



Community Regeneration Funding (CRF) Application Guidance

(June 24 – CLLD version only)

SECTION 1: PROJECT SUMMARY	
1.1	Please leave this section blank. The reference number will be generated once the application form has been submitted. The CRF team will notify you of your project reference number. Please always use your project reference number when emailing the CRF team.
1.2	Name of the organisation applying for CRF funding.
1.3	What is the name of the project
1.4	Please summarise the project in no more than 250 words. In answering this section, please try and keep within the word limit, describing clearly and directly what the funding is for.
1.5	The amount of match funding that has been secured/applied for and the amount of grant you are applying for to CRF. The grant requested plus match funding should equal the total project cost as per sections 1.5 , 5.1 and 6.1
1.6	Anticipated start date of the project – this must not before 1st September 2024 Applicants should not incur expenditure until a grant award letter has been issued, signed and any pre-start conditions met.
1.7	Anticipated completion date of the project. Ensure you allow time for end of project reporting and submission of the final claim. Projects should be completed and claimed fully by 28th February 2025 .
1.8	Please read and acknowledge the CRF privacy notice
1.9	<p>Projects must be able to meet at least one of the following strategic objectives:</p> <ul style="list-style-type: none"> • Increasing community resilience - 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.) • Tackling poverty and inequality - Any initiatives or projects that address inequalities in the community and help address the causes of poverty. • Addressing causes of rural depopulation - Any projects that will specifically allow rural communities to thrive and create opportunities to retain/attract younger generations. • Helping economic recovery and sustaining growth - Any initiatives/projects that will have an economic impact on the local communities providing long term and sustainable financial wellbeing to the area. • Tacking the climate emergency and working towards net zero - Any initiatives/projects that will address climate change issues, increase community resilience and/or support communities to move towards decarbonization and achieve net zero.

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Name of applicant organisation
2.2	Address and postcode of the organisation
2.3	Name of the person who will be the main point of contact for the application/ project.
2.4	Position of the person named in 2.3 e.g. chairperson, project officer.
2.5	Contact number of the person named in 2.3 .
2.6	Email address for the named person in 2.3
2.7	Organisation website address if applicable.
2.8	Tick boxes to indicate the type of organisation that the applicant body named in 2.1 is. More than one may apply.
2.9	What is the organisation's registered number
2.10	<p>Is this organisation registered for VAT?</p> <ul style="list-style-type: none"> • Yes – VAT can be reclaimed from HMRC therefore should not be included in the project costs. • No – VAT cannot be reclaimed from HMRC therefore should be included in the project costs. <p>By ticking this, you are declaring the organisation's 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>
2.11	If the organisation is registered for VAT, please provide the VAT number. If this doesn't apply, leave blank.
2.12	Any VAT that can be reclaimed (fully or partially) is not eligible for CRF funding and should not be included in the project costs as per section 5.1 . Ensure you seek advice from a suitably qualified professional as to how VAT may affect your project.
2.13	Provide details of VAT exemptions if applicable to the project.

SECTION 3: PROJECT DETAILS

3.1	Location of where the project is happening/being delivered - including postcode. This may differ to the location of the organisation address in 2.2 . Please note in this round of funding, projects located in Inverness city and Badenoch and Strathspey are not eligible.
3.2 – 3.4	If the project is delivered in partnership with another organisation(s) and there is a formal agreement in place, only one lead signatory should be responsible for the CRF application. Project procurement, contracts, invoices, bank payments and claims for example should be administered by the lead applicant organisation. A copy of a partnership agreement or Memorandum of Understanding must be provided with the application form.
3.5 – 3.7	The applicant must have ownership of the land/building or a lease agreement/control of the asset must be in place before the project starts. Lease agreements must be for a minimum of 10 years and in some cases 25 years.
3.8 – 3.9	<p>Confirm and detail any statutory or regulatory consents that will be required (for example planning permission, building warrant, SEPA consents, marine licence) and include steps taken towards obtaining these and the date granted or anticipated.</p> <p>Projects must have all permissions in place by the time the applications are considered by the decision body. Evidence of secured permissions must be emailed to the CRF team no later than 14/08/2024 otherwise the application will not be progressed.</p>

SECTION 4: THE PROJECT PROPOSAL

4.1	<p>Activity plan - List the main activities that will be delivered during the project with anticipated timescales. This should reflect the start/completion dates in 1.6 and 1.7. This will be an outline delivery plan for the project with identifiable milestones.</p>
4.2	<p>Need/opportunity - In answering this section, please ensure you keep within the word limit explaining why there is a need for this project and that this has been identified in a local plan. Does it address a specific need or opportunity within the community? How will it improve or enhance what is already available. Who will benefit from the project? Examples of local plans and strategies include:</p> <ul style="list-style-type: none"> - Highland-wide local development plans - West Highland and Islands Local Development Plan - Caithness & Sutherland Local Development Plan - Inner Moray Firth Local Development Plan - Highland Nature: Biodiversity Action Plan 2021 – 2026 - Highland Strategic Tourism Infrastructure Plan - Highland Food Growing Strategy - Place plans or locality plans - Highland-wide local development plans - Skye and Raasay Future Plan (SARF) - Fort William 2040
4.3	<p>Local support - In answering this section, please ensure you keep within the word limit demonstrating that there is local support for the project. This could be letters of support, community consultations, previous feasibility studies or options appraisals for example. If you are targeting specific groups, please ensure you can evidence there is support for the project. You may wish to use bullet points to list and evidence the level and type of support.</p>
4.4	<p>Project outcome – Please note in this section the main outcome of your project. This is the longer term change that your project will achieve. The long term outcome of your project should align with the Strategic Objective chosen in question 1.9.</p> <p>Legacy - In answering this section, please ensure you keep within the word limit explaining what will be the lasting benefits, change or legacy that arises from the project? For example, a completed feasibility study will provide ongoing direction for future developments and funding applications. A new visitor centre will provide job opportunities and facilities for both visitors and the community.</p>
4.5	<p>Supported/maintained/sustainability - In answering this section, please ensure you keep within the word limit explaining how the project will continue beyond the CRF funded phase. How will this be supported and/or how will it be maintained/sustained? <i>Some example scenarios to consider:</i></p> <p>Will CRF fund a specific phase of the project? If so, how will the remaining phases be funded and completed by?</p> <p>Does the application relate to the establishment of a new facility? How will ongoing costs be covered and is there a maintenance plan? How will staff posts be funded beyond the CRF funded phase?</p>
4.6	<p>Environmental - In answering this section, please ensure you keep within the word limit explaining how you will mitigate negative environmental impacts that may arise from the project. How will the project specifically address climate change or net zero ambitions? For example, you may install low carbon heating and lighting systems. Explore new green technologies or methods to deliver the project. Reduce the need for travel or</p>

	<p>enhance active travel opportunities. You may plant native trees and plants as part of landscaping works. You may consider climate change/net zero impacts as part of the procurement/tender assessments. Do you have an organisational environmental policy in place or an environmental impact assessment?</p>
<p>4.7</p>	<p>Equalities - In answering this section, please ensure you keep within the word limit describing how you have considered groups with protected characteristics in the development of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Is there an organisational equalities policy in place?</p> <p>You may find the following links useful:</p> <ul style="list-style-type: none"> • Development Websites and Web Content • Engaging Communities • Holding Public Event • Producing Publications and Printed Material
<p>4.8</p>	<p>Fair Work First – applicants must be able to demonstrate that they comply with the Fair Work First Policy. In line with the Bute House Agreement, the default position is that all grant recipients awarded a public sector grant from 1 July 2023 will be required to pay at least the ‘Real Living Wage’ and provide appropriate channels for ‘Effective Workers’ Voice’ as a minimum standard. Only in limited circumstances an exception to these conditions is considered but this will be determined by The Highland Council.</p> <p>All applicants are required to provide a statement how the organisation is committed to advancing the Fair Work First Policy including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information and a copy of a template should you wish to adapt it.</p> <p>Payment of at least the Real Living Wage</p> <ul style="list-style-type: none"> • In general, a grant recipient must demonstrate it is paying at least the Real Living Wage before it can access a grant. • All UK-based staff aged 16 and over, including apprentices, who are directly employed by the grant recipient, must be paid at least the real Living Wage; and any UK-based workers who are not directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff, must also be paid at least the real Living Wage. • The Scottish Government or the Highland Council may apply limited exceptions to provide funding to organisations who cannot pay at least the real Living Wage in order that the measure is proportionate. <p>Appropriate channels for Effective Workers' Voice</p> <ul style="list-style-type: none"> • All organisations with a workforce must be able to demonstrate, before they can access a grant, that all workers employed within that organisation have access to effective voice channel(s), including agency workers. • Voice exists at both collective and individual levels and organisations will be expected to show how genuine and effective voice is evidenced.

- The Scottish Government or the Highland Council may apply flexibility to recognise the different forms of voice that are appropriate for different organisations.

In addition, groups and organisations should consider applying for the [Living Wage Accreditation](#). As best practice, we strongly advise that all applicants work towards achieving this if practical and applicable to do so.

SECTION 5: BUDGET

5.1	<p>List all the main expenditure to deliver the project including if it's capital/revenue.</p> <p>Total project costs should equal to total cost as per sections 1.5 and 6.1.</p> <p>Please remember to exclude VAT if it is being reclaimed from HMRC. If the organisation is not VAT registered, VAT should be included in the project costs. Please confirm if VAT is included or not.</p> <p><u>Salaries, overheads, and management fees:</u></p> <p>All posts/salaries/professional fees must provide an hourly rate – this is to ensure that the project meets the Real Living Wage as part of the Fair Work First Policy as noted in section 4.8.</p> <p>A flat rate of 10% is applied to overhead recovery and management/admin. fees. This is in line with HMRC rules. In general, we would expect to see overhead costs as part of revenue projects and management fees as part of capital projects. If you're claiming for both overheads and management fees, then the combined total should not exceed 10% of project costs.</p> <p>Claiming for overheads and/or management fees must be justifiable, reasonable and not covered elsewhere by core funding or other grant schemes. They must not be double funded where the organisation may pocket from claiming additional fees where it is not required.</p> <p>Overheads recovery: up to <u>10% of salary costs only</u> is an acceptable budget line without further justification and evidence what the expenditure entails. If applicants request to recover more than 10% of salary costs towards overheads, the CRF overheads and management fees summary must be completed and submitted with the application detailing the breakdown of the total amount of overheads and what will be claimed. The link to the form can be found in Section 5 of the application form. Double click on the document icon to download and complete the information in the overheads tab. Remember to save the document as a separate file and email with the application form.</p> <p>Claiming for overheads is only acceptable where posts are based in an office where an organisation is incurring annual running costs.</p> <p>Internal management/admin fees of employed staff: up to <u>10% of total project costs</u> up to a maximum of £5k per annum is acceptable to recover without further justification and evidence what the expenditure entails. If applicants request to recover over £5k per annum, the CRF overheads and management fees summary must be</p>
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completed and submitted with the application detailing the activities and cost breakdown of the total amount that will be claimed. The link to the form can be found in **Section 5** of the application form. Double click on the document icon to download and complete the management fees tab. Remember to save the document as a separate file and email with the application form.

Project management provided by consultants will follow the normal rules for procurement and invoicing. Consultants should not include additional overhead costs and/or expenses as a separate fee as this should be factored in the overall contract price.

5.2 Please explain how project costs have been determined to inform the application as per section **5.1**. This is to ensure that costs are reasonable and accurate as possible at the time of application and that value for money has been considered. For example, quotations, tenders, market research, advice sought from professional services/other organisations.

Due to the funding deadlines in this round of CRF, project costs must be based on valid quotes and applicants are asked to adhere to the procurement guidelines below.

Please note that current valid quotes must be submitted no later than 14/08/2024 otherwise your application will not be progressed.

Procurement Guidelines:

Goods/Services	Capital Works	Guidelines for goods/ services and capital works
All aggregated project costs from one supplier totalling to below £10,000	All aggregated project costs from one supplier totalling to below £50,000	Direct award (i.e. single quotation) however CRF would expect applicants to consider reasonableness of costs and achieving best value It would be considered best practice, where practical, to seek a second quotation.
All aggregated project costs from one supplier totalling between £10,000 - £49,999	All aggregated project costs from one supplier totalling between £50,000 - £1,999,999	CRF would expect applicants to evidence value for money by seeking at least 3 quotes
All aggregated project costs from one supplier totalling more than £50,000+	All aggregated project costs from one supplier totalling more than £2,000,000+	CRF would expect applicants to evidence value for money by providing evidence of formal tendering including a copy of the tender advert and all tender documents
Recruitment of staff	CRF would (unless otherwise agreed in advance) expect applicants to provide evidence of having openly advertised and selected staff posts through an interview process.	

5.3	Please explain how the project will achieve value for money?

SECTION 6 – MATCH FUNDING

Please note match funding for this round is not essential.

6.1	<p>Detail where other funding sources will come from to deliver the project.</p> <p>Match funding must be confirmed by the time the CRF application is submitted or no later than 14/08/2024, otherwise your application will not be progressed.</p> <p>Provide the name of the funder; whether funding is confirmed or pending; the date it was approved or the date a decision is expected; and the total amount of match funding for the project. Include the CRF funding request and this should equate to sections 1.5 and 5.1.</p>
6.2 - 6.3	<p>Confirm and detail if there will be “in kind” support that will contribute towards the project. This could be volunteer time, a donation of land or services, loan of equipment, free office space etc. The total value of “in-kind” contributions should not form part of the project budget or match funding, but it may strengthen the application to show it is included.</p>
6.4	<p>Please explain why public funding is required to deliver the project. Will the project happen without funding support?</p>
6.5	<p>Please explain what the remaining bank balances are for in your accounts.</p>
6.6	<p>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</p>

SECTION 7 – INCOME GENERATION PROJECTS

7.1	<p>State if the project will generate income.</p> <p>If yes, how will the income benefit the organisation? Will it be re-invested to help with the long-term sustainability of the project – if so, how? Will it help finance running costs for example or create job opportunities? Will it help fund other community projects or enhance existing developments? A copy of a business plan and/or budget forecast must be provided with the application.</p>
7.2	<p>Please explain how you will ensure that local organisations or businesses are not disadvantaged because of the project? Are they supportive of the project?</p>
7.3	<p>As the project will be generating revenue/income, has loan financing been considered to fund the development? State the reasons why for yes or a no answer.</p>
7.4 - 7.5	<p>Have you considered taking out a loan for the project? If not, why?</p>
7.6 – 7.7	<p>State whether the organisation has previously received public funding. If so, please detail awards for the previous 3 fiscal years and if any were awarded under Public Subsidy. This should be detailed in your offer of grant letter.</p>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTS

8.1	<p>The person signing this application should have the authority within the organisation to apply for grant funding. Electronic signature is accepted.</p>
8.2	<p>Supporting documentation should be submitted with the application. Please state YES/NO or if they are not applicable for the project/organisation. If documents are applicable but are not available, state reasons why i.e. awaiting outcome of match</p>

funding, planning permission, awaiting renewal documentation. Failure to provide supporting documentation will delay the processing of the application.

How to submit the application form and supporting documents -

Completed forms and supporting documentation should be emailed to the following email address quoting your Organisation's name: communityregenerationfund@highland.gov.uk

The application form document should follow the naming convention example:
(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
- 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