

The Highland Council

Agenda Item	5
Report No	WRSL/22/25

Committee: Wester Ross, Strathpeffer & Lochalsh

Date: 3 November 2025

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

- 1.1 To present current funding requests to the Wester Ross, Strathpeffer & Lochalsh Community Regeneration Fund (CRF) allocation for discussion and decision by Members.

2 Recommendations

- 2.1 Members are asked to:-

- i. **Consider** the CRF applications presented and agree whether to approve, defer or reject each application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest or application; and
- ii. **Agree** the approved CRF grant award for each application up to the value of the available area allocation.

3 Implications

- 3.1 **Resource** – Wester Ross, Strathpeffer & Lochalsh area has available remaining funding of £470,808.09 from the current CRF allocation. Applications under consideration total £186,794.32 therefore there are no resource implications in approving the CRF funding award as requested.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

- 3.3 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to advance grant payment. Factors such as past knowledge of and project experience of the grant recipient, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** - No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.5 **Gaelic** - No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.

4 Impacts

- 4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.
- 4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.
- 4.3 A separate screening for impact for each application is not required, however consideration of impacts for equalities, socio-economic impact and consideration of the impact on the individual community is part of the assessment criteria and included within the assessment report; this supports the decision-making process.

5 Background

- 5.1 Community Regeneration Funding is an umbrella term for several funds that are available for communities/organisations to access in Highland. It currently comprises elements of the Highland Coastal Communities Fund (HCCF) and the Place Based Investment Programme (PBIP), both of which are Scottish Government Funding streams to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.

5.2 Broad eligibility criteria for the fund 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 Community Led Local Development funding and were unsuccessful in that approach or have been identified by Members as addressing priorities set out in the Wester Ross, Strathpeffer & Lochalsh Area Place Plan. This is in line with the policy direction set by the CRF Strategic Sub-Group in February 2025.

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

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

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

Previously, Members approved £84,585.71 for five projects at Wester Ross, Strathpeffer & Lochalsh Committee on 4 August, which leaves £470,808.09 available at present.

A total of five applications are under consideration by Members today with a total grant request value of £186,794.32

5.5 The following project was invited to make an application for funding by Members and has asked for more time to develop their application. It will be brought to a future area committee meeting once submitted and assessed as eligible:-

Gairloch Museum – Community Roundhouse Project

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

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

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

Designation: Assistant Chief Executive - Place

Date: 30 September 2025

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

Background Papers: None

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 9am on Monday 15th September 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 4019
1.2	Organisation	Wester Ross Radio (broadcasting as RWR)
1.3	Project title	Community station Refurbishments
1.4	Summary of project you wish to be funded (max 250 words)	Our radio station is at the heart of two rural communities, Gairloch and Ullapool both face challenges that put our future at risk. In Gairloch, the studio equipment is nearly 30 years old, far beyond its intended lifespan. This infrastructure runs continuously and is at imminent risk of failure. Without immediate investment, we face the prospect of being unable to broadcast to communities that rely on us for connection, information, and engagement. Support from this grant would enable us to upgrade our critical equipment and ensure the long-term resilience of our service. In Ullapool the building has been closed and needs reopening, upgrading, and new equipment. This project though, is about much more than technology, it's about keeping our communities connected, giving people a voice, and creating opportunities.

		By upgrading studios with accessible spaces, and new systems like Myriad play out, we'll make it easier for more volunteers to join in, share their stories, and bring local culture, including Gaelic language and religious broadcasting, to the airwaves. Welcoming studios matter. These are places to learn, collaborate, and feel part of something bigger, which is valuable when it comes to people's mental health. We will continue to be a trusted source for local news, emergency updates, and promotion of small businesses, strengthening the economy and resilience of our rural communities. Focused on inclusion, accessibility, and sustainability, this project will build a volunteer-powered media network that preserves culture, fights isolation, and keeps our communities' voices alive.	
1.5	Project costs	Total project cost	£55,259.38
		Match funding	£25,259.38
		CRF grant requested	£30,000.00
1.6	Start date	01/01/2026	
1.7	End date (<i>max 12 months from start date</i>)	31/10/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒	

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Wester Ross Radio Ltd	
2.2	Address and postcode	The Studio, Strath, Gairloch, Ross Shire, IV21 2LR	
2.3	Main contact name		
2.4	Position in the organisation	Station Manager	
2.5	Contact number		
2.6	Email address		
2.7	Website address	www.radiowesterross.scot	
2.8	Organisation type	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):

2.9	Organisation registered number	SC235969 / SC049942	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes ☒ No ☐	
2.11	If the organisation is VAT registered, please provide the number.	GB751 267 27	
2.12	Is the VAT related to the project being reclaimed from HMRC?	☒	Whole
		☐	Partial
		☐	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS			
3.1	Please confirm the location of the project including post code.	Gairloch (IV21 2LR) Ullapool (IV26 2UN)	
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒	
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒	
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐	
3.5	Do you own the land or asset?	Yes ☐ No ☒	
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☒ No ☐ indefinite Years	
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 ☐ No ☒	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

SECTION 4: THE PROJECT PROPOSAL		
4.1	List the main activities required to deliver the project including timescales.	
Activity name	Achieve by (date)	
	Click or tap to enter a date.	
Re-fit of main Gairloch broadcast studio – completion June/July 2026	Click or tap to enter a date.	

Re-fit of Ullapool broadcast studio – completion by Oct/Nov 2026	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?
This project will address the need for connectivity and for employment within local communities and especially within the underrepresented demographic of people aged 16 to 30. Local radio is a powerful tool for building connection and cohesion across the Highland region. In remote and rural areas, where geographic isolation is a daily reality for many, local broadcasting provides a vital sense of belonging. It connects individuals to their wider community, combats loneliness, and ensures people remain informed and engaged with local issues. Our station is the voice and heartbeat of the rural North-West Highlands. We operate from a building in Gairloch, but this gives the Gairloch area of undue prominence, but we want to expand and operate from the old studio in Ullapool. The Gairloch studio limits our ability to deliver inclusive, accessible programming. The Ullapool building has been closed and urgently needs modernisation, new furniture, and a full studio refit to bring it back into use as a community media hub. These issues threaten our ability to provide the essential services rural radio delivers: • Trusted local news and emergency updates. • Cultural programming, including Gaelic language shows, absent from most larger broadcasters. • A platform for local musicians, artists, businesses and community groups. Opportunities for young people and disadvantaged residents to learn new skills and gain confidence. This project is particularly important for young people, who often face limited career pathways unless they move away from the area. By providing skills development and real-world experience in media, the project offers an alternative route, allowing young people to stay, contribute meaningfully, and help shape the future of their communities. By improving facilities, we will strengthen community resilience, boost local pride, preserve Gaelic heritage, and support economic growth by promoting local businesses and events. This project is not just about technology, it is about safeguarding our ability to serve, connect, and empower the communities of Gairloch, Ullapool, and beyond. The upgrade creates opportunities: • Reopening Ullapool will restore a vital community hub in an area with no current local radio facilities. • High-speed connectivity will expand our reach through online streaming, allowing Highland voices to be heard nationally and globally. • Voice tracking will enable rural volunteers to take part remotely, while the physical studios will remain essential spaces for training, creativity, and collaboration.	
	(b) Has this need been recognised in a local place plan?

This project directly supports the priorities outlined in several key local development strategies, including the Gairloch and Lochewe Place Plan and the broader Wester Ross, Strathpeffer, and Lochalsh Area Place Plan. A recurring theme across these plans is the need to create more local employment opportunities particularly for young people leaving school.

Radio Wester Ross is committed to helping all members of our communities reach their potential within broadcasting. As young people are currently underrepresented in Highland-based media roles, we aim to provide them with opportunities to pursue media-related careers without the need to relocate away from their families, support networks, and home communities.

According to the Gairloch & Loch Ewe Community Action Plan, secondary-age children in the region face limited opportunities to socialise due to geographic isolation, an issue that can negatively affect both academic outcomes and emotional wellbeing. In this context, the development of a local radio station offers a unique and valuable opportunity. Through tailored programming, training initiatives, and community events, the station can become a dynamic platform for young people to connect, collaborate, and express themselves. This engagement fosters a stronger sense of belonging while building essential life skills in communication, digital media, and teamwork, skills that offer long-term benefits for their personal and professional futures.

The project also strengthens wider community connectivity by broadcasting local news, consultations, and grassroots initiatives, giving residents a voice in shaping their communities and responding to key regional issues, such as the urgent need for affordable housing.

Upgrading our infrastructure will ensure access to professional-standard broadcasting facilities, hands-on training, and real-world media experience. These opportunities will equip participants with highly transferable skills such as public speaking, critical thinking, digital editing, and rapid information processing, enabling them to succeed within and beyond the broadcasting sector.

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

There is strong and clear community support for this project:

Volunteer feedback: Our team of presenters and contributors have highlighted the challenges of working with outdated, unreliable equipment. They want better tools to produce high-quality, engaging content.

Community requests: Residents of Ullapool have expressed a strong desire for a local radio hub since our rebrand extended service to their area. The closure of other regional stations has left a noticeable gap in local broadcasting.

Listener engagement: We regularly receive messages from listeners thanking us for providing vital updates, entertainment, and Gaelic programming. Engagement increases significantly during local emergencies and weather events.

Partnership interest: Local schools, cultural organisations, and community groups have shown interest in using the studios for training, heritage recording, and youth projects once upgraded.

Evidence from other rural stations: Experience across Scotland shows that modernised rural stations can dramatically expand participation, training opportunities, and audience reach.

We can evidence this through:

- Letters of support from local groups, councillors, schools, and businesses.
- Listener feedback records and social media engagement statistics.
- Previous participation levels in training and outreach projects.

Our community knows the value of local radio — and they are telling us, clearly, that they want it strengthened, expanded, and future-proofed.

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.



Increasing community resilience



Tackling poverty and inequality



Addressing causes of rural depopulation



Helping economic recovery and sustaining growth



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?

Immediate outputs (within 12 months):

- Replacement of outdated equipment in Gairloch.
- Reopening of Ullapool studio with modern facilities.
- Installation of Myriad playout system in both studios.

Short-term outputs (within 12 months):

- Increased volunteers activity.
- Local programmes, including Gaelic and youth-led shows.
- Training courses delivered for young people and new volunteers, including news writing and gathering of information, basic editing and programme creation.

Measurement:

- Volunteer sign-up records.
- Number of broadcast hours and new programmes.
- Attendance and feedback from training sessions.
- Listener and social media engagement analytics.

(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?

Outcomes (longer-term change):

- Increased participation in local media by underrepresented groups.
- Strengthened community resilience and connection.

- Greater preservation and promotion of Gaelic language and Highland culture.
- Boosted local economic activity through business promotion and event coverage.

Measurement:

- Volunteer demographics and retention rates.
- Audience surveys on local relevance and inclusivity.
- Business and event promotion

Legacy:

- A sustainable, volunteer-powered network of two community radio hubs, modern and accessible, serving as training centres, cultural champions, and trusted sources of local information for years to come.

4.5	How will the project be supported/maintained/sustained after CRF funding?
Ongoing volunteer involvement and training will ensure operational resilience. Diversified income through local business sponsorships, community fundraising, and on-air advertising. Environmental initiatives aimed at making the best use of energy-efficient systems in a move to establish self-sufficiency, for example the installation of solar panels and other environmentally considerate sources. Continued partnership with local schools, community groups, and cultural organisations to keep programming relevant and well-supported.	
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.
Installation of energy-efficient equipment to reduce power usage. Use of voice tracking and remote broadcasting to cut unnecessary travel for rural volunteers. Maintain and refurbish existing buildings rather than demolish and rebuild, reducing construction waste, in addition increase insulation to the Gairloch Studio. Recycle old equipment where possible and dispose of unusable items responsibly.	
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?
We have designed the project to ensure no one is excluded: Both studios will be physically accessible.	

Outreach and recruitment will target young people, older residents, people with disabilities, and those from economically disadvantaged backgrounds.

Gaelic programming will ensure language inclusion and cultural preservation.

Volunteer roles will be flexible, with options for remote or on-site contribution.

Training will be designed for varying skill levels, ensuring participation from complete beginners.

Target groups: rural youth, Gaelic speakers, unemployed residents, older people, and individuals from isolated communities.

4.8	All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place. PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.  FWF statement and declaration template.doc	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.		Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?		Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation's website?		Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?		2 paid / 26 volunteers
Do you currently pay the Real Living Wage hourly rate?		Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?		Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?		☒ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☒ Intranet/Online Platforms ☒ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.
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Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.



CRF overheads and management fees sun

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Sonifex S1 Mixer & rack ears	£3870.20 per unit	Capital	£7,740.40
Denon DN-5008D CD Players	£399.00 per unit	Capital	£1,596.00
Studio Desk	£3,500 per unit	Capital	£7,000.00
25 pin D Type	£6.00 per unit	Capital	£12.00
Headphone DA Amp	£69.99 per unit	Capital	£139.98
Mic Live Lights	£35.00 per unit	Capital	£280.00
USB Audio interface	£295.00 per unit	Capital	£590.00
Studio Mics & Isolation pack	£126.00 per unit	Capital	£756.00
Microphone Arm	£70.00 per unit	Capital	£420.00
Studio Payout	£2508.00 per unit	Capital	£5,016.00
Studio PC	£100.00 per unit	Capital	£200.00
Monitors	£96.00 per unit	Capital	£384.00
Keyboard	£8.00 per unit	Capital	£48.00
Dual monitor mount	£82.50 per unit	Capital	£165.00
Aruba JL675A 48-Port Managed GbE PoE + Access switch	£1572.00 per unit	Capital	£3,144.00
Audio data & control wiring	£5000.00 per unit	Capital	£10,000.00
Acoustic treatment	£6000.00	Capital	£12,000.00
Installation	£1750.00	Capital	£3,500.00
Accommodation	£1134.00	Capital	£2,268.00
Total revenue expenditure			
Total capital expenditure			£55,259.38
TOTAL PROJECT COSTS			£55,259.38
Is VAT included in these costs?			no ☐
Can you confirm that the costs above have not already been incurred or committed to?			Yes ☐
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided?		Yes ☐

	Please provide any quotes as supporting documents to this application		
5.3	Please explain how your project will achieve value for money.	This project will deliver long-lasting impact for two rural communities by upgrading the Gairloch studio and reopening Ullapool's studio with modern, energy-efficient equipment. One investment supports both sites, maximising reach without duplicating costs. New technology will last 15–20 years, cut maintenance expenses, and expand volunteer participation through the Myriad playout system and voice tracking. The station will boost the local economy by promoting businesses, tourism, and skills training, while preserving vital Gaelic and community programming. Without this upgrade, we risk equipment failure and permanent loss of local broadcasting, making future recovery far more costly. For a modest cost, this project secures essential services, supports inclusion, and delivers measurable social, cultural, and economic benefits for years to come.	
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
Great Wilderness Challenge		No ☐	October 2025
Badachro Hydro		Yes ☐	March 2025
RWR Reserves from fundraising, advertising, sponsorship and subscriptions		Yes ☐	September 2025
Total match funding			£25,259.38
CRF requested			£30,000.00
Total funding			£55,259.38
6.2	Will the project involve “in kind” support?	Yes ☐ No ☒	
6.3	If yes, please detail.		
6.4	Please explain why public funding is required to deliver the project.	Our reserves do not meet the requirements of studio refits	
6.5	Please explain what the remaining bank balances are for in your accounts.	They are running costs, without which the station will cease to function.	

6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	These are ring fenced for specific transmission work.
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 ☐ No ☒
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?	Without this investment the station will have to stop broadcasting, putting local organisations at a disadvantage, through lack of connectivity and vital dissemination of local information.
7.4	Have you considered taking out a loan for the project?	Yes ☒ No ☐
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes ☐ No ☒
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<i>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> <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>		
Signature: Print:		Date: 01/09/2025

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 ☒ No ☐
2	Annual financial accounts – latest available.	Yes ☒ No ☐
3	Constitution or articles and memorandum.	Yes ☒ No ☐
4	Committee Members or Directors List.	Yes ☒ No ☐
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
6	Valid organisation insurance policy.	Yes ☒ No ☐
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐
8	Confirmation of match funding letters	Yes ☐ No ☐ NA ☒
9	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☒
10	Business plan (income generation projects only)	Yes ☐ No ☐ NA ☒
11	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☐ No ☐ NA ☒
13	Partnership agreement	Yes ☐ No ☐ NA ☒
Reason for missing documentation:		

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 9am on Monday 22nd September 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	CRF4112
1.2	Organisation	Kyle and Lochalsh Community Trust
1.3	Project title	Upgrade of Kyle Public Toilets, Showers and Launderette Facilities
1.4	Summary of project you wish to be funded (max 250 words)	KLCT seeks support to deliver Phase 1 of a three-phase upgrade to the only public toilets, showers, and launderette in Kyle of Lochalsh. These facilities are vital for both the local community and the 70,000+ visitors who use them annually, including tour groups, ferry passengers, train users, and passing motorists en route to Skye. Phase 1 focuses on urgent infrastructure works needed to safeguard the facility and avoid service interruptions during the 2026 tourist season. Works include: Full roof and skylight replacement (preventing further leaks and flooding)

		• New secure folding gate and security roller shutter • Installation of paddle gate system with contactless payment technology • Essential electrical upgrades These improvements will ensure continuity of service, improve safety for staff and users, and generate sustainable income through modernised access controls. Phases 2 and 3 (interior refurbishment and eco-upgrades) will be delivered separately with match funding from HIE and CARES.	
1.5	Project costs	Total project cost	£63,839.32
		Match funding	
		CRF grant requested	£63,839.32
1.6	Start date	01/01/2026	
1.7	End date (<i>max 12 months from start date</i>)	30/04/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Kyle and Lochalsh Community Trust	
2.2	Address and postcode	Toll Office, Kyle of Lochalsh, IV40 8AZ	
2.3	Main contact name		
2.4	Position in the organisation	Trust Manager	
2.5	Contact number		
2.6	Email address		
2.7	Website address	www.lochalsh.uk	
2.8	Organisation type	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☒	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	SC431286/ Charity No SCO43521	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time	

		during the project, you must notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒	
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?	☐	Whole
		☐	Partial
		☒	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Kyle Community Facilities, Station Road, Kyle of Lochalsh, IV40 8AE
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☒ No ☐
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☒ No ☐
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	We anticipate planning permission, building warrant required for the roof replacement. We have an architect. Consents will be secured in time for works to start early 2026 should they be required,

SECTION 4: THE PROJECT PROPOSAL	
4.1	List the main activities required to deliver the project including timescales.
Activity name	Achieve by (date)
	Click or tap to enter a date.
Roof & Skylight Replacement Full strip and replace of roof, including insulation upgrade and new skylight installation. Prevents leaks and flooding; extends building lifespan.	Start: January 2026 (subject to approvals & contractor availability)

	Completion: March 2026 (ahead of Easter and the 2026 tourist season) for this phase
Security & Access Upgrades Install new folding security gate and roller shutter for secure closure. Install paddle gate system with contactless card reader and coin mechanism to improve income reliability and accessibility.	01/03/2026
Electrical & Payment System Upgrades Integrate contactless payment technology and ensure power supply meets requirements. Reduce cash handling and maintenance burden.	01/03/2026
Professional Fees & Compliance Building warrant application, contractor supervision, and compliance checks.	01/03/2026
Low flow tap installation	01/03/2026

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

Kyle of Lochalsh is the **gateway to the Isle of Skye**, with over one million vehicles crossing the Skye Bridge each year and thousands of visitors passing through by rail, coach, and ferry. Despite this, Kyle captures limited visitor dwell time and spend. The community facilities are one of the few reasons visitors stop, making their condition critical to supporting local businesses and Kyle's visitor economy.

The facility is **ageing and under strain**. In July 2024, severe roof leaks caused flooding and forced temporary closure, highlighting the vulnerability of this essential service. Flooring and cubicle panels are worn, and the turnstiles and payment systems are outdated, leading to lost income and maintenance problems.

The local need is clear:

- **Reliable public facilities:** Residents and visitors depend on this service, with over 70,000 annual users.
- **Hygiene and safety:** A high-traffic site must meet modern health and accessibility standards.
- **Economic security:** Closure would reduce visitor dwell time, harming local trade and Kyle's reputation as a tourist stop.

The opportunity:

- **Encourage visitor spend:** High-quality facilities encourage visitors to stay longer and use local shops, cafés, and attractions.
- **Secure operating income:** New paddle gates and contactless payments will stabilise income and cover running costs, enabling a stretch to opening hours.
- **Community pride:** Upgraded facilities will create a welcoming first impression of Kyle and benefit residents year-round.

By acting now, this project can **secure the building fabric, safeguard income, and deliver visible improvement before the 2026 tourist season**, ensuring Kyle can continue to serve as a thriving hub for the community and visitors alike.

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

(500 words max limit)

Yes. The *Lochalsh Local Place Plan (Validated October 2024)* explicitly recognises the urgent need to enhance and upgrade facilities such as toilets and showers within the community to better serve both local residents and visitors.

Through extensive public consultation and the Community Action Plan, local people have identified poor condition of public amenities, hygiene concerns, and reliability as priority issues. Comments submitted during engagement strongly request improvements to toilets/showers, especially given Kyle of Lochalsh’s role as a visitor gateway, and call for the expansion and refurbishment of these essential services.

Specifically:

- The plan lists “facilities such as toilets/showers” among amenities that require attention under infrastructure and essential services.
- Local feedback includes suggestions that the public car park be extended and associated facilities (toilets/showers) be included or improved.
- The plan emphasises the importance of supporting tourism infrastructure, consistent visitor experience, and accessible, reliable public amenities — all aligning closely with what the proposed upgrade will deliver.

This project responds directly to the priorities laid out by the Local Place Plan. It is not only a trust-led initiative but also one rooted in community-identified need, and it stands as part of the broader strategy set out by Highland Council and community partners.

4.3	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2
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(500 words max limit)

There is **clear and documented community support** for the upgrade of Kyle’s public toilets, showers, and laundrette:

Strategic & Community Plans:

- **Lochalsh Local Place Plan (2024):** Identifies toilets/showers as a priority infrastructure need and calls for improvements to facilities to support residents and visitors.
- **Community Action Plan:** Highlights maintaining and improving public services as a key goal, with amenities for visitors and residents central to Kyle’s future development.

Usage & Demand Evidence:

- **Turnstile Data:** 70,000+ users annually, demonstrating consistent year-round demand and confirming that the facility is a vital public service.
- **Visitor Flows:** Over 1 million vehicles cross the Skye Bridge annually. Kyle is a stop for ScotRail, Citylink, Stagecoach, and at least 10 major tour operators — many of whom rely on these facilities as part of their itineraries.

Press Pause – Kyle of Lochalsh (2025):

- Identifies Kyle’s challenge in capturing visitor dwell time and spend despite high through-traffic.
- Calls for improved infrastructure and visitor experience as a way to encourage stopping and spending locally.

- Notes that better public facilities would create a positive impression and support the local economy.

Stakeholder & Business Support:

- Local businesses have confirmed that reliable facilities encourage visitors to stay longer and spend money in shops and cafés.
- Tour operators have indicated the importance of Kyle's facilities as a planned comfort stop. Improved hygiene, accessibility, and reliability will enhance visitor experience.
- Highland Council and HIE have both expressed support in principle, with HIE ready to consider match funding following CRF approval.

Supporting Evidence

1. Lochalsh Local Place Plan (2024) – lodged with Highland Council
2. Community Action Plan link
3. Press Pause – Kyle of Lochalsh (2025) key findings attached
4. Turnstile usage data (2024–25)

This evidence demonstrates that the project is **community-identified, strategically supported, and backed by local stakeholders and users**, making it a high-impact investment for Kyle and Lochalsh.

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.

☒	Increasing community resilience
☐	Tackling poverty and inequality
☐	Addressing causes of rural depopulation
☒	Helping economic recovery and sustaining growth
☐	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?

(500 words max limit)

Outputs from Phase 1 (Jan–Mar 2026):

1. **Roof & Skylight Replacement Completed**
 - *Measure:* Contractor completion certificate and photographic evidence.
 - *Outcome:* Building watertight; risk of flooding/leaks removed.
2. **Security Upgrades Installed** (folding gate, roller shutter)
 - *Measure:* Handover certificate and operational test report.
 - *Outcome:* Improved site security; reduced vandalism and antisocial behaviour.
3. **Paddle Gate System and Contactless Payment Installed**
 - *Measure:* System installation report and transaction testing.
 - *Outcome:* Reliable income collection, reduced maintenance, and better user flow.
4. **Electrical and Compliance Works Completed**
 - *Measure:* Signed electrical test certificate and building warrant compliance.
 - *Outcome:* Facility meets safety standards and is future-proofed for additional upgrades.
5. **Community Communications & Engagement**

- *Measure:* Project updates via KLCT website, newsletter, and social media.
- *Outcome:* Community informed of progress; visible benefit demonstrated.

Short-Term Indicators (within 12 months):

- **Service Reliability:** Zero unplanned closures due to leaks or system failure (tracked by KLCT maintenance logs).
- **User Numbers:** Maintain or exceed 2024–25 user baseline (70,000 users annually) — monitored through new gate counters.
- **Income Security:** Reduction in lost revenue from faulty turnstiles (comparing pre- and post-installation takings).
- **Customer Experience:** Improved visitor satisfaction, measured by informal feedback from tour operators and local businesses.

These outputs will be monitored and reported quarterly to the KLCT Board and funders to evidence impact and ensure lessons are captured for Phase 2 and 3 works.

(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?

(500 words max limit)

Long-Term Outcomes (3+ Years):

1. **Secured, Fit-for-Purpose Facility**
 - Roof replacement and security upgrades eliminate leak-related closures and reduce emergency call-out costs by an estimated **80%** compared to 2023–24.
 - *Measure:* Maintenance logs and annual facility survey.
2. **Financial Sustainability & Income Growth**
 - Contactless paddle gates and improved access control projected to increase net income by **10–15%** per year, reducing cash loss and downtime.
 - Combined with planned price rises and modest **+3% annual user growth**, the facility is projected to move from break-even to generating a surplus across all three years (per P&L forecast).
 - *Measure:* Monthly income reports and comparison against 2024–25 baseline.
3. **Improved Service Reliability**
 - Unplanned closures expected to drop from **3+ per year to zero**, protecting over **1,500 customer visits annually**.
 - *Measure:* Incident log and customer counts.
4. **Visitor Economy Boost**
 - Maintaining open, reliable facilities supports an estimated **70,000+ annual users**, and even a **5% increase in dwell time** would mean significant uplift for local traders (Press Pause report).
 - *Measure:* Tour operator feedback and informal retail sales monitoring.
5. **Environmental Gains (Phase 3 Legacy)**
 - Planned eco-upgrades (solar PV, water-saving measures) expected to save **15–20% on electricity costs** and reduce carbon emissions by **3 tonnes CO₂ annually**.
 - *Measure:* Energy bills before/after installation and carbon saving calculations.
6. **Community Confidence & Capacity**

- Demonstrates effective community ownership, increasing trust in KLCT and encouraging participation in future projects (e.g. Plock College).
- *Measure:* Positive feedback via AGM, newsletters, and social media engagement.

Lasting Benefits & Legacy:

This project ensures that Kyle has a **modern, self-financing, and environmentally sustainable facility**, turning a high-risk asset into a reliable, income-generating community service. By Year 3, KLCT expects to reinvest operational surpluses into further improvements, demonstrating a legacy of financial independence and continual improvement.

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

(500 words max limit)

Post-CRF Sustainability Plan:

1. Reliable Income Generation

- Installation of the paddle gate system and contactless payment technology will stabilise and increase income, reducing cash handling losses and downtime from faulty turnstiles.
- Business plan modelling shows a projected **10–15% increase in net income** within Year 1, ensuring that ongoing maintenance costs and utilities are fully covered.

2. Proactive Maintenance Approach

- KLCT will continue with regular planned maintenance and has set aside a contingency fund for repairs.
- Emergency call-outs and reactive costs are expected to drop significantly once the roof is replaced and building fabric secured.

3. Professional Oversight

- KLCT's Development Manager and Facilities Manager will oversee operations, track usage data, and report quarterly to the Board on income, expenditure, and performance indicators.
- Any surpluses generated will be ringfenced for reinvestment into future improvements.

4. Phased Development Approach

- Following completion of Phase 1, KLCT will deliver Phase 2 (interior refurbishments) and Phase 3 (eco-upgrades) using match funding from HIE and CARES.
- These future phases will further reduce running costs (e.g. energy bills through solar PV and water savings) and enhance long-term financial sustainability.

5. Community Engagement & Support

- KLCT will continue to communicate project progress through newsletters, social media, and the annual AGM, maintaining transparency and community buy-in.
- The facilities are a visible demonstration of community-led asset management, building trust and volunteer interest for future projects.

6. Governance & Financial Controls

- KLCT is a Company Limited by Guarantee and Scottish Charity (SC043521) with robust governance structures, audited annual accounts, and professional bookkeeping.
- Financial sustainability is reviewed quarterly, ensuring any risk is identified early.

Legacy:

CRF funding will deliver a step-change in the condition and reliability of the facility, allowing KLCT to focus on **service quality and long-term planning** rather than reactive crisis management. The result will be a secure, income-generating asset that continues to benefit residents, businesses, and visitors well beyond the funding period.

4.6	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
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(500 words max limit)

Environmental Mitigation & Net Zero Contribution

KLCT is committed to minimising environmental impact throughout project delivery and ensuring that the upgraded facility contributes to Scotland's net-zero targets.

During Construction:

- **Responsible Contractors:** All works will be delivered by accredited local contractors who follow best practice in waste management, recycling, and safe disposal of roofing materials.
- **Minimised Disruption:** Works are scheduled over the winter off-season (Jan–Mar 2026) to limit traffic disruption and visitor inconvenience.
- **Low-Impact Materials:** Where possible, materials with a lower embodied carbon footprint will be specified (e.g., sustainably sourced timber, recycled metal components).
- **Energy-Efficient Upgrades:** New skylight and roof insulation will improve thermal performance and reduce energy demand for heating/ventilation.

Operational Phase:

- **Energy Efficiency:** Replacement of the roof and installation of improved insulation will reduce heat loss, lowering energy consumption.
- **Water Conservation:** Future Phase 3 will include sensor taps, low-flow showers, and dual-flush WCs to cut water use by up to **30%**.
- **Renewable Energy:** Planned solar PV installation and battery storage (Phase 3) will offset up to **15–20% of annual electricity consumption**, cutting operational carbon footprint by an estimated **3 tonnes CO₂ annually**.
- **Waste Management:** Refurbished facilities will include improved signage and procedures to encourage responsible waste disposal and recycling.

Climate Change Adaptation:

- Roof replacement will address water ingress and flooding risks, ensuring the facility is resilient to **more frequent extreme rainfall events** linked to climate change.
- Security improvements will protect against vandalism and storm damage, extending the building's lifespan and reducing resource use for reactive repairs.

Long-Term Net Zero Alignment:

- KLCT has embedded sustainability into its asset management strategy and aims to achieve **near net-zero operation** over the next five years.
- Operational savings from renewable energy and water efficiency will be reinvested into further carbon reduction measures and community sustainability initiatives.

4.7	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups?
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(500 words max limit)

Equalities, Inclusion & Accessibility

KLCT is committed to ensuring that the upgraded facility is accessible and welcoming to all members of the community, regardless of age, gender, disability, or other protected characteristics under the Equality Act 2010.

Design Considerations:

- **Accessible Facilities:** The upgrade programme retains and enhances the fully accessible toilet, ensuring it meets current standards (Part M Building Regulations).
- **Step-Free Access:** The site already has level entry and will remain step-free, ensuring easy access for wheelchair users, people with mobility issues, and families with prams.
- **Inclusive Payment Systems:** The new paddle gate installation will include an accessible-width gate and offer contactless card and coin payment, so users are not excluded based on digital access or income.
- **Baby-Changing Provision:** Phase 2 will incorporate baby-changing facilities to improve usability for parents and carers.
- **Inclusive Signage:** Clear signage will be provided, including bilingual (Gaelic/English) where appropriate, and with accessible visual symbols for users with limited literacy or visual impairments.

Community Engagement:

- KLCT gathered feedback via the Lochalsh Community Action Plan process and local surveys, ensuring input from a broad cross-section of residents.
- Consultation confirmed that hygiene, security, and accessibility were top priorities, particularly for older residents and families.

Operational Commitments:

- **Gender-Inclusive & Family-Friendly Spaces:** Separate male and female facilities and a unisex accessible toilet ensure inclusive provision.
- **Affordable Pricing:** Charges will remain low and proportionate, reviewed annually to avoid exclusion of lower-income users.
- **Year-Round Access:** The facility will continue to operate across all seasons, ensuring access for residents, not just visitors.

Targeted Benefit:

While serving all users, the project provides particular benefit to:

- **Older People & Those with Health Conditions:** Safe, clean, reliable facilities improve quality of life.
- **Disabled Users:** Works maintain and enhance compliance with accessibility requirements.
- **Parents & Carers:** Baby-changing facilities and safer, cleaner spaces reduce barriers for families.

Monitoring & Feedback:

KLCT will collect user feedback through surveys, comment cards, and digital channels, and liaise with local equalities groups to ensure continuing accessibility improvements.

This approach ensures that **no user is disadvantaged** and that the facility provides a welcoming, inclusive service that reflects Kyle's community values.

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

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



FWF statement and
declaration template.doc

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.

Yes ☒ No ☐

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

Yes ☒ No ☐ Applied ☐

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

Yes ☒ No ☐ Do not have a website ☐

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

Do you currently pay the Real Living Wage hourly rate?

Yes ☒ No ☐ NA ☐

As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?

Yes ☒ No ☐

How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?

- ☒ Line Management Relationship
- ☒ Staff /Engagement Surveys
- ☐ Suggestions Schemes
- ☒ Intranet/Online Platforms
- ☒ Staff Forums / Networks
- ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

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



CRF overheads and
management fees sum

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Roof and skylight replacement	Estimate as provided in attached quote. Costs are currently and estimate until roof is partially stripped to determine the extent of works required	Capital	£54,000.00
Security Gate and Roller Shutter	Supply of and installation of roller shutter door and security gate to replace end of life concertina gate	Capital	£9,439.32
Total revenue expenditure			£0.00
Total capital expenditure			£63,839.32
TOTAL PROJECT COSTS			£63,839.32
Is VAT included in these costs?			Yes x ☐ No ☐
Can you confirm that the costs above have not already been incurred or committed to?			Yes x ☐ No ☐
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 x ☐ No ☐	
5.3	Please explain how your project will achieve value for money.	• Phased approach: Essential works first, reducing immediate CRF ask to £70k–£75k and spreading remaining costs across future funders. • Competitive procurement: Multiple quotes obtained and benchmarked to ensure fair market rates and avoid overspend. • Cost savings: Roof replacement will cut emergency repair costs by ~80%; contactless gates will boost net income by 10–15%. • Match funding: KLCT contributes £5k staff time and will leverage HIE/CARES funds for later phases. • Financial sustainability: Upgrades ensure the facility remains self-financing, with surpluses reinvested into maintenance and improvements.	
SECTION 6 – MATCH FUNDING (if applicable) Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.			

6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.		
Name of funder		Confirmed?	Date Confirmed or Decision Expected Amount £
Match Funding Statement KLCT has engaged with Highlands and Islands Enterprise (HIE) regarding potential match funding for this project. HIE have confirmed that their application process will commence once approval has been secured from Highland Council through the CRF. HIE have indicated their interest and support for the project, and are in regular communication with Highland Council regarding this fund. While HIE does not issue letters of support as a matter of policy, their position has been clearly stated: Highland Council will act as the lead decision maker, and HIE will progress our funding application promptly should CRF approval be granted. This demonstrates a coordinated funding approach and a strong likelihood of match funding being secured to complement the CRF investment.		Yes ☐ No ☐	
		Yes ☐ No ☐	
Total match funding			£
CRF requested			£
Total funding			£
6.2	Will the project involve “in kind” support?		Yes ☒ No ☐
6.3	If yes, please detail.		KLCT will commit £5000 of staff time towards managing the project improvement works
6.4	Please explain why public funding is required to deliver the project.		KLCT has invested heavily in the facility through emergency repairs, professional fees, and day-to-day operations, leaving limited reserves for capital works. Without public funding, urgent roof and security upgrades cannot be completed before the 2026 tourist season, risking further closures and income loss. CRF funding will safeguard a vital community asset, unlock match funding from HIE, and protect public health by ensuring the

		facility is watertight, secure, and accessible. This investment supports Kyle's visitor economy, encourages dwell time, and benefits residents and businesses alike. KLCT will contribute £5,000 of staff project management time and reinvest operational surpluses into ongoing maintenance, ensuring long-term sustainability.
6.5	Please explain what the remaining bank balances are for in your accounts.	KLCT operates to a reserves policy of maintaining approximately three months of core operating costs (including staff salaries) in unrestricted funds. This is recognised best practice for charities and ensures continuity of service in the event of unexpected income shortfalls or emergencies. Our current bank balance reflects this minimum reserve plus funds restricted to other projects, including the Plock Park development, heritage education programmes, and Micro Eco Village feasibility work. These restricted funds cannot legally be used for the Kyle Facilities upgrade. Using our unrestricted reserves for this capital project would breach our reserve policy, leaving the Trust unable to meet payroll and fixed costs, or respond to urgent breakdowns (e.g. plumbing, laundry machines, turnstiles). This would risk temporary closure of facilities and threaten KLCT's financial stability. We are therefore seeking CRF support for 100% of Phase 1 capital costs, excluding the £5,000 in-kind staff time contribution KLCT is making as match. Additional phases will seek match funding from HIE and CARES,

		leveraging CRF's investment to maximise long-term impact.
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.	As above

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes ☒ No ☐
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.	Please see attached business plan and forecast documents
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The project will benefit rather than disadvantage local organisations and businesses: • Support for Local Economy: By keeping the only public toilets, showers, and laundry in Kyle open and reliable, visitors are more likely to stop, stay longer, and spend money locally — benefitting businesses such as Hector's Tea Room, local cafés, and nearby shops. • Consultation & Support: KLCT engaged with local businesses through the Community Action Plan and informally with local B&B owners, who stressed that reliable facilities are vital for managing visitor numbers and reducing pressure on private accommodation. • Tour Operator Engagement: Operators including Timberbush and Rabbie's Coaches regularly stop in Kyle and rely on the facilities as part of their itineraries. Improved cleanliness, security, and accessibility have been welcomed as they enhance the visitor experience. • Local Procurement: Contractors such as Macpherson Builders and other local suppliers will be used wherever possible, keeping the investment within the local economy.

		No Competition Risk: KLCT's facilities are unique in the area. The project does not compete with private businesses but underpins their success by ensuring Kyle remains a practical and welcoming stop for visitors. This project is strongly supported by local businesses and tour operators, who view the upgrades as crucial for maintaining Kyle's role as a gateway to Skye and boosting local economic activity.																				
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒																				
7.5	If not, please state why?	KLCT reviewed the option of taking out a loan but concluded it is not financially viable. The facilities operate on a break-even basis, leaving no surplus to service repayments without significantly raising prices, which could deter use. As a small charity, KLCT holds only three months of operating costs in reserves (best practice) and lacks collateral for commercial lending. We are open to exploring social investment for future phases (e.g. eco-upgrades) if a secure income stream can support repayment.																				
7.6	Have you previously received public funding?	Yes ☒ No ☐																				
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.																					
	<table border="1"> <thead> <tr> <th>Funding</th> <th>Date</th> <th>Amount £</th> <th>Public Subsidy?</th> </tr> </thead> <tbody> <tr> <td>See separate spreadsheet appended. 17 grants totalling £475,071 over previous 3 years</td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> </tbody> </table>	Funding	Date	Amount £	Public Subsidy?	See separate spreadsheet appended. 17 grants totalling £475,071 over previous 3 years	Click or tap to enter a date.	£	Yes ☐ No ☐		Click or tap to enter a date.	£	Yes ☐ No ☐		Click or tap to enter a date.	£	Yes ☐ No ☐		Click or tap to enter a date.	£	Yes ☐ No ☐	
Funding	Date	Amount £	Public Subsidy?																			
See separate spreadsheet appended. 17 grants totalling £475,071 over previous 3 years	Click or tap to enter a date.	£	Yes ☐ No ☐																			
	Click or tap to enter a date.	£	Yes ☐ No ☐																			
	Click or tap to enter a date.	£	Yes ☐ No ☐																			
	Click or tap to enter a date.	£	Yes ☐ No ☐																			

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature: Print:	Date: 19/09/2025
--	----------------------------

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 ☒ No ☐
2	Annual financial accounts – latest available.	Yes ☒ No ☐
3	Constitution or articles and memorandum.	Yes ☒ No ☐
4	Committee Members or Directors List.	Yes ☒ No ☐
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
6	Valid organisation insurance policy.	Yes ☒ No ☐
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐
8	Confirmation of match funding letters	Yes ☐ No ☒ NA ☐
9	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☒ NA ☐
10	Business plan (income generation projects only)	Yes ☒ No ☐ NA ☐
11	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☒ No ☐ NA ☐
13	Partnership agreement	Yes ☐ No ☐ NA ☒
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 2025 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Legionella pass certificate
-

- Bank statement – Bank of Scotland August 2025
- Letter of support – community council/group
- Letter of support – name of local business – to Follow

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 12 noon on Monday 15th September 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 overheads and management fees sun	 CRF overheads and management fees sun

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF 4157
1.2	Organisation	Wester Loch Ewe Trust
1.3	Project title	Poolewe Community Land Acquisition
1.4	Summary of project you wish to be funded (max 250 words)	Purchase of 25Ha of land adjacent to Poolewe village. This is the enabling stage of a wider project. The land will subsequently be used for community benefit projects: • affordable housing • medical emergency helipad • campervan aire • community woodland • grazing land for the benefit of local crofters
		Total project cost £177,400

1.5	Project costs	Match funding	£137,400
		CRF grant requested	£40,000
1.6	Start date	01/12/2025	
1.7	End date (max 12 months from start date)	01/12/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Wester Loch Ewe Trust	
2.2	Address and postcode		
2.3	Main contact name		
2.4	Position in the organisation	Chair	
2.5	Contact number		
2.6	Email address		
2.7	Website address	www.westerlochewe.com	
2.8	Organisation type	☒ X	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒ X	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	Company No 500698 Scottish Charity No SC045512	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒X	
2.11	If the organisation is VAT registered, please provide the number.	n/a	
2.12	Is the VAT related to the project being reclaimed from HMRC?	☐	Whole
		☐	Partial
		☐	None
2.13	Provide details of VAT exemptions.	n/a	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Poolewe, Wester Ross IV22 2JU
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3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☐ No ☒
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	This application is to support purchase of land on behalf of the community.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	n/a

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Complete feasibility studies and business plan for Scottish Land Fund Stage 2 of funding application.	November 2025
Conduct public engagement events in Inverasdale and Poolewe, and press/social media campaigns to demonstrate community support and get feedback on the plan.	October 2025
Submit SLF Stage 2 application.	Q1 2026 date TBA
Submit bid for land and complete purchase.	Q2 2026

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

Acquisition of this land by the community will enable the following:

1. Provision of affordable housing to meet needs identified in our Local Place Plan, also the GALE area Housing Needs Report from Dec 2023, also the updated CHT Poolewe Housing Needs Survey. Using the area designated for housing in the West Highland and Islands Local Development Plan will ensure that the nearby arable land (see 5 below) will be preserved.
2. Construction of a helicopter landing pad for emergency medical evacuations which will help to mitigate travel delays caused by the community's remoteness from hospital facilities. This project is fully funded (land cost and construction) and waiting to start after acquisition of the land.
3. Provision of a campervan aire with waste disposal facilities. This will help to alleviate congestion in Poolewe village; in particular, it will support Wester Loch Ewe Community Council's policy of discouraging overnight camping on the main street. The provision of basic camper van facilities aims to reduce instances of illegal dumping of grey waste. Any surplus income will be

used to support community facilities - mainly Poolewe public toilets recently adopted and re-opened by Wester Loch Ewe Trust after the previous operating body withdrew support.

4. Development of a community woodland with a trail for recreational purposes for visitors and locals, and to sustain and enhance the biodiversity and ecology of the area. The trail will link up with an existing popular route along the foreshore creating a circular walk back to Poolewe village.

5. Preservation and extension of an existing sizeable area (8.26 acres) of good quality grazing land for the benefit of local crofters. This will provide another income stream to be used for fence maintenance and other community needs.

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

1. Yes. Wester Loch Ewe LPP identifies suitable and affordable housing as a key priority and also references NPF4 policy of increasing rural population.

2. LPP acknowledges need for improved access to healthcare services.

3. Provision of campervan facilities is specifically identified in the LPP.

4. In line with Highland Nature: Biodiversity Action Plan 2021-2026. Improved biodiversity is one of NPF4's six statutory outcomes. Improved access to outdoors is identified in the LPP. The Local Development Plan identifies one of the placemaking priorities for Poolewe as: 'Enhancement of green networks to provide improved opportunities for physical activity and access to the outdoors' and these projects will contribute towards that end while complementing the nearby rewilding project at Bac Dubh.

5. LPP advocates for productive and active crofting.

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

News releases and updates are circulated to WLET membership, Wester Loch Ewe Community Council circulation list, local press (Gairloch & District Times) and community social media. To date (08/09/25) responses on social media have been unanimously supportive (Wester Loch Ewe Community Council Facebook entries dated 16 June and 2 September).

https://www.facebook.com/profile.php?id=100077839899663&locale=en_GB

Information is also shown on WLET's website www.westerlochewe.com.

Two community consultation events are scheduled for 14th and 16th October to let the public see, and comment on, architect's conceptual drawings of all the projects which will follow successful acquisition of the land.

Letters of support are attached from:
Wester Loch Ewe Community Council
Local MSPs and MP.

We have the support of the local crofters grazings committees and are awaiting confirmation of donations from them.

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.	
☒	Increasing community resilience
☐	Tackling poverty and inequality
☐	Addressing causes of rural depopulation
☐	Helping economic recovery and sustaining growth
☐	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?	
In the short term the objective is to acquire ownership of the land. Success will be measured by completion of transfer of ownership to WLET. Immediately following acquisition of the land, the helipad project will proceed as funding is available from the HELP Appeal charity. The schedule may be subject to the availability of 39 Engineer Regiment who will do most of the construction work. Success will be measured by certification of the helipad by HM Coastguard and Scottish Air Ambulance Service.	
(c) What do you think the outcomes of your project will be and how will you measure them? Please note an outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?	
The provision of affordable housing is targeted at key workers and at retaining younger members of the community. Both outcomes will contribute to community sustainability and resilience. Success will be measured by reducing long-standing vacancies in local key worker posts due to accommodation issues. Community cohesion and the local economy will both be strengthened by the retention of younger local people. A dedicated helipad will be welcomed by the community and the emergency services as we are clearly disadvantaged by our remoteness from major medical facilities. Housing development has recently taken one of the sites used by helicopters, and ad-hoc landing sites in fields increase delays and risk. For the aire, drawing camper vans away from the village street to a nearby dedicated area will address concerns about congestion and safety in the village. Charging for facilities will generate income in support of the community-run facilities such as the public toilets. A target of an average occupancy rate of 75% through the peak tourist season (June to August) will be set and will be achieved by appropriate advertising. In particular, NC500 traffic will be targeted. In the longer term, the aire can be expanded if demand warrants. The success of the community woodland will be measured by 'before and after' biodiversity surveys and by counting users of the trail. The success of the preservation of the grazing land will be judged by the demand shown when the rental cost is set by means of a public auction. There is local opposition to this land being given over for private housing development.	
4.5	How will the project be supported/maintained/sustained after CRF funding?

WLET will have long term responsibility for managing the land. The affordable housing development will be self-sustaining in the long term and will be managed by WLET in conjunction with a housing association. As part of our SLF Stage One earlier this year, the project was awarded a development and feasibility study grant which has allowed us engage Communities Housing Trust. We have worked with CHT over the summer to look beyond the initial transfer of the land. We have met with Piers Voysey, Senior Woodland Officer, Community Woodlands Association who has prepared an initial report on the are to be purchased for the community. We have also engaged Ollie Brown Architects to develop outline plans for the affordable housing and taken initial advice from CHT on different models for property management and tenure.

The grazing field and helipad will only require routine fence maintenance in the long term which will be financed by the rental from the land.

In the long term the community woodland will need fence maintenance which will be financed from the grazing land rental, and tree pruning, harvesting and planting which will be undertaken by community volunteers. Any income from wood sales will also be reinvested.

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.

The acquisition of the land will incur no negative environmental impact.

In fact, the intended community woodland will have a positive environmental impact, maintaining the peatland as a carbon sink and adding trees. Following advice from Community Woodlands Association, any tree planting will be kept to areas of shallow peat, and the planned footpath will use sustainable materials and be routed to avoid disturbing areas of deep peat.

The development of the housing site and the aire will be undertaken to Highland Council environmental standards.

The helipad area will be re-seeded and returned to grazing use after construction is complete.

All the grazing area will continue to be used as at present, and possibly extended.

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?

There are no equalities issues associated with transfer of the land ownership to the community.

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

PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☐ No ☐ Applied ☐ X
Is the Fair Work First statement on your organisation's website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	1 part time cleaner, 1 part time gardener, 25 volunteers.
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ☐ X No ☐ Suppliers websites checked for statement.
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ X Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.  CRF overheads and management fees sun		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Land Purchase	Purchase of 25Ha land for the community	Capital	160,000
Land Purchase	Associated legal fees	Capital	17,400
Total revenue expenditure			
Total capital expenditure			£177,400
TOTAL PROJECT COSTS			£177,400
Is VAT included in these costs?			Yes ☐ No ☒
Can you confirm that the costs above have not already been incurred or			

		committed to?	Yes ☒ No ☐
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 ☒ No ☐
5.3	Please explain how your project will achieve value for money.	1. Competitive tendering is used where feasible. 2. This phase of the projects is being managed by unpaid volunteers to minimise overheads. 3. Where possible, professional services providers (eg quantity surveyors) will be shared with the other major project currently being run by WLET.	
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
SLF for land purchase		Yes ☐ No ☒	Q1 2026
HELP Appeal Charity for land purchase		Yes ☒ No ☐	May 2025
SLF for legal fees		Yes ☐ No ☒	Q1 2026
		Yes ☐ No ☐	
Total match funding			£137,400
CRF requested			£40,000
Total funding			£177,400
6.2	Will the project involve “in kind” support?	Yes X No	
6.3	If yes, please detail.	This is the enabling stage of a wider project. To get to this stage, the project has benefited from unpaid community volunteer work from WLET and WLECC and will continue to do so.	
6.4	Please explain why public funding is required to deliver the project.	Wester Loch Ewe Trust does not have sufficient reserves to finance the purchase of the land.	
6.5	Please explain what the remaining bank balances are for in your accounts.	Unrestricted funds are for up to 9 months of day to day running costs and a small contingency fund.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Required for continuing operation of the community centre.	
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 ☐ No X ☒
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 acquisition of the land is the enabling phase of an ongoing community project - as such, the project will not generate any income at this stage. However, subsequent projects on the land will.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	The local campsite at Inverewe is the only business which could be impacted. Talks with management have confirmed their support. We will take steps to minimise impact of the aire such as: • no pre-booking of spaces • stay limited to 2 nights • pricing to be above the rate at Inverewe To ensure that local crofters are not disadvantaged by our ownership of the grazing land, the lease of grazing rights will be awarded by public auction and limited to 3 years.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☐ X
7.5	If not, please state why?	There will not be an income stream from the purchase of the land so loan could not be repaid.
7.6	Have you previously received public funding?	Yes ☐ X No ☐
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?
NLF Community Connections	01/07/2022	£9950	Yes ☐ No ☒ X
Ward Discretionary Fund	03/02/25	£900	Yes ☐ No ☒ X
		£	Yes ☐ No ☐
		£	Yes ☐ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<i>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> <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>		
Signature:		Date:
Print:		15/09/25

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 ☐ X No ☐
2	Annual financial accounts – latest available.	Yes ☐ X No ☐
3	Constitution or articles and memorandum.	Yes ☐ X No ☐
4	Committee Members or Directors List.	Yes ☐ X No ☐
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☐ X No ☐
6	Valid organisation insurance policy.	Yes ☐ X No ☐
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☐ X No ☐
8	Confirmation of match funding letters	Yes ☐ X No ☐ NA ☐
9	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☐ X
10	Business plan (income generation projects only)	Yes ☐ No ☐ NA ☐ X
11	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☐ X
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☐ No ☐ NA ☐ X
13	Partnership agreement	Yes ☐ No ☐ NA ☐ X
Reason for missing documentation: Written confirmation of asking price for land (verbally agreed 09/09/25) from the vendor is awaited. Additional quotations for legal costs are awaited.		

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 12 noon on Monday 15th September 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	CRF4158
1.2	Organisation	Applecross Community Company
1.3	Project title	Sustainable Living in Applecross - Surveys
1.4	Summary of project you wish to be funded (max 250 words)	This application is to request funding for four engineering and environmental surveys that are required for the successful implementation of the Sustainable Living in Applecross Project. This request should be read in conjunction with ACC's successful application to the Community Regeneration Fund (Project Reference: CRF 4135) for the Sustainable Living in Applecross Project, to undertake capital engagement work and to secure planning permission and building standards approval (RIBA 1-4) for 9 affordable homes and two business units. Funding of £219,600 for this

		has been secured. This will enable ACC's overall project progress to the next stage – the main capital build. Since ACC appointed Dualchas Architects and their technical multi-disciplinary team through a transparent public tender process, they have now identified various surveys that are now required to guide their planning and design outputs. These are: (1) Ecology Survey; (2) Flood Survey; (3) Site Ground Investigation; and (4) SSEN (POWER) Feasibility Study. Funding for these has not yet been secured. The overall aim of the Sustainable Living in Applecross Project is to enable Applecross to attract and retain economically active households, young families, key workers etc. This will help Applecross to retain a viable population which will support the nursery and primary school rolls and continuation of core public services, such as the GP surgery, post office, shop etc as well as to grow and diversify the local economy.	
1.5	Project costs	Total project cost	£17,955
		Match funding	£0
		CRF grant requested	£17,955
1.6	Start date	01/11/2025 or earlier if possible	
1.7	End date (max 12 months from start date)	31/01/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Applecross Community Company
2.2	Address and postcode	██ ████
2.3	Main contact name	██████████
2.4	Position in the organisation	██████████████████
2.5	Contact number	██████████████████████████████
2.6	Email address	██████████████████████████████████████
2.7	Website address	https://www.applecrosscommunitycompany.org/
2.8	Organisation type	☒ Company limited by guarantee
		☐ Constituted group

		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	Scottish charity (SC042865) and Company limited by guarantee (SC342825)	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒	
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?	☐	Whole
		☐	Partial
		☒	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS			
3.1	Please confirm the location of the project including post code.	IV54 8LN, Grid ref: NG713443, "Hydro Field" land adjacent to AppleJuice Community Hydro Station	
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒	
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒	
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐	
3.5	Do you own the land or asset?	Yes ☒ No ☐	
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months	
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	The surveys that are subject to this application do not require planning permission. Survey outcomes will support the design of the Applecross Sustainable Living project for which a pre-planning enquiry was submitted by ACC (site20/1279/PREAPP). The Highland Council planning department concluded that <i>'it is likely that officer support would be forthcoming'</i> for any future developments.	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
	Click or tap to enter a date.
Ecology Survey - Preliminary ecological survey to include habitat and protected species surveys. This includes an assessment of habitat, amphibian, badger, bat, breeding bird, invertebrate, pine marten, otter, red squirrel, reptile and any other species noted at the site. - Produce a separate biodiversity enhancement report statement based on final landscape proposals.	31/01/2026
Flood Risk Assessment The scope is as follows: - Detailed topography overview - Channel capacity calculations - Culvert capacity calculations - Overland routing - Flood Risk Assessment report	31/01/2026
Site Ground Investigation - Mechanical excavation of up to 8 no trial pits throughout the site to inform foundation design of the proposed residential units. - Mechanical excavation of up to 8 no trial pits along the proposed route of access road. In-situ CBR testing to be completed at base of topsoil/ occurrence depth of superficial soils to inform road design; - UKWIR samples to be collected within each of the access road trial pits to support Scottish Water connection; - Soil infiltration testing within 3 no trial pit locations; - Laboratory chemical and geotechnical testing of representative soil samples to inform concrete specification.	31/01/2026
SSEN (POWER) Feasibility Study - Comprehensive network assessment - Examines multiple connection load configurations - Provides the basis for customers to choose a connection option to progress to a formal detailed quotation	31/01/2026

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

The project that is subject of this application should be read in conjunction with ACC's successful application to the Community Regeneration Fund (Project Reference: CRF 4135) for the Sustainable Living in Applecross Project, to undertake capital engagement work and to secure planning permission and building standards approval (RIBA 1-4) for 9 affordable homes and two business units. Funding of £219,600 for this has been secured.

The surveys that are subject of this application will guide the spatial coordination and technical designs for the above Sustainable Living in Applecross project. This will enable ACC's overall project to progress to the next stage – the main capital build.

The Sustainable Living in Applecross project addresses the local need for affordable homes on the Applecross peninsula to retain and attract economically active households, young families, key workers etc. and attract people with skills that are currently lacking in the area. This will help Applecross to address depopulation and retain a viable population which will support the nursery and primary school rolls and continuation of core public services, including the GP surgery, shop, post office etc. With 50% of the housing stock on the peninsula being second homes or short-term lets, and a high proportion of the population being over 65, the need for affordable housing to retain and grow our economically active population is evident.

ACC surveys from 2008, 2016 and 2023 (attached) demonstrate growing demand for affordable housing, e.g. an increasing number of residents are considering moving away from Applecross if their housing needs are not met: 15% of respondents in 2023 compared to only 7% in 2016. Also, 31 households have already registered an interest in the affordable houses and business units that are the subject of this application.

Meanwhile, demand for business units has consistently been identified as a community need since 2018. A feasibility study commissioned by ACC to assess demand for business units on the hydro-field concluded in May 2025, that there is substantial demand within the community to move forward with delivering such units within the project (attached). Highland and Island Enterprise has indicated support for these business units.

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

The 2020 Scottish Index of Multiple Deprivation ranks Applecross poorly for housing (3) and geographical access (1). Similarly, Applecross was recognised as a priority for affordable housing in the Highland Council's Local Housing Strategy (2017-2022) and this specific project is included in the Highland Council's Strategic Housing Investment Plan (2025-30).

The need for affordable houses and business units is recognised in ACC's [Action Plan 2020-25](#). This plan is based on extensive consultation over several years including: [Community Land Use Plan](#) (2019), ACC community survey (2018), Applecross 'Shared Vision' (2017), The Highlands Small Communities Housing Trust: Community and Affordable Housing Needs Survey (2016) and the Highland Council Housing Needs Survey (2015).

In 2023, ACC agreed with the Applecross Community Council and Applecross Trust to work together to develop a Local Place Plan once their internal community consultations and strategic plans had been finalised. A notification of intent to this effect has been submitted to Highland Council. Furthermore, because Applecross' Community Land Use Plan had already been [reported to Council Committee](#) and been used as material consideration during the development of the Highland Local Development Plan, it was agreed it could act as a provisional place plan for Applecross, until a final Local Place Plan is completed.

ACC took part in developing the [Wester Ross, Strathpeffer and Lochalsh Area Place Plan](#), which recognises the need for affordable homes and business units. ACC's 5-year Action Plan is also part of the [Skye, Lochalsh & Wester Ross Community Partnership](#).

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

We know there is strong and ongoing local support for this project, as evidenced below:

1. Initial community consultations when ACC was considering acquiring the hydro-field for developing affordable homes and business units clearly demonstrated overall support satisfying Scottish Land Fund requirements.
2. The Applecross Trust, which owns almost all the land on the Applecross peninsula sold the land to ACC for this project (Disposition attached)

3. ACC's members voted in support of acquiring and developing the site for the above purpose at AGM on 24.9.2020 (minutes attached)
4. Community consultations (2023) on the type of homes, cladding, housing layout etc., were well attended and supportive of the development (summary attached)
5. 25% of residents participated in community consultations (2024) organised by Architects appointed by ACC to feed into the [Masterplan](#)
6. 31 households have already registered an interest for the houses. Due to GDPR, a hard copy can only be viewed at the ACC office.
7. A study (2025) assessing need for business units found strong evidence of demand for up to 390m² of floorspace, with no other business accommodation available locally, nor within neighbouring settlements. It concluded it is imperative that new business space is provided in Applecross if business aspirations and local economic development opportunities are to be fulfilled (attached)
8. A letter of support from the Applecross Community Council (attached)
9. ACC also has institutional support from the Scottish Land Fund, Highland Council Housing Department, Rural & Island Housing Fund and Highland and Island Enterprise.

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.

☐	Increasing community resilience
☐	Tackling poverty and inequality
☒	Addressing causes of rural depopulation
☐	Helping economic recovery and sustaining growth
☐	Tackling the climate emergency and working towards net zero

(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?

The project that is subject of this application should be read in conjunction with ACC's successful application to the Community Regeneration Fund (Project Reference: CRF 4135) for the Sustainable Living in Applecross Project, to undertake capital engagement work and to secure planning permission and building standards approval (RIBA 1-4) for 9 affordable homes and two business units. Funding of £219,600 for this has been secured.

The surveys that are subject of this application will guide the spatial coordination and technical designs for the above Sustainable Living in Applecross project (text above in purple box).

The short-term outputs of the surveys that are subject to the application are as follows:

1. Gather and assess evidence for informed decision-making, ensuring developments align with national strategies like [National Planning Framework 4](#) (NPF4)
2. Address complex land-use challenges such as energy, housing, and nature recovery
3. Facilitate collaboration across sectors
4. Identify potential conflicts between competing demands for infrastructure requirements
5. Provide data to shape integrated development plans that promote sustainable growth and economic benefits.

In turn, the above outputs will enable ACC's overall project progress to the next stage – the main capital build of 9 affordable homes and two business units.

For this project, ACC appointed a Highland based Lead Architect (Isle of Skye based and RIBA (Royal Institute of British Architects) and RIAS (Royal Incorporation of Architects in Scotland) accredited) and their local technical teams to complete RIBA stages 0-4 for 9 affordable homes and two business units. The above outputs will be delivered by local companies and utility agencies, providing employment for local people and using local expertise and knowledge.

These outputs are measured based on the successful completion of the above specific tasks and the quality of the deliverables. As per the ACC's contract with the Lead Architect, they will report regularly on operational progress and technical quality of the deliverables to ACC's Development Manager. ACC's board monitors progress at a strategic level and will address any key issues that prevent progress against the agreed time-table.

(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?

ACC believes that the overall project outcomes of the surveys that are subject to this application, in conjunction with the broader Sustainable Living in Applecross Project (as described in CRF 4135) will be as follows:

1. Improved access and affordability of quality housing by completing RIBA stages 0-4 and future provisions of 9 affordable rented homes. The project contributes to the wider outcome of increasing the number of affordable rural housing.
Proposed means of measurement: (1) planning approval obtained; (2) design documentation completed; (3) number of affordable homes planned; and (4) projected rental levels. We will use the following data collection sources: planning records, architectural reports, housing needs assessment, rental agreements etc.
2. Encouraging economic growth and innovation by completing RIBA stages 0-4 and future provisions of two affordable business units.
Proposed means of measurement: (1) planning approval obtained; (2) design documentation completed; (3) number of business units planned; (4) projected occupancy; and (5) projected increase in diversity of local micro-businesses. Data sources include feasibility reports, planning records and architectural reports.
3. Strengthened local partnerships and networks by developing and delivering the project in conjunction with a range of stakeholders, partners, providers as well as other communities to learn from their experiences and in sharing our experiences in Applecross.
Proposed means of measurement: (1) number of local organisations, partners, people etc involved in the project. Data sources to include joint working session meeting minutes, consultation records, feedback forms, surveys.
4. Support for local businesses and professionals using a transparent procurement process with criteria that include the importance of strong local track-record, excellent understanding of local context, experience of personnel in the local area etc.
Proposed means of measurement: (1) number of contracts awarded to local firms (e.g. architect, engineers); and (2) value of contracts awarded. Data sources to include signed contracts with local firms, number of studies successfully delivered.

The lasting benefits and legacy are that Applecross will have attracted and retained economically active households, young families, key workers etc and people with skills that are currently lacking. This will help Applecross retain and grow a viable population that supports the nursery and primary school rolls and use

core public services, including GP surgery, shop, post office etc. This will in turn contribute to the Highland Council and the Scottish Government achieving their respective Strategies.

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

After CRF funding, the project will be supported and sustained as follows:

- a) ACC has successfully managed and expanded its assets, including the community hydro-scheme, broadband, filling station, 3 affordable homes, acquisition and regeneration of Torgarve Woodland, allotments & gardens, community EV bikes, public conveniences etc.
- b) ACC has capability and capacity to take the project to the next phase – the capital build:
 - ACC receives 50% funding for its full-time Local Development Officer from Highlands and Islands Enterprise (HIE) for FY 2025-26, with ACC covering the remaining 50%.
 - ACC has a strong track-record of fund-raising. In the last 6 years, ACC has secured £9 for every £1 received from HIE in grants and a total of £12 for every £1 received when income from social enterprises is included.
- c) ACC has sound financial and governance systems in place, regularly monitors its accounts by project/assets against grants and budgets to enable timely adjustments, including pricing policies. ACC accounts have been audited for the last three years (income > £500k) and all were unqualified.
- d) As all ACC assets, the Sustainable Living in Applecross project is designed to be financially sustainable and generate income for ACC in the long-term as outlined in the attached Business Plan for the hydro-field development.
- e) Building on ACC's management of its three affordable homes, ACC will ringfence 30% of its rental income for repairs and future maintenance, with the remainder to service any potential loans that it may have to take out and to generate income for other community benefit projects.

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.

The surveys that are subject to this application, will help ensure that the Sustainable Living in Applecross project aligns with national strategies like [National Planning Framework 4](#) (NPF4) which is aimed at improving people's lives by making sustainable, liveable and productive places. The surveys will also address complex land-use challenges such as energy, housing, and nature recovery and provide data to shape integrated development plans that promote sustainable growth and economic benefits.

In addition, as part of the procurement process of the Sustainable Living in Applecross project, ACC included various design principles in its Invitation to Tender for the Architects and technical team, including:

1. Apply sustainability principles, such as high energy efficiency standards and future proofing for climate change, ideally utilising the energy produced by our community hydro-scheme.
2. Include green and blue areas, community spaces, on-site parking for residents and visitors. EV charging point and connectivity to the wider areas such as the Appleseed Community Garden, Allotment site and the existing network of footpaths.

Following a transparent procurement and selection process -using Public Contract Scotland portal, ACC selected Dualchas Architects who are recognised for their focus on ideas promoting sustainability through the use of energy harnessing technology, the choice of materials in the build, and the life-use of the building (see Dualchas website).

The Architect's team includes a Scottish landscaping company to help fulfil ACC's requirements. ACC builds on its experience of restoring our Torgarve community woodland to an Atlantic rain forest. As part of this,

ACC has established a tree nursery using locally collected seeds from hazel, oak etc. at Applecross community allotment and gardens.

The Architects will use the Design for Manufacture and Assembly (DfMA) approach, aimed at making products easier and more efficiently manufactured and assembled. It reduces the wastage of materials, motion, inventory and overprocessing as well as transport costs and associated environmental impacts. In addition, it reduces travel and carbon footprints and promotes local materials.

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?

Aligned to the Scottish Government Community Wealth Building Programme, Highland Council Community Wealth Strategy and HIE's Strategy, the Sustainable Living in Applecross project is aimed at growing a more balanced population, providing business and employment opportunities and growing a skilled workforce. It specifically targets those in housing need, both residents in Applecross and those wishing to return and/or move to the area. The Sustainable Living in Applecross project will increase ACC's all-access affordable housing stock by building two additional enhanced all-access affordable homes in addition to our three existing all-access affordable homes at [An Toll Bàn](#), Applecross.

In developing the project, ACC widely consulted and engaged within and outside the community using a range of communication tools, e.g. social media, emails, posters in public places, publications in local media, consultation events, attending meetings of other groups etc. ACC considered timing, accessibility, location, facilitation, amenities etc. to ensure that no one was excluded.

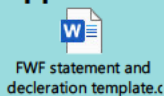
ACC used the Public Contracts Scotland portal to provide open access to potential suppliers. ACC directors independently and transparently scored the proposals and provided feed-back.

ACC will continue the above approach to consultations and engagement during the implementation of this project when designing the houses and the business units, as per the organisation's Invitation to Tender for the Design Team.

When the next phase of this project –the capital build- is under way, ACC will continue to consult on designing the allocation criteria for the homes and business units. ACC will contract a third-party to market, recruit and allocate the houses and business units for transparency purposes aimed at preventing any conflicts of interest within our community. This builds on ACC's experience with the Community Housing Trust regarding ACC's existing three all-access affordable homes ([An Toll Bàn](#)).

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

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



Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.

Yes ☒ No ☐

Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation's website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	ACC employs 5 staff (3FTE) and has three regular self-employed team members. We have approximately 25 regular volunteers involved in projects.
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☒ Staff /Engagement Surveys ☒ Suggestions Schemes ☐ Intranet/Online Platforms ☒ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.  CRF overheads and management fees sur		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
ACC secured funding of £219,600 for developing RIBA stages 1-4 of the Sustainable Living in Applecross: affordable housing and business units project (CRF4135). Surveys that are subject of this application are required to guide the spatial coordination and technical designs of the above Sustainable Living in Applecross project to build nine affordable rent homes and two business units.			
SURVEYS	Power Feasibility Study (██████)	Capital	£595.20
	Ecology Survey (██████████)	Capital	£3,000.00
	Flood Risk Assessment (██████)	Capital	£3,600.00
	Site Ground Investigation (██████)	Capital	£10,740.00
Total revenue expenditure			£0
Total capital expenditure			£17,935

TOTAL PROJECT COSTS		£17,935
Please note: Total Project Costs rounded up to the nearest pound		
Is VAT included in these costs?		Yes ☒ No ☐
Can you confirm that the costs above have not already been incurred or committed to?		Yes ☒ No ☐
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 ☒ No ☐
5.3	Please explain how your project will achieve value for money.	ACC used a competitive procurement process using the Public Contracts Scotland portal to select the winning tender for the wider Sustainable Living in Applecross project. Cost and quality were assessed taking into account cost competitiveness and the quality of the proposed architecture against ACC's sustainable design principles taking into account climate change, local culture, characteristics of location etc. whilst considering the natural environment, including how designs considered reducing carbon footprint, protect depleting natural resources, and support long-term ecological balance. With regards to the surveys that are subject to this application, the Architect and their technical teams wrote the scopes of work for the various surveys. ACC asked them to obtain at least three quotes for each survey. On the occasion that the teams did not manage this, they provided evidence to ACC of their attempts to fulfil the requirement. The final selection of the preferred bidder for each survey was based on their comparative value for money and the technical recommendation from the Design Team. With regards to the power survey (£595.20), no other quotes were obtained as SSEN is considered the go-to provider for this survey. With regards to the wider Sustainable Living in Applecross project, it will create new infrastructure that will deliver value for money through the social value it will deliver in years to come for the Applecross community, including: 1. Affordable and energy efficient homes: 9 households at any one time in the next 100 years will benefit from secure access to a variety of sizes and tenures of affordable energy efficient and sustainable houses. 2. Employment and sustainable enterprise opportunities: The feasibility study on the business units showed that businesses interviewed anticipated creating and safeguarding 11-12 jobs, which is significant for a local economy the size of Applecross. The numbers expected ranged from 0.3 FTEs created through to 2 safeguarded and up to 3 created for one business.

		3. As a result of the increase in affordable housing, employment and enterprise opportunities, the wider community and 30 businesses will become more resilient and viable, as well as helping secure access to essential services. On-site facilities, renewable energy (hydro, solar and air source heat pumps), EV-charging points, green and blue space, allotments and path networks will enable residents and the wider community to reduce their greenhouse gas emissions.																																	
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	<table border="1"> <thead> <tr> <th>Confirmed?</th> <th>Date Confirmed or Decision Expected</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>Yes ☐ No ☐</td> <td></td> <td></td> </tr> <tr> <td>Yes ☐ No ☐</td> <td></td> <td></td> </tr> <tr> <td>Yes ☐ No ☐</td> <td></td> <td></td> </tr> <tr> <td>Yes ☐ No ☐</td> <td></td> <td></td> </tr> <tr> <td>Yes ☐ No ☐</td> <td></td> <td></td> </tr> <tr> <td>Yes ☐ No ☐</td> <td></td> <td></td> </tr> <tr> <td>Yes ☐ No ☐</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total match funding</td> <td>£</td> </tr> <tr> <td colspan="2">CRF requested</td> <td>£</td> </tr> <tr> <td colspan="2">Total funding</td> <td>£</td> </tr> </tbody> </table>	Confirmed?	Date Confirmed or Decision Expected	Amount £	Yes ☐ No ☐			Yes ☐ No ☐			Yes ☐ No ☐			Yes ☐ No ☐			Yes ☐ No ☐			Yes ☐ No ☐			Yes ☐ No ☐			Total match funding		£	CRF requested		£	Total funding		£
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6.2	Will the project involve “in kind” support?	Yes ☒ No ☐																																	
6.3	If yes, please detail.	The core costs of delivering this project (e.g. ACC staffing and overheads) will be partly covered by ACC’s own income. ACC’s Board of Directors consist of volunteers who are highly skilled with complementary expertise and experience. They meet every 6 weeks for at least 2 hours to provide strategic direction, monitor overall progress, resolve issues and bottlenecks. They spent considerable time in-between meetings on specific topics that matches their expertise. LDO is line managed by the Treasurer who closely monitors project performance, expenditure budget and risks.																																	

		Volunteer community expertise is also provided to the board as and when needed, e.g. local engineers, joiners etc.
6.4	Please explain why public funding is required to deliver the project.	Public funding is required for delivering the wider Sustainable Living in Applecross project for the following reasons: 1) It addresses a significant housing shortage of affordable homes on the Applecross peninsula, particularly for low-income individuals and families and mitigates against the risk of depopulation. 2) The project is recognised as a priority for affordable housing in the Highland Council Local Housing Strategy and is included in the Highland Council's Strategy Housing Investment Plan 2025-30. 3) It is aligned to HIE's Strategy of growing a more balanced population, providing business and employment opportunities and growing a skilled workforce. 4) This project will contribute to the Scottish Government, Highland Council and HIE respective targets for affordable homes and strengthening local economies. 5) Without public funding, this project will not happen and young people and their families have little choice than to move away putting the Applecross community significantly at risk of being unable to address depopulation and its consequences. 6) ACC is financially contributing a significant amount of its income to move the project forward as quickly as possible to address the urgent needs outlined in this proposal. ACC has proven its ability to quickly establish affordable houses when we designed and built three accessible and affordable homes in two years. Applecross volunteers also contribute substantially in-kind. The community has and will continue its efforts to become more resilient but is unable to do this on its own and relies on public funding. 7) ACC has successfully attracted other public funding for this project as outlined in its successful application to CRF (CRF 4135). The funding that we are requesting for the surveys will guide the spatial coordination and technical design of the wider Sustainable Living in Applecross project. 8) The project's outputs and outcomes are aligned to CRF's strategic objective of addressing causes of rural depopulation. The wider project is well developed and can be implemented in the CRF implementation schedule between 1 July 2025 – 27 February 2026. The surveys that are subject to this application can be implemented straight away and no later than January 31st as quotes have been obtained and providers are ready to start work.
6.5	Please explain what the remaining bank balances are for in your accounts.	ACC has only one bank account (TSB), which had a balance of £352,599.40 on September 13th. Funds in ACC's bank account are: 1. Restricted funds that were awarded for specific projects ACC currently holds £82,000 of restricted funds in its account consisting of:

		• £72,000 in grants for the Sustainable Living in Applecross Project from Crown Estate Scotland Community Grant and SSE Sustainable Development Fund. • £10,000 grant for Community Transport from Highland Council Community Transport 2. ACC committed £120,000 to match fund specific projects, consisting of: • £28k to match £247k from the National Lottery Heritage Fund for Restoration of Torgarve Community Woodland • £12,000 to match £17,500 funding from HIE for ACC's Local Development Officer for FY2025-26. • £80k potentially to match funding for the Sustainable Living in Applecross Project 3. ACC board designated £150k in total to safeguard its current and future assets and operations: • £10,000 landlord fund for repairs and maintenance (legal obligation) • £18,000 for managing Torgarve Woodland s long-term sustainability • £15k for ACC core costs, including insurance, audit and office FY2025-26 • £72k to fulfil ACC cash reserve policy (5 month of operational running costs @ £14,500/month) • £35k to cover 100% of LDO funding FY2026-27
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 outlined in section 6.5 above, ACC committed unrestricted funds to match funding from external funding agencies and designate funds to secure its future operations, assets and resources. <u>ACC funds to match grant funds</u> ACC committed funding to match grant funds obtained from external funding agencies. The remainder of the amounts that were originally allocated to match fund these projects is shown below. • £12,000 to match fund HIE funding for LDO for FY2025-26 • £28,000 to match National Lottery Heritage Funding for Torgarve woodland • £80,000 for Sustainable Living in Applecross project (as outlined in CRF4135 funding application). The remainder of ACC's unrestricted funds were allocated by the board as follows: • £10,000 landlord fund for repairs and maintenance (legal obligation) • £18,000 for managing Torgarve Woodland s long-term sustainability • £15k for ACC core costs, including insurance, audit and office FY2025-26 • £72k to fulfil ACC cash reserve policy (5 month of operational running costs @ £14,500/month) • £35k to cover 100% of LDO funding FY2025-26

6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	As explained above, ACC has designated a significant amount of funds to the Sustainable Living in Applecross project to design and build 9 homes and 2 business units in total on the hydro-field (this is only phase 1 of two phases). Project development and construction phases will run into millions of pounds. ACC must secure its future operations, resources and existing assets to enable the organisation to deliver and expand its project portfolio and assets for the benefit of the Applecross community. This means that on this occasion, ACC is not able to provide match funding.
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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes ☒ No ☐
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.	Building on its track-record of managing a portfolio of assets, ACC will use the rental income of the affordable homes and business units as follows: 1. 30% will be designated for ad-hoc repairs, routine servicing and long-term maintenance and replacements to safeguard the sustainability of the project. 2. Repayment of potential loan that ACC may need to take for the next stage of this project – the main capital built. 3. Remainder of the income will be reinvested into community benefit projects, including to leverage additional funding. Please find attached for your information the initial business plan for the development of the hydro-field / Sustainable Living in Applecross project.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	ACC never duplicates or competes with other local organisations/businesses' products or services. To ensure this, ACC widely engages and consults with resident and other stakeholders regarding potential new projects and when developing projects to gauge support, receive and incorporate feed-back. Local businesses are supportive of the project in general but specifically because it will help to retain and attract economically active people that are much needed for sustaining and growing their businesses. The study assessing the feasibility of the business units also showed that existing local businesses are not only supportive but registered interest in renting the business units that are subject to this application. Applecross Community Council has provided a letter of support.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	ACC has secured £219,600 for developing the wider Sustainable Living in Applecross

		project. This application is for £17,955 and is aimed at funding various surveys that have been identified by the Architect and technical team working on the development phase. project. It is highly likely that ACC will need to take out a substantial loan for the next stage – the main capital built.	
7.6	Have you previously received public funding?	Yes ☒ No ☐	
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?
Highlands and Islands Enterprise (75% of core costs for 3 years)	01/04/2022	72,400	Yes ☐ No ☒
Highland Council Comfort Scheme (towards management of public conveniences)	01/04/2022	1,200	Yes ☐ No ☒
Scottish Land Fund (Stage 2) (capital and revenue costs associated with acquisition of Camusterrach Church)	26/08/2022	106,833	Yes ☐ No ☒
Highland Council Comfort Scheme (towards management of public conveniences)	01/04/2023	1,200	Yes ☐ No ☒
National Lottery Heritage Fund (capital and revenue costs associated with delivering 4-year community woodland project)	05/09/2023	247,922	Yes ☐ No ☒
Highland Council Community Transport Grant (revenue costs towards delivering a 3-year community transport project)	18/12/2023	22,500	Yes ☐ No ☒
Highlands and Islands Enterprise (revenue costs towards renovation of Camusterrach Church)	12/02/2024	25,000	Yes ☐ No ☒
Highland Council Community Transport Grant top-up funding (revenue costs towards delivering a 3-year community transport project)	31/03/2024	12,000	Yes ☐ No ☒
Crown Estate Scotland - Community Capacity Grant (towards Sustainable Living in Applecross Design Team costs)	13/02/2024	43,000	Yes ☐ No ☒
Highland Council Comfort Scheme (towards management of public conveniences)	01/04/2024	1,200	Yes ☐ No ☒
SSE Sustainable Development Fund (towards Sustainable Living in Applecross Design Team costs)	30/04/2024	40,000	Yes ☐ No ☒
Highland Council Comfort Scheme (towards management of public conveniences)	01/04/2025	1,200	Yes ☐ No ☒
SSE Sustainable Development Fund - top-up funding (towards Sustainable Living in Applecross Design Team costs)	29/04/2025	4,000	Yes ☐ No ☒
Highlands and Islands Enterprise (50% of core costs for 12-months)	14/05/2025	17,190	Yes ☐ No ☒

CRF Community Regeneration Fund (CRF) (towards development phase of Sustainable Living in Applecross project)	07/07/2025	44,600	Yes ☐ No ☒
Highland and Island Enterprise (towards design of business units and associated infrastructure)	07/08/2025	50,000	Yes ☐ No ☒

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

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

Signature:  Print: 	Date: 15/09/2025
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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 ☒ No ☐
2	Annual financial accounts – latest available.	Yes ☒ No ☐
3	Constitution or articles and memorandum.	Yes ☒ No ☐
4	Committee Members or Directors List.	Yes ☒ No ☐
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
6	Valid organisation insurance policy.	Yes ☒ No ☐
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐
8	Confirmation of match funding letters	Yes ☐ No ☐ NA ☒
9	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☒
10	Business plan (income generation projects only)	Yes ☒ No ☐ NA ☐
11	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☒ No ☐ NA ☐
13	Partnership agreement	Yes ☐ No ☐ NA ☒

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 12 noon on Monday 15th September 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	CRF4162
1.2	Organisation	Torridon District Community Association (TDCA)
1.3	Project title	Loch Torridon Community Centre Improvements
1.4	Summary of project you wish to be funded (max 250 words)	The project is looking for support in 3 key areas: • Sustainability and drive to net zero through the implementation of the recommendations of our Business Energy Scotland report • Income protection and generation through the refurbishment of the kitchen and entrance area • Operational and visitor improvements through the modernisation and enhancement of our IT systems and infrastructure.
		Total project cost £150,000

1.5	Project costs	Match funding	£115,000
		CRF grant requested	£35,000
1.6	Start date	01/10/2025	
1.7	End date (max 12 months from start date)	31/03/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	TDCA	
2.2	Address and postcode	Loch Torridon Community Centre, Torridon, IV22 2EZ	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address	chair@lochtorridoncentre.co.uk	
2.7	Website address	https://www.lochtorridoncentre.co.uk/	
2.8	Organisation type	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	Company SC350453 / Charity SC016416	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒	
2.11	If the organisation is VAT registered, please provide the number.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	☐	Whole
		☐	Partial
		☒	None
2.13	Provide details of VAT exemptions.	N/A	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Loch Torridon Community Centre, Torridon, IV22 2EZ
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☒ No ☐
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☒ No ☐
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	The solar PV requires planning consent; the kitchen alterations likely need building warrant - we are in the process of applying and have engaged an architect.

SECTION 4: THE PROJECT PROPOSAL		
4.1	List the main activities required to deliver the project including timescales.	
Activity name		Achieve by (date)
Install Replacement Windows and Doors		30/11/2025
Install IT Cabling/PC/Printer		31/12/2025
Lighting upgrades to LED bulbs and motion sensors		31/01/2026
Install Solar PV and Battery storage		31/03/2026
Kitchen and entrance hall upgrade		31/03/2026
4.2	(a) What local need or opportunity will the project address?	
(500 words max limit)		
Loch Torridon Community Centre generates around £70k annually from diverse income streams, including café rent, gallery sales commission, gym membership, events, weddings, and hosting the Celtman triathlon. Following on from COVID business interruption and large cost increases caused by worldwide uncertainty, costs have increased massively and that income is almost entirely absorbed by running costs, leaving no capacity to reinvest or build reserves. This makes us dependent on ad-hoc grant funding for essential repairs. The building was constructed in 1998 and extended in 2008. The older part is aging and requires investment to improve energy efficiency and make sure facilities remain fit for purpose. We must take action to ensure our repairs list does not become unmanageable.		

Our project will future-proof the centre by upgrading and maintaining the building, reducing operating costs through energy efficiency, and enhancing facilities to allow us to retain our existing business and attract new business, which in turn will allow us to be self-sustaining. This will strengthen the centre's role as a vital hub for community life, supporting local enterprise, cultural and social activities, and major events, while moving us towards long-term financial sustainability.

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

(500 words max limit)

The Loch Torridon Community Centre is highlighted as a key community space within the Local Place Plan. It provides a venue for several community activities such as yoga, craft clubs, whist nights, quizzes, Meet & Eat charity cafe, a regular ceilidh house and our Community Cinema. All these activities are run by and for the community and help to reduce social isolation and build community resilience.

The plan also recognises the centre's role in supporting the local economy by providing employment, income for local artists through the gallery, and services for visitors. As a hub for community life and a driver of "slow tourism," the centre directly contributes to the sustainability of the area.

Our proposed improvements – a modernised kitchen to increase income and zero-carbon energy upgrades to cut costs – align with the Local Place Plan's priorities. They will secure the centre's long-term sustainability and ensure it continues to serve both residents and visitors for many years.

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

(500 words max limit)

There is strong local support for the ongoing maintenance and development of the Loch Torridon Community Centre, demonstrated through both direct fundraising and extensive community engagement.

In 2023 the communities of Torridon and Kinlochewe produced a Community Development Plan, written after extensive community consultation and engagement. The overarching vision in the plan is to invest in the future of our community whilst maintaining and enhancing our natural and wild environment. This project does both in allowing us to achieve considerable action to reduce our carbon emissions and will allow us to generate more income to invest in the future of our community through much needed maintenance to the building and funds for other community initiatives such as our community recycling hub and community cinema.

Residents have also demonstrated their commitment through direct financial support. A GoFundMe campaign specifically for building repairs and maintenance raised £4,500, showing the value placed on the Centre and the community's willingness to contribute to its upkeep.

The Centre itself is consistently highlighted as a vital local asset. It is home to numerous community-led activities – from yoga, craft clubs, and ceilidhs to the Community Cinema, Meet & Eat charity cafe, and volunteer-run social groups. These activities attract people of all ages and backgrounds, helping to reduce isolation and build resilience.

Partnership support is also evident. In 2024, Business Energy Scotland undertook a full review of the Centre following the failure of its ground source heat pump. Their report suggested an array of energy saving measures which this project seeks to put in place. The total energy efficiency measures supported by Business Energy Scotland will provide a saving of approximately £8,000 a year.

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.

☒	Increasing community resilience
☐	Tackling poverty and inequality
☐	Addressing causes of rural depopulation
☐	Helping economic recovery and sustaining growth
☐	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?

(500 words max limit)

Three of the five activities involve implementing energy saving measures which were identified in our Business Energy Scotland report. Immediate and short-term outputs from these measures are: an immediate increase in energy efficiency through the installation of replacement windows and doors and upgrades to LED bulbs and motion sensors and installation of solar PV and battery storage. Business Energy Scotland report suggests a saving of approximately £8,000 a year which over half of our currently yearly energy costs of £15,000. This represents a significant reduction in operating costs. We will track our bills from EDF and take regular meter readings to monitor usage.

The IT improvements will impact immediately and result in an improved customer experience and staff efficiency. Improvements will allow an updated IT system which is fit for purpose for a growing staff team. Currently the system we have is not as connected as it needs to be which means there is an inevitable duplication of work in places. The new system will reduce this to a minimum. There will be an improved customer experience through quicker and more streamlined gallery sales, room and hall bookings, online meeting facilities etc. We will monitor this through user feedback – verbal and online.

The planned kitchen improvements will allow us to retain vital catering income from the Celtman triathlon in 2026. This event has grown over the years and now involves catering for over 700 people over the course of two weekends. The updated facilities will allow us to better promote weddings and events, although by nature it is likely promotion in 2026 will allow for an increased number of events in 2027.

(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?

(500 words max limit)

The long-term outcomes of this project will be a more sustainable, resilient, and financially secure Community Centre that can continue to serve as a vital hub for Torridon and the surrounding area. This project will help us to build a sound business model to hand on to the next generation, whilst allowing us to continue to provide important day to day facilities to our community.

- Reduced Running Costs – Business Energy Scotland estimate saving could be around £8,000 a year. This is money that can be invested directly back into the community centre.
- Increased Income Generation – Kitchen modernisation will allow for increased events and bookings which will generate additional income for TDCA and reduce our reliance on grant funding.
- Improved organisational resilience – With greater financial stability, TDCA will be able to build reserves and take a proactive approach to repairs, avoiding delays such as those caused by the 2024 Ground Source Heat Pump sudden failure.
- Community benefit and social impact – the community centre will continue to be a well-used community space which hosts a wide variety of community activities, supports community enterprise, and provides local employment.
- Environmental legacy – By reducing energy use and moving towards zero-carbon improvements, the Centre will contribute to national climate goals and act as a local example of sustainable practice.

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

(500 words max limit)

The five elements of the project are designed as a one-off intervention, principally to address the imbalance between our income and expenditure. The project is designed specifically to reduce the need for future grant funding. The energy saving measures are estimated to save around £8,000 per year in running costs. This money will go towards repairs and maintenance throughout the building including community facilities such as our gym and hireable meeting rooms.

It is inevitable some of the elements such a battery storage will eventually need replaced but the savings to running costs will be used to help build up reserves to deliver a proactive maintenance and replacement schedule.

With a kitchen that is fit for wedding catering we will design a marketing strategy to increase wedding and other event bookings. This additional income will increase organisational sustainability.

We expect to be able to maintain the kitchen and energy efficiency measures as part of our existing annual compliance, servicing, and maintenance program.

4.6 Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.

(500 words max limit)

This project is designed to minimise environmental impact and contribute directly to Scotland's net zero ambitions. Three key strands of the work focus on generating our own renewable electricity and improving energy efficiency within the Community Centre.

- Installation of additional energy efficiency improvements recommended by Business Energy Scotland. These are projected to save 25,137 kWh of energy annually and reduce emissions by 5.7 tonnes CO₂e each year.
- Battery storage will allow us to capture and use surplus renewable energy generated onsite, ensuring maximum efficiency and further reducing grid reliance.
- Upgraded facilities will also help us reduce waste from inefficient systems and extend the lifespan of the building by maintaining it in good condition. The project will future-proof the Centre, ensuring it remains a low-carbon, environmentally responsible facility at the heart of the community.

Where possible we will seek to use local contractors for work however given our remote location it may not always be possible for there to be someone local, where journeys must be made, we will encourage car-sharing and reduction of un-necessary trips. Where possible we will encourage the reuse of recycling of any waste generated by the project.

This project will actively deliver a reduction in carbon emissions and allow us to align with national net zero aims.

4.7 In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups?

(500 words max limit)

Our project has been developed to benefit the whole community by ensuring the long-term sustainability of the Loch Torridon Community Centre. We recognise the importance of equalities issues and the centre was designed to be as accessible and inclusive as possible. The Community Centre is wheelchair accessible and has step free access both front and back and to the café. We have two disabled toilets and a disabled shower in the building, a closed loop hearing system and a chair lift to allow the upper floor of the community centre to be accessible.

We aim for our community centre to be welcoming to all members of our community and all those visiting the area. In the last year the centre has been the venue for National Trust for Scotland events with refugee groups and the Inverness Feminist Bird Group. This year our Community Cinema which is run by TDCA, hosted Torridon's first Pride event. We are a regular venue for local church groups, have hosted Gaelic events and aim to provide affordable rental rates and membership fees for residents. Our Community Recycling Hub was designed to have step free access.

As part of our sustainability focus, energy efficiency upgrades will also ensure that the Centre remains warm, affordable to run, and comfortable for all users – important in a rural area where high heating costs can be a barrier.

By securing the long-term future of the Centre, this project will ensure that residents and visitors of all backgrounds and abilities continue to have access to a safe, welcoming, and inclusive community space for generations to come.

4.8 All applicants are required to provide a statement on how the organisation is committed to advancing the [Fair Work First Policy](#) including the 'Real Living Wage' and 'Effective Workers

Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place. PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.  FWF statement and declaration template.doc	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation's website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	1 full time, 5 part time + c20 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☒ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET			
5.1	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 summary spreadsheet		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
	Lighting upgrades to LED/PIR	Capital	£16,000
	Solar PV and Battery storage	Capital	£58,000
	Replacement Windows and Doors	Capital	£27,000
	Kitchen and entrance hall upgrade	Capital	£43,000
	IT Cabling/PC/Printer	Capital	£6,000
Total revenue expenditure			£0

Total capital expenditure			£150,000
TOTAL PROJECT COSTS			£150,000
Is VAT included in these costs?			Yes ☒ No ☐
Can you confirm that the costs above have not already been incurred or committed to?			Yes ☒ No ☐
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 ☒ No ☐
5.3	Please explain how your project will achieve value for money.	Where possible 3 quotes will be obtained for all work, due to our location this can be very difficult. The above figures are based on initial quotes received and will be finalised when further quotes have been obtained. The exception to this is the kitchen works which are a provisional figure at this stage.	
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
SSE PCNZ		Yes ☐ No ☒	30/9/25
CARES (80% of solar)		Yes ☐ No ☒	10/10/25
TDCA own funds (10%)		Yes ☒ No ☐	31/8/25
HIE		Yes ☐ No ☒	30/9/25
Total match funding			£ 115,000
CRF requested			£ 35,000
Total funding			£ 150,000
6.2	Will the project involve “in kind” support?		Yes ☐ No ☒
6.3	If yes, please detail.		N/A
6.4	Please explain why public funding is required to deliver the project.		We do not have sufficient reserves
6.5	Please explain what the remaining bank balances are for in your accounts.		Day to day 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.		Any unrestricted funds are income from 2025 'peak season' and will be used for day to day running costs up to 2026 season

6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/A
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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes ☒ No ☐
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 will be re-invested in centre upkeep and maintenance. Any additional funds will be used to build up our reserves to pre-COVID levels, allowing staff to be retained should we have a year where income drops significantly. Any additional surplus may be used for projects from our Community Development Plan.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	We do not plan to undertake any business activities which we do not already do, only to improve facilities which will lead to additional bookings.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	We would be unable to repay
7.6	Have you previously received public funding?	Yes ☒ No ☐
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 Covid support	2021-22	£2,254	Yes ☐ No ☒
HIE/ Tourism Infrastructure (EV Chargers)	2021-22	£13,586	Yes ☐ No ☒
CRF round 1 feasibility study	2023-24	£17,075	Yes ☐ No ☒
SLF stage 1 feasibility study	2023-24	£6,765	Yes ☐ No ☒
Community Regeneration Fund - CDO	2024-25	£30,000	Yes ☐ No ☒
Community Regeneration Fund	2024-25	£17,175	Yes ☐ No ☒
Crown Estate Scotland	2025-26	£20,000	Yes ☐ No ☒
Royal Countryside Fund	2025-26-27	£25,000	Yes ☐ No ☒
Community Regeneration Fund - CDO	2025-26	£40,000	Yes ☐ No ☒

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

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

Signature: Print:	Date: 12/09/2025
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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 ☒ No ☐
2	Annual financial accounts – latest available.	Yes ☒ No ☐
3	Constitution or articles and memorandum.	Yes ☒ No ☐
4	Committee Members or Directors List.	Yes ☒ No ☐
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
6	Valid organisation insurance policy.	Yes ☒ No ☐
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐
8	Confirmation of match funding letters	Yes ☐ No ☐ NA ☒
9	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☒ NA ☐
10	Business plan (income generation projects only)	Yes ☒ No ☐ NA ☐
11	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☒ No ☐ NA ☐
13	Partnership agreement	Yes ☐ No ☐ NA ☒
Reason for missing documentation: Planning permission and building warrant application in process		

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

- Letter of support – community council/group
- Letter of support – name of local business

Appendix 2 - Technical Assessment RAG Summary Spreadsheet

CRF ref	Organisation	Project title	Project description	Area Place Plan Priority	Total project cost	Grant Requested	CRF % rate	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities Issues/Impacts	Environmental Sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	Project Officers Comments
CRF4019	Wester Ross Radio	Community Station Refurbishments	Our radio station is at the heart of two rural communities, Gairloch and Ullapool both face challenges that put our future at risk. In Gairloch, the studio equipment is nearly 30 years old, far beyond its intended lifespan. Without immediate investment, we face the prospect of being unable to broadcast to communities that rely on us for connection, information, and engagement. In Ullapool the building has been closed and needs reopening, upgrading, and new equipment. This project is about much more than technology, it's about keeping our communities connected, giving people a voice, and creating opportunities.	1.8 Digital Access for All & 3.4 Increase Access to Vocational Training	£ 55,259.38	£ 30,000.00	54%	3	3	3	3	3	2	3	3	3	3	29	This project seeks to replace old redundant and near end of life equipment at both the Gairloch and Ullapool community radio stations. Gairloch is presently fully functioning, but Ullapool has been closed due to equipment failure and the need for some refurbishments. The project will see new modern studio and broadcasting equipment and volunteer effort to bring Ullapool back into use for that community. There is extensive support for the project and it will seek to offer skills development and opportunities for young people to gain experience in studio work, producing and broadcasting. The applicant is putting significant match funding to this from fundraising, sponsorship and donations.
CRF4112	Kyle & Lochalsh Community Trust	Upgrade of Kyle Public Toilets, Showers and Launderette Facilities	KLCT seeks support to deliver Phase 1 of a three-phase upgrade to the only public toilets, showers, and launderette in Kyle of Lochalsh. These facilities are vital for both the local community and the 70,000+ visitors who use them annually, including tour groups, ferry passengers, train users, and passing motorists on-route to Skye.	2.1 Infrastructure maintenance and services; 3.3 Year-Round Tourism; 3.9 Establish Community-Run Tourism facilities	£ 63,839.32	£ 63,839.32	100%	2	2	3	3	3	3	3	2	3	3	27	The Trust took ownership of the public toilets from the Highland Council in the Spring of 2014, and have been operating them since. During July 2024, the facility suffered from flooding damage due to leaks in the roof. Temporary repairs have been undertaken, but a full roof replacement is required, alongside other works to secure, refurbish and improve the operating efficiency of the facility. This is a trimmed back 100% request for funding to address the highest priorities of the roof and roller shutters. It is likely that if their application is successful other funders have indicated that they will fund a replacement turnstile entry system to improve revenues, as well as essential repairs to plumbing and sanitaryware, hence amber for the match funding criteria
CRF4157	Wester Loch Ewe Trust	Poolewe Community Land Acquisition	Purchase of 25Ha of land adjacent to Poolewe village. This is the enabling stage of a wider project. The land will subsequently be used for community benefit projects: affordable housing; medical emergency helipad; campervan Aire; community woodland; grazing land for the benefit of local crofters.	1.1 Build Suitable & Affordable Housing; 2.4 Public Space Enhancement; 2.5 Affordable and Sustainable Housing; 3.9 Establish Community-Run Tourism facilities	£ 177,400.00	£ 40,000.00	23%	2	3	3	3	2	2	3	3	3	3	27	The Trust are seeking to purchase around 35 Hectares of land in Poolewe with the vision of developing affordable housing, the provision of an emergency medical helipad, community woodland and a campervan Aire. The project is being heavily supported by the Scottish Land Fund, and the applicant is looking for match funding to deliver the acquisition. The project meets local priorities, addresses identified need and is well supported. The applicant could have expanded and delivered more consideration on equalities and environmental consideration, and robustness is marked as amber until the funding package is fully confirmed.
CRF4158	Applecross Community Company	Sustainable Living in Applecross - Surveys	This application is to request funding for four engineering and environmental surveys that are required for the successful implementation of the Sustainable Living in Applecross Project.	1.1 Build Suitable & Affordable Housing; 2.4 Public Space Enhancement; 2.5 Affordable and Sustainable Housing; 3.1 Nurture new local enterprises	£ 17,955.00	£ 17,955.00	100%	3	3	3	3	2	3	3	3	3	3	29	The Community company have already secured funding of £219,000 for the RiBA design and development stages of their project to bring them up to pre-tender. However their architect and engineers have identified essential surveys that will be required to satisfy statutory bodies as planning consultees. This application is to fund those essential surveys. The match funding section has scored as green due to the applicant having already secured such a large funding package, but as works had commenced it was felt clearer to separate the application rather than as part of the entire design and development works.
CRF4162	Torridon District Community Association	Loch Torridon Community Centre Improvements	The project is looking for support in 3 key areas: 1)Sustainability and drive to net zero through the implementation of the recommendations of our Business Energy Scotland report; 2) Income protection and generation through the refurbishment of the kitchen and entrance area; 3) Operational and visitor improvements through the modernisation and enhancement of our IT systems and infrastructure.	2.1 Infrastructure maintenance and services; 2.4 Public Space Enhancement; 3.9 Establish Community-Run Tourism facilities	£ 150,000.00	£ 35,000.00	23%	2	3	3	3	3	3	3	3	3	2	28	The Loch Torridon centre, is well established and fairly modern community centre which is used for a wide range of community based events, session and clashes, as well as hired out to private functions. Despite being modern in the context of many community centres, it is in need of some replacement and refurbishment to maintain and improve the buildings efficiency and reduce increasing maintenance and energy costs. The proposals include replacement windows and doors, solar panels and battery storage, led lighting upgrades and a commercial kitchen to secure ongoing event and private hire. Whilst the applicant a low intervention presents good value for the funding applied for, it is not all secured as yet, hence amber for the robustness of the application.

£ 470,808.09

£ 186,794.32

£ 284,013.77

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

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