

The Highland Council

Agenda Item	7
Report No	NC/16/25

Committee: Nairnshire

Date: 25 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 Nairnshire 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** – Nairnshire area has available funding of £155,312.68 from the current CRF allocation. Applications under consideration total £100,054.00 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/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 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 and 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 have been identified by Members as addressing priorities set out in the Nairnshire Area Plan. This is in line with the policy direction set by the CRF Strategic Sub- Group in February 2025.

5.4 Within Nairnshire, the funding available for 2025/26 is shown in the table below:-

HCCF – tranche 5	Revenue or Capital	£58,506.74
HCCF – tranche 6	Revenue or Capital	£59,536.16
PBIP (confirmed to date) 2025/26	Capital Only	£37,269.78

Therefore, presently Members have a total of £155,312.68 available to allocate.

A total of 3 applications are under consideration by Members today with a total grant request value of £100,054.00.

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

- **Appendix 1** – Project Application Forms; and
- **Appendix 2** - RAG Summary Spreadsheet

RAG status on key criteria is based on the application form and supplementary information provided during the application process. All applications presented are technically eligible – if any criteria are marked as red this does not indicate an eligibility concern but reflects the quality of information provided or outstanding requirements that will require technical conditions to be applied to any award of funding.

Designation: Assistant Chief Executive - Place

Date: 6 August 2025

Author: Fiona Cameron, CRF Programme Manager
Sarah Lamb, 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	CRF4149
1.2	Organisation	Nairn Common Good
1.3	Project title	Nairn Links Heritage
1.4	Summary of project you wish to be funded (max 250 words)	Nairn Links has a number of Victorian installations all in need of repair and upgrade to provide an enhanced experience for locals and visitors. These include a Grade A listed building (Bandstand), three monuments, and two Victorian Shelters. Working with the local museum it is intended to upgrade these and to develop a link to the museum website using a QR signage system to encourage activity and learning. This QR system may also offer a means of donating to the upkeep of the various monuments.

1.5	Project costs	Total project cost £25,054
		Match funding £0
		CRF grant requested £25,054
1.6	Start date	29/08/2025
1.7	End date (<i>max 12 months from start date</i>)	31/12/2025
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	Highland Council – Nairn Common Good Fund
2.2	Address and postcode	Nairn Courthouse, Nairn, IV12 4DP
2.3	Main contact name	Alastair Garrow
2.4	Position in the organisation	Common Good Project Officer
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 checked="" type="checkbox"/> Public body <input type="checkbox"/> Charity <input type="checkbox"/> SCIO <input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	
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.	As per THC
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.	Nairn Links, IV12 4EA
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"/> 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.	
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.	

SECTION 4: THE PROJECT PROPOSAL		
4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Toorie Repairs	30/06/2025
	Poets Well	30/09/2025
	Shelters	01/10/2025
	Fountain	01/10/2025
	Bandstand	30/09/2025
	Infantry Stone Cleaning	30/09/2025
	Project Management/QR System	30/12/2025
4.2	(a) What local need or opportunity will the project address?	
	<p>(500 words max limit)</p> <p>With a resurgence in sea bathing and a greater awareness of the health benefits of seaside recreation, the time is right to make sure Nairn recovers its position as a tourist destination and to ensure that it has plans in place to retain it for future generations.</p> <p>The aims of the Nairn Links Heritage Project are to:</p>	

- Recover existing heritage installations to a good state of repair and develop a plan for ongoing sustainable management
- Provide an opportunity for local community involvement in the restoration work
- Preserve the original character of the installations as far as possible
- Provide links to learn about the heritage of the sites either through a QR code or other process
- Support ongoing maintenance through fundraising and income generation

The Common Good Community Engagement Group has been key in developing these proposals and identifying the lack of maintenance and care around the Victorian assets of the Links area. There is little evidence that places like the Poet's Well are even noticed by visitors as it becomes overgrown and blends into the hillside. This lack of care and attention has helped to reduce the sense of pride people feel about their town and that has an impact on business and visitor experiences.

By reinvigorating these assets and involving the community in the progress, we will turn that feeling around and create renewed interest in Nairn and the Links.

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

(500 words max limit)

Yes, through its reference to the Links Development Plan. The key headings in the Place plan addressed by this project are:

1. Sustainable Future – the wish to conserve Nairn's identity, heritage and natural assets as a Victorian seaside town. The work will ensure that these key assets are brought into an excellent state of repair and will reinstate their importance with the local museum. Using social media, the public will be kept abreast of the ongoing work, and this will encourage ongoing interest and support for conserving the heritage.
2. Tourism – improving the welcome to tourists. Making our Victorian assets clean, tidy and connected to the town's museum will improve tourism and give visitors areas of interest to explore. Nairn, as a seaside town and health resort, will be more welcoming with well-maintained tourist areas.
3. Towns and Village Centres - Increasing footfall and making use of heritage assets. Encouraging visitors to explore the area from the museum and down to the Links will improve footfall and increase business opportunities.

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)

This is included in the Local Place Plan and the community developed Links Development Plan. Social media is a useful guide of public interest, and our media plan includes informing the community about ongoing work. The interest in previous work at the Bandstand and the Toorie indicate a strong approval for this work and a positive sense of pride in the area.

The Links development plan, also a community owned instrument, includes all of the assets and seeks this improvement.

The Nairn Museum board have been very keen to work with us on the development of their website as we seek to connect the assets through a QR code/links system.

The proposal was also tabled at the Common Good Community Engagement Group and has the full backing of all members including both community councils.

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 checked="" 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>This project will enhance visitor experience in the area and improve pride in the assets at the Links. Through the new QR system we will be able to assess increased engagement with the museum and generate funds to provide a sustainable management income for these assets.</p> <p>We will also use social media better and will be able to gain a sense of how the public feels about the Links area. This is important to understand the change in attitude from a feeling of being abandoned to feeling a strong sense of ownership in the historical seaside Burgh.</p> <p>Longer term we would look to encourage more tours and tourist traffic into the Links, linking with the wider Heritage Trail and the proposed Greenway project which aims to improve activity uptake in the same green spaces. The measures used in these projects will be a partly down to ensuring that the assets when visited are in a good state of repair.</p> <p>It is also felt that the project can act as a catalyst for further community interest in the area. This will have a knock-on effect of community-owned projects which could reduce the burden on the council.</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> <ol style="list-style-type: none"> 1. Increase footfall at the Links – using the QR system data and existing business activity 2. Improve partnership working – by building pride in the Links area we hope to see an increase in community ownership of new projects 3. Sustainable management of assets at the Links – through funds raised on donations 4. Increase interest in Nairn’s history – through engagement with the museum <p>The project also ties closely with the Local Place Plan.</p>		
4.5	How will the project be supported/maintained/sustained after CRF funding?	
<p>(500 words max limit)</p>		

A donation system will be built into the QR code system which will guide visitors to support the heritage of the area. This will also drive activity to the local museum which will generate interest in the assets and community support in maintaining them.

These assets are all Common Good owned and the general maintenance will ultimately be the responsibility of that fund. By increasing the value of the land and assets, the fund should grow and will be better able to sustain them.

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.

(500 words max limit)

Recycled material will be used on the shelter improvements, and a local charity has been identified to fund a mural on one of the shelters highlighting the negative impact of pollution and the area's reliance on its dunes for coastal protection. This will be led by young people from the local school where their voice will be allowed to influence the work. We believe this will lead to a more sustainable and future-focussed project.

A key deliverable in this project is to provide a focal point that people who use the coast will come to for shelter or for changing prior to sea bathing. It will be a clear message of the environmental impact of our use of plastic (the mural is intended to use recycled materials. It will also depict the wildlife and natural environment around us, encouraging respect and responsible access.

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?


(500 words max limit)

New access to the monuments will be developed to allow those with disabilities to access the monuments for the first time. A braille system and talking option on the QR system will be implemented.

The Nairn Access Panel will be consultees on this project which could highlight several path improvements needed to encourage accessibility. This would be a separate project but, in delivering this, a clear plan for accessible paths will be better informed and justified.

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

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 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?	Nairn Common Good is part of THC
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 checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input checked="" 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;">  CRF overheads and management fees sun </div>
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Budget Heading	Detailed Costs	Revenue/Capital	Amount
Toorie Repairs	Detailed quote – specialist repairs	R	£7200
Poets Well	Estimate for small repairs and general tidy	R	£1000
Shelters	Roof, timber and painting detailed quotes	R	£10754
Fountain	Estimate for repairs and general tidy	R	£2000
Bandstand	Detailed quote for cleaning and painting	R	£2600
Infantry Stone Cleaning	Estimate	R	£200
Project Management/QR System	Estimate – support from museum	R	£1300

Total revenue expenditure			£25,054
Total capital expenditure			£
TOTAL PROJECT COSTS			£25,054
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 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.	Highland Council procurement policies adhered to	
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
N/A		Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
Total match funding			£N/A
CRF requested			£25,054.00
Total funding			£25,054.00
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.		<p>These assets have not been looked after over many years for a variety of reasons, mainly council budget constraints.</p> <p>Having fallen into disrepair it is important to rectify this and build up a sustainable plan to protect the heritage of the area.</p> <p>It is politically challenging to seek private or community support to achieve this, and to overcome such a challenge would leave the assets vulnerable to further deterioration.</p>

		This injection of funding support will be a restart for the Links Heritage catalysing community trust and ongoing support.
6.5	Please explain what the remaining bank balances are for in your accounts.	All amounts in the account are budgeted for at the start of the year. The only budget that could be allocated to this has already been taken by playpark improvements, the new seating area, a beach shower and accessibility improvements throughout the Links.
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 Common Good Budget has been allocated this year with additional sums being required for the Highland Games and the local Community Centre.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	While these are common good assets, it requires more than just general maintenance to recover them to a workable condition. There is a need for this injection of funding to set up a longer-term plan where the assets pay for themselves rather than become a steady drain on common good funding or are simply neglected again.

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.	While it is intended that the QR system will support the sustainability of the assets, the amounts cannot be determined with any confidence to make a forecast.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	BID are supportive as representatives of the 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?	It is not considered appropriate for this project
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?
	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"/>	
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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: Alastair Garrow Print: Alastair Garrow		Date: 09/07/2025

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 type="checkbox"/> No <input checked="" type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4	Committee Members or Directors List.	Yes <input type="checkbox"/> No <input checked="" 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 type="checkbox"/> No <input checked="" type="checkbox"/>
6	Valid organisation insurance policy.	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	Yes <input type="checkbox"/> No <input checked="" 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 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: Highland Council applicant – all documentation is internal		

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



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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	CRF4150
1.2	Organisation	The Highland Council
1.3	Project title	Nairn Links Toilets
1.4	Summary of project you wish to be funded (max 250 words)	<p>This project is seeking to develop a full detailed design options and costs which then can be taken back to area committee then proceed to seek funding to take to full construction.</p> <p>The project will seek to develop an options appraisal of how best to develop this current site. This will include accessible toilets and options around a changing places toilet and storage area for the Nairn beach wheelchairs</p>

1.5	Project costs	Total project cost £45,000
		Match funding £
		CRF grant requested £45,000
1.6	Start date	01/09/2025
1.7	End date (<i>max 12 months from start date</i>)	19/12/2025
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	The Highland Council
2.2	Address and postcode	Glenurquhart Road Inverness, IV3 5NX
2.3	Main contact name	Mark Greig
2.4	Position in the organisation	Community Development Manager
2.5	Contact number	
2.6	Email address	
2.7	Website address	www.highland.gov.uk
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Constituted group <input checked="" type="checkbox"/> Public body <input type="checkbox"/> Charity <input type="checkbox"/> SCIO <input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	N/A
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.	GB663758203
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.	Nairn Links, Marine Road, Nairn, IV12 4EA
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"/> 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.	
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.	

SECTION 4: THE PROJECT PROPOSAL		
4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Full design brief finalised	18/07/2025
	Site investigation carried out	24/10/2025
	Mechanical and electrical checks carried out	24/10/2025
	Design presented with options and costs	24/11/2025
		Click or tap to enter a date.
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
<p>Nairn Links Toilets currently provide the only toilet provision provide by the Council in the Links area of the town. They are currently managed by the Council and sit on the Nairn Common Good Land. The current building has access to both men and ladies' toilets with a single non accessible toilet along with cleaner's cupboard area. Accessibility is extremely poor and the facilities are no longer fit for purpose in their current form.</p>		

This project seeks to produce a number of design options for the re-development of the toilets into a modern fully accessible facility. Accessibility will be a key feature of the designs by including in the proposals for the toilets to serve as an accessibility hub, incorporating a Changing Places toilet and store for the Nairn Beach Wheelchairs.

The toilets being improved and become an accessibility hub will create a space for all to benefit from in Highland. It is in a key location to serve both the local community and visitors to the area.

	(b) Has this need been recognised in a local place plan?
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The project strongly aligns with the Local Place Plan and the Links Development Plan.

Both plans highlight community concerns and aspirations around improving public amenities at Nairn Links, which includes the condition and availability of public toilets. These facilities are often discussed in the context of supporting tourism, accessibility, and enhancing the visitor experience at key public spaces like the Links.

The community feedback quoted in the Place Plan stated that many locals were concerned, even embarrassed by Nairn's poor visitor welcome. Many asked for urgent action on improving public amenities such as toilets, changing spaces, parking and signage for both locals and visitors.

This project has identified a key community asset for development that meets with 4 of the 5 key themes of the Place Plan including Sustainable Future, Jobs & Business: Tourism, Town & Village Centre, and Green Spaces and Leisure

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
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Following the decision by Elected Members to keep the Harbour Street toilets closed, attention has rightly shifted to enhancing the facilities at the Nairn Links. This strategic move reflects the importance of the Links area as a central hub for both residents and visitors. Positioned adjacent to the popular Splashpad, children's play area, local café, and other key amenities, the Links toilets serve a vital role in supporting the overall visitor experience and accessibility of the area.

The closure of the Harbour Street facility has prompted renewed focus on ensuring that the Links toilets are not only functional but also fit for purpose in meeting the needs of a diverse range of users. Local groups such as the Nairn Beach Wheelchairs and the Nairn Access Panel have proactively approached the Council with proposals for a collaborative project aimed at improving the accessibility and quality of the toilet facilities. Their involvement shows the community's commitment to inclusivity and the importance of ensuring that public spaces are welcoming and usable for all.

In addition to these community-led efforts, the aspirations expressed in the Nairnshire Local Place Plan and Links Development Plan, which both involved significant community engagement and consultation, further reinforce the public's desire for upgraded amenities. The plan highlights widespread concern about the current state of public facilities and calls for urgent action to improve toilets, changing spaces, and other infrastructure that supports tourism and local wellbeing.

Completion of a robust and inclusive design will pave the way for seeking external funding opportunities, enabling the Council and its partners to deliver a modern, accessible, and sustainable amenity that reflects the values and needs of the Nairn community.

This project represents not just an upgrade of infrastructure, but a meaningful investment in the quality of life, dignity, and accessibility for all who enjoy the Nairn Links.

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?

The Nairn Links Toilet Improvement Project aims to develop a fully costed and detailed design for upgraded public toilet facilities at the Nairn Links, following the closure of the Harbour Street toilets. This shift in focus reflects the strategic importance of the Links area, which serves as a central hub for families, visitors, and community groups, being adjacent to the Splashpad, play area, café, and other key amenities.

The project’s immediate goal is to produce a comprehensive options appraisal for the redevelopment of the existing toilet site. This will explore a range of design solutions, including the integration of accessible toilets, a Changing Places facility, and dedicated storage for the Nairn Beach Wheelchairs. The appraisal will be informed by technical site assessments and shaped through engagement with key stakeholders such as the Nairn Access Panel and Nairn Beach Wheelchairs group.

To measure progress, the project will track several key outputs:

- Stakeholder engagement will be documented through meeting records and feedback.
- Site assessments and feasibility studies will be compiled into a technical report.
- The options appraisal will be evaluated based on completeness, cost estimates, and alignment with accessibility standards.
- Design selection and committee approval will be evidenced through formal minutes and decision records.
- The final design and costing package will be reviewed for technical accuracy and readiness for funding applications.

This project not only addresses a critical infrastructure need but also reflects the aspirations of the local community as outlined in the Nairnshire Local Place Plan. By prioritising accessibility, inclusivity, and collaboration, the project sets a strong foundation for delivering a modern, sustainable facility that enhances the visitor experience and supports community wellbeing.

	<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>
	<p>The Nairn Links Toilet Improvement Project will deliver a long-lasting, inclusive public facility that meets the needs of residents, visitors, and community groups. Located in a high-footfall area adjacent to the Splashpad, play park, and local café, the upgraded facility will replace the closed Harbour Street toilets and significantly enhance the accessibility and usability of the Nairn Links.</p> <p>The project's primary outcomes include the creation of modern, accessible toilets, the inclusion of a Changing Places facility, and dedicated storage for the Nairn Beach Wheelchairs. These improvements will ensure that individuals with mobility challenges and complex needs can enjoy the area with dignity and independence.</p> <p>Outcomes will be measured through a combination of stakeholder feedback, accessibility audits, and usage data where available. Visitor satisfaction surveys and engagement with local businesses will help assess the impact on tourism and the local economy. The project will also track the number of community groups involved and their continued collaboration in future initiatives.</p> <p>The legacy of this project lies in its demonstration of inclusive, community-led infrastructure development. It sets a regional benchmark for accessible design and highlights the value of partnership between the Council and local organisations such as the Nairn Access Panel and Nairn Beach Wheelchairs. The facility will serve as a model for future public amenity upgrades across the Highlands.</p> <p>By investing in this project, funders will contribute to a more welcoming, equitable, and sustainable public space - one that reflects the aspirations of the Nairn community and supports wellbeing, accessibility, and inclusive tourism for years to come.</p>
<p>4.5</p>	<p>How will the project be supported/maintained/sustained after CRF funding?</p>
	<p>In the short term, the project will deliver a preferred design option, selected through consultation and presented to the Area Committee for approval. This will be followed by the development of a full detailed design package, including architectural drawings, technical specifications, and a costed implementation plan. These outputs will provide the foundation for progressing to the funding stage, enabling the Council and its partners to seek external investment for construction</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>Environmental Impact Mitigation and Climate Considerations</p>

The Nairn Links Toilet Improvement Project is committed to minimising environmental impact and contributing to broader climate resilience and net zero ambitions. From design through to construction and operation, the project will incorporate sustainable practices and materials to ensure a low-carbon, environmentally responsible outcome.

Design and Materials

The project will prioritise the use of sustainable, low impact building materials, including recycled or locally sourced products where feasible. The design will aim to maximise natural light and ventilation, reducing reliance on artificial lighting and mechanical systems.

Energy Efficiency

Energy-efficient fixtures and fittings will be specified throughout, including LED lighting, low-flow taps, and dual-flush toilets. Where possible, the facility will incorporate renewable energy solutions such as solar panels to reduce operational carbon emissions.

Water Conservation

Water-saving technologies will be integrated into the design to reduce consumption and minimise waste. Rainwater harvesting for non-potable uses (e.g. toilet flushing or cleaning) will be explored as part of the options appraisal.

Construction Practices

Contractors will be required to follow best practice in sustainable construction, including waste minimisation, responsible sourcing, and pollution prevention. A Construction Environmental Management Plan (CEMP) will be developed to monitor and mitigate any short-term impacts during the build phase.

Active Travel and Biodiversity

The project will support active travel by ensuring safe pedestrian access and connectivity to nearby paths and cycle routes. Landscaping around the facility will use native planting to support biodiversity and reduce maintenance needs.

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?
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The Nairn Links Toilet Improvement Project has been developed with a strong focus on fairness, accessibility, and inclusion. We want to make sure that everyone in the community - regardless of age, ability, or background - can benefit from this new facility.

From the beginning, we have worked closely with local groups such as the Nairn Access Panel and Nairn Beach Wheelchairs. These groups represent people with disabilities and mobility challenges, and their input has helped shape the design of the project. Their involvement ensures that the facility will meet real needs and remove barriers that some people currently face when using public spaces.

The new facility will include accessible toilets and a Changing Places toilet, which is designed for people with more complex care needs. This means that individuals who currently struggle to access suitable facilities will be able to enjoy the Links area with dignity and comfort. A dedicated storage space for beach wheelchairs will also be included, helping more people access the beach safely and easily.

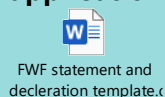
We have also considered the needs of other groups, including older people, families with young children, and people with sensory or cognitive impairments. Features such as step-free access, clear signage, and family-friendly spaces will help make the facility easy to use for everyone.

The project does not exclude anyone. It is designed to be open and welcoming to all, and we will continue to work with local groups to make sure it stays that way. While the facility will benefit the whole community, it will especially support those who often face challenges in public spaces - such as disabled people, carers, and families.

By making the facility inclusive from the start, we are helping to create a more equal and accessible Nairn for everyone.

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 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?

N/A

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.



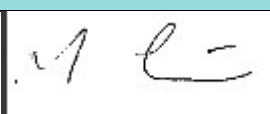
CRF overheads and management fees sun

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Design & Options Appraisal Report - Professional Services	Works to carry out full options appraisal and design package. This will also include engineers time for site soil Investigation and to assess the suitability of the current pumping station which service the site currently	Revenue	£36,000
Quantity Surveyor	Full costs established and set out	Revenue	£9,000
Total revenue expenditure			£45,000
Total capital expenditure			£0.00
TOTAL PROJECT COSTS			£45,000
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 any quotes as supporting documents to this application .		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	The Nairn Links Toilet Improvement Project supports Highland Council's Best Value duty by delivering an inclusive, accessible, and sustainable facility shaped by community input. It reflects strong governance, sound financial planning, and meaningful engagement with local groups, including those representing people with disabilities. The project promotes fairness through accessible design, supports environmental goals, and ensures long-term value through robust planning and monitoring. By embedding equality, sustainability, and community empowerment, the project contributes to continuous improvement and sets a model for future public infrastructure across the Highlands. The project costs outlined are taken from previous similar	

		project costs and a % increase added to reflect current fee charging	
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
N/A		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total match funding			£0.00
CRF requested			£45,000.00
Total funding			£45,000.00
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.		There is no funding in place through council revenue to fund and support the development of the feasibility study. The study will lay out and provide a plan which can be used for delivery through THC or in partnership with the delivery group from the Local place plan.
6.5	Please explain what the remaining bank balances are for in your accounts.		N/a
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.		N/a
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.		No other funds are available as per 6.4

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.	N/A
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	N/A
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 considered appropriate
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 £
	Nairn Beach Showers	17/02/2025	£24,788
	Marine Road path as part of Team Hamish	17/02/2025	£12,832
	East Beach Path	17/02/2025	£10,680
		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: 01/07/2025
Print: Mark Greig	

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 type="checkbox"/> No <input checked="" type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4	Committee Members or Directors List.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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.

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	CRF4151
1.2	Organisation	The Highland Council
1.3	Project title	Nairn Riverside Development Plan
1.4	Summary of project you wish to be funded (max 250 words)	<p>Nairn Riverside Development Plan</p> <p>We want to make the Nairn Riverside area a better place for people, nature, and the community.</p> <p>This project will help create a space that is:</p> <p>Welcoming and safe for everyone Good for wildlife and the environment Fun and healthy for people of all ages Connected to local history and culture</p>

		<p>We will focus on four main ideas:</p> <p>Nature and Wildlife – Add more plants and places for animals, with quiet spots to enjoy nature.</p> <p>Paths and Access – Improve paths, signs, and make sure everyone can get around easily.</p> <p>Community and Play – Create play areas, picnic spots, better lighting, and useful facilities.</p> <p>Heritage and Art – Share local stories through signs, art, and events.</p> <p>Local people will help shape the project through meetings, workshops, and sharing ideas.</p>	
1.5	Project costs	Total project cost	£30,000
		Match funding	£0.00
		CRF grant requested	£30,000
1.6	Start date	01/09/2025	
1.7	End date (<i>max 12 months from start date</i>)	30/01/2026	
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	The Highland Council	
2.2	Address and postcode	Glenurquhart Road Inverness, IV3 5NX	
2.3	Main contact name	Mark Greig	
2.4	Position in the organisation	Community Development Manager	
2.5	Contact number		
2.6	Email address		
2.7	Website address	www.highland.gov.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input checked="" type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number		

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	GB663758203	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<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.	Riverside area of Nairn. From Harbour Bridge to Firhall Bridge	
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"/> 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.		
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.		

SECTION 4: THE PROJECT PROPOSAL	
4.1	List the main activities required to deliver the project including timescales.
Activity name	Achieve by (date)
Development of plan that supports the wider development for the riverside area	19/12/2025
	Click or tap to enter a date.

		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
<p>The Nairn Riverside project responds directly to a strong local need for inclusive, accessible, and sustainable public spaces that support community wellbeing, biodiversity, and local identity. The project builds on the strategic vision outlined in the Nairn Links Development Framework, which was shaped through extensive community consultation and reflects the aspirations of residents, local organisations, and stakeholders.</p> <p>One of the key opportunities the project addresses is the lack of a coordinated, long-term plan for the enhancement of the riverside area. Historically, development in this space has been piecemeal, driven by funding availability rather than a shared vision. This project offers a chance to change that by creating a masterplan that aligns with the Local Place Plan and integrates with existing strategies such as the Inner Moray Firth Local Development Plan and the Nairn Town Centre Action Plan.</p> <p>The project also meets the need for improved access and connectivity. Many residents and visitors have highlighted the importance of better paths, signage, and inclusive design to ensure that people of all ages and abilities can enjoy the riverside. This includes wheelchair-accessible routes, improved lighting, and safer connections between the town centre, the riverside, and the beach.</p> <p>In terms of biodiversity, the project will enhance natural habitats and create a nature and biodiversity corridor, addressing concerns about environmental degradation and the need for more green, quiet spaces. This aligns with the community’s desire to protect and celebrate Nairn’s natural beauty.</p> <p>There is also a clear demand for more community and play spaces, including natural play areas, picnic spots, and gathering places that encourage social interaction and outdoor activity. The project will support health and wellbeing by creating spaces for recreation, relaxation, and events.</p>		
	(b) Has this need been recognised in a local place plan?	
<p>The need for enhancing the Nairn Riverside area is clearly recognised in the proposed Nairnshire Local Place Plan, which reflects strong community support for improving public spaces, biodiversity, and active travel. The Plan highlights the importance of accessible green spaces, better walking and cycling connections, and inclusive, community-led development. It also supports projects that promote health, wellbeing, and environmental sustainability – the core aims of the Nairn Riverside project. By aligning with these priorities, the project directly contributes to the shared vision for a more connected, vibrant, and resilient Nairnshire.</p> <p>GSL1 Safeguard and Enhance Green Spaces Description Within the Royal Burgh of Nairn, the Common Good land provides much of the key greenspace. Careful stewardship is required to ensure that this continues to work for the people of Nairn, providing greenspace and natural environments, climate adaptation and mitigation opportunities, and where appropriate, development that provides a long-term good.</p>		

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>The Nairn Riverside project is strongly supported by the community, as evidenced through the development of the Nairnshire Local Place Plan (LPP). This plan was created following a full year of intensive consultation with local residents, community groups, and businesses. It reflects shared priorities for how land and public spaces should be used and improved over the next decade.</p> <p>The LPP identifies five key themes - Sustainable Futures, Jobs and Business, Town and Village Centres, Green Space and Leisure, and Getting Around - all of which align closely with the aims of the Riverside project. In particular, the themes of Green Space and Leisure and Getting Around highlight the community's desire for improved access to nature, better walking and cycling routes, and more inclusive, well-maintained public spaces. These priorities directly support the creation of a more accessible, biodiverse, and welcoming riverside area.</p> <p>The plan also emphasises the importance of community-led development, sustainability, and protecting Nairnshire's natural and cultural assets - core principles that underpin the Riverside project. The fact that the LPP has been validated and registered by Highland Council further strengthens its role as a formal expression of community will.</p> <p>This broad-based support, gathered through structured engagement and now embedded in a recognised planning document, provides clear and credible evidence that the Nairn Riverside project is not only needed but wanted by the people of Nairnshire. It ensures that the project is grounded in local priorities and has a strong foundation for attracting funding and partnership support.</p> <p>The project was also proposed and discussed at the Nairn Common Good Engagement Group with several community organisations and groups present including Nairn River CC, Nairn BID, GreenHive, Nairn Beach Wheelchairs, NICE, Queens Park Residents Group, Nairn Access Panel, and Nairn Play.</p>		
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?	
Although the Nairn Riverside project is currently focused on developing a masterplan rather than delivering physical improvements, it will still generate valuable short-term outputs that can be		

clearly measured. These outputs fall into three key areas: community engagement, strategic planning, and partnership development. Firstly, the project will deliver a programme of inclusive community engagement, including workshops, surveys, and public events. These activities will be measured by the number of events held, participant numbers, diversity of attendees, and the volume and quality of feedback received. Metrics such as attendance records, survey responses, and online engagement will provide clear evidence of participation. Secondly, the project will result in a co-produced masterplan for the Riverside area, shaped by local input and aligned with the Nairnshire Local Place Plan. This plan will identify development themes, priorities, and opportunities for future investment. Its completion and publication will be a key output, with evidence of community input and stakeholder endorsement serving as indicators of success. Thirdly, the project will establish a working group and build partnerships with local organisations, community groups, and potential funders. Outputs here include the number of partners engaged, meeting records, and early-stage feasibility or technical studies. These actions will demonstrate readiness for delivery and help unlock future funding. Together, these short-term outputs will build momentum, strengthen community ownership, and provide a clear, evidence-based foundation for the next phase of development. They also ensure that the project is accountable, transparent, and aligned with local priorities from the outset.

(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?

The development of a plan for the Nairn Riverside area will lead to several important long-term outcomes, even though it does not include detailed costings or feasibility studies at this stage. The primary outcome will be the creation of a shared, community-led vision for the Riverside, capturing local aspirations and identifying priority projects for future development. This will provide a clear and coordinated direction for how the area can evolve in a way that reflects the needs and values of the community.

A key outcome will be increased community ownership and involvement. The planning process will empower local people and groups to shape the future of the Riverside, strengthening civic pride and encouraging ongoing participation. This can be measured by the number of individuals and organisations engaged, the diversity of voices involved, and the continued use of the plan as a reference point for future action.

The plan will also serve as a foundation for future funding and partnership opportunities. By clearly setting out the community's priorities and ambitions, it will help local groups and stakeholders make the case for investment and guide future project development. Success can be measured by how often the plan is referenced in funding bids, local strategies, or community initiatives.

Ultimately, the legacy of the plan will be a stronger, more connected community with a shared understanding of how to enhance the Riverside area in ways that support wellbeing, biodiversity, access, and local identity.

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

As this project focuses on developing a community-led plan rather than delivering capital works, its sustainability lies in the strength of the partnerships, engagement, and strategic alignment it creates. The plan will be sustained through continued community ownership, local authority support, and its integration into wider planning frameworks such as the Nairnshire Local Place Plan and Highland Council strategies.

The process of developing the plan will establish a working group or steering body made up of community representatives, local organisations, and council officers. This group will continue to meet beyond the life of the CRF funding to oversee the plan's promotion, use, and future development. Their role will include identifying funding opportunities, supporting local groups to take forward priority projects, and ensuring the plan remains a live and useful tool.

The plan itself will act as a foundation for future funding bids, helping community groups and partners to make the case for investment by clearly setting out shared priorities and aspirations. It will also support alignment with other local and regional strategies, increasing the likelihood of future support and delivery.

In the longer term, the plan's legacy will be its role in guiding sustainable, inclusive development of the Riverside area - ensuring that future projects are community-driven, environmentally responsible, and aligned with local needs

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.
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As this project is focused on developing a plan - not delivering physical works - there are no direct environmental impacts at this stage. However, environmental responsibility is a core principle guiding the development of the plan, and care will be taken to ensure that any future proposals arising from it are aligned with climate and sustainability goals.


The planning process will be shaped by the principles of sustainability, biodiversity protection, and climate resilience, as outlined in the *Nairn Links Development Framework* and supported by the *Nairnshire Local Place Plan*. These include promoting nature-based solutions, protecting and enhancing green spaces, and encouraging low-carbon travel through improved walking and cycling routes.

The plan will also encourage the use of natural materials, inclusive and low-impact design, and the protection of existing habitats. Community engagement will include discussions around climate change, environmental stewardship, and how the Riverside can contribute to local net zero ambitions.

By embedding these values into the planning process, the project will help ensure that future developments are environmentally responsible and contribute positively to climate action. The plan will also support future funding applications that prioritise sustainability and green infrastructure.

In summary, while the plan itself will not result in physical changes, it will set the direction for environmentally conscious development and help mitigate future impacts by promoting best practice from the outset.

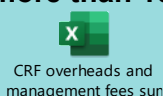
4.7	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the
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	project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups?	
	<p>Although this project is focused on developing a plan rather than delivering physical improvements, equality, inclusion, and accessibility are central to both the process and the outcomes.</p> <p>The planning process will be designed to ensure that no one is excluded or disadvantaged from participating. Engagement activities will be accessible, inclusive, and welcoming to people of all ages, backgrounds, and abilities. This includes offering a mix of in-person and online opportunities, using plain language, and holding events in accessible venues at varied times to accommodate different needs. We will also work with local organisations and networks to reach underrepresented groups, including older people, disabled people, young people, and those with caring responsibilities.</p> <p>The plan itself will be shaped by the principle that the Riverside should be a space for everyone. It will reflect the aspirations of people with protected characteristics by embedding inclusive design principles - such as accessible paths, inclusive play, and safe, welcoming spaces for all ages and abilities. These priorities are already reflected in the Nairnshire Local Place Plan and the Nairn Links Development Framework, both of which emphasise access, wellbeing, and community-led development.</p> <p>While the plan will not target specific groups exclusively, it will ensure that the needs of those who often face barriers to participation are actively considered and addressed. The aim is to create a shared vision that benefits the whole community, with particular attention to those who may otherwise be excluded.</p> <p>This inclusive approach will help ensure that the plan leads to future projects that are equitable, accessible, and reflective of Nairn's diverse community.</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="256 1491 304 1541">  </div> <div data-bbox="209 1543 365 1583"> <small>FWF statement and declaration template.c</small> </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 checked="" type="checkbox"/> No <input 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"/>	
N/	N/A	
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 checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input checked="" 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. 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.
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Budget Heading	Detailed Costs	Revenue/Capital	Amount
Consultant	Lead community engagement, gather local insights, identify priorities, align with existing strategies, and produce a clear, inclusive development plan outlining aspirations, opportunities, and next steps for future delivery.	Revenue	£30,000
Total revenue expenditure			£30,000
Total capital expenditure			£0.00
TOTAL PROJECT COSTS			£30,000
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 any quotes as supporting documents to this application .		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.3	Please explain how your project will achieve value for money. This project supports Highland Council's Best Value policy by promoting community-led planning, inclusive engagement, and strategic alignment with local priorities. It ensures efficient use of resources, strengthens local partnerships, and builds capacity for future delivery—contributing to sustainable, transparent, and accountable decision-making across the Nairn Riverside area. The costs are estimated based on other consultant fees on other projects. There is no anticipated increase in these		

		costs. For example the Sandown feasibility study which had multiple engagement and full report presented was £18k.
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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.
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Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>		N/A
Total match funding			£0.00
CRF requested			£30,000.00
Total funding			£30,000.00
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.	To aid the development and community aspiration the project requires funding as there is no public funding available to support.	
6.5	Please explain what the remaining bank balances are for in your accounts.	N/A	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	N/A	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	The council cannot provide funding to carry this project out. This project will aid officers and the community to set out its aspirations and objectives which will be used to develop a plan to seek funding to improve the area in question.	

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?	

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?	Loan is not a viable option or appropriate for the nature of the project
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?
Nairn Beach Showers	17/02/2025	£24,788	Yes <input type="checkbox"/> No <input type="checkbox"/>
Marine Road Path as part of team hamish	17/02/2025	£12,832	Yes <input type="checkbox"/> No <input type="checkbox"/>
East Beach Path	17/02/2025	£10,680	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

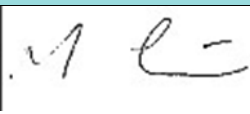
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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:
01/07/2025

Print: Mark Greig

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 type="checkbox"/> No <input checked="" type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4	Committee Members or Directors List.	Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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.

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

Nairnshire Area Committee - 25 August 2025																				
Ref No	Organisation	Project title	Project description	Area Place Plan Priority	Total project cost	Grant Requested	Capital	Revenue	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
CRF4149	The Highland Council	Nairn Links Heritage	Nairn Links has a number of Victorian installations all in need of repair and upgrade to provide an enhanced experience for locals and visitors - including a Grade A listed building (Bandstand), three monuments, and two Victorian Shelters.	1. Sustainable Future 2. Tourism 3. Towns and Village Centres	£ 25,054.00	£ 25,054.00	£ -	£ 25,054.00	100.00%	3	3	3	3	3	3	3	1	3	3	28
CRF4150	The Highland Council	Nairn Links Toilets	This project seeks to develop detailed design options and costs for the Nairn Links toilets, including accessibility and options around a changing places toilet and storage area for the Nairn beach wheelchairs.	1. Sustainable Future 2. Tourism 3. Towns and Village Centres 5. Green Spaces & Leisure	£ 45,000.00	£ 45,000.00	£ -	£ 45,000.00	100.00%	2	3	3	2	3	3	3	1	3	3	26
CRF4151	The Highland Council	Nairn Riverside Development Plan	This project will delived a Nairn Riverside Development Plan, shaped through a series of community engagement activities, to guid and co-ordinate future development in the area	1. Sustainable Future 2. Tourism 3. Towns and Village Centres 5. Green Spaces & Leisure	£ 30,000.00	£ 30,000.00	£ -	£ 30,000.00	100.00%	2	2	2	2	3	3	2	1	3	3	23
						Total requested	£ -	£ 100,054.00												
						Budget available	£ 37,269.78	£118,042.90												
						Remaining	£ 37,269.78	£17,988.90												

RAG

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

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

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