

The Highland Council

Agenda Item	10
Report No	BIER/38/25

Committee: Black Isle and Easter Ross

Date: 10 November 2025

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

- 1.1 The purpose of this report is to present nine funding requests to the Black Isle and Easter Ross Community Regeneration Fund (CRF) budget for 2025-26, for discussion and decision by Members. The report also updates Members on their CRF budget position for 2025-26.

The nine applications are provided within **Appendix 1** to this report and a technical assessment summary is provided within **Appendix 2**.

A summary of the Black Isle and Easter Ross CRF budget for 2025-26 is provided in section 5 below.

2 Recommendations

- 2.1 Members are asked to:-

- i. **Consider** the applications presented and agree whether to approve, defer or reject the 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; 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** – The Black Isle and Easter Ross Area Committee currently has available CRF funding of £398,086.83. Applications under consideration total £283,448.65. Therefore, there are no resource implications in approving the funding awards 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's 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 forward grant payment. Factors such as past knowledge of and project experience of the grant receipt, 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 organisations.
- 3.5 **Gaelic** - Consideration given within individual project applications in line with the council's policy.

4 Impacts

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

5 Background

- 5.1 Community Regeneration Funding is an umbrella term for a number of funds that are available for communities/ organisations to access in Highland. It currently comprises elements of the Highland Coastal Communities Fund (HCCF) and the Place Based Investment Programme (PBIP), both of which are Scottish Government Funding streams to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.
- 5.2 Broad eligibility criteria for the fund is as follows:-
- All projects are expected to be able to meet at least one of the following priorities:-
- economic recovery;
 - community resilience;
 - mitigating the impact of the climate/ecological emergency; or
 - addressing the challenges of rural depopulation

Projects should be able to demonstrate that they are:-

- sustainable/ viable;
- providing value for money;
- providing additionality; and
- able to evidence positive impacts and wide community benefit

- 5.3 Applications brought to this committee meeting were either previously submitted to the Highland Strategic LAG for consideration for CLLD funding, and were unsuccessful in that approach, or have been identified by Members as addressing priorities set out in the Local Area Plans for the Black Isle and Easter Ross. This is in line with the policy direction set by the CRF Strategic Sub- Group in February 2025.

Following discussions, local Members also agreed that they particularly wanted to see applications come forward that focussed on developing or supporting local community facilities.

- 5.4 In summary, the CRF budget position for the Black Isle and Easter Ross Area Committee on 10 November 2025 is as follows:-

Funding Source	Eligibility	Amount
Highland Coastal Communities Fund- Tranche 5	Capital or Revenue	89,773.22
Highland Coastal Communities Fund- Tranche 6	Capital or Revenue	100,636.89
Place Based Investment Programme (confirmed to date)	Fixed capital only	178,634.72
Area CRF Budget Carry Fwd.	Capital or Revenue	29,042.00
Total Confirmed Area CRF Budget		398,086.83

A total of nine applications are under consideration by Members today, with a total grant request value of **£283,448.65**.

If Members were to approve all nine applications, there would be **£114,638.18** remaining in the Black Isle and Easter Ross CRF budget for 2025-26.

- 5.5 Members will recollect that the current Scottish Government (SG) grant offers are made on annual basis with the expectation that funds are expended by the financial year end. Project approvals are made at Area Committee by Members following assessment of the project by the Community Regeneration Funding Team.

The current available balance in Black Isle and Easter Ross must be committed to projects by 31 March 2026 to remain compliant with the SG grant conditions. Failure to do so could leave the funding vulnerable to clawback and therefore potentially withdrawn from the area.

We are hopeful that there will be a second tranche of Place Based Investment Programme funding confirmed later in 2025/26 for the Black Isle and Easter Ross area. Members will be updated on this when further information is available.

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: 15 October 2025

Author: Fiona Cameron, CRF Programme Manager
Martin Culbertson, Project Officer
Alison Tanner, Community Heritage Officer

Background Papers: None

Appendices: Appendix 1 – Application Forms
Appendix 2 – RAG assessment 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 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	CRF 4045
1.2	Organisation	CROMARTY COMMUNITY DEVELOPMENT TRUST
1.3	Project title	EAST CHURCH HALL RENEWAL
1.4	Summary of project you wish to be funded (max 250 words)	<p>We are on the cusp of securing a long-term lease of the much-loved and once-thriving Cromarty East Church Hall from the Highland Council and Common Good.</p> <p>We are now seeking funds to make the building fit for use once again — addressing the deterioration caused by several years of disuse — and to repurpose it as a vibrant, inclusive space that serves the needs of our community today.</p>

		<p>Our vision centres on creating a Community Cafe and Wellbeing Hub. An idea that has been shaped by consultation and engagement with our local community.</p> <p>From these investigations and conversations, it is clear that this space has the potential to be widely beneficial, even vital — a cornerstone for community restoration and cohesion at a time that is clearly challenging for many.</p> <p>Whether people are struggling with isolation, marginalisation and lack of local infrastructure or by poverty, personal loss or poor mental health, this project is responding to what our town is telling us it needs.</p> <p>We as an organisation are guided by the principles of social value. We know that this is a time of significant and growing need not just from formal engagement but also through our own presence, knowledge and care for Cromarty and its people.</p> <p>If our plans come to fruition, a regenerated East Church Hall will become a space that supports:</p> <ul style="list-style-type: none"> ● Sustainability ● Resilience ● Health and wellbeing ● Children, young adults and families ● The environment ● Inclusion and opportunity <p>For everyone across the town, at every stage of our lives</p>	
1.5	Project costs	Total project cost	£106,940.85
		Match funding	£19,500.00
		CRF grant requested	£87,440.85
1.6	Start date	01/12/2025	
1.7	End date (max 12 months from start date)	30/11/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Cromarty Community Development Trust	
2.2	Address and postcode	Cromarty Post Office, 8 Bank Street, Cromarty IV11 8UY	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	[REDACTED]	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	TBA and coming soon	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC567005	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.	GB324924110	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	East Church Hall, Burnside Place, Cromarty IV11 8XA
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 25 Years 0 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.	We are awaiting the outcome of the committee decision in the Highland Council for us to be given the lease.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL																	
4.1	List the main activities required to deliver the project including timescales.																
<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Refurbishment of the hall, making good the decay and repurposing</td> <td>01/07/2026</td> </tr> <tr> <td>Paying for a Project Manager</td> <td>01/07/2026</td> </tr> <tr> <td>Paying for the legal fees due to pay for the conveyancing of the lease</td> <td>01/07/2026</td> </tr> <tr> <td>Purchase of new equipment for the hall</td> <td>01/07/2026</td> </tr> <tr> <td>Employing a centre manager to lead the successful opening of the project</td> <td>30/11/2026</td> </tr> <tr> <td>Employing a community café manager to lead this element of the project</td> <td>30/11/2026</td> </tr> <tr> <td colspan="2" style="height: 150px;"></td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Refurbishment of the hall, making good the decay and repurposing	01/07/2026	Paying for a Project Manager	01/07/2026	Paying for the legal fees due to pay for the conveyancing of the lease	01/07/2026	Purchase of new equipment for the hall	01/07/2026	Employing a centre manager to lead the successful opening of the project	30/11/2026	Employing a community café manager to lead this element of the project	30/11/2026		
Activity name	Achieve by (date)																
Refurbishment of the hall, making good the decay and repurposing	01/07/2026																
Paying for a Project Manager	01/07/2026																
Paying for the legal fees due to pay for the conveyancing of the lease	01/07/2026																
Purchase of new equipment for the hall	01/07/2026																
Employing a centre manager to lead the successful opening of the project	30/11/2026																
Employing a community café manager to lead this element of the project	30/11/2026																
4.2	(a) What local need or opportunity will the project address?																

(500 words max limit)

Cromarty is a small Highland community facing challenges common to rural Scotland: ageing population, rising cost of living, social isolation and limited local services. The East Church Hall, once a thriving childcare centre, has been empty for more than three years. Without intervention, this much-loved building—into which the community invested £200,000 of Lottery funding and countless hours of voluntary effort in the 1990s—will continue to deteriorate.

In order to take back the building purposefully, we have embarked on a period of consultation and word-of-mouth outreach and have identified a gap in the town that is keenly felt.

It is clear that life in a post-Covid world has radically changed the way we live and interact with each other. Our own findings and feedback consistently highlight the need for accessible, multi-purpose, affordable spaces to serve the changing needs of modern life and to enhance emotional welfare.

This is clear in the Cromarty-specific data in the Black Isle Place Plan. People expressed desire for facilities that support wellbeing, inclusion, cultural activity, and practical skills. A flexible community hub in the East Church Hall would directly respond to these needs.

Social need is clear. Our young people in the town have a great resource in our dynamic, brilliant youth workers, who have identified that there are some particularly vulnerable youngsters here needing more than can be currently provided with limited resources. Meanwhile evidence shows our older population are increasingly isolated. And, tragically, the impact of suicide and poor mental health has been felt deeply in our community. We can't know if what we offer would change things in this last respect, but we can try. What is clear is the pressing need for places where people can connect, share food, participate in creative, practical and physical activities, and access support to ameliorate distress, grief, loneliness, poverty, marginalisation and more. Such a place might help bring Cromarty back to the more outgoing community it was once and which we miss.

Economically, Cromarty requires facilities that help sustain local businesses helping to attract visitors. Affordable office space and co-working facilities will allow residents to work locally, reducing travel costs and emissions. A revitalised East Church Hall will also drive footfall, complementing existing businesses, enabling community-run ventures with a community cafe at heart, providing office space, and rehousing our thriving community thrift shop, from its current cold location, unsuitable for our elderly, dynamic group of volunteers. All the while generating income to sustain the building whilst enhancing skills and training opportunities.

Environmental sustainability is critical too. By repurposing an existing structure, the project avoids the carbon costs of new development. Planned initiatives in food growing, re-use, repair, and energy efficiency improvements will further contribute to net zero goals and strengthen local resilience.

In short, Cromarty urgently needs the cherished **East Church Hall** restored as a vibrant community hub, tackling isolation, ameliorating poor mental health, enhancing wellbeing, preserving heritage, creating opportunities for young and old, stimulating the local economy and supporting a more sustainable future.

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

Yes, we have extrapolated the data that pertains to Cromarty from the recent Black Isle Place Plan.

See separate sheet with the breakdown of data (1_Evidence_BLACK ISLE PLACE PLAN CROMARTY DATA:FINDINGS)

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

In addition to the Black Isle place plan data, we have also commenced our own wide ranging community engagement project, this will be ongoing. (Summary enclosed in supporting documents)
From our discussions and surveys we can show that there is clear support for what we are aiming to achieve for the community in the **East Church Hall**.

We also have letters of support from members of the community and various organisations.

Throughout the existence of CCDT (since November 2017), the East Church Hall has been one of the fixed desires expressed at every community meeting and every conversation which Directors have in the streets and shops, where we are continually asked and pressed on 'what are you doing to bring the East Church Hall back into the community?'.

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

(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.

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

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

(500 words max limit)

If successful there will immediately be relief and excitement in the town that we have the chance to restore the **East Church Hall** to community care and for community benefit.

Restoration & Infrastructure

- Desired outcome: The completion of the restoration works so that the hub is accessible, looks renewed, is usable and meets our intended needs.

Measured by: Accessibility compliance checks, ongoing monitoring, project manager progress reports

- Desired outcome: The creation of flexible spaces ready for use - cafe, office space, toilets and kitchen areas and making of the outdoor space useable

Measured by: User satisfaction, photos of finished spaces, community feedback from early activities

Community Engagement

- Desired outcome: Active involvement of local communities and partner groups in shaping the hub through consultations, an open day and volunteer opportunities

Measured by: Attendance records from open day and consultation sessions, volunteer numbers and feedback surveys, in person unofficial chats and feedback

- Desired outcome: Establishment of partnerships with local organisations, third sector and commercial and engaging with service providers who will wish to use the space and a clear plan for how we use the building

Measured by: Robust engagement and outreach with other organisations in the town eg: Cromarty Care Project, James Support Group, letters of intent, activity schedules

Access & Participation

- Desired outcome: Opening of the hub to the public with launch events attended by community

Measured by: Log of event attendance, photos, participant feedback forms, in-person off the record chats and feedback

- Desired outcome: Good number of pilot activities planned for the first months of occupation

Measured by: bookings, calendar of activities, user statistics, enquiries

Early Social & Economic Value

- Desired outcome: Creation of new volunteering and skills-development opportunities during restoration and launch

Measured by: Volunteer role descriptions, sign-up and training records, participant testimonials

- Desired outcome: Engagement of local contractors and suppliers in the building works, supporting the local economy

Measured by: Invoices, list of contractors, percentage of budget spent locally, and multipliers

- Desired outcome: Early evidence of reduced social isolation through participation in hub activities

Measured by: Participant feedback forms, short surveys, in-person feedback

(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 project will bring many longer-term benefits. Restoring the building to community use and addressing diverse needs will foster a sense of empowerment that is rooted in the wide-ranging community engagement that has shaped it and will continue to shape it. It will strengthen our town's feeling of collectivity and show that we can all be active participants in Cromarty's future.

Wellbeing Benefits

Cromarty, as much of the Highlands, faces a decline in mental health resilience in the population. Young people are in need of more support, whilst our older generation shows evidence of endemic loneliness and isolation:

"Our research also shows that the loneliest people have the poorest mental health, live alone or are in poor physical health." (Age UK)

Our welcoming space enables all ages to gather for social events, host groups who work with mental health and emotional or physical wellbeing. We'll eat together, sing, exercise, learn, play - augmenting reasons and opportunities to connect.

"We need to be more innovative about the spaces we create to support mental wellbeing in rural Scotland." (Voluntary Health Scotland)

- Benefits will be measured through attendance records, user feedback, and wellbeing surveys with partner groups.

Practical Benefits

Without intervention the building will fall into further disrepair. Repurposing it preserves a valued community asset while making it useful again for future generations.

The hall will support practical skills through adult education classes, tool sharing, repair initiatives eg: bike maintenance facilities—keeping knowledge alive and strengthening resilience.

- Benefits will be measured by building condition reports, number of classes delivered, and participation data.

Economic benefits

Our model combines commercial and non-commercial ventures. Income from office rentals and anchor tenants will sustain the building and cover maintenance. This allows us to cross-subsidise affordable community & social uses, ensuring inclusive access for all.

A vibrant Hall brings new energy to the end of Church Street, increasing footfall and benefiting locally owned businesses. A tourist “Visit Cromarty” information and retail point encourages sustainable, slow tourism, supporting visitors to spend more time—and money—across the town. Our experience with running the community campsite demonstrates how our local initiatives deliver both social & financial return, with profit coming back to the CCDT for the community share in the benefit.

- Benefits will be measured through booking and hire data, visitor footfall counts, income reports, and feedback from local businesses and partners.

Environmental benefits

Repurposing avoids the environmental costs of new construction and contributes to net zero.

Planned energy efficiency upgrades will further reduce its carbon footprint.

Local office space cuts commuting, pollution & congestion.

Community food growing and cookery lessons promote sustainable diets and healthy living.

Expanding the Repair Café and Thrift Shop reduces waste and strengthens the circular economy.

- Benefits will be measured through energy-use monitoring, participation in food growing/cookery events, and tracking items repaired or reused.

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

Cromarty Community Development Trust has a good track record of delivering financially robust projects that bring revenue into the organisation and thereby to the community.

We are confident that the model we envisage of part commercial/ part subsidy will work, with attractive, rentable spaces. Our model is based on the different spaces within the building being able to serve different functions at different times (eg day/evening, weekday/weekend) where possible so as to maximise use - and income.

We aim to employ a part time building manager, a role we recognise as vital to the success of the project. This person will bring a welcoming and enabling disposition, helping to create the homely and effective atmosphere we aspire to.

We will be partnering with other businesses and third sector organisations in the town who themselves have access to fundraising and revenue raising opportunities.

We fully anticipate that the first six – nine months of operation will be a learning period. By year one we anticipate that we will have a building that knows itself, is beginning to thrive and is delivering for the people of Cromarty.

Our modifications are designed to make the building low-cost and scalable, particularly through environmental improvements supported by Business Energy Scotland. This will allow the project to progress in phases and adapt according to available resources.

Our business model is also low-cost and scalable.

We have indicated our running costs in our separate document.

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)

- We are repurposing a building that itself was adapted with environmental awareness nearly thirty years ago. Our work builds on that legacy: restoring it, addressing deterioration, and renewing its future. As before, we will use sustainable materials wherever possible—recycling and repurposing building materials, choosing environmentally-friendly paints and materials and retaining flooring such as our biodegradable marmoleum.
- It is our intention to retrofit the East Church Hall to improve energy efficiency through insulation, LED lighting, and air-source heat pumps. These upgrades will reduce carbon emissions and lower utility costs for the community.
- Repurposing the hall will prioritise local contractors, materials, and labour—reducing transport emissions while supporting local employment.
- We will uphold and promote the circular economy at every stage, encouraging reuse, repair, and upcycling.
- Locally accessible community spaces reduce the need for car travel. People will be able to walk, cycle, or use the Cromarty Care Project's *Cycling Without Age* trishaws.
<https://www.cromartycareproject.co.uk/cycling-without-age>
- By bringing many resources and facilities together under one roof, we will contribute to the Scottish Government's Local Living 20-minute initiative. With Fortrose—the nearest larger town—20 minutes away by car, the East Church Hall will support the [Place Principle](#), by enabling services and opportunities close to home.
- In all our activities—whether hosting Repair Cafés, running upcycling workshops, promoting local food, or offering green skills training—we will act with environmental responsibility, treading as lightly as possible on the world.

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)

In developing a wellbeing hub and community café for a fairly remote community, we have carefully considered the diverse needs of residents. We recognise that people in rural or isolated settings often face multiple layers of exclusion — from the isolation of living on the periphery to the lack of accessible services — and we intend to address these challenges.

We have designed our plans to reflect the needs of everyone in our community. Everybody matters.

Inclusive Co-Design and Local Engagement

The project has been shaped through consultation across the community and with local organisations. This process has ensured that all groups at risk of under-representation and isolation are included in one way or another.

This would include:

- Older residents, including those with mobility issues
- Disabled people and carers
- People of colour
- Migrant people and those in need of asylum
- LGBTQ+ individuals
- Young people, especially those with limited access to services or transport
- Women and single parents
- People with mental health needs or long-term health conditions

We want the wellbeing hub and community café to respond meaningfully to the needs of all those at risk of exclusion.

Removing Barriers in a Remote Setting

We have taken into account the specific challenges of living in a rural area. Our strategy includes:

- Physical accessibility: The centre will be fully step-free, with accessible toilets (including Changing Places facilities) and appropriate signage, designed for people with physical or sensory impairments.
- Transport solutions: We will investigate and promote ways for those at risk of isolation to attend, especially older and disabled residents. Cromarty already has a 'Cycling without Age' project.
- Digital inclusion: The hub will provide Wi-Fi access, digital skills training, and devices to support those excluded from online services or education.
- Accessible programming: Activities will be scheduled at varying times to meet diverse needs (e.g. carers, shift workers) and will be free or low-cost to reduce financial barriers.
- Safe, welcoming environment: The centre will uphold clear equality and anti-discrimination policies and offer safe spaces and dedicated sessions for vulnerable groups and those with protected characteristics.

Sustained Inclusion and Monitoring

We will actively track participation at the hub to identify where more targeted support is needed. Regular reviews will ensure that opportunities remain inclusive, equitable, and responsive to the diverse needs of Cromarty.

Summary Statement for Funders:

We hope that in an area where isolation can exacerbate inequalities, our community café and wellbeing hub will provide a cornerstone space that is physically, socially, and economically accessible to all. By keeping the needs of people with protected characteristics in mind, we are actively fostering a more connected, inclusive, and resilient, remote 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.



FWF statement and
declaration template.x

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> Applied x
Is the Fair Work First statement on your organisation's website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/> (in progress)
How many people do you employ or how many volunteers do you have?	CCDT employs 6 people (2.2 FTE). CCDT works with c20 volunteers (at Thrift Shop, Community Garden and Community Sauna) The trust also has 116 members (all from the Cromarty community)
Do you currently pay the Real Living Wage hourly rate?	Yes x No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes X No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	X Line Management Relationship X Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms X Staff Forums / Networks X 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
Renovation	Painting: Exterior and interior painting costs Including cherry picker and gutter clear	Capital	£17,460
Renovation	Electrics: To replace lights, general upgrade + add sensors and security	Capital	£6,310
Renovation	Plumbing: Replace sanitary ware from child to full size Pipe insulation and general testing	Capital	£3,520
Renovation	Upgrade to water heating system + add sensors and security	Capital	£8,500
Renovation	Replacement of cupboards and install stainless steel worksurfaces @ 250 per metre + install	Capital	£1,500
Renovation	Joinery repairs throughout building	Capital	£2,500
Renovation	Floor coverings in offices	Capital	£6,500
Equipment	Kitchen Equipment installed by Sutor Creek	Capital	£21,083
Garden Clearance	Clearance of outside area to a usable state	Revenue	£1,500
Staffing	Cost of Project Manager for 6 months	Revenue	£6,000
Staffing	Cost of Centre Manager for first 12 months is this in twice, per below or half and half?	Revenue	£12,000
Staffing	Cost of Community Cafe Manager for first 6 months	Revenue	£11,700
Legal Fees	Cost of legal fees from Harper Macleod	Revenue	£4,204
Contingency	5% contingency for time lag and sundry	Capital & Revenue	£5,138.85
Total revenue expenditure			£37,174.20
Total capital expenditure			£70,741.65
TOTAL PROJECT COSTS			£107,915.85
Is VAT included in these costs?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .																													
5.3	Please explain how your project will achieve value for money. <ul style="list-style-type: none"> - Well established providers - Pre-existing relationships - Community-based, goodwill built into quotes - Procurement overseen by experienced architect - Local recommendations from CCDT members 																													
SECTION 6 – MATCH FUNDING (if applicable) <p>Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.</p>																														
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.																													
<table border="1"> <thead> <tr> <th>Name of funder</th> <th>Confirmed?</th> <th>Date Confirmed or Decision Expected</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>CCDT/DTAS 2025-26 (Development Officer - allocated time to Project Manager role for 6 months on 0.4)</td> <td>Yes X No <input type="checkbox"/></td> <td>01/08/2025</td> <td>£6,000</td> </tr> <tr> <td>CCDT/DTAS 2026-27 (Development Officer - allocated time to Centre Manager role)</td> <td>Yes <input type="checkbox"/> No X</td> <td>April 2026</td> <td>£12,000</td> </tr> <tr> <td>CCDT Apprentice (for garden clearance)</td> <td>Yes X No <input type="checkbox"/></td> <td>01/08/2025</td> <td>£1500</td> </tr> <tr> <td colspan="3">Total match funding</td> <td>£19,500.00</td> </tr> <tr> <td colspan="3">CRF requested</td> <td>£88,415.85</td> </tr> <tr> <td colspan="3">Total funding</td> <td>£107,915.85</td> </tr> </tbody> </table>			Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £	CCDT/DTAS 2025-26 (Development Officer - allocated time to Project Manager role for 6 months on 0.4)	Yes X No <input type="checkbox"/>	01/08/2025	£6,000	CCDT/DTAS 2026-27 (Development Officer - allocated time to Centre Manager role)	Yes <input type="checkbox"/> No X	April 2026	£12,000	CCDT Apprentice (for garden clearance)	Yes X No <input type="checkbox"/>	01/08/2025	£1500	Total match funding			£19,500.00	CRF requested			£88,415.85	Total funding			£107,915.85
Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £																											
CCDT/DTAS 2025-26 (Development Officer - allocated time to Project Manager role for 6 months on 0.4)	Yes X No <input type="checkbox"/>	01/08/2025	£6,000																											
CCDT/DTAS 2026-27 (Development Officer - allocated time to Centre Manager role)	Yes <input type="checkbox"/> No X	April 2026	£12,000																											
CCDT Apprentice (for garden clearance)	Yes X No <input type="checkbox"/>	01/08/2025	£1500																											
Total match funding			£19,500.00																											
CRF requested			£88,415.85																											
Total funding			£107,915.85																											
6.2	Will the project involve “in kind” support?	Yes X No <input type="checkbox"/>																												
6.3	If yes, please detail.	As a volunteer run board, we know that this project has already taken up at least 200 + hours of board in-kind time (with 4 board members having taken particular involvement in this project) . We anticipate this depth of involvement to continue as the project evolves and beyond, to support our part time project manager during the works and to organise the volunteers, of whom we have a large group, ready and willing to assist with the																												

		garden clearing, cleaning and preparing the building and doing the minor repairs not listed in the overall budget.
6.4	Please explain why public funding is required to deliver the project.	Public funds are needed for this project because the CCDT don't have the resources, whether physical, practical or financial, to do the significant amount of work needed to bring the building back into use safely, and in accordance with building regulations.
6.5	Please explain what the remaining bank balances are for in your accounts.	These balances are reserved for payment of VAT on expenditure, an outstanding loan to HC, slipway repair and reserve for contingency.
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 monies are allocated for slipway repair, repayment of outstanding loan to Highland Council and reserve for contingency on existing projects.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/A

SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	<p>As outlined in our business plan, the income that we generate from the commercial, or semi commercial activities, will return back to the project, to pay wages and to sustain and support the initiatives that might not be income-generating. This reduces reliance on external funding, in an increasingly competitive climate, and ensures that all of our projects and initiatives are provided with robust consistency, for the benefit of the community at large.</p> <p>Please see enclosed business plan and budget forecast.</p>
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Development Officers have undertaken consultation with a wide-range of businesses, many of whom have written letters of support (enclosed)
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>


7.5	If not, please state why?	The board does not want to take on a commercial loan and associated interest. They feel this would be unnecessary additional risk.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Strengthening Communities Programme (via Development Trusts Association for Scotland): 3 years + 1 year extension: Development Officer salary.	April 2022- March 2025 + April 2025- March 2026	£97,936 £33,100	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highlands and Islands Climate Hub Third Sector Fund (via Highland Third Sector Interface): Cromarty Grows community garden.	25 June 2025.	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Green Freeport Capacity Fund : Cromarty Grows community garden	12 Sept 2025	£2,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
North Highland Initiative Community Infrastructure Support Programme: fencing at Campsite	2 October 2024	£2,337.92	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Land Fund - Royal Hotel Phase 1 Feasibility Study (potential community buyout)	18 March 2024	£20,383	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.
The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.

Signature: 	Date: 22nd September 2025
Print: 	

Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
-----	---	---------------------------

1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Please find all documentation in this shared folder: https://drive.google.com/drive/folders/1DOHP2M7_De1-mMUx8ny7ZCsYDGn6E4h?usp=sharing		

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:

Community Regeneration Funding (CRF) Application Form

Key considerations



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

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

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

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

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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF Reference: 4060
1.2	Organisation	Rosemarkie Amenities Association (RAA)
1.3	Project title	Community Resilience: Equipment for Outdoor Management
1.4	Summary of project you wish to be funded (max 250 words)	<p>The purchase of equipment for the improvement and management of outdoor/green spaces in and around the community, which will ensure community resilience in the face of ever-tightening public purse strings.</p> <p>There is no singular project to which this application relates, but rather a suite of projects that the community will be able to tackle, and continue to maintain, should it have the requisite equipment. These include:</p> <ul style="list-style-type: none"> Sowing and maintenance of wildflower beds;

		<ul style="list-style-type: none"> • Path maintenance, for example the Fortrose-Avoch railway line, path to Cairds cave, and the Swallow Den walk; • Visitor zoning work on Fairy Glen car park; • Reinstating the Rosemarkie orchard; • Continued maintenance of greenspaces at Manse Brae, the Slog and Well Road; • Annual 'chip your Christmas tree' day, where residents can bring trees to be chipped and turned into free garden mulch. <p>This kit will enable local volunteers to access a community resource. Having industrial grade equipment will reduce labour, and make jobs easier and faster, therefore increasing both the volume of work that can be tackled but also incentivising more people to volunteer.</p> <p>Battery powered brushcutters also means a significant reduction in the burning of petrol and two-stroke oil, and less noise pollution, which is far more sustainable. Batteries also mean it's much easier to share equipment as there is no need to worry about incorrect fuel and fuel mixtures which might damage two-stroke equivalents.</p>						
1.5	Project costs	<table border="1"> <tr> <td>Total project cost</td> <td>£10,862.80 (inc VAT)</td> </tr> <tr> <td>Match funding</td> <td>£0.00</td> </tr> <tr> <td>CRF grant requested</td> <td>£10,862.80 (inc VAT)</td> </tr> </table>	Total project cost	£10,862.80 (inc VAT)	Match funding	£0.00	CRF grant requested	£10,862.80 (inc VAT)
Total project cost	£10,862.80 (inc VAT)							
Match funding	£0.00							
CRF grant requested	£10,862.80 (inc VAT)							
1.6	Start date (<i>not before 1st July 2025</i>)	24/11/2025						
1.7	End date (<i>by 27th February 2026</i>)	31/03/2026						
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Rosemarkie Amenities Association (RAA)
2.2	Address and postcode	██
2.3	Main contact name	██████████
2.4	Position in the organisation	██████
2.5	Contact number	██████████

2.6	Email address	julie.ferguson@rosemarkieamenities.net	
2.7	Website address	https://www.rosemarkieamenities.org.uk	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC395184	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.	215 0163 58	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Fortrose & Rosemarkie, IV10 area
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	<p>The land around the beach café is leased from Highland Council.</p> <p>Agreement to manage the paths & greenspaces around the village has been reached between the community council and Highland Council.</p> <p>Additional dialogue through the volunteer group has taken place with Highland Council's Amenities Services, Housing (North), and Environment (Dev & Active Travel) colleagues, who have lent their support to ongoing work in the area.</p>
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

	Projects must have all permissions in place by 02/06/2025. Evidence of secured permissions must be emailed to the CRF team no later than 02/06/2025 otherwise the application will not be progressed.	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL		
4.1	List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 27 th February 2026.	
	Activity name	Achieve by (date)
	Purchase of equipment for the purposes set out above, to be used in perpetuity.	27/02/2026
		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.
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
	<p>(250 words max limit)</p> <p>The management of outdoor spaces is a community need. Whether its keeping greenspaces open for use, or paths maintained for leisure or green travel, most of this work is currently done by volunteers and is greatly appreciated by the community. This equipment would increase resilience and capability.</p> <p>Keeping green spaces well maintained, visitor zones tidy, and paths open for use ensures that people have access to the outdoor environment, and that it is clean and safe. The benefits to health and wellbeing by spending time in green spaces is well documented so anything that encourages use is positive. There is also an increasing risk of <i>lyme borreliosis</i> due to booming tick populations, meaning vegetation control is more needed more than ever.</p> <p>With ever-tightening public purses, being able to take control of management of areas to deliver services that might otherwise be cut back would be a boon. It has the potential to maintain or enhance outcomes while reducing the cost to the public purse.</p> <p>A major opportunity is also the ability to share this equipment with other communities to do the same. As described later, there has already been interest in the current machine from other community council areas on the Black Isle, demonstrating that they also have a need for this. By sharing equipment and knowledge we can deliver even greater outcomes, and build more resilient communities in the area.</p>	

	(b) Has this need been recognised in a local place plan?
	<p>(250 words max limit)</p> <p>Yes. The Black Isle Place Plan 2024 sets out the need for regeneration and management of outdoors spaces. In section 5 the plan states the following:</p> <p>We aim to be a net zero carbon, resilient & sustainable community who actively regenerate our marine & land biodiversity.</p> <p>And goes on to say:</p> <p>This needs action across a variety of sectors:</p> <ul style="list-style-type: none"> • Marine, industrial and port activity. • Flooding and coastal erosion. • Farming and land management. • Restoration of nature & biodiversity. • Environmental awareness. • Countryside access. • Visitor management. <p>The three highlighted entries above directly relate to the kinds of work already being carried out by our volunteers, and that will be enhanced by the purchasing of this equipment.</p>
4.3	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2
	<p>(250 words max limit)</p> <p>We have a letter of support from the Community Council for previous projects and a letter of support from Regenerate Our Green Spaces (ROGS), another community group, to support buying machinery which will help us all.</p> <p>We have a letter of support from one of the Black Isle ward councillors who support the work our volunteers are doing and the idea of equipment sharing.</p> <p>While we don't have it in writing, we have been verbally approached by Ferintosh Community Council about loaning our BCS Tracmaster 750 and any attachments (which would include these, if funded) to assist them in maintaining green spaces in and around Culbokie. This would be an excellent outcome if we could share the machinery around Black Isle communities to maximise its use and benefits.</p> <p>While it's difficult to capture in a structured way, there is frequently positive sentiments on social media around the work our volunteers do, and a lot of in-person thanks.</p>
4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.
	(a) What are the immediate and short-term outputs that your project will achieve? How will you measure them?
	<p>(250 words max limit)</p> <p>The short term output would be the purchase and ownership of the equipment.</p>

	<p>We would then take stock and create a plan of projects to be tackled in order to utilise the new equipment, then organise volunteer days so people can come and see the kit in use. We will be able to measure how many volunteers come to the formally organised days to see how much additional interest this gathers.</p> <p>We would hope that such exposure would encourage more to participate in volunteering on a regular basis too, which will be measurable even in the short term.</p>	
<p>(b) What do you think the outcome of your project will be and how will you measure them? Please note the outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?</p>		
<p>(250 words max limit)</p> <p>The main outcome of this project is to set up our community with the equipment it needs to tackle outdoor projects safely, efficiently and without needing to request support from Highland Council.</p> <p>The legacy will be to help to set us up to tackle our community needs, increase community resilience, improve residential amenity and grow our volunteer base. To sustain this, we plan to pass on our skills and knowledge of forestry and estate management to the next generation within our community with training and volunteer sessions.</p> <p>We had hoped to partner with the Developing the Young Workforce (DYW) representative at the local secondary school to look at dates that we could do skills/training days with youngsters. The recently retired DYW Rep is forestry trained and a director of RAA, but we have yet to reestablish a connection with the new rep.</p> <p>In the face of strained public resources communities need to step up to the mark, work collaboratively and cooperatively to deliver more with less. We're trying to do this by taking on this additional work and fostering a culture of volunteering no matter how big or small, but there must be recognition of the cost and considerable effort involved.</p> <p>Having better equipment will mean people are more likely to volunteer. Volunteering must be enjoyable, not a continuous slog. If we can offer people the use of good kit, making the work easier and more efficient, they're much more likely to engage. We had this with the Tracmaster, where people saw us out with it and offered to be a volunteer grasscutter using the machine – they weren't volunteering when it was just strimmers!</p>		
<p>(c) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.</p>		
	<input checked="" type="checkbox"/>	Increasing community resilience
	<input type="checkbox"/>	Tackling poverty and inequality
	<input type="checkbox"/>	Addressing causes of rural depopulation
	<input type="checkbox"/>	Helping economic recovery and sustaining growth
	<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
<p>4.5 How will the project be supported/maintained/sustained after CRF funding?</p>		
<p>(250 words max limit)</p>		

As with the Tracmaster that was funded by Inspiring Scotland, this equipment will be used in perpetuity by our local volunteers. Petrol for the Tracmaster is purchased by RAA and by volunteers, which would power the attachments quoted for in this application.

For the electric brushcutters, the battery technology makes it much easier and cheaper to run these machines as you can just take the battery home and charge it overnight. Also electric machines do not require servicing, which will save money long-term.

The maintenance of the equipment is and will continue to be primarily carried out by volunteers, as is currently the case for the Tracmaster. Our volunteers are all practical people with decades of experience between them of using motorised and motor-manual equipment.

The Tracmaster is currently serviced/maintained by the local agricultural engineer at Albion Works, and any attachments that are too complex for volunteer maintenance will be put to him for maintenance, paid for by RAA and volunteers where appropriate.

It is likely that in sharing the equipment with other community groups there will need to be a modest charge to cover the costs of maintenance as increased usage will mean increased maintenance.

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

(250 words max limit)

There are no likely negative environmental impacts from this proposal. On the contrary, there are many positive environmental impact that will contribute to net zero, such as:

- Less burning of fossil fuels through the use of electric motor-manual equipment ([research shows](#) that a petrol leaf blower (these use the same 2-stroke engines as brushcutters) release 4 times more NOx and 11 times more CO2 than a Ford Fiesta),
- Less noise pollution from electric motor-manual equipment,
- Machinery is stored locally so no CO2 mileage associated with needing to transport kit (excepting where it is lent to other communities).
- Improved management of green spaces will benefit biodiversity, particularly the sowing of wildflower meadows.
- Chip-your-tree day would reduce green waste from Christmas trees, converting it into useable mulch.

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

(250 words max limit)

It is not anticipated that this will have any negative impact on equalities issues.

We believe there will be a positive impact on all groups through keeping paths and greenspaces open and safe, allowing everyone to enjoy the outdoors.

As mentioned previously, we hope we can work with the local school to provide opportunities for young people who may struggle with academic learning and lack confidence, to come and help with volunteering to learn practical skills, opening up opportunities for possible future careers/work.

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

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



FWF statement and
declaration template.c

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

Yes ☒ No ☐

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

Yes ☒ No ☐ Applied ☐

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

Yes ☐ No ☐ Do not have a website ☒
Please note that there is a website but it is not used and has not been updated for many years.

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

Approx 15 part time employees employed at the beach cafe.
There are 10 volunteers serving on the Board and as Treasurer
For village maintenance we currently have 6 regular volunteers, with another 4-6 who help out on larger projects.
On special occasions we can have up to 100 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.

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

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



CRF overheads and management fees summary

Budget Heading	Detailed Costs	Revenue/Capital	Amount
1 x BIO 100 PTO Chipper/Shredder.	This would be used to chip branches/brush/scrub that is cleared and used for the 'chip your tree' day.	Capital	1,850.00
1 x BCS 40" Rotary mower	This would be used for cutting grass on paths/green spaces	Capital	2,480.00
1 x ARTIO WB100 Wheel Barrow	This attachment turns the machine into a power barrow and would be used to transport materials for path maintenance.	Capital	698.00
1 x 26" Rotavator Head	This attachment would be for the cultivation and maintenance of wildflower meadows.	Capital	735.94
3 x quick release PTO couplings (for PTO driven attachments)	These are used to quickly change attachments without the need for unscrewing nuts/bolts, making changeover quick and easy.	Capital	315.00
1 x blank coupling	This is to cover the PTO when using the barrow attachment, so the PTO isn't damaged.	Capital	75.00
1 x twin wheel kit	This kit will provide better machine stability, particularly on slopes, by widening the wheel base and therefore lowering the centre of gravity.	Capital	356.25
2 x Husqvarna 535iRXT (battery brushcutter)	Professional range, battery-powered trimmer/brushcutters.	Capital	1,141.48
4 x Husqvarna 40-B330X (batteries)	Batteries for the above brushcutters (not included with machine purchase). Purchasing 4 so each machine has 2 as battery life tends to be shorter than a tank of petrol.	Capital	1,117.34
2 x Husqvarna Charger QC500 (battery charger)	Battery chargers for the above batteries. Buying two so multiple batteries can be charged at once, and so machines can be shared with other groups as a package.	Capital	283.32
Total revenue expenditure			£0
Total capital expenditure			£9,052.33 (ex VAT)
TOTAL PROJECT COSTS			£10,862.80 (inc VAT)
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide all quotes as supporting documents to this application (as requested at 8.2). Please note that current valid quotes must be submitted no later than 02/06/2025 otherwise your application will not be progressed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.3	Please explain how your project will achieve value for money.	<p>Quote provided is from MacGregors who are the only local supplier of BCS attachments and the Husqvarna dealership in Inverness.</p> <p>The value for money in this application is gained by the cost to run/maintain the equipment being picked up by RAA and volunteers.</p> <p>Further, this is about having the community take on the work of maintaining these areas, as opposed to the Highland Council, thereby reducing the reliance on public funding.</p>	
SECTION 6 – MATCH FUNDING (if applicable) Please note match funding for this round is not essential.			
6.1	Match funding details – Match funding must either be confirmed by the time the CRF application is submitted or no later than 02/06/2025. Otherwise, your application will not be progressed.		
Name of funder		Confirmed?	Amount £
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total match funding			£
CRF requested			£
Total funding			£
6.2	Will the project involve “in kind” support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.		All of the volunteer time is ‘in kind’ support. One of our grass cutters alone spends around 5 full days (40 hours) per season cutting green spaces.

		That example is just to visualise the kind of time investment this work takes, but due to the variability of the projects that come forward it is difficult to put a total amount of in-kind hours onto paper.
6.4	Please explain why public funding is required to deliver the project.	RAA does not generate significant profit and in some years generates none at all. RAA is currently attempting to fundraise to have the Rosemarkie Promenade resurfaced, which is desperately needed, so additional expenditure needs to be avoided to meet that target.
6.5	Please explain what the remaining bank balances are for in your accounts.	<p>The remaining financial resources are there partly to provide working capital for the RAA activities, including the café and the events. We also have other requirements for investment in the facilities that arise.</p> <p>We have recently invested a considerable sum in the refurbishment of the kitchen facilities at the café and in the toilets. We are aware that further investment will be required to the multi-use games area and to the play ground facilities to ensure that they are sustainable and meet modern requirements and demands.</p> <p>RAA has considerable commitments in terms of training young people, maintaining and fuelling equipment for extensive grounds maintenance throughout the village.</p> <p>We also need to be aware of the possibility of another “covid” type event and the consequent financial strains.</p>
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	It would be unwise and risky for RAA to further deplete its financial resources significantly beyond that already committed. To do so would remove the financial buffer that we hold to deal with unexpected financial demands or events. For instance, very bad weather on the night of the fireworks display could result in a loss of many thousands of pounds. We are keen also to further

		invest in the facilities we provide at the beach, all of which are complimentary to the promenade project.
--	--	--

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	It is not clear that loan finance would be available to the RAA. Such an ongoing financial commitment would be potentially difficult for the RAA to sustain at a time when costs have risen.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Inspiring Scotland - Rural Communities Into Action. This funding covered the cost of the BCS Tracmaster 740 with flail head attachment and power brush attachment.	31/03/2022	£5,340.86	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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: [REDACTED]	Date: 28/05/2025
--------------------------	---------------------

Print: [REDACTED]

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)



Key considerations

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

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

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

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	CRF4076
1.2	Organisation	Evanton Community Trust
1.3	Project title	Village Green Improvements
1.4	Summary of project you wish to be funded (max 250 words)	<p>To provide public toilet facilities on the edge of the village green. This will provide a much needed facility for both visitors to the area and local residents. Evanton receives a lot of visitors passing through on the NC500 as well as being on a main route for many cycle clubs. Having public toilet facilities in the centre of the village will encourage visitors to stop and would benefit local businesses.</p>

1.5	Project costs	Total project cost	£77,484
		Match funding	£30,000
		CRF grant requested	£44,484
1.6	Start date	03/02/2026	
1.7	End date (<i>max 12 months from start date</i>)	31/03/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Evanton Community Trust	
2.2	Address and postcode	Gardeners Cottage, Lower Balconie, Evanton IV16 9XG	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address	www.ect.scot	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Company registration number SC279421 Scottish Charity registration number SC037837	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
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?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	The Green, Balconie Street, Evanton IV16 9UN
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning permission granted July 2025

SECTION 4: THE PROJECT PROPOSAL		
4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Procure building warrant	01/12/2025
	Order modular unit	05/01/2026
	Carry out groundworks	20/02/2026
	Install modular unit	02/03/2026
	Commission	16/03/2026
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
	<p>There are currently no public toilet facilities in Evanton for either visitors to the area or local residents. Having this facility available will encourage visitors to stop in the village and support local businesses. In all community surveys carried out over the past 5 years, the provision of public toilet facilities has always been a high priority.</p>	

	(b) Has this need been recognised in a local place plan?										
Our Local Place Plan is still in draft form but public toilets were identified as a priority by local residents and businesses.											
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										
Survey and consultation results have consistently shown that the provision of toilet facilities in the village is a priority											
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. <table border="1"> <tr> <td><input type="checkbox"/></td><td>Increasing community resilience</td></tr> <tr> <td><input type="checkbox"/></td><td>Tackling poverty and inequality</td></tr> <tr> <td><input type="checkbox"/></td><td>Addressing causes of rural depopulation</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td>Helping economic recovery and sustaining growth</td></tr> <tr> <td><input type="checkbox"/></td><td>Tackling the climate emergency and working towards net zero</td></tr> </table>	<input type="checkbox"/>	Increasing community resilience	<input type="checkbox"/>	Tackling poverty and inequality	<input type="checkbox"/>	Addressing causes of rural depopulation	<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth	<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
<input type="checkbox"/>	Increasing community resilience										
<input type="checkbox"/>	Tackling poverty and inequality										
<input type="checkbox"/>	Addressing causes of rural depopulation										
<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth										
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero										
	(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?										
Providing facilities for visitors, including cyclists and walkers, and local residents											
	(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 toilet facilities will encourage visitors to stop in Evanton and this will in turn support local businesses and help the local economy											
4.5	How will the project be supported/maintained/sustained after CRF funding?										
Daily cleaning will be carried out by the Kiltarn Village Officer (Employed by ILM Highland and funded by Kiltarn Community Council) Ongoing running costs will be covered by income generated from usage of the toilets with any shortfall being underwritten by Kiltarn Community Council from windfarm funds.											

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.
------------	---

Environmental sustainability has been a key consideration in the design of the toilet. The building specification includes several features that help mitigate negative environmental impacts and contribute to climate change goals and net zero ambitions

Energy Efficiency and Low-Carbon Design

- The unit will be fitted with ceiling-mounted LED lighting and an emergency lighting system, reducing energy consumption and improving safety.
- PIR sensors will activate lighting only when needed, further reducing unnecessary energy use.
- Heating will be provided via low surface temperature 500W Atlantic heaters with programmable timers, ensuring efficient background heating and frost protection without excessive energy use.
- 4" extraction fans will support ventilation and air quality while maintaining energy efficiency.
- The building's roof, walls, and floor will be insulated with mineral wool, significantly improving thermal performance and reducing heating demand.
- The Cladex system used for external wall cladding combines plastisol metal sheeting with interlocking insulation, enhancing both energy efficiency and durability.
- The modular design uses cold and hot rolled steel framing, offering a long lifespan and reducing the need for frequent replacement or refurbishment.

Water and Waste Management

- The toilet includes a Wallgate antivandal three-in-one handwash dryer unit and a hands-free cistern, reducing water use and improving hygiene.
- All fresh, grey, and wastewater pipework will be installed within the building, ensuring efficient water management and compliance with environmental standards.


Durability and Lifecycle Sustainability

- The building comes with a 20-year structural warranty, supporting long-term use and reducing the environmental impact of replacement or major repairs.
- Internal wall linings are designed for easy washdown and durability, reducing the need for harsh cleaning chemicals and frequent maintenance.

Minimising Construction Impact


- As a prefabricated modular unit, the building will be manufactured off-site, reducing on-site construction time, waste, and disruption to the local environment.
- Delivery will be via hiab vehicle, minimising the need for heavy machinery and ground disturbance.
- While the specification does not currently include photovoltaic panels or other renewable energy sources, the modular design allows for future retrofitting if required to meet SBEM energy compliance targets or local net zero goals.

This project aligns with Highland Council's climate action priorities by delivering low-impact infrastructure that supports both community wellbeing and environmental responsibility.

4.7	In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups?
<p>In developing this project, we have actively considered equalities issues to ensure that the new public toilet facilities are inclusive, accessible, and welcoming to all. We recognise the importance of meeting the needs of people with protected characteristics under the Equality Act 2010, including disabled people, older adults, families with young children, and individuals of all genders. Accessibility has been a core design principle from the outset. The proposed facilities will include:</p> <ul style="list-style-type: none"> · Fully accessible toilets compliant with current building regulations and best practice guidance. · Gender-neutral cubicles to ensure privacy and comfort for all users, including transgender and non-binary individuals. · Baby changing facilities accessible to all caregivers, regardless of gender. · Clear signage and lighting to support people with visual impairments or cognitive disabilities. <p>We have engaged with local community groups and representatives to understand specific needs, including older residents, disabled individuals, and families. Their feedback has directly informed the layout and features of the proposed facilities.</p> <p>To ensure no one is excluded or disadvantaged:</p> <ul style="list-style-type: none"> · The location has been chosen for its proximity to key amenities and transport links. · The design will incorporate step-free access and anti-slip surfaces. · We will explore options for Changing Places provision if feasible, to support people with complex care needs. <p>While the project is not exclusively targeted at any one group, it is designed to benefit those who are often underserved by existing infrastructure — particularly disabled people, older adults, and visitors with mobility challenges. The inclusive design will also support tourism, helping to make the area more welcoming to all.</p>	
4.8	<p>All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div data-bbox="256 1541 300 1585">  </div> <div data-bbox="204 1588 362 1628"> FWF statement and declaration template.c </div>
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation’s website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	0 employees / 20 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div style="text-align: center;">  <small>CRF overheads and management fees sun</small> </div>
------------	---

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Groundworks	<i>Per attached quote (incl VAT)</i>	Capital	10,919.00
Groundworks	Provision of slab path/ ramp <i>Verbal quote (to be added to Groundworks quote)</i>	Capital	1,081.00
Supply and installation of modular toilet building	<i>Per attached quote (incl VAT)</i>	Capital	52,302.00
Legal and professional fees	<i>Preparation of drawings for planning and building warrant application incl fees and VAT</i>	Capital	5,382.00
Project Management Fees		Revenue	4,000.00
Contingency		Capital	2,500.00
Signage and CCTV		Capital	1,300.00
Total revenue expenditure			£4,000.00
Total capital expenditure			£73,484.00
TOTAL PROJECT COSTS			£77,484.00
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
5.3	Please explain how your project will achieve value for money.		
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?	Amount £
Kiltearn Community Council		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	30,000
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total match funding			£30,000
CRF requested			£47,484
Total funding			£77,484
6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.	Village Officer will be cleaning toilets on working days – volunteers will cover cleaning duties on non working days	
6.4	Please explain why public funding is required to deliver the project.	ECT have no other income stream which could fund this	
6.5	Please explain what the remaining bank balances are for in your accounts.	Bank balances are a combination of Reserves (12 months) and restricted funding for projects	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	We have minimal unrestricted funding	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/A	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The income generated will be modest and will be re-invested in to the ongoing running costs of the project
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Local organisations / businesses have been consulted and are supportive of the project
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	ECT currently receive mainly grant funding for specific projects. We do not have an independent surplus income stream
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
CRF2297 – Project Officer	19/02/2024	£28860	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION					
8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.				
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>					
<table border="1"> <tr> <td>Signature:</td> <td>Date: 28/09/2025</td> </tr> <tr> <td>Print:</td> <td></td> </tr> </table>		Signature:	Date: 28/09/2025	Print:	
Signature:	Date: 28/09/2025				
Print:					

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

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	CRF4084
1.2	Organisation	Tore Hall Trustees
1.3	Project title	Planning permission for renovation of Tore Hall
1.4	Summary of project you wish to be funded (max 250 words)	<p>This project is the next stage in a wider project to renovate and extend Tore Hall to safeguard its future as a valued community asset for future generations. The funding applied for in this application would enable the hall trustees to commission the work needed to develop the project up to Royal Institute of British Architects (RIBA) stage three and submit a formal planning application for the project.</p> <p>The application also includes a request for funding to undertake minor improvements needed to enable the existing building to continue operating until the renovation is complete and for a laptop to support the trustees fund raising and project management activities. These costs account for approximately one third of the total funding applied for.</p>

1.5	Project costs	Total project cost	£30,684
		Match funding	£500
		CRF grant requested	£30,184
1.6	Start date	29/09/2025	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Tore Hall Trustees	
2.2	Address and postcode	Killearnan Public Hall Tore Muir of Ord Ross-shire IV6 7SA	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	[REDACTED]	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	None.	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input checked="" type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	n/a	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.	n/a	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	n/a	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Killearnan Public Hall (Tore Hall), Tore, Muir of Ord Ross-shire IV6 7SA
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <div style="text-align: right;">Years Months</div>
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	n/a
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	The funding applied for in this application will be used to secure planning permission for the project.

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Apply for pre-application planning advice	29/09/2025
	Purchase equipment and instruct contractors	27/10/2025
	Complete remedial works	08/12/2025
	Complete initial design work	15/12/2025
	Prepare and submit planning application	12/01/2026
	Finalise planning advice	23/03/2025
4.2	(a) What local need or opportunity will the project address?	
	<p>This project will ensure Tore and the small settlements around it can continue to function as communities in a meaningful sense.</p> <p>In recent years the village of Tore and the settlements surrounding it have lost almost all their amenities. The area no longer has a shop, post office, doctors' surgery, park or any of the other civic amenities that would normally exist in a small community. The one remaining asset is the Tore Hall.</p> <p>The Hall has been at the heart of community life since the 1930s, providing a place for the community to congregate, celebrate important events and enjoy spending time with each other. Today the Hall is well used by a variety of community groups, serves as the local polling station and is also used by the primary school next door for children's PE lessons. The Hall is also a designated safe space, providing a conveniently located place of refuge for people on the Black Isle during civic emergencies, like major power outages.</p>	

However, the Hall is no longer fit for purpose and requires significant investment to enable it to continue to serve the local community. The timber framed structure is covered with corrugated iron cladding but has no insulation, making it very inefficient and expensive to heat. The building's plumbing, heating and electrical systems are all in need of upgrading, and its internal fixtures and fittings are very basic.

Whilst the efforts of the Trustees have enabled the Hall to continue to function thus far, this cannot continue indefinitely. The Hall is no longer fit for purpose and is unable to provide the standard of service expected by modern users. Without a major renovation it will eventually be forced to close. If this happens, the village of Tore and the small settlements around it, will have no amenities left and no physical focus for communal life, making it impossible for them to function as 'communities' in any meaningful sense.

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

Yes. Tore Hall is explicitly identified as a priority within the Black Isle Local Place Plan.

The Black Isle Local Place Plan¹ (BILPP) was published on January 19th 2024. It contains four overlapping 'Calls for Action' to secure the outcomes necessary to realise its vision for the community. The first of these relates to community infrastructure.

There are five actions identified under the community infrastructure "call for action", one of which is the development of a network of community hubs. The Tore Hall is explicitly identified as a local hub that has been identified as a priority for development within this 'call for action'.

The Tore Hall Trustees and the Killearnan Community Council actively engaged with and supported the development of the Black Isle Place Plan from the outset. We recognise it as a valuable opportunity to bring much needed cohesion to communities of the Black Isle, which it is hoped will facilitate long-term, strategic collaboration on local priorities in the future. Located at the nexus of three major roads and adjacent to the Tore roundabout, the Killearnan Public Hall is conveniently situated for communities across the Black Isle and could provide an ideal venue for delivering on many of the priorities identified in the Place Plan.

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

A robust community consultation exercise, delivered by independent community development specialists, shows there is strong support for this project.

In 2022 the Hall Trustees commissioned Community Enterprise Scotland (CES) to undertake a scoping and community engagement exercise (appended) to establish how the community would like to proceed. This involved a survey of residents that received 67 responses, or nearly 10% of the local population. This is a healthy response rate for a survey of this nature and provides a high degree of confidence in the results.

97% of residents are in favour of renovating Tore Hall as a community hub

The survey revealed very strong support from the local community, with 97% of respondents indicating they were in favour of renovating the Hall as a community hub. Evidence of community support for the project is further reinforced by the letters of support received from the parent council for Tore Primary School, Highlife and Transition Black Isle (appended to report from Community Enterprise Scotland (appended to CES report).

The exercise also identified the provision of space for community events and activities, venue hire for weddings etc. and a venue for indoor sports as important priorities for residents. Various other ideas such as community growing facilities, local craft fairs and mother and toddler groups were also identified, which will be investigated as part of the options appraisal.

Since this work was completed the Hall Trustees have continued to engage with the local community to ensure they are aware of ongoing progress on the project. A public event was hosted in 2024 to share the findings of the feasibility study, and another engagement event is planned for late September 2025.

¹ Opportunity Black Isle. Your Place, Your Future. The Draft Black Isle Local Place Plan. January 2024.

4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”. (a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.	
<input checked="" type="checkbox"/>	Increasing community resilience	
<input type="checkbox"/>	Tackling poverty and inequality	
<input type="checkbox"/>	Addressing causes of rural depopulation	
<input type="checkbox"/>	Helping economic recovery and sustaining growth	
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero	
	(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?	
<p>The short-term output from this project will be a detailed design brief and planning permission for the redevelopment of the Hall.</p> <p>We will measure progress toward these outputs using a project plan with clearly specified milestones. Indicative milestones and a copy of the project plan are provided below. These will be agreed at the start of the project with the relevant contractors, and the project plan will be updated accordingly.</p> <p>Indicative Project Milestones:</p> <ul style="list-style-type: none"> • Apply for pre-planning advice from Highland Council – by the end of September • Purchase equipment/supplies and instruct contractors - by the end of October • Instruct architect – by mid-November • Complete remedial works and installation of equipment – by early December 2025 • Preliminary design work and site surveys complete - before Christmas 2025 • Complete and submit planning application – early/mid-January • Undertake final revisions and confirm cost estimates for project – end March 2025 		

	Oct-25					Nov-25				Dec-25			Jan-26			Feb-26			Mar-26								
	29/09/2025	06/10/2025	13/10/2025	20/10/2025	27/10/2025	03/11/2025	10/11/2025	17/11/2025	24/11/2025	01/12/2025	08/12/2025	15/12/2025	22/12/2025	29/12/2025	05/01/2026	12/01/2026	19/01/2026	26/01/2026	02/02/2026	09/02/2026	16/02/2026	23/02/2026	02/03/2026	09/03/2026	16/03/2026	23/03/2026	30/03/2026
Task																											
Get pre-planning advice	*							*																			
Apply for pre-planning advice																											
Council promises a response within 6 weeks																											
Purchase equipment and Instruct Contractors					*																						
Purchase laptop																											
Purchase new lino																											
Instruct painter																											
Remedial works											*																
Painting doors and window frames																											
Fitting new heaters																											
Polishing the floor																											
Fitting new lino																											
Complete initial design proposal (work stage 2.0)								*				*															
Instruct architect																											
Complete initial design work																											
Tree survey																											
Drainage survey																											
Review outputs/pay first invoice																											
Prepare and submit planning application																*											
Progress stage 2.0 design work																											
Council promises a response within 8 weeks																											
Finalise planning advice																									*		
Address final revisions																											
Advice on costs received and final revisions agreed																											
Submit and pay final invoices																											

(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 outcome of this project will be a demonstrable increase in the wellbeing of people living in Tore and nearby communities on the Black Isle.

This outcome will be achieved by creating a modern and welcoming community hub and using it to provide a wide variety of one-off and regular events and activities that will provide meaningful opportunities for different groups in the community to spend time with others who share similar interests.

To help us better understand these outcomes the Trustees commissioned a wellbeing impact assessment, which identified seven distinct and quantifiable benefits from ongoing Hall operation, including:

- reduced social isolation for young mothers participating in regular soft play sessions;
- improved long-term health outcomes for Tore primary school children participating PE lessons;
- health and wellbeing benefits to children participating in regular dance lessons;
- better better mental health for adults who take part in hobby and special interest groups;
- improved wellbeing attendees of the annual Brahn Navigational Rally, which starts/finishes at Tore;
- greater social connection for adults participating in regular groups that meet in the hall; and
- wellbeing benefits to Hall Trustees and others from volunteering regularly to support the Hall.

These value of these benefits were quantified using Wellbeing Adjusted Life Years (WELLBYs) as recommended by HM Treasury. The assessment found that, based on current usage levels:

Tore Hall generated wellbeing benefits worth around £0.2 million in 2024.

In addition to the above, the Hall also generate various wider benefits that cannot be quantified. For example, it is used as a polling station during elections and has been identified as an emergency place of rescue that residents can use during emergency situations like flooding or power outages.

Based on our knowledge of existing and potential users, Hall Trustees are confident we would be able to double hall usage within five years of completing the redevelopment, with the potential for further growth beyond this. Achieving this would enable us to increase the annual wellbeing benefits generated by the hall to close to £0.5 million/year within 20 years.

This That means, over the next 20 years the Hall could generate cumulative additional wellbeing benefits with a current value of £5.5 million. Based on current cost estimates this would imply **a social return on investment of around £3 for every £1 invested.**

Once planning permission has been obtained for the project the Trustees will begin the process of raising capital funding for the redevelopment. At this point we will develop a detailed monitoring and evaluation plan that we will use to measure progress toward our outcomes once the project is complete. We expect to use the wellbeing impact assessment as a baseline for this and to use metrics identified in the assessment to monitor progress during the first few years of operations. We will then repeat the assessment after an appropriate period (e.g. five years) to assess whether the intended outcomes have been achieved and what lessons we can learn from the experience.

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

The Tore Trustees Hall have a strong track record of good financial management. By increasing regular income and reducing costs this project will make it easier to maintain this healthy position.

Tore Hall already operates as a community facility, offering a venue for community groups and events. Day to day Hall running costs are covered by booking fees paid by clients and the Trustees have a successful track record of securing small grants to cover maintenance costs and other ad hoc expenses.

The Hall has benefited from good financial management for several years, provided by a long-standing Treasurer who has an in-depth understanding of Hall finances. This has enabled the Trustees to consistently report a healthy financial position in the annual accounts.

Our current Treasurer is fully supportive of the renovation project, has no immediate plans to step back from their role and will continue to provide financial management support to Trustees post-completion.

Based on our knowledge of the local area we are confident there is additional latent demand within the local area for community event and activity space. We are currently unable to tap into this demand because facilities at Tore do not meet the standards expected of many groups. Completion of this project would change this, enabling us to increase hall usage and regular income. By bringing the Hall up to modern energy efficiency standards this project would also substantially reduce energy costs, which are currently our single largest regular cost.

In addition to this, the proposed renovation project would enable us to upgrade the existing parking area and install hook-up points for camper vans. We expect this to enable us to attract passing visitors using the NC500 route, creating an additional source of income for the Hall and further strengthening our financial position.

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 project will seek to mitigate environmental impacts in all phases of development.

During the project development phase (to which this application relates) steps will be taken to minimise project related travel including seeking to appoint locally based contractors and making use of virtual meetings where possible.

It is envisaged that the project delivery phase will present more opportunities for climate mitigation. Chief amongst these will be the retention and reuse of the existing fabric of the Hall as far as possible. This has been an important priority for the Hall Trustees from the outset and is reflected in the outline design

proposals, which involve removing the existing iron cladding, adding modern insulation to the building frame and replacing the cladding with a similar looking, modern and energy efficient alternative.

The Trustees are also committed to integrating low carbon heating and lighting systems into the design of the renovated hall and incorporating native trees and plants as part of the landscaping works that will be required as part of the project.

However, the main contribution this project is expected to make to achieving net-zero objectives is through the delivery of services once the project is complete. This contribution is expected to be realised both the delivery of services that directly contribute to climate objectives (e.g. community growing facilities) and through the provision of services that will help reduce the need for residents to travel to access services elsewhere.

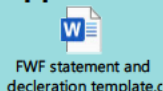
4.7 In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target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

In developing our project, we have taken an inclusive approach to ensure that it is accessible and beneficial to all members of the community. We recognise that everyone, regardless of their background or identity, should have the opportunity to participate and benefit. Our project has been designed with an understanding of various needs, including those related to protected characteristics such as age, disability, gender, race, and religion. We've aimed for a flexible and welcoming structure that can accommodate a wide range of individuals. While we haven't targeted specific groups, our general outreach and communication efforts have been designed to be as broad and accessible as possible, with the goal of reaching everyone in our community.

To prevent anyone from being excluded or disadvantaged, we've focused on removing common barriers to participation. This includes ensuring the Hall is physically accessible (there is a ramp to the front door), scheduling events to accommodate different schedules, and providing clear, simple language in all our communications. We are committed to a zero-tolerance approach to discrimination and will actively listen to feedback from participants to make continuous improvements. Our goal is to create a safe and welcoming environment where everyone feels valued and included. We believe that by focusing on an inclusive, open-door policy, we can successfully serve the needs of our community without the need to target specific groups.

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?


5 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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div>  <p>CRF oGrEads and management fees sum</p> </div>		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
	Planning and design services	Capital	21,150
	Stage 3 architects services	Capital	8,400
	Drainage impact assessment	Capital	1,800
	Tree survey	Capital	1,200
	Tree constraints plan	Capital	1,440
	Quantity surveyor and electrical engineer surveys	Capital	5,675
	Planning fee	Capital	1,500
	Equipment and remedial works	Capital	9,533
	Laptop and printer for project management	Capital	950
	Source and instal additional heaters	Capital	2,092
	Source and install defibrillator to external wall	Capital	1,986
	Painting exterior walls plus window frames and doors	Capital	1,006
	Revarnishing the hall floor	Capital	2,000
	Replace lino in toilets, kitchen and meeting room	Capital	1,500
Total revenue expenditure			£

Total capital expenditure		£30,684
TOTAL PROJECT COSTS		£30,684
Is VAT included in these costs?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?		Yes
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
5.3	<p>Please explain how your project will achieve value for money.</p> <p>We will achieve value for money by obtaining multiple quotes for larger bits of work and carefully researching prices from different suppliers for the smaller elements of the project. The budget provided in this application is based on costs obtained in this way.</p> <p>The largest item of expenditure in our application is for architectural services. Since the expression of interest was submitted we have obtained formal quotes from two architecture firms, one of which is substantially lower than the other. After satisfying ourselves that the scope of services offered will still deliver everything we need, we have opted to go with the second quote, enabling us to significantly reduce the amount of funding requested.</p> <p>Since the expression of interest was submitted we have also obtained formal quotes for the installation of the heaters and defibrillator, and for repainting exterior woodwork. Both quotes are lower than what we had originally estimated, enabling us to further reduce the amount of funding requested.</p> <p>Taken together these changes have enabled us to reduce the amount of funding requested by around a third since the EOI stage.</p>	
<p align="center">SECTION 6 – MATCH FUNDING (if applicable)</p> <p>Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.</p>		
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.	
Name of funder		Confirmed?
		Date Confirmed or Decision Expected
Amount £		
Tesco Stronger Starts (NB this is the minimum amount of funding confirmed. The actual amount received could be up to £1,500.)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£500
CRF requested			£30,184
Total funding			£30,684
6.2	Will the project involve "in kind" support?	Yes	
6.3	If yes, please detail.	Local volunteers have agreed to provide at least nine days project management and practical installation support. Using a nominal rate of £12.60/hour this support has been valued at £850.	
6.4	Please explain why public funding is required to deliver the project.	Grant funding is generally not available until planning permission has been secured so public funding is required to enable this project to progress.	
6.5	Please explain what the remaining bank balances are for in your accounts.	The remaining bank balances shown in our latest statement will be required to pay for the next electricity bill and for ongoing work to install new fire doors.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The unrestricted funds shown in our annual accounts are already fully committed against ongoing works (e.g. installation of new fire doors) or regular operational expenses (e.g. our next electricity bill). In general the Hall generates just enough revenue each year to cover the cost of operations so any surplus noted in the annual accounts reflects the timing of income and expenditure rather than excess available funds.	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	The Trustees have secured a small amount of match funding from Tesco, but in general grant funding is not available for projects until planning permission has been secured.	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
------------	--	---

7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	Once completed the Tore Hall will be income generating. Any income raised from renting Hall facilities to users will be reinvested to cover operational costs and regular maintenance.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	There are no commercial businesses in the local offering space to community groups. The nearest public halls to Tore (North Kessock and Munloch) are far enough away not to be considered direct competitors and our research suggests there is sufficient demand from community groups for all three venues.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	The Tore Hall Trustees is a small group of volunteers and a commercial loan would not be appropriate for this stage of the organisation's development.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Highland Council, Ward Discretionary Budget	18/10/2022	£3,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Inspiring Scotland, Rural and island Communities	22/12/2022	£5,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The National Lottery	20/01/2023	£5,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Highland Council, Community Regeneration Fund	19/09/2023	£24,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council, grant for Upgrading Heaters and Lights & Fire door	15/01/2024	£7,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council,	25/03/2025	£6,862	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:		Date: 22/09/2025
Print:		

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations



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

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

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

The deadline for application submission is 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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4160
1.2	Organisation	Resolis Memorial Hall Community Centre
1.3	Project title	Re-roofing of Hall extension
1.4	Summary of project you wish to be funded (max 250 words)	<p>This project relates to the replacement of part of the roof at Resolis Memorial Hall that requires urgent attention, and without which the Hall may need to close. The Hall has been well maintained by local volunteers but has not benefitted from any substantial investment in the overall structure for many years.</p> <p>The Hall extension runs along the full length of the main building, extending beyond it at one end. Photos can be seen here https://www.resolishall.org.uk It houses the toilets, kitchen, committee room and store. The roof in this area has a 10% pitch and is of a</p>

		<p>standard construction with a felt roof. It has been patched in two or three places in recent years but has now reached the end of its life and is already showing signs of further leaks. Urgent action is required to ensure that the Hall is safe and meets all regulatory requirements.</p> <p>The plan is to re-roof the extension along its entire length using modern materials and adding insulation to improve heat retention and make the building more energy efficient. Guttering, fascias and down pipes which have been degraded by sunlight over the years also need to be replaced.</p>	
1.5	Project costs	Total project cost	£31K
		Match funding	£0
		CRF grant requested	£31K
1.6	Start date	02/02/2026 Preferably earlier but will be heavily dependent on weather conditions	
1.7	End date (<i>max 12 months from start date</i>)	28/05/2026 At the very latest	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Resolis Memorial Hall Community Centre	
2.2	Address and postcode	Fannys Brae, Dingwall, Ross-shire, IV7 8LP	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	[REDACTED]	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://www.resolishall.org.uk	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC023714	

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

SECTION 3: PROJECT DETAILS			
3.1	Please confirm the location of the project including post code.	Resolis Memorial Hall Community Centre Fannys Brae, Dingwall, Ross-shire, IV7 8LP	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months	
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	n/a	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	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)
Strip off old roofing material, add insulation, replace with new roof, install new facias, gutter and downpipes.	30/04/2026
	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.
	Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?
<p>This project relates to the replacement of part of the roof to Resolis Memorial Hall which requires urgent attention, and without which the Hall may need to close.</p> <p>Resolis Hall is the heart of our dispersed and largely underserved community. Built originally in 1957 and extended in 1996 it comprises a main hall with stage, committee room, storerooms, toilets and a kitchen. Outside is a large car park, playing field, sports court, playground, community orchard and woodland – making it unique on the Black Isle and a perfect venue. Several local groups use it regularly including the SWRI, Friendship club, amateur dramatics, dog training, and bowls, as well as it finding use for community events, dances, musical evenings, guide, cub & scout camps, weddings and funerals. The Hall also has close links with both the local primary school and Resolis Community Council (RCC) who use the facilities regularly. Without the Hall all this activity would cease as there is no other building in the parish with the same facilities. RCC would have nowhere to meet and this would reduce the ability of local residents to contribute to decision-making and risk further increase in social isolation in an already isolated area.</p> <p>The Hall has been well maintained by local volunteers over its lifetime but now needs this significant investment in the fabric of the building to ensure it can continue and grow its place at the heart of the community.</p> <p>The single storey extension runs along the length of the main building, extending beyond it at one end. Photos can be seen here https://www.resolishall.org.uk It houses the toilets, kitchen, committee room and an unheated store – all functions that are integral to the effective use of the Hall facilities.</p> <p>Since the introduction earlier this year of an on-line booking system occupancy of the Hall has increased significantly with bookings also coming from those outwith the immediate area. With the right facilities and a fit-for-purpose building there is an opportunity to further grow use of the Hall, improve financial viability through increased bookings, and adding to the range of regular users.</p> <p>Re-roofing the extension and increasing the insulation will contribute to the long-term viability of the Hall. Improved heat retention will make the building more energy efficient, reduce costs, and help to maintain a constant temperature in those areas. This is one of a series of improvements planned to protect this community asset, reduce energy usage and costs, and improving sustainability as part of the move to net zero.</p>	
	(b) Has this need been recognised in a local place plan?

The Black Isle Local Place Plan (2024) identifies as one of its priorities Community Infrastructure - that facilities should be fit for purpose and minimise the need for travel. It also identifies Resolis as a local centre that should be the focus of future investment in services, facilities and activities.

The Local Place Plan highlights in particular a lack of good quality local facilities that will enable 'Local Living'. With the right support Resolis Hall has the potential to engage with initiatives in

- Education & Training
- Recruitment & play
- Community activity & events
- Provision for disabled
- Health & social care
- Countryside access
- Visitor facilities

The principle of 'Local Living' is underpinned by priorities including strengthening networks in local communities and conserving assets – both of which align with this proposal.

This is also the case where local ambitions for community infrastructure overlap with national priorities in the National Planning Framework NPF4 –

- Climate change – moving towards net zero – improving energy efficiency of the Hall.
- Health & Wellbeing – active communities – increasing opportunities for community events and intergenerational activities.
- Sustainable communities – community empowerment and sustainable demographic – support the Hall to become self-sustaining and increase the sense of local ownership.

All activity at the Hall is led by a vibrant 10 strong management committee who are actively supported by Resolis Community Council. They have the range of skills and experience to raise the profile and the income of the hall beyond pre-pandemic levels but recognise that their priority is to ensure that the fabric of the Hall is fit for purpose.

Figure 7 of the Place Plan identifies priorities for action. Of particular relevance to Resolis Hall are

- 4.3 Make more of community hubs for social activities
- 4.5 Build up community assets to generate income

The physical assets at Resolis Hall, and the support structure in place address almost 40% of the challenges identified in the Local Place Plan as preventing communities from being able to help themselves. With financial support there is without doubt the capacity and capability to deliver on the priorities identified above. This will however be compromised if the fabric of the building does not receive the urgent attention that it needs.

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
------------	--

Resolis Memorial Hall really is the heart of our rural community. Letters of support - attached as supporting documents – come from regular users and local residents. They include comments such as:-

- Even though some of us are older than the hall we hope to continue using it for many years.
- Resolis Hall is a huge benefit to the surrounding local community and beyond.

- The Hall is more than a venue. It's a hub for all types of activity.
- The Hall is the focal point for several clubs and groups and many other gatherings. It's a wonderful asset that needs help to enable it to continue serving its community.
- In smaller and more isolated communities such as ours, the Hall is far more than just a building. It is the only building where residents of all ages come together to share ideas, celebrate milestones, support one another, and foster a spirit of togetherness that is essential in combating rural isolation and loneliness.
- The Parent council is committed to supporting the hall in any way we can and we fully endorse this application as an investment in our community's wellbeing and resilience.
- The Hall is an ideal venue for our promotions with a warm friendly atmosphere, excellent acoustics, often praised by musicians, and good facilities.

The Hall enjoys the support of a 10 strong committee – all of whom are passionate about ensuring its long-term future. They were elected from a group of over 30 local residents who attended the AGM in May, further demonstrating the strength of support in the community to seeing the Hall develop and thrive.

Over the course of the last year two very successful intergenerational community events were held in the Hall and exemplify what can be achieved. A senior citizens Burns lunch attended by around 120 local residents, and a soup lunch run by the school a couple of months later were very well received, and feedback reflected a demand for more similar events in the future. The Local Place Plan identifies strengthening networks as a priority and with an ageing population on the Black Isle the demand for community events such as this seems likely to increase – the combination of facilities, demand and local support for Resolis Hall make it well placed to deliver on this.

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

(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.

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

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

The immediate output of the project will be when works to replace the roof are complete, and the extension to the main hall is fully watertight again. This will protect the fabric of the building, and additional insulation installed at the same time will retain heat, help keep rooms at a constant temperature and reduce costs. This is particularly relevant in the committee room which is used primarily for meetings such as the Friendship Club and Community Council. Installation of new guttering and fall pipes will ensure effective handling of rainwater, keeping it clear of the walls and protecting them.

The project will be complete when all works agreed during the quotation process are complete – including removal of all waste.

(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 core purpose of Resolis Hall is to create a safe, welcoming, space where individuals can access support, connection, and opportunity. Many of the people it supports face multiple vulnerabilities including older adults experiencing loneliness and limited mobility, families on low incomes, individuals with disabilities, those with mental health challenges or suffering social isolation - magnified by poor transport links and limited access to services.

Long term goals in support of this core purpose are

- To improve and extend the ways in which the Hall supports the local community by improving and extending facilities to meet local need. This will be evidenced through development of an annual programme of community events, together with an increase in regular users. Qualitative impact will include an increased sense of community, strengthened networks, and an enhanced sense of wellbeing for everyone involved. Quantitative measures of occupancy levels will be taken from the on-line booking system.
- That the Hall will become a venue of choice for one-off events, weddings etc – this will grow revenue and increase surplus funds that can be re-invested in the Hall to cover all routine maintenance, investigate new ways to support those suffering disadvantage, and ensure sustainability in the longer term. Turnover and surplus will be monitored by the committee at regular monthly meetings.
- To increase bookings from outwith the Resolis area – for example the facility was used recently by a national film crew who were working locally and who were attracted by the relative seclusion of the Hall. This booking brought significant interest and revenue to the local area, and bookings of this kind can be monitored via the on-line booking system.
- To reduce energy usage – increased levels of insulation will reduce heat loss and lower energy bills.

Re-roofing of the Hall extension will be a very visible sign of activity and is likely to give rise to a certain degree of interest among the local population. It will demonstrate a revival and sense of forward planning that may also renew interest in using the Hall, including attending community events and classes run there.

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

CRF funding to replace the roof to the extension is key to unlocking a long-term future for Resolis Hall. Occupancy levels have not recovered post-covid and as a result the value of reserves held is insufficient to fund this level of urgent major repair.

Steps are already in place to improve the financial position – implementation of an on-line booking system, planning of fundraising events, a review of pricing structure and commissioning of a report to improve energy efficiency – but they will not deliver sufficient funds in the timescale

needed. And without a fit for purpose building these efforts will come to nothing – a Catch 22 situation.

There is a high degree of goodwill in the community to support the Hall, and an energetic management committee keen to see the facility developed and in greater use. Achieving the major milestone of the roof repair will give everyone additional motivation to see this happen.

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 management committee is currently reviewing as a whole the energy performance of Resolis Hall in a project working with Business Energy Scotland. Whilst this will cover a wide range of measures including possible installation of solar panels and energy efficient ways to deliver intermittent need for hot water, the approach will be one of ‘fabric first’. All windows are already double glazed, where cavity walls exist these have been filled, and low energy lighting is in place throughout the building.

Replacement of the roof to the extension is now a priority and will include an additional layer of insulation to conserve heat and reduce energy usage. We will also opt for a more robust roofing material to replace the current traditional felt roof. This will be a fibreglass roofing system which is durable, strong, resistant to extremes of weather and has a considerably longer life than other materials – reported experientially to be in the region of 50 years - thereby minimising use of materials over the long term. It is low maintenance and high performance, requiring minimal upkeep, saving both time and materials.

As part of the project the contractor will remove all waste and surplus materials from the site, ensuring proper disposal and recycling in full compliance with local council regulations and environmental standards

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?

Although this project will not target one specific group, Resolis Memorial Hall is committed to ensuring equal access for all members of the community, including those with accessibility needs. The Hall already provides step-free access at the main entrance and accessible toilet facilities. Re-roofing the extension will ensure that these essential facilities – including the toilets, kitchen, and committee room – remain safe, warm, and fit for purpose for users with mobility issues, disabilities, or long-term health conditions.

The Hall serves a wide cross-section of the community, including:

- Older adults experiencing rural isolation and limited mobility,
- Families with young children who rely on affordable local facilities,
- Individuals with disabilities and additional needs,
- Young people attending guides, scouts, and sports activities and the local primary school

The management committee will actively consult with user groups on how facilities can better meet accessibility needs (e.g., clearer signage, hearing loop, sensory-friendly space). By investing in the fabric of the building now, we are ensuring that no one is excluded from benefitting from the Hall and that all groups can continue to access opportunities for connection, wellbeing, and participation within their local 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.



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?

**10 volunteers on the management committee
1 part time self employed cleaner
Other volunteers on an ad hoc basis**

Do you currently pay the Real Living Wage hourly rate?

Yes ☒ No ☐ NA ☒

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

Yes ☐ No ☒

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

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

SECTION 5: PROJECT BUDGET

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

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



CRF overheads and
management fees sun

Budget Heading		Detailed Costs	Revenue/Capital	Amount
Buildings		Strip off old roof, install insulation, OSB boards and fibreglass roofing system. Fit new fascias, gutters and down pipes, remove all waste and clear site.	Capital	£29,940
Contingency @ 5%		Allow for any unexpected minor works required.	Capital	£1,497
			Total revenue expenditure	£0
			Total capital expenditure	£31,437
			TOTAL PROJECT COSTS	£31,437
Is VAT included in these costs?				<u>Yes</u> <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?				<u>Yes</u> <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .			<u>Yes</u> <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.			<p>The project represents good value for money in relation to the relatively modest grant request. This investment will:</p> <ul style="list-style-type: none"> - Secure the long-term viability of the Hall, protecting a community asset that would cost many times more to replace if lost. - Enable increased usage and income generation, ensuring sustainability beyond the grant period.

		<ul style="list-style-type: none"> - Deliver environmental benefits by reducing heating bills through improved insulation, and reducing future operating costs. - Avoid the risk of closure, which would otherwise leave this dispersed rural community without any shared facility and risk further increasing social isolation. <p>The Hall committee has obtained three contractor quotes for the re-roofing, ensuring competitive pricing and demonstrating procurement best practice. All quotes include labour, materials, insulation and waste disposal. The preferred contractor was selected on the basis of both cost and durability and proposed solution.</p> <p>Overall, the project delivers a significant benefit – safeguarding the only community hub serving hundreds of residents – at a proportionate and reasonable cost.</p>
--	--	--

SECTION 6 – MATCH FUNDING (if applicable)

Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.

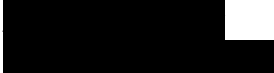
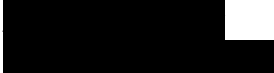
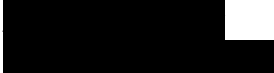
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.		
Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£0
CRF requested			£31,437
Total funding			£31,437
6.2	Will the project involve “in kind” support?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.		

6.4	Please explain why public funding is required to deliver the project.	There is insufficient reserves within the Hall accounts to cover such a major expense, teamed with urgency to address the leaking roof before the building sustains any additional damage.
6.5	Please explain what the remaining bank balances are for in your accounts.	Balances are needed to fund day to day expenses and, being prudent, to allow for any unexpected contingencies such as recent urgent work needed to repair the septic tank and drains.
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 – all surplus funds are invested in the upkeep and development of the Hall but a certain balance must be maintained to ensure day to day bills can be met.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	The Hall has only limited reserves available. Bookings have not recovered since COVID (although are increasing now) and recently monies have had to be allocated to urgent works needed on the septic tank and drains. This has further depleted funds.

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	Income will be generated indirectly – having a building that is fit for purpose allows for increase in occupancy and hire fees, which will lead to improved sustainability. All surplus funds generated will be used in the upkeep of the Hall.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	There are no other comparable facilities in the Resolis area. Rather than disadvantage any local organisations or businesses this project will be of advantage to them. A well maintained, good quality venue will attract increasing numbers of users. This could be groups looking for a venue for regular meetings, or couples looking for a wedding venue. The Hall committee will promote local suppliers and accommodation providers – working together we can all achieve more.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

7.5	If not, please state why?	Current levels of surplus suggest it would not be prudent to commit to the likely level of repayments.																				
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																				
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.																					
	<table border="1"> <thead> <tr> <th>Funding</th> <th>Date</th> <th>Amount £</th> <th>Public Subsidy?</th> </tr> </thead> <tbody> <tr> <td>None</td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> </tbody> </table>		Funding	Date	Amount £	Public Subsidy?	None	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>		Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
Funding	Date	Amount £	Public Subsidy?																			
None	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>																			
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>																			
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>																			
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>																			

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION			
8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.		
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>			
<table border="1"> <tr> <td>Signature: </td> <td>Date: 22/09/2025</td> </tr> </table>		Signature: 	Date: 22/09/2025
Signature: 	Date: 22/09/2025		

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

8	Confirmation of match funding letters	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
13	Partnership agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
Reason for missing documentation: The Deed of Trust confirms ownership of the Hall, and sets out essential elements of constitution. There is also a savings account with the Bank of Scotland – current balance £7737.00. Due to recent change of Treasurer a statement for this account is not available at time of writing.				

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 (TIME) on (DATE).

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	CRF4163
1.2	Organisation	Inver Football Club
1.3	Project title	Osprey Park, Community Sports Facility – Levelling the Playing Field
1.4	Summary of project you wish to be funded (max 250 words)	Our proposed project involves levelling of Osprey Park and the installation of seating to increase accessibility.
1.5	Project costs	Total project cost £17,000
		Match funding £
		CRF grant requested £17,000

1.6	Start date	01/11/2025
1.7	End date (<i>max 12 months from start date</i>)	31/03/2026
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Inver Football Club
2.2	Address and postcode	School Road, Inver, IV20 1RX
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	N/A
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee <input checked="" type="checkbox"/> Constituted group <input type="checkbox"/> Public body <input type="checkbox"/> Charity <input type="checkbox"/> SCIO <input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
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?	<input type="checkbox"/> Whole <input type="checkbox"/> Partial <input checked="" type="checkbox"/> None
2.13	Provide details of VAT exemptions.	N/A

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	School Road, Inver, IV20 1RX
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Stripping and releveling of Osprey Park	01/03/2026
Reseeding of pitch	03/03/2026
Building and fitting of benches	06/03/2026
	Click or tap to enter a date.
	Click or tap to enter a date.

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

Osprey Park is the only sports facility in the rural coastal village of Inver. The park is home to amateur football team Inver Fc. While the team have been successful on the field, reaching the coveted Highland Amateur Cup final this season, our pitch is a source of embarrassment. Over the years we have had countless complaints about the condition of the uneven playing surface, and this year we had to give up home advantage against Dornoch, as they simply refused to play us at Osprey Park. Players have also refused to play for us due to the state of our pitch. As well as Inver Fc playing matches and training on the park, it is used by the greater community for various sporting events such as rounders, children's running club, golf practise and is used by parents and kids to fly their kites. All these activities, along with the school using it for gym, running events and sports days, makes it a busy sports hub for the village and surrounding areas. In our run to the Highland Amateur Cup final, we welcomed teams from Thurso, Whalsay in Shetland and Carlaway from Lewis. They were all shocked by the condition of our park with the Whalsay boys stating they haven't played on such a poor surface.

In late 2023 we were lucky enough to receive funding from the community regeneration fund to enable us to fund the building of 'Cooksons Hut'; a tea hut with an accessible toilet and kitchen area, along with a new perimeter fence and gates. This project was delivered on time and in budget. The perimeter fence has made Osprey Park an enclosed facility, which we have found

adds to the atmosphere and gives parents of young children peace of mind knowing their kids are safe. Cooksons Hut is now the pride of the village and has added massively to the match days, training nights, school sports and everything in between.

The Easter Ross Peninsula had a football team in every village as little as 15 years ago but sadly Inver is the only team that has survived. This is due to our dedicated committee and their desire to keep the sport we all love alive for the next generation. We enjoy a massive support from the people of Inver and increasing support from the surrounding villages, as the team fill a gap in the local area and one we are keen to keep alive. It is great to see folk reminiscing with a cup of tea from Cookson's Hut and trying to work out who is who on the pitch and you can quite often hear "he's not as good as his father". With the ages of our supporters varying from the pram right up to 94 years old, we want people to feel comfortable when they come along. Benches spread out around the pitch would make such a difference, especially for the elderly or less able who enjoy the day out and the chance to socialise.

We feel the levelling of Osprey Park along with the provision of benches around the pitch is desperately needed. It will give people of all abilities the opportunity to enjoy a fit for purpose sporting facility, reduce isolation and provide the chance for our rural community to come together.

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

Local plans set out vision and framework for future development of an area – the improvements at Osprey Park would fit into such framework.

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

Inver Fc is the only village team in Easter Ross now. We enjoy massive crowds attending our games, not only from the village but also from the surrounding villages. We are very fortunate to have the backing of our local primary school, our local councillors, the local residents and the league we are members of. Letters of support from all are attached.

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

(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.

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

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

The short-term outputs will be to have a level playing field for the start of the 2026 season. This will also coincide with various sporting events ran by the school, including the Inver Cross Country run which sees schools from across the area visiting the villages. The park would also be ready for the annual Sports Day. The provision of benches will allow spectators of all physical abilities to attend and enjoy the events.

	<p>(c) What do you think the outcomes of your project will be and how will you measure them? Please note an outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?</p>
	<p>This year with the backing of the CRF fund we successfully built our storage shed with accessible toilet facilities (Cookson's Hut) and erected a new perimeter fence. Both of these have made a massive difference to the club and village as a whole. The state of our pitch has been a talking point for as long as I can remember, with teams refusing to play on it as recently as this summer. We have also had players with knee/ankle problems unable to play on our park due to the uneven surface. A level playing field will encourage people of all abilities to come and enjoy Osprey Park, and in turn give the club and the people of our area a facility to be proud of. The benches spread around the park will allow those less able people to relax and enjoy themselves</p>
4.5	<p>How will the project be supported/maintained/sustained after CRF funding?</p>
	<p>If our application is successful, the levelled pitch will be maintained by our committee and many volunteers. Before each season starts we would have the pitch rolled and top dressed to keep the area level and flat. We are fortunate enough to have the backing of the local crofter who in the spring would roll Osprey Park for us. We would feed the park and re seed areas that needed it. During the summer months we have volunteers who water the park to save the grass from burning.</p> <p>The proposed benches would also be maintained yearly, with our team of volunteers giving them a coat of stain to preserve the wood.</p> <p>In summary the proposed installation of benches and levelling of Osprey Park would be fully supported by our wonderful committee and community. The facilities would be maintained yearly to help sustain Osprey Park.</p>
4.6	<p>Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.</p>
	<p>While the primary goal of the project is to improve the usability and safety of the pitch, we have considered sustainability throughout planning.</p> <p>Our project will use Scottish larch to make the benches; these will be treated to ensure they last for many years. The imported topsoil will responsibly sourced by the appointed contractor ensuring the best practice in soil management. There will be zero waste from the project.</p> <p>The new topsoil will encourage the grass to establish a deeper root and in turn help us reduce the amount of chemicals currently used to fertilise the grass to encourage growth. The sand base layer of the pitch will ensure no surface water and help with drainage.</p> <p>The levelling of the football pitch will be done using a bulldozer and digger; where possible volunteers will pick stones out of the soil and hand rake where the digger can't reach, reducing negative environmental impacts from burning unnecessary fuel. A nourished, grass rich park will also encourage wildlife to flourish.</p>

A level playing surface would reduce the need to carry out regular maintenance and therefore reduce the use of machinery which would provide longer term environmental benefits. A fit for purpose sport's facility will encourage more user groups to make use of Osprey Park potentially reducing the need for groups to travel to other facilities, thus reducing carbon emissions.

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?

In considering the development plans we have worked to ensure the facility is inclusive and accessible to all, including those with protected characteristics under the Equalities Act 2010. Osprey Park is a facility for everyone to enjoy and will support intergenerational interaction.

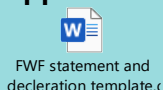
A level playing field will create a safe and accessible area, encouraging people of all abilities to access and enjoy the facility. The benches will provide essential seating for both the elderly and those with reduced mobility to relax and enjoy themselves, whether that be on a matchday, at school sports, watching their kids/grandkids playing or just simply sitting, enjoying the fresh air and watching the world go by. The benches would be situated at accessible points, and we would explore the use of non-slip surfaces to ensure those with limited mobility or those who use a wheelchair or walking aids can easily access them and are not excluded.

The facility will be promoted as a community asset encouraging all residents to attend regardless of their interest in sport. They will be welcomed for a tea or coffee at Cookson's Hut, and we hope this will tackle rural social isolation and improve wellbeing. Following the establishment of Cooksons Hut earlier this year we welcomed many new faces from the Community in the summer months, and we would endeavour to increase this engagement. The intention would be to expand the events ran beyond the current sporting events.

As demonstrated by the supporting letters included with this application, we have engaged the community to understand their views and will continue to engage them when planning future events.

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 ☐
No current employees

Is the Fair Work First statement on your organisation's website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	8 Volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div style="text-align: center;">  <p>CRF overheads and management fees summary spreadsheet</p> </div>
-----	--

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Pitch levelling	Levelling of pitch by appointed contractor including seed, soil, feed		15,000
Materials for manufacturing of benches	Timber, bolts, oil		2,000

Total revenue expenditure			£
Total capital expenditure			£17, 000
TOTAL PROJECT COSTS			£17, 000
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .		Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.		
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?	Amount £
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total match funding			£
CRF requested			£17000
Total funding			£17000
6.2	Will the project involve “in kind” support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.		The offer of in-kind labour for the erection of the benches adds value for money. Estimated in kind support is £1000.

6.4	Please explain why public funding is required to deliver the project.	Inver FC have annual running costs such as transport, league fees, insurance etc. Sufficient funds to meet these costs need to be kept in reserve. The current balance means there is insufficient funds for the proposed project.
6.5	Please explain what the remaining bank balances are for in your accounts.	As detailed above the remaining bank balance are for the running costs of the Club.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	There are limited funds as evidence on the bank statement provided.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	Insufficient funds in club accounts and we are unaware of any other available funding streams we could access

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Local businesses have been asked to price and provide for the project. Local tradespeople have shown their support by volunteering their time to help us make our vision a reality.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We must generate income through fundraising to meet our costs throughout the year but feel we would not be able to meet loan repayments through fundraising due to the reliance on the local community for these events and the challenging period we live in with regards to increased cost of living.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
CRF	Click or tap to enter a date.	£9200	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:	Date: 28/09/2025
Print:	

Signature:	Date: 28/09/2025
Print:	

Signature:	Date: 28/09/2025
Print:	

Please Ensure You Also Complete the Attachments Checklist Below

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

Reason for missing documentation:

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

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.

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	CRF4165
1.2	Organisation	Friends of Fearn Abbey
1.3	Project title	Multi-faceted Abbey Promotion & Marketing
1.4	Summary of project you wish to be funded (max 250 words)	To promote the Fearn Abbey Community Project to the widest possible audience, we will adopt a multi-faceted approach that combines digital outreach, local communication, physical signage, and strategic partnerships.
1.5	Project costs	Total project cost £27,000
		Match funding £15,000
		CRF grant requested £12,000

1.6	Start date	01/11/2025
1.7	End date (<i>max 12 months from start date</i>)	31/03/2026
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Friends of Fearn Abbey Ltd	
2.2	Address and postcode	Craiglea, 15 Back Street, Hilton, TAIN IV20 1XB	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address		
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	Applicant organisation is Friends of Fearn Abbey Ltd. SC837617. Applicant is in process of becoming a SCIO.	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS


3.1	Please confirm the location of the project including post code.	IV20 1TL
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	Funding received in July 2025 from SLF to purchase the Abbey. Conveyancing currently being concluded.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	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)
	Digital Presence (website, Google Profile, Social Media Platforms)	30/11/2025
	Media Advertising & Promotion (local newspapers, radio, TV – BBC Scotland, BBC Alba)	30/11/2025
	Online Listings – subscriptions	19/12/2025
	Wedding Venue & Event Platforms / Son et Lumière show on building	19/12/2025
	Marketing Personnel hrs to produce above (Nov, Dec, Jan Feb)	31/03/2026
	Hot Desk / Secretarial & accounting services / events management	31/03/2026
4.2	(a) What local need or opportunity will the project address?	
	(500 words max limit)	
	<p>Fearn has no community facilities and creating a centre where there will be events and activities will stimulate ideas and possible avenues for creating new businesses. There has been good support from the community.</p>	
	(b) Has this need been recognised in a local place plan?	
	(500 words max limit)	
	<p>In a recent feasibility study done with regards the purchase of the Fearn Abbey and the communities suggested uses for the sustainability of the Abbey there was great support from the community to keep the Abbey in community ownership and turn it into a asset which will work for the community. A local place plan is something the Fearn Community Council are about to embark on, and the Abbey development will feature within this along with the Football Pavilion which has also been recipient of CRF funding.</p>	


4.3	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2	
<p>(500 words max limit)</p> <p>This can be evidenced from the Feasibility Study and the work done by the Friends of the Fearn Abbey through tentatively talking with possible partnerships with different agencies. The public meetings were well attended and the willingness of many to volunteer with fundraising and other tasks were recorded.</p>		
4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”. (a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.	
	<input checked="" type="checkbox"/>	Increasing community resilience
	<input type="checkbox"/>	Tackling poverty and inequality
	<input type="checkbox"/>	Addressing causes of rural depopulation
	<input type="checkbox"/>	Helping economic recovery and sustaining growth
	<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
	(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?	
<p>(500 words max limit)</p> <p>The immediate short term outcome is that the community have now ownership of the Fearn Abbey and that with funding for development marketing and promotion can begin which is essential and a more robust business plan created.</p>		
	(c) What do you think the outcomes of your project will be and how will you measure them? Please note an outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?	
<p>(500 words max limit)</p> <p>The outcome of the multi-faceted promotion and marketing will bring the awareness of the Fearn Abbey not only to people interested in history but to a new audience who would use the Abbey for weddings, anniversaries, musical and drama event, exhibitions and the attraction of Son et lumiere (sound and light) shows on the walls of the Abbey will be a new and unique feature / attraction at certain times of the year (Remembrance, Christmas, Easter etc). Essential for the sustainability of the business.</p>		
4.5	How will the project be supported/maintained/sustained after CRF funding?	
<p>(500 words max limit)</p> <p>This will be maintained and sustained through operating as a venue – providing tours, events and exhibitions, weddings etc. While the Friends of the Fearn Abbey getting actively involved in fundraising. There was a good response from volunteers to get involved and this will be encouraged.</p>		

4.6	Describe how you intend to mitigate negative environmental impacts that may arise in delivering the project. It may be that the project specifically seeks to address climate change issues or implement net zero ambitions/solutions.
(500 words max limit)	
We do not envisage any negative environmental impact with this project at this stage	
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)	
Part of the Development work will be looking at issues such as disabled access and disabled facilities, although currently the Abbey has both in a very basic form. What will need to be addressed is a hearing loop.	
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. <p>PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div style="text-align: center;">  <small>FWF statement and declaration template.c</small> </div>
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>	
Is the Fair Work First statement on your organisation's website?	
Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>	
How many people do you employ or how many volunteers do you have?	
16 volunteers	
Do you currently pay the Real Living Wage hourly rate?	
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>	
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	
<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining	

SECTION 5: PROJECT BUDGET

<p>5.1</p>	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div data-bbox="277 403 378 488">  <p>CRF overheads and management fees summary spreadsheet</p> </div>
-------------------	--

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



CRF overheads and management fees sum

Budget Heading	Detailed Costs	Revenue/Capital Revenue	Amount
Development Management Team	To carry out all the activities required to enable the Fearn Abbey to be promoted and marketed in such a way to create an income stream for sustainability		30,000.00
Total revenue expenditure			£30,000.00
Total capital expenditure			£0
TOTAL PROJECT COSTS			£30,000.00
Is VAT included in these costs?			Yes x No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes x <input type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .		Yes x <input type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	WPA Design Management are valued and highly respected – quality of work and experience is excellent. Been involved in community development of this area for over 25years. Costs have been based on their hourly rate	

		Working with trusted contractors with good working relationships ensures value for money
--	--	--

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 £
Friends of Fearn Abbey	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	confirmed	15,000
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£15,000.00
CRF requested			£15000.00
Total funding			£30,000.00

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	Members of the Friends of Fearn Abbey will help with research material required for promotion and marketing as required to keep costs down.
6.4	Please explain why public funding is required to deliver the project.	The SLF £15,000 is insufficient for the work required to market, promote and develop the business plan.
6.5	Please explain what the remaining bank balances are for in your accounts.	Purchase of the Abbey, Remedial Repairs and Insurance
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	No unrestricted funds we are in first year of trading and have not produced annual accounts
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/A

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	From the marketing and promotion we expect bookings of events, exhibitions, weddings etc and business to be generated.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	What we will be providing is not putting any local organisations/businesses at a disadvantage, in fact we hope to attract people to the area
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We are newly formed company
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
CRF	19/09/2025	£20,640	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
SLF	27/06/2025	£93,600	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

- Match funding – Friends of the Fearn Abbey / via Scottish Land Fund
- Insurance – Zurich annual policy
- Organisational policy – Fair Work First statement
- Bank statement – Bank of Scotland Aug/Sept 2025
- Letter of support – Cllr Laura Dundas
- Letter of support – Seaboard Memorial Hall Ltd

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.

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	CRF4167
1.2	Organisation	Seaboard Memorial Hall Ltd
1.3	Project title	Floor
1.4	Summary of project you wish to be funded (max 250 words)	The Seaboard Memorial Hall Ltd (aka Seaboard Centre) opened in 2002. The project is simple and not complicated, the main hall floor has been causing trouble warping in various areas for a number of years now, and we have done a remedial repairs in the past. However, even these repairs have meant the floor is not level and totally unsuitable for the likes of bowls, (one of our hall user groups), dancing is also a problem as it is causing a trip hazard. We want to replace the floor to get back a level surface fit for purposes and fully lined for the various activities.

1.5	Project costs	Total project cost £32,000.00
		Match funding £1,000.00
		CRF grant requested £31,000.00
1.6	Start date	30/11/205
1.7	End date (<i>max 12 months from start date</i>)	27/02/2026
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Seaboard Memorial Hall Ltd
2.2	Address and postcode	East Street, Balintore, TAIN IV20 1UA
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	www.seaboardcentre.com
2.8	Organisation type	<input checked="" type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Constituted group <input type="checkbox"/> Public body <input checked="" type="checkbox"/> Charity <input type="checkbox"/> SCIO <input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
2.11	If the organisation is VAT registered, please provide the number.	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/> Whole <input type="checkbox"/> Partial <input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	East Street. Balintore IV20 1UA
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	n/a
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	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)
Lifting old floor and replacing with new timbers- hopefully done in the lull in early November 2025 or February 2026		03/11/2025
		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.
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
<p>(500 words max limit)</p> <p>The main hall is used by many for their different activities, whether its pensioners, youngsters, bowlers, conferences, dances, concerts etc – it the most used part of the building and essential to our income stream which keeps the business sustainable. We are a community owned premises and not subsidised by any other organisation, therefore it is vital that we have this area fully functional.</p>		

	(b) Has this need been recognised in a local place plan?
(500 words max limit)	
Not applicable	
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)	
We have around 25 regular user groups, whether that be weekly, monthly, quarterly or on one occasion (birthdays, weddings, parties etc_ The Seaboard Centre is the Hub of the local community, and this repair /maintenance is critical to the operations of the Centre.	
4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.
(a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.	
<input checked="" type="checkbox"/>	Increasing community resilience
<input type="checkbox"/>	Tackling poverty and inequality
<input type="checkbox"/>	Addressing causes of rural depopulation
<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
	(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?
(500 words max limit)	
Grant assistance will allow the necessary works to bring the main hall wooden floor up to an acceptable standard to all user groups to use the hall effectively and not impact on the quality of their activities	
	(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)	

Having well maintained facilities is essential – knowing that safety is of paramount importance to the Seaboard Centre actually attracts users to hire this space and that is what we to continue and grow.

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

(500 words max limit)

This project is replacing a damaged floor and will continue to be supported by the operations and management at the Seaboard Centre. Raising funds is getting more and more difficult and third sector organisations such as the Seaboard Centre are hard strapped. £1k has been put aside as match funding from the recent Fisherfolk Festival event held at the Centre towards the works.

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)

We have taken environmental considerations into account.

We will aim to source flooring that is sustainably produced. We will ensure the damaged flooring is responsibly disposed of or recycled where possible. Should parts of the existing floor be of a standard that we can pass onto others such as schools or craft groups for making things then we will do that. Only the badly damaged areas will be disposed of. The new floor will help eliminate drafts and uneven surfaces that contribute to heat loss, supporting our broader aim of improving the building's energy performance. This project is part of a wider plan to maintain and upgrade the hall in line with net zero goals, ensuring it remains a sustainable and resilient community asset."

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)

We have considered how the replacement of the hall floor supports accessibility and inclusion for all members of the community, including those with protected characteristics. The current floor is uneven and damaged, which poses a risk particularly to older people, individuals with mobility impairments, and young children. Replacing it will improve safety and ease of movement for everyone.


We will:

- Ensure the new flooring is level, slip-resistant, and suitable for mobility aids such as wheelchairs, walking frames, and pushchairs.
- Schedule works to minimise disruption to regular users, including groups that support people with protected characteristics.


This project is part of our commitment to maintaining the hall as a safe, inclusive, and accessible space for the whole community."

It is anticipated is that the Main Hall will close for a whole week at a convenient time for the works to be carried out.

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

<p>Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div style="text-align: center;">  <small>FWF statement and declaration template.doc</small> </div>	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation's website?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	14 employees + 6 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div style="text-align: center;">  <small>CRF overheads and management fees summary spreadsheet</small> </div>		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Floor Repairs	Lift old floor, insulate and lay new floor and skirting	Capital Revenue	£32,000.00
Total revenue expenditure			£32,000.00
Total capital expenditure			£0.00

TOTAL PROJECT COSTS		£32,000.00
Is VAT included in these costs?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .	Yes <input type="checkbox"/> x No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	The Contractor is one we use regularly and who is a keen supporter of the Seaboard Centre. We trust his judgement and his pricing. We did go out for an alternative quote and was horrified at the price!
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 £
Seaboard Memorial Hall Ltd		Yes <input type="checkbox"/> x No <input type="checkbox"/>
		23 rd Sept.2025
		1,000.00
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
Total match funding		£1,000.00
CRF requested		£31,000.00
Total funding		£32,000.00
6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	Funds are tight due to changes in NI and rising core costs which have had an adverse impact on our business.
6.5	Please explain what the remaining bank balances are for in your accounts.	Running and operational 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.	Although the Seaboard Centre is hailed as a success survival is difficult and often stressful, what we make in the summer months must see us through the shoulder months
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	n/a

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The main hall is used every day of the week as it is hired out to user groups and event hires
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	We are the only village hall for miles around – the facility is essential for community wellbeing
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We currently have a HOIL loan which we are paying back, this was to get us through becoming VAT registered earlier on in the year.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

Signature:	Date: Click or tap to enter a date.
------------	--

Print:	
---------------	--

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

- Match funding – Seaboard Memorial Hall Ltd
- Insurance –
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Bank statement – Bank of Scotland

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 (TIME) on (DATE).

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_Guidance (v1 MC 2025 CRI)	 CRF Assessment Criteria (v1 MC May 2)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4170
1.2	Organisation	Cromarty Courthouse Trust
1.3	Project title	Cromarty Museum Redevelopment
1.4	Summary of project you wish to be funded (max 250 words)	<p>To continue moving along the critical sustainability pathway that CCT has identified, we need to add capacity to our strategic leadership team in the form of a part-time, fixed-term Development Manager.</p> <p>They will scope, develop, plan and co-ordinate our capital redevelopment project applications taking us from RIBA stage 2 to 3. This project will address the long-standing structural repair requirements to the museum's Grade-A</p>

		<p>listed building, increase physical accessibility, install basic infrastructure so the building is fit-for-purpose, and create a redeveloped museum experience - enabling financial sustainability and opportunities for growth.</p> <p>Cromarty Courthouse Museum is a small independent museum housed in a striking 18th century A-listed building owned by Highland Council. This proposal seeks to increase the development leadership capacity of the museum for six months, four days a week, to achieve a strategically critical goal.</p> <p>The focused activity to be carried out, from January 2026, is to write a suite of funding applications which are a key part of the museum's goal of restoring and developing the Courthouse building and redeveloping the museum offer. This capital project is essential for the long term sustainability of the museum. If we can't progress the capital project then the museum will be forced to close due to lack of suitable facilities. This application is being made in parallel with an expression of interest (EOI) to National Lottery Heritage Fund (NLHF) because of the urgency of the repairs and the wisdom of retaining skills and professional knowledge within the museum.</p>	
1.5	Project costs	Total project cost	£41,470
		Match funding	£22,270
		CRF grant requested	£19,200
1.6	Start date	05/01/2026	
1.7	End date (max 12 months from start date)	31/12/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Cromarty Courthouse Trust
2.2	Address and postcode	Cromarty Courthouse Museum, Church Street, Cromarty, IV11 8XA
2.3	Main contact name	<div style="background-color: black; width: 100px; height: 1.2em;"></div>

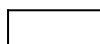
2.4	Position in the organisation	[REDACTED]	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://www.cromarty-courthouse.org.uk/	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC054181	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Cromarty Courthouse Museum, Church Street, Cromarty, IV11 8XA
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <div>24 Years 3 Months</div>
3.7	If ownership or lease agreements are not in place, please provide details if applied for	

	and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.																					
<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Recruit a steering group who will work with the Development Manager to stress-test the funding applications. (The purpose of the steering group is to provide additional skills and critical advice to ensure robust and achievable funding application.)</td> <td>30/12/2026</td> </tr> <tr> <td>A formal agreement with Highland Council, as owners of the building, to a partnership for its restoration, setting out the roles and responsibilities within the partnership. (Next step from current MOU).</td> <td>30/06/2026</td> </tr> <tr> <td>Liaison with Historic Environment Scotland regarding conservation permissions for an A-listed building.</td> <td>31/12/2026</td> </tr> <tr> <td>A comprehensive list of the documentation, procedures, tenders, and permissions that will be required by funders</td> <td>30/04/2026</td> </tr> <tr> <td>Outline strategy for the museum during delivery phase.</td> <td>28/02/2026</td> </tr> <tr> <td>A fully costed suite of funding applications to NLHF and match funders of costs.</td> <td>30/10/2026</td> </tr> <tr> <td>Project preparation actions at RIBA 3 stage</td> <td>31/12/2026</td> </tr> <tr> <td>Letters of support from community and other stakeholders.</td> <td>30/09/2026</td> </tr> <tr> <td>Stakeholder engagement around capital redevelopment project</td> <td>15/12/2026</td> </tr> </tbody> </table>			Activity name	Achieve by (date)	Recruit a steering group who will work with the Development Manager to stress-test the funding applications. (The purpose of the steering group is to provide additional skills and critical advice to ensure robust and achievable funding application.)	30/12/2026	A formal agreement with Highland Council, as owners of the building, to a partnership for its restoration, setting out the roles and responsibilities within the partnership. (Next step from current MOU).	30/06/2026	Liaison with Historic Environment Scotland regarding conservation permissions for an A-listed building.	31/12/2026	A comprehensive list of the documentation, procedures, tenders, and permissions that will be required by funders	30/04/2026	Outline strategy for the museum during delivery phase.	28/02/2026	A fully costed suite of funding applications to NLHF and match funders of costs.	30/10/2026	Project preparation actions at RIBA 3 stage	31/12/2026	Letters of support from community and other stakeholders.	30/09/2026	Stakeholder engagement around capital redevelopment project	15/12/2026
Activity name	Achieve by (date)																					
Recruit a steering group who will work with the Development Manager to stress-test the funding applications. (The purpose of the steering group is to provide additional skills and critical advice to ensure robust and achievable funding application.)	30/12/2026																					
A formal agreement with Highland Council, as owners of the building, to a partnership for its restoration, setting out the roles and responsibilities within the partnership. (Next step from current MOU).	30/06/2026																					
Liaison with Historic Environment Scotland regarding conservation permissions for an A-listed building.	31/12/2026																					
A comprehensive list of the documentation, procedures, tenders, and permissions that will be required by funders	30/04/2026																					
Outline strategy for the museum during delivery phase.	28/02/2026																					
A fully costed suite of funding applications to NLHF and match funders of costs.	30/10/2026																					
Project preparation actions at RIBA 3 stage	31/12/2026																					
Letters of support from community and other stakeholders.	30/09/2026																					
Stakeholder engagement around capital redevelopment project	15/12/2026																					
4.2	(a) What local need or opportunity will the project address?																					
<p>There are several very strong reasons why this activity needs to happen now.</p> <ul style="list-style-type: none"> Repair and development of the Courthouse building are essential for the long term sustainability of the Courthouse museum. It is currently our biggest barrier to sustainability and growth. Without securing the integrity of the building and preventing further damage CCT will have to close in the next couple of years. Current costs incurred mitigating the internal environmental conditions are depleting the organisation's financial reserves and directly threaten its future. To maximise the economic opportunities of the heritage we 																						



need to develop the building to radically improve accessibility, provide toilet and refreshment facilities and create shared event/activity spaces in order to provide the range of offers modern audiences expect.

- The condition of the building is such that further deterioration will be extremely damaging and much more costly to restore. The conservation architect who carried out the architectural feasibility study is emphatic about the need for urgent intervention to prevent more serious degradation, with further water ingress through both the roof and walls.
- Carrying out this work now will continue the progress made by a successful resilience and development project that ends in December 2025, in terms of
 - The skills, knowledge and community network built up by the current museum Manager/Curator
 - The skills and knowledge developed by the board of trustees in terms of their strategic abilities to provide appropriate oversight for a capital project
 - The increasing commitment and support of the local community for the museum's development, including offers of participation essential for long term sustainability within the community.

The consequences of delaying the capital project will be the further deterioration of the building, which will increase the eventual costs of repair or lead to its rapid closure on health and safety grounds. The lack of modern facilities for both staff and visitors will severely limit the museum's earnings from ticketed visitors, sales and events and deter both employees and volunteers from working with us.

The consequences of not carrying out the capital project will put the museum's future into severe jeopardy. The outcome of having a large decaying building in the centre of Cromarty's Georgian conservation area will be deterioration in the town's attractiveness and therefore impact economic activities as visitor numbers will decline, with a negative effect on local businesses and Black Isle economy at a time when it is already struggling. For the local community the consequences of a decaying courthouse will be a visible deterioration of the town as a place to live and the loss of a well regarded shared space. The deterioration of the town's environment will have unwanted associated effects on mental health and social cohesion.

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

This project will contribute to the Black Isle Place Plan's priority 5.4 Visitors, culture & heritage by building capacity and increasing investment in infrastructure and creating a keystone attraction to draw visitors to the Black Isle and increasing their dwell time as part of slow tourism. The generational capital redevelopment project we are working towards will keep a nationally significant building in use and stimulate economic regeneration of Cromarty's tourism offer. Cromarty has been identified as a sustainable tourism potential growth area in the Inner Moray Firth spatial strategy - having a redeveloped local history museum for the whole of the Black Isle with a national profile will be transformational to this growth.

4.3	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2										
<p>As part of our Feasibility Study, which took place in the first-half of 2025, we commissioned an external community consultation and survey to independently assess the local support for the capital redevelopment project plans. We asked questions around what they valued about the museum and what was a barrier to them engaging with it more; the physical access issues we will address with the redevelopment project, the cold and damp and the restricted opening were all highly ranked as problems our community would like us to address. Having local access to local heritage was very important to our survey respondents, further evidencing their desire to keep the museum open. The survey received a high local response rate with overwhelming support from Cromarty for the project intentions. The survey summary is attached as a supporting document.</p> <p>In the 2025 season to August local people were 50% of our museum visitor demographics. We are a valued part of the local community. We have worked with over 20 community partners in this time and hosted 40+ events in the last 18 months, almost entirely aimed at local people, and are working with community stakeholders to further integrate ourselves to strengthen the resources available for local people.</p> <p>This local support is further evidenced by the match-funding for this project. The £1,500 was raised at this year's Open Gardens weekend by our local community and administered by Cromarty Community Development Trust. This represents a significant investment of community fundraising by local people.</p> <p>In addition we have supporting letters from key community stakeholders as supporting documents.</p>											
4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”. (a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.										
<table border="1"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Increasing community resilience</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Tackling poverty and inequality</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Addressing causes of rural depopulation</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Helping economic recovery and sustaining growth</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Tackling the climate emergency and working towards net zero</td> </tr> </table>		<input checked="" type="checkbox"/>	Increasing community resilience	<input type="checkbox"/>	Tackling poverty and inequality	<input type="checkbox"/>	Addressing causes of rural depopulation	<input type="checkbox"/>	Helping economic recovery and sustaining growth	<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
<input checked="" type="checkbox"/>	Increasing community resilience										
<input type="checkbox"/>	Tackling poverty and inequality										
<input type="checkbox"/>	Addressing causes of rural depopulation										
<input type="checkbox"/>	Helping economic recovery and sustaining growth										
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero										
	(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?										

The immediate impact of achieving these outcomes will be the progression of the capital project from RIBA 1 to 2, the development stage application, the establishment of critical working relationships, creation of a legal framework which will cover the development and delivery phases of the project and a reflective evaluation report which will stimulate further learning to be applied as the capital project progresses.

For context: the overall strategic plan for the capital project is a three phase development

Phase 1 - Feasibility study: Completed. Covering both alternative business models and architectural options for building and grounds with scale, cost and timings mapped. This work was completed in July 2025 and the findings will inform the next phase. Reports from this stage are attached.

Phase 2 - Project development: including detailed planning, building warrants, writing tenders and research into interpretive approaches that both undertake the repairs to the fabric of the building and create a fit-for-purpose museum offer. This will form key evidence for applying for funding for Phase 3. The funding application for phase 3 will be completed as an integral part of phase 2.

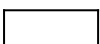
Phase 3 - Project delivery with tender process, capital works and concluding with handover and embedding period.

A rigorous phase 2 is crucial to the success of the project. It will provide robust project management for the delivery phase, ensure all the statutory processes are completed within realistic plans for time and cost, minimise the inevitable disruption to a main street of the town and help ensure the project comes in on time and within budget. Funding for this process will provide the time and space for critical thinking and evaluation necessary for such an essential proposal. The impact of this work will be critical to the long term sustainability of the museum.

We are aiming to submit our suite of funding applications in autumn 2026 with decisions anticipated from December.

(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?

Complete the urgent structural repairs to the 1773 Grade-A listed Courthouse building identified in the 2025 condition survey we commissioned from a conservation architect as part of the feasibility for this project. The built heritage is of national and international significance as the most complete post-Culloden courthouse in Scotland.



Create Equality Act 2010 physical access to the heritage. This will include ramped access from street level, a lift to the first floor with the Grade A listed courtroom interior, and the only changing places toilet on the Black Isle.

Provide the basic infrastructure (reception, retail, hospitality, eventspace, WC, M&E) to strengthen the business model thus improving the sustainability of our independent charitable museum. Create secure environmentally stable storage for the museum collection so that internationally significant heritage is preserved for future generations.

Co-develop new interpretation with the community that centers decolonisation narratives and diverse local voices. Build tangible skills and connection within an area facing geographic isolation and exceptionally high rates of mental ill-health and suicide among all age groups through an innovative community engagement programme focusing of climate resilience.

Two apprenticeships with pathways into permanent roles, construction apprenticeships, develop community heritage building skills and a local supply chain.

Saving heritage

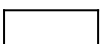
- A-listed nationally/internationally significant at risk built heritage is not lost.
- Courthouse and museum continue to be publicly accessible.
- Heritage collections are stored in a secure and stable environment.
- The unique built heritage of Cromarty's townscape with high density of listed buildings is better cared for through skills development/engagement and new museum interpretation.
- Pre-planning application submitted.
- Expanding successful pilots of engagement programming to facilitate co-curation focusing on decolonisation, climate action, and built heritage.
- Continue to develop innovative and sustainable digital heritage interpretation including augmented reality.

Protecting the environment

- Net Zero - reuse and adaption of building; ground source heat pumps, insulation, roof repaired to reduce consumption and increase efficiency.
- Commitment to permanent and temporary climate action programming.
- Launching point for people to understand and engage with natural heritage of the Cromarty firth, building on joint exhibition with Natural History Museum.

Inclusion, access and participation

- Create physical access to heritage in accordance with 2010 Equalities legislation.
- Create the only Changing Places toilet on the Black Isle.
- 2024/2025 increased local visitors 40% and diversified audiences across the board with piloted programming approaches.



- Demand evidenced in survey with high local response.
- Sustainable community curator/modular interpretation concept will provide equity and equality for diverse voices and keep visitor offer evergreen.
- Inclusive access to heritage and involvement in project; remove geographical barriers with transport and welfare budget for project volunteers; grow-our-own apprenticeships, employment and volunteering opportunities; digital.
- Develop established partnerships with community organisations to deliver engagement designed to facilitate co-curation and building skills/confidence.

Organisational sustainability

- Not fit-for-purpose currently, will have to close the museum and disperse the collection.
- Capacity to deliver capital redevelopment project and develop sustainable income streams identified in business and forward plans; retail, hospitality, events, tours.
- Keystone to a revived tourism offer on Black Isle and economic regeneration of Cromarty.

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

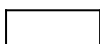
By the end of the project we will have completed the strategic aim of having an integrated suite of fully costed applications for phase 2 of the capital project ready for submission to the key funders (80% NLHF 20% match). As well the pre-project actions completed in-line with RIBA stage 3.

We have been advised by the main prospective funder that the restoration and development of such an important A-listed building is a feasible development project, but one that is most likely to attract funding if the proposals show a clear way to make the heritage accessible to as wide an audience as possible. Housing a museum within an important heritage building is a seamless way of making the heritage accessible.

In order to make the process of the capital project as efficient as possible we will be seeking input from Historic Environment Scotland to ensure they approve both the conservation work and development plans, thus helping to minimise the risk of outright rejection. HES are also potential match funders.

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.

- Flexible working arrangements and digital workspace subscriptions reduce the requirement to commute to Cromarty for the team.
- The capital project will reduce the energy consumption within the building because we will no longer have to run 5 dehumidifiers and remove 40l of water daily.



- Improved insulation, a more environmentally-sound heating system (air source heat pumps), and potentially secondary glazing as part of the capital redevelopment will reduce our carbon footprint.
- Keeping the 1773 courthouse building in use will avoid it deteriorating or the cost of a newbuild. The small extension to provide physical access, functionality, and infrastructure will be built using low impact materials. We are aiming for Net Zero operations post-project.
- Improved rainwater harvesting and a low-flow accessible WC will decrease water usage.
- Continued low waste approaches, recycling, and composting will keep our operational footprint low.
- Opting for contractors with green credentials and local suppliers will also reduce both our operational and capital project carbon footprints.
- A regularly updated Net Zero action plan.
- At least one temporary exhibition and programming each year that raises awareness of the Climate Crisis and positive actions visitors can take.
- We will continue to promote slow-tourism and events opportunities and the value of spending locally in rural areas.
- Expanding our wildlife haven garden as well as offering all the crops from the orchard for free.

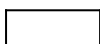
4.7 In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target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

Developing accessibility

- Physical - currently the building and site are incredibly hard to navigate for anyone with even the mildest physical disability. Continuing to create digital content about the collections and the building for those not able to visit in person.
- Cultural - the interpretation currently makes a lot of implicit assumptions about visitor's knowledge, education and reading level.
- Financial - we operate free entry for those that ask, and will be able to offer scaled hire costs and artist-in-residence programmes with the redevelopment.
- Sensory - sensory kits currently available with plans for an expanded garden project.


Inclusivity

- Delivering Change anti-racist work is being embedded.
- We are focused on becoming more family-friendly.
- Taking the museum to under-represented parts of our community through community engagement projects designed to empower, create a sense of ownership, and reflect their voices.
- We have acted on comments from neurodiverse visitors and made changes, we have many opportunities with the redevelopment to improve the experience for all.
- Co-creation model at the heart of our forward planning.



Diversity

- Black Cromarty theme for the next 5 years.
- Young Curators programme.
- STEM community engagement projects with wellbeing support for 'at risk' demographics such as young men and New Scots.
- Recruitment processes and expectations within the team

4.8	<p>All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div style="text-align: center;">  <p>FWF statement and declaration template.doc</p> </div>	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/> We are too small an organisation to be certified but we have a policy to pay all staff the Real Living Wage as a minimum.
Is the Fair Work First statement on your organisation's website?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?		5 members of staff (all fixed-term) and 15 volunteers
Do you currently pay the Real Living Wage hourly rate?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?		<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input checked="" type="checkbox"/> Trade Union Recognition/Collective Bargaining



SECTION 5: PROJECT BUDGET

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

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



CRF overheads and
management fees sur

Budget Heading	Detailed Costs	Revenue/Capital	Amount
	Development Manager (0.8FTE) including on-costs	capital	38,400
	Memberships and subscriptions to development support organisations	Capital	125
	Evaluation	Capital	2,945
Total revenue expenditure			£0
Total capital expenditure			£41,470
TOTAL PROJECT COSTS			£41,470
Is VAT included in these costs?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input type="checkbox"/> No <input type="checkbox"/>

5.2 Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Yes ☐ No ☐
Please provide any quotes as supporting documents to this application .

5.3 Please explain how your project will achieve value for money.

For a small investment we have the capacity to develop the £2.5million project to save an nationally and internationally significant at risk Grade-A listed building that supports the tourist offer on the Black Isle. The museum will have to close unless this project happens which will have a significant impact on the local economy and the community.

The salary is benchmarked against comparable 2025 roles and against the Museum Associations latest salary guidelines for the sector.

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 £
Community fundraising from CCDT	Yes <input type="checkbox"/> No <input type="checkbox"/>	June 2025	1,500
Museums Galleries Scotland: Museum Futures leadership fund	Yes <input type="checkbox"/> No <input type="checkbox"/>	October 2025	20,770
Total match funding			£22,270
CRF requested			£19,200
Total funding			£41,470

6.2 Will the project involve “in kind” support? Yes ☐ No ☐

6.3 If yes, please detail.

Memberships and subscriptions to development organisations such as MA, AIM, MHH (valued at £260)

Office equipment including laptop (valued at £300)

Trustee support (4 hours per week x £20ph) (valued at £2,080)

6.4 Please explain why public funding is required to deliver the project.

Restrictions on income generation and growth imposed by the building have forced CCT to use reserves to meet operational losses for many years. The new management team has stemmed these losses but there are insufficient un-restricted reserves to self-fund this work.

We have, however, been able to fundraise within the local community since the feasibility study in partnership with Cromarty Community Development Trust to raise £1,500 match-funding for this

		<p>work. Cromarty only has 700 residents meaning this represents a significant financial contribution.</p> <p>We have also been awarded match funding by MGS's leadership capacity fund. The combined match-funding covers 50% of salary and on-costs, 100% membership costs, and 100% of the evaluation costs. This means we are asking for only 50% of the salary and on-costs from the CRF.</p>
6.5	Please explain what the remaining bank balances are for in your accounts.	<p>6 months core operating costs ring-fenced against closure (£15,000).</p> <p>Restricted project funding.</p>
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	£8,000 un-restricted reserves which are necessary for cashflow.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	-

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	-
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Our community survey in the spring demonstrated a high level of local support for our redevelopment project.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We would not be able to repay the loan due to the current restrictions on income generation the building poses.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date		Amount £	Public Subsidy?
Resilience and Development project (MGS and NHLF)	January 2024		£119,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Resilience through environmental controls (MGS)	March 2024		£14,409	Yes <input type="checkbox"/> No <input type="checkbox"/>
Digital Engagement Strategy and Delivery (MGS)	May 2024		£12,346	Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate Digital Engagement Curator (HIE)	June 2024		£21,369	Yes <input type="checkbox"/> No <input type="checkbox"/>
Delivering Change bursary (MGS)	May 2024		£2,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Interconnected: Natural History Museum	October 2024		£3,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Options Appraisal evaluation (Just Enterprise)	August 2024		£2,140	Yes <input type="checkbox"/> No <input type="checkbox"/>
Development feasibility (HIE)	January 2025		£14,226	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cromarty 63 commission (Art Fund)	February 2025		£6,808	Yes <input type="checkbox"/> No <input type="checkbox"/>
Johnathan Ruffer curatorial grant	June 2025		£2,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
MGS Leadership Capacity Fund	October 2025		£20,770	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

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

<div style="background-color: black; width: 100px; height: 40px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 100px; height: 20px;"></div>	<div style="background-color: black; width: 50px; height: 30px;"></div>
--	---

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

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

(Name of organisation) final application form

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

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



Appendix 2: Black Isle & Easter Ross Summary RAG Assessment

Ref No	Organisation	Project Title	Project Description	Total Project Cost	Grant Requested	Capital	Revenue	Project Start Date	Project End Date	% 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
4045	Cromarty Community Development Trust	Renovation of East Church Hall Cromarty	The project will address the deterioration caused by several years of disuse and repurpose the building as a vibrant, inclusive space that serves the needs of the local community.	£ 107,915.85	£ 88,415.85	£ 64,891.65	£ 23,524.20	01/12/2025	30/11/2026	81.93%	2	3	3	2	3	3	2	2	3	3	26
4060	Rosemarkie Amenities Association	Grounds Maintenance Equipment	The purchase of equipment for the improvement and management of outdoor/green spaces in and around the community, which will ensure community resilience in the face of ever-tightening public purse strings.	£ 10,862.80	£ 10,862.80	£ 10,862.80	£ -	24/11/2025	31/03/2026	100.00%	3	3	3	3	3	3	3	2	3	3	29
4076	Evanton Community Trust	Village Green Improvements including Public Convenience	To provide public toilet facilities on the edge of the village green in Evanton. This will provide a much needed facility for both visitors to the area and local residents. There are currently no public toilets in Evanton.	£ 77,484.00	£ 44,484.00	£ 44,484.00	£ -	03/02/2026	31/03/2026	57.41%	2	3	3	3	3	2	3	3	3	3	28
4084	Trustees of Tore Hall	Planning Permission for Tore Hall Redevelopment	Development work/ drawings to take the longer term project to planning stage and some immediate repairs to enable the hall to remain open.	£ 29,549.00	£ 29,049.00	£ 25,549.00	£ 3,500.00	24/11/2025	30/06/2026	98.31%	3	2	3	2	3	2	3	2	3	3	26
4160	Resolis Memorial Hall Community Centre	Re-roofing of Hall Extension	This project will replace the roof on the extension of Resolis Memorial Hall. The roof is leaking and requires urgent attention and without repairs, the Hall may need to close.	£ 31,437.00	£ 31,437.00	£ 31,437.00	£ -	02/02/2026	28/05/2026	100.00%	3	3	3	3	2	3	3	1	3	3	27

Ref No	Organisation	Project Title	Project Description	Total Project Cost	Grant Requested	Capital	Revenue	Project Start Date	Project End Date	% 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
4163	Inver FC	Pitch Levelling	The project is to level the playing surface at Osprey Park, home of Inver FC, and install seating to increase accessibility for spectators. The current poor condition of the pitch is jeopardising the club's position in the North – West Sutherland Amateur Football League.	£ 17,000.00	£ 17,000.00	£ 17,000.00	£ -	01/12/2025	30/04/2026	100.00%	3	3	3	3	2	3	3	2	2	3	27
4165	Fearn Abbey	Multi-faceted Abbey Promotion & Marketing	Support with revenue costs to develop marketing and promotion strategies to develop Fearn Abbey as a multi use venue. A Community Asset Transfer is in the process of being finalised, following a successful feasibility study.	£ 27,000.00	£ 12,000.00	£ -	£ 12,000.00	01/12/2025	31/03/2026	44.44%	2	3	3	3	2	2	3	3	3	3	27
4167	Seaboard Memorial Hall	Flooring	Replacement of the main hall floor, which is warped. This both creates a hazard, and makes the facility unsuitable for a number of functions that have previously generated income- e.g. indoor bowling and dancing.	£ 32,000.00	£ 31,000.00	£ -	£ 31,000.00	30/11/2025	27/02/2026	96.88%	3	2	3	3	2	3	3	2	2	3	26
4170	Cromarty Courthouse Trust	Cromarty Museum	Appointment of a part time Development Manager to develop the repair project at Cromarty Courthouse and obtain necessary permissions and funding for the proposed restoration and repair work	£ 41,470.00	£ 19,200.00	£ 19,200.00	£ -	05/01/2026	31/12/2026	46.30%	3	3	3	2	3	3	3	3	3	3	29
					Total Requested	£ 213,424.45	£ 70,024.20														

R.A.G

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

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

Ratings are based on information provided during the application process and are provided as a guide only.

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