

Agenda Item	8
Report No	SR/5/22

HIGHLAND COUNCIL

Committee: Isle of Skye & Raasay

Date: 21 February 2022

Report Title: Highland Coastal Communities Fund – Assessment of Applications

Report By: Executive Chief Officer Infrastructure, Environment & Economy

1 Purpose/Executive Summary

- 1.1 The Highland Coastal Communities Fund is designed to support economic regeneration and sustainable development around coastal areas in Highland. The fund is derived from revenue generated by Scottish Government Crown Estate marine assets. Each year, local authorities are allocated a proportion of the profits.

Within an overall allocation to Highland of £3,201,134, the Skye Area Committee has been awarded £493,223.34 of Crown Estates revenues for distribution within the Skye Area. Funding will be distributed as the Highland Coastal Communities Fund – Skye (HCCF).

- 1.2 Broad eligibility criteria for the scheme 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;
- Able to evidence local support/local benefit; and
- Able to evidence positive impacts for coastal communities and/or the coastal economy

Projects will also be asked to demonstrate how they contribute to delivering the outcomes of the Skye & Raasay Futures Plan. Further work to refine the priorities for HCCF funding within the Skye & Raasay area is due to be undertaken between March and May 2022.

- 1.4 In summary the position in Skye & Raasay at Area Committee on 21 February is as follows:-

Available HCCF Funding – £493,223.34

Number of applications for consideration – 3

Total value of grant requests - £114,250

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

- Summary spreadsheet of applications for consideration including RAG status from technical assessment
- Project summary and technical assessment outcome for each project

Technical assessments and the RAG status are based on the application form and supplementary information provided during the application process.

2 Recommendations

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

3. Implications

- 3.1 **Resource** – Skye has available funding of £493,223.34. Applications under consideration total £114,250 therefore there are no resource implications should Members wish to approve all projects
- 3.2 **Legal/Risk** – When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back to back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.
- 3.3 **Community (Equality, Poverty and Rural)** – Coastal communities funding is available to all Area Committees within Highland with a coastline. The focus of the funding is economic recovery and community resilience. Consideration on issues relating to equalities, poverty and rural issues are dealt with on an individual basis for applications and covered in the technical assessments of project

- 3.4 **Climate Change/Carbon Clever** – Mitigation of the climate/ecological emergency is a specific aim of the HCCF funding. All applicants are required to evidence environmental sustainability as referenced in the technical assessments
- 3.6 **Risk** – 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.
- 3.6 **Gaelic** – Consideration given within individual project applications in line with HC policy

Designation: Executive Chief Officer Infrastructure, Environment & Economy

Date: 4 February 2022

Author: Fiona Cameron, Programme Manager

Appendices: Appendix 1 – RAG Status Summary Sheet
Appendix 2 – Project summary and technical assessment outcome

[illegible]

Highland Coastal Communities Fund – Application Assessment

File Reference:	186	Applicant Name:	Camuscross & Duisdale Initiative	Organisation Type:	Company Ltd By Guarantee/ Charity
Project Title:	Motorhome Service Point	Date application received:	11/08/21	Area Committee:	Skye & Raasay

Project Summary			
Total eligible project costs (£)	£157,520	Total HCCF funding sought (£)	£43,500
Percentage HCCF grant intervention rate applied for (%)?	28%	HCCF Grant is sought towards the construction of 5 motorhome bays at An Crùbh, Duisdale Beag, Sleat, Isle of Skye, IV43 8QU. This will include electrical hook up points and black and grey water waste disposal. The location will also allow motorhome users to access toilet and shower facilities, together with litter and re-cycling bins, at the An Crùbh centre. https://ancrubh.com/about/ Land for the project is secured. Planning previously secured but new application underway to include black and grey water disposal is in progress.	
Estimated Start Date	March 2022		
Estimated Finish Date	May 2022		

Application Technical Check			
		Yes-No-N/A	Comments
1	Is HCCF grant requested within the Highland/local thresholds?	Yes	
	Has any work already started/costs been incurred prior to application?	No	
2	Does the project have to comply with any Statutory Regulatory Requirements?	Yes	
	Are the necessary planning consents/licences in place or applied for?	Yes	Planning permission previously awarded; however, new application now in progress to include black and grey waste disposal
3	Is project activity being proposed, a public sector statutory duty?	No	
4	Is application organisation VAT registered? Has evidence to confirm VAT status been received?	See Note	VAT registered- confirmed via online check at www.tax.service.gov.uk
5	Is the proposed activity/project within 5km of coastline or has applicant provided justification of benefit to coastal communities?	Yes	

6	Is the applicant an eligible business/organisation/person? Has applicant confirmed organisation type and appropriate registration?	See Note	Company number and charity number confirmed via Companies House and OSCR websites respectively.
7	Will the project generate revenue? Has the applicant provided a business plan (if required)?	See note	
8	Project fits with the following HCCF priority(ies) - Economic Recovery - Community Resilience - Mitigation of climate/ecological emergency - Rural Depopulation	Yes	Community resilience and economic recovery
9	Is a full match funding package in place or applied for pending decision (written evidence provided)? If a match funding decision(s) is pending, what is the expected date of decision(s)?		
10	Is the application form signed and dated by chair person or equivalent (authorised signatory)?	Yes	Electronic signature

Assessment Criteria

	Application has demonstrated:	RAG Status	Comments
11	Project Robustness		Cash match funding, RTIF- £111,020.00 is confirmed, and some work has been done to firm up costs but there are still some questions around particularly the new elements of grey waste disposal that require to be resolved. A verbal update on this will be provided to committee. Project includes a contingency budget The project has planning permission and the land is owned by the applicants and will be donated by them, so there are no issues around landowner consent/ access rights for this project. The RAG status has leaned towards amber, due to uncertainty about some project costs
12	Engagement & Support		Anecdotal evidence in application form- greater provision for motor homes is a well-known issue and demand generally, however the application lacks evidence of any particular community support or consultation about this specific proposal.
13	Meeting a Need or Demand/ Market Demand		There is clear and well documented need/ market demand for such facilities on Skye.
14	Legacy & Exit Strategy		The legacy of investment would be a long term visitor infrastructure asset. The project is relatively small in scale but located in a key location near to the busy Armadale- Mallaig ferry route. The project also makes provision for the creation of 1-2 part time posts to cover site maintenance and grass cutting, emptying of waste and re-cycling bins and liaison with motor home owners. There is also provision to

			<p>support an additional part-time cleaner at the existing An Crubh community centre, where there will be significant additional use of toilets and shower facilities if this development were to proceed. The community centre will benefit from increased patronage from motor home owners, enhancing its sustainability.</p> <p>In terms of exit strategy, a P&L was provided with the application. This shows only a very small annual surplus being generated (£996.00) directly from fees to use the facility. This is based on £20.00 per night per motorhome. Staffing costs appear high relative to the scale of the development. The business side of this application may benefit from support from HIE or Business Gateway to provide more confidence in assumptions being made in the P&L.</p>
15	Consideration of equalities issues/impacts		<p>The application form was quite light in its response to the “Equalities impact/ issues” question. It did not really focus on equalities issues or considerations specifically. The applicants provided an equal opportunities policy. This largely focusses on internal HR policies but it does state “The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.</p> <p>There is no reason to suggest any negative impacts on equalities as a result of this application, but some more detail and specific consideration of site accessibility etc would have leant this category towards green rather than amber.</p>
16	Environmental sustainability		<p>The project would have a positive impact on environmental sustainability through mitigating measures against identified local environmental problems, particularly waste water disposal and littering.</p>
17	Value for Money		<p>It is difficult to take a firm view on this category, as clarity is still required around some of the costs relating to waste disposal. Clarification is also required around the project management cost of £8,000 to ensure eligibility. If approved this will form part of the project funding conditions</p> <p>Once complete, the project will leave a long term asset for the local community, and its benefits are unlikely to diminish over time. Works are being subject to a tender process. The surplus generated from the proposal is currently very low.</p>
18	Match funding		<p>The major match funding for the project has been confirmed</p>

19	Meets Local Priorities		There is clear and well documented need for such facilities and there are clear supporting links to priorities in the Skye & Raasay Investment Plan.
20	Additionality		Would serve to lever in significant RTIF match funding. Project would be unlikely to proceed without HCCF support.
	Please indicate whether HCCF funding is required to: <ul style="list-style-type: none"> - Allow the project to proceed - Increase the scope of quality of the project - Accelerate the implementation of the project 	To allow project to proceed	
	Has loan finance been considered? Please explain why loan finance has not be considered a viable option:	See note	No significant commercial revenue is generated as a result of this project, so it is not suitable for a commercial loan.
Procurement and RoC:			
21	Are all project costs eligible/essential?	See note	Land purchase is an "in kind cost" which will not be eligible for HCCF grant to be paid against it. Project management is eligible, although as noted above, this cost seems high relative to the scale of the project. If HCCF grant is awarded, it can be directed specifically to construction costs.
22	Have the project costs been sufficiently broken down and itemised?	See note	Further detail would be required on construction costs prior to any award being formally issued. Tenders for these works had not yet been received at time of application submission.
23	Have the recommended HCCF procurement requirements been met, where required? If not, what steps have been taken to judge whether costs are reasonable?	See note	Tenders have been sought, but not yet received, for capital works. A full assessment of reasonableness of cost cannot be undertaken until these are received. Land valuation has been confirmed by survey, though as this is in kind, it will not be subject to HCCF payment.
24	If the applicant is VAT registered, has VAT been removed from eligible project costs?	Yes	
25	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	No state aid implications from this proposal.

Document Checklist		
	Yes-No-N/A	Comments
Expression of Interest	Yes	
Application technical assessment checklist	Yes	
Most recent bank statement	No	
Certified financial accounts:	Yes	
Research / Evidence of need and demand	See Comment	Limited specific evidence or supporting documentation. The need itself is however well known.
Financial statement demonstrating need for public funding (if relevant) (e.g. letter from applicant/bank statements etc.)	See comment	Evidence supplied to show applicants do not have available funds to deliver this project without grant funding.
Complete business plan (If relevant)	See note	P&L for one years' operation provided.
Evidence of control/ownership of asset	See note	Letter and e-mail confirm applicants own site
Job descriptions (and activity plan) for any post which funding is sought towards	See note	Limited detail in application and a question mark over the level of proposed resourcing relative to the scale of the project.
May apply:		
Current constitution or articles and memorandum	Yes	
Current committee members or directors' list	Yes	
Permissions – planning, building warrant etc.	Yes	Full Planning Permission on file
Policies – equal opps Child protection (if relevant)	See note	Equal opportunities policy provided. No direct grant aided HCCF activity involves work with children.
Written confirmation/evidence of match funding (if available)	Pending	
Insurance	N/A	Seek upon project conclusion
Additional:		
Letters of support	No	
Partnership Agreement	N/A	
Other	N/A	Land valuation confirmation.

Recommended Conditions of Grant
Pre Approval Conditions
Pre Start Conditions
Confirmation of final costs and match funding. Submission of project cash flow to confirm how VAT payment will be met, as VAT element of invoices will not be able to be claimed from grant funders, as applicant is VAT registered.
Clarification around the use of the £8,000 project management costs and their eligibility

Other Issues/Conditions

Assessed by:	Name:	Fiona Cameron
I can confirm that I have completed the eligibility checks as set out above.	Date:	07/02/2022

Highland Coastal Communities Fund - Application technical assessment

Project Ref:	219	Applicant Organisation	The Highland Council	Area Committee	Skye & Raasay
Organisation Type:	Public	Project Title:	Bagging Mower for Skye	Committee meeting date	21/02/2022

Project Summary				Programme theme (delete as appropriate)
Total project costs	£13,750	Estimated start date	28/03/2022	Community Resilience
Total HCCF funding sought	£13,750	Estimated completion date	29/07/2022	
HCCF intervention rate	100%			

Assessment Criteria Application has demonstrated:	RAG Status	Comments
Project Robustness	Green	Straightforward project with one off purchase of capital equipment. No match funding included therefore project could proceed immediately upon approval
Engagement & Support	Yellow	Anecdotal evidence only supplied; however, Members will be aware of the desire for this to be put in place as a result of complaints received
Meeting a Need of Demand/Market Demand	Yellow	Anecdotal evidence supplied. Due to the climate in Skye it is a particular problem to the area that the grass clippings are not removed and the issue of them being left is causing problems with access to amenity areas and burial grounds.
Legacy & Exit Strategy	Green	Life expectancy of equipment is beyond the period required by HCCF. Email from Amenity Manager to confirm that THC will ensure maintenance of the mower
Consideration of equalities issues/impacts	Yellow	Clippings are causing an access issue to some areas which particularly affects older people and people with mobility issues. The project aims to address this.
Environmental sustainability	Yellow	Removing the arisings at the point of cutting takes biomass and the nutrients they contain away from the ground. This reduces the layer of dead grass or thatch and opens up the soil surface to allow seed germination. Repeated over a number of years, it has demonstrable impact on soil fertility, encouraging slower growing and more diverse species potentially reducing the amount of grass cutting required in the future and increasing biodiversity.
Value for Money	Yellow	100% funding request from HCCF. Aside from the direct benefit of the project in increasing access to some areas, there is an indirect benefit that is considered to offer further value as a result of the grass clippings potentially becoming free silage for crofters

Match funding		No match funding to be secured as application is for 100% HCCF
Meets Local Priorities		This project links to Skye and Raasay Futures plan: Outcome 1 Strengthening Economy Outcome 3 Diverse and Green Economy
Additionality HCCF funding is required to: <ul style="list-style-type: none"> Allow the project to proceed Increase the scope of quality of the project Accelerate the implementation of the project 		THC have confirmed that there is no service budget available to provide anything other than the standard equipment for grass cutting and therefore without HCCF this project would not proceed without external funding being sourced elsewhere, which is likely to be difficult for a project of this nature

Application Technical Check		Yes / No N/A	Comments
1	Project summary		
A	Is HCCF grant requested within the area thresholds?	Yes	
B	Has the Privacy Notice been acknowledged?	Yes	
C	Are project timescales within HCCF programme timescales?	Yes	
2	Contact details		
A	Is the organisation's details on OSCR or Company's House as per registered number?	N/A	THC Project
B	Does the organisation address match the bank statement?	N/A	THC Project
3	Organisation details		
A	Is project activity being proposed by a public sector statutory duty?	No	Although THC is responsible for grass cutting there is no requirement for the clippings to be lifted and disposed of and the applicant has confirmed there is no possibility of buying this equipment out of current service budgets
B	Is the project being proposed by a private business?	No	
C	Is it a partnership project and is there a partnership agreement in place?	No	
	Is the HCCF applicant the lead organisation?		
D	Is applicant organisation VAT registered?	Yes	663758203
	If yes, has number been provided?	Yes	
	Is the VAT being reclaimed from HMRC?	Yes	
	<i>(Note: question about whether VAT is included/excluded in the project costs in section 5 below)</i>	Yes	

4	Project details		
A	Is the proposed activity/project within 5km of coastline? If not, has the applicant provided a justification of project benefit to coastal communities?	Yes	
B	Does the applicant own or lease the land or building? If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?	N/A	
C	Is the project activity plan achievable within the timeframe? Are there any notable potential delays?	Yes	
D	Does the project have to comply with any Statutory Regulatory Requirements? i.e. planning, building warrants, SEPA consents, marine licences? Are these in place, pending decision, or not applied for? If pending or not applied for, when are they likely to be in place?	No	
5	Budget		
A	Have project costs been sufficiently broken down and itemised?	Yes	
B	Are project costs eligible/essential?	Yes	
C	Have the recommended HCCF procurement requirements been met, where required? If not, are steps taken to obtain project costs reasonable?	Yes	THC framework
D	Has VAT been removed or included in the project costs? As per section 2 above?	Yes	Quote shows costs net of VAT
6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	N/A	
B	Will there be in-kind support? How does this add value to the project?	No	

C	Has any work already started/costs been incurred prior to the application?	No	
7	Business and revenue generation projects ONLY		
A	Will the project generate revenue?	No	
B	Has a business plan and budget forecast been provided?	N/A	
C	Has loan finance been considered? Yes or no answer, has explanation been provided?	No	Not appropriate and also non revenue generating project
D	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	No state aid considerations therefore no further information sought
8	Signature		
A	Is the application form signed and dated by chairperson or equivalent (authorised signatory)?	No	Requested from applicant
Document checklist:		Yes/No N/A	Comments
	Expression of Interest	No	Member led project
	Constitution or articles and memorandum	N/A	
	Committee members or directors' list	N/A	
	Permissions – such as planning, building warrant, SEPA	N/A	
	Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)	Yes	Available on website
	Confirmation/evidence of match funding	N/A	
	Most recent bank statement provided Statement demonstrating why public funding is required Statement declaring what the remaining bank balances are for	N/A	Not provided with this application but held on file by HCCF team for another application received from THC No statutory requirement to deliver activity within this application
	Latest annual accounts	Yes	Annual accounts (highland.gov.uk)
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Yes	One email of support
	Business plan (revenue generation projects only)	N/A	

	Relevant insurance policy	Yes	Not provided with application but available to HCCF team
	Job descriptions for any post which funding is sought towards	N/A	
	Evidence of control/ownership of asset – i.e. lease, title deeds	N/A	
	Partnership agreement	N/A	

Recommended grant conditions	
Pre- approval conditions	<ul style="list-style-type: none">
Pre - start conditions	<ul style="list-style-type: none">
Specific conditions	<ul style="list-style-type: none"> End of project report to be submitted detailing additional work undertaken as a result of this equipment being available and also confirming a forward plan for the disposal of clippings

<i>I confirm that I have completed the technical assessment for this project as set out above.</i>	Name:	Fiona Cameron
	Date:	07/02/2022

Committee Meeting Outcome	Decision	Approved / Deferred / Rejected
	Grant amount awarded	£

	Date:	
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Highland Coastal Communities Fund - Application technical assessment

Project Ref:		Applicant Organisation	Highland Council	Area Committee	Skye
Organisation Type:	Local Authority	Project Title:	Old Man of Storr – Future Development	Committee meeting date	

Project Summary				Programme theme (delete as appropriate)	
The project is to provide funding to cover the costs of 2 x full time permanent members of staff for 1 year of employment at the Old Man of Storr on the Isle of Skye. These are intended to staff a new retail unit being deployed separately, as well as performing light maintenance, car park marshalling and visitor information duties.				Economic Recovery	
Total project costs	£114,000	Estimated start date	Q4 FY 2021/22		
Total HCCF funding sought	£57,000	Estimated completion date	Q1 FY 2023/24		
HCCF intervention rate	%50				

Assessment Criteria Application has demonstrated:	RAG Status	Comments
Project Robustness		<p>Project is well placed to start, should HCCF funding be approved, and is based on recommendations from</p> <p>Match funding in place. Recruitment for posts (separate funding secured for year 1) has already commenced. Implementation of project being governed through Project Management approach including risk register and management.</p> <p>More information requested regarding continuation of funded posts after the project period, as below. Intention is to use the initial two years to evidence the benefit of the posts and establish sufficient income streams to sustain beyond the initial funded period</p>
Engagement & Support		<p>A committee item referencing a report by external consultants on the potential for development of the Storr site was provided, which included stakeholder engagement and recommended options included in the HCCF funding application. Application states that the proposal was unanimously supported by members of the local area committee</p> <p>Application also refers to the support of other Council services in establishing a permanent presence at Storr.</p>

Meeting a Need of Demand/Market Demand		Tourism-related pressures are well documented throughout the Highlands but are particularly acute on the Isle of Skye. Applicant includes figures and supporting rationale that establish a need for tourism-based infrastructure at one of Skye's most iconic landmarks.
Legacy & Exit Strategy		Project will contribute to alleviating the well-documented tourism pressures on the Isle and application includes a breakdown of expected increase car parking income which is intended to cover cost of employment after the project period. The initial two year funded period to establish the posts will allow the site to increase revenue generation more quickly and evidence the value of the posts being in place with the intention that they are subsequently funded through the net revenues generated on site.
Consideration of equalities issues/impacts		The existing public conveniences and car-parking, which the funded posts would support, currently have provision for disabled users. The application doesn't include a specific aim to benefit those with protected characteristics and as such a green rating is difficult to apply, however there are no significant concerns in this area and the planned light maintenance will contribute to ensuring those with limited mobility can continue to access the facilities.
Environmental sustainability		Application has provided a sound rationale for how the funded posts will facilitate an improved monitoring of the high-footfall site environment and the potential for light proactive maintenance to be carried out. Additionally, there is an ambition to provide further environmentally sustainable developments such as EV charging, E-bike charging and a deposit return scheme. Whilst these aren't included in the project at this stage, the ambition is that on-site presence of staff will support in establishing the feasibility of these potential developments.
Value for Money		Project requested grant of £57,000 will leverage 50% match funding of £57,000 and stands to provide a significant level of benefit proportionate to the level of HCCF funding sought. Salary costs based on two HC06 posts as per THC pay grade scales
Match funding		Project will leverage 50% match funding from the Place Based Investment Fund. Additional match funding of £60,500 was included in the application. After clarification with the applicant, these elements have been removed to simplify the administration of the project but can still be considered as making a significant contribution to the project's identified outcomes.
Meets Local Priorities		Application identifies that project aligns with outcomes of SARF (Skye and Raasay Future) for a Diverse and Green Economy and supports the aims of the Future Highlands – Health and Prosperity Strategic Partnership Plan in relation to tourism and visitor management.
Additionality HCCF funding is required to: <ul style="list-style-type: none"> • Allow the project to proceed • Increase the scope of quality of the project • Accelerate the implementation of the project 		Application highlights the challenging financial outlook faced by the council and identifies that HCCF funding presents the best and most realistic opportunity to finance the project. HCCF funding is currently intended to be used for year 2 of on-site staff and as such increases the scope of the project and allows this resource to be put in place more quickly in order to ensure that the benefits generated can happen over the short term.

Application Technical Check		Yes / No N/A	Comments
1	Project summary		
A	Is HCCF grant requested within the area thresholds?	Yes	
B	Has the Privacy Notice been acknowledged?	Yes	
C	Are project timescales within HCCF programme timescales?	No	Project is for two years of staff resources and is due to end in Q1 23/24
2	Contact details		
A	Is the organisation's details on OSCR or Company's House as per registered number?	N/A	Applicant is the local authority
B	Does the organisation address match the bank statement?	Yes	
3	Organisation details		
A	Is project activity being proposed by a public sector statutory duty?	No	
B	Is the project being proposed by a private business?	No	
C	Is it a partnership project and is there a partnership agreement in place?	N/A	
	Is the HCCF applicant the lead organisation?		
D	Is applicant organisation VAT registered?	Yes	
	If yes, has number been provided?	Yes	
	Is the VAT being reclaimed from HMRC?	N/A -staff costs only	
	<i>(Note: question about whether VAT is included/excluded in the project costs in section 5 below)</i>		
4	Project details		
A	Is the proposed activity/project within 5km of coastline?	Yes	
	If not, has the applicant provided a justification of project benefit to coastal communities?		
B	Does the applicant own or lease the land or building?	Yes	Evidence of ownership of asset provided for previous project and so not requested again
	If not, has the ownership transfer/lease agreement been applied for/pending? When will this be in place?		

C	Is the project activity plan achievable within the timeframe? Are there any notable potential delays?	Yes	Potential for delays to recruitment of staff, however Highland Council is a large employer with extensive recruitment experience and the applicant has confirmed that recruitment process is underway.
D	Does the project have to comply with any Statutory Regulatory Requirements? i.e. planning, building warrants, SEPA consents, marine licences? Are these in place, pending decision, or not applied for? If pending or not applied for, when are they likely to be in place?	No	
5	Budget		
A	Have project costs been sufficiently broken down and itemised?	No	Further detail sought on pay grade for proposed posts, however there are no fundamental concerns in relation to this.
B	Are project costs eligible/essential?	Yes	
C	Have the recommended HCCF procurement requirements been met, where required? If not, are steps taken to obtain project costs reasonable?	No	Staff will be required to be recruited in an open and fair manner
D	Has VAT been removed or included in the project costs? As per section 2 above?	N/A	Staff Costs only
6	Match funding		
A	Is match funding confirmed? If not confirmed, has it been applied for or pending decision?	Yes	Minutes of S&R Area Committee confirm the award of place based funding
B	Will there be in-kind support? How does this add value to the project?	No	Originally included in the application was additional match funding towards the external report and digital workstreams. Whilst these have been removed on recommendation from HCCF team, they do still exhibit a contribution towards the overarching development of the Storr site
C	Has any work already started/costs been incurred prior to the application?	No	
7	Business and revenue generation projects ONLY		
A	Will the project generate revenue?	Yes	
B	Has a business plan and budget forecast been provided?	Yes	Applicant has provided breakdown of additional parking income expected to be levied as a result of permanent on-site presence. Committee report provided summarising business case for redevelopment of Storr including siting of permanent staff

C	Has loan finance been considered? Yes or no answer, has explanation been provided?	Yes	Applicant has provided sound rationale for why loan finance interest payments would limit or eliminate any surplus being reinvested, as well as the inherent risk of possible further covid restrictions limiting income to service these.
D	Has the applicant received previous funding from public sources in the last three fiscal years?	Yes	Applicant is Local Authority and will have received funding from public sources in the last three years.
8	Signature		
A	Is the application form signed and dated by chairperson or equivalent (authorised signatory)?	Yes	
Document checklist:		Yes/No N/A	Comments
	Expression of Interest	N/A	This was a member-invited application and as such, no EOI was received
	Constitution or articles and memorandum	N/A	
	Committee members or directors' list	N/A	
	Permissions – such as planning, building warrant, SEPA	N/A	
	Policies – such as equal opportunity, environmental, child protection (if working with young or vulnerable people)	Yes	Available on Highland Council website
	Confirmation/evidence of match funding	Yes	Minutes provided
	Most recent bank statement provided	Yes	Applicant is local authority therefore balances will be needed for public services provided
	Statement demonstrating why public funding is required	Yes	
	Statement declaring what the remaining bank balances are for	No	
	Latest annual accounts	Yes	Available on Highland Council website
	Research/evidence of need and demand i.e. letters of support, consultation reports, photos	Yes	Committee item referencing consultant report which included consultation with stakeholders provided
	Business plan (revenue generation projects only)	Yes	As above, committee report provided summarising business case for redevelopment of Storr including siting of permanent staff & expected additional parking income from permanent site presence.
	Relevant insurance policy	Yes	
	Job descriptions for any post which funding is sought towards	Yes	THC Ranger JD supplied
	Evidence of control/ownership of asset – i.e. lease, title deeds	No	Not requested as applicant organisation has provided for an earlier project
	Partnership agreement	N/A	

Recommended grant conditions	
Pre- approval conditions	
Pre - start conditions	<ul style="list-style-type: none"> Activity/work plan for the posts to be provided
Specific conditions	<ul style="list-style-type: none"> End of project report to be submitted

<i>I confirm that I have completed the technical assessment for this project as set out above.</i>	Name:	Fiona Cameron
	Date:	07/02/2022

Committee Meeting Outcome	Decision	Approved / Deferred / Rejected
	Grant amount awarded	£
	Date:	