The Highland Council

Agenda Item	8
Report No	SCC/31/25

Committee: Sutherland County

Date: 1 December 2025

Report Title: Community Regeneration Fund Application

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

1.1 To present current funding requests from Community Regeneration Fund (CRF) allocation for discussion and decision by Sutherland Members.

2 Recommendations

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

3 Implications

- 3.1 **Resource** Sutherland area has available funding of £324,978.35 from the current CRF allocation. Grant requests under consideration total £104,718 therefore there are no resource implications in approving the CRF funding award as requested.
- 3.2 **Legal** When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

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

4 Impacts

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

5 Background

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

5.2 Broad eligibility criteria for the fund are as follows:-

All projects are expected to be able to meet at least one of the following priorities:-

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

Projects should be able to demonstrate that they are:-

- Sustainable/viable.
- Providing value for money.
- Providing additionality.
- Able to evidence positive impacts and wide community benefit.

6.0 Assessment of Applications

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

Within Sutherland, the following funding for 2025/26 is shown in the table below.

HCCF - tranche 5	Revenue or Capital	£491,399.77
HCCF - tranche 6	Revenue or Capital	£550,865.25
PBIP (confirmed to date) 2025/26	Capital Only	£50,653.44

Previously, Members approved £767,940.11 for ten projects at the Sutherland County Committee on 1 September, which leaves £324,978.35 available at present.

- 6.2 One project is under consideration by Members today with a total grant request value of £104,718. To aid Members in their decision making, the following appendices are provided to this report:-
 - Appendix 1 Project Application Form; and
 - Appendix 2 RAG Summary Spreadsheet.

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

Designation: Assistant Chief Executive - Place

Date: 5 November 2025

Author: Fiona Cameron, CRF Programme Manager

Chloe Murray, Project Officer

Background Papers: None

Appendices: Appendix 1 – Project Application Form

Appendix 2 – Project Technical Assessment RAG Summary





Community Regeneration Funding (CRF) Application Form

(June 2025 – CRF Area Funds)

Key considerations

Please refer to the <u>Application Guidance</u> (link below) and <u>Fair Work First Summary Guidance</u> 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

Application Guidance	Assessment Criteria Matrix
CRF_Application_Gui	CRF Assessment
dance (Sutherland 20;	Criteria (Sutherland 2

	SECTION	N 1: PROJECT SUMMARY
1.1	Project reference number	CRF4080
1.2	Organisation	Skerray Village Hall
1.3	Project title	Skerray Village Hall - Modernisation
1.4	Summary of project you wish to be funded (max 250 words)	This project is designed to make the hall a more welcoming and accessible community space by improving the front and rear of the building, introducing insulation and redesigning the access arrangements. The building is uninsulated behind the cladding to the front and rear and the access to the building is also in need of replacement. To add insulation it will be necessary to remove the current timber and cement asbestos cladding, treat the timbers behind as necessary, add insulation and install new cladding. It is proposed to replace the access at the same time as the current steep ramp and access stairs at the front of the bulding restrict access to frontage and are not user friendly. The ramp will be replaced by a shallow slope from the car park along the gable of the building and

		leading to a new accessible entrance door. At the same time the external soffit boards, rainwater goods, soil vent pipes and noticeboards will be replaced. These works will transform the appearance fo the building, improve its energy efficiency and make the building much easier to access. The project reflects the priorities of the community as expressed through a consulation process and complements other intitiatives such as a solar/battery installation already completed and air source heating which we are progressing separately.			
		Total project cost	£154,080		
1.5	Project costs	Match funding	£49,362		
		CRF grant requested	£104,718		
1.6	Start date	01/01/2026			
1.7	End date (max 12 months from start date)	31/10/2026			
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ⊠ No □			

	SECTION 2: CONTA	ACT AND	ORGANISATION DETAILS		
2.1	Organisation	Skerray '	Village Hall		
2.2	Address and postcode	Achtoty,	Achtoty, Skerray KW14 7TH		
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		Company limited by guarantee		
		\boxtimes	Constituted group		
			Public body		
		\boxtimes	Charity		
			SCIO		
			Other (please specify):		
2.9	Organisation registered number	SC02147	75		
2.10	Is the organisation VAT		rming this, you are declaring the organisation		
	registered?		tus as per HMRC. If this changes at any time		
			he project, you <u>must</u> notify the CRF Team as this ect the offer of grant.		

		Yes □	No ⊠		
2.11	If the organisation is VAT registered, please provide the number.				
2.12	Is the VAT related to the project		Whole		
	being reclaimed from HMRC?		Partial		
		\boxtimes	None		
2.13	Provide details of VAT exemptions.	None, but some elements of expenditure will be zero rated.			
	•				

	SECTION 3: PROJ	ECT DETAILS
3.1	Please confirm the location of the project including post code.	Achtoty, Skerray KW14 7TH
3.2	Are you applying on behalf of a partnership project?	Yes □ No ⊠
3.3	Is there a partnership agreement in place?	Yes □ No □
3.4	Is your organisation the lead applicant?	Yes □ No □
3.5	Do you own the land or asset?	Yes ⊠ No □
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes □ No ⊠ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ⊠ No □
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning permission in place (Reference No: 25/01313/FUL). Building warrant application prepared and to be submitted as soon as funding in place.

SECTION 4: THE PROJECT PROPOSAL 4.1 List the main activities required to deliver the project including timescales. Activity name Achieve by (date) Building warrant 31/01/2026 Tendering and appointing contractors 28/02/2026 Construction 31/10/2026 Completion 31/10/2026 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?

Skerray is a crofting community in the far north of Sutherland, 40 miles from the closest town of Thurso. The village hall is the only local facility which can help to bring people together. The Committee has been aware that the hall is in need of modernisation and in 2024 carriedhow t out a feasibility study looking at options for upgrading. As part of the study we carried out a community survey to assess local priorities and together with a detailed condition survey these have informed the programme of works that we now seek to take forward. We also received an Energy Efficiency Assessment through Business Energy Scotland.

The north coast, including Skerray, faces severe challenges with projections of dramatic population falls. Figures from the 2022 Census confirm the population is falling while the number and proportion of older people continues to grow and this trend is seen as continuing into the future while the population of Highland and Scotland as a whole is seen as growing.

For Skerray there is a need to build community cohesion, to provide opportunities for people to get together, socialise and enjoy themselves – to make north Sutherland and Skerray in particular a place where people want to live. Community halls, like that in Skerray, can play a large role in delivering this.

Modernising Skerray Hall, making it comfortable and welcoming and a hub for community activity fits well with the priorities of local people and with the needs identified in various strategy papers and plans published for the area. As such the hall can play a key role in meeting the community's current challenges, providing space for them to get together, building a sense of community and helping the area to retain population and grow it into the future.

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

Yes. Support for community centres and village halls features in the Sutherland Area Place Plan. This reflects the Scottish Government's *Action Plan to Address Depopulation* which states that such centres "benefit residents and visitors alike and are proven to enable community spaces to be at the forefront of rural regeneration and development". Locally, *NorthWest2045* states that "thriving community spaces are a priority for local infrastructure development" while the *Tongue*, *Melness and Skerray Masterplan* prepared for HIE recognises that "All three communities have their own Village Hall equipped with stages that could be developed for multiple use" while identifying a need to develop leisure facilities in Skerray. The *Melness-Tongue-Skerray Community Plan* produced for the Sutherland Community Partnership sees the area's community spirit as a positive but highlights the need for more social opportunities.

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

As part of developing our feasibility study we carried out a survey of local people to gain their views on the hall. They were supportive of the hall and its role in bringing people together in a scattered rural area. People would like to see more activities, with music events, food related events and a regular café being mentioned, along with craft events and activities for men. They highlighted various issues with the building which restricted their use. Although they liked the character of the hall and its acoustics, they wanted to see improvements to the heating and energy efficiency. The hall exterior and access arrangements were seen as poor and in need of upgrading. We have used the survey in defining the priorities for improvements as:

- making the hall more comfortable for users;
- improving the heating while improving energy efficiency;

- improving the physical makeup of the hall;
- · retaining the character of the hall;
- ensuring that people can access the hall easily;
- improving the aesthetics of the hall and its appearance as an important community building in the village.

This project is an important step in achieving these aims, complementing other initiatives we are taking such as the recent installation of solar pv and battery. We are also aiming, for example, to introduce air source heating and to make further improvements to insulation.

We have been supported by the Community Council which along with the North Highland Initiative has separately funded work to gain planning permission and develop the project to building warrant stage. We also have letters of support from UpNorth! Community Development Trust, Highlands & Islands Climate Hub and the local bowls club which are included with this application.

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

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

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

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

Skerray Village Hall is an important community facility serving a remote and scattered population. Immediate outputs will be:

- an enhanced community facility
- improved access to the hall
- a more attractive community environment
- a reduction in carbon footprint

These are physical outputs which will be evident from the completion of the project.

(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 outcomes of the project are seen as:

- an increase in events in the hall
- an increased number of user groups
- more members of the community using the hall
- community members using the hall more often.

The lasting benefits and legacy will be a hall that better meets community needs into the future, promotes community cohesion and supports community activity, helping to make Skerray a better place to live and combat depopulation.

This will be monitored through the hall bookings diary and through survey, using the community survey carried out as part of the feasibility study to provide baseline figures.

4.5 How will the project be supported/maintained/sustained after CRF funding? The village hall has been operating sustainably for many years and this project will add to its future sustainability by encouraging increased use, as well as reducing energy costs through the introduction of insulation. Although this project stands on its own our feasibility study idenifies further improvements to be pursued. We have already completed an earlier phase of our modernisation programme by installing solar pv and battery and we are awaiting the outcome of an application to Local Energy Scotland for complementary air source heating. We also intend to apply to sources such as HIE, landfill trusts and private trusts for further improvements such as underfloor insulation, redecoration and upgrading of the car parking at the hall. 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 current cement asbestos cladding will be removed and disposed of by a licenced contractor and replaced by environmentaly friendly timber cladding. The introduction of insulation to the timber framed walls is one element of our introduction of energy efficiency measures to reduce the hall's carbon emissions as recommended in our Energy Efficiency Assessment. 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

groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups?

We are aware of the age profile of Skerray residents and future projections for Sutherland.

Improved access to the hall featured as a priority for the community and this project will allow the hall to become more user friendly, benefitting groups such as the elderly, the less able and

Improved access to the hall featured as a priority for the community and this project will allow the hall to become more user friendly, benefitting groups such as the elderly, the less able and families with children. One of the suggestions in the survey was for a community café and we have already been able to introduce this, seeing some very positive results, taking in people recovering from illness, verterans, home schooled children, single parents and members of the LGBTQ+ community. Making the hall more welcoming and comfortable will help us expand this kind of activity.

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 <u>Fair Work First guidance</u> 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 ⊠

	many people o nteers do you l	do you employ or how many have?	0 employ	ees, 10	volunteers	
Do yo		ay the Real Living Wage hourly	Yes □	No 🗆	NA 🗵	
		curement assessment process, traders/suppliers also pay the	Yes ⊠	No □		
	Living Wage h					
		e channels for Effective Voice in	☐ Line N	/lanagen	nent Relations	ship
the w	orkplace for s	taff and/or volunteers?	☐ Staff /	Engager	ment Surveys	
			⊠ Sugge	estions S	Schemes	
			□ Intran	et/Online	e Platforms	
			☐ Staff F	orums /	Networks	
			☐ Trade	Union F	Recognition/Co	ollective
			Bargai	ining		
		SECTION 5: PROJE	CT BUDGI	ET		
5.1		expenditure - costs should be as	accurate	and cur	rent as poss	ible from recent
	quotations o	r price comparisons.				
	Diagon refer	to the guidance note on eligible e	vnanditur	o Only	download an	d complete the
	Please relei	to the guidance note on engible e				
	overheads a	nd management fees summary sn	readsheet			
		nd management fees summary sp 0% of total project costs as overhe		t below,	n you would	inc to claim
		nd management fees summary sp 0% of total project costs as overhe		i below,	n you would	ince to claim
	more than 10	0% of total project costs as overhe		t below,	ii you would	ince to claim
Bud	CRF overheads and management fees sun	0% of total project costs as overhe		·		
	more than 10 CRF overheads and management fees sun get Heading	0% of total project costs as overhed		Revei	nue/Capital	Amount
Perm	CRF overheads and management fees sun	O% of total project costs as overhed Detailed Costs Building warrant		Revei	nue/Capital Capital	Amount £1,600
Perm	more than 10 CRF overheads and management fees sun get Heading	0% of total project costs as overhed		Revei	nue/Capital Capital Capital	Amount £1,600 £142,089
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Perm	CRF overheads and management fees sun	Detailed Costs Building warrant Construction works		Revei	nue/Capital Capital Capital	Amount £1,600 £142,089
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Perm	CRF overheads and management fees sun	Detailed Costs Building warrant Construction works		Revei	nue/Capital Capital Capital	Amount £1,600 £142,089

£0

£154,080

£154,080

Total revenue expenditure

TOTAL PROJECT COSTS

Total capital expenditure

	Yes ⊠ No □									
	Can you confirm that the costs	above h	ave not alre	ady	been incurred or committed to?	Yes ⊠ No □				
5.2	Reasonableness of cost – Are the quotes as per the procurement gu Please provide any quotes as sup	idance p	rovided?			Yes □ No ⊠				
5.3	Please explain how your project wachieve value for money.	vill Con Tori will	struction cos	ts a rship	re based on estimate b but once funding is ordance with CRF P	in place quotes				
	SECTION Please note match funding for the funding for the project is reflected.	is round		ntial	, however efforts t	o secure match				
6.1 Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.										
Name	of funder	Con	firmed?		Date Confirmed or Decision Expected	Amount £				
Caithr	ness and North Sutherland Fund	Yes 🖂	No 🗌			£28,706				
Awards for All		Yes 🖂	No 🗌			£10,656				
The Hugh Fraser Foundation		Yes 🖂	No 🗌			£10,000				
		Yes	No 🗌							
		Yes	No 🗌							
		Yes	No 🗌							
		Yes	No 🗌							
	£49,362									
		CRF requested	£104,718							
					Total funding	£154,080				
6.2	Will the project involve "in kind" s	support?			Yes □ No ⊠					
6.3	If yes, please detail.									
6.4 Please explain why public funding is required to deliver the project.				As a small charity we have ling funds and cannot generate incontrequired for capital projects with public funding.						
6.5	Please explain what the remaining in your accounts.	j bank ba	lances are f	or	Our accounts restricted for ongo capital projec	•				

				workshops re	plated to montal health							
		level of reserves to ensure ongoing sustainability. g for 100% funding for your project, by no match funding is available. SECTION 7 – INCOME GENERATION enerate income? Yes □ No ☒										
6.6	Please explain why unrestricted funding	We have little unrestricted funding										
	accounts cannot be used to deliver the project and/or				but are working to build a prudent							
	used as match funding.											
		sustainability.										
6.7												
	please explain why no match funding i	s avallable	•									
	SECTION 7 -	INCOME G	ENERAT	ION								
7.1	Will the project generate income?		Yes □	No ⊠								
7.2	If yes, how will the income benefit the											
	organisation? Will it be re-invested to				are working to build a prudent of reserves to ensure ongoing tainability. I local businesses – the op and post office closed in groups are very keen for the gress. Int £ Public Subsidy? Yes □ No ☒ Sand if any were awarded Yes □ No ☒ O. Yes □ No ☒							
	the sustainability of the project – if so, how? A											
	copy of a business plan and/or budget must be provided with the application.	Torecast										
7.3	How will you ensure that local organisa	ations/	There a	re few local bus	sinesses – the							
	businesses are not disadvantaged bec		commu	nity shop and po	ost office closed in							
	the project? Are they supportive of the			e very keen for the								
				to progress.								
7.4	Have you considered taking out a loan project?	for the	Yes ⊠	No □								
7.5	If not, please state why?											
7.6	Have you previously received public fu		Yes ⊠	No □								
7.7	If yes, please provide details of awards	for the las	st 3 fisca	I years and if a	ny were awarded							
	under Public Subsidy.											
Funding Date Amount £ Public Subsidy?												
Fu	ndina	Date		Amount £	Public Subsidy?							
Fu	nding	Date		Amount £	Public Subsidy?							
	nding I&I Climate Hub	Date 04/09/2		Amount £ £430	· ·							
NH			023		Yes □ No ⊠							
NF Hig	I&I Climate Hub	04/09/2	023 024	£430	Yes □ No ⊠ Yes □ No ⊠							
NH Hig Na	l&l Climate Hub ghland Council	04/09/2 26/04/2	023 024 024	£430 £ 13,536	Yes □ No ⊠ Yes □ No ⊠ Yes □ No ⊠							
NH Hig Na Sc	I&I Climate Hub ghland Council tional Lottery Community Fund	04/09/2 26/04/2 25/09/2 12/11/2 23/03/2	023 024 024 024 024 025	£430 £ 13,536 £3,570.	Yes □ No ⊠ Yes □ No ⊠ Yes □ No ⊠ Yes □ No ⊠							
NH Hig Na Sc No	I&I Climate Hub Ihland Council Itional Lottery Community Fund Ottish & Southern Electricity Networks	04/09/2 26/04/2 25/09/2 12/11/2	023 024 024 024 024 025	£430 £ 13,536 £3,570. £ 16,631.15	Yes □ No ⋈							
NH Hig Na Sc No	I&I Climate Hub Ishland Council Itional Lottery Community Fund Ottish & Southern Electricity Networks In the West Sutherland Trust In the Highland Initiative	04/09/2 26/04/2 25/09/2 12/11/2 23/03/2 26/03/2	023 024 024 024 025 025	£430 £ 13,536 £3,570. £ 16,631.15 £5,000 £2,000	Yes □ No ⋈							
NH Hig Na Sc No	I&I Climate Hub Ishland Council Itional Lottery Community Fund Iottish & Southern Electricity Networks In the West Sutherland Trust In Highland Initiative SECTION 8 – SIGNATURE A	04/09/2 26/04/2 25/09/2 12/11/2 23/03/2 26/03/2	023 024 024 024 025 025 0RTING E	£430 £ 13,536 £3,570. £ 16,631.15 £5,000 £2,000	Yes □ No ⋈							
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NH Hig Na Sc No No	I&I Climate Hub Ishland Council Itional Lottery Community Fund Iottish & Southern Electricity Networks In the West Sutherland Trust In Highland Initiative SECTION 8 – SIGNATURE A Main applicant, chairperson or equivalent authority within the organisation to applicant.	04/09/2 26/04/2 25/09/2 12/11/2 23/03/2 26/03/2 ND SUPPO ent – the p	023 024 024 024 025 025 0RTING Derson signt fundin	£430 £ 13,536 £3,570. £ 16,631.15 £5,000 £2,000 DOCUMENTAT gning this appl	Yes No A							
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Date: 26/10/2025

Signature:

Print:

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

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Sutherland Committee - 1st December 2025													
Ref No Organisation	Project title	Project description		Total project	Grant Requested	% rate Project Robustness	Engagement &	Meeting a need/demand Legacy & Exit	Strategy Equalities issues/ impacts	Environmental sustainability Value for Money	Match funding	Meets Local Priorities	Additionality Score
	Skerray Village Hall -	steep ramp and access stairs at the front of the building restrict access to frontage and are not user friendly. These works will transform the appearance for the building, improve its energy	People Community capacity & resilience: Page 10. Community centres and hubs: calls for more funding and support for community centres and the network of hubs which provide services such										26

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