

The Highland Council

Agenda Item	6
Report No	CC/19/25

Committee: Caithness

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 Caithness 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** – Caithness area has available funding of £693,419.09 from the current CRF allocation. The application under consideration totals £43,000.00 and 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 several funds that are available for communities/organisations 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 are 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; and
 - 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 (LAG) 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 Caithness, the following funding for 2025/26 is shown in the table below:-

HCCF – tranche 5	Revenue or Capital	£287,419.09
HCCF – tranche 6	Revenue or Capital	£322,200.38
PBIP (confirmed to date) 2025/26	Capital Only	£84,298.48

Therefore, presently Members have a total of £693,917.95 available to allocate.

One application is under consideration by Members today with a total grant request value of £43,000.00.

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:-

- Caithness KLIICS – Wick Base Building Extension;
- John O’Groats Development Trust – Destination Playpark Project; and
- The Watten Shop Ltd – Shop Refurbishment

Designation: Assistant Chief Executive - Place

Date: 10 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 – 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	CRF4132
1.2	Organisation	Halkirk Village Council
1.3	Project title	Church Lane, Halkirk, Playpark Upgrade
1.4	Summary of project you wish to be funded (max 250 words)	Upgrade of the Halkirk playpark, the playpark has not been in good repair for some time. It would benefit from a complete upgrade of equipment, fencing and groundworks so this would be a suitable enjoyable space for the community to use. We aim to provide a wide range of play resources and engage with the community to plan for this. The perimeter of the land will remain the same, we will update the fencing, resurface areas where the equipment will be placed and introduce play equipment and shelter and equipment for all ages including inclusive play equipment for children with varying abilities

1.5	Project costs	Total project cost £182'465.46
		Match funding £139,465.46
		CRF grant requested £43'000
1.6	Start date	Click or tap to enter a date. Autumn 2025
1.7	End date (<i>max 12 months from start date</i>)	Click or tap to enter a date. Spring 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	Halkirk Village Council
2.2	Address and postcode	
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	
2.8	Organisation type	<input 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	SC029689
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 checked="" type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	Some equipment is being purchased through VAT exception.

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Church Lane, Halkirk, Caithness, KW12 6XW
3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input checked="" type="checkbox"/> No <input 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 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	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months
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.	MOU in place with local authority to go ahead with upgrade and works.
3.8	Does the project require planning permission or other statutory regulatory consents?	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.	MOU in place with local authority to go ahead with upgrade and works.

SECTION 4: THE PROJECT PROPOSAL		
4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	All funding agreements finalised	17/08/2025
	Instruct contractors and plan start date	31/08/2025
	Instruct order of play equipment / receive equipment	30/09/2025
	Start works (contractor dependant)	31/10/2025
	Completion of works (contractor dependant)	30/04/2026
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
	<p>(500 words max limit)</p> <p>Halkirk is a popular area for people to live and visit in Rural Caithness with lots of attractive facilities including lovely walks and a hotel. One thing that makes the area attractive to those looking to move is facilities for families and in particular small children. A Playpark contributes to the appeal of an area and provides some outdoor activities for local children / families and provides a safe environment where children / families can play /socialise, exercise and maintain their all-round physical and mental wellbeing. It can provide peace of mind for parents, knowing their children are in a safe environment.</p>	

Currently, the park on Church Lane is terrible. With broken- and run-down equipment - much of which is inaccessible due to wet, boggy ground- and a lack of safe unusable space. Most of the park is inaccessible and unusable. There is broken fencing and nowhere for parents sit / play with their children. This project is to develop the playpark complete groundworks, ensure the fencing is all repaired and the equipment currently there can be maintained and repaired as necessary - with new additional equipment.

The park will act as a meeting place for parents and children and allow many more people to enjoy fresh air and outdoor play and exercise - which is currently limited in the area. It will also mean that less people are using cars to travel further afield to a play area and many will be able to walk or cycle to make use of the facilities therefore having a positive impact on the environment and reducing their carbon footprint

The development of the church street playpark for the benefit of the community and important part of any communities infrastructure. This will give children in the village and beyond access to a safe outdoor play space in line with Scottish governments aim to make Scotland the best place to grow up. This will provide children / families with an area to be proud of in their village where they can access their right to play, laugh and have fun. Developing an ethos of inclusion and isolation especially following a time of hardship in relation to cost of living crisis and covid recovery and will aid in the brining together of the community. Access to a positive play space will help break down barriers of isolation and contribute to resolving or preventing some of the mental health issues the county is facing by bringing people together in a communal area. We aim to provide a wide range of play resources for a range of ages. Unlike many villages in Caithness, Halkirk village does not have a modern, well maintained play area for children - despite being one of the bigger villages in the county. Watten, Haster and Castletown all have excellent play facilities and are able to provide a safe space for children to exercise, socialise and learn new skills. The benefits of outdoor play are too numerous to count and currently the children of Halkirk are missing out. Were there facilities available locally, families could walk or cycle there - but currently people are having to use transport to get to play parks in other areas - which has an impact on emissions and the environment locally. In order to make this project a reality we will need to complete ground works, repair the broken fencing which is ineffective and in need of upgrading. If we are able to prevent further decay and make the site much more suitable with better drainage and fencing as well as adequate safety precautions the park will be able to be utilised all year round by a wider spectrum of people.

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

(500 words max limit)

The following areas identified in the place plan can be contributed to by the upgrading of the play park

Health and wellbeing has been highlighted as focus within the place plans, including mental health. Many highlighted demand for more accessible community spaces improve both the local environment and access to activities for young people.

Depopulation is of concern, developing local communities / villages support the mitigating depopulation and encouraging families into the county.

Young people's voice within the Place Plan talks about access -

Young people recognised there are things to do, particularly sport, but affordability and access to community facilities, services and activities continues to be an issue. They called for service providers to be more aware of the barriers facing young people and families and to respond to improve inclusion. There was a specific focus on access to health and wellbeing services locally, including mental health.

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)

Consultation event held in the village, HVC we produced posters and lay outs for big projects within the area, one of which was the Playpark and encouraged people to discuss and leave their thoughts and ideas for the project. These were collated and Halkirk Village Council produced a consultation document which in turn has been made available to the public to see. The consensus was that the playpark upgrade was very important for the village as it has been run down for a long time and that many children have missed the opportunity to have an outdoor experience locally. Discussions with local parents, School children discussions were has with the children in Halkirk Primary and their parents were invited to contribute to what they would like to see. Children were keen for modern equipment and swings, rope lines and climbing equipment. Parents were keen that the drainage be fixed as this makes the park unusable in the wetter months. They would also be keen to have seating areas for adults, an undercover area, sensory area for babies and very young children, refuse bins and picnic areas.

We circulated a children and young people survey to gather their views on the playpark The Church Lane Playpark group distributed the Play Coordinator's Young Person's questionnaire. There were 43 responses – 53% from secondary school age, 30% from nursery age children and 16% from primary age children. Interestingly, we can see secondary school age children want to be included in play; and appear to want the same type of play as younger children (sliding and swinging).


As part of our research we Looked at other local parks and discussed what is appealing about them - it was important to work out and talk about what made these other parks popular and successful whether or not it is feasible for us to be able to replicate this in Halkirk

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>Immediate benefits will include access to a well equipped play environment, this will enhance community health and wellbeing. Bringing the community together to support each other. We will gather community feedback to demonstrate the benefits and thoughts of the community.</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>We will continue to build community resilience and connection, having a space where children and families can gather and play including grandparents and wider family. This will give additional pride to the community to have a quality play resource they can use all year round so the playpark can once again become thriving space within the community.</p>	
4.5	How will the project be supported/maintained/sustained after CRF funding?
<p>(500 words max limit)</p> <p>The playpark upgrade will require little maintained for at least a decade or more once completed. The community will continue to enhance the space with benches / bins / planters as identified by community. The local authority will continue to conduct maintenance inspections and grass cutting.</p>	
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>We will use local contractors to minimise transport and travel. The community will no longer need to travel, by car to other communities to access a play area. Equipment has been selected which has a good lifespan for longevity of equipment.</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>The group worked with the Highland Council, Play Park Suppliers to plan equipment to promote inclusivity for many age ranges and abilities.</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 style="text-align: center;">  <p>FWF statement and declaration template.x</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 type="checkbox"/> Applied <input type="checkbox"/>	
Is the Fair Work First statement on your organisation's website?		Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>	
How many people do you employ or how many volunteers do you have?		12 Volunteers	
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 type="checkbox"/> Suggestions Schemes <input checked="" 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	<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;">  <p>CRF overheads and management fees sun</p> </div>		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Works	Installation, Groundworks, Fencing	Capital	102'624.18
Equipment	Playpark Equipment	Capital	64'183
Works	Drainage	Capital	15'658.28

Total revenue expenditure			£
Total capital expenditure			£ 182'465.46
TOTAL PROJECT COSTS			£182'465.46
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.	Quotes have been sought, a review of equipment, purchases to ensure value is maximised.	
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 £
Caithness North Sutherland Fund	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	2.5.25	£30,000
Foundation Scotland 3 funds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	11.3.2023	£30,000
Halkirk District Benefit Fund	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	11.3.2023	£30,000
Halkirk Village Council Fundraising	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		£1666

Halkirk District Benefit Fund	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	August 2025	£47,799.46
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£139,465.46
CRF requested			£43,000
Total funding			£182,465.46
6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.	The Halkirk Village Council Volunteers will be overseeing the project	
6.4	Please explain why public funding is required to deliver the project.	The project is a large capital project and all private funding has been sought and the project will not be able to go ahead if we are unable to secure this last amount of funding.	
6.5	Please explain what the remaining bank balances are for in your accounts.	£17,724.18	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	£1666 is allocated from previous fundraising. We are trustees of the Ross Institute; funding is kept in hand for running costs of all and any unexpected expenditure and maintenance and any costs to future fundraising.	
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?	Local organisations and business are supportive of the project and will enhance the community they operate and may also be of benefit.
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?	Not eligible
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.	

Funding	Date	Amount £	Public Subsidy?
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	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 style="width: 100%; border: none;"> <tr> <td style="width: 80%; border: none; vertical-align: top;"> Signature: Print: </td> <td style="width: 20%; border: none; vertical-align: top;"> Date: 22/06/2025 </td> </tr> </table>		Signature: Print:	Date: 22/06/2025
Signature: Print:	Date: 22/06/2025		

Please Ensure You Also Complete the Attachments Checklist Below

	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 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 type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Partnership agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Reason for missing documentation: Insurance documents to follow application – Awaiting electronic copy		

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	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
4132	Halkirk Village Council	Church Lane, Halkirk, Playpark Upgrade	Upgrade of the Halkirk playpark, the playpark has not been in good repair for some time. It would benefit from a complete upgrade of equipment, fencing and groundworks so this would be a suitable enjoyable space for the community to use. We aim to provide a wide range of play resources and engage with the community to plan for this. The perimeter of the land will remain the same, we will update the fencing, resurface areas where the equipment will be placed and introduce play equipment and shelter and equipment for all ages including inclusive play equipment for children with varying abilities	£ 182,456.46	£ 43,000.00	24%	3	3	3	3	3	3	3	3	3	3	30	This project has taken time to develop and has undertaken thorough consultation with the community, including specific engagement with children and the local primary school. They have used the Highland Council Play Strategy and the Council's Play Strategy Officer to assist in developing the project. They have been through a procurement process to establish best value and have their match funding approved and in place.

Area Allocation (HCCF & PBIP)

Total applied for £ 43,000.00

Remaining if all approved

All projects are given a rating of red, amber or green against key assessment criteria. As part of the application paperwork applicants are made aware of the criteria for these. These ratings are then converted into scores as follows: Red = 1; Amber = 2; Green = 3. This allows a total score for each project to be provided. Ratings are based on information provided during the application process and are provided as a guide only.

All projects presented are eligible but if Members wish to approve projects that have red or amber ratings it would usually suggest that additional conditions will be attached to the award to address these concerns.