

The Highland Council

Agenda Item	9
Report No	SR/20/25

Committee: Isle of Skye & Raasay

Date: 1st September 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 Isle of Skye & Raasay Community Regeneration Fund (CRF) allocation for discussion and decision by Members.

2 Recommendations

- 2.1 Members are asked to:

- i. **Consider** the CRF applications presented and agree whether to approve, defer or reject each application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest or application
- ii. **Agree** to approve an award of £200,000 of CRF to the South Skye Community Campus – Phase 1 project, subject to approval of the funding application submitted for consideration as part of the Islands Programme 25/26.

3 Implications

- 3.1 **Resource** – Isle of Skye & Raasay area has available funding of £818,392.67 from the current CRF allocation. Grant requests under consideration total £307,696.50. Resource implications are detailed within the report.
- 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 & sustaining growth.
- 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.
- Able to evidence positive impacts and wide community benefit.

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

5.4 Within Isle of Skye & Raasay, the following funding for 2025/26 is shown in the table below.

HCCF	Revenue or Capital	£782,145.25
PBIP (confirmed to date) 2025/26	Capital Only	£36,247.42

Therefore, presently Members have a total of £818,392.67 available to allocate.

A total of 3 applications are under consideration by Members today, with a total grant request value of £107,696.50.

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

- Portree Community Centre – Lighting and sound system improvements
- Dunvegan Community Trust SCIO – Making Gaeltec Community Hub watertight

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

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

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

6 Islands Programme – South Skye Campus

- 6.1 **The Islands Programme** is a Scottish Government challenge fund, underpinned by the National Islands Plan identified objectives, and aimed at improving community resilience and developing critical infrastructure on Scottish islands. The 2024/25 Islands Programme closed for applications on 22 July 2025.

Three applications in total were submitted for consideration, one of which is from the South Skye Community Campus – Phase 1 project, looking to develop a full-size all-weather pitch with flood lighting in Broadford.

- 6.2 The total value of the work for this project is £844,000. This report seeks to secure the match funding to deliver the project – subject to approval of the Islands Programme application - and to agree this will be funded via an award of £200,000 from the Isle of Skye and Raasay CRF allocation.

Designation: Assistant Chief Executive - Place

Date: 13th July 2025

Author: Fiona Cameron, CRF Programme Manager
Marie-Anne Gray, Project Officer

Background Papers: None

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CLLD version only)

Key considerations



Please refer to the **Application Guidance** (link below) and **Fair Work First Summary Guidance** when completing the application form as there is important supplementary information you need to be aware of. Answer the questions concisely, describing clearly and directly what the project you are seeking funding for is delivering. Please do not exceed the word limit given.

To ensure you have the best opportunity to score well during the assessment, please refer to the **Assessment Criteria Matrix** (link below) when completing the application form.

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

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

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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4083
1.2	Organisation	Skye and Lochalsh Citizens Advice Bureau (CAB)
1.3	Project title	Relocation of Citizens Advice Skye and Lochalsh
1.4	Summary of project you wish to be funded (max 250 words)	Skye & Lochalsh CAB have been successful in securing a lease of 'The Annexe' in Portree, to ensure our premises are accessible and meet the need of our local community. Our primary office is no longer fit for purpose, in terms of location, space and functionality. The Highland Council have agreed that they will decorate and provide floor furnishings. The CAB office is due to relocate in Jan26 and the capital items identified will assist the staff & volunteers to deliver the service to our clients in the new premises.

		<p>It is also important to raise attention of the move so that users are aware of the new location and promote the services that; increase community resilience, tackle poverty and inequality and assist with helping economic recovery and sustain growth in the local community.</p> <p>The increased size of building allows for more clients to receive face to face advice or receive advice by various multi-channel approaches. This will see an increase in advice codes recorded and better outcomes for our clients. The move will allow us the space to deal with clients who need to 'drop-in' and speak to an adviser the same day. Enhanced service delivery with a modern and accessible facility for both clients and staff, will lead to increased client numbers and satisfaction.</p> <p>The new premises has a private car park which will ensure our disabled volunteers, staff and clients can access our services. Parking is a premium in Portree so this is a huge benefit.</p>	
1.5	Project costs	Total project cost	£10,933
		Match funding	£3,051
		CRF grant requested	£7,882
1.6	Start date (<i>not before 1st July 2025</i>)	31/07/2025	
1.7	End date (<i>by 27th February 2026</i>)	20/02/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Skye and Lochalsh Citizens Advice Bureau (CAB)
2.2	Address and postcode	The Green, Portree, Isle of Skye. IV51 9BT
2.3	Main contact name	
2.4	Position in the organisation	CEO
2.5	Contact number	
2.6	Email address	
2.7	Website address	www.slcab.org.uk
2.8	Organisation type	<input checked="" type="checkbox"/> Company limited by guarantee

		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Charity: SCO22578. Co Ltd by Guarantee: SCO229160	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input 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.	IV51 9ER
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 type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	Awaiting THC to draw up lease – see evidence of this in email from THC Property Manager on 30 th May 2025.
3.8	Does the project require planning permission or other statutory regulatory consents? Projects must have all permissions in place by 02/06/2025. Evidence of secured permissions must be emailed to the CRF team no later than 02/06/2025 otherwise the application will not be progressed.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

4.1 List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 27th February 2026.

Activity name	Achieve by (date)
Branded uniforms & gazebo	31/07/2025
Recycling bins for internal offices	31/07/2025
Shredder	31/07/2025
Office Equipment including desks/chairs/smartboard/projector/TV	31/01/2026
Smartboard & CAB signage	31/01/2026
	Click or tap to enter a date.

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

Our statistics show the CAB services identify a community need. We identified lack of engagement from particular groups from our profile data collection.

The new office will record an increase in numbers of clients seen face-to-face due to accessibility and encourage partnership working with a range of local organisations, due to the additional meeting room space.

The project aims to create a more accessible, sustainable and efficient space to better serve clients, particularly in response to rising demands driven by the cost-of-living crisis.

Our trustees and volunteers are members of the local community and have identified the need for a successful relocation to maintain the charities services.

The Highland Council have identified the relocation as a requirement and seek us to relocate.

Advice services can deliver important health improvements whilst making significant savings. The University of Bath carried out a research study over a five-year period which showed that the social return on investment was at least £33 for every £1 invested and probably as much as £50 for every £1. They also found that 80% of clients experienced positive outcomes including avoiding in-patient psychiatric care and suicide prevention. In their view;
 “Advice services occupy an important strategic position in the health and social care system... possibly a more cost-effective therapy than medical intervention.”
 (The Health Related Benefits & Impacts of CAB Advice: Background Paper - Carol Greer July 2015)

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

Building on the success of the existing Advice and Information Services contract and strong links with the Council, the proposed project will also continue to support the Highland Council in meeting statutory requirements and information obligations and objectives in relation to tackling poverty and inequalities through:

- Community Planning Partnerships locality plans.
- Skye and Raasay Future Plan, and outcomes related to the,
- Highland Outcome Improvement Plan.

It will also support advice work in relation to Scottish Government and Council measures to address child poverty.

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>Community client surveys completed last year reported that clients had had a positive experience of accessing support from the CAB. This was also true of clients who had accessed the service via the telephone and those who had a face-to-face interview in the bureau in Portree.</p> <p>Staff reports highlighted concerns about the challenges of diagnosing clients', particularly in relation to vulnerable clients.</p> <p>Challenges mentioned were:</p> <ul style="list-style-type: none"> • Establishing a rapport with clients. • Not being able to use visual clues about clients' situation and state of mind. • Establishing an appropriate tone and probing about the issues faced in a non-intrusive fashion. <p>Staff reported challenges in delivering case work support remotely, in particular form filling relating to disability benefits. Effective remote delivery of support with Adult Disability Payment applications, which cannot be carried out online, was seen as potentially difficult, with barriers to completion including literacy, stamina and personal embarrassment.</p> <p>Moving to premises with greater access for those with mobility issues, with room to discuss their needs confidentially, would increase the amount of people the CAB services could see and reach.</p> <p>There is support from the Highland Council for this move to occur to increase service delivery in the local community, and an appetite to share resources such as meeting space in the main council building to improve efficiency. Also, the new site is closer in proximity to other services such as the local authority service point and housing department.</p> <p>Please see attached letter of support from Highland Councils Property Manager.</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) What are the immediate and short-term outputs that your project will achieve? How will you measure them?
	<p>Relocation to premises with a greater space will allow us to recruit and hold onto more volunteers and staff in one centralised location. We currently employ 7 staff and 7 volunteers and are dedicated to increasing volunteer levels by 100% to 14 initially. CAB services have traditionally been delivered with volunteer support, and this will allow us to engage with 50% more clients with needs in the community.</p> <p>As a funded charity this will allow us to manage costs effectively and achieve sustainability for the future.</p> <p>An accessible, updated and user-friendly premises with parking and improved facilities will assist the delivery of this service and the location is close to partner services, such as the council who wish to share resources to achieve efficiency.</p> <p>By defining our outputs;</p> <ul style="list-style-type: none"> • Recruit 7 more volunteers • 30% increase in the amount of face to face appointments with clients due to better site and facilities. • Not increase costs • Increase accessibility and visibility of premises <p>We can then <u>measure</u> the project outcome by establishing specific, measurable, achievable, relevant, and time-bound (SMART) Key Performance Indicators (KPIs). These KPIs will align with</p>

	our outputs and allow us to track our progress by quantifying the amount, quality, and impact of these results.										
	(b) What do you think the outcome of your project will be and how will you measure them? Please note the outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?										
	<p>The outcome will be a premises with up-to-date facilities that are fit for the short- and long-term delivery of CAB services to the 19,944 and growing, people of Skye and Lochalsh.</p> <p>This will align with one of the main CRF strategic objectives, 'Increasing Community Resilience', by updating our delivery model to increase support and guidance to people of need in the community.</p> <p>The legacy will be a new improved centre of support that strengthens our own model and improves our services to those in our community, allowing us to continue to work collaboratively to deliver added value for residents of Skye, Lochalsh and Raasay.</p> <p>Accessibility to services, including advice services within the community can only assist in sustaining and strengthening those who live there.</p>										
	(c) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.										
	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td><td>Increasing community resilience</td></tr> <tr> <td><input type="checkbox"/></td><td>Tackling poverty and inequality</td></tr> <tr> <td><input type="checkbox"/></td><td>Addressing causes of rural depopulation</td></tr> <tr> <td><input type="checkbox"/></td><td>Helping economic recovery and sustaining growth</td></tr> <tr> <td><input type="checkbox"/></td><td>Tackling the climate emergency and working towards net zero</td></tr> </table>	<input checked="" type="checkbox"/>	Increasing community resilience	<input type="checkbox"/>	Tackling poverty and inequality	<input type="checkbox"/>	Addressing causes of rural depopulation	<input type="checkbox"/>	Helping economic recovery and sustaining growth	<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
<input checked="" type="checkbox"/>	Increasing community resilience										
<input type="checkbox"/>	Tackling poverty and inequality										
<input type="checkbox"/>	Addressing causes of rural depopulation										
<input type="checkbox"/>	Helping economic recovery and sustaining growth										
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero										
4.5	How will the project be supported/maintained/sustained after CRF funding?										
	<p>The capital items requested in this application will be new and will come with a warranty that should ensure a lifespan of 10 years.</p> <p>As volunteer support and the number of clients we will engage with, from an updated premises increases, so will awareness of our services. This will allow our organisation to grow partnership work and continue to submit funding bids and work on ideas to grow our sustainability.</p> <p>There will be a planned preventative maintenance process established to maintain or replace equipment.</p> <p>We will also support the sustainability of capital equipment with PAT testing and regular maintenance.</p>										
4.6	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.										
	<p>As a local charity, we do not have shareholders or a requirement for profit and we would aim to spend the vast majority of grants we receive within the Highland region, on wages, local suppliers and items in connection with the grant remit. We believe this is the most economically advantageous use of the funding, to provide the service and retain the investment in our area.</p>										

In the current climate of increasing living costs, challenging funding landscape, legislative changes, pursuit of tackling poverty and net zero agenda, we would position ourselves locally as an advice agency at the forefront of tackling child, food, fuel poverty and supporting Net Zero agenda locally.

If successful with the grant to modernise the interior of the premises we would look into green technology grants for items such as solar panels and possibly an air source heat pump to reduce energy costs and emissions. The building is stand alone and investigation into this would benefit the council who own the building.

Since COVID our advisers have been equipped with IT kit and telephony in order to work remotely when necessary. Some advisers continue to work remotely, and all are experienced in hybrid working. The CAB management are also experienced in remote and hybrid working supervision and have policies in place for hybrid and solo working to mitigate any health and safety concerns. We also have the backing of CAS IT shared services, should there be any IT issues, they can be attended to remotely.

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?

The service provided by the CAB Service is impartial: open to all, without any subjective regard for whether or not the client is deserving. Advisers give information, advice and assistance on any subject.


We are committed to providing equal opportunities in the delivery of our services and will continue to do this from the new premises and with the assistance of the new equipment. The marketing and promotional materials will raise awareness of the ethos of our Equality and Diversity policy, which is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.


Adhering to the principle of impartiality means that we will provide impartial information to clients from the new premises, utilising the hardware and marketing solely on the basis of its potential usefulness to the client – we will not select the information in order to conform to any particular point of view. All representations made on behalf of clients should faithfully attempt to express the client's own intentions and point of view.

We ensure impartiality by providing training to all new staff and volunteers as part of our induction courses and within the organisational culture. We do not exclude any category of client or enquiry and we treat everyone according to their individual needs and we are non-judgemental.

4.8 All applicants are required to provide a statement on how the organisation is committed to advancing the [Fair Work First Policy](#) including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.

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

 FWF statement and declaration template.c	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <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"/>
How many people do you employ or how many volunteers do you have?	7 paid staff, 7 volunteers, + 8 Volunteer Directors on our Board
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>Only capital funding is available in this round. Revenue costs cannot be funded via the CRF grant but may be included in the project budget IF the relevant match funding is in place.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div>  CRF overheads and management fees sun </div>		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Office equipment	11x raising desks & 11 ergonomic chairs	Capital	2222
Smartboard		Capital	1029
CAB signage	Externally signage to promote our location	Capital	1260
Waiting room furniture		Capital	791
Projector		Capital	1000
Shredder	Stand alone and cross shredder	Capital	1000
Recycling bins	Internal use	Capital	180
TV	In reception to inform clients of our free services we offer, such as energy, debt, housing and welfare advice	Capital	1000

Branded uniforms	Polo tops and t-shirts for staff & volunteers	Capital	1500
Branded gazebo	External promotion events	Capital	951
Total revenue expenditure			£0
Total capital expenditure			£10,933
TOTAL PROJECT COSTS			£10,933
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide all quotes as supporting documents to this application (as requested at 8.2). Please note that current valid quotes must be submitted no later than 02/06/2025 otherwise your application will not be progressed.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	The refurbishment of the office with the capital funding will be based on quality items from recognised suppliers at a reasonable cost.	
SECTION 6 – MATCH FUNDING (if applicable) Please note match funding for this round is not essential.			
6.1	Match funding details – Match funding must either be confirmed by the time the CRF application is submitted or no later than 02/06/2025. Otherwise, your application will not be progressed.		
Name of funder		Confirmed?	Date Confirmed or Decision Expected
		Amount £	
Muirhall Energy		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	31 st July 2025
		Yes <input type="checkbox"/> No <input type="checkbox"/>	£3,051
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£3051
CRF requested			£7882
Total funding			£10933
6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.	CAB will install all capital equipment at cost itself including electrical items and ensure PAT tested and warranty in place.	
6.4	Please explain why public funding is required to deliver the project.	Unfortunately, we have been unable to secure funding for this project elsewhere – yet evidence shows there is a real need for a building promoting our advice services.	
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining bank balance for our current core running costs	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Restricted funds are for 3 months running costs only.	

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?	Highland Council proposed the relocation of our services and support 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?	We are a charity and this is not in our constitution to do so.
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?
Highland Council – Core Services, Annual	01/04/2024	£99422	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Government – Money Talk Plus	01/04/2024	£35544	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CAS – Energy Saving	01/04/2024	£18305	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council – CRF	01/04/2024	£12509	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
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<p>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.</p> <p>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.</p>	
<p>Signature:</p> <p>Print:</p>	<p>Date: 31/05/2025</p>

Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Partnership agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Reason for missing documentation:		

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

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

Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement

- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

1.5	Project costs	Total project cost	£67,814.50
		Match funding	£18,000
		CRF grant requested	£49,814.50
1.6	Start date	October 2025	
1.7	End date (<i>max 12 months from start date</i>)	June 2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

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 28th July 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	CRF 4091
1.2	Organisation	Dunvegan Community Trust SCIO
1.3	Project title	Community Transport- Phase 1
1.4	Summary of project you wish to be funded (max 250 words)	<p>We are seeking funding to purchase a new community minibus for North West Skye and embark on a training programme which will future proof the service currently offered to local groups, and allow for further development.</p> <p>In 2024, Dunvegan Community Trust took over the management of the Community Minibus from the NW Skye Minibus Association , which was a declining organisation, struggling to recruit committee members and efficiently publicise the bus as a community asset available for hire by local groups. Our current bus is a 2013 model, which is increasingly bedraggled and rusty with high maintenance bills associated with its age. It suffered from a lack of maintenance under its previous management, and unfortunately the wheelchair lift is broken, so not providing the accessible transport we need in our area. We would like to apply for funding for a new accessible Minibus, with greater seating capacity, to serve the needs of the community, and form the first step in developing a Community Transport Project.</p>

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Dunvegan Community Trust SCIO
2.2	Address and postcode	% Ardmore, Dunvegan, Isle of Skye IV55 8ZH
2.3	Main contact name	

2.4	Position in the organisation	Development Officer	
2.5	Contact number		
2.6	Email address		
2.7	Website address	www.dunvegantrust.co.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		X	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC052078	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No X</p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		X	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	IV55 8GU
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No X
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes X No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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 type="checkbox"/> <div style="text-align: right;">Years Months</div>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	

3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input 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.
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Activity name	Achieve by (date)
Purchase of New Minibus	Click or tap to enter a date.
MiDAS Training	Click or tap to enter a date.
Driving Assessors Training	Click or tap to enter a date.
	Click or tap to enter a date.
	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?
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Dunvegan Community Trust (DCT) serves the Dunvegan Community Council (DCC) area, and has 127 resident, voting members. Dunvegan is also a centre for employment and public services, and DCT has 51 non-voting associate members from surrounding areas. Our existing minibus is well utilised as an asset, and essential to the many community groups operating in the area. All drivers of the bus are members of Dunvegan Community Trust, and are on our volunteer driver register, and comply with the driving criteria set out by our insurance and the Section 19 permit. The minibus is used by the following groups on a regular basis:

- Dunvegan Primary School
- Dunvegan Church of Scotland
- Duirinish Free Church
- North West Skye Football Club
- NW Senior Citizens Lunch Club

We are also in the process of developing our Community Action Plan for the area, including a community survey which had a response rate of 40% of Dunvegan Community Council resident households. While we are still in the process of analysing the data, and not formally reporting on its findings until later this year, we can share some of the relevant statistical data:

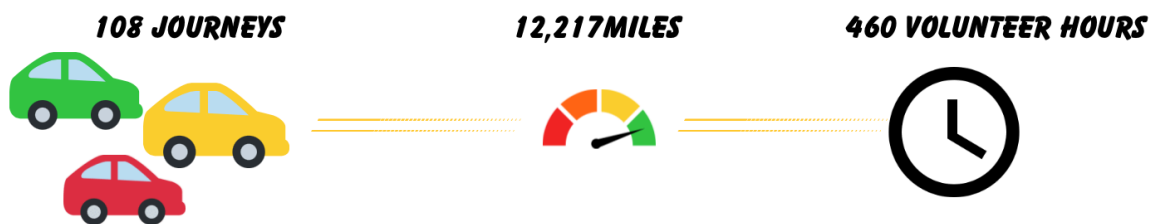
- Our population is aging, more rapidly than the rest of the island- in fact NW Skye is officially designated as a 'fragile' area, according to recent Scottish Government Research along with Raasay and North Skye- though in terms of change in age, we are outperforming both;
- 75% of the respondents said they make the 50+mile round trip to Portree on at least a weekly basis;
- 50% said they would need to rely less on their car in the next 10 years;

- 40% said they have a car, but it is difficult/expensive to get where they need to go;
- 70% said they did not know how they would manage if they became unable to drive.

Our minibus was off-road for 2 months in the last 12 due to age-related maintenance issues and waiting to be seen by our busy local garage. In the 10 months the minibus was available it carried 419 passengers over:



This has saved the area time, money and emissions relative to comparable car journeys:



These trips don't just have an environmental cost - they have a financial cost. Without us maintaining the minibus service *even just as it is* that is £5497 in journeys, according to HMRC mileage rate, or £9200 in 'dead' time driving. With a larger bus, we could save further car journeys, particularly for the school and sports teams who often take a car in addition to the bus. We would also like to build on our existing service by recruiting more drivers, extending the use of the bus to include a weekly shopping trip to Portree, and advertising more widely to local groups in the area. Being able to access Midas assessments locally will make recruiting drivers much easier and less expensive, as well as upskilling the community.

	<p>(b) Has this need been recognised in a local place plan?</p> <p>No, but DCT are in the latter stages of developing a Community Action Plan for the Dunvegan area. We have developed this plan in such a way as it can be easily registered as an LPP without the duplication of too much work.</p>
<p>4.3</p>	<p>How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2</p>
	<p>Although the minibus itself is in need of replacement, it is a long established, well-used community asset. We have included letters of support from Duirinish Free Church, Dunvegan Primary School, ATLAS Arts, Dunvegan Community Council, NW Skye Football Club and the Skye Running Club. We have also secured funding and support from the neighbouring Struan Community Trust, which demonstrates their recognition of the minibus as a valuable asset to the NW more widely.</p> <p>Over the course of our Community Action Plan research, barriers to transport have come up as an issue in every face to face event we have held, and was strongly cited in our community survey report. We had an exceptional response to our community survey, which had a response rate of 40% of resident households (this % takes into account a reduction for multiple responses from some households). Public transport links to the NW are poor, with the public bus route between NW Skye- Portree terminating at Dunvegan, and Glendale only being served by the School bus on school days and during term time. In looking at alternative transport options for the area within our Action Plan work, support for new uses of the community minibus was at 98% of respondents. The minibus is only part of the picture in our work towards developing a transport strategy for the area - but it addresses a critical need in a 'rural and remote' area like ours, where accessing many basic facilities (supermarkets, swimming pool, cultural and leisure activities) require long journeys. The community minibus gives us the opportunity to turn 'dead time' travelling into a social activity in itself, while reducing the financial and environmental costs of individual journeys in one's own car.</p> <p><i>"Dunvegan Primary School uses the Dunvegan Community Minibus many times during the course of an academic year to transport pupils to and from lots of events across the island, and it really has been invaluable to us. If DCT were to purchase a new minibus it would be so handy if it was a larger capacity bus. Currently we still have to transport some pupils in staff cars to these events as there are not enough seats on the current bus."</i></p>

Currently, staff have to put business car insurance onto their insurance policies to be able to transport children, if there is no room on the bus. We have recently had a number of staff who do not want to do this as the cost has rocketed, which then has a knock on effect on the amount of options available. So a larger capacity bus would be fantastic for us.”

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 our project easily aligns with 4 of the CRF’s main strategic objectives, increasing community resilience is an overarching aim of this project.

Our community is aging, more rapidly than the rest of Scotland, Highland, the Western Isles and even the 2 other designated ‘fragile’ areas in Skye. We are a ‘remote and rural’ area served by poor public transport links where the vast majority of us need to travel long distances to access services. A high majority of our population do not know how they would manage if they became unable to drive (70%), and many of us will need to rely less on our car in the next 10 years (50%). This is a major issue in terms of our resilience, and it is this precariousness which this project addresses.

The short term **outputs** will be:

- We will have a modern bus, with lower emissions and a greater seating capacity. The bus will be reliable, scrupulously maintained, and will be available for use all year.
- We will provide up to date midas assessments for all active volunteer drivers. We have included in this application funding for an initial 10, but will self fund more if necessary.
- We will recruit and train a member of the community to undertake Driver Assessor training, in return for 2 pro bono Midas assessments per year. We will pay for additional Midas assessments if necessary to ensure active drivers are assessed.

Medium Term outputs

- We have a greater pool of active volunteer drivers
- The minibus will be available for use more weeks of the year
- We have established a weekly shopping trip to Portree, which is part of our ongoing communications with the community. We will encourage other groups to use the bus, for example a leisure group to visit the swimming pool.
- The minibus will serve a greater number of groups and range of people

Our short term outputs will be straightforward to measure.

We will measure our Medium term outputs by:

- monitoring the mileage of the minibus and comparing it to previous years of the minibus use
- Monitoring and comparing miles saved if an equivalent number of cars were making comparable journeys
- Monitoring and comparing numbers of Active users
- Monitoring and comparing use by existing and new groups.

These findings will be reported at committee meetings and to any funders who request them, as well as publishing on our website.

(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?

This project forms a key part of what will be a wider transport strategy for the area, which will develop over time.

The minibus is already well used, but a long term outcome will be greater resilience among the community in terms of the risks they face due to an over reliance on their own or family members' cars. This will combat social isolation and the disadvantage residents here face due to our geography. By ensuring the provision of Midas assessments locally, we will upskill the community and ensure more people feel confident hiring and driving the minibus. This will enable us to establish a regular group of volunteer drivers willing to commit to scheduled trips to Portree and Inverness, which can be further developed into other parts of a transport policy in the future.

4.5	How will the project be supported/maintained/sustained after CRF funding?
	<p>Since taking over the management of the minibus in 2024, we have implemented the necessary regime of servicing, safety inspections and Section 19 permit compliance.</p> <p>The minibus has just covered its costs this year so far, despite a year of high maintenance costs (£2584), due to lack of these regular services and inspections in previous years, and the age of the vehicle. It has had an income of just over £3000 raised by a 80p per mile charge for hire, which is set to cover costs. In addition to this we also frequently undertake fundraising events, our most recent fundraiser raised £1000 towards the minibus maintenance funds. Dunvegan Community Trust is committed to maintaining a mini bus in the long term as a much needed community asset, and contracts staff to manage the bus and its bookings as well as scheduling inspections and repairs. A new bus would enable us to market it more widely to local groups, with the confidence it will be available and in good condition, as well as having fully operational accessibility equipment.</p>
4.6	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
	<p>We have NOT opted for an electric minibus in this case. Under Section 19 Legislation, a D1 license is not required as long as the driver is a volunteer, fulfils specified criteria AND the bus is not above 3500kg (4250kg incl accessibility equipment). Electric minibuses are heavier, and to still qualify for that exemption, the max passenger capacity we could achieve with an electric minibus would be 8. Severely restricting either our driver pool in terms of who could drive the bus OR the number of passengers it could transport would be detrimental to its users, severely restricting its impact and usefulness. 80% of the journeys in the last year have carried more than 8 passengers.</p> <p>Additionally, the bus is often used by large groups travelling long distances, and we feel restricting the drive time with charging limitations would really impact its use and be counter productive, resulting in more cars needing to make long journeys.</p> <p>To mitigate some of the environmental costs of this approach, we are also looking into the option of a smaller electric community vehicle to be used both for smaller groups which would otherwise use the minibus at reduced capacity, and also to encourage and develop formalised carsharing in an electric vehicle, which is outwith the spending power of many people locally.</p> <p>We are currently working on a separate feasibility study into developing a transport strategy to assess the potential of:</p> <ul style="list-style-type: none"> • transporting individuals to and from medical appointments; • a shuttle bus which could connect our townships with the main village, and the peripheral housing developments with the village centre and its services;

- a shuttle bus to connect visitors with popular destinations like Coral Beach and Dunvegan Castle, easing congestion and reducing the number of cars on the road. We have high hopes that this feasibility study will demonstrate that such a shuttle could subsidise community routes around our satellite townships, connecting local people without access to public transport to the main transport routes and the facilities located in Dunvegan Village.

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?

The minibus as an asset is in place to combat the disadvantage faced by people who live in a rural area and struggle to access services and facilities that people and groups in more urban settings take for granted. Accessibility is a huge issue for the bus, and the current minibus is not suitable for its purpose. We want to make sure people with mobility issues can use the bus to get around the island to access services and social activities and this would be made possible in a new minibus with up to date accessibility equipment. We also want to make sure people know the bus is available for use, and its purpose - to address rural barriers to transport - will be written into our constitution at the next AGM. As all drivers are volunteers and members of the trust they are subject to our Equalities policies, which promote inclusion, fairness and respect. Our staff and committee are keen to see the bus used by as many groups as possible to ensure it creates maximum positive impact.

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.x

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 ☐ DCT is not currently an employer, but we are actively

	receiving HR and Accounting support to register as an employer. We will pursue Living Wage Accreditation after this registration
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?	We are not registered employers, but are looking into registration currently. We currently have 2 self employed contracted staff and c.20 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1 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 sur

Budget Heading	Detailed Costs	Revenue/Capital	Amount
New Minibus	Cost of new accessible minibus including VAT	Capital	59254
Midas Assesment Costs	8 Standard Midas Assesments (£120 ea plus VAT)	Revenue	1152
Midas Assesment Costs	2 Accesible Midas Assesments (£200 ea plus VAT)	Revenue	480
Midas Assesment Costs	Travel (250 miles @45p per mile- £112.5) Subsidence (£30 x 2 days - £60) Accommodation (£100 x 1 night)	Revenue	272.50
Driver Assessor Training	3 day course in Edinburgh Training Fee - £750 plus VAT	Revenue	£900
Driver Assesor Training Costs	Travel - 525 miles @ 45p per mile- £236 Subsidence - £30 x 4 days - £120 Accommodation (£100 x 4 nights)	Revenue	£756
Management Fees	Internal management/admin fees of staff:	Revenue	£5000

Total revenue expenditure			£8560.50
Total capital expenditure			£59254
TOTAL PROJECT COSTS			£67814.50
Is VAT included in these costs?			Yes X No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes X No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Yes X No <input type="checkbox"/> Please provide any quotes as supporting documents to this application .		
5.3	Please explain how your project will achieve value for money. We sought 3 quotes for the minibus, and we have opted with the lowest quote, which was our preferred quote anyway. By providing Driver Assesor Training to a person to enable them to carry out Midas Assesments locally we will save ourselves money in the long term as well as facilitate a valuable service for the island.		
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
Dunvegan Community Trust contribution		Yes X No <input type="checkbox"/>	1/7/25
Struan Community Trust		Yes X No <input type="checkbox"/>	23/7/25

	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Total match funding	£18000
		CRF requested	£49814.50
		Total funding	£67814.50
6.2	Will the project involve “in kind” support?	Yes x No <input type="checkbox"/>	
6.3	If yes, please detail.	The Minibus project depends on the volunteers who drive the bus, and give their time for Midas Assesments. Although Dunvegan Community Trust does contract staff, the board is entirely voluntary members, who give their time to oversee the trust activities	
6.4	Please explain why public funding is required to deliver the project.	The Community Minibus provides a valuable service to the area and its groups and residents, including to Dunvegan Primary School. It delivers on CRF objectives. Dunvegan Trust manages a portfolio of projects in the area to develop and regenerate the community - including the purchase of a building to develop as a community hub, the developemnt and management of Dunvegan Community Park, and we are also working towards purchasing land and buildings for affordable housing and woodland crofts. Dunvegan Community Trust receives and distributes Community Benefits from the Ben Aketil Windfarm, with a policy of distributing 50% through grant giving, as per our constitution, and 50% to be spent on driving our own projects forward. Without public funding this project will not be able to proceed.	

6.5	Please explain what the remaining bank balances are for in your accounts.	In addition to managing and developing the projects listed above, we are also committed to other future projects in the area, such as the new Community Pitch, which is part of the Dunvegan Masterplan. This will be our most expensive project to date, and will require significant capital expenditure.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	As per our Financial Policy, The trustees have set optimal unrestricted reserves at £20,000 (which equates to approximately 6 months unrestricted expenditure.) This level will be reviewed upon the imminent completion of the purchase of the buildings for the community hub. Our unrestricted reserves sit at £13650 as of the end of our last financial year - and approx £16000 at time of writing
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/A

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The income generated from the minibus hire costs will be reinvested in the minibus project to cover inspections, MOTs, insurance and repairs. These are inline with the conditions of our Section 19 Permit.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	We have included letters of support from key community groups, including the Community Council. The minibus is an asset which benefits the people who live here, and it does not disadvantage local organisations or businesses.
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?	This project recoups its costs, but does not generate excess income, so a loan would be inappropriate. DCT will be taking out loans for other projects like the hub and community owned housing.
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?
CLLD Funding - Tool Library	30/6/25	7279	No X
CLLD Funding - Transport Feasibility Study	24/6/25	9960	No X
Scottish Land Fund Stage 1	27/3/25	9520	No X
CRF Funding - Community Park	3/5/24	37500	No X
UKSP - Community Park	3/5/24	40000	No X
CRF Funding - CAP	5/9/24	5000	No x
CRF Funding Affordable Housing	6/9/24	12570	No X
Scottish Land Fund Stage 1 Grant	30/1/2024	£6725	No X
Scottish Land Fund Stage 2 Grant	12/3/24	£361096	No X
Local Amenity Funding - Highland Council	29/2/24	£30393	No X
Scottish Land Fund Stage 1	8/9/2023	£16794	No x

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: 27/7/25

Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input type="checkbox"/> No <input type="checkbox"/>

2	Annual financial accounts – latest available.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Valid quotations or estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input 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 28th July 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	CRF4100
1.2	Organisation	Broadford and Strath Community Company
1.3	Project title	Camping Skye and BSCC Renewables Project
1.4	Summary of project you wish to be funded (max 250 words)	<p>Strath Leisure T/A Camping Skye is a community owned campsite and the trading arm of Broadford and Strath Community Company (BSCC) a volunteer run charity in South Skye. Camping Skye was built in 2017 / 2018 and due to funding constraints we were unable to install the energy saving measures that had originally been planned. Fast forward a few short years this is having an impact in a number of ways. It is affecting our journey to becoming a <u>net zero organisation</u> and it is also impacting the <u>financial support</u> our trading arm can provide to our charity.</p> <p>The project we are seeking funding for is for the purchase and installation of the following capital equipment for Camping Skye:</p>

		<ul style="list-style-type: none"> • Heat recovery system • Solar PV • Battery storage <p>In parallel we will carry out ongoing technical improvements such as passive and LED lighting.</p> <p>The project detailed above will support our net zero ambitions with an anticipated reduction in our carbon footprint of 40% by tackling both Scope 1 and 2 emissions. It will also <u>reduce costs</u> for our trading arm thus increasing funding for charitable purposes. It is expected that the charitable donation from SL to BSCC will increase by up to 35% with a reduction in energy costs due to installation of the above measures.</p>	
1.5	Project costs	Total project cost	£70,000
		Match funding	£20,000
		CRF grant requested	£50,000
1.6	Start date	Click or tap to enter a date. 01/11/2025	
1.7	End date (max 12 months from start date)	Click or tap to enter a date. 1/2/2026	
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	Broadford and Strath Community Company	
2.2	Address and postcode	c/o Tigh na Bruaich Torrin Broadford Isle of Skye IV49 9BA	
2.3	Main contact name		
2.4	Position in the organisation	Community Coordinator	
2.5	Contact number		
2.6			
2.7	Website address	www.broadfordandstrath.org	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity

		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Company SC246279, charity SC034829	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	BSCC cannot reclaim VAT itself but we are part of a VAT group with our trading company Strath Leisure, who will be responsible for construction and management of the equipment facilitating the reclaiming of the VAT. This is the financial model, approved specifically by HMRC, used to establish the Campsite and Broadford Public Toilets.	


SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Broadford, Isle of Skye, IV499DF
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <div style="text-align: right;">Years Months</div>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input 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	
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4.1	List the main activities required to deliver the project including timescales.	
Activity name		Achieve by (date)
Installation of heat recovery system		01/02/2026
Installation of solar pv		01/02/2026
Installation of battery storage		01/02/2026
Installation of technical improvements including passive and LED lighting		01/02/2026
		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 need for local renewable energy solutions has been on our wish list for a long time. We see energy costs spiralling with Broadford and Strath facing some of the highest energy charges in the UK. These spiralling energy costs reduce the funds that would otherwise be available for our community to further our charitable aims. These funds are essential in supporting job opportunities, current and future projects and ongoing development.</p> <p>Broadford and Strath according to the Scottish Index of Multiple Deprivation SIMD is not deprived however our local markers indicate a very different story. We know through the DWP that in fact there is more child poverty in South Skye than in some areas of central Glasgow. It should be noted that the Scottish Government acknowledge that the SIMD does not work for rural areas. As a community the more funds we can directly and indirectly raise locally the more direct benefit we can make in our community. Economic stimulation is vital to rural communities like ours.</p> <p>BSCC and Strath Leisure have recently undertaken an energy efficiency assessment for the organisation supported by Business Energy Scotland. In tandem a volunteer director has been working with the Carbon Springboard programme based at the Edinburgh University Climate Institute. This work has enabled us to develop our net zero plan drawing on best practice from other similar businesses / organisations. These reports have shown us how to reduce our carbon footprint by up to 40% promoting the potential of a just transition to net zero. This is critical to creating a more resilient and prosperous community.</p>		
	(b) Has this need been recognised in a local place plan?	
<p>BSCC and the Broadford and Strath Community Council have recently carried out a Local Place Plan which highlighted the need and desire for small scale renewable projects to support our community transition to net zero. A link to our registered Local Place Plan can be found below:</p> <p>https://www.broadfordandstrath.org/project/local-place-plan/</p> <p>We know through consultation that all age groups in the local community have strong concerns for the environment and climate change. We are also seeing an increase in the number of our visiting population who are mindful of the environmental impact they are having and their eagerness to reduce their carbon footprint. Staying at a community owned campsite using <u>renewable energy</u> will become a key marketing strategy for Camping Skye.</p> <p>The Skye and Raasay Future, SARF, also highlights the absolute need and challenges we have here on Skye in terms of climate change:</p> <p>"It is essential that all committed projects under the Skye and Raasay Investment Programme contribute positively to national climate change ambition, either by actively reducing the emissions generated by Skye and Raasay, or by helping to prepare the islands for the impacts of a changing climate. Taking cognisance of climate change in all project work will provide confidence to potential funders that Skye and Raasay are taking their climate commitments seriously and will help to unlock investment routes which would otherwise be closed."</p>		

Overall, it is essential that we are responsive to the current and future environmental needs of our local and visiting community. Decarbonising our community is not a desire but a need.	
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>Our community has highlighted their desire for use of small scale, community owned renewable projects that directly benefit the community. This has been shared through the Local Place Plan consultation process and through various other environmental working groups.</p> <p>Our project not only contributes to our own local net zero plan but also wider national net zero carbon targets.</p> <p>We are also working with our local village hall supporting them through their journey to net zero. We will continue to knowledge share with other groups and individuals as we have done with other projects.</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 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 checked="" 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>Immediate and short-term outputs:</p> <ul style="list-style-type: none"> • Reduction in carbon footprint • Reduction in carbon emissions – 40% • Reduced energy costs – c.£30K • Increase in local development including: <ul style="list-style-type: none"> • Community wealth building and using local contractors where possible • Increase in charitable activities due to additional funds being available • Local awareness of renewable project • Less reliance on traditional, costly energy sources <p>These outputs will be measured by:</p> <ul style="list-style-type: none"> • Tracking and comparing energy costs pre and post project development • We will be using the Givenergy app to track performance in real time • We will have the capacity to track Half Hour data • We will have access to detailed heat maps of consumption 	
	(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?
<ul style="list-style-type: none"> • A measurable carbon reduction and financial contribution for the next <u>10 years plus</u> which will support a wide range of community projects by generating additional community benefit in line with inflation • With additional funds there will be an opportunity to employ local youths at weekends / holidays for work experience • Improved visitor satisfaction through our ratings and positive comments • Improved visitor satisfaction through our environmental measures • Existing and additional community projects supported 	

	<ul style="list-style-type: none"> Strengthening the confidence of the charity to invest in some longer-term projects such as woodland and paths to create a measurable social value
4.5	How will the project be supported/maintained/sustained after CRF funding?
	<p>To date this project has been self-funded. There has been a substantial amount of work carried out to get to this stage. There has been support from our volunteer director, community coordinator and Camping Skye manager and invaluable support from Business Energy Scotland and the Carbon Springboard programme based at the Edinburgh University Climate Institute.</p> <p>Following on from installation of our Heat recovery system, solar pv and battery storage the monitoring of the equipment will become the responsibility of the Camping Skye team who will put systems in place to ensure the smooth running of the equipment. The team will carry out maintenance checks as instructed by the MCS registered contractors. Following an ITQ process we have identified a local contractor who, should fundraising be successful, will be awarded the contract. The contractor has confirmed they can have equipment on site to start in November 2025 and will complete within a two-month work window allowing for weather delays. Using local contractors will ensure an efficient service and should we have any issues in the future there is clear benefit to having the installers on the island.</p>
4.6	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
	<p>A commitment to the environment is core to Broadford & Strath Community Company's long-standing mission: to improve the natural and built environment of Broadford and Strath, and ensure it is a desirable place in which current and future generations enjoy living, working and spending time.</p> <p>Mitigating negative environmental impacts is the essence of this project. Where possible we will use local contractors to reduce travel miles and to support our community wealth building ethos. The contractors have confirmed that they can complete the installation of the proposed renewable energy measures over the winter months, subject to confirmation of funding, ensuring we start the new year with all new energy saving measures in place supporting our net zero aims.</p>
4.7	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups?
	<p>Broadford and Strath strives to be an inclusive community and our projects are for all of the community to enjoy. We do our best to ensure that people are treated equally and fairly in all activities and have an equal opportunity to make the most of their lives and talents. Broadford & Strath Community Company believes that no one should suffer less favourable treatment on the grounds of age, race, class, gender, gender identity, religion / belief, sexuality and disability. Our Equal Opportunities Policy set out the steps we are taking to promote equality of opportunity and access, eliminate discrimination, and provide positive action.</p> <p>In developing the project we have considered the following:</p> <ul style="list-style-type: none"> We will knowledge share and give confidence to local groups and individuals encouraging further local renewable energy installations – incredibly important in our rural area as evidenced in our Local Place Plan Off season installation so access issues will not be an issue for any of our visitors Equipment will be sited to avoid compromising access Contractors will have equal opportunities policies The installation of energy saving measures will allow us to keep prices reasonable ensuring that sustainable tourism is inclusive. When energy saving measures are installed there will be additional funding available. We will prioritise these additional funds and direct to projects that support vulnerable groups in our area. This will include:

<ul style="list-style-type: none"> o Flourish – mental health and wellbeing group o Corry Capers – outdoor learning o Community Garden – accessible garden providing space for our local and visiting community o Path network o Smaller local charitable groups needing additional and specific support - in particular those that support health and wellbeing o Work experience and volunteering providing CV building opportunities 	
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> <p> FWF statement and declaration template.c</p>
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"/>
How many people do you employ or how many volunteers do you have?	BSCC: Freelance: 7 PAYE: 7 Part-time posts
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 type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<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>
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CRF overheads and
management fees sun

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Building works	Purchase and installation of heat recovery system, solar pv and battery storage	Capital	66,550
Additional works	Installation of technical improvements including passive and LED lighting	Capital	3450
Total revenue expenditure			£
Total capital expenditure			£70,000
TOTAL PROJECT COSTS			£70,000
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 checked="" type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	With support from Business Energy Scotland we have sent out an Invitation to Quotes to 5 contractors on the MCS website including one local contractor. Two of these contractors supplied a quote and after review by a volunteer director and Business Energy Scotland we believe we have secured the best value contractor to carry out the work pending funding. This contractor is a local contractor. Development of the project has been self funded to this point.	
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
SSEN (Please note that should this funding not be secured the project can be phased to allow other measures including solar pv and battery storage to progress)		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Oct 2025
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total match funding			£20000
CRF requested			£50000
Total funding			£70000
6.2	Will the project involve “in kind” support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.		Management input by volunteer directors – value c.£3000
6.4	Please explain why public funding is required to deliver the project.		Without CRF funding we will not be able to deliver the project.
6.5	Please explain what the remaining bank balances are for in your accounts.		The balances in our Unrestricted account have been fully allocated in our annual budget grouped into: Legal and statutory requirements / Insurance / Accounting / Audit / support for those ongoing social project commitments that are difficult to obtain external funding.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.		As above.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.		N/A

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input 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?	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?	Success with this application would mean benefits will be accruing for the community from day one. We already have one outstanding loan concluding next year.
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?
HIE; Highland Council: Comfort Scheme, Highland Coastal Communities Fund, Community Mental Health & Wellbeing Fund, Nature Restoration Fund, HERO, Rural Tourism Infrastructure Fund, HOPE; National Lottery Community Fund	2021-22	£98,363	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Govt: DTAS Cost of Living Fund, NCLF, KSB, Pockets & Prospects, Inspiring Scotland; HIE; Highland Council: Place Based Investment Fund, RTIF, HERO, HCCF	2022-23	£311,580	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
NLCF, Scottish Land Fund, Highland Council: Comfort Scheme, Rural Tourism Infrastructure Fund, Town Centre Fund, Place Based Fund, Community Regeneration Fund, HIIF, HIE, Keep Scotland Beautiful, Pockets & Prospects, Sustrans, Stafford Trust, Crown Estate, D'Oyly Carte.	2023 - 24	£ 682692.93	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>		
Signature: Print: Director BSCC		Date: 27/07/2025

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 checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
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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	Valid quotations or estimates	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

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

Please ensure you have labelled the supporting documents as per 8.2 of the guidance note:

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:

- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

Appendix 2 - Project technical assessments - RAG Summary Spreadsheet																
Isle of Skye & Raasay Committee - 01 September 2025																
Ref No	Organisation	Project title	Project description	Total project cost	Grant Requested	% 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
4083	Skye and Lochalsh Citizens Advice Bureau (CAB)	Relocation of Citizens Advice Skye and Lochalsh	Skye & Lochalsh CAB have been successful in securing a lease of 'The Annexe' in Portree. The increased size of building and technology improvements will allow for more clients to receive advice via various multi-channel approaches, including face-to-face meetings. This project specifically looks at purchasing office equipment required for the new office as well as a branded gazebo and branded uniforms for attending events and increasing awareness of CAB services across Skye.	£10,933.00	£7,882.00	72%										
4091	Dunvegan Community Trust SCIO	Community Transport - Phase 1	Dunvegan CT are seeking funding to purchase a new accessible community minibus for North West Skye and embark on a training programme which will future proof the existing service currently offered to local groups, and allow for further development as part of a wider Community Transport project. The current bus is a 2013 model, which is increasingly bedraggled and rusty with high maintenance bills associated with its age.	£67,814.50	£49,814.50	73%										
4100	Broadford and Strath Community Company (BSCC)	Camping Skye and BSCC Renewables Project	Purchase and installation of a heat recovery system, solar PV and battery storage, as well as passive and LED lighting at Camping Skye in Broadford. The site is operated by Strath Leisure Ltd., a trading arm of BSCC. The project will support BSCC's net zero ambitions and will also reduce costs for Camping Skye thus increasing funding for charitable purposes. It is expected that the charitable donation from SL to BSCC will increase accordingly with a reduction in energy costs due to installation of the above measures.	£ 70,000.00	£ 50,000.00	71%										

NOTE - RAG assessment criteria scoring. Red Amber Green ratings are based on information provided during the application process and are provided as a guide only. The ratings are converted into scores as follows: Red - 1, Amber - 2, Green - 3. This allows a total score for each project to be provided. All projects presented above are eligible for funding. Where a project has been awarded Red or Amber against any criteria, this does not reflect an eligibility issue but does flag up that there are outstanding concerns, or that only brief information was provided within the application. If Members wish to approve projects that have Red or Amber ratings then we would seek to address these concerns by applying technical conditions to any funding award made.