

The Highland Council

Agenda Item	6
Report No	WRSL/15/25

Committee: Wester Ross, Strathpeffer and Lochalsh

Date: 4 August 2025

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

- 1.1 To present current funding requests to the Wester Ross, Strathpeffer and Lochalsh 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 or application; 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** – Wester Ross, Strathpeffer and Lochalsh area has available funding of £555,393.80 from the current CRF allocation. Applications under consideration total £78,775.71; therefore, there are no resource implications in approving the CRF funding award as requested.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties and financial claims management protect The Highland Council financial and reputational interests.

- 3.3 **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 Community Regeneration Funding is an umbrella term for a number of funds that are available for communities/organizations to access in Highland; it currently comprises elements of the Highland Coastal Communities Fund (HCCF) and the Place Based Investment Programme (PBIP), 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 fund is as follows:-

All projects are expected to be able to meet at least one of the following priorities:-

- increasing community resilience;
- tackling poverty & inequality;
- addressing the causes of rural depopulation;
- helping economic recovery & sustaining growth; or
- tackling the climate emergency and working towards net zero.

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 Applications brought to this committee meeting were either previously submitted to the Highland Strategic Local Action Group for consideration for Community Led Local Development (CLLD) funding or invited to apply to area funds following submission of an Expression of Interest (EOI) to the same CLLD funding round.

5.4 Within Wester Ross Strathpeffer & Lochalsh, the following funding for 2025/26 is shown in the table below:-

HCCF – tranche 5	Revenue or Capital	£243,799.44
HCCF – tranche 6	Revenue or Capital	£273,302.21
PBIP (confirmed to date) 2025/26	Capital Only	£38,292.15

Therefore, presently Members have a total of £555,393.80 available to allocate.

A total of five applications are under consideration by Members today with a total grant request value of £78,775.71.

5.5 The following projects, which were invited to make an application for funding by Members, have asked for more time to develop their application. They will be brought to a future area committee meeting once they have been submitted and assessed as eligible:-

- Wester Ross Radio Ltd – Community Station Refurbishments; and
- Kyle & Lochalsh Community Trust – Kyle Public Toilet Repair and Refurbishment

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

- **Appendix 1** – Project Application Form; 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: 11 June 2025

Author: Fiona Cameron, CRF Programme Manager
Mark Crowe, Project Officer

Background Papers: None

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CLLD version only)

Key considerations



Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there is 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. Please do not exceed the word limit given.

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.

In this current round of CRF, we seek well-developed and robust **capital projects** that can commence after 1st July 2025 and must be completed and the grant claimed no later than 27 February 2026.

The deadline for application submission is 9am on Monday, 2nd June 2025.

Double click the icons below to download the documents. If you have any issues with downloading the documents, please contact us at communityregenerationfund@highland.gov.uk

Application Guidance	Assessment Criteria Matrix
 CRF_application_Guid ance (May 2025 - CLLD)	 CRF Assessment Criteria (v1 May 2025)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4017
1.2	Organisation	Clachan Lochbroom Heritage Trust
1.3	Project title	Let the sun shine into Clachan!
1.4	Summary of project you wish to be funded (max 250 words)	<p>We would like to replace six 8 over 8 Georgian sash windows on the upper floor of the building which need emergency repairs. This will ensure the upper windows are wind and watertight and cease water damage which affected the building.</p> <p>If successful in this application to the CRF the building will be sustained and improved for community use. These vital repairs will mean the fabric of the building is future proofed and secure for many years to come. We would aim to commission the works this Summer with a local joiner, in the same style to those previously</p>

		handmade by bespoke joiner/archaeologist Simon Eltringham of Lochbroom who fitted a replacement window at Clachan following the original design and craftsmanship of the window that was replaced.	
1.5	Project costs	Total project cost	£21,342.00
		Match funding	£6,000.00
		CRF grant requested	£15,342.00
1.6	Start date (<i>not before 1st July 2025</i>)	01/07/2025	
1.7	End date (<i>by 27th February 2026</i>)	09/02/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Clachan Lochbroom Heritage Trust	
2.2	Address and postcode	Clachan Church, Clachan, Lochbroom, Ross-shire IV23 2RZ	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address	clachanheritagetrust@gmail.com	
2.7	Website address	www.clht.org.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC047544	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial

		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	CLHT has charitable status but VAT not reclaimable	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Clachan Church, Clachan, Lochbroom, Ross-shire IV23 2RZ
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents? Projects must have all permissions in place by 02/06/2025. Evidence of secured permissions must be emailed to the CRF team no later than 02/06/2025 otherwise the application will not be progressed.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

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 27 th February 2026.	
	Activity name	Achieve by (date)
	Order in materials (wood, glass and fittings) and glass to construct windows.	01/08/2025
	Commission the measurement and design of six replacement wooden sash windows, made to replicate the historic fabric and style of Clachan's windows as per existing design.	08/09/2025
	Remove and replace six windows at Clachan Church – joiner on site.	15/09/2025
	Six replacement wooden sash windows to be fitted and sealed, made to replicate the historic fabric and style of Clachan's windows as per existing design and glass.	13/10/2025
	Joiner/installer snagging after 3 months	13/01/2026
		Click or tap to enter a date.

4.2	(a) What local need or opportunity will the project address?
	<p>Having a community hub at Clachan keeps the spirit of the Lochbroom community alive and gives a space for community members of all ages to meet and get involved with many activities including historical research and conservation. This is a vital facility that maintains a space for open access community use for events, meetings, weddings, funerals and music.</p> <p>Since the Trust became the owner of Clachan church in 2018, Clachan church's international and national historic significance has been identified and publicised by the Trust. This has brought tour groups from Canada as well as visitors from USA, Australia, New Zealand and elsewhere, thus benefiting Lochbroom, the Highlands and Scotland's economy. Repairing the building is essential to extending the amount and range of use.</p> <p>Increasing community resilience</p> <p>This funding will enable the Trust to build its capital funding for longer-term projects such as the harling of the building and the restoration of the upper gallery floor. The funds will enable the building to be maintained in good heart, and enable urgent repairs so that the Trust can retain its capital for longer-term projects which have been identified (harling, repointing and upper gallery renovations).</p> <p>These repairs will reduce volunteer burden as currently volunteers have to manage the rainwater ingress and tidy the area before each community use of Clachan. The repairs will reduce overall volunteer effort – meaning that volunteers do not need to use a car to attend and mop up rain on a daily basis.</p> <p>Skills and conservation</p> <p>The project will build local skills through enabling a resident joiner/archaeologist to work on a project that protects heritage skills and develops capacity to maintain these skills in the community. Added to this the windows will be constructed using traditional materials so far as possible, therefore minimising the use of plastics, or road travel.</p>
	(b) Has this need been recognised in a local place plan?
	<p>Clachan is located in the Lochbroom and Ullapool Community Council (LBCC) area. Although communities in LBCC did not prepare a Local Place Plan, they were able to feed priorities into the wider Area Place Plan for Ward 5 through local workshops.</p> <p>This project aligns strongly with the Area Place Plan. The proposed repair and conservation of Clachan Church supports Action 2.4 ("Public Space Enhancement"), safeguarding a valued community facility for ongoing local use and heritage events. It contributes to Action 2.8 ("Cultural Heritage") by preserving a historic building with deep local and diaspora significance, reinforcing the region's distinctive identity. The use of traditional materials and craftsmanship advances sustainable development goals and protects heritage skills, echoing community aspirations to retain cultural authenticity and support local employment (Actions 3.1 and 3.6). Furthermore, the project builds community resilience (CRF Objective and Action</p>

	1.9) by reducing volunteer maintenance burdens and ensuring the facility remains safe, dry, and accessible year-round. Clachan Church also serves as a heritage and visitor destination, contributing to Action 3.3 ("Year-Round Tourism") while providing inclusive, community-led access to history and place. Its conservation directly supports the Place Plan's vision of strengthening infrastructure, protecting heritage, and enabling community-led regeneration across dispersed rural areas.
4.3	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2
	<p>Clachan Lochbroom Heritage Trust was formed in 2017, following the announcement that the Church of Scotland intended to cease services and seek buyers for Lochbroom Parish Church. At that time, local people were concerned that the church would no longer be available for community purposes, so they raised funds from personal donations to buy the building as a community asset.</p> <p>The window leaks were first identified in 2022, and it was agreed at the AGM to monitor the issue and seek the advice from John Gleeson (historic building surveyor). The Trustees emailed Andrew Puls, Highland Council, on 13th May 2025 to inform him of the window repair plans - i.e. like for like basis by traditional materials/methods to solve rainwater ingress caused by rotten window sills.</p> <p>The trust has 166 members and 828 followers on the Trust's facebook "Friends of Clachan" all of whom either live in the local area or have a strong connection to Clachan Lochbroom via ancestry. Membership is free and open to all residents of Lochbroom Parish [non-voting membership is available for non-residents].. Trustees are appointed from within the community annually and hold monthly meetings to support the conservation and running of Clachan. The project plans are entirely community-led and supported by the community members of Clachan Lochbroom Heritage Trust.</p> <p>We wrote to our members via Mailchimp on 8th May 2025 to explain the purpose of the "Let the sun shine into Clachan!". We also put out a social media poll to gauge support in the month of May 2025 and received 197 votes in favour, 1 against and 1 not sure. In addition, we had an article in the Ullapool News requesting comments and a written petition of support in the "New Broom" Community shop which received 12 signatures. We have also received 4 letters of support (see appendix) bringing a total of 213 in support from of a local population of 1,500 people.</p>
4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".
	<p>(a) What are the immediate and short-term outputs that your project will achieve? How will you measure them?</p> <p>The replacement of six windows is now pressing as there is a constant leak which is managed by volunteers mopping up rain puddles in the upper level daily in wet weather. The leaks caused some damage to the upstairs floor joists and the ground floor ceiling [all now repaired]. These funds will help to plug a pressing gap and sustain overall fundraising efforts for future works.</p> <p>The immediate outputs will be capital improvement to a well-loved and well used community asset, a Category B listed building (materials are approved). This will ensure the resilience of the building and stop further water ingress. This will reduce volunteer effort by approximately 6 hours per week which is the current estimate for inspecting, collecting water ingress and clearing away excess water from the leaking windows.</p> <p>Once the works are completed this will mean that the interior repairs of the upper floor of</p>

	<p>the building can be planned and will enable the future resilience of the building for community use.</p> <p>Measurement of short-term outputs</p> <p>6x new windows manufactured and installed 1x local tradesman engaged 6 hours per week volunteer labour saved</p>										
	<p>(b) What do you think the outcome of your project will be and how will you measure them? Please note the outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?</p>										
	<p>Although Clachan Lochbroom has received donations to support capital building projects since it came into community ownership we are still some distance away from our overall goal to repair/replace all windows, to re-apply harling to the walls and carry out interior works to open up the upper space. These funds will help to plug a pressing gap, fulfil emergency repairs and sustain overall fundraising efforts for future works.</p> <p>The building is not just preserved for preservation's sake it is used widely by the community and is open to visitors on Saturdays and on request. It is a well-used and well-loved community space providing a location for school music concerts, local wedding ceremonies, funerals, an annual Christmas community gathering and other meetings, events and talks throughout the year. Entrance fees are not charged, but users are encouraged to donate. The replacement of these windows will ensure the building can stay open for use all year round</p> <p>Events for special events such as school visits (in 2025 the Ullapool High School Gaelic stream) and heritage tours. This Canadian and diaspora connection brings visitors to Clachan, as do the Jacobite links and the Clearance history. This provides a significant boost to local incomes with opportunities to work in partnership with Welcome Ullapool and develop income streams from heritage tourism. These visitors - and local people using the former parish church - do need the building to be dry and secure.</p> <p>Measurement of outcomes</p> <p>We estimate an annual footfall of 500 people, which will grow year on year. The outcome of this project will mean that a cause of damage to the building has been cured so that use and access to the upper floor can be maintained and effectively double our current useable floor space.</p>										
	<p>(c) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.</p>										
	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td><td>Increasing community resilience</td></tr> <tr> <td><input type="checkbox"/></td><td>Tackling poverty and inequality</td></tr> <tr> <td><input type="checkbox"/></td><td>Addressing causes of rural depopulation</td></tr> <tr> <td><input type="checkbox"/></td><td>Helping economic recovery and sustaining growth</td></tr> <tr> <td><input type="checkbox"/></td><td>Tackling the climate emergency and working towards net zero</td></tr> </table>	<input checked="" type="checkbox"/>	Increasing community resilience	<input type="checkbox"/>	Tackling poverty and inequality	<input type="checkbox"/>	Addressing causes of rural depopulation	<input type="checkbox"/>	Helping economic recovery and sustaining growth	<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
<input checked="" type="checkbox"/>	Increasing community resilience										
<input type="checkbox"/>	Tackling poverty and inequality										
<input type="checkbox"/>	Addressing causes of rural depopulation										
<input type="checkbox"/>	Helping economic recovery and sustaining growth										
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero										
4.5	<p>How will the project be supported/maintained/sustained after CRF funding?</p>										
<p>The project will be supported and sustained through ongoing oversight and maintenance managed by the Trustees. The Trust has some restricted donations from private donors for building works</p>											

which are earmarked for the interior repairs upstairs. Regular trustee meetings, held monthly, will include a standing agenda item to monitor the condition of the new windows and ensure any concerns are promptly addressed. An annual building inspection will be carried out by a qualified professional to guide future maintenance planning.

To ensure longevity and performance, after 6 months, following a detailed visual inspection and feedback from users. Any snagging issues—such as minor adjustments or finish work—will also be addressed within the first year, funded through a small maintenance reserve.

Pointing around the window frames, both inside and outside, will be completed as part of the project's finishing phase and revisited periodically as part of the hall's regular upkeep schedule.

These steps, combined with responsible financial management and committed oversight from the trustees, will help ensure the long-term benefit of the investment and prevent future deterioration, supporting the continued safe and comfortable use of Clachan.

4.6 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.

During the project all risks will be assessed including the disposal of waste to mitigate and minimise any risk of environmental damage. The replacement of the windows at Clachan will significantly mitigate environmental impacts and align with broader climate change and net zero objectives. The project will utilise local tradespeople and suppliers wherever possible, greatly reducing road miles, haulage emissions, and fuel consumption associated with transporting materials and labour over long distances. This not only supports the local economy but also helps limit the project's carbon footprint.

The new windows will reduce heat loss as they will be tightly fitted and sealed which will make the building more energy efficient. As a result of no water ingress electricity consumption for heating and the use of dehumidifiers will be significantly reduced, directly lowering the hall's carbon emissions and ongoing energy costs. In addition, fewer environmental control interventions will be needed by volunteers, meaning less travel time for maintenance and management, which further reduces emissions from car journeys. These improvements contribute to the community's long-term resilience and its efforts to operate more sustainably, in line with national net zero ambitions.

4.7 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?

This project is committed to upholding Equality, Diversity, and Inclusion (EDI) throughout its planning, delivery, and long-term impact. The replacement of six windows in the community building is designed to benefit all users equally, ensuring that no individual or group is excluded based on age, disability, ethnicity, gender, religion, or socio-economic status. The building is a shared community asset, and this project will enhance the safety, comfort, and usability of the space for everyone.

To ensure inclusive communication, updates about the works will be provided in multiple accessible formats: verbally during community meetings, visually through noticeboards and images, and in written form via newsletters and online platforms. This approach supports people with visual, hearing, literacy, or language barriers, ensuring that all members of the community have equal access to important information about the project.

The Trustees will also remain open to feedback from underrepresented or vulnerable groups to ensure their needs are considered during and after the project. Physical access to the building

during works will be managed carefully to accommodate those with mobility challenges who may wish to access Clachan.

4.8 All applicants are required to provide a statement on 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.

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



FWF statement and declaration template.doc

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 ☐

Also, in joiner method statement. CLHT does not employ people.

Can you confirm if you have the Living Wage Accreditation or are planning to be certified?

Yes ☐ No ☒ Applied ☐

Is the Fair Work First statement on your organisation's website?

Yes ☐ No ☒ Do not have a website ☐

How many people do you employ or how many volunteers do you have?

10 core volunteers with up to 20 seasonal volunteers per annum, no people employed.

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 also 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.

Only capital funding is available in this round. Revenue costs cannot be funded via the CRF grant but may be included in the project budget IF the relevant match funding is in place.

Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.



CRF overheads and management fees summary spreadsheet

Budget Heading	Detailed Costs	Revenue/Capital	Amount
----------------	----------------	-----------------	--------

[illegible]

5.3	Please explain how your project will achieve value for money.	<p>These works will be carried out to prevent the timeous repair of rainwater ingress to halt immediate damage the upper floor of the building and to reduce impact on volunteer hours which will allow volunteers to grow fundraising effort and future plans for development of the use of the building in the community.</p> <p>The trust is able to contribute some of the funds to support this work and are therefore only requesting 72% of total costs from the CRF.</p> <p>With new windows in the upper floor this potentially increases the useable area of the building by 50% which will enable more activities to take place in future. This will also halt any long-term damage to the building quickly which will ensure repairs do not become even more burdensome in the future.</p>		
<p align="center">SECTION 6 – MATCH FUNDING (if applicable)</p> <p align="center">Please note match funding for this round is not essential.</p>				
6.1	Match funding details – Match funding must either be confirmed by the time the CRF application is submitted or no later than 02/06/2025. Otherwise, your application will not be progressed.			
Name of funder		Confirmed?	Date Confirmed or Decision Expected	Amount £
Clachan Lochbroom Heritage Trust		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1 st May 2025	£6,000.00
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding				£6,000.00
CRF requested				£15,342.00
Total funding				£21,342.00
6.2	Will the project involve “in kind” support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.		Volunteer hours to support the project management of the work. Estimated at 25 hours throughout the project.	
6.4	Please explain why public funding is required to deliver the project.		<p>Without public funding this project would severely impact funds which have been raised to improve the exterior and interior of the building.</p> <p>The building was formerly occupied by the Church of Scotland and without community intervention</p>	

		<p>would have been lost to disrepair. As it stands the building now houses a number of local events and exhibitions as well as a local history section.</p> <p>The use of the building is important to the immediate local community of Lochbroom as to travel to the next hall in Ullapool would mean a 24 mile return journey and there is no public transport.</p> <p>The public funds will contribute to create “additionality” which will supplement, not replace, the existing funds raised and ensure that urgent repairs can be made to prevent repair costs being significantly higher in the future if the work is not done.</p>
6.5	Please explain what the remaining bank balances are for in your accounts.	The remaining bank balance is partly ring-fenced for new building project work in the interior of the building including vestry upgrade for food prep (restricted funds £36,710) and unrestricted funds raised from donations to pay for replacement exterior harling and some roofing.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	CLHT is able to provide £6,000 from unrestricted funds towards this project. The remainder of unrestricted funds in the bank are to cover the costs of planned works as detailed above. These works have been planned and agreed as part of our strategic plan and will ensure longevity of the building in future.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	We work closely with Ullapool Museum who are supportive of this project. There are no equivalent businesses, nor community venues close by. Therefore, it is not foreseen that any local business will be disadvantaged by this project.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	A loan is not feasible as there are none that exist with suitable terms to fund the work, and

		the project is focused on emergency works to ensure the preservation of a community venue in a marginal rural area.																				
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																				
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.																					
	<table border="1"> <thead> <tr> <th>Funding</th> <th>Date</th> <th>Amount £</th> <th>Public Subsidy?</th> </tr> </thead> <tbody> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> </tbody> </table>	Funding	Date	Amount £	Public Subsidy?		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Funding	Date	Amount £	Public Subsidy?																			
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>																			
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>																			
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>																			
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>																			

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION					
8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.				
<p><i>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.</i></p> <p><i>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.</i></p>					
<table border="1"> <tr> <td>Signature:</td> <td>Date: 01/06/2025</td> </tr> <tr> <td>Print:</td> <td></td> </tr> </table>		Signature:	Date: 01/06/2025	Print:	
Signature:	Date: 01/06/2025				
Print:					

Please Ensure You Also Complete the Attachments Checklist Below

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	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

10	Business plan (income generation projects only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
13	Partnership agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
Reason for missing documentation: Fair work policy is not applicable to CLHT, but is within the quotation for the works.				

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number.

The deadline for application submission is 9am on Monday, 2nd June 2025.

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:

(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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations



Please refer to the **Application Guidance** (link below) and **Fair Work First Summary Guidance** when completing the application form as there is 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. Please do not exceed the word limit given.

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.

In this current round of CRF, we are seeking well-developed and robust projects that are ready to commence, and can complete within 12 months of funding being awarded.

The deadline for application submission is 9am on Monday 23rd June 2025.

Double click the icons below to download the documents. If you have any issues with downloading the documents, please contact us at communityregenerationfund@highland.gov.uk

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_Application_Guid ance (v1 MC 2025 CRI	 CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4034
1.2	Organisation	Strathpeffer Residents' Association (SRA) SC046287
1.3	Project title	Strathpeffer Community Park - Bikezone Phase 2
1.4	Summary of project you wish to be funded (max 250 words)	<p>Following successful delivery of Phase 1 of Strathpeffer Playpark for 4–14-year-old children in 2023 and the toddler-4-year-olds play park Phase 2 in spring 2025, we are seeking funding towards Phase 2 of the Bikezone within the park.</p> <p>The Bikezone Phase 1 delivered a bike track loop with berms and jumps suitable for all levels of ability. Since opening in spring 2024, it is in use by a wide age range of youngsters. Families from outside the immediate area are travelling to use the track which demonstrates the need for a facility of this type.</p>

		<p>Phase 2 project will again be run in partnership with the Highland Trail Riders Association (HTR) and will create a pump track and skills features trail within the same bikezone location. This will extend the existing facility and increasing the opportunities for positive play and skills development.</p> <p>The Phase 2 elements will be:</p> <ul style="list-style-type: none"> • Pumptrack • Descending trail with technical skills sections • Side routes and ditching <p>The Phase 1 bikezone trail contractor was the well-established trail builder Ronan Taylor of Raylor's Design. Ronan who is responsible for design and delivery of a number of recognised excellent trails including Abriachan Bike Trails and Pump Track, Muir of Ord BMX track, Glassie Bike park in Aberfeldy and earlier this year – Inverness Royal Academy. The intention, subject to final quotation discussions is to again contract with Raylor's Design for Phase 2.</p>						
1.5	Project costs	<table border="1"> <tr> <td>Total project cost</td> <td>£43,296 including VAT</td> </tr> <tr> <td>Match funding</td> <td>£29,200 (£19,200 confirmed, £10,000 unconfirmed)</td> </tr> <tr> <td>CRF grant requested</td> <td>£14,000</td> </tr> </table>	Total project cost	£43,296 including VAT	Match funding	£29,200 (£19,200 confirmed, £10,000 unconfirmed)	CRF grant requested	£14,000
Total project cost	£43,296 including VAT							
Match funding	£29,200 (£19,200 confirmed, £10,000 unconfirmed)							
CRF grant requested	£14,000							
1.6	Start date	21/07/2025						
1.7	End date (<i>max 12 months from start date</i>)	Click or tap to enter a date. 01/04/2026						
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Strathpeffer Residents' Association (SRA)
2.2	Address and postcode	Strathpeffer Community Centre, School Road, Strathpeffer, IV14 9AG
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	Strathpeffer Community Park: https://www.strathpeffercommunitypark.org/news-and-events

		And for the Bikezone Phase1: https://www.strathpeffercommunitypark.org/bike-zone.html	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC046287	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Strathpeffer Community Park, adjacent to the , School. Strathpeffer, IV14 9AG
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <div style="text-align: right;">Years Months</div>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Full planning permission – Reference Number 19/03841/FUL

		<p>Planning permission was obtained in March 2020, including drainage, paths, children's play- park, cycle-zone, and community food growing hub.</p> <p>All pre-development planning conditions have been discharged making the project 'shovel-ready'.</p>
--	--	---

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.
------------	---

Activity name	Achieve by (date)
All match funding confirmed	June-July 2025
Bikezone Phase 2 Build order	August 2025
Bikezone Phase 2 Build delivery	October 2025-November 2025
Bikezone Phase 2 Track dry-out and settle	January-March 2026
Bikezone Phase 2 Launch event	March-April 2026
	Click or tap to enter a date.

4.2	(a) What local need or opportunity will the project address?
------------	---

The open space audit in the 2015 Feasibility Study of Strathpeffer identified ample amenity space, however, this was of low quality and with negligible provision for positive use and activities. There is little to offer children and younger families, teenagers, people with mobility issues without travel out of the village, which costs money and impacts on the environment.

There are specifically no suitable outdoor play facilities for children within walking or cycling distance.



The Bikezone Phase 1 project was delivered by the SRA in partnership with Highland Trail Riders (HTR), the Local Mountain bike Trail Association. HTR is a voluntary organisation recognised as a Trail Association working on Forestry and Land Scotland and the established MTB Trail association for the Contin and Strathpeffer area, for over ten years. The Phase 1 bikezone has been open since spring 2024 and its popularity is such that it attracts visitors from a wide area as well as local users.

<https://www.strathpeffercommunitypark.org/bike-zone.html>

The Phase 2 bikezone with a pump track and skills trail will offer a different technical challenge for riders of all ages and abilities and increase the capacity of the area. Phase 2 will further extend the opportunities for skills development and bike activities that can be organised in partnership with the local Cycle Club Ben Wyvis.

SRA will continue to work with HTR for the Phase 2 Bikezone project. This will ensure a delivery of a high-quality design and build delivered by experts in this specific area of construction.

Provision of locally accessible facilities not only engages young riders in social, positive healthy activity, but develops the

physical and technical skills that are essential to allow riders to progress to the “senior” trails available in the adjacent Contin Forest and across the Highlands.

The need for a Community Park is evidenced through SRA consultation (below) and was also a key development identified in the Strathpeffer Community Council Community Action Plan. The bikezone was one of the key elements identified in the Community Park plan.



(b) Has this need been recognised in a local place plan?

(500 words max limit)

The SRA contributed to the development of the *Strathpeffer and District Community Action Plan*. The Community Park delivery is a fundamental aspect of this positive development plan for the whole Village. The plan defined provision of a range of amenities in order for the park to support all ages and abilities and enable positive and healthy outdoor activities.

The park as a whole supports the school’s educational plans for outdoor schooling provision and is used regularly for a range of educational, social and sporting activities.

Our wider Strathpeffer Community Park project fits with following additional plans and strategies:

Highland Nature: Biodiversity Action Plan 2021 – 2026 e.g. [community orchard](#), nature-rich SUDS, wild-flower meadow, native woodland planting.

Highland Food Growing Strategy - in 2022 we established our [community orchard](#), accessible to all.

Our park is consistent with the draft **Inner Moray Firth Local Development Plan** for Strathpeffer in that it enhances tourist attractions and facilities, enhances natural heritage features, retains the greenspace and green networks in and around the village. We are a little disappointed that this plan doesn’t make reference to the importance of high-quality outdoor play opportunities for children, but perhaps this will be addressed before the final plan is published

4.3 How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2

(500 words max limit)

The need for a Community Park is evidenced through SRA consultation and was also a key development identified in the Strathpeffer Community Council Community Action Plan. The bikezone was one of the key elements identified in the Community Park plan.

The project has evolved from public demand and has overwhelming community support. There has been extensive community consultation to identify the specific needs and aspirations for the Park; including four public meetings, a community survey, an open day and canvassing local schools.

SRA has a membership of 245 of which 209 are from the SRA’s defined area of benefit. The community voted to buy the land which SRA holds on behalf of the community.

The supporting documents from local organisations and businesses provide strong evidence of continuing community engagement.

4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”. (a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.	
<input checked="" type="checkbox"/>	Increasing community resilience	
<input type="checkbox"/>	Tackling poverty and inequality	
<input type="checkbox"/>	Addressing causes of rural depopulation	
<input type="checkbox"/>	Helping economic recovery and sustaining growth	
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero	
	(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?	
<p>(500 words max limit)</p> <p>Overall, this project will deliver the next Phase in the transformation of a run down, unkempt and neglected outdoor area in the centre of the village to a peaceful and bio-diverse outdoor community hub with recreational, play and education areas suitable for all ages and abilities. The park is highly accessible as everyone living in Strathpeffer is within a 20-minute walk of the Park, and the pathways laid in earlier phases are providing safe connected routes for travelling by foot, bike or mobility vehicles from homes to the park amenities, across the village and to the local school.</p> <p>Phase 2 of the Bikezone playpark will be an exciting pump track with graded levels of technical challenge and a technical skills trail. The nearest similar facilities are in Muir of Ord and Inverness.</p> <p>The measurable outputs are the physical delivery of the facility to plan and provision of this for community use:</p> <ul style="list-style-type: none"> • 100m surfaced looped pump track • 130m surfaced skills trail with berms, rock garden, drop off and jumps • a cycling resource designed for year-round use • a cycling resource designed to provide a compact skills development and learning environment for cyclists ranging from beginner to expert level • an accessible facility that can be used by any child with a bike • an extension to the existing facilities which even in the short term will attract more users of a wider age range <p>Please reference the document [<i>Strathpeffer Park Bike Zone Phase 2 Design</i>] which describes the trail design and includes photographs of the trail feature types to be included.</p>		
	(c) What do you think the outcomes of your project will be and how will you measure them? Please note an outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?	
<p>(500 words max limit)</p> <p>The project outcomes include:</p> <ul style="list-style-type: none"> • a facility supporting outdoor play and skills development for the Strathpeffer and neighbouring communities. • A facility supporting provision of cycling related events and activities • a stepping stone for youngsters supporting the skill development that will allow them to move onto riding the many trail areas in the area (including Contin Forest) 		

- a technical cycling resource that can be included in organised coaching and development events supported by the local cycle club
- active and healthy play and community connecting space for generations of children and their families in the area
- long-term economic growth through encouraging visitors to the area, boosting local businesses and generating economic benefit
- reduced rural decline and increased popularity of the village as a place to live and raise children
- a pathway for youngsters who could be on a journey to a career as a professional athlete or in the cycle leisure industry

This resource will provide further support for the local Primary and Secondary School children of Strathpeffer and neighbouring villages; this will continue for the future generations of children.

The measurable criteria will be:

- Evidence of facility use by spot and community survey
- Evidence of use by a broad user age range
- Evidence of event and activity delivery using the facility by community groups

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

(500 words max limit)

The SRA is community led charity which has been formed in a manner that will continue to raise funds and support and develop all aspects of the community park well into the future and beyond the delivery of this Bikezone Phase.


The Board is supported by a growing community volunteer group, who meet regularly to continue to develop the park for all to enjoy and to run a diverse range of outdoor events and activities. We expect this to grow as more and more families enjoy the park once the Bikezone build is complete. The volunteer group will manage the ongoing maintenance of the bikezone within the overall park.

After completion of the capital build phases of the Community Park, the longer-term sustainability will be more manageable as it will require less financial resource and commitment of time and effort.

The fact that the project will have delivered a community resource means there is a significant user base with a strong vested interest in the continuing maintenance and development of the facilities and the environment. The SRA will continue to work with the various park user communities to ensure the long-term ability of the playpark to meet the community plan objectives.


The relationship with the school, cub scouts, brownies and guides along with local organisations and the wider community are seen as key to sustaining the park as a healthy and vibrant resource accessible to people from Strathpeffer and nearby villages. The park has already benefitted from constructive mutual relationships with the local cycle club (Ben Wyvis Cycle Club) and local organisations like Ross-shire Engineering Ltd. volunteering time for park maintenance days.

The SRA has a positive track record of raising income to maintain and develop the park and this will continue into the future with support from the Strathpeffer Community Development Trust, an umbrella organisation for collaborative community development.

4.6	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.	
<p>(500 words max limit)</p> <p>This project aims to employ a responsible delivery approach and minimise environmental impact in the following ways:</p> <ul style="list-style-type: none"> • use of local specialist trail building supplier and subcontractors • use of locally supplied build materials • a commitment to make good on any build impacts including re-locating of trees and landscaping the build margins <p>The bikezone project sits within the overall holistic Community Park project which has already delivered on a wide range of positive environmental and bio-diversity objectives. The landscaping includes a large wildflower meadow, a bug hotel, nature-rich SWALE, orchard and multiple habitats for various native species (see our Nature page for more details).</p> <p>The project is committed to continuing to increase biodiversity on the site, following our biodiversity and tree plans. The swale installed to manage the drainage of the site, is now planted with native wetland species.</p> <p>Trees planted in the park, as well as reduced car journeys to play areas out with Strathpeffer for many years to come, will offset the one-off emissions caused by construction, transport and installation of the equipment.</p> <p>The high uptake in use of the connected pathways around the park area should continue to encourage residents to travel locally by foot and cycle rather than car. We are aware that the existing Phase 1 bike trail is accessed by youngsters arriving by bicycle from Dingwall and Contin etc as well as Strathpeffer</p>		
4.7	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?	
<p>(500 words max limit)</p> <p>As enshrined in our Equality and Diversity statement, the SRA is committed to treating all people equally and with respect irrespective of their age, disability, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Membership of the SRA is open to everyone within our area of benefit, and beyond for associate members.</p> <p>The Phase 2 pump track is designed to support all levels of ability and is accessible to any child on a bicycle.</p>		
4.8	<p>All applicants are required to provide a statement on 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>PLEASE NOTE- 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.</p> <div data-bbox="204 1809 363 1910">  <p>FWF statement and declaration template.c</p> </div>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/>

Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation's website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	41 volunteers on our primary volunteer WhatsApp group.
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div style="text-align: center;">  <small>CRF overheads and management fees summary spreadsheet</small> </div>		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Trail build	Plant hire	Capital	£13,431
	Materials	Capital	£14,421
	Design and labour	Capital	£15,444
Total revenue expenditure			£0
Total capital expenditure			£43,296
TOTAL PROJECT COSTS			£43,296
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Please provide any quotes as supporting documents to this application .			
5.3	Please explain how your project will achieve value for money.	<p>The intention for Phase 2 of the bikezone is to again use the recognised trail build organisation – Raylor’s Design, as the contractor. Raylor’s is an experienced specialist bike trail builder with a successful delivery record including Muir of Ord, Knockbain, and Abriachan as well as our Phase 1 bike trail. Their quotation is included and price competitive compared to larger organisations. In this specialised field, the alternative supplier option would be Velosolutions. However Velosolution projects (Boat of Garten, Fort William) have budgets in the region of £150,000 - £250,000.</p> <p>We will ensure value for money:</p> <p>By undertaking collaborative discussions to align aspirations on design and quality with competitive costings.</p> <p>By ensuring the course design is optimised for the space and location of the site</p> <p>Entering in to negotiation with contractor to ensure discounts are applied and opportunities to deliver any non-specialist elements of the build with volunteers are recognised to reduce overall costs</p>	
<p align="center">SECTION 6 – MATCH FUNDING (if applicable)</p> <p>Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.</p>			
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.		
Name of funder		Confirmed?	Amount £
HTR (Highland Trail Riders)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	2,000
Anne Duchess of Minster’s Fund		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	4,200
Local sponsor/donation		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	5,000
Foundation Scotland EDF - Corriemoillie Contin		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	3,000
Foundation Scotland EDF - Strathpeffer		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	5,000
North Highlands Initiative (CISP)		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	2,000
Highlands and Islands Enterprise Board		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	8,000
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total match funding			£29,200
CRF requested			£14,000
Total funding			£43,200
6.2	Will the project involve “in kind” support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

6.3	If yes, please detail.	<p>The SRA Board in partnership with the HTR will provide project management and ongoing governance. Our volunteer team will help with site preparation prior to contractor start, landscaping and ongoing maintenance.</p> <p>Other in-kind support not costed into the budget will include donations of trees/plants, soil, turf or seed as required.</p>
6.4	Please explain why public funding is required to deliver the project.	The cost of a build of the scale necessary to create a pump track by its nature needs a specialist expert contractor. It is not viable for a community project of this type to be funded fully by income raised from local events and sponsorship
6.5	Please explain what the remaining bank balances are for in your accounts.	We currently have £7,387 in unrestricted funds once all pending payments and restricted funds have been taken into account.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The SRA needs to hold a protected reserve to ensure ongoing operational viability. This covers wider park maintenance, e.g. path repairs, fuel for tools, and other costs, e.g. web hosting and insurance.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	<p>SRA have received a large number of letters of support from local businesses, recognising that the park will attract customers to support their businesses and make the village a more attractive place to live. Many businesses have sponsored project phases of the park development.</p> <p>Increased footfall in the village with park users is expected to enable local businesses to gain economic benefit from this.</p>
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	

7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Community Regeneration Fund (Phase 2 play area)	29/02/2024	£59,335	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Community Regeneration Fund (Phase 1 play area)	24/02/2023	£96,878	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Place Based Investment Programme (Paths)	31/03/2022	£59,497	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Town Centre Fund (Drainage and play area base)	08/02/2021	£ 28,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION					
8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.				
<p><i>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.</i></p> <p><i>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.</i></p>					
<table border="1"> <tr> <td>Signature:</td> <td>Date:</td> </tr> <tr> <td>Print:</td> <td>12/06/2025</td> </tr> </table>		Signature:	Date:	Print:	12/06/2025
Signature:	Date:				
Print:	12/06/2025				

Please Ensure You Also Complete the Attachments Checklist Below

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	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Reason for missing documentation:

We don't have all match-funding letters yet because the match funding hasn't been confirmed.

Insurance cover certificate included is for 2023-24. Confirmation of renewal has been received and the new certificate will be available shortly

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:

(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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations



Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there is 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. Please do not exceed the word limit given.

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.

In this current round of CRF, we are seeking well-developed and robust projects that are ready to commence, and can complete within 12 months of funding being awarded.

The deadline for application submission is 9am on Monday 23rd June 2025.

Double click the icons below to download the documents. If you have any issues with downloading the documents, please contact us at communityregenerationfund@highland.gov.uk

Application Guidance	Assessment Criteria Matrix
 CRF_Application_Guid ance (v1 MC 2025 CRI	 CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4061
1.2	Organisation	Dornie Moorings Association (SCIO)
1.3	Project title	Totaig Bay Moorings Project
1.4	Summary of project you wish to be funded (max 250 words)	This community-led project will complete the installation of eight moorings in Totaig Bay, offering a safe, managed anchorage for small vessels while protecting the sensitive marine environment. The area currently lacks any formal infrastructure, leading to unregulated anchoring that threatens seabed habitats and limits access for less experienced boaters. By introducing these moorings, the project will provide clear, secure points for mooring, making the area more welcoming for visitors while safeguarding local waters.

		<p>Developed in response to local consultation and ongoing community interest, the project addresses a real gap in marine infrastructure and is phase one of a larger project which will also see the development and implementation of a 60M pontoon in the village of Dornie, providing area-wide, safe access to the water.</p> <p>This first phase of the project is designed not only to improve access for marine users but also to strengthen local involvement in managing and protecting the coastal environment. The moorings will be installed with all necessary permissions and safety standards in place and will be ready for public use by the end of the project period.</p>	
1.5	Project costs	Total project cost	£27,902.00
		Match funding	£2,790.00
		CRF grant requested	£25,112.00
1.6	Start date	Click or tap to enter a date. 01/09/2025	
1.7	End date (<i>max 12 months from start date</i>)	Click or tap to enter a date. 01/09/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Dornie Moorings Association (SCIO)	
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	www.dorniemoorings.co.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC054169	

2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	N/A	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Dornie IV40, Totaig IV40
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>The DMA has applied for a Marine Licence for 8 moorings in Totaig Bay. Once granted, a marine licence for moorings is typically valid for 25 years.</p> <p>Years 25 Months 0</p>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	The Marine Licence for the moorings has been submitted for and the application is in progress.
3.8	Does the project require planning permission or other statutory regulatory consents?	<p>Yes No <input checked="" type="checkbox"/></p> <p>Planning permission is not required for moorings.</p> <p>A Marine Licence for moorings is required from the Scottish Government. The DMA has submitted their licence application and it is in progress.</p> <p>A local Management Agreement (LMA) via the Crown Estate is also required with the Crown Estate for the mooring area. The DMA already has an original LMA issued in 2015 which is currently in the process of being renewed.</p>

3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Marine Licence currently pending (Marine Scotland Licence application number: 00011231) Pls see 4.1 for timescales.
------------	---	---

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.
------------	---

Activity name	Achieve by (date)
Marine licence application reviewed and granted	30 September 2025
Development and completion of mooring booking system and publication on DMA website (including price structure)	30 November 2025
On-site or digital guidance materials to help visitors use the moorings safely and responsibly, while minimising environmental impact	28 December 2026
Delivery of all mooring equipment, and site preparation	28 March 2026
Installation of all moorings in Totaig Bay	30 April 2026
Report on mooring use to inform future planning	30 July 2026

4.2	(a) What local need or opportunity will the project address?
------------	---

The proposed installation of eight moorings in Totaig Bay responds directly to a need raised consistently by local residents, marine users, and community stakeholders. Totaig Bay is a popular and naturally sheltered anchorage on the West coast, yet it currently lacks any formal mooring infrastructure. As a result, visiting vessels often anchor freely, which carries environmental risks, particularly to delicate seabed habitats and additionally presents significant safety concerns due to the complex tidal patterns in Loch Long and a lack of awareness around safe anchorage in these conditions.

Local marine users have expressed concern over these impacts, and visitors have shared frustrations about the lack of clear, safe anchoring options. The areas popularity continues to grow, especially as part of the wider West Highland sailing and kayaking routes. Without formal moorings, there is a missed opportunity not only to safeguard the marine environment but also to improve visitor experience and strengthen the community's ability to welcome and manage increasing marine tourism in a responsible way.

Through frequent local engagement, including a dedicated community consultation in early 2025, residents and local organisations strongly supported the creation of managed moorings. Many saw the installation as a way to care for the local environment, promote responsible access to the water, and build community pride and resilience.

The local community has frequently expressed a desire to protect what makes our marine area special; its beauty, its biodiversity, and its sense of remoteness, whilst also allowing others to enjoy it in a respectful, controlled and safe way.

The physical implementation of these moorings will deliver a clear, practical benefit.

They will reduce seabed damage, improve safety for visiting boat users, and provide structure to an area that currently operates on a first-come, unmanaged basis.

In doing so, the moorings will help establish Dornie and the surrounding area as a place that balances environmental sensitivity with marine accessibility which is something local residents see as a core value. It will also help to improve the tourism profile of the village by making it a desirable marine tourism destination for visitors.

Importantly, the moorings will also serve as a catalyst for future community-led projects. Their presence creates opportunities to introduce income generation through mooring fees or linked services and lays the foundation for a responsible marine tourism model that supports community well-being and helps to increase the footfall of visitors to the village of Dornie where phase two of the Dornie Moorings Association project will see the build of a 50/60 metre, fully accessible pontoon, again helping to capitalise on the burgeoning marine tourism sector in the Scottish Highlands.

In summary, this project isn't just about creating a valuable infrastructure, it's about enabling our remote community to take care of a cherished local space. It meets a practical need, reflects community priorities, and supports the careful balance between encouraging marine access and preserving natural heritage for future generations.

(b) Has this need been recognised in a local place plan?

The project is well aligned with the Wester Ross, Strathpeffer and Lochalsh Area Place Plan, which encourages sustainable, year-round tourism and support for community-run infrastructure. Specifically, it addresses calls in the plan to protect the natural environment, extend the tourism season, and enable communities to take the lead in local development. These aims are also reflected in the Highland-wide Local Development Plan, which supports rural infrastructure and the sustainable growth of small communities.

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

Provide evidence as supporting documents as requested at 8.2

This project strongly reflects and supports the priorities set out in both the Wester Ross, Strathpeffer and Lochalsh Area Place Plan (2025) and the Highland-wide Local Development Plan. These documents highlight the importance of community-led development that protects the environment, supports low-impact tourism, and improves rural infrastructure in a way that benefits local people.

The Area Place Plan, identifies the need to safeguard natural and cultural assets while encouraging sustainable growth. One of its key objectives under the *Place* theme is the protection of marine environments. The installation of moorings directly responds to this by helping to prevent seabed damage from unregulated anchoring—something that has been a concern for local people for some time.

Under the *Prosperity* theme, the plan also calls for the development of small-scale, community-run tourism infrastructure. The moorings are an ideal example of this in action. They will not only improve access for visitors in a responsible and environmentally sound way, but they also allow the local community to shape and manage how that access happens. There is real potential for this to become part of a wider community-led approach to managing marine activity in the area.

In parallel, the Highland-wide Local Development Plan supports rural projects that enhance infrastructure while respecting landscape character and ecological sensitivity. The moorings fit clearly within the intention of these policies—delivering low-impact, place-sensitive improvements that meet a clear local need. They align well with the plan's support for development that enables communities to thrive without compromising what makes the Highlands special.

Beyond planning policies, this project also fits with broader ambitions around responsible tourism, environmental stewardship, and inclusive community development. By improving access to Totaig Bay while protecting the seabed, we're not just responding to visitor needs—we're creating an asset that the local community can be proud of, manage directly, and potentially build upon in future.

The moorings are a practical response to priorities expressed by the community and reinforced in strategic documents at both local and regional levels. They represent a small but significant step toward a more sustainable, resilient future for the area: rooted in place, informed by local voices, and backed by policy.

4.4 Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.

(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.	
<input checked="" type="checkbox"/>	Increasing community resilience
<input type="checkbox"/>	Tackling poverty and inequality
<input type="checkbox"/>	Addressing causes of rural depopulation
<input type="checkbox"/>	Helping economic recovery and sustaining growth
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?	
<p>The core output of this project will be the physical installation and commissioning of eight moorings in Totaig Bay, completed within a six month delivery period. These moorings will provide a managed, safe alternative to informal anchoring, offering immediate improvements in marine access while protecting sensitive seabed habitats.</p> <p>Additional short-term outputs will include:</p> <ul style="list-style-type: none"> • A designated safe anchorage area clearly marked and made available for public use. • On-site or digital guidance materials to help visitors use the moorings safely and responsibly. • All necessary marine permissions and safety checks fully completed. • A simple system for initial monitoring by using a visitor log to begin recording usage data and inform future planning. <p>These outputs will be measured through the following measurement indicators:</p> <ul style="list-style-type: none"> • A final report by our Marine Project Officer confirming the completion of eight moorings. • Visual evidence (photographs, maps) of the installed infrastructure • Logs of mooring usage in the first three months post-installation. • Feedback from local marine users and community members from a further community consultation event. 	
(c) What do you think the outcomes of your project will be and how will you measure them? Please note an outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?	
<p>This project delivers an immediate and practical improvement to the community's coastal infrastructure, but its real value lies in the longer-term outcomes it will generate, particularly in terms of social resilience, skills development, and education.</p> <p>In the short term, the installation of eight moorings will provide safer, clearer access to Totaig Bay for both local and visiting vessels.</p> <p>This will increase safety for marine activities in the area, while giving the community the ability to guide and manage marine traffic in a way that reflects local values. For residents, this visible improvement reinforces the message that our coastline is not only a natural resource but a community asset, one that we have the ability to care for and manage ourselves.</p> <p>From the beginning, this project involves community members in its delivery, through consultations, information sessions, and volunteer participation. This approach helps build local knowledge and confidence in marine activity, including the basics of mooring design, safety standards, environmental considerations, and practical marine planning. These experiences are transferable and will be of lasting value to those involved, especially younger residents or those with an interest in working in marine or tourism sectors.</p>	

The project creates a platform for community-led learning and training. With the moorings in place, there will be opportunities to deliver informal sessions or workshops around safe boating, mooring use, and marine safety, something that is currently lacking in the area. These could be run in partnership with local schools, outdoor instructors, or national bodies. There is also scope for young people to become involved in the monitoring and upkeep of the moorings, giving them hands-on experience with coastal management, maritime safety, and environmental responsibility.

The moorings will also support intergenerational knowledge-sharing. Many older residents hold deep knowledge of local waters, tides, weather, and boating traditions. This project offers a setting where that knowledge can be shared with the next generation in a practical and meaningful way; building pride, understanding, and social cohesion.

In local communities like ours, where access to employment and training opportunities can be limited, this kind of local, place-based learning is particularly valuable. It encourages people to build skills where they live and fosters a stronger connection between the community and its coastal environment.

In the long term, the project strengthens community resilience by developing local capacity not just to use the coastline, but to care for it, manage it, and plan for its future. It lays the groundwork for further community-led marine initiatives and ensures that local people are equipped with the knowledge and confidence to lead them.

The installation of the moorings is the first phase of a major marine based development project lead by Dornie Moorings Association which will also see the build of a 50/60 meter pontoon in the village of Dornie which will further increase the opportunities listed above and also increase overall accessibility to the water for local people and visitors alike.

The project has been carefully designed to be sustainable and to help support economic growth for Dornie and District as well as the wider area. By capitalising on the burgeoning marine tourism sector in Scotland, we are facilitating new opportunities for local people and businesses alike, creating a resilient community asset that will be profitable for generations to come.

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

Dornie Moorings Association have recently changed from being a Company Limited by Guarantee to a SCIO which will allow us to greatly improve our opportunities for sustainable funding.

We have a self employed Fundraising & Sustainability Advisor currently building a comprehensive five year fundraising strategy which will be focused on developing relationships with funders to ensure a diverse charitable income portfolio including the implementation of a rolling trusts programme which will ensure regular income for the charity.

It is also our intention to charge for the use of the moorings, a full fee structure is still in development however the core purpose of these charges will be to cover the cost of any ongoing maintenance of the moorings. We therefore believe that this project will be self-sustainable following the initial capital funding requirement.

4.6 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.

Totaig Bay is within a Marine Protected area and Special Area of Conservation that has been designated for the protection of Reef Habitat (Loch Alsh, Duich and Long MPA/SAC). As such, the Dornie Moorings Association have worked closely with NatureScot and marine consultants during the application phase to identify any potential environmental issues and mitigations. The provision of permanent moorings will reduce

the impact to the seabed by visiting vessel dropping and dragging their anchors in Totaig Bay. In addition, the moorings that the DMA will install are single-point systems designed to minimize ground-chain scour on the seabed, which is the preferred system for marine protected areas (as advised by NatureScot and Marine Scotland). An underwater video survey was conducted in Totaig bay (Dec 2024) to check for any protected or sensitive marine life on the seabed (in consultation with Nature Scot), and the mooring locations within Totaig Bay have been chosen to avoid sensitive and protected reef habitat. In addition, during installation of the moorings, an underwater ROV will be used to confirm that the moorings do not impact reef habitat and are being correctly placed on flat sandy/gravelly seabed.

To minimise the unintentional spread of non-native and invasive marine species, the DMA will publish biosecurity advice on our website and Facebook page to encourage the Check, Clean, Dry procedure for all boaters using the Dornie Moorings, and will also provide links to help boaters identify non-native species.

In terms of landscape considerations, the DMA will aim to minimise visual impact wherever possible, for example green mooring buoys will be used instead of yellow or orange buoys. Most boaters will only use moorings between April-October, and moorings can be 'dropped' in winter to reduce visual impact. It should be noted that this area is already used as a recreational anchorage, and so yachts are part of the existing 'visual landscape'.

In terms of marine mammals and birds, the DMA will publish posters and information on their Facebook page on steps that boaters can take to reduce disturbance to seals, such as:

- Be quite around seals
- Do not approach seals
- Don't feed seals
- Don't litter
- Do not intentionally scare pups into the sea.

The DMA will also publish advice on their website about ground-nesting shorebirds, and how visiting boaters can minimise their impact during the breeding season, such as avoiding walking along the shoreline during breeding and nesting seasons.

4.7	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?
------------	---

Throughout the project, we've been careful to consider how it can benefit the whole community and not unintentionally exclude anyone. Although the project is focused on the physical installation of an infrastructure, we've thought carefully about how people with different needs and backgrounds will experience and access the results.

During community engagement, we made a conscious effort to ensure that anyone who wanted to have their say could do so. This included a mix of online and in-person consultations, at different times of day and in accessible local venues. We also made sure the information we shared was easy to understand, avoiding technical jargon where possible. Feedback was gathered from a range of people, including older residents, families, local boat users and those with no direct experience of marine activity. Their input shaped the scope of the project and reinforced the importance of making the moorings and the planned later build of the pontoon in Dornie more accessible to a wider group, not just experienced boaters.

The moorings themselves will make a real difference to who can moor their vessels in the local area. At present, anchoring is unregulated and can be intimidating or even unsafe for those without advanced skills or local knowledge. By installing clear, managed moorings, we're removing one of the biggest barriers to participation. This will make the bay more welcoming to families, novice boaters, community groups, and visitors who may otherwise have avoided the area.

Although the project doesn't specifically target one protected group, our approach has been shaped by a desire to increase access to the water in a fair and inclusive way. In future, we aim to use the moorings as a base for wider community activity, such as informal learning about marine safety, responsible boating, and the local environment. This could benefit young people in particular, especially those who haven't had many opportunities to engage with the marine environment. There may also be scope to involve older residents in sharing knowledge about local waters, tides, and marine traditions, helping build stronger intergenerational links. Dornie and the surrounding area has a strong marine history and this legacy is something we are extremely keen to maintain.

We will continue to work closely with local groups, schools, and volunteers to make sure that as the moorings become part of community life, everyone feels able to use and benefit from them. Where possible, we'll look for ways to remove additional barriers through local awareness sessions, or simple improvements based on community feedback.

4.8 All applicants are required to provide a statement on 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.

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



FWF statement and
declaration template.c

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 or are planning to be certified?

Yes ☐ No ☒ Applied ☐

Is the Fair Work First statement on your organisation's website?

Yes ☒ No ☐ Do not have a website ☐

How many people do you employ or how many volunteers do you have?

We do not employ any staff currently, we have three contractors working for us in the development phase of the project and 12 volunteer committee members, 3 of whom are trustees.

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 also 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?

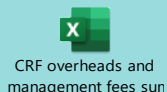
- ☒ Line Management Relationship
- ☐ Staff /Engagement Surveys
- ☐ Suggestions Schemes
- ☐ Intranet/Online Platforms
- ☐ Staff Forums / Networks

☐ 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. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.



Budget Heading	Detailed Costs	Revenue/Capital	Amount	
8 x single point moorings				
	16 x 370kg Railway wheels	capital	£8,568.00	
	8 x 5m 38mm Used chain coming from top of Railway wheels	capital	£1,770.00	
	8 x 28x32mm Galv BS Bow	capital	£258.81	
	8 x 19.5m 32mm Nylon 8 strand riser c/w US Fed Spec thimble each end + EVA Float	capital	£1668.00	
	8 x 28x32mm Galv BS Bow shackle	capital	£258.81	
	8 x 22mm Forged Galv Bow/Bow Swivel	capital	£286.80	
	8 x 22x25mm BS Galv Dee shackle	capital	£119.80	
	8 x 1M 19x97mm Galvanised chain to go through FF75 float	capital	£159.12	
	8 x FF75 Green float c/w chain tube	capital	£2864.80	
	8 x 22x25mm Blue Pin Safety Bow	capital	£174.30	
	8 x 22x25mm BS Galv bow	capital	£ 134.70	
	8 x 3M 24mm mooring strop with polyester sleeve protection, BS Thimble one end soft eye the other end, complete with pick up buoy and 2M x 10mm tether	capital	£1,038.43	
	Delivery Cost	capital	£2,100.00	
Project Management	Project Management of preparation, & installation (Marine Project Officer costs) 30hrs @ £25hr	revenue	£750.00	
	Post installation oversight, monitoring and evaluation (Marine Project Officer costs) 60 hours @ £25hr	revenue	£1,500.00	

Professional Support to progress to Phase 2	Sustainability & Fundraising Adviser (self employed) 60hrs x £35 Sept - Dec 25	revenue	£2,100.00	
	Marine Project Officer (self employed) 120hrs x £25 Sept - Dec 25	revenue	£3,100.00	
	Admistrator (self employed) 120hrs x £15 Sept - Dec 25	revenue	£1,800.00	
Total revenue expenditure			£8,500.00	
Total capital expenditure			£19,402	
TOTAL PROJECT COSTS			£27,902	
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.3	Please explain how your project will achieve value for money.	<p>The price quoted for the moorings (Largs Marine) (above) is a third of the price quoted by a competitor (GaelForce), so it represents excellent value for money.</p> <p>The preferred mooring provider, Largs Marine, is a Scottish business that is familiar with the local area, and installs moorings for other Mooring Associations, so DMA are confident that they are capable and competent suppliers.</p> <p>Both quotes are attached.</p>		
SECTION 6 – MATCH FUNDING (if applicable)				
Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.				
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.			
Name of funder		Confirmed?	Date Confirmed or Decision Expected	Amount £
Cash donations from local businesses incl MOWI Community Fund & Individuals		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		£2,790.00
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

Total match funding			£2,790.00
CRF requested			£25,112.00
Total funding			£27,902.00
6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.	MOWI are installing the moorings free of charge at an estimated £3000	
6.4	Please explain why public funding is required to deliver the project.	<p>The benefits of this project will be long-lasting and widely felt, the upfront costs are beyond what our small, volunteer-run group can manage alone. Installing marine moorings involves significant capital spend, including specialist contractors, environmental assessments, licensing, and navigational safety measures. These are not areas where low cost or volunteer led approaches are feasible.</p> <p>Our aim is not to create a commercial venture but to provide a piece of local infrastructure that offers real social and environmental value. The moorings will improve safety and access to Loch Long and Totaig Bay for both local and visiting vessels, reduce harm to the seabed caused by unmanaged anchoring, and open up new opportunities for learning, volunteering, and community involvement in marine activity.</p> <p>As a small charity, we simply do not have the financial capacity to cover the costs ourselves. While we are committed to maintaining and managing the moorings once installed, their delivery depends entirely on external funding.</p> <p>This investment will unlock a community asset that strengthens local resilience, improves access to the coastline, and supports future opportunities for inclusive development. It will bring ongoing, measurable benefit to the local community for generations to come and reinvigorate the marine tourism sector not only for Dornie and</p>	

		District, but for the wider community too.
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining funds are to be used to ensure the sustainability of the project and to support progression to Phase 2
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	We are using appx one third of our unrestricted funding as match funding
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	n/a

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	We expect the moorings to generate enough income to cover ongoing maintenance and servicing. Any excess funds will be given to the Dornie Community Trust for redistribution into the community.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	As per the public consultation outcomes we have significant support from local businesses and organisations.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	As a charitable organisation, a loan is not a viable option and will negatively impact our ongoing sustainability.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
CRF 2024	29 Feb 2024	£30,910.00	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
<p><i>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.</i></p> <p><i>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.</i></p>	

Signature:	Date: 21 June 2025
Print:	

Please Ensure You Also Complete the Attachments Checklist Below

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	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available. PLS NOTE: Included are a screen print of our Bank Balance and our Balance Sheet from our accounts managed on excel.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy. PLS NOTE: As we have no active moorings as yet we do not require insurance. Insurance quotes have been obtained from Marine insurers and we are sourcing funding from private sources to fulfil this.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study PLS NOTE: Feasibility Study attached. Also Community Consultation Event feedback questionnaire Summary Letters of Support were submitted under CRF2285	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences PLS NOTE: Our Land Management Agreement is enclosed and is currently being renewed under Dornie Moorings as a charity. Our marine licence application has been accepted post the pre-consultation exercise we conducted and the application is progressing well.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds PLS NOTE: we do not own any assets	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation: As above		

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:

(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

CRF4061

Community Regeneration Funding (CRF) Application Form

(May 2025 – CLLD version only)

Key considerations



Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there is 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. Please do not exceed the word limit given.

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.

In this current round of CRF, we seek well-developed and robust **capital projects** that can commence after 1st July 2025 and must be completed and the grant claimed no later than 27 February 2026.

The deadline for application submission is 9am on Monday, 2nd June 2025.

Double click the icons below to download the documents. If you have any issues with downloading the documents, please contact us at communityregenerationfund@highland.gov.uk

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_application_Guid ance (May 2025 - CLL	 CRF Assessment Criteria (v1 May 2025

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF 4097
1.2	Organisation	Gairloch and Loch Ewe Action Forum (GALE)
1.3	Project title	Shieling Social Hub
1.4	Summary of project you wish to be funded (max 250 words)	<p>We plan to create a community owned and managed social space that proactively brings local people of all ages and across the generations together. We will do this through creating opportunities for shared activities alongside a safe, warm environment to spend time in local company.</p> <p>We have recently acquired a local restaurant which we are in the process of turning into a multifunctional community hub. We have just completed a full internal clean and redecoration and are in the process of</p>

		<p>setting up the space to meet the various local needs identified and prioritised prior to acquisition.</p> <p>We will use the funds to purchase the equipment needed to enable us to deliver a range of organised activities and communal events in our newly acquired community hub. Activities will include quiz and games nights, communal meals and barbeques, a gardening club, volunteering opportunities including training and skills development activities and a youth club.</p> <p>We plan to buck the local trend and open our hub all year round with most of our organised activities delivered over the winter months when the tourist season has ended and many local businesses and community spaces are closed. It is a time of year when social isolation and loneliness become more challenging to address and our new hub is ideally placed to help meet this need.</p>	
1.5	Project costs	Total project cost	£17,189
		Match funding	£
		CRF grant requested	17,189
1.6	Start date (<i>not before 1st July 2025</i>)	01/08/2025	
1.7	End date (<i>by 27th February 2026</i>)	31/01/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Gairloch and Loch Ewe Action Forum (GALE)
2.2	Address and postcode	The GALE Centre, Achtercairn, Gairloch, IV21 2BH
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	www.galeactionforum.co.uk
2.8	Organisation type	<input checked="" type="checkbox"/> Company limited by guarantee
		<input type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body

		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC032184 SC220037	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.	128775578	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	The Shieling, Gairloch, IV21 2BH
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	<p>Does the project require planning permission or other statutory regulatory consents?</p> <p>Projects must have all permissions in place by 02/06/2025. Evidence of secured permissions must be emailed to the CRF team no later than 02/06/2025 otherwise the application will not be progressed.</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	NA

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 27th February 2026.	
	Activity name	Achieve by (date)
	Recruit volunteer Events Committee members and draft a programme of events	01/08/2025
	Purchase Polycrub and organise a work party to erect it	31/08/2025
	Purchase outdoor games, furniture and BBQ	31/08/2025
	Host a celebration/launch event and BBQ around the outdoor elements of the project before the end of summer	30/09/2025
	Purchase kitchen equipment and train volunteers in its use	30/09/2025
	Complete delivery of programme of winter events	31/01/2026
4.2	(a) What local need or opportunity will the project address?	
	<p>(250 words max limit)</p> <p>The project will address a range of local needs that focus on bringing people together and fostering local connections. The most obvious and well documented need is a lack of informal, affordable meeting space for all ages that is open all year. Most local venues close between October and March and cater predominantly for a visiting tourist population. Our project will focus on meeting the social needs of local residents of all ages, abilities and backgrounds in order to create new opportunities and tackle loneliness and isolation.</p> <p>The project is also a response to a local opportunity to bring a derelict section of the village into community ownership and use. The Achtercairn site in Gairloch lay derelict for more than 10 years and we have been working with others to regenerate it over the last 15 years. It now hosts an award winning social housing development, a farm shop, a community tourist information centre, gift shop and cafe and a community owned museum. The final piece in the jigsaw is the Shielling restaurant in the middle of the site. It was in decline for many years with limited opening hours, then was for sale for almost three years before a successful community purchase was completed in 2024.</p> <p>This project will help to realise some of the huge potential this now community owned asset has for socially, economically and environmentally regenerating our community.</p>	
	(b) Has this need been recognised in a local place plan?	
	<p>(250 words max limit)</p> <p>The project fits well with a number of local and regional plans.</p> <p>The Gairloch and Loch Ewe area published its first Community Action Plan in 2023 and the project fits with a number of key projects and principles set out within this plan. One of the priorities within the plan is to strengthen the local economy. The plan states that 'plurality of ownership of the private sector will be encouraged including local and community ownership that anchors wealth in the community and reduces leakage'. Our plans for the Shielling will directly achieve and meet this goal.</p> <p>The Gairloch Local Place Plan was published after the Community Action Plan and</p>	

	<p>highlighted the need for more local facilities and shared spaces that are open all year round. The need for winter opening of services was highlighted multiple times throughout the LPP.</p> <p>Highland Council published its West Plan in 2019. The 'Place Making Priorities' for Gairloch within the West Plan include 'completion of regeneration area at Achtercairn with housing and community use'. The Shielling sits within this regeneration area of Achtercairn. Our ongoing development of the Shielling will contribute towards the community use element of the site and complete the community owned section of this strategic development site within Gairloch.</p> <p>The Highland Food Growing Strategy seeks to empower Highland communities to grow their own food. Our plans for the garden area, growing beds and polycrub will enable us to expand our existing growing project and grow more local food.</p>				
4.3	<p>How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2</p>				
	<p>(250 words max limit)</p> <p>We know there is support for the project because the idea came from the culmination of many years of local consultation and research into local needs and aspirations for our area. The most recent and extensive consultation captured feedback from almost 20% of the Gairloch and Loch Ewe community through workshops, drop in sessions, one to one conversations, community surveys and a one day workshop with the pupils of Gairloch High School. The findings of this consultation were then published in the Gairloch and Loch Ewe Community Action Plan.</p> <p>The idea to acquire the local restaurant for community ownership was a direct response to the actions set out in the Community Action Plan. Further consultation was carried out specifically on how the restaurant should be used and developed for community benefit. This resulted in a list of local suggestions which will be implemented over the coming years in a series of pilot projects. The youth club and dry bar idea for example came from the consultation with the High School pupils while the games nights and gardening club ideas came from the various workshops and one to one consultations.</p> <p>The Community Action Plan captured a more general frustration with the lack of services and social facilities in the area, specifically in the winter. <i>'More places open during the winter to provide the chance for locals to eat, drink and be social'</i> and <i>'increase the community events catering for all ages'</i> were suggestions that gained considerable support and which this project aims to address.</p>				
4.4	<p>Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.</p> <p>(a) What are the immediate and short-term outputs that your project will achieve? How will you measure them?</p>				
	<p>(250 words max limit)</p> <p>Immediate outputs to be achieved in first 12 months of project</p> <table border="1" data-bbox="204 1957 1417 2063"> <thead> <tr> <th data-bbox="204 1957 549 1995">Output</th><th data-bbox="549 1957 1417 1995">Measures</th></tr> </thead> <tbody> <tr> <td data-bbox="204 1995 549 2063">10 new volunteering opportunities created</td><td data-bbox="549 1995 1417 2063"> <ul style="list-style-type: none"> • Number of new volunteers recruited • Number of volunteer hours recorded </td></tr> </tbody> </table>	Output	Measures	10 new volunteering opportunities created	<ul style="list-style-type: none"> • Number of new volunteers recruited • Number of volunteer hours recorded
Output	Measures				
10 new volunteering opportunities created	<ul style="list-style-type: none"> • Number of new volunteers recruited • Number of volunteer hours recorded 				

		<ul style="list-style-type: none"> • Number of volunteers trained in new roles and responsibilities • Feedback from volunteers on their experience of their role to be collected via the existing volunteer Personal Outcome Plan monitoring system
	36 new social events hosted	<ul style="list-style-type: none"> • Number of events hosted • Number of people attending • Variety of events hosted • Feedback from event participants collected
	20 people learn new skills in food growing	<ul style="list-style-type: none"> • Number of food growing sessions held • Number of attendees • Participant feedback on learning outcomes • Amount and variety of local food produced
	30 young people attend new local social events	<ul style="list-style-type: none"> • Number of events organised • Number of attendees under the age of 21
	5 young people learn new cooking skills	<ul style="list-style-type: none"> • Number of young people attending cooking sessions • Feedback from attendees on skills learned • Number, type and quality of cooked products produced
	1 Community Asset better equipped to meet local needs	<ul style="list-style-type: none"> • Equipment purchased – type, purpose and usage • Equipment usage – frequency, purpose, by whom and for what.
(b) What do you think the outcome of your project will be and how will you measure them? Please note the outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?		
<p>(250 words max limit)</p> <p>Long term outcome</p> <p>Our long term goal is to build a stronger more resilient and growing community. A community that is better connected and interdependent, with the services and activities it needs to thrive all year round, not just in peak tourist season.</p> <p>We will achieve this over the long term and use the following measures</p> <ul style="list-style-type: none"> • The number of sustained volunteer opportunities, number of volunteers engaged in our work and the number of volunteer hours supported each year. We would expect to see growth in all three of these measures year on year • The number of local shops, services and facilities open all year. We will also measure the number of local services that only open in the summer months in order to measure the seasonality of our economy and community. We would expect to see a reduction in seasonal services over time • The number of year round jobs created and sustained by GALE in the local community. We would expect this to grow year on year as a result of this project. • The number of pupils in Gairloch High School. We will use this as a measure of population decline. We would expect to see growth in school roll as our project helps to reverse population decline • The number of community owned assets and services in our area. We would expect this to grow over time as an indication of a thriving community with a culture of active citizenship and self help • The amount of money we spend in the local economy. We expect this to grow year on year. We currently spend £340,000 per year in the Gairloch and Loch Ewe community. We expect this to significantly increase as a result of our project 		
(c) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.		

<input checked="" type="checkbox"/>	Increasing community resilience
<input type="checkbox"/>	Tackling poverty and inequality
<input type="checkbox"/>	Addressing causes of rural depopulation
<input type="checkbox"/>	Helping economic recovery and sustaining growth
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

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

(250 words max limit)

This project is just the start of an exciting community driven, long term plan to regenerate this part of Gairloch. The acquisition of the Shielling was an important first step but it will be this project that will enable us to get the best out of our new asset, equipping it to meet the needs our community has identified. The new equipment will kick start a range of new projects and services which will continue to be used for many years after the funded period.

We will fund the ongoing use of the equipment with a mix of public donations and fundraising income.

Local people regularly donate to our work because they value what we do and we expect to continue to receive donations from those that use and benefit from the activities taking place in the Shielling. We also attract donations from visitors to our area who want to give something back to the community they have spent their holidays with.

Longer term, after the funding period we hope to host fundraising events within the Shielling. To help fund the ongoing maintenance and future replacement of the equipment we purchase with the CRF funding.

4.6 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.

(250 words max limit)

One of our main challenges around net zero is the poor energy rating of the Shielling building. We have already improved the insulation and changed to low energy light bulbs. We have completed a feasibility study to inform a future phase of energy reduction measures. This includes triple glazing, a solar thermal store, solar panels for electricity generation and water heating as well as more comprehensive insulation installation.

We will use local produce wherever possible at our events in order to reduce food miles and packaging. We run a zero waste shop in the village and will use this to supply much of our ingredients for our baking group.

We have a compost heap where we compost our coffee grounds, office paper waste and vegetable peelings alongside our garden waste and when ready we plan to use this in our raised beds, turning it back into fresh produce to feed our community.

The poly tunnel we plan to purchase with this grant will be a polycrub using waste materials from the fish farming industry.

We have installed water butts to collect rainwater from our roof and will use this to water our poly tunnel and garden.

Organisation wide we have carried out a carbon audit and are working on a plan to reduce our carbon year on year. This plan was developed in consultation with our staff and volunteer team all of whom came up with practical actions to help reduce our carbon.

We closely monitor energy and water consumption and report on this monthly to senior management who take active steps to reduce it.

4.7 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?

(250 words max limit)

Inclusivity is at the heart of our work and this project will be no different.

Local people of all ages, backgrounds and abilities will have multiple and ongoing options to get involved in and shape the development and delivery of the project.

We have specifically targeted harder to reach local people proactively engaging with young people via the local youth groups and running workshops about the project in the schools. We already have a strong relationship with Gairloch High School, providing weekly sessions for pupils with additional support needs such as our weekly baking groups, gardening club and skills development programme. The idea for a dry bar, informal games nights, and affordable place to eat socially came directly from the school pupils and has since gained traction with others in our community.

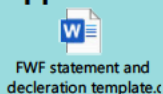
We have an Investing in Volunteers accredited Volunteer Programme which has been recognised for its work on equalities issues. Alongside our mainstream volunteering offering we run a supported volunteer programme which provides one to one and small group support to individuals with additional support needs, enabling them to volunteer, often for the first time. This group has specifically requested new opportunities for volunteering in a supportive environment.

Already within the Shieling we are hosting a weekly dementia café and a fortnightly IT support group, both are targeted at vulnerable elderly residents. Through this regular engagement we have been able to collect their views and ideas for the project with some taking up volunteering opportunities.

Most of the ideas for social events and activities covered in this application have come from direct consultation with young people and vulnerable adults in our community. Their needs are not being met effectively elsewhere in our community as most services are targeted at an affluent, able bodied tourist market. Our activities will specifically meet a gap in the market identified by local people with different and unmet needs.

4.8 All applicants are required to provide a statement on 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.

PLEASE NOTE- 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.



Have you provided a Fair Work First statement in a separate document with this application? Please

Yes ☒ No ☐


ensure it is signed by an appropriate workplace representative.	
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation's website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	24 staff and 35 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1 Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.

Only capital funding is available in this round. Revenue costs cannot be funded via the CRF grant but may be included in the project budget IF the relevant match funding is in place.

Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.



CRF overheads and management fees sun

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Garden tools and equipment	Polycrub – purchase plus fit out and installation	Capital	7,100
Garden tools and equipment	Hose and sprinkler system	Capital	250
Outdoor furniture, games, BBQ	Outdoor seating	Capital	1464
Outdoor furniture, games, BBQ	Barbeque	Capital	666
Outdoor furniture, games, BBQ	Outdoor bins	Capital	300
Indoor games and related equipment	Pool table	Capital	1,926
Indoor games and related equipment	Other indoor games	Capital	250
Indoor games and related equipment	Community photo display equipment	Capital	300
Kitchen equipment, food storage and prep	Glasswasher including installation	Capital	2,150

Kitchen equipment, food storage and prep	Food storage and shelving	Capital	1,250
Kitchen equipment, food storage and prep	Freezer including installation	Capital	1,033
Kitchen equipment, food storage and prep	Baking and serving sundries	Capital	500
Total revenue expenditure			
Total capital expenditure			£17189
TOTAL PROJECT COSTS			17,189
Is VAT included in these costs?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide all quotes as supporting documents to this application (as requested at 8.2). Please note that current valid quotes must be submitted no later than 02/06/2025 otherwise your application will not be progressed.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	We have shopped around for best value in our procurement and will only purchase items that are needed and will be well used by many people for years to come.	
SECTION 6 – MATCH FUNDING (if applicable) Please note match funding for this round is not essential.			
6.1	Match funding details – Match funding must either be confirmed by the time the CRF application is submitted or no later than 02/06/2025. Otherwise, your application will not be progressed.		
Name of funder		Confirmed?	Amount £
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			
CRF requested			
Total funding			
6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.	<p>The existing premises and all of its facilities will be provided as in kind support for the project.</p> <p>Over £10,000 of in kind support will be provided as follow</p> <p>Proportion of rates, utilities, insurance - £1600 Volunteer Expenses - £750 Food costs for events and cookery sessions - £1,500 Travel costs - £2,000 Overheads and management costs - £2,304 Sessional staffing costs – £2,500</p>	
6.4	Please explain why public funding is required to deliver the project.	Public funding will enable us to purchase the equipment we need to deliver this project adding value to the existing community investment	
6.5	Please explain what the remaining bank balances are for in your accounts.	Funds in our bank are already committed for cash flow purposes, legally restricted for use on other projects or earmarked for activities and project already underway.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Our reserves policy requires us to carry 3 months operating costs as unrestricted funds and we are currently below this figure	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Our project will take place in the winter months when most local businesses are closed. We will provide new activities not currently available in our area rather than duplicating what is already being provided by others. We work collaboratively with other

		local organisations providing a venue for their events and services that support their work.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We already have a loan and do not wish to take on additional debt at this time.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	


Funding	Date	Amount £	Public Subsidy?
Volunteer Support Fund	01/04/2023	£13,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Volunteer Support Fund	01/04/2024	£12,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HCRF	01/03/2023	£28,022	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HIE	08/03/2023	£20,265	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Land Fund	06/09/2023	£292,827	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Community Ownership Fund	19/12/2024	£128,189	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
-----	---

I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.

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

Signature:		Date: 30/05/2025
Print:		

Please Ensure You Also Complete the Attachments Checklist Below

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	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

8	Confirmation of match funding letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
13	Partnership agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
Reason for missing documentation:				

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number.

The deadline for application submission is 9am on Monday, 2nd June 2025.

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:

(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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

Please refer to the [Application Guidance](#) (link below) and [Fair Work First Summary Guidance](#) when completing the application form as there is 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. Please do not exceed the word limit given.

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.

In this current round of CRF, we are seeking well-developed and robust projects that are ready to commence, and can complete within 12 months of funding being awarded.

The deadline for application submission is 9am on Monday, 23rd June 2025.

Double click the icons below to download the documents. If you have any issues with downloading the documents, please contact us at communityregenerationfund@highland.gov.uk

Application Guidance

Assessment Criteria Matrix



CRF_application_Guid
ance (May 2025 - CLL



CRF Assessment
Criteria (v1 May 2025

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4118
1.2	Organisation	Gairloch and Loch Ewe Action Forum (GALE)
1.3	Project title	Clean Energy Resilience

1.4	Summary of project you wish to be funded (max 250 words)	<p>The “Clean Energy Resilience” project will install a solar PV system with battery storage at The GALE Centre, a community-owned hub in Gairloch that houses a café, gift shop, information service, and warm bank. The centre operates 364 days a year, providing employment, volunteering, and vital community support, particularly in winter months. As the Centre’s activity has grown, so too has its energy usage—particularly due to its café and warm bank services. Installing solar panels and battery storage will reduce energy costs, cut carbon emissions, and ensure the centre can remain open during power cuts, boosting community resilience. This project also supports GALE’s development of a community bakery that relies on energy-intensive equipment. The installation will lower operating costs, reduce the organisation’s carbon footprint, and enhance financial sustainability. The community has helped shape this project through extensive consultation and the work aligns directly with local and regional plans prioritising sustainability and resilience.</p>							
1.5	Project costs	<table border="1"> <tr> <td>Total project cost</td> <td>£49,460.71</td> </tr> <tr> <td>Match funding</td> <td>£36,518</td> </tr> <tr> <td>CRF grant requested</td> <td>£12,942.71</td> </tr> </table>	Total project cost	£49,460.71	Match funding	£36,518	CRF grant requested	£12,942.71	
Total project cost	£49,460.71								
Match funding	£36,518								
CRF grant requested	£12,942.71								
1.6	Start date (not before 1st July 2025)	04/08/2025							
1.7	End date (by 27th February 2026)	01/10/2025							
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>							

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Gairloch and Loch Ewe Action Forum(GALE)	
2.2	Address and postcode	The GALE Centre, Achtercairn, Gairloch, IV21 2BH	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address	www.galeactionforum.co.uk	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC032184 SC220037	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.	128775578	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	The GALE Centre, Achtercairn, Gairloch IV21 2BH
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents? Projects must have all permissions in place by 02/06/2025. Evidence of secured permissions must be emailed to the CRF team no later than 02/06/2025 otherwise the application will not be progressed.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	We have a G99 Application which has been submitted and accepted.

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 27 th February 2026.	
	Activity name Installation of solar PVs and battery storage with grid back up Construct a storage shelter for the batteries after installation	Achieve by (date) 15/09/2025 01/10/2025
4.2	(a) What local need or opportunity will the project address?	

	<p>This project addresses both environmental sustainability and community resilience—two priorities consistently identified in local and regional planning. GALE has seen significant increases in energy use due to rising café activity and the establishment of a community bakery. The Centre also operates as a warm bank during winter months and is a crucial space for social connection and support, particularly for residents who are isolated or on low incomes. By installing solar PV and battery storage, the centre can mitigate energy cost pressures, ensuring services remain viable and uninterrupted, even during power outages. The batteries will allow operations to continue off-grid during power cuts, enhancing community resilience in this rural area prone to weather-related disruptions. The reduced electricity costs—estimated savings of £2,500 annually—will be reinvested into the community café and hub. The project will also help lower GALE’s carbon footprint, supporting net zero goals. It reflects the community’s aspirations, captured in the Gairloch and Loch Ewe Community Action Plan, for locally owned renewable energy and sustainable infrastructure. Furthermore, it enables continued growth of the community bakery, a popular local initiative that provides employment, training, and enterprise opportunities. In short, the project responds to environmental, economic, and social needs in a practical and measurable way.</p>
	<p>(b) Has this need been recognised in a local place plan?</p>
	<p>The Gairloch and Loch Ewe Community Action Plan (2023), informed by consultation with nearly 20% of the local population, identified environmental sustainability and year-round economic opportunities as top community priorities. One agreed development principle was that “environmental sustainability should be considered at every level of activity, project and decision.” The project also supports the Highland Council’s WestPlan, which recognises Achtercairn—the location of The GALE Centre—as a regeneration priority area. The WestPlan encourages development of community infrastructure and services at the site, directly aligning with the aims of this project. Additionally, the emerging Local Place Plan for the area builds on the Community Action Plan’s findings and also highlights energy resilience and sustainability. The solar PV and battery installation directly respond to these strategic aims by creating a more resilient, energy-secure community facility.</p>
4.3	<p>How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2</p>

GALE carried out extensive local consultation over 18 months, engaging more than 450 residents—approximately 20% of the local population. This process included surveys, focus groups, community workshops, one-to-one conversations, and input from Gairloch High School pupils. The resulting Community Action Plan demonstrated strong support for locally owned renewable energy, environmental sustainability, and year-round community services. The concept of a community bakery gained momentum through this consultation, with additional engagement from local bakers who now actively shape the café and bakery services. Energy costs and carbon reduction emerged as major concerns for local residents, volunteers, and café users. Feedback gathered specifically highlighted a desire for GALE to explore sustainable power sources. The project's design—including solar energy with battery backup to maintain operations during power cuts—is a direct response to these concerns. GALE's board, staff, and volunteers are all local residents who continue to inform the direction of the organisation. As a community-owned development trust, GALE is accountable to the community and embedded in it, ensuring alignment between its activities and local need.

4.4	<p>Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.</p> <p>(a) What are the immediate and short-term outputs that your project will achieve? How will you measure them?</p>
	<p>Immediate Project Outputs:</p> <ul style="list-style-type: none"> • Installation of 30 Solar PV panels • Installation of battery storage (23kWh capacity) and grid backup system • Construction of secure battery storage shed <p>Short-term Outputs:</p> <ul style="list-style-type: none"> • Operational renewable energy system powering The GALE Centre • Reduction in carbon emissions (~1.9 tonnes CO₂/year) • Reduction in electricity costs (~£2,500/year) • Uninterrupted café and warm space services during power outages • Increased awareness of renewable energy among visitors and staff <p>Measurement Methods:</p> <ul style="list-style-type: none"> • Energy generation and consumption data • Utility bill tracking (pre- and post-installation) • Customer and volunteer feedback • Monitoring café service continuity during any power outages
	<p>(b) What do you think the outcome of your project will be and how will you measure them? Please note the outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?</p>

	<p>The project's long-term outcome is a more financially and environmentally sustainable community facility. The legacy will include:</p> <ul style="list-style-type: none"> • Continued operation of the GALE Centre 364 days/year, even during power cuts • Lower operating costs supporting long-term viability of community services • Reduced carbon footprint contributing to net zero targets • Ongoing reinvestment of energy savings into community activities • Enhanced local resilience to climate and energy-related disruptions • A model for other rural communities exploring community-owned renewable energy • Increased community pride and involvement in sustainable development <p>Measurement will include ongoing tracking of:</p> <ul style="list-style-type: none"> • Annual energy savings and CO₂ reductions • Community hub usage data • Financial savings reinvested into other projects and services • Community feedback and engagement levels • Longevity of the solar and battery systems
	<p>(c) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.</p>
	<p><input checked="" type="checkbox"/> Increasing community resilience</p> <p><input type="checkbox"/> Tackling poverty and inequality</p> <p><input type="checkbox"/> Addressing causes of rural depopulation</p> <p><input type="checkbox"/> Helping economic recovery and sustaining growth</p> <p><input type="checkbox"/> Tackling the climate emergency and working towards net zero</p>
<p>4.5</p>	<p>How will the project be supported/maintained/sustained after CRF funding?</p>
	<p>The initial cost of the installation will be a one-off cost, and the ongoing operation will be self-sustaining. Annual energy cost savings (~£2,500) will fund maintenance and contribute to a replacement reserve for the batteries (expected lifespan: 10 years). GALE will ring-fence a portion of these savings each year for that purpose. The organisation has a proven track record in managing assets and currently maintains two buildings. The café and bakery expansion, supported by the energy installation, will increase traded income and further strengthen financial sustainability. Over time, the bakery project aims to generate a surplus to reinvest into community services.</p>
<p>4.6</p>	<p>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.</p>
	<p>This project is inherently an environmental solution. It reduces fossil fuel reliance and cuts carbon emissions by approx. 1.9 tonnes annually. The GALE Centre is a Passivhaus, already operating at high energy efficiency. Installing solar panels and batteries builds on this low-impact foundation. During installation, environmental disruption will be minimal. Contractors will be asked to minimise waste and emissions during installation where possible. The project also reduces food miles and packaging by supporting local food production through the bakery.</p>
<p>4.7</p>	<p>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?</p>

The GALE Centre is an inclusive, accessible space used by a wide cross-section of the community. It provides volunteering opportunities, work experience placements, and affordable food access to all, regardless of income. Specific support is given to people who are socially isolated or on low incomes via the warm bank and pay-what-you-can café. The Centre also works with Gairloch High School to support pupils with additional support needs. The solar project will ensure these services continue without interruption. The project does not target one group exclusively but ensures that no one is disadvantaged in accessing the benefits.

4.8 All applicants are required to provide a statement on 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.

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



FWF statement and
declaration template.c

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 or are planning to be certified?

Yes ☒ No ☐ Applied ☐

Is the Fair Work First statement on your organisation's website?

Yes ☐ No ☒ Do not have a website ☐

How many people do you employ or how many volunteers do you have?

24 staff and 35 volunteers

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 also 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	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Only capital funding is available in this round. Revenue costs cannot be funded via the CRF grant but may be included in the project budget IF the relevant match funding is in place.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p>  <p>CRF overheads and management fees summary</p>
-----	--

Budget Heading & Detailed Costs	Revenue/Capital	Amount
Solar PVs and Battery Storage		
55 x 430 Watt JA Solar PV Modules with Optimisers	Capital	£16,097.16
SolarEdge back up interface and modes	Capital	£2,359.51
5 x SolarEdge Home Battery 48V V2 -	Capital	£16,942.41
AC works	Capital	£3,600
Scaffold and access	Capital	£5,000
Nest Deterrent	Capital	£2,475
VAT		£9,294.82
Storage Shed		
Wooden, watertight and lockable storage shed for batteries	Capital.	£2,436.63
Labour - £22.92 an hour for 24 hours	Capital	£550
VAT		£597.33
	Total Capital Expenditure (inc VAT)	£59,352.86
	Total Capital Expenditure (No VAT)	£49,460.71
	TOTAL PROJECT COSTS	£49,460.71
Is VAT included in these costs?		No
Can you confirm that the costs above have not already been incurred or committed to?		Yes

	<p>Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided?</p> <p>Please provide all quotes as supporting documents to this application (as requested at 8.2). Please note that current valid quotes must be submitted no later than 02/06/2025 otherwise your application will not be progressed.</p>	Yes	No
--	---	-----	----

5.3	<p>Please explain how your project will achieve value for money.</p>	<p>We received several quotes and spoke to a number of installers in the run up to applying for the SSE grant and felt AES Solar provided the best value and service. We have compared different models of sheds online to find one that is good value for money while still being resilient enough to survive in a coastal environment.</p>
-----	---	--

<p>SECTION 6 – MATCH FUNDING (if applicable)</p> <p>Please note match funding for this round is not essential.</p>	
--	--

6.1	<p>Match funding details – Match funding must either be confirmed by the time the CRF application is submitted or no later than 02/06/2025. Otherwise, your application will not be progressed.</p>
-----	--



Name of funder SSE Renewables	Confirmed? Yes	Date Confirmed or Decision Expected 10/03/2025	Amount £ £36,518
Total match funding			£36,518
CRF requested			£12,942.71
Total funding			£49,460.71
6.2	Will the project involve “in kind” support?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.		
6.4	Please explain why public funding is required to deliver the project.		Public funding will enable us to purchase the panels, increased battery storage and the grid back up that we need to allow us to stay open during power outages.
6.5	Please explain what the remaining bank balances are for in your accounts.		Funds in our bank are already committed for cash flow purposes, legally restricted for use on other projects or earmarked for activities and projects already underway.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.		Our reserves policy requires us to carry 3 months operating costs as unrestricted funds and we are currently below this figure

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Local organisations and businesses will not be disadvantaged by this project, and may stand to benefit. The GALE Centre supports over 50 local producers by selling their goods and increasing footfall through expanded services. The energy savings will help sustain year-round operations, providing a reliable platform for local enterprise. Local bakers and suppliers are directly involved in shaping the café and bakery, and consultation has shown strong support from the wider business community.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

7.5	If not, please state why?	The GALE already has a loan and we do not have the excess funds to support this project, even with an additional loan. The savings made from the Solar PVs and Battery storage will be ring fenced to ensure the maintenance and timely replacement of the system when required.																												
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																												
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.																													
	<table border="1"> <thead> <tr> <th>Funding</th> <th>Date</th> <th>Amount £</th> <th>Public Subsidy?</th> </tr> </thead> <tbody> <tr> <td>Volunteer Support Fund</td> <td>01/04/2023</td> <td>£13,000</td> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> <tr> <td>Volunteer Support Fund</td> <td>01/04/2024</td> <td>£12,500</td> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> <tr> <td>HCRF</td> <td>01/03/2023</td> <td>£28,022</td> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> <tr> <td>HIE</td> <td>08/03/2023</td> <td>£20,265</td> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> <tr> <td>Scottish Land Fund</td> <td>06/09/2023</td> <td>£292,827</td> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> <tr> <td>Community Ownership Fund</td> <td>19/12/2024</td> <td>£128,189</td> <td>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Funding	Date	Amount £	Public Subsidy?	Volunteer Support Fund	01/04/2023	£13,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Volunteer Support Fund	01/04/2024	£12,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	HCRF	01/03/2023	£28,022	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	HIE	08/03/2023	£20,265	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Scottish Land Fund	06/09/2023	£292,827	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Community Ownership Fund	19/12/2024	£128,189	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Funding	Date	Amount £	Public Subsidy?																											
Volunteer Support Fund	01/04/2023	£13,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																											
Volunteer Support Fund	01/04/2024	£12,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																											
HCRF	01/03/2023	£28,022	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																											
HIE	08/03/2023	£20,265	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																											
Scottish Land Fund	06/09/2023	£292,827	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																											
Community Ownership Fund	19/12/2024	£128,189	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																											

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>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.</i></p> <p><i>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.</i></p>		
Signature:  Print: 		Date: 22/06/25

Please Ensure You Also Complete the Attachments Checklist Below

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	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

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

(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

Appendix 2 - Technical Assessment RAG Summary Spreadsheet																			
CRF ref	Organisation	Project title	Project description	Area Place Plan Priority	Total project cost	Grant Requested	CRF % rate	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	Comments following additional information
CRF4017	Clachan Lochbroom Heritage Trust	Let the sun shine into clachan!	This application to the community regeneration fund will achieve vital repairs to a much loved-historical building in the Parish of Lochbroom. We would like to replace six historic 8 over 8 Georgian sash windows on the upper floor of the building. This will ensure the upper windows are wind and water tight and this will cease water damage which has very recently afflicted the building.	2.8 Cultural heritage	£ 21,342.00	£ 15,342.00	72%	2	3	3	2	3	3	3	3	3	2	27	Generally a well planned piece of work and project. The need is clearly demonstrated with photographs, a good level of support evidenced, and the outcomes positive for the preservation of the building and it's use within the community. However the robustness rating is graded amber due to the applicant needing to secure Listed Building Consent which will take around 8 weeks to secure.
CRF4034	Strathpeffer Residents' Association	Strathpeffer Community park Bikezone Phase 2	The Phase 2 pump track will offer a different technical challenge for riders of all ages and abilities and increase the capacity of the area. Phase 2 will further extent the opportunities for skills development and bike activities that can be organised in partnership with the local Cycle Club	2.4 Public space enhancement	£ 43,296.00	£ 14,000.00	32%	2	3	3	3	2	3	3	3	3	3	28	A good project, presented by a local organisation with a track record of delivering on time and to budget. The application demonstrates engagement and support from the community and collaboration with other organisations. The project represents good value for money with a one third intervention and aligns with local priorities. Amber for robustness due to the requirement to secure the last piece of match funding
CRF4061	Dornie Moorings Associations	Dornie Moorings and Pontoon Project	This community-led project will complete the installation of eight moorings in Totaig Bay, offering a safe, managed anchorage for small vessels while protecting the sensitive marine environment. The area currently lacks any formal infrastructure, leading to unregulated anchoring that threatens seabed habitats and limits access for less experienced boaters. By introducing these moorings, the project will provide clear, secure points for mooring, making the area more welcoming for visitors while safeguarding local waters.	2.1 Infrastructure maintenance and services / 3.9 Establish community-run tourism facilities	£ 21,552.00	£ 19,302.00	90%	2	3	3	3	3	3	2	2	3	3	27	The applicant has used their previous CRF funding to develop the project to the stage it is at now where it is ready to install moorings once it has Marine Licence consent. There have been some hurdles and issues along the way, but they have employed skilled and knowledgeable people to guide the project and refine their direction. This application seeks to build on that progress and result in the installation of 8 visitor moorings in Totaig bay. This will allow them to market the facility, gauge feedback and start to generate revenues before moving to the pontoon stage. The project is marked as amber for VFM and match funding mainly due to the high intervention rate, and amber for robustness as progression relies on securing the Marine License.
CRF4097	Gairloch and Loch Ewe Action Forum (GALE)	Shieling Social Hub	We will use the funds to purchase the equipment needed to enable us to deliver a range of organised activities and communal events in our newly acquired community hub. Activities will include quiz and games nights, communal meals and barbeques, a gardening club, volunteering opportunities including training and skills development activities and a youth club.	2.4 Public space enhancement	£ 17,189.00	£ 17,189.00	100%	3	2	3	3	3	3	3	1	3	2	26	The application builds on GALE's aim of creating a community pub/hub in the former Shieling Hotel, opposite the GALE Centre, by acquiring items that benefit the community. These include a Polycrub for growing, outdoor seating and BBQ for events, a pool table and indoor games for community use, and bar/kitchen equipment to support volunteers. The project has received major funding from the Scottish Land Fund and Community Ownership Fund. The assessment gave amber ratings for engagement and support, based on 2023 acquisition proposals, and for additionality, as the items enhance rather than introduce new activities. A red rating was given for match funding due to the 100% funding request.
CRF4118	Gairloch and Loch Ewe Action Forum (GALE)	Clean Energy Resilience	The GALE Centre is a Passivhaus, offering excellent insulation and energy efficiency. However, our café and kitchen are energy-intensive, especially with the addition of our pay-what-you-can café and warm bank. We're also developing a community bakery, further increasing energy use. To cut emissions and costs, we plan to install solar panels, along with battery storage and a power grid backup, making our operations more sustainable both environmentally and financially.	3.2 Develop renewable energy projects	£ 49,460.71	£ 12,942.71	26%	3	2	3	3	2	3	3	3	2	3	27	This project seeks to build on the benefits of the GALE centre being a modern well insulated and energy efficient building. The project would assist the organisation in reducing their operating costs by around £2,500/year and a 1.9t/year carbon emission reduction. It would possibly be difficult the get meaningful engagement from the local community for this project specifically, however the criteria for engagement and support and meeting local priorities is graded amber as the applicant makes a link only to the Community Action plan which does not mention this as a priority or a project.
Area Allocation (HCCF & PBIP) as of July 2025						£ 555,393.80													
Total applied for						£ 78,775.71													
Remaining if all approved						£ 476,618.09													

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 often suggest that additional conditions will be attached to the award to address these concerns.