

Agenda Item	6
Report No	CC/04/26

The Highland Council

Committee: Caithness

Date: 19 January 2026

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

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

2 Recommendations

2.1 Members are asked to:-

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

3 Implications

3.1 **Resource** – Caithness area has available remaining funding of £650,917.95 from the current CRF allocation. The applications under consideration total £269,230.30 and therefore there are no resource implications in approving the CRF 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 advance grant payment. Factors such as past knowledge of and project experience of the grant recipient, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** - No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.5 **Gaelic** - No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.

4 Impacts

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

5 Background

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

5.3 Applications brought to this committee meeting have been identified by Members as addressing priorities set out in the Caithness Area Place Plan. This is in line with the policy direction set by the CRF Strategic Sub-Group in February 2025.

5.4 Within Caithness, the following funding for 2025/26 is shown in the table below:-

HCCF – tranche 5	Revenue or Capital	£287,419.09
HCCF – tranche 6	Revenue or Capital	£322,200.38
PBIP (confirmed to date) 2025/26	Capital Only	£84,298.48

Therefore, Members had a total of £693,917.95 available to allocate in 2025/26.

Previously Members had approved £43,000 at Caithness Committee on 4 August, which leaves £650,917.95 available at present.

A total of five applications are under consideration by Members today with a total grant request value of £269,239.30.

5.5 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: 17 December 2025

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

Background Papers: None

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

Community Regeneration Funding (CRF)
Application Form
(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 9am on Monday 23rd 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

Application Guidance	Assessment Criteria Matrix
 CRF_Application_Guidance (v1 MC 2025 CRI)	 CRF Assessment Criteria (v1 MC May 2)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF
1.2	Organisation	John O'Groats Development Trust
1.3	Project title	Development of Playpark at JOG
1.4	Summary of project you wish to be funded (max 250 words)	<p>We are looking for funding to enable the Trust to carry out a full redevelopment of the Playpark at John O'Groats. Not only creating an engaging and exciting play place for children but creating a 'generational Park' including children's play area (with play equipment for all ages). MUGA, Walking route, sensory areas, green garden areas, seating areas and a pump track. It is the aim to provide a facility that will give joy to all generations in the community and to provide an attraction that people from other parts of the county and tourists will take the time to visit and spend time in John O'Groats and perhaps spend more time there and make use of the other services and businesses in the area.</p>

1.5	Project costs	Total project cost	£439,746.72
		Match funding	£289,334
		CRF grant requested	£150,000
1.6	Start date	01/02/2026	
1.7	End date (max 12 months from start date)	01/09/2026	
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	John O'Groats Development Trust	
2.2	Address and postcode		
2.3	Main contact name		
2.4	Position in the organisation	Community Development Officer	
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 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	SC048716	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant. Yes <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 checked="" type="checkbox"/>	Partial
		<input type="checkbox"/>	None

2.13	Provide details of VAT exemptions.	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)
Clearing of Park and laying of wet Pour	03/03/2026
Installation of new equipment and facilities	01/04/2026
	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?

The need for the John O'Groats Playpark project is clear and pressing. As a rural community at the very edge of mainland Scotland, local families and visitors currently face a lack of high-quality, accessible play facilities that support children's physical activity, learning, and social interaction. Existing provision is limited, outdated, and does not meet modern standards for inclusivity or safety, leaving children with few opportunities to engage in healthy, active play. Parents and carers in the area have highlighted the absence of a safe, social environment where families can come together, reducing opportunities for community cohesion and contributing to social isolation. In addition, John O'Groats is a major visitor destination, welcoming thousands of tourists each year, yet it lacks a family-focused attraction that encourages longer stays and greater local spend. The playpark therefore meets both a community wellbeing need and a local economic need, providing a vital facility that supports residents, enhances the visitor experience, and strengthens the sustainability of the local economy. The need has been demonstrated by the amount of support the project has – through consultation (documentation attached) and through the amount of money that the local community has raised.

The project aims to address several needs and opportunities in the area ; - Firstly, the need for facilities and activities for children and others in the community. The next nearest playpark is in Canisbay – 3 miles away which does not allow children access the facilities on their own without being driven. These facilities are basic and are not accessible or inclusive of the additional needs of many children. Phase 1 of the park will provide a space where children of all ages can visit and play safely which will in turn give them the opportunity to build resilience and confidence as well as provide great benefit to their physical and mental wellbeing.

The Park is a 'Generational Park' and not only will it fulfil a hugely beneficial purpose for the children of the community, it will also provide a peaceful and safe environment for people of all ages to enjoy which does not currently exist in the community at such an accessible level. Phase 1 will include sensory areas, seating areas and track around the perimeter where people can walk and still keep an eye on the children in the park. This is ideal for those in wheelchairs, the elderly or those with mobility issues and for those pushing prams and pushchairs. It is providing an opportunity for improved physical and mental wellbeing as well as increased chances of social interactions and engagements and will also help tackle social anxiety in children. This can be incredibly helpful in staving off feelings of loneliness and isolation, which can be felt by many living in a rural community.

The Playpark will also act as an attraction for families that live in other areas of Caithness and the Highlands and also, for those visiting the area on vacation. A well-kept up to date community facility also shows a vibrant community spirit which will help to encourage people and families to live in the area. It will benefit young people and families including attracting visitors to the area and also attract visitors on the NC500 route. This will not only help reduce rural depopulation but by attracting visitors to the area will also help to boost the local economy.

The project has also been run through a Social Value engine to gauge its importance and value to the community. Please refer to the document attached for details

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

In 2009, the Highland Council launched its 'John O'Groats Masterplan' and in the 15 years since its launch, the area of John O'Groats has seen significant growth, development and improvement. Whilst not mentioned specifically, the playpark relates to and fits in with the strategy to 'look to the future of the community, but not to lose sight of its past (the Masterplan) can allow us to retain a local identity but also respond to the various needs of the community, our visitors and potential investors.

The trust has looked at developing the playpark for several years since their inception in 2018 and seen it as key to attracting people to the area – both locals and those from further afield.

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

There is tremendous support locally for the project. People of all ages are keen to see improvements made to the existing site, which has become a bit of an eyesore. Locals want to see improved facilities for their children and families can spend time outside, exercise and socialise together. Local businesses are also fully behind the project – many have assisted with fundraising and have donated prizes etc. They can fully see the benefit of an attraction that will hopefully bring 1000's of people to John O'Groats annually.

Early on in the project in October 2021 community consultation was held at John O'Groats Hall where the whole community was invited to attend and view the proposals for the park upgrades. Members of the community of all ages – especially children were invited to give their opinions and input on the projects and what they would like to see happen. The responses from the consultation were incredibly positive with children being incredibly excited with the proposed layout. Over 100 members of the community took part in the consultation on the day. A survey was also produced which had 290 responses in total. I have attached the report to this application. Our main fundraiser Mairi-Anne also visited the local primary Schools in Canisbay and Crossroads to get feedback and get valuable input from the children whose families live in the area and would be most likely to use the park regularly, currently Mairi-Anne is dealing with difficult family circumstances but once circumstances have improved, I would be happy to retrieve any further information she has available.

The Park will bring together the people of John O'Groats and the wider county as well as those visiting or on holiday and will act as a draw which may then lead to people making use of and taking advantage of local services and businesses. People in the area can see the advantages a well-equipped park and recreational facility will bring to the area and have, as such, shown their support in various ways, including letters of support which I have included as part of this application. At the most recent review, the local fundraising efforts for the park have raised over £120,000. This money has almost entirely come from the local community over the past 18 months.

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?

In the immediate and short term, the John O'Groats Playpark Project will deliver tangible community benefits by creating a visible and accessible recreational space for children, families, and visitors. The installation of new play equipment and landscaping will act as a catalyst for community pride and engagement, demonstrating real and lasting progress within the village. This is expected to encourage greater community involvement in both the development and ongoing care of the space.

Short-term outputs will include increased use of the area for family outings and social gatherings, greater opportunities for intergenerational interaction, and a rise in visitor numbers to John O'Groats. These outcomes are anticipated to contribute to improved physical activity levels, enhanced mental wellbeing, and stronger social cohesion. The project will also create immediate volunteering opportunities in areas such as landscaping, planting, and garden maintenance, supporting skills development and community ownership of the facility.

Measurement of these outputs will be carried out through a combination of community surveys, visitor feedback, and observation of park usage. Tools such as QR codes will be used to collect real-time appraisals from visitors, while local businesses and community groups will be consulted to assess any economic and social impact. This evidence will allow us to demonstrate not only the successful delivery of the playpark but also its early impact on wellbeing, engagement, and the local economy.

	(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 John O'Groats Playpark Project is designed to deliver long-term outcomes that will improve the wellbeing of children, families, and the wider community, leaving a lasting legacy for the area.

For children and young people, the outcomes will include:

- Increased physical activity through access to a safe, stimulating outdoor environment that promotes healthy development.
- Enhanced social development as children interact with peers, build friendships, and learn essential cooperation skills.
- Cognitive growth and creativity by engaging with varied play equipment and the natural environment, supporting problem-solving and imagination.
- Greater resilience and confidence through safe opportunities to explore, take risks, and develop independence.

For families and the wider community, the outcomes will include:

- A central community hub, offering a welcoming space where families and neighbours can gather, strengthening social bonds and intergenerational connections.
- Improved mental health and wellbeing through access to a positive, outdoor environment that reduces stress and encourages social interaction.
- Community pride and ownership, fostering a sense of achievement that can inspire further local initiatives and improvements.
- Reduced isolation, especially for parents and caregivers, by creating a safe and accessible place to meet and share experiences.
- Positive economic and environmental impacts, including increased visitor numbers to John O'Groats, support for local businesses, potential uplift in property values, and reduced vandalism through greater community investment in shared spaces.

Measurement of these outcomes will be carried out through ongoing community consultation, feedback from local schools, and visitor engagement. Practical tools such as QR codes will allow real-time feedback

on use and satisfaction. We will also gather data on visitor numbers, business engagement, and volunteering activity. In addition, collaboration with Highland Council and NHS Highland will help track longer-term impacts on community wellbeing, ensuring the project delivers demonstrable benefits well beyond its installation.

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

JOGDT will work with Highland Council to facilitate annual maintenance. Meetings have already taken place with relevant stakeholders, including John Mackay (Amenities and Services Officer). Money (approx. 10% of the Park's value, as advised by Highland Council Guidance) will be given by JOGDT to the Highland Council and will be ringfenced by Highland Council to ensure a thorough maintenance and inspection schedule for the playpark for its lifespan. Please note also that our contractor will bring in an independent person to do the final sign off of the park at completion. This is done in addition to sign off from HC. This will be ensured by putting in place a Memorandum of Understanding between the Council and the John O'Groats Development Trust which will act as a covenant to ensure that both sides are in agreement that this is how the park will be maintained for its lifetime. Both the JOGDT and the Highland Council are presently working on a memorandum of Understanding which will be agreed between both parties, Fiona Richardson & Liam Clancy from the Highland Council's Community Engagement & Support Team are working with the trust to ensure that JOGDT have a vested interest in the site. The John O'Groats Development Trust are willing to make a donation to HC for the cost of the playpark and the committee will be involved in the development and upgrade process as per the terms of the MoU.

The decision to deliver the John O'Groats Playpark under an MoU arrangement rather than a Community Asset Transfer is based on what provides the most secure, sustainable, and practical framework for the community. Our proposal allows the John O'Groats Development Trust (JOGDT) to provide the funding, quotations and all requirements for the project while benefiting from the landowner's support, guidance and continued stewardship of the wider site. This reduces the administrative and legal burden that a full asset transfer would create, enabling our collaborative group to focus resources on delivering and maintaining a high-quality facility. Importantly, a MoU offers long-term security that satisfies any concerns of the wider community and we are confident it satisfies funders' requirements while providing flexibility for both the community and the landowner should future circumstances change.

The Highland Council recognise the significance of such a facility in the far north highlands and what an asset it will be and are very keen to assist in any way they can. John Mackay who manages the maintenance teams for playparks was in attendance at a recent meeting for the project and was in agreement that this would be the procedure that would be followed. I have attached a copy of correspondence which confirms the councils support for this procedure and a copy of confirmation from Fiona Richardson at The Highland Council's Community Engagement & Support team that the Memorandum of understanding is being worked on presently and will be made available to the panel when available, at the earliest opportunity.

In regards to insurance for the playpark – our MoU agreement will propose that as per the Highland Council's Playpark Development Guidelines and Flowchart, HC will carry the burden for insurance and this will be noted in our Memorandum of understanding with the Highland Council. WE will happily make sure that both the MoU agreement as well as the insurance documentation are made available to the panel as required.

4.6 | Describe how you intend to mitigate negative environmental pacts 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.

We recognise that installing a playpark has the potential to create negative environmental impacts through the use of construction materials, surfacing, waste, and site disruption. To mitigate these risks, our

project is committed to adopting a sustainable approach at every stage of delivery, with a view to supporting wider net zero and climate resilience ambitions.

Our mitigation strategies will include:

- Sustainable materials – prioritising equipment made from recycled and recyclable resources such as sustainably sourced timber, recycled plastics, and natural elements to reduce carbon emissions and landfill waste.
- Eco-friendly surfacing – selecting low-impact options such as natural grass, engineered wood fibre, or other sustainable solutions to avoid chemical leaching and reduce runoff pollution.
- Sensitive site design – planning around the existing environment to avoid unnecessary disruption to habitats, while incorporating natural features where possible.
- Responsible waste management – ensuring that all construction waste is handled responsibly, with recycling and reuse prioritised to minimise landfill.
- Carbon offsetting through planting – incorporating trees, shrubs, and pollinator-friendly planting around the site to enhance biodiversity, capture carbon, and improve air quality.
- Community involvement – engaging the community in the design and maintenance of the playpark to encourage environmental responsibility, promote local stewardship, and ensure long-term sustainability.

In addition, the project will align with net zero ambitions by reducing the embodied carbon of materials wherever possible, limiting energy use during construction, and ensuring that the playpark is designed for durability and low maintenance, thereby minimising its long-term carbon footprint. By embedding these principles, we aim not only to avoid environmental harm but also to create a playpark that actively contributes to local climate goals and showcases sustainable practice within the community.

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?
-----	--

When developing the John O'Groats Playpark, equalities and inclusivity have been central to the design process to ensure that the facility is welcoming and accessible to all children and families. We recognise that inclusivity extends beyond physical access to also encompass sensory, social, and cognitive needs, and we have taken these into account throughout the planning and consultation process.

The playpark has been designed to provide opportunities where children of all abilities can play together, rather than being separated by designated “accessible” equipment. We believe that true inclusivity avoids isolating or singling out children with additional needs, and instead integrates accessible equipment into the overall design so that every child can share the same play experiences. For example, the proposed plans include features such as an inclusive carousel, alongside sensory and quiet play zones, which will allow children with different needs and play styles to participate fully. Age and activity zoning will also be used to reduce conflict between different play groups and to promote safe, enjoyable play for all.

Social inclusion is equally important. The park will be designed to encourage interaction between children of different abilities, helping to build friendships, empathy, and understanding. By communicating the inclusive ethos of the playpark through signage, local networks, and digital platforms, we will raise awareness and ensure that all families feel welcome and encouraged to use the space.

Ultimately, while the playpark will directly benefit children as its primary users, it is the aim of the John O'Groats Development Trust to deliver an amenity that strengthens equality of access across the whole

community. By embedding inclusivity into the design, we will create a space that reduces barriers, promotes fairness, and provides lasting social and wellbeing benefits for everyone.

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> <p> FWF statement and declaration template.c</p>
	<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>
	<p>Can you confirm if you have the Living Wage Accreditation or are planning to be certified?</p>
	<p>Is the Fair Work First statement on your organisation's website?</p>
	<p>How many people do you employ or how many volunteers do you have?</p>
	<p>Do you currently pay the Real Living Wage hourly rate?</p>
	<p>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</p>
	<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p> <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</p>

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> <p> CRF overheads and management fees sur</p>				
	<table border="1"> <thead> <tr> <th data-bbox="95 1931 377 1954">Budget Heading</th> <th data-bbox="377 1931 981 1954">Detailed Costs</th> <th data-bbox="981 1931 1267 1954">Revenue/Capital</th> <th data-bbox="1267 1931 1511 1954">Amount</th> </tr> </thead> </table>	Budget Heading	Detailed Costs	Revenue/Capital	Amount
Budget Heading	Detailed Costs	Revenue/Capital	Amount		

	<p>Community engagement is also central to achieving value for money. Volunteers will be involved in aspects such as planting, landscaping, and ongoing maintenance, which will reduce costs while fostering local ownership of the project. In addition, the inclusive design of the playpark ensures that one facility meets the diverse needs of the entire community, removing the need for separate or additional provision elsewhere.</p> <p>The project will also generate wider social and economic value that far exceeds the initial investment. By attracting more families and visitors to John O'Groats, the playpark will contribute to increased footfall for local businesses, while providing measurable improvements in community wellbeing, social cohesion, and physical activity. These benefits—delivered through a single, well-planned investment—represent a strong return for funders, the community, and the wider region.</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 £
Stroupster Wind Farm Trust	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Confirmed (£60,000 in 2025 with another £60,000 earmarked for 2026)	£120,000
NDA Dounreay Socio-Economic Fund	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N – Application to be reviewed Late Nov 2025	£50,000
Self	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Own Fundraising, this money is already in our possession and efforts are ongoing	£100,000
Camster Windfarm	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Awaiting decision	£6,000
Awards for All – National Lottery	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Money received	£13,334
Total match funding			£289,334
CRF requested			£150,000
Total funding			£439,334

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.	Public funding is essential to the delivery of the John O'Groats

		<p>Playpark Project because the scale of investment required is beyond the financial capacity of the local community and the John O'Groats Development Trust to achieve alone. While significant local support has been demonstrated through community engagement, fundraising, and volunteer commitment, the costs of designing, installing, and maintaining a modern, inclusive playpark far exceed what can realistically be raised through community contributions.</p> <p>As a rural area with limited access to facilities, John O'Groats urgently needs high-quality, safe, and inclusive play provision to improve opportunities for children, families, and visitors. Without public funding, the project risks being delayed or delivered to a lower standard, which would reduce its long-term impact and sustainability. Investment from public funds will ensure that the playpark can be built to the highest standards of safety, inclusivity, and durability, maximising its value for the whole community and future generations.</p> <p>Furthermore, the project aligns with wider public policy aims around health and wellbeing, social inclusion, rural development, and tourism. By helping to fund this project, public investment will not only deliver direct local benefits but also contribute to broader economic and social outcomes, ensuring that the return on investment is felt across the region.</p>
6.5	Please explain what the remaining bank balances are for in your accounts.	Running costs of the Trust Upkeep of assets, general maintenance.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	These are required for other projects and the reasons as noted above
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/A

SECTION 7 – INCOME GENERATION

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

7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	N/A
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 all immensely supportive of the project and can only see the benefits it would bring to the area and their own businesses. Please see letters of support from local businesses and other stakeholders. These are attached.
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 Playpark Project is not a project that will generate income so therefore will not qualify for a loan or mortgage scheme. It would put undue burden on a charitable organisation with little to no means of paying the loan back in a timely manner without assistance.
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?
Community Regeneration Fund	01/12/2024	£25,000	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.
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.

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 checked="" type="checkbox"/> NA <input 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	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Reason for missing documentation:

The reason these have not been included is that they are currently in progress and being finalised. These will be made available to the panel as early as possible after completion.

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 Friday 5th December 2025.

If you have any issues in completing the application form, please contact us at communityregenerationfund@highland.gov.uk

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4191	
1.2	Organisation	Caithness Voluntary Group	
1.3	Project title	Caithness Rural Transport Community Hire Minibus	
1.4	Summary of project you wish to be funded (max 250 words)	To replace our ageing 16 seat + driver minibus that is used for our rural transport service in Thurso as well as for hire by Community Groups across Caithness.	
1.5	Project costs	Total project cost	Up to £48,000
		Match funding	£4,500
		CRF grant requested	£43,500
1.6	Start date	02/02/2026	
1.7	End date (max 12 months from start date)	02/03/2026	
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 type="checkbox"/> No <input checked="" type="checkbox"/>
		For guidance on the appropriate use of AI in funding applications, please refer to <u>Use of AI in Funding Application Guidance</u> .

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Caithness Voluntary Group
2.2	Address and postcode	Argyle Suite, Pulteney Centre, Huddart Street, Wick, KW1 5BA
2.3	Main contact name	[REDACTED]
2.4	Position in the organisation	Chief Officer
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	https://cvg.org.uk
2.8	Organisation type	<input checked="" type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Constituted group <input type="checkbox"/> Public body <input checked="" type="checkbox"/> Charity <input type="checkbox"/> SCIO <input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	SC150015 SC002484
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.	Caithness Wide, but KW1 5BA
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.	None

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.
Activity name	Achieve by (date)
Replace current minibus with a low mileage example	02/03/2026
	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?
Caithness Rural Transport provides a 7 day a week service (subject to availability) that is designed for people living in rural areas, regardless of age who meet our rural service qualifying criteria, and our town service is open to elderly and disabled people who meet our town service qualifying criteria. The service can be used for shopping, visiting friends, social functions, medical appointments etc., and we transport over 800 people a month from across Caithness in our fleet of 10 wheel chair accessible vehicles. The minibus in question is the largest in our fleet and as such is hired by community groups from all over Caithness, to take them on trips or to events across Scotland, with there being 66 hires in the last year alone for this vehicle.	

	(b) Has this need been recognised in a local place plan?
This project falls within the transport category of most local place plans in Caithness.	
4.3	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2

We know there is local support for this service due to the number of members that use our service, which for the 2024/2025 period was 318 members, but from July until November we are sitting at 268 members. This is unfortunately due to many of our members passing away each year, but we always have more signing up to replace them. Just a week ago we had 5 new members sign up in a single day.

In 2024 our fleet covered 93,294 miles, and carried 9077 passengers, which averages out at each member using the service 28 times during 2024. This year our numbers are averaging 840 journeys per month, and we have also introduced an additional vehicle to cover the Halkirk area.

Our figures for 2025 up to early November are sitting at 8,480 passengers moved, so we will exceed last year's figures by year's end.

This can be demonstrated by our monthly statistics.

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 checked="" 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 outcomes of this project will be to return a reliable vehicle to our fleet, which can be used to continue the service of our rural transport runs in the Thurso area. The current issue is primarily down to not being able to use this vehicle for these types of runs due to the unpredictability of the wheelchair ramp, which has been looked at by several repair centres, including a specialist. The main issue is corrosion due to the ramp being underslung, whereas the new vehicle will have an internal hydraulic wheelchair ramp.

This will be measured by reviewing the CRT stats that are kept for every journey.

(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 replacement of this minibus will restore a wheelchair accessible vehicle to our fleet and will provide a reliable vehicle that community groups can trust when hiring, that they will not break down. The fact that the new vehicle will have an internal hydraulic wheelchair ramp rather than an underslung ramp will drastically reduce the chance of failures of the ramp in the future.

This vehicle will be able to support the rural transport service and community hire service for at least 6 to 8 years, or longer, depending on the mileage reached and the reliability of the vehicle by this age.

We do not dispose of vehicles based on age as long as they remain reliable, are fit for purpose, meet the needs of the services that we provide, stay within the vehicle's maintenance budget each year, and parts are still readily available.

The outcomes will be measured by reviewing the CRT stats that are kept for every journey, and the records held for the vehicle.

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

Following CRF funding, the project would be maintained by revenue taken in for the delivery of our rural transport service, as well as through hires from local community groups across Caithness.

Additional funds are also raised through various annual fundraising events such as bingo nights, Car treasure hunts, raffles etc.

This will pay for insurance, road tax, fuel, 10 weekly safety inspections, tyres, vehicle servicing, vehicle maintenance, MOT's, and vehicle cleaning.

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.

We have considered a fully electric or hybrid minibus, but several factors have ruled these out. Price is a factor, but the major issue is around the current technology, which does not enable a long range from EVs of this size, and there are very few hybrid vehicles of this size available on the market.

Any vehicle that we purchase will meet Euro 6 emissions standards utilising Diesel Exhaust Fluid (DEF) in conjunction with a Selective Catalytic Reduction system (SCR) to reduce harmful Nitrogen Oxide 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?

This entire project is centred around individuals with protected characteristics, and as such will be fitted with a wheelchair ramp, low entry side step, and door aperture grab rails to assist the loading and unloading of disabled or infirm individuals, and will be fully DDA compliant.

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>
-----	---

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applied
<p>Is the Fair Work First statement on your organisation's website?</p>	<input checked="" 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>	
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<input checked="" 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 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

<h3>SECTION 5: PROJECT BUDGET</h3>	
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;">  CRF overheads and management fees sum </div>

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Replacement Minibus	Purchase of 2 nd hand low mileage vehicle as young as can be found within our price range	Capital	£48,000

		received a current quote for trade-in, but when finding the correct vehicle we will of course try to work a better deal.	
	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	£4,500
		CRF requested	£43,500
		Total funding	£48,000
6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
6.3	If yes, please detail.	N/A	
6.4	Please explain why public funding is required to deliver the project.	Caithness Rural Transport does not operate with any unrestricted reserves.	
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining funds are to cover wages, maintenance and running costs of vehicles.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	CVG unrestricted reserves cannot fall below our reserves policy threshold. These must be maintained in the event that staff need to be made redundant in the future.	
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.	Income is used to pay for the maintenance and running costs of the vehicle and to contribute towards coordinator's and drivers' wages. Budget forecast is attached with this application
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 currently no local businesses offering the same service
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?	To keep the service affordable for members of the community (some of whom are in poverty, or on low income, or on a state pension) we need to keep our charges to a minimum, meaning we operate on very tight margins. To take on a loan we would need to raise the cost of our service, which would directly impact those needing to use our minibuses to access medical/hospital appointments etc..
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?
The Roberston Trust	22/03/2024	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Energy Savings Trust	12/09/2023	£54,143	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Caithness & North Sutherland Fund	23/08/2023	£19,980	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
RWE Camster Windfarm	04/08/2023	£30,000	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: 04/12/2025
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	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 Friday 5th December 2025.

If you have any issues in completing the application form, please contact us at communityregenerationfund@highland.gov.uk

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4192
1.2	Organisation	Caithness Voluntary Group
1.3	Project title	CVG Third Sector Support Officer
1.4	Summary of project you wish to be funded (max 250 words)	<p>Project proposal is to enhance our current services due to the amount of third sector organisations seeking assistance from CVG, by employing a support officer for up to 5 days per week to offer support and guidance to community groups and organisations across Caithness through the creation of organisational health checks.</p> <p>These health checks will identify any issues relating to the Organisation Structure & Management of the group, Organisation Governing Documents, Policies & Procedures, AGM, EGM & Committee/Board Meeting Procedures & Training, Organisation Planning & Development, Organisation Performance Monitoring, Organisation Financial Procedures, Funding/Income, Staff & Volunteers, and Record Keeping & Data Management.</p> <p>Following the initial assessment, a report will then be generated to give guidance and support on how to rectify any issues identified, and the Development Officer will work through these issues with each organisation.</p> <p>This will be a pilot project, and will also focus on reducing duplication within the Third Sector in Caithness, and</p>

		changing the mindset of organisations to work collaboratively or to amalgamate to achieve more robust and efficient services, or to deliver larger projects that smaller organisations would struggle to achieve themselves.	
1.5	Project costs	Total project cost	£38,451.96
		Match funding	£7,693.96
		CRF grant requested	£30,758.00
1.6	Start date	02/02/2026	
1.7	End date (max 12 months from start date)	29/01/2027	
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 type="checkbox"/> No <input checked="" 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	Caithness Voluntary Group	
2.2	Address and postcode	Argyle Suite, Pulteney Centre, Huddart Street, Wick, KW1 5BA	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	Chief Officer	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://cvg.org.uk	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC150015 SC002484	
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.	N/A	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Wick KW1 5BA	
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 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	
	Deliver Organisational Health Checks across Caithness Third Sector Organisations	29/01/2027
		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?	

CVG has seen an increase in Third Sector organisations in crisis across Caithness, many due to governance or financial issues, or even internal and external issues of conflict, but primarily through non-compliance with regulatory obligations.

Since the change in the Charities law, with the introduction of the Charities Act 2023, the Office of the Scottish Charities Regulator (OSCR) have been systematically focusing on non-compliant charities and entering them onto an at-risk register, which could ultimately result in them being struck off as a Charity if action is not taken within a few months.

Prior to reaching the at-risk register, non-compliant charities are placed on a non-compliance register by OSCR, and each month, we see several Caithness organisations on this register. By the time they reach out to CVG for help, they are often on the at-risk register, and bringing them back into compliance is much more difficult. Quite often, Charities don't realise they are on the at-risk register because the wrong contact information is held by OSCR due to a change in Trustees.

This project will aim to head these organisations off at the pass before they become non-compliant, or find themselves in a crisis situation by identifying any issues within the running of the organisation. By providing practical solutions and guidance, as well as support using other CVG tools and resources, the project will strengthen each organisation to operate within the law (as appropriate) and work to best practices to ensure they are sustainable and able to deliver their services to the community in the future.

CVG has also seen an increase in local organisations wishing to start up in Caithness, many of which are in competition with existing organisations, and a focus of this project will be reducing Third Sector duplication and working to enhance collaboration and amalgamation to deliver a better Third Sector service across Caithness.

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

Whilst this project is not directly recognised in a local place plan, it will indirectly have an impact by working with and helping to strengthen Third Sector Organisations that are providing services and projects that fall within the following priorities of the Caithness Place Plan:

- Health & Wellbeing
- Sport & Recreation
- Active Travel
- Town Centres
- Housing
- Diverse economy
- Population Decline & Youth Migration
- Tourism

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

Over the last year and a half, CVG has been inundated with requests for assistance from Third Sector Organisations in crisis. Quite often, by the time organisations come to us for help, it is too late to save them, or the amount of work required to rescue them is considerable. If we take a snapshot of Caithness charities in November 2025, there are currently 14 on the OSCR defaulting register, for failure to comply with statutory obligations.

This figure can change on a monthly basis as new charities become non-compliant, or others get their statutory obligations in order. If action is not taken, then they will move onto the Charities at

risk register, and will be allocated a few months to get their affairs in order before they are struck off as a charity, and are no longer able to operate. As of November 2025, there is only one Caithness charity on this register, and it will be struck off in January 2026 unless immediate action is taken. We have seen as many as 12 Caithness charities on the at risk register at one time in the last year, with as many as 20 on the non-compliance register.

As of April 2024, 25 Caithness charities have been removed from the Charities Register, with almost half being due to non-compliance.

As can be seen from the HTSI inputs sheet, CVG receives numerous contacts for help, many of which are around governance or financial management, and many from organisations in crisis. Many of these issues could be captured early by carrying out organisational health checks, before an organisation gets into difficulty. Additionally, there are many requests for help with start-ups, and this could be reduced by focusing on duplication.

4.4	<p>Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.</p> <p>(a) 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>(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?</p>
	<p>Identify third sector organisations in Caithness who are at risk of becoming non-compliant with regulatory obligations, at risk of breaching good governance, at risk of financial insecurity, or entering into any number of crisis situations.</p> <p>This will be measured by the number of health checks carried out and the accompanying reports from CVG, as well as tracking the number of Caithness Third Sector organisations appearing on the OSCR Charities at Risk, or Non-compliance registers.</p>
	<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>A reduction in the number of Caithness Third Sector organisations operating in crisis mode. An increase in collaboration and synergy between Third Sector organisations and a decrease in duplication of Third Sector organisations, services and projects across the county.</p> <p>The legacy will be a focused change in the mindset of Caithness Third Sector organisations, to look at the bigger picture, and realise that working together has far more effect than trying to achieve the same goals as small individual groups.</p>

This will help to deliver more robust and efficient services and will create less strain on possible funding sources, enabling larger projects to be delivered, which will have more “bang for the buck” than smaller, siloed projects trying to achieve the same outcomes.

This will be measured by a Third Sector census in Caithness towards the end of the pilot project.

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

This is a pilot project and will run for one year to determine the impact of what has been delivered and the viability of the project going forward.

If it is seen that this project is worth continuing following the end of CRF funding, then further funding would be sought from available funding sources at that time, using the information gained from the pilot to prove the need and worth for funding continuation of the project.

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.

This project will create very little negative impact to the environment; however, to minimise any environmental impact several steps will be taken.

All forms and documentation will be electronic as much as possible, reducing the need for the use of paper and printing. Meetings will be held online whenever possible to reduce the amount of travel required to attend face-to-face meetings.

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?

This project will work with organisations that focus on people with protected status, or individuals of all abilities, genders, race, or sexual orientations, without prejudice, and each will be treated fairly, offering support and guidance as required, altering approaches depending on the situation to ensure that each organisation or individual receives the same level of support.

This project will be open to all Caithness Third Sector Organisations, including individual Directors, Committee Members, Trustees, Staff Members and Volunteers, as well as individuals and communities looking to start a new Third Sector organisation.

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.</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>
--	--

<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applied
<p>Is the Fair Work First statement on your organisation's website?</p>	<input checked="" 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>	
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<input checked="" 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

<p>5.1 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;">  CRF overheads and management fees sum </div>

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Salary (4)	4 days per week	Revenue	£25,634.64
Salary (1)	1 day per week	Revenue	£6,408.66
Other	Employers contributions admin costs etc.	Revenue	£6,408.66

	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			£7,693.96
CRF requested			£30,758.00
Total funding			£38,451.96
6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
6.3	If yes, please detail.	N/A	
6.4	Please explain why public funding is required to deliver the project.	CVG relies on Public funding to deliver the majority of its services as most services provided are free of charge, so no income is made to help fund projects	
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining bank balances are either restricted or used for delivering our Core services	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	CVG unrestricted reserves cannot fall below our reserves policy threshold. These must be maintained in the event that staff need to be made redundant in the future.	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/A	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	N/A
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	N/A
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	The project is not income-generating, so it would be unable to pay back a loan
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?

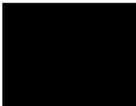
HTSI Core Funding	01/04/2025	£75,212.76	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HTSI Core Funding	01/04/2024	£75,212.76	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HTSI Core Funding	01/04/2023	£80,873.92	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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: 24/11/2025
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 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 type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Valid quotations or estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" 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 Friday 5th December 2025.

If you have any issues in completing the application form, please contact us at communityregenerationfund@highland.gov.uk

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4194
1.2	Organisation	Lyth Arts Centre LTD (LAC)
1.3	Project title	Caithness Artists in Residence (CAIR) 2026
1.4	Summary of project you wish to be funded (max 250 words)	<p>Initiated in 2020, funding will deliver the next phase of our Caithness Artists in Residence (CAIR) programme through 2026; an ambitious, community-led programme placing artists at the heart of Caithness life. CAIR will support underrepresented and underserved people (50 directly and 500 indirectly) to develop cultural confidence, advocacy and skills, using creativity as a tool for wellbeing.</p> <p>CAIR 2026 will also use creative cultural activism to move beyond participation, empowering communities to take action on the local issues that matter to them.</p> <p>Our approach comprises:</p> <ul style="list-style-type: none">• Artists in Residence (AiR) - two dedicated socially-engaged artists embedded within local organisations and working alongside participants weekly, March – November.• Creative Activism Programme - co-created menus of activities including workshops, creative interventions and skill-sharing sessions enabling participants to choose and shape what happens in their community. Sessions led every other month by AiRs, open to all.

		<ul style="list-style-type: none"> • Wellbeing-focused sessions - creative opportunities designed to reduce social isolation, support mental health, and build confidence. Sessions led every other month by AiRs, open to all. • Training and advocacy - sessions for community workers and local practitioners to integrate creativity into their work, and professional development for artists delivering participatory practice including shadowing for young artist. • Showcasing/celebration events - opportunities for participants to share their work publicly, building pride in place and visibility / advocacy for local voices. <p>Activities will occur weekly in accessible community spaces where people already gather, with access support to remove barriers. Each residency will run for 9 months, allowing deep, sustained engagement.</p>	
1.5	Project costs	Total project cost	£34,640
		Match funding	£0
		CRF grant requested	£34,640
1.6	Start date	01/02/2026	
1.7	End date (max 12 months from start date)	31/01/2027	
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 type="checkbox"/> No <input checked="" 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	Lyth Arts Centre LTD
2.2	Address and postcode	Wick, KW1 4UD
2.3	Main contact name	[REDACTED]
2.4	Position in the organisation	Director
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	https://lytharts.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	Charity No. SC047359	
		Company No. SC564398	
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 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.	Organisational base is Wick, KW1 4UD; however, activities will be delivered through two artists embedded in local organisations in two communities
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"/> 3 Years (31/03/2029) 4 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.	Not applicable
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.	Not applicable

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Initial project planning	06/02/2026
Develop approach to evaluation and learning with support from Inspiring Scotland	20/02/2026
Selection of x2 Artists in Residence (AiR)	20/02/2026
Identification, engagement and formalisation of arrangements with two local organisations hosting AiRs	13/03/2026
AiRs commence roles	16/03/2026
Engage local communities, community groups and other key stakeholders to promote CAIR activities	27/03/2026
Complete co-design and launch of Creative Activism Programme	17/04/2026
Complete co-design and launch of Wellbeing-focused sessions	24/04/2026
Complete engagement, co-design and launch of Training & Advocacy activities (includes selection of young artist to shadow our work)	15/05/2026
Mid-project review with Inspiring Scotland	26/06/2026
Design, organise and undertake final showcase and celebration events in both localities	27/11/2026
Complete end of project evaluation and learning activity and report to CRF and Inspiring Scotland	29/01/2027
	Click or tap to enter a date.

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

(500 words max limit)

The need for this project is clear and urgent in several ways.

Firstly, Caithness faces multiple, intersecting challenges including rural deprivation (10% live in most deprived quintile nationally), population decline (projected to decline by 21% by 2041), rural isolation (substantial majority of the population live in areas classed by Scottish Government as 'very remote' or 'very remote rural'), limited transport infrastructure, high fuel and food costs, and fewer employment opportunities compared to the rest of Scotland. These are major barriers to local people participating in creative and cultural activities.

Secondly, young people face particular challenges associated with these barriers. The 2023 Planet Youth report for example, found 60% of YP cited transport as a barrier to attending organised activities, 80% could not afford to take part, and almost 80% rarely engaged with arts or culture. Additionally, the 2023 YP Survey by DYW North Highland revealed confidence as a major barrier to achieving goals.

Furthermore, recent research found that almost half of residents in Caithness and Sutherland say they do not feel they can influence decisions in their local area. This has been a key catalyst for this project and a critical driver for its focus on co-design and empowerment, especially the Creative Activism Programme.

All of these matters are touched upon in the Caithness Area Place Plan 2025. These are addressed in the following section with a clear articulation of how the CAIR programme will support efforts to overcome them.

Inspiring Scotland's Creative Communities Scotland Programme

There is also a materially important opportunity for LAC – if funded – to join Inspiring Scotland's Creative Communities Scotland programme. This means joining a network of organisations committed to using participatory arts to improve wellbeing and strengthen communities. As part of the portfolio, Inspiring

Scotland will support us to share learning with peers, build our capacity, and provide access to tailored guidance and resources:

- Dedicated Fund Manager: named contact who will support CIP throughout the duration of our project, offering guidance and helping us navigate challenges and opportunities.
- Portfolio meetings and events: regular opportunities to connect with other portfolio charities, share experiences, and explore collaborative approaches to participatory arts.
- Knowledge sharing: Newsletters and updates featuring research, policy developments, and inspiring examples from across the sector.
- Specialist Volunteer Network: Access to over 500 professionals offering free/low-cost support in marketing, HR, property law, governance, IT, communications, and strategic planning.
- Impact and evaluation support: Access to templates, guidance, and personalised feedback to help us plan, measure, and communicate the outcomes of, and learning from our project.

Being part of Inspiring Scotland's programme will not only enhance the impact of our work, it will help LAC to become more sustainable and deepen our role as part of the creative and cultural infrastructure in Caithness. This is explored further in section 4.5 below. N.B. - no CRF funds will be allocated to Inspiring Scotland.

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

(500 words max limit)

Our project's strong prevention and early intervention focus on health and wellbeing (including social isolation and loneliness) coupled with the development and sharing of creative/cultural activities and skills, ensure it will make a contribution towards meeting the following priorities in the Caithness Place Plan:

People

- health and wellbeing, including social isolation and loneliness
- young people's priorities such as spaces and opportunities to socialise, engage in cultural activity, improved mental and physical health support (e.g. with ADHD, Dyslexia), skills development (life and work)

Place

- disconnection with place (e.g. sense of belonging and ability to influence local decision-making)
- town centre improvements, especially high streets

Prosperity

- population decline
- youth migration

Our approach in each place will proactively build-in consideration of the above matters and the local demands set out in section 4.3 below, with a particular emphasis on the following:

Health and Wellbeing – this is core to all our work and builds the foundations on which people will drive change for themselves, each other and their community. This can only happen when people have supportive relationships, confidence and self-esteem. Our participatory approach fosters and embeds these dimensions, supporting improved health and wellbeing and reduced isolation.

This starts by taking creative activity to where people are - providing the opportunity for people and young people to engage in creative arts that they would not have otherwise. And it will be proactively supported through building local capacity amongst local partners and service providers to help embed creativity as a tool for wellbeing and community development across Caithness.

Young People's priorities – the Area Place Plan highlights a call from young people 'for service providers to be more aware of the barriers facing young people and families and to respond to improve inclusion'. These statistics reflect a significant need for opportunities that build skills, confidence, and local pride for our young people. Both residencies will focus on engaging with young people, developing a wide range of improved skills for life, learning and work. The latter includes the creation of a trainee socially engaged artist through CAIR.

Sense of place and empowerment – the Place Plan highlights a sense of disconnection: 'there was a strong feeling within the community about Caithness being overlooked and ignored, with many saying they believed key decisions about local service design and delivery were being made out with the County.' It is a sentiment which supports the finding that local people feel they are unable to influence local decision-making.

CAIR directly addresses these priorities by giving local people the tools and confidence to shape their own cultural and community futures, learning new skills and having fun together. Specifically, we will seek to:

- Spark collective action – using creative methods (performance, visual arts, storytelling, public art) to enable participants to explore local challenges and share their perspectives with decision-makers.
- Celebrate place – using joyful public sharing events we will amplify community voices and strengthen pride in Caithness.

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)

Since 2020, CAIR has been responding directly to local challenges by placing artists within communities, co-designing activity, and delivering sustained creative projects with tangible outcomes. Ongoing consultation with partners and participants has consistently highlighted a growing need for:

- more opportunities for people in rural and remote areas to engage creatively
- holistic activity that supports wellbeing and complements existing community provision
- improved opportunities for young people to develop skills for life, learning and work
- platforms for local voice and influence
- creative tools within health, social care and community settings
- support and development for artists to sustain careers in rural areas

Evidence from delivery partners

Local support for CAIR is demonstrated through multiple successful iterations, strong repeat partnerships and consistent requests for expansion. Community organisations regularly express the value of the programme:

'We know our young people really benefit from engaging in arts and creativity... helping them with confidence, relationships and their wellbeing' Wick Youth Club

CASWA described CAIR's impact on their service as transformative:

'Big impact is an understatement... it provided us with new, innovative and creative means of raising awareness of our service'

Partners involved in the most recent programme also highlighted the need for CAIR's proposed Training and Advocacy strand. Staff reported that creative tools strengthened their trauma-informed practice, enhanced how they engage people facing complex barriers, and gave them approaches they want to embed long-term. Many noted that this development would not have been possible without CAIR.

Evidence from participants

Participant feedback consistently demonstrates increased confidence, improved wellbeing, reduced isolation and stronger community connection. From our most recent evaluation:

The group has contributed to increasing my self-confidence... I felt safe enough to come out of my comfort zone

Going to the art group helped me find my passion for painting again... I feel happier in myself and more confident in my abilities

I would totally recommend this type of activity - it can help you see things more directly

The depth and quality of engagement is strengthened by CAIR's long-term, relationship-based approach. Public sharings, exhibitions and celebration events attracted families, support workers and the wider community, showing broad recognition of the programme's value.

Evidence from artists

CAIR is one of the few substantial, paid opportunities for socially-engaged creative practice in Caithness. Artists consistently report that the programme has had a significant positive impact on their development, confidence, wellbeing and future career. Several have progressed into further commissions and funding as a direct result. As one artist stated:

'This would not have been possible without the experience provided through this project' - Micah Mackay

Strategic and community-level demand

Consultation across community groups, schools and health and social care teams continues to highlight the need for accessible creative opportunities close to home, more support for young people's wellbeing, integrated creative approaches within care settings, and sustained, place-based provision. These priorities align closely with local and national wellbeing plans.

A proven and trusted model

The most recent Creative Scotland-funded phase demonstrated overwhelmingly positive outcomes, showing that CAIR improves wellbeing, reduces isolation, strengthens local services, deepens cross-sector collaboration and builds a skilled creative workforce.

Taken together, this evidence clearly demonstrates that CAIR is not only supported locally, it is needed, trusted and ready for further development in 2026.

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

	<p>(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?</p> <p>(500 words max limit)</p> <ul style="list-style-type: none"> • Approximately 50 recurring participants (recorded via locally maintained registers). • Approximately 500 local people indirectly engaged with CAIR through showcase and celebration events (recorded via locally maintained registers). • Two Artists in Residence hosted by local organisations in two communities and in place for nine months. • One young trainee Artist shadowing the AiRs. • Regular weekly CAIR events for participants. • Creative Activism Programme and Wellbeing-focused Sessions every other month. • Representatives from up to 5 local partner organisations engaged in regular Training and Advocacy events. • Up to 5 local artists engaged in a professional development programme to build their participatory practice • 2 final showcase events. • Interim and Final Evaluation and Learning reports for CRF and Inspiring Scotland.
	<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>(500 words max limit)</p> <p>By design and approach, our project aims to support and empower the communities we will work in to develop cultural activities that benefit individual and collective wellbeing. It is premised on the understanding that cultural activity has broad, interlinked benefits for people and communities, and that a participatory approach can lead to greater impact and drive unexpected outcomes.</p> <p>Like many Highland communities, these localities face barriers to engaging with cultural/creative activities because of social, economic, cultural, physical or other challenges. Therefore, a second priority we will seek to deliver is to widen access and ensure culture/creativity is valued and made accessible to everyone.</p> <p>Based on the above, we will seek to deliver four key outcomes. These are outlined below with potential indicators:</p> <ol style="list-style-type: none"> 1. Provide the opportunity for people to engage in creative arts that they would not have otherwise, have fun and feel joy and pride. <ol style="list-style-type: none"> a. I have learned new technical skills (e.g. music, drama, crafts, storytelling, dance etc.) 2. Bring people together, building connections and reducing loneliness. <ol style="list-style-type: none"> a. I have made new friends b. I have new people I can ask for help c. I feel less isolated d. I feel less anxious and/or depressed

- e. I am coping better with life

3. Enable and empower people to influence and take action on the local issues which matter most to them.
 - a. I feel I belong here
 - b. I feel I can influence decisions that affect the area
 - c. I care more about my community
4. Help participants develop a wide range of improved skills for life, learning and work.
 - a. I have learned new personal skills (volunteering, confidence working in a group, public speaking, teaching/coaching others etc.)

These outcomes will make a direct contribution towards meeting the priorities outlined above in the Caithness Place Plan. And collectively they support the creation of a better connected and more resilient community, the strategic objective selected in 4.4 (a).

Working with Inspiring Scotland, our approach to evaluation and learning will be supported by our participation in the Ideas Fund project which focused on wellbeing, research and collaboration, and the delivery of several arts-based wellbeing projects. This enabled us to develop an innovative system for measuring the impact of our work on participants, including methods such as:

- Wellbeing wheel using SHANARRI indicators
- Baseline, mid-point and end questionnaires to track changes in wellbeing, confidence, and engagement
- Use of the UCLA Loneliness Scale to measure isolation, one of the key issues faced by our participants
- Creative evaluation methods such as zine-making, storytelling, and group discussion to capture personal experiences and qualitative insights
- Session reports from facilitators capturing key moments and comments
- Ongoing reflection sessions with participants and project partners
- Using the Most Significant Change method to generate case studies and identify long-term impact

We will also track attendance, demographic data, progression routes (into education, training, employment) and ongoing links or nominations to other local services. We will also document the project through photography and film.

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

(500 words max limit)

If we are successful with this application, we will join Inspiring Scotland's national Creative Communities Scotland Programme. As part of a portfolio of 22 charities from across the country, this will provide us with access to a wealth of support, resources and experience as outlined in section 4.2(a).

This is materially important for us as an organisation seeking to further deepen our role as a key driver of creative and cultural activity in the Caithness and Sutherland area. It will not only assist us to strengthen our organisational capacity but help us to become financially more sustainable (e.g. drawing on Inspiring Scotland's prominent role as a key funder in Scotland and with deep relationships with other funders including Scottish Government) and develop in ways that ensure we are better able to address key areas of need in the communities we work in. This work also aligns with LAC's evolving Strategic Plans (please Appendix 1) which sets out our long-term approach to diversifying income, increasing earned revenue and building a more resilient financial model. These plans will guide how learning from CAIR informs future funding strategies, partnerships and long-term revenue development. Taken together, our involvement will ultimately help us to have greater impact, including support to address key challenges and opportunities in current and future place plans.

The delivery of this next iteration of the CAIR programme will be a critical next step in achieving these aspirations in two important ways:

- *Training and Advocacy* – this will be vital in building the capacity of local partners (public and third sector) to utilise creative approaches to strengthen individual and community health and wellbeing (especially mental health and removing the risk factors associated with isolation/loneliness). This will simultaneously support recovery for people struggling with poor health and wellbeing/loneliness and serve to prevent poor health and wellbeing/loneliness in the first place, building resilience. Also, this recovery and prevention focus will be further enhanced by supporting local professional artists to build their skills in participatory practice, an approach which will be central to engaging local people and enabling them to drive change for themselves and their family.
- *Creative Activism Programme* – the challenges facing our communities cannot be resolved without the input of local people. Therefore, this aspect of the CAIR programme seeks to enable and empower local people to be active citizens looking out for the welfare of others and their community. With this active citizenship, we believe a transformation can proceed, one in which local people seek to make local assets, services and decision-making work with and for their community.

Taken together, these aspects of our approach through 2026 will establish wider and deeper foundations and capacity for lasting change in the communities in which we work; a change that can take place with or without the continuing involvement of LAC. It would be a valuable legacy.

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)

LAC is committed to delivering all activity in line with our organisational Environmental Policy and Action Plan, which prioritises low-carbon working, reduced waste, and responsible resource use. Across all projects, we plan work using Creative Carbon Scotland's guidance and regularly monitor our impact through carbon tracking and staff training. This project will follow the same principles, ensuring environmental impact is minimised throughout planning, delivery and evaluation.

For CAIR specifically, we design all activity to take place as locally as possible, reducing travel by basing artists within community organisations in or near their own communities. This model significantly cuts down on car miles compared to traditional outreach or touring models and strengthens locally-rooted delivery. Where travel is required, lift-sharing, public transport or grouped trips are encouraged, with careful scheduling to avoid unnecessary journeys.

Workshops and participatory sessions will use low-waste and low-toxicity materials, drawing on recycled, natural or reclaimed materials wherever possible. Artists will be supported to use environmentally conscious approaches in their creative practice and all sessions will follow our organisation-wide guidelines on sustainable procurement, responsible disposal of materials and energy-efficient working.

Digital tools (remote meetings, shared online workspaces and virtual check-ins) will be used to reduce unnecessary travelling for planning, mentoring and partnership meetings. Many CAIR partnerships, such as those with youth teams, social care staff and third-sector partners already use hybrid communication, and we will continue to embed this approach.

The CAIR model also encourages real place-based connection, helping participants develop awareness of their local environment, heritage and land-use. In Caithness, where rural communities are often excluded from national climate conversations, this project will create space for people to articulate their experiences and perspectives on issues such as land management, renewable development, rural infrastructure and

environmental change. By embedding artists within community settings, we enable participants to explore these themes in ways that feel grounded in their own lived reality.

Through the Creative Activism strand, groups will be supported to use arts and creativity as a way of underpinning and exploring environmental initiatives relevant to Caithness. This may include imaginative approaches to land stewardship, conversations about biodiversity or creative responses to renewable energy developments and their impact on local identity and landscape. Activity will be designed to be engaging, accessible and entertaining, ensuring people who may not typically participate in climate or policy discussions have genuine opportunities to shape the narrative.

The whole project will be grounded in strong environmental sustainability and climate action themes, reflecting LAC's wider organisational commitment to low-carbon working and regenerative thinking. By combining participatory arts with climate literacy and local voice, we think CAIR provides a powerful mechanism for rural communities to reflect on environmental issues and contribute meaningfully to wider conversations about the future of Caithness.

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)

Inclusion is built into every stage of CAIR 2026. We know that in Caithness barriers such as transport, poverty, confidence, disability, and rural isolation can prevent people from engaging in cultural activity. Our approach is to identify these barriers early, respond to them directly and continually review how inclusive the project is in practice.

We will provide free access to all activities, free transport where needed, and deliver sessions in local, accessible venues where people already gather. We will also offer practical support such as buddying, snacks, flexible scheduling, and childcare where appropriate. Communications will use plain language and multiple formats to ensure people of all ages, abilities, and backgrounds feel welcome.

Partnership working is central to our approach to inclusivity. We work closely with leaders and representatives from distinct Caithness communities, including youth services, mental health support, disability groups, and community groups to co-design programmes that are accessible.

We have learnt that our participant access budget needs to be meaningful and flexible, with participants given the confidence and power to use it in ways that best support their own involvement.

We continue to refresh our Engagement Plan using data such as the SIMD to track who we are reaching, who we are not, and how to engage those excluded. In line with our EDI Policy and Action Plan, all projects are developed using our Access Touchstones Framework. This framework ensures that the needs of partners, artists, and participants are identified and met throughout, from creating Access Riders for facilitators to providing free transport, snacks, buddying, or alternative formats for participants. Access needs are reviewed weekly, with training provided where necessary.

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

	<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 </div>
--	--

<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>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Can you confirm if you have the Living Wage Accreditation or are planning to be certified?</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
<p>Is the Fair Work First statement on your organisation's website?</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
<p>How many people do you employ or how many volunteers do you have?</p>	15 staff 11 volunteers
<p>Do you currently pay the Real Living Wage hourly rate?</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<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 checked="" 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

<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 style="text-align: center;">  CRF overheads and management fees sum </div>		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Artist Fees x 2	Calculated at Standard Artist Union (SAU) rates pro rata £210 per day for 54 days.	Revenue	£22,680
Trainee Socially Engaged Artist	Based on SAU rates pro rata new graduate artist rates	Revenue	£1,810
Materials	Estimated at £1,000 per project based on prior experience.	Revenue	£2,000
Participant Access	Estimated at £1,000 per project based on prior experience to cover transport, buddying / carers, refreshments, childcare.	Revenue	£2,000
Training	£250 per project, based on previous experience for example Scottish Mental Health First Aid by Northeast Scotland College + £500 for collective community training.	Revenue	£1,000
Marketing and Documentation	£500 per project, based on previous experience	Revenue	£1,000

Sharing and Celebration events	£500 per project, based on previous experience	Revenue	£1,000
Project Management	Project management and overheads contribution based on 10% of the above costs of £31,490	Revenue	£3,150
Total revenue expenditure			£34,640
Total capital expenditure			£
TOTAL PROJECT COSTS			£34,640
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>Project costs are based on LAC's extensive experience of delivering the CAIR programme successfully over the past five years. These figures reflect real, evidenced costs drawn from previous iterations of the programme, including staffing, artist fees, materials, travel, venue use and evaluation. Costs have been refined over multiple cycles and represent an accurate and realistic projection of what is required to deliver a high-quality, trauma-informed participatory programme.</p> <p>Artist fees follow the Scottish Artist Union recommended rates. Material, operational and delivery costs are drawn directly from actual past expenditure, adjusted only for inflation and known changes in delivery.</p> <p>Value for money is achieved through;</p> <ul style="list-style-type: none"> • A proven, efficient delivery model that embeds artists locally and minimises travel and overheads • Strong, long-standing partnerships that contribute in-kind support and reduce duplication • Investment in training that strengthens local workforce capacity long-term • Sustainable procurement and low-waste approaches that keep operational costs low • A track record of delivering significant wellbeing and community outcomes for modest cost • An approach that builds community resilience, reducing future demand for external interventions 	

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"/>		
Total match funding				£0
CRF requested				£34,640
Total funding				£34,640
6.2	Will the project involve "in kind" support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.		<p>The project will benefit from in-kind support from our community partners, including expert staff time, specialist knowledge, access to participants, use of community spaces and ongoing collaboration throughout delivery. This contribution is essential to the success of the CAIR model and ensures strong value for money while deepening local ownership of the project.</p>	
6.4	Please explain why public funding is required to deliver the project.		<p>Public funding is essential because the project addresses needs that cannot be met through local resources or earned income. CAIR works with communities facing significant inequalities. In this context, there is no viable commercial model; participation must remain free and accessible to those who need it most.</p> <p>The CAIR model relies on long-term, relationship-based engagement between artists, partners and participants. This approach is resource intensive but crucial for achieving meaningful,</p>	

		<p>trauma-informed outcomes. Without public investment, delivery would become short-term and unable to meet community need.</p> <p>The project also generates wider social value e.g. improved wellbeing, stronger community networks and increased local capacity, that cannot be funded through ticket income or donations. Public funding ensures these long term benefits are realised and aligns with national priorities around wellbeing, prevention and fair access to culture.</p>
6.5	<p>Please explain what the remaining bank balances are for in your accounts.</p>	<p>Our remaining bank balances comprise a mix of restricted and unrestricted funds. The majority of the balance is restricted funding already committed to ongoing project delivery, including multi-year programmes and activity that is currently in progress. These funds cannot be used for any other purpose.</p> <p>The remaining portion consists of a small level of unrestricted and restricted reserves, held in line with good financial management and charity governance. These reserves are modest and are maintained to ensure organisational stability. They are not sufficient to deliver a project of this scale without public funding.</p>
6.6	<p>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</p>	<p>Our unrestricted funds are very limited and are held in line with our reserves policy. Maintaining a minimal reserve is essential to manage income gaps between funding payments, cover unforeseen costs and ensure we can continue to operate safely and responsibly.</p> <p>These unrestricted funds are not sufficient to deliver a project of this scale, nor can they be diverted without putting the organisation at financial risk.</p>

6.7	<p>If you are applying for 100% funding for your project, please explain why no match funding is available.</p>	<p>We recently applied to Inspiring Scotland's Creative Communities Scotland Fund for 100% of the project costs, but despite being one of the top 50 applicants (out of 307), we were unsuccessful. However, Inspiring Scotland have indicated that if we can raise the necessary funding, they would be happy for Lyth Arts Centre to become part of their national Creative Communities programme, enabling us to access their support (e.g. dedicated fund manager, assistance with evaluation and learning and, specialist volunteer support on for example governance, IT, legal, HR, marketing etc) as well as be part of their wider learning exchange network. This would be invaluable to our organisation and those we support. There is unfortunately some time pressure to raise these funds as the next iteration of Inspiring Scotland's programme commences January 2026. This sits behind our application for 100% of the required funds via CRF.</p>
-----	--	---

SECTION 7 – INCOME GENERATION

7.1	<p>Will the project generate income?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
7.2	<p>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>	
7.3	<p>How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?</p>	<p>N/A</p>
7.4	<p>Have you considered taking out a loan for the project?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
7.5	<p>If not, please state why?</p>	<p>Not applicable given the nature of the activities being proposed i.e. no assets being acquired or developed</p>
7.6	<p>Have you previously received public funding?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
7.7	<p>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</p>	

Funding	Date	Amount £	Public Subsidy?
Please see attached spreadsheet	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"/>

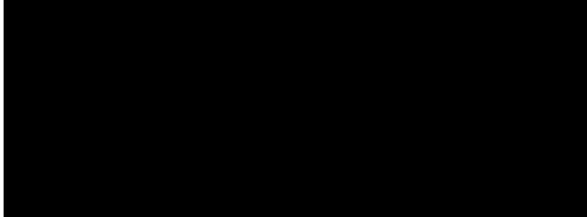
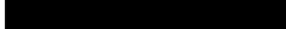
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>	
--	-------------------------------	---	--	--

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.

	Date: 04/12/2025
Signature:	
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 type="checkbox"/> NA <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 type="checkbox"/> No <input type="checkbox"/> NA <input checked="" 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 Friday 5th December 2025.

If you have any issues in completing the application form, please contact us at communityregenerationfund@highland.gov.uk

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4193
1.2	Organisation	Wick Development Trust
1.3	Project title	Camperclean Unit for Wick River Campsite
1.4	Summary of project you wish to be funded (max 250 words)	<p>The project is for the purchase and delivery of a Camperclean unit and backflow prevention pump, which is an important safety mechanism to stop any contaminated water from the cleaning process backflowing and entering clean drinking water.</p> <p>Camperclean is a contained unit that accepts camper toilet cartridges into the unit, closes and then vacuums out any waste, cleans, then refreshes with water and sanitiser making the emptying/cleaning process more pleasant.</p> <p>There are only 18 units currently in the UK, 4 in Scotland; the closest to Wick is 210 miles away in Oban.</p> <p>Camper waste cartridge emptying can for many be an unpleasant aspect of camping/caravanning. The Camperclean reduces contact with bodily fluids and excrement, odours and uses organic biodegradable environmentally friendly additives instead of chemical additives.</p> <p>There have been reports of grey and black waste being disposed of in Caithness and surrounding area, and there may have been environmentally damaging chemicals released. This cleaning unit would be an appealing and unique offering, benefiting people staying on the campsite or utilising its facilities, it promotes responsible waste disposal;</p>

		which also benefits Caithness, its residents and the surrounding area. It showcases to visitors the facilities available at Wick River Campsite and may result in increased visitor stays using the Campsite, Wick Town Centre and local businesses. There will be a chargeable cost to use the unit which will contribute to maintenance costs, consumables and running costs, once these costs are deducted profits will be used to fund community regeneration projects in Wick.	
1.5	Project costs	Total project cost	£18,577.30
		Match funding	£8,245.00
		CRF grant requested	£10,332.30
1.6	Start date	01/01/2026 Or as soon as funding is available	
1.7	End date (max 12 months from start date)	31/10/2026 Purchase of equipment – by 31/03/2025 (in line with HIE deadline) Final reporting on outcomes – 31 st October 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 type="checkbox"/> No <input checked="" 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	Wick Development Trust	
2.2	Address and postcode	Wick River Campsite, Riverside Drive, Wick, Caithness KW1 5SP	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	Development Manager	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://www.wickdt.co.uk/	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):

2.9	Organisation registered number	Company number SC647148, Charity number SC051307	
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.	449616070	
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.	Wick River Campsite, Riverside Drive, Wick, Caithness KW1 5SP
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"/> 6 Years 6 Months With the entitlement to extend the lease by a further 10 years from the term end date.
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)	

Purchase and delivery of Camperclean unit and backflow prevention pump	31/03/2026
Monitoring and reporting of data and outcomes	31/10/2026
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

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

There have been many reports of grey and black waste being disposed of in Caithness and the surrounding area, and there may have been environmentally damaging chemicals released. Having this cleaning unit is a unique offering, benefiting people staying on the campsite or utilising its facilities, it promotes responsible waste disposal; which also benefits Caithness, its residents and the surrounding area. It showcases to visitors the facilities available at Wick River Campsite and may result in increased visitor stays using the Campsite, Wick Town Centre and local businesses. Lots of areas have seen an increase to campervans/motorhomes thinking they are 'wild camping' or staying in laybys, there is local support and encouragement to see them utilise campsites and their facilities.

Profits from the project will be used to undertake community and regenerative projects in Wick.

Supporting documents for need are as follows and attached -

The Highland Council Visitor Management Plan

Nature Scot – Scotland's North Coast 500 B-Line

SEPA

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

Local Place Plan in preparation

Caithness Area Place Plan Report - comments recognise the need in Nature and Environment and Tourism features throughout the issues and themes section.

Prosperity – Tourism

The use of the Camperclean may encourage people to stay longer in Wick and use the Town facilities and businesses. The profits from the use of the Camperclean unit will support community regeneration projects.

People – health and wellbeing

By encouraging responsible disposal of waste this will reduce the impact of irresponsible disposal. The projects that will be able to be undertaken in Wick will have a positive impact on people and their health and wellbeing.

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

Comments from the community in the Caithness Area Place Plan Report

Please also see letters of support from

- Caithness Voluntary Group

- Royal Burgh of Wick Community Council

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 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?

To provide a Camperclean unit that will attract tourists to use, provide an income stream to fund community projects and positively impact on responsible waste disposal.

Outputs will be measured by

- Number of uses of the unit (short term)
- Feedback and reviews from guests and people using the facility (short term)
- Potential projections for future community projects (long term)
- Responsible waste disposal (short and long term)

This will aid economic recovery by encouraging tourism and aid in sustaining growth by generating an income to fund/support with funding projects in Wick.

(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?

- Use of the Camperclean unit - number of uses of the unit (short term) – data collected to compare uses month by month comparisons.
- Increase Tourism awareness and access of Camperclean – Promotion on website, information and social media and gain feedback and reviews from guests and people using the facility (short and long term).
- To fund future community projects (long term) – review of budget and projections document at the end of the season to compare and identify a longer term forecast.
- Responsible waste disposal (short and long term) – data collected on disposal accessed by non-campsite staying tourists and comparisons on monthly basis.

The lasting benefits and legacy would be a sustainable project that will continue to pay for itself and profits used to fund community projects.

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

The project will charge for use of the Camperclean, maintenance and running costs will be deducted from the charge. Profits will be used to support community projects and regeneration in Wick. Please see budget and projections 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.

The provision of the Camperclean unit will contribute to and promote responsible cartridge waste disposal. The solution used is an environmentally friendly biodegradable sanitiser which is better for the use and disposal and would have a lesser environmentally chemical impacting effect.

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

The specific target group will be tourism but the whole community of Wick will benefit from the profits enabling community projects to be carried out in Wick.
The campsite has accessible facilities.

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

Yes No

ensure it is signed by an appropriate workplace representative.			
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?	9		
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

		Total revenue expenditure	£0.00
		Total capital expenditure	£18,577.30
		TOTAL PROJECT COSTS	£18,577.30
		Is VAT included in these costs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Can you confirm that the costs above have not already been incurred or committed to?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	There is only one UK supplier for the purchase of the Camperclean unit therefore only 1 quote is supplied. The income generated will cover the maintenance and running costs and following deductions profits will be used for community projects.	
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.		
Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
Highlands and Islands Enterprise	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1 st July 2025	£8,245
	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		£8,245	
CRF requested		£10,332.30	
Total funding		£18,577.30	
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.	Without the funding the project will be unable to go ahead and match funding would be lost.
6.5	Please explain what the remaining bank balances are for in your accounts.	Restricted reserves for other 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.	Current unrestricted reserves are £280.12 which would not fund the project.
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.	Once maintenance and ongoing costs are deducted profits will be used to fund community projects and regeneration in Wick. Please see attached cost projections.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	There is not another unit within 210 miles of Wick, letters of support are submitted with this application.
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?	Do not want to incur a debt for this project as community benefit would not be achieved for a long period of time.
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?
Community Regeneration Fund 2022	Click or tap to enter a date.	£39,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
Caithness & North Sutherland Fund 2023	Click or tap to enter a date.	£16,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
SPR Caithness Communities Fund 2023	Click or tap to enter a date.	£2,487	Yes <input type="checkbox"/> No <input type="checkbox"/>
Community Regeneration Fund 2024	07/07/2025	£52,329.24	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.
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>	

Signature: 	Date: 04/12/2025
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 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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Reason for missing documentation:

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

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

Appendix 2 - Technical Assessment RAG Summary Spreadsheet

CRF ref	Organisation	Project title	Project description	Total project cost	Grant Requested	CRF % rate	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities Issues/Impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	Project Officers Comments
4040	John O'Groats Development Trust	Development of Playpark at John O'Groats	This project is to undertake a full redevelopment of the Playpark at John O'Groats. This will be phase 1 of a much bigger project to create a 'Generational Park' which will include the a children's play area with play equipment for all ages and abilities. It is the aim to provide a "destination" play facility that will attract visitors from all over the Highlands as well as for local people from across Caithness who will take the time to visit and spend time in John O'Groats.	£ 439,746.72	£ 150,000.00	34.1%	2	3	3	3	3	2	3	3	2	3	27	Locally this has been an extremely well supported project, and a long time in development. The level of local support can be evidenced in part by the amount of money that has been fundraised in the community. The Trust are seeking to work in partnership with Highland Council using expertise to ensure best value and sustainability in the park's operation. The request is quite high, but the project is ambitious and the Trust have secured significant match funding. The assessment gives amber for meeting local priorities as whilst it does meet local JOG priorities, it's not clear how it meets the wider Caithness priorities as a destination playpark. There are also some procedural issues that need to be clarified hence the amber for robustness.
4191	Caithness Voluntary Group	Caithness Rural Transport - Minibus	To replace our ageing 16 seat + driver minibus that is used for our rural transport service in Thurso as well as for hire by Community Groups across Caithness.	£ 43,500.00	£ 43,500.00	100.0%	3	2	3	3	3	2	2	2	3	3	26	The membership and users numbers help to demonstrate the need and demand for a rural transport service in Caithness. The applicant has demonstrated a sound understanding of operating the service, the costs involved and the income required. The service provided fits with priorities highlighted in the Caithness Area Place Plan, and in terms of equalities this minibus is specifically sought for accessibility needs. Amber gradings for engagement and support as no letters or emails offered just the existing use data; environmental sustainability as the minibus will be diesel fuelled. Match funding is amber as the existing minibus will offer a trade in value.
4192	Caithness Voluntary Group	CVG Third Sector Support Officer	The project proposes to enhance CVG's current services due to the amount of third sector organisations seeking assistance from CVG, by employing a support officer for up to 5 days per week to offer support and guidance to community groups and organisations across Caithness through the creation of organisational health checks.	£ 38,451.96	£ 30,758.00	80.0%	3	3	3	3	3	2	3	3	3	2	28	CVG have identified that a number of local community and third sector organisations are struggling with their governance post Covid, which has placed some on the "at risk" register and indeed some have had their charitable or SCIO designations removed. This project seeks to provide support with organisation health checks covering organisational structure, governance, finance, etc. CVG have a track record of supporting organisations in Caithness and already have the structure and communication links in place to deliver this project. Graded amber for additionality as some very limited support could be carried out without CRF funding.
4193	Wick Development Trust	Camperclean Unit	The project is for the purchase and delivery of a Camperclean unit. Camperclean is a contained unit that accepts camper toilet cartridges into the unit, closes and then vacuums out any waste, cleans, then refreshes with water and sanitiser making the emptying/cleaning process more pleasant. Part of the aim is to reduce grey and black waste being disposed of inappropriately across Caithness and surrounding area. There will be a charge to use the unit which will contribute to operating costs, with profits used to fund community regeneration projects in Wick.	£ 18,577.30	£ 10,332.30	55.6%	3	2	3	3	2	3	3	3	2	3	27	This funding request is to match fund with HIE, for the Trust to purchase a self contained "Camperclean" unit for the Riverside Campsite in Wick. The unit is the final piece in the jigsaw of the campsite redevelopment and targets the offer of a unique service which not only empties waste cassettes, but also cleans and sterilises them. The aim of the project is to try to reduce inappropriate dumping of waste at the roadside across Caithness, and to generate an income which can be reinvested in the Trust's wider aims to regenerate the town of Wick. The application has scored amber on engagement and support as there is limited supporting letters with the application; and similarly the project links to elements of the area place plan relating to tourism management.
4194	Lyth Arts Centre	Caithness Artists in Residence (CAIR) 2026	Initiated in 2020, funding will deliver the next phase of our Caithness Artists in Residence (CAIR) programme through 2026; an ambitious, community-led programme placing artists at the heart of Caithness life. CAIR will support underrepresented and underserved people (50 directly and 500 indirectly) to develop cultural confidence, advocacy and skills, using creativity as a tool for wellbeing.	£ 34,640.00	£ 34,640.00	100.0%	3	2	3	3	3	3	2	2	3	3	27	CRF has part funded Caithness Artists in Residence previously in 2024, and the programme has delivered positive impacts across a significant number of attendees and their family. The application presents a well planned project with a clear aim and identified outcomes and expected outputs. The project reflects well on its accessibility and consideration of equalities, and fits in with priorities in the Caithness Area Plan. The applicant could have demonstrated more recent community engagement to demonstrate support, but has relied on feedback from previous years. Amber for match funding due to in kind support from Creative Communities.

Area Allocation (HCCF & PBIP) following August 2025 Caithness Committee

£ 650,917.95

Total applied for

£ 269,230.30

Remaining funding if all applications are approved

£ 381,687.65

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.