdoor activity, contributing to physical and mental well-being

Improved connectivity with local business
Improved accessibility could increase foot traffic, benefiting local businesses and amenities in the vicinity of Nairn Links.

Stronger Social Connections
A well-connected path fosters social interaction, bringing the community together in shared outdoor spaces.

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.

Works will be carried out in a sustainable manner using local contractor to minimise travel.

By formalising the path, erosion and environmental degradation caused by informal foot traffic can be minimised, helping to preserve the natural beauty of the East Harbour area.

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

This project has been a piece of work that was raised with the Access Panel.

Their mission statement is:-
Nairn Access Panel's role is to work with the local community, local authority and local business to improve the accessibility of the local environment to help all members of the community in Nairn and its visitors to have the opportunity to play a full, inclusive role in day-to-day life in the town and county. This in turn will help to reduce the potential of the harm to individuals and society that can be caused by separation and exclusion.

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 decleration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
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.

CRF overheads and management fees sun

Budget Heading	Detailed costs	Revenue/Capital	Amount
Construction Costs	**Costs of clearing and installation of path**	**Capital**	**£8,900**
Contingency	**20% Contingency**	**Capital**	**£1,780**
	Total revenue expenditure		£0.00
	Total capital expenditure		£10,680
	TOTAL PROJECT COST		**£10,680**
	Is VAT included in these costs?		Yes ☐ No ☒
	VAT included in these costs?		Yes ☐ No ☒

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	Project costs have been based on a quote provided, further quotes will be obtained and considered.
5.3	**Please explain how your project will achieve value for money.**	Further quotes received will be considered against value for money

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 £
N/A	**Yes** ☐ **No** ☐		
		Total match funding	£0.00
		CRF requested	£10,680.00
		Total project cost	£10.680.00

6.2	Will the project involve "in kind" support?	Yes ☐ No ☒
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	Currently there is no budget available through HC for this project, therefore external funding is being sought so that the project can be delivered
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 accounts cannot be used to deliver the project and/or used as match funding.	**N/A**

SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes ☐ 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?	This project will improve accessibility for all and will not disadvantage any group
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes ☐ No ☐
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?
N/A	Click or tap to enter a date.	£	Yes ☐ No ☐

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: Mark Greig	**Date:** 22/01/2025
Print:Mark Greig	

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 ☐
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 ☒
3	Annual financial accounts – latest available.	Yes ☐ No ☒
4	Constitution or articles and memorandum.	Yes ☐ No ☒
5	Committee Members or Directors List.	Yes ☐ No ☒
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
7	Valid organisation insurance policy.	Yes ☒ No ☐
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐
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 ☒
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: CRF2354

Organisation: The Highland Council

Project Title: East Harbour Path

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

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

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

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

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

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

Project outputs	Status (delete as appropriate)	Quantity
Activities for young people	new/supported/safeguarded	
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new	
Initiatives that enable communities to stay socially connected	new	**1**
Community-led projects supporting community ownership or management of assets, services, or activities	new/supported	
Other - Please describe other outputs your project will meet that are not listed above:		

Tackling poverty and inequality (People)
Any initiatives or projects that address inequalities in the community and help address the causes of poverty.

Project outputs	Quantity
Support for cost-of-living crisis	
Support to gain/sustain employment	
Support for Social Enterprises	
Initiatives that help sustain household incomes	
Advice services – new/supported/safeguarded (delete as appropriate)	
Other - Please describe other outputs your project will meet that are not listed above: Installing the path will improve accessibility for all, tackling inequality by removing current barriers for those who have accessibility needs	

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	improved	**1**
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	**1**
Other - Please describe other outputs your project will meet that are not listed above:	

Tackling climate emergency and working towards net zero (Environment)
Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero

Project outputs	Status (delete as appropriate)	Quantity
Environmental awareness initiatives	new/supported/enhanced	
Initiatives contributing to a low-carbon economy	new/supported/enhanced	
Waste, recycling and circular economy initiatives	new/supported/enhanced	
Community renewable energy schemes	new/supported/enhanced	
Community assets to become more energy efficient	new/supported/enhanced	
EV charging points installed	new/supported/enhanced	
Active travel routes	new/supported/enhanced	

Community food growing initiatives	new/supported/enhanced	
Community green space	new/enhanced/safeguarded	
Biodiversity conservation initiatives	new/enhanced/safeguarded	
Marine conservation initiatives	new/enhanced/safeguarded	
Other - Please describe other outputs your project will meet that are not listed above:		

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

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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.

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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).

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SECTION 1: PROJECT SUMMARY	
1.1	**Project reference number**	CRF2355
1.2	**Organisation**	Highland Council
1.3	**Project title**	Nairn Beach Shower
1.4	**Project summary you wish to be funded (max 100 words)**	This project aims to install a beach shower unit at Nairn Links for beachgoers, and those pursuing water sports including the open water swimming community. The facility will provide a convenient station for users to wash off sand and saltwater after their activities.
	Total project cost	**£9,101.28**

1.5	Project costs	Match funding	£0.00
		CRF grant requested	**£9,101.28**

1.6	**Start date** *(from 1st March 2024 unless specified when you're invited to submit a full application)*	14/02/2025
1.7	**End date** *(by 1st March 2025)*	31/03/2025
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐

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)**	☐	Increasing community resilience
		☐	Tackling poverty and inequality
		☐	Addressing causes of rural depopulation
		☒	Helping economic recovery and sustaining growth
		☐	Tackling the climate emergency and working towards 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**	Mark Greig
2.4	**Position in the organisation**	Community Development Manager
2.5	**Contact number**	
2.6	**Email address**	
2.7	**Website address**	
2.8	**Organisation type**	☐ Company limited by guarantee
		☐ Constituted group
		☒ Public body
		☐ Charity
		☐ SCIO
		☐ Other (please specify):
2.9	**Organisation registered number**	SO304257
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must 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.**	GB663758203

2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☒	Whole
		☐	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.**	**Nairn Links area (adjacent to the Team Hamish Splashpad) Marine Road IV12 4EA**
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.**	Common Good Land, managed by Highland Council
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	**N/A**

	SECTION 4: THE PROJECT PROPOSAL	
4.1	**List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 1st March 2025.**	

Activity name	Achieve by (date)
Prepare tender documents	14/02/2025
Tender period	28/02/2025
Tender check	03/03/2025
Mobilisation to site	10/03/2025
Installation complete	31/03/2025

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.**

Nairn Links is popular area for locals and visitors to enjoy. A Links Development Plan was produced in 2019 following extensive community engagement and consultation. Outdoor showers were identified within the Links Development Plan as a part of improving the amenities available at the beach area.

The project will address the following themes:

Increasing community resilience

Nairn Links is a hub for outdoor swimming and beach activities. Installing outdoor showers offers a convenient way for swimmers to rinse off saltwater and sand, encouraging greater use of the beach throughout the year. This increased usage strengthens the community's relationship with the area as a shared recreational asset.

Having outdoor shower available will encourage more people to participate in healthy, outdoor lifestyles, improving physical and mental health.

Helping economic recovery and sustaining growth

As a popular destination, Nairn Links attracts tourists who contribute to the local economy by visiting cafes, shops, and other businesses. Enhancing amenities with an outdoor shower makes Nairn a more attractive destination for day-trippers and tourists seeking outdoor pursuits

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

The project aims to benefit the local community by providing a shower station for the beach users to use. Nairn has a vibrant water sports community which currently has no place to shower after and open water activity or general use at the beach area with the west links area. The water sports community comes from Nairn but also across highland to enjoy the renowned links area.

Providing essential facilities will establish Nairn Links as a welcoming and well-equipped destination for water sports, encouraging more people to participate in water-based activities or to do so more frequently. The potential increased footfall will benefit local businesses operating in the area.

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

There is currently no outdoor showers available in the area which is a very popular spot for water sport and in particular cold water swimmers.

The Links Development Plan was created in 2019 following extensive community engagement and consultation. Over 100 people attended the public event session where outdoor showers were suggested and identified as a part of improving the amenities of the beach area.

The delivery of this project would be seen as undertaking an action identified within the plan as supported by the local community.

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

A copy of the Nairn Links Development Plan has been provided as a supporting document where the proposal and support for a shower at Nairn beach is documented.

Notes of support have been received from the following:

Greenhive, Nairn BID, Nairn Selkies, H&I Climate Hub, Nairn Coastal Rowing Club & Paddle Bliss Nairn.

Quote from Paddle Bliss Nairn –

"I was forwarded an email regarding the possibility of a beach shower being installed near the splash pad.

Due to the growing use of Nairn beach and sea for visitors and water sports fanatics, I think this would be an excellent facility to the area to enable individuals to get washed up following beach activities. This is particularly important for human health to avoid cross contamination arising from pollution in the sea into the splash pad and other areas of Nairn.

I very much support this and hope to see it happen.

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

The Nairn Common Good Fund will cover any costs associated with the showers being in place. Cold water showers installed. All billing to be charged as with water costs through the Nairn Common Fund. These Shower will be connected to pump shed and situated on the links next to the beach access.

4.7	What will be the lasting benefits and legacy?

Legacy will be:

Enhanced community wellbeing
The outdoor showers will promote healthy and active lifestyles by making swimming and outdoor activities more accessible and enjoyable. They will potentially encourage more year-round use, and contribute to physical and mental well-being.

It will be a valued asset that strengthens the sense of pride and connection among residents who use outdoor water sports like swimming to socialise.

Increased attractiveness of Nairn Links
Improved amenities will enhance the appeal of Nairn Links as a destination for tourists and day-trippers and enhance the overall reputation of the area as a watersports hub. Increase in footfall to the area will benefit local business. Having the outdoor shower area will meet the demand which is there in Nairn. The shower area will be a fully accessible area for all users to use through the year.

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 project aims to ensure that all materials used are sustainable.

We will install water-efficient showers with features such as timed flow controls and eco-flow nozzles to minimize water consumption

The project will use eco-friendly and locally sourced materials where possible to reduce the carbon footprint associated with construction and transportation. Durable materials will be selected to ensure long-term sustainability and minimize future maintenance.

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?

Working with the access panel but also ensuring delivery is based on the aspirations of the Nairn links development plan.

The outdoor shower facilities will be designed to meet accessibility standards, including compliance with the Equality Act 2010

The showers will be fully accessible and cater to the needs all including children, families, and older individuals. Ease of use will be ensured by clear signage and straightforward operation mechanisms will allow people of all ages and abilities to use the showers without difficulty

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 decleration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation and/or planning to be certified.	Yes ☒ No ☐ Applied ☐

Is the Fair Work First statement on your organisation website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers pay the Real Living Wage hourly rate?	Yes ☒ No ☐
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.** CRF overheads and management fees sur

Budget Heading	Detailed costs	Revenue/Capital	Amount
Single shower		Capital	£2600.40
Water services installation		Capital	£1200.00
Drainage works		Capital	£400.00
Civils works		Capital	£1384.00
Concrete Base		Capital	£2000.00
20 % Contingency		Capital	£1,516.88
	Total revenue expenditure		£0.00
	Total capital expenditure		£9,101.28
	TOTAL PROJECT COST		**£9,101.28**
	Is VAT included in these costs?		**Yes ☐ No ☒**
	VAT included in these costs?		Yes ☐ No ☒

5.2	**Reasonableness of cost - please explain how you have obtained project costs listed in 5.1. These should be from recent price comparisons or quotations but if you have not been able to achieve this, explain how costs were developed.**	Costs have been developed through discussion with a consultant who has provided a cost estimate. The project will still have to go out to tender to meet THC procurement requirements
5.3	**Please explain how your project will achieve value for money.**	Discussions with design team have been around ensuring best value.

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 £
N/A	**Yes** ☐　　**No** ☐		N/A
		Total match funding	**£0.00**
		CRF requested	**£9,101.28**
		Total project cost	**£9,101.28**

6.2	**Will the project involve "in kind" support?**	Yes ☐　　No ☒
6.3	**If yes, please detail.**	
6.4	**Please explain why public funding is required to deliver the project.**	There is currently no budget identified to be able to progress this project out with applying for funding support.
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 accounts cannot be used to deliver the project and/or used as match funding.**	N/A

SECTION 7 – INCOME GENERATION

7.1	**Will the project generate income?**	Yes ☐　　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?	
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes ☐ No ☒
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?
N/A	Click or tap to enter a date.	£	Yes ☐ No ☐

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: Mark Greig	Date: 21/01/2025
Print: Mark Greig	

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 ☐
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 ☒
3	Annual financial accounts – latest available.	Yes ☐ No ☒
4	Constitution or articles and memorandum.	Yes ☐ No ☒
5	Committee Members or Directors List.	Yes ☐ No ☒
6	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
7	Valid organisation insurance policy.	Yes ☐ No ☒

8	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐		
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 ☒
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

<u>CRF Monitoring and Evaluation Framework</u>

CRF number: CRF2355

Organisation: The Highland Council

Project Title: Nairn Beach Shower

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

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

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

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

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

Increasing community resilience (People) Any projects that help communities to provide sustainable growth for their area and support for all members of the community, therefore enabling stronger resilience to external pressures (tourism pressure, lack of employment, etc.)		
Project outputs	**Status (delete as appropriate)**	**Quantity**
Activities for young people	new/supported/safeguarded	
Wellbeing support initiative	new/supported/safeguarded	
Spaces for people	new	**1**
Initiatives that enable communities to stay socially connected	new	**1**
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: **Initiative to encourage outdoor water based pursuits improving physical and mental wellbeing**		

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

Tackling climate emergency and working towards net zero (Environment)
Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero

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

Nairnshire Area Committee - 10 February 2025

Ref No	Organisation	Project title	Project description	Total project cost	Grant Requested	Capital	Revenue	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
CRF2354	The Highland Council	East Harbour Path	The East Beach Harbour/Pier area currently lacks a designated path that allows access for individuals of all abilities. These improvements will establish a connected path network, enabling inclusive access to the East Beach Harbour area	10.680.00	£ 10,680.00	£ 10,680.00	£ -	3	2	3	3	3	3	2	1	3	3	26
CRF2355	The Highland Council	Nairn Beach Shower	This project aims to install a beach shower unit at Nairn Links for beachgoers, and those pursuing water sports including the open water swimming community. The facility will provide a convenient station for users to wash off sand and saltwater after their activities.	£ 9,101.28	£ 9,101.28	£ 9,101.28		3	3	3	3	3	3	3	1	3	3	28
					Total requested	£ 19,781.28	£ -											
					Budget available	£ 56,888.31												
					Remaining	£ 37,107.03												

RAG

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

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

Ratings are based on information provided during the application process and are provided as a guide only. All projects presented are eligible but if Members wish to approve projects that have red or amber ratings it would usually suggest that additional conditions will be attached to the award to address these concerns.