

Agenda Item	8
Report No	BSAC/06/26

The Highland Council

Committee: **Badenoch and Strathspey**

Date: **19 January 2026**

Report Title: **Community Regeneration Funding Application**

Report By: **Assistant Chief Executive - Place**

1 Purpose/Executive Summary

1.1 The purpose of this report is to present one funding request to the Badenoch and Strathspey 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.

One application is provided as Appendix 1 to this report, and a technical assessment summary is provided as Appendix 2.

A summary of the Badenoch and Strathspey CRF budget for 2025-26 is provided in section 5 below.

2 Recommendations

2.1 Members are asked to:-

- i. **Note** the Community Regeneration Funds currently available in Badenoch and Strathspey;
- ii. **Consider** the application 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
- iii. **Agree** the approved CRF grant award for the application up to the value of the available area allocation.

3 Implications

3.1 **Resource** – Badenoch and Strathspey area has available funding of £81,155.90. The Application under consideration totals £5,316.26. 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 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 This is a monitoring and update report. Therefore, an impact assessment is not required.

5.0 Background

5.1 Community Regeneration Funding is an umbrella term for several funds that are available for communities/organisations to access in Highland. At present, in Badenoch and Strathspey, the funding allocation for 2025/26 is shown in the table below:

Highland Coastal Communities Fund (HCCF) – Tranche 5	Revenue or Capital	£31,155.90
Highland Coastal Communities Fund (HCCF) – Tranche 6	Revenue or Capital	£50,000.00
Total		£81,155.90

Both funds are Scottish Government (SG) grants to support economic regeneration and sustainable development in Highland.

5.2 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.

Failure to commit funds within the required timescale would leave the funding vulnerable to clawback. There are currently three further applications in progress that will be considered at area committee in May 2026.

5.3 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. The application presented is 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: 17 December 2025

Author: Fiona Cameron, Programme Manager
Alison Tanner, Community Heritage Officer

Background Papers: None

Appendices: Appendix 1 – Project Application Form
Appendix 2 – Project Technical Assessments RAG Summary

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is (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 CRF)	 CRF Assessment Criteria (v1 MC May 2)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF
1.2	Organisation	Newtonmore Village Hall
1.3	Project title	LED Lighting Upgrade
1.4	Summary of project you wish to be funded (max 250 words)	We are requesting funding for an energy-efficient LED lighting system throughout the Hall. This is one of the key elements of the first phase of the Newtonmore Village Hall regeneration project. It is an important step in our efforts to modernise the building, improve energy efficiency, and reduce carbon emissions in line with the Scotland's net zero targets. The new lighting system will help lower running costs and create a more sustainable, welcoming space for the wide range of groups and events that want to use our hall. The improved lighting system has been designed to enhance the experience for all users, from small group

		sessions to larger events, both the lesser hall and main hall will have the ability to dim the lighting when required.	
1.5	Project costs	Total project cost	£12,707.06
		Match funding	£7,390.80
		CRF grant requested	£5,316.26
1.6	Start date	20/01/2026	
1.7	End date (max 12 months from start date)	20/02/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .		

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Newtonmore Village Hall	
2.2	Address and postcode	Main Street, Newtonmore, PH20 1DD	
2.3	Main contact name	Clare Menzies	
2.4	Position in the organisation	Treasurer	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	n/a	
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): [REDACTED]	
2.9	Organisation registered number	Company Number: SC3921332 Registered Charity Number: SC042495	
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 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.	Newtonmore Village Hall, Main Street, Newtonmore, PH20 1DD	
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"/>
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.	Years	Months
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)	
Planning and Design Specification	24/10/2025	
Obtaining Quotes / Appointing an Electrical Contractor	24/11/2025	
Installation	20/02/2026	
Testing and certification	20/02/2026	
	Click or tap to enter a date.	
	Click or tap to enter a date.	

4.2	<p>(a) What local need or opportunity will the project address?</p> <p>The LED lighting upgrade will address a local need for a safe, welcoming and flexible community space that can support a wide range of activities for people of all ages. The upgrade responds directly to priorities identified in the Newtonmore Community Action Plan: Looking to 2030, including improving the village hall as a place for young people, creating a more modern and adaptable meeting space, and increasing social events and activities for the whole community. The Hall is currently unable to facilitate evening bookings due to poor lighting and reduced visibility in the dark. Improved lighting will enhance safety, comfort and usability, particularly during evening and winter use, enabling youth groups, community-run activities, leisure sessions and social events to take place more frequently and safely. This will help increase participation, reduce social isolation and strengthen community engagement across all age groups.</p> <p>(500 words max limit)</p>
	<p>(b) Has this need been recognised in a local place plan?</p>
	<p>The Newtonmore Community Action Plan: Looking to 2030 compiled in Spring 2022 identified three priorities to enable Newtonmore to become a socially connected community.</p>
	<p>The first priority identified in the plan was to improve place and activity for young people, with a medium to longer term goal of creating a gathering space (indoor or outdoor) for young people to socialise, be safe and carry out leisure activities. The LED lighting upgrade will support this priority by creating a brighter, safer and more welcoming environment within the village hall. Improved lighting will support a wider range of activities for young people, including youth clubs, sports sessions and evening groups, and will enable these activities to run safely throughout the year.</p>
	<p>The second priority identified was the creation of a flexible and modern community meeting space. This was identified as a short-term goal to be achieved through the regeneration of the village hall by upgrading its facilities and increasing its potential use. The LED lighting upgrade is a key part of this regeneration, providing modern, energy-efficient lighting that improves the flexibility, functionality and overall quality of the space, enabling it to support a wider range of community activities and events.</p>
	<p>The final priority identified was to increase social events and activities for all ages within the community. The Hall Board aim to deliver this through facilitating bookings of leisure activities and events for all age groups, including but not limited to music performances, fitness sessions, talks, ceilidhs, classes and social activities. The LED lighting upgrade will support this priority by creating a comfortable, safe and adaptable environment suitable for a wide range of activities, enabling the village hall to host more frequent and diverse events throughout the year.</p>
	<p>(500 words max limit)</p>
4.3	<p>How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2</p>
	<p>Local support is evidenced through the Newtonmore Community Action Plan, which was developed by community consultation and identified improved facilities and increased activity as key priorities. Existing hall user groups have identified improved lighting as a priority to support safe, high-quality activities, particularly during evening use. Currently the existing lighting is limiting the evening and</p>

winter use of the hall, restricting usage, and the range and frequency of activities that can be booked.

Several bookings are set to go ahead following completion of the upgrade, demonstrating clear local demand and confidence in strong community participation.

The Scottish Orchestra on 26th February (40+ tickets already sold), Gary Innes on 27th March, Indoor Tennis with Zoe Ettle, Rainbows and Brownies with Lexy Marston, Indoor Bowling (twice weekly), Floral Art (monthly) are all current confirmed bookings that will be unable to proceed if the LED lighting upgrade is not completed. We have also received booking enquires for a supper club, afternoon tea and crafts event, a book club, various group meetings and AGMs, both the English and Gaelic Toddler Groups, Adult Gaelic Classes and the Gardening Club.

Community support for the regeneration of the village hall is evidenced by strong local fundraising and increased engagement. During November and December, the hall board have run four community fundraising events, raising £2,625. Hall hires generated a further £553, and membership of the village hall 100 Club (50/50 draw) has increased from 32 in the summer to 113, demonstrating growing community commitment to the hall's regeneration.

(500 words max limit)

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

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

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

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

The LED lighting upgrade will immediately improve all hall spaces with modern, energy-efficient lighting, creating a brighter, safer and more welcoming environment. Short-term outputs include increased usability of the hall, enabling more bookings and a wider range of activities such as youth sessions, fitness classes, and social events. These outputs are quantifiable and will be measured following completion of the installation, through user feedback, the number of new bookings and activities delivered, attendance figures, and monitoring energy use to demonstrate cost savings. The social value to the community is immeasurable.

(500 words max limit)

(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?

In the long term, the LED lighting upgrade will transform Newtonmore Village Hall into a modern, safe, and flexible community space, usable year-round by people of all ages. This will encourage greater participation in youth, leisure, and social activities, strengthen community engagement, reduce social isolation, and create more opportunities for intergenerational interaction. The regeneration of the hall will also support sustainability through reduced energy consumption and lower running costs, helping to secure its continued use as a vibrant community hub for years to come.

(500 words max limit)

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

The Hall Board is fully committed and understands the scale of the regeneration project. After CRF funding, the LED lighting upgrade and wider hall improvements will be sustained under the governance of the trustees, supported by volunteers and community involvement. The Board will maintain the upgraded facilities, manage bookings, and deliver an ongoing programme of fundraising. Combined with hall hire, 100 Club membership, and rental income from the one-bedroom flat, this will cover maintenance and running costs. The energy-efficient LED lighting will also reduce electricity costs, helping ensure the hall remains a vibrant community hub for future generations.

(500 words max limit)

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 LED lighting upgrade directly supports environmental sustainability and net zero ambitions. By replacing existing lighting with energy-efficient LEDs, the project will reduce electricity consumption and associated carbon emissions. All materials and fittings will be sourced from reputable suppliers with environmentally responsible practices wherever possible. Installation will be carried out carefully to minimise waste, and any old lighting will be responsibly recycled. The installation will be undertaken by local contractors with the appropriate qualifications to minimise the travel. These measures ensure that the project not only improves the hall for community use but also reduces its environmental impact, contributing to lower running costs and supporting broader climate change objectives.

(500 words max limit)

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?

Newtonmore Village Hall is a community hub used by people of all ages, abilities, and backgrounds. The LED lighting upgrade will make the space safer, brighter, and more accessible, particularly for groups who may be disadvantaged by poor visibility, such as older people, children, and those with mobility or visual impairments.

The hall is committed to ensuring that no one is excluded from benefiting. Activities delivered in the upgraded space will be inclusive and welcoming to all, with consideration given to accessibility, safe movement, and comfort. The project will enhance opportunities for young people, adults and older residents, ensuring a wide range of community members can take part. The hall Board will monitor usage and participation and seek feedback to ensure all groups, including those with protected characteristics, are able to access and benefit from the hall and its activities.

(500 words max limit)

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.</p> <p>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;">  FWF statement and declaration template.doc </div>
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<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Can you confirm if you have the Living Wage Accreditation or are planning to be certified?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied
<p>Is the Fair Work First statement on your organisation's website?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website
<p>How many people do you employ or how many volunteers do you have?</p>	0
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<p>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<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>
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 CRF overheads and management fees sur			
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Electrical	LED Lighting Upgrade	Capital	12,707.06
Total revenue expenditure			£
Total capital expenditure			£12,707.06
TOTAL PROJECT COSTS			£12,707.06
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.	<p>The LED lighting upgrade delivers long-term benefits. The project improves the hall's safety, usability, and appeal, enabling a wider range of activities and increasing community use. LED lighting is highly energy-efficient, reducing electricity costs and contributing to the financial sustainability of the hall. The upgrade is part of a phased regeneration plan, ensuring that investment is targeted to key priorities that will have the greatest impact on community benefit. By enhancing a facility used by people of all ages and supporting multiple activities, the project maximises the social, environmental, and economic return on the funding provided.</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 £
Cairngorms National Park Authority	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24/11/2025	7,390.80
	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			£7,390.80
CRF requested			£5,316.26
Total funding			£12,707.06

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.	The Hall does not have sufficient resources to cover these costs and cannot operate fully until this work is completed. If the upgrade does not proceed, confirmed bookings will be unable to take place, placing additional strain on the Hall's limited resources.
6.5	Please explain what the remaining bank balances are for in your accounts.	A total of £4,200 is held as restricted funds, comprising a combination of grant monies received, 100 Club pre-payments, and a donation. The Hall anticipates an electricity bill of approximately £3,300 in January, in addition to other ongoing overheads and maintenance 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.	The Hall's unrestricted funds are already committed to covering essential running costs, including routine maintenance, electricity and insurance. Using these funds for the LED lighting upgrade could jeopardise the

		Hall's ability to operate safely and effectively. As a result, unrestricted funds cannot be used to deliver this project or contribute as match funding. Grant support is therefore essential to enable this key improvement while ensuring the ongoing financial stability and sustainability of the Hall.
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 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 LED lighting upgrade will generate income by enabling the hall to open fully. Increased hall bookings, events, and activities will be made possible by the improved facilities and will directly benefit the Hall. This income will be reinvested into the Hall to support routine maintenance, ongoing running costs, and future improvements, ensuring the long-term sustainability of the upgrade. The Hall's Board monitors finances carefully and will use these additional resources to maintain a safe, accessible, and vibrant community space for all users.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The LED lighting upgrade is focused on improving the village hall as a community facility, benefiting all local groups by providing a safer, more flexible, and energy-efficient space for meetings, events, and activities. Local businesses that currently hire the hall or collaborate with community groups will continue to have full access to the facility. The project has strong local support from both the community and local businesses. This is evident from local contractors who have donated their time and materials to the Hall in recent weeks. The regeneration project is widely welcomed and seen as a positive improvement that will benefit the whole community.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	The Hall's financial resources are limited and already committed to essential running costs and maintenance. Taking on debt would place an unsustainable financial burden on the Hall and could jeopardise its ability to operate safely and provide ongoing community services. Grant funding is therefore the most

		appropriate and sustainable way to deliver this essential project.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Highland Council Community Regeneration Fund	16/09/2025	£5,000	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.

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: 13/12/2025
Print: Clare Menzies		

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	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

Badenoch & Strathspey Area Committee - 19 January 2026

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.