

# The Highland Council

Agenda Item	8
Report No	WRSL/06/26

**Committee:** Wester Ross, Strathpeffer & Lochalsh

**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 Wester Ross, Strathpeffer & Lochalsh Community Regeneration Fund (CRF) allocation for discussion and decision by Members.

## 2 Recommendations

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

## 3 Implications

- 3.1 **Resource** – Wester Ross, Strathpeffer & Lochalsh area has available remaining funding of £284,013.77 from the current CRF allocation. The applications under consideration total £79,725.20 and therefore there are no resource implications in approving the CRF funding award as requested.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

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

## **4 Impacts**

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

## **5 Background**

- 5.1 Community Regeneration Funding is an umbrella term for several funds that are available for communities/organisations to access in Highland. It currently comprises elements of the Highland Coastal Communities Fund (HCCF) and the Place Based Investment Programme (PBIP), both of which are Scottish Government Funding streams to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.
- 5.2 Broad eligibility criteria for the fund 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;
- 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 Wester Ross, Strathpeffer & Lochalsh Area Place Plan. This is in line with the policy direction set by the CRF Strategic Sub-Group in February 2025.

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

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

Therefore, Members had a total of £555,393.80 available to allocate in 2025/26.

Previously Members had approved a total of £271,380.03 for 10 projects at Wester Ross, Strathpeffer and Lochalsh Committee on 4 August and 3 November 2025, which leaves £284,013.77 available at present.

A total of four applications are under consideration by Members today with a total grant request value of £79,725.20.

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

- **Appendix 1** – Project Application Forms
- **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: 22 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 12 noon on Friday 5<sup>th</sup> December 2025.**

If you have any issues in completing the application form, please contact us at [communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk)

### **SECTION 1: PROJECT SUMMARY**

1.1	<b>Project reference number</b>	CRF4195
1.2	<b>Organisation</b>	Wester Ross Biosphere Ltd
1.3	<b>Project title</b>	Transitioning to a Sustainable Future for the Wester Ross Biosphere and its Communities
1.4	<b>Summary of project you wish to be funded (max 250 words)</b>	<p>Wester Ross Biosphere Ltd (WRB) is seeking support to complete the region's first 10-year UNESCO Periodic Review and to maintain the core capacity needed to deliver this work. The Review is a mandatory requirement for keeping the UNESCO Biosphere designation for another decade beyond 2026. Funding will allow WRB's existing staff to gather evidence, prepare the Review documentation and present the findings through a small number of accessible in-person sessions.</p> <p>The reduction in community support services in the area has increased the number of requests WRB receives for local insight and coordination. Maintaining basic organisational capacity during the Review period will help at a time when the workload is already high.</p> <p>The project also supports the continued development of WRB's consulting services, which contributes to future financial sustainability.</p>

1.5	Project costs	<b>Total project cost</b>	£38,093
		<b>Match funding</b>	£ 0
		<b>CRF grant requested</b>	£ 38,093
1.6	<b>Start date</b>	01/02/2026	
1.7	<b>End date</b> ( <i>max 12 months from start date</i> )	31/07/2026	
1.8	<b>Please confirm you have read and understood the <a href="#">CRF privacy notice</a></b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	<b>Artificial Intelligence Assistance Declaration</b>	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 <a href="#">Use of AI in Funding Application Guidance</a> .			

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	<b>Organisation</b>	Wester Ross Biosphere Ltd	
2.2	<b>Address and postcode</b>	Registered Office: c/o Campbell Stewart MacLennan & Co, Unit 3 Broom Place, Portree, IV51 9HL <div style="background-color: black; height: 20px; width: 100%;"></div>	
2.3	<b>Main contact name</b>	<div style="background-color: black; height: 20px; width: 100%;"></div>	
2.4	<b>Position in the organisation</b>	Chair	
2.5	<b>Contact number</b>	<div style="background-color: black; height: 20px; width: 100%;"></div>	
2.6	<b>Email address</b>	<div style="background-color: black; height: 20px; width: 100%;"></div>	
2.7	<b>Website address</b>	<a href="http://www.wrb.scot">www.wrb.scot</a>	
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	Registered Scottish Charity no. SC050721 Reg. no. SC548352	
2.10	<b>Is the organisation VAT registered?</b>	<b>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must</b>	

		<b>notify the CRF Team as this may affect the offer of grant.</b>  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.11	<b>If the organisation is VAT registered, please provide the number.</b>	n/a
2.12	<b>Is the VAT related to the project being reclaimed from HMRC?</b>	<input type="checkbox"/> Whole <input type="checkbox"/> Partial <input checked="" type="checkbox"/> None
2.13	<b>Provide details of VAT exemptions.</b>	

### SECTION 3: PROJECT DETAILS

3.1	<b>Please confirm the location of the project including post code.</b>	<b>Wester Ross and Lochalsh</b>
3.2	<b>Are you applying on behalf of a partnership project?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	<b>Is there a partnership agreement in place?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	<b>Is your organisation the lead applicant?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	<b>Do you own the land or asset?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	<b>Are you leasing the land or asset? If so, what is the term left on your current lease agreement</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  <div>Years Months</div>
3.7	<b>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.</b>	n/a
3.8	<b>Does the project require planning permission or other statutory regulatory consents?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	<b>If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.</b>	n/a

### SECTION 4: THE PROJECT PROPOSAL

4.1	<b>List the main activities required to deliver the project including timescales.</b>	
<b>Activity name</b>		<b>Achieve by (date)</b>
Work on the WRB 10-year Periodic Review for UNESCO		31/07/2026
Creation of the next 10-year Management Plan for WRB		31/07/2026

Develop Social Enterprise Model for financial sustainability	31/07/2026
Raising the profile of, and engagement with the WRB across Wester Ross	31/07/2026
	Click or tap to enter a date.
	Click or tap to enter a date.

4.2

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

Wester Ross Biosphere Ltd (WRB) is the community-led charity that manages the region's UNESCO Biosphere designation. At present it is experiencing a significant shortfall in capacity and resources during a period of high demand. WRB must complete the region's first 10-year Periodic Review, which is a mandatory requirement from UNESCO for maintaining the designation beyond 2026. The Review involves gathering evidence, coordinating consultation, mapping activity over the past decade, and preparing the formal submission that confirms the region's continued eligibility within the international network of Biospheres.

The WRB area is also experiencing a wider reduction in local capacity. The withdrawal of SLCVO from Wester Ross created a gap in support for community organisations and small trusts. Many of these groups rely on light-touch coordination, early project development support, and help to connect with partners or sources of information. WRB is being approached more often to provide this kind of assistance, and the level of need now sits beyond the organisation's current resources. This places pressure on community-led projects that often require steady support at early stages.

This project will sustain the core staff and organisational capacity required to carry out the UNESCO Review and maintain continuity during a period of transition. Dedicated capacity allows WRB to complete essential Review tasks such as evidence compilation, engagement sessions, and preparation of the Review documentation. A completed Review secures the region's international designation and the relationships, visibility, and collaborative opportunities that sit within the Biosphere network.

The project also supports an opportunity to strengthen the future resilience of the organisation and provision of support to community groups across Wester Ross. WRB is developing a more sustainable operating model that reflects the needs of rural communities and the limited availability of support across the area. This includes the further development of a social-enterprise consultancy approach that can generate earned income, provide practical assistance to community groups with limited capacity, and reduce the organisation's reliance on short-term grants.

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

Yes. The Wester Ros Biosphere area covers several LPP areas but the Wester Ross, Strathpeffer and Lochalsh Area Place Plan (APP) identifies several priorities that align directly with the needs addressed by this project. The Plan highlights the widespread reduction in local capacity across Ward 5 and describes how community organisations often rely on external coordination and support to move projects forward. This theme appears throughout the APP, including under the People and Prosperity sections, where communities raise concerns about limited access to practical support, skills, early project development, and trusted local coordination.

It also places strong emphasis on safeguarding cultural and natural heritage, strengthening resilience, and improving the systems that help communities take part in local decision-making. These areas are closely linked with WRB's remit as the manager of the UNESCO Biosphere designation. The Review process itself draws directly on the region's cultural identity, land use, climate priorities, place-based planning, and community-led ambitions.

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**

Local support for this project is reflected in the way community organisations and partners have sought assistance from WRB for help with coordination, evidence gathering, and early project development. These

requests have demonstrated the value placed on having a small, locally based team that understands the area and can respond to emerging needs.

Further evidence comes from the engagement process for the Area Place Plan. The APP was developed through surveys, six workshops across the ward, and discussions with youth groups, community organisations and partners. Participants identified the importance of place-based support, shared learning and access to practical help when progressing community-led projects.

**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?**

**Periodic Review preparation** (Collecting and organising the information needed for the submission)

- datasets and evidence gathered
- draft Review document produced
- Preparation of new 10-year Management Plan
- Review submitted to UNESCO

**Engagement for preparing & presenting the Review** (Contact with partners and community groups to gather information for the Review)

- number of groups engaged
- meeting notes and submissions received
- in person drop-in events across WRB area (these are intended to make the draft Review accessible and to give people the chance to note any missing or incorrect details before the Review is finalised)

**Maintaining essential organisational capacity** (Keeping core functions running)

- activity logs and responses recorded
- staff time tracked against Review tasks


**Strengthening WRB’s consulting service** (Building on existing services and identifying opportunities for growth.

- updated service areas
- notes from discussions with potential clients or partners
- revised internal planning documents

**(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?**



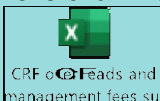
	<p><b>Securing the UNESCO Biosphere designation for the next decade</b> which enables the region to move into the next decade with a recognised and confirmed status. This will be measured through the acceptance of the Review by UNESCO and confirmation that the designation is maintained, along with WRB's continued participation in and mandatory reporting to the wider <a href="#">UNESCO MAB network</a>.</p> <p><b>Understanding of activity across the Biosphere region</b> which brings together a clearer picture of what has taken place over the past decade. It strengthens WRB's own understanding of local activity, partnerships and priorities, and helps the organisation communicate this more effectively to funders and partners. Measurement focuses on the completion of the Draft Review, the accuracy of the material compiled, and how this information informs future planning and discussions with stakeholders.</p> <p><b>Greater organisational stability through a period of transition</b> which will help steady the organisation at a time when capacity is stretched. The outcome is a more manageable workload during the Review period, which supports both delivery and day-to-day operations. This will be measured through continuity of activity, staff retention and the organisation's ability to manage essential enquiries.</p> <p><b>Continued development of <a href="#">WRB's consulting services</a></b> with work focussing on refining service areas, improving processes and identifying opportunities. Progress will be measured through updated planning documents, development of service areas and early discussions or enquiries that help show where future demand may sit.</p>
<b>4.5</b>	<p><b>How will the project be supported/maintained/sustained after CRF funding?</b></p> <p>WRB's consulting service will continue developing as a source of earned income during the funding period. We will refine what the service offers and identify where it can support community organisations, public bodies and regional/national partners. The aim is to grow this into a steady income stream that contributes to core costs and reduces reliance on short-term grants, but we are aware that this will take time.</p> <p>WRB is exploring longer-term funding options while the consultancy matures. Discussions are earmarked with funders such as the National Lottery Heritage Fund to explore multi-year opportunities that reflect local priorities (i.e. culture, place, climate and community capacity). Conversations with regional stakeholders, including public-sector partners, will continue with a view to identifying shared areas of work that could be funded jointly, through partnership bids or shared delivery models.</p>
<b>4.6</b>	<p><b>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.</b></p> <p>Most of the project's work is desk-based. There will be in-person activity scheduled linked to presenting the findings of the UNESCO Periodic Review. Drop in sessions will be planned carefully so that travel is efficient and grouped by location, with carsharing encouraged (including for WRB team delivering these events). Sessions will be held in accessible venues within communities to reduce additional travel for residents and partners.</p> <p>Information will also be shared online so that people who are unable or do not wish to attend in person can still participate. Follow-up conversations, evidence gathering and coordination with partners will continue to take place mainly through online meetings, phone calls or email to limit travel where possible.</p> <p>The project also underscores the principles of the UNESCO Biosphere Programme, which promotes sustainable development, nature conservation and research. Completing the Periodic Review helps show how the region contributes to these aims and keeps our work in line with UNESCO's wider priorities on sustainability, participation and cooperation across designated sites.</p>
<b>4.7</b>	<p><b>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</b></p>

	<b>project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups?</b>
<p>The project is designed to be open to people across the area, including those with protected characteristics. Materials will be shared in clear, plain language, and sessions will be organised in venues that meet basic accessibility standards.</p> <p>The project does not target specific groups, but it aims to ensure that no one is excluded from understanding the findings of the Periodic Review. The focus is on making the information easy to access, whether in person or remotely, and on giving people straightforward ways to raise any issues or note missing information.</p>	
<b>4.8</b>	<p><b>All applicants are required to provide a statement on how the organisation is committed to advancing the <a href="#">Fair Work First Policy</a> 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.</b></p> <p><b>PLEASE NOTE-</b> 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 <a href="#">Fair Work First guidance</a> for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <p> FWF statement and declaration template.docx</p>
<p><b>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.</b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p><b>Can you confirm if you have the Living Wage Accreditation or are planning to be certified?</b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>	
<p><b>Is the Fair Work First statement on your organisation's website?</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>	
<p><b>How many people do you employ or how many volunteers do you have?</b></p> <p>3 employees, 10 volunteers</p>	
<p><b>Do you currently pay the Real Living Wage hourly rate?</b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>	
<p><b>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</b></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p><b>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</b></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

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



Budget Heading	Detailed Costs	Revenue/Capital	Amount
Staff Salary + on costs	General Manager (1.0 FTE) for 6 months	Revenue	19584
Staff Salary + on costs	Communities Officer (0.5 FTE) for 6 months	Revenue	9509
Travel & Subsistence / Meeting Costs	Travel & subsistence and materials required for delivery of Periodic Review activities and in-person engagement sessions.	Revenue	2500
Professional fees	Business transition support costs, accountancy & insurance advice, etc.	Revenue	6500
Total revenue expenditure			£ 38,093
Total capital expenditure			£ 0
<b>TOTAL PROJECT COSTS</b>			<b>£ 38,093</b>
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.	WRB will be using existing staff to complete the UNESCO Periodic Review, Costs are limited to essential staffing and modest travel for Review tasks and drop-in sessions. Most coordination and evidence gathering will take place online to keep expenses low. The project also supports the ongoing development of WRB's consulting service, which helps strengthen future income and reduce reliance on public funding.	

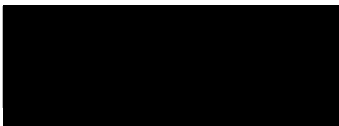

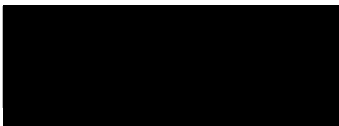

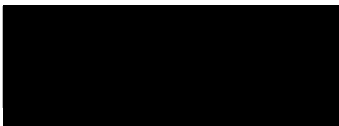

<b>SECTION 6 – MATCH FUNDING (if applicable)</b>			
Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.			
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.		
<b>Name of funder</b>		<b>Confirmed?</b>	<b>Date Confirmed or Decision Expected</b>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Total match funding</b>			<b>£</b>
<b>CRF requested</b>			<b>£</b>
<b>Total funding</b>			<b>£</b>
6.2	<b>Will the project involve “in kind” support?</b>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.		Board members provide strategic guidance, sector knowledge and local insight on an unpaid basis. The volunteer treasurer provides support with accountancy. WRB’s existing networks and relationships across the region also support delivery without additional cost.
6.4	Please explain why public funding is required to deliver the project.		Even though our organisation manages an internationally recognised UNESCO designation, we receive no core financial support. Public funding is required because at present we do not hold reserves that could cover the staffing needed to complete the Periodic Review, which is a mandatory requirement for maintaining the designation. Income from our consulting service is growing but is not yet at a level that can support core posts during this period.

6.5	<b>Please explain what the remaining bank balances are for in your accounts.</b>	The remaining bank balance shown in WRB's accounts is already allocated to existing project commitments and day-to-day operational costs. These funds cover pre-existing project delivery, contracted work, insurance, essential administration and other basic obligations that the organisation is required to meet.
6.6	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	As noted above, the small amount of unrestricted funding is already needed for essential operating costs and cannot be used to support staffing for the Periodic Review or as match funding.
6.7	<b>If you are applying for 100% funding for your project, please explain why no match funding is available.</b>	No match funding is available because WRB does not receive core support and has no reserves that could contribute to staffing for the Periodic Review. Any unrestricted income is already committed to essential operating costs, as noted above, and the consulting service is not yet generating surplus income that could be used as match funding.

## SECTION 7 – INCOME GENERATION

7.1	<b>Will the project generate income?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	<b>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.</b>	
7.3	<b>How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?</b>	<p>The project will not disadvantage local organisations or businesses, as it focuses on preparing the UNESCO Periodic Review and does not replace or compete with any local services. The work is internal to WRB and centres on documenting activity from the past ten years and sharing the findings.</p> <p>Local organisations have interacted with WRB through recent projects and have contributed information that informs the Periodic Review. WRB's consulting service also includes contracts delivered outside the Biosphere area, which brings income back into the region rather than drawing work away from local organisations.</p>
7.4	<b>Have you considered taking out a loan for the project?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.5	<b>If not, please state why?</b>	
7.6	<b>Have you previously received public funding?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>7.7</b>	<b>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</b>			
	<b>Funding</b>	<b>Date</b>	<b>Amount £</b>	<b>Public Subsidy?</b>
	Highlands and Islands Enterprise – DMO funding	2021-2024	£183,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Highland Council – Strategic Events Grant (UKSPF)	06/08/2025	£8,200	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Bòrd na Gàidhlig – Gaelic Development Officer	2022-2025	£ 50,400	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	<i>The above funding amounts were project grants and were not awarded under public subsidy.</i>	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION</b>			
<b>8.1</b>	<b>Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.</b>		
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>			
<table border="1"> <tr> <td> <b>Signature:</b>    <b>Print:</b>  </td> <td> <b>Date:</b>  01/12/2025 </td> </tr> </table>		<b>Signature:</b>   <b>Print:</b> 	<b>Date:</b> 01/12/2025
<b>Signature:</b>   <b>Print:</b> 	<b>Date:</b> 01/12/2025		

**Please Ensure You Also Complete the Attachments Checklist Below**

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

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](mailto: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 5<sup>th</sup> December 2025.**

If you have any issues in completing the application form, please contact us at [communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk)

### **SECTION 1: PROJECT SUMMARY**

1.1	<b>Project reference number</b>	CRF4196
1.2	<b>Organisation</b>	Lochalsh & Skye Swimming Pool Association
1.3	<b>Project title</b>	Building Resilience for our Future
1.4	<b>Summary of project you wish to be funded (max 250 words)</b>	<p>Lochalsh &amp; Skye Swimming Pool Association (t/a Lochalsh Leisure Centre) owns and operates the community swimming pool, gym and health suite which serves wider Wester Ross, Lochalsh and South Skye. The building, opened in 1992, has been well maintained with various upgrades and extensions through the years.</p> <p>The plant and services are reaching end of life and therefore options for increasing resilience of the building, reducing the operating costs and providing an even better service need explored now.</p> <p>Energy costs and wages have increased substantially, while some support interventions have decreased both in amount and significantly value. Reducing operating costs is critical to a sustainable future.</p> <p>To do this, we need to explore the various options available to the Centre and decide on the optimum development.</p>



		<p>We invited a local firm of architects to quote for RIBA Stage 1 &amp; 2. They have experience as a user of the Centre as well as architectural skills. Additional professionals will survey the condition of the building utilising existing recent studies. We will develop a brief in conjunction with stakeholders to inform the generation of a series of options by professionals. This will lead to preferred option with an Outline Cost Plan.</p> <p>The next stage will be the development of RIBA Stage 3&amp;4. Consultants will use this project to prepare applications for statutory consents. Following completion of technical drawings, we will then be in a position to invite contractors to tender for the works.</p>	
1.5	Project costs	<b>Total project cost</b>	£19380
		<b>Match funding</b>	£3000
		<b>CRF grant requested</b>	£16380
1.6	Start date	02/02/2026	
1.7	End date ( <i>max 12 months from start date</i> )	30/07/2026	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Artificial Intelligence Assistance Declaration	<p>Have you used any form of AI assistance in the preparation of this application?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
For guidance on the appropriate use of AI in funding applications, please refer to <a href="#">Use of AI in Funding Application Guidance</a> .			

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Lochalsh & Skye Swimming Pool Association
2.2	Address and postcode	Douglas Park, Kyle of Lochalsh, IV40 8AB
2.3	Main contact name	██████████
2.4	Position in the organisation	Chair
2.5	Contact number	██████████
2.6	Email address	████████████████████

2.7	Website address	https://lochalshleisure.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	SC126234 SC002981	
2.10	Is the organisation VAT registered?	<b>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.</b>  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2.11	If the organisation is VAT registered, please provide the number.	596 8985 425	
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.	The organisation cannot reclaim VAT except on sales of sundry items.	

SECTION 3: PROJECT DETAILS			
3.1	Please confirm the location of the project including post code.	Douglas Park, Kyle of Lochalsh, IV40 8AB	
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 type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> No <input type="checkbox"/>  <div style="display: flex; justify-content: space-around;"> <span>64 Years</span> <span>7 Months</span> </div>	
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	We own the asset which is located on leased land.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	n/a	

## SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Building Condition Update and Options Appraisal	30/06/2026
Conditions Survey and Energy Options Appraisal	30/06/2026
Outline Cost Plan & Cashflow Projection	31/07/2026
Structural Loading Analysis and Drainage Impact Assessment	30/06/2026
	Click or tap to enter a date.
	Click or tap to enter a date.

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

Our area is rurally disadvantaged, clearly demonstrated by SIMD data, and the Leisure Centre is one of the very few sports and recreation facilities for all ages of the population. Its carbon footprint and operating costs continue to have a greater negative impact than is desired, and this project will address both the resilience of the Centre and its environmental sustainability. We will also review and improve the service delivery to make it more accessible and fit for purpose.

Addressing these challenges, will contribute to community resilience, assist in retaining population, and building good health and wellbeing. It will also support delivery of Scotland's Learn to Swim Framework, the national policy.

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

In terms of the bigger picture, this project will contribute to the national and regional overarching objectives relating to climate change, health and wellbeing and sustainable and resilient communities.

Specifically, the Centre will contribute to four of the Lochalsh Place Plan's identified priorities:

*More cultural, sporting & social facilities & activities for all ages, especially <30s.*

*Visitor facilities to increase benefit & reduce harm from tourism.*

*Better social care & support locally, especially for older & disabled people.*


*Mental health support services for all ages, particularly <30s.*

It will also contribute to the Lochalsh area proposal number 5: Retain and enhance community facilities and amenities:

*To support Local Living, sustain our local community, and tackle climate change.*


*To identify land or buildings which are significant for the local community (see Planning Circular 1/2022, para.43).*

<b>4.3</b>	<b>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</b>	
<p>The community have been astounding in their support for the re-opening of the Leisure Centre following the fire in January 2024. There has been a consistent and strong programme of fundraising carried out by groups and individuals to enable the Centre to resolve previous indebtedness and to pay for additional work required over and above that covered by the building insurance.</p> <p>Since the gym re-opened in January 2025, the user numbers have continued to increase and similarly for the swimming pool and health suite since its re-opening in May 2025. Membership of Highlife Highland has returned to pre-fire levels and the waiting list for swimming lessons is at an all-time high.</p> <p>We have regular contact with our local councillors, community councils and also with our MSP, Kate Forbes, all of whom have welcomed the re-opening of the facility.</p> <p>Included with the application are letters from Cllr Campbell and various community councils in the area.</p>		
<b>4.4</b>	<b>Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.</b>	
<b>(a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.</b>		
<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>(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?</b>	
<p>The immediate and short-term outputs from the project will be:</p> <ul style="list-style-type: none"> <li>- Consultation with stakeholders on developing the brief.</li> <li>- Assessment of the building studies which have already been carried out</li> <li>- Generation of options for increasing resilience of the Centre</li> <li>- Detailed analysis of these options with a recommendation on the optimum way forward</li> <li>- Costings for the preferred option and development of a cashflow projection.</li> </ul>		
	<b>(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?</b>	
<p>The project will form the basis of a 5-year capital works programme, the implementation of which will be to substantially reduce energy usage and associated costs in the Centre. We will also look to improve our service and facilities to meet our customers’ needs This will be a key piece of work for the board over the next period.</p> <p>Our ambition is to reduce the energy costs and improve services thereby increasing our resilience and sustainability.</p>		

4.5	<b>How will the project be supported/maintained/sustained after CRF funding?</b>	
<p>This project is the first concrete step in preparing a long-term plan for the Centre from an infrastructure perspective. That plan is a critical part of delivering the facilities and services which most benefit our community. It will also provide direction for funding applications which will enable the preferred option to be implemented as well as maximising the use of the funds raised by the community which were specifically for capital improvements.</p> <p><b>It is, in effect, the first step in a long-term plan to increase the resilience of the Centre and thereby increase the resilience of the community.</b></p>		
4.6	<b>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.</b>	
<p>The project is about identifying the best way to maximise energy efficiency within a building which, by its nature, is an energy-intensive operation. Thus, it will contribute to Net Zero ambitions as well as reducing carbon emissions and probably create renewable energy for the Centre's own use.</p>		
4.7	<b>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?</b>	
<p>By consulting with our stakeholders which includes users of all ages and abilities we will ensure that we include all those with protected characteristics in the development of the feasibility study and options appraisal.</p>		
4.8	<p><b>All applicants are required to provide a statement on how the organisation is committed to advancing the <a href="#">Fair Work First Policy</a> 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.</b></p> <p><b>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 <a href="#">Fair Work First guidance</a> for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</b></p> <div style="text-align: center;">  <p>FWF statement and declaration template.doc</p> </div>	
<b>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.</b>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Can you confirm if you have the Living Wage Accreditation or are planning to be certified?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> Applied <input checked="" type="checkbox"/>

Is the Fair Work First statement on your organisation's website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	7 staff and 5 volunteer trustees
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

<b>5.1</b>	<p><b>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</b></p> <p><b>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.</b></p> <div style="text-align: center;">   <small>CRF overheads and management fees sun</small> </div>
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Budget Heading	Detailed Costs	Revenue/Capital	Amount
Architect	Conditions Update and Options Appraisal	Capital	5280
M&E Engineers	Conditions Survey & Report Energy Options Appraisal	Capital	6300
Quantity Surveyor	Outline Cost Plan & Cashflow Projection	Capital	4200
Structural Engineers	Structural Loading and Drainage Impact Assessments	Capital	3600
Total revenue expenditure			£

Total capital expenditure			£19380
TOTAL PROJECT COSTS			£19380
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.  Our chairperson will be managing the project as an experienced project manager for building developments and her knowledge will ensure that the services delivered provide value for money.		
<b>SECTION 6 – MATCH FUNDING (if applicable)</b>  Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.			
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.		
Name of funder		Confirmed?	Amount £
Lochalsh & Skye Swimming Pool Association - confirmed		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	£3000
		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			£3000
CRF requested			£16380
Total funding			£19380
6.2	Will the project involve “in kind” support?		Yes x No <input type="checkbox"/>
6.3	If yes, please detail.		Volunteer time in managing the project.
6.4	Please explain why public funding is required to deliver the project.		This is the start of a long-term capital improvement programme

		and we require public funding to make the long-term developments achievable.
6.5	Please explain what the remaining bank balances are for in your accounts.	The remaining funds are for day to day running costs and any repairs and renewals required. We have reserves allocated for the capital works which were achieved by community fundraising. This has been agreed by the board.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	This is the very first step in a large and very important project to ensure the continuation of Lochalsh Leisure Centre. The other funds will be match funding for the subsequent improvements that will be developed.
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?	As the project is not income generating we would not be able to afford loan repayments.
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 3106	29/08/2024	£25,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council Service Delivery Contract	01/04/2023	£48,729	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council Service Delivery Contract	01/04/2024	£48,755	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council Service Delivery Contract	01/04/2025	£48,755	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.**

 <p><b>Signature:</b></p> <p><b>Print:</b> </p>	<p><b>Date:</b> 05/12/2025</p>
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**Please Ensure You Also Complete the Attachments Checklist Below**

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <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](mailto: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 5<sup>th</sup> December 2025.**

If you have any issues in completing the application form, please contact us at [communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk)

### SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4197	
1.2	Organisation	Dorie & District Community Trust	
1.3	Project title	Dornie Hub (Shop and Cafe)	
1.4	Summary of project you wish to be funded (max 250 words)	The Trust took ownership of the old shop building in July 2023 and have been successful in securing funding and local fundraising to extend and redevelop the existing building into a community hub creating spaces for local people and visitors. Once re-opened it will consist of a shop and all year round café, which will double as a community space. This funding will be invested in the community to complete the renovation of the community hub and enable us to open. This specific ask is to assist with the completion of the shop and café final stage.	
1.5	Project costs	Total project cost	£11130
		Match funding	£0
		CRF grant requested	£11130

1.6	Start date	Click or tap to enter a date. January 26
1.7	End date (max 12 months from start date)	Click or tap to enter a date. End of April 26
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	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 <a href="#">Use of AI in Funding Application Guidance</a> .		

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Dornie & District Community Trust
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	[REDACTED]
2.4	Position in the organisation	Director
2.5	Contact number	[REDACTED]
2.6	Email address	<a href="mailto:info@dornietrust.org">info@dornietrust.org</a> [REDACTED]
2.7	Website address	dornietrust.org
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	SC738263
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 <b>must</b> 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.	456079862
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.	
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SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Dornie IV40 8EJ
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
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.	We own all assets
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning and building warrant have been completed. This is the final stage of this phase of the project, to complete and open the shop and cafe which make up the community hub.

SECTION 4: THE PROJECT PROPOSAL																
4.1	List the main activities required to deliver the project including timescales.															
<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Final fit out of the shop and cafe</td> <td>April 2026</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> </tr> </tbody> </table>			Activity name	Achieve by (date)	Final fit out of the shop and cafe	April 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.
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	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?															

In summary the project aims to:

- Provide local access for daily essentials, with environmentally friendly products including zero-waste refills. Particularly for older people, people with disabilities and people who do not have access to a vehicle.
- Encourage people to take regular walks and to meet with neighbours: one survey respondent commented: “my elderly parents were reliant on the shop for both groceries and catching up with people”; another said, “I always met someone I knew”. Reopening the shop and adding an coffee shop, open year-round, will help to address social isolation.
- Reduce the distance people travel to buy food. People currently travel 6-10 miles for top-up shopping. Each of Dornie’s 180 households making a weekly journey of 6 miles in a car to stock up on shopping would produce 32 tonnes of carbon per year, whereas most of them will be within walking distance of Dornie Hub. This ties in with the Scottish Government’s commitment to net zero carbon, Highland Council’s pledge for a low-carbon Highland, and the UK Government’s target of net zero carbon by 2050 and the Scottish Government’s commitment to take forward the concept of ‘20-minute neighbourhoods’, where people can access essential services within a short walk, wheel or cycle of home.
- Build social cohesion and strengthen community networks. Using the hub as a warm space for community use. The focus will not just be sales but to create a central community space for socialisation, building connections and creating opportunities for people both economically and socially through volunteering and activities.

	<b>(b) Has this need been recognised in a local place plan?</b>
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*Yes the Local Place plan states that Dornie Shop needs to re-open.*

<b>4.3</b>	<b>How do you know there is local support for the project? How can you evidence this?</b> Provide evidence as supporting documents as requested at 8.2
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Research was carried out during the community consultation. We know that:

- 90% of our community consider the loss of the shop to be a problem, both due to the distance to other shops, which makes it difficult for older people and those without a car in particular to access basic supplies, and the lack of a hub for people to meet and socialise.
- 92% of the community were in favour of a community buy out of the shop and all local businesses, groups and local organisations were behind it too.
- “the glue that held the community together”, in the words of one respondent.
- “I could walk to the shop. I always met someone I knew. The shop would sell raffle tickets etc for various occasions, provide a drop off point for keys etc, provide a Christmas Greetings board for local people. Good to support a local business also. It really was the hub of the community!”

- “The shop provided very important services for the village. It also acted as the hub of the village providing both formal and informal information.”
- “I’m disabled, so (a) local shop is vital for me.”
- 99% of respondents say they would use the shop in Dornie, and 82% of local residents would use it at least every week.
- A shop in Dornie will primarily benefit residents but can be more financially secure by catering to visitors during the summer.

**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?**

We intend to employ one full-time Manager and 3 part-time assistants.

A rota of c.10 volunteers to help, which provides volunteering opportunities to enable people to feel valued and provide social interaction.

We will also have a number of seasonal employees who are suited to young adults to develop customer service and hospitality skills.

117 households would be regular shoppers and 90 of those will visit the shop weekly, spending an average of £6 per visit.

In high season we would expect 50 tourists per day to stop at the shop and spend £7 on average.

In low season 10 tourists per day.

In year one we are expecting £106,800 trading income

We will measure staffing and volunteer numbers through data collection. Volunteer hours will be logged and staff number by payroll.

Our till system will be able to track quantitative data such as income and allow us to calculate average spends.

We will informally capture qualitative data on regular visitors and tourist numbers and through conversations with shoppers to ensure that we are meeting the needs of locals and tourists.

	<p><b>(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?</b></p>
	<p>The main outcome for the project will be opening a shop and cafe in the centre of Dornie. Bringing life back to the village and encouraging people to stop a while rather than drive past. Also providing essentials to the local community without the need for people to travel long distances in a car or require public transport. The shop and cafe will provide job opportunities and facilities for both visitors and the community.</p> <p>Upskilling young people and other members of the community to help them gain full-time employment in other organisations.</p> <p>By providing a social space for people to combat social isolation creating a stronger, more resilient community.</p> <p>Sustainable growth for both shop and cafe and extended use of the community space. Through growing footfall and increased sales.</p> <p>We will gather information on customer satisfaction and preferences from:</p> <ul style="list-style-type: none"> <li>• Sales data from Electronic Point of Sale (EPoS) system and financial software</li> <li>• Comments to staff at point of sale</li> <li>• Customer numbers</li> <li>• Reviews on social media and travel platforms</li> </ul> <p>We will gather information on community benefits from:</p> <ul style="list-style-type: none"> <li>• Number of members of Dornie &amp; District Community Trust</li> <li>• A community feedback survey every few years, tracking how people use the shop and other facilities onsite, the difference it makes and suggestions for improvement</li> <li>• Feedback from businesses to monitor the impact of the community shop and cafe on the local economy</li> </ul>
<p><b>4.5</b></p>	<p><b>How will the project be supported/maintained/sustained after CRF funding?</b></p>
	<p>The CRF funding will help us complete the overall project of refurbishign the shop and establishing a cafe. The extension is completed externally and the renovation is close to completion. The money provided by the CRF will enable us to open the shop by April 26 and closely followed by the cafe for the summer season.</p> <p>After opening we are confident that the shop and cafe will be self sustaining.</p>
<p><b>4.6</b></p>	<p><b>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.</b></p>
	<p>As part of the renovation we have already installed low carbon heating and lighting systems to help reduce our environmental impact. We have also upgraded floor to ceiling insulation up to current efficiency requirements, ensuring the building is fully sustainable for many years to come. We have also upgraded our sewage system which used to discharge directly into the sea. We have installed a waste treatment plant which means that only clean water is discharged.</p> <p>Reopening the shop will reduce travel distances for top-up shopping by an estimated 32 tonnes of carbon per year.</p> <p>The shop will also offer a selection of zero-waste products which we hope will act as a starting point for changing consumer decisions and reducing plastic waste.</p>



As a community we did look into creating a climate action plan but at the time we didn't have the resources to progress it, however once the shop has been up and running this will be something that we will look at again. During the initial survey waste effluent was a big concern as was the reliance on fossil fuels locally. We hope that the shop will demonstrate to the community what can be achieved.

**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?**

Our project does not target any specific groups and is accessible to all. We have ensured that the shop and cafe has disabled access and has a disabled toilet also, a big improvement on the old shop which was not suitable for wheelchair users.

As part of our feasibility study we ran a session in the local highschool to ensure that young people's voices were also included in the planning of our project. Also during the research phase our survey was carried out online but also a hard copy was delivered to every property in the community. We also surveyed the local day care center to see what their clients would also like to see as part of our work. We hosted in person events where people could come and see the plans as well as discuss any ideas or concerns.

**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.docx

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

Yes ☒ No ☐

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

Yes ☒ No ☐ Applied ☐

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

Yes ☒ No ☐ Do not have a website ☐

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

**Currently helping with the renovation, we have approximately 25 volunteers. We do not currently employ anyone.**

**Do you currently pay the Real Living Wage hourly rate?**

Yes ☐ No ☐ NA ☒

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

Yes ☒ No ☐

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

☒ Line Management Relationship  
☒ Staff /Engagement Surveys

- ☒ Suggestions Schemes
- ☐ Intranet/Online Platforms
- ☐ Staff Forums / Networks
- ☐ Trade Union Recognition/Collective Bargaining

## SECTION 5: PROJECT BUDGET

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

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



CRF overheads and  
management fees sur

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Electricals	Electrical fitting shop and cafe	revenue	1960
	Fire alarm 2nd fix and commissioning	revenue	560
	Sign off and certification of electrics	revenue	2000
Joinery	2nd fix joinery labour cafe and shop	revenue	5040
	2nd fix plumbing	revenue	1120
Building	Exterior walling	revenue	450
Total revenue expenditure			£11,130
Total capital expenditure			£
<b>TOTAL PROJECT COSTS</b>			<b>£11,130</b>
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? <b>Yes X No <input type="checkbox"/></b> Please provide any quotes as supporting documents to this application .		
5.3	Please explain how your project will achieve value for money. <i>As part of our procurement procedures, we will obtain 3 quotes and will choose on the basis of best value i.e Best service, delivery and value for money.</i>		
<b>SECTION 6 – MATCH FUNDING (if applicable)</b>			
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
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total match funding			£
CRF requested			£
Total funding			£
6.2	Will the project involve “in kind” support?		Yes X No <input type="checkbox"/>
6.3	If yes, please detail.		Skilled volunteers help with trades whilst general volunteers support with cleaning, light labouring, refreshments, and administration etc
6.4	Please explain why public funding is required to deliver the project.		Fundraising and donations have been good but we cannot complete in time
6.5	Please explain what the remaining bank balances are for in your accounts.		Balance in account is for running costs, and other restricted

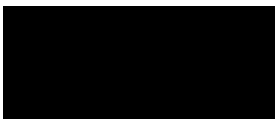

		expenditure that is not included in this application, such as employment of project manager to complete works, shop shelving, coffee machine and smaller items for opening.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Insufficient amount of unrestricted funds
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	We have raised funds from other sources and from donations but they have been used on the project so far.

## 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.	All profits from the shop and cafe will be fed back into the trust to ensure sustainability throughout the winter when it is much quieter.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	We work very closely with other local businesses and will be providing a service when they are not open. So we will complement each other. Other community organisations are supportive such as Dornie Moorings as both projects also complement each other.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We have been successful with funding applications to get us to this stage so have not needed to look at this as an option.
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?
CRF4055	June 25	£31329.84	Yes <input type="checkbox"/> No <input type="checkbox"/>
Scottish Land Fund	Jan 23	£36,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Community Ownership fund	Mar 23	£200,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Land Fund (Graham House - different project)	Jan 24	£20,650	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council ward funds/HC car park funds	Sept 24	£1,324.79	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

<b>8.1</b>	<b>Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.</b>	
<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>		
<b>Signature:</b>   <b>Print:</b> 		<b>Date:</b> 10 Dec 2025

**Please Ensure You Also Complete the Attachments Checklist Below**

<b>8.2</b>	<b>You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.</b>	<b>Yes / No / Not applicable</b>
<b>1</b>	<b>Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>2</b>	<b>Annual financial accounts – latest available.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>3</b>	<b>Constitution or articles and memorandum.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>4</b>	<b>Committee Members or Directors List.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>5</b>	<b>Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>6</b>	<b>Valid organisation insurance policy.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>7</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>8</b>	<b>Confirmation of match funding letters</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
<b>9</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>10</b>	<b>Business plan (income generation projects only)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>11</b>	<b>Job descriptions (for CRF funded posts)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>13</b>	<b>Valid quotations or estimates</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<b>14</b>	<b>Partnership agreement</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
<b>Reason for missing documentation:</b> <div style="background-color: #f5f5f5; height: 40px;"></div>		

Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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)

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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 5<sup>th</sup> December 2025.**

If you have any issues in completing the application form, please contact us at [communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk)

### **SECTION 1: PROJECT SUMMARY**

<b>1.1</b>	<b>Project reference number</b>	CRF4198
<b>1.2</b>	<b>Organisation</b>	Create Inspire Projects CIC (CIP)
<b>1.3</b>	<b>Project title</b>	Travelling Imaginarium
<b>1.4</b>	<b>Summary of project you wish to be funded (max 250 words)</b>	<p>The Travelling Imaginarium is a nine-month (Mar. to Dec. 2026) creative and cultural outreach programme. It will run across five remote and rural communities in the Northwest Highlands: Achiltibuie, Kinlochbervie, Coigach, Ullapool and Garve.</p> <p><u>In each location</u>, the programme will deliver four workshops: initial development workshop; 2 delivery workshops (typically two days each); before concluding with a final showcase. All activity will be informed by local people and delivered in a hyper local way.</p> <p>At the heart of the project is a small team of musicians and artists who will establish the Travelling Imaginarium as an inclusive, immersive blend of high-quality creative experiences in each community. It will focus on the whole community, but with a particular emphasis on the needs of older and younger people.</p>

		<p>Through the project, local people will have the opportunity to step into an exciting, supportive space where they can create, perform and explore their own cultural and artistic voice alongside their neighbours; using music, song, spoken-word poetry and theatre to reconnect with each other and build community. The closing events will not only showcase the shared work created but also celebrate these reconnections with a renewed sense of belonging.</p> <p>At an individual level, the programme will strengthen participant health and wellbeing – especially mental health - and help them to build new relationships as well as develop new skills and knowledge. Collectively, this will leave a legacy of increased social cohesion, wider and deeper networks of support, and strengthened community resilience.</p>	
1.5	Project costs	<b>Total project cost</b>	£27,587
		<b>Match funding</b>	£4,050 (in-kind)
		<b>CRF grant requested</b>	£23,537.00
1.6	Start date	01/03/2026	
1.7	End date ( <i>max 12 months from start date</i> )	01/02/2027	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	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 <a href="#">Use of AI in Funding Application Guidance</a> .			

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Create Inspire Projects CIC
2.2	Address and postcode	██
2.3	Main contact name	██████████
2.4	Position in the organisation	Creative Director
2.5	Contact number	██████████
2.6	Email address	██



2.7	Website address	<a href="https://inspiringscotland.org.uk/charities/create-inspire-projects-cic/">https://inspiringscotland.org.uk/charities/create-inspire-projects-cic/</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 type="checkbox"/>	SCIO
		<input checked="" type="checkbox"/>	Other (please specify): Community Interest Company
2.9	Organisation registered number	SC662258	
2.10	Is the organisation VAT registered?	<p><b>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.</b></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.	Organisation based at IV23 2RH; however, project will be delivered in 5 communities: <b>Achiltibuie IV26 2YG</b> <b>Kinlochbervie IV27 4RG</b> <b>Coigach IV26 2YG</b> <b>Ullapool IV26 2XE</b> <b>Garve IV23 2RR</b>	
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"/> <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Years</span> <span>Months</span> </div>	
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

<b>3.9</b>	<b>If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.</b>	
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#### SECTION 4: THE PROJECT PROPOSAL

<b>4.1</b>	<b>List the main activities required to deliver the project including timescales.</b>
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<b>Activity name</b>	<b>Achieve by (date)</b>
Develop approach to evaluation and learning with support from Inspiring Scotland.	31/03/2026
Set up steering group with community members from various organisations connected with social activity, wellbeing and community development.	01/05/2026
Project planning, buying in equipment, upcycling props, gathering donated materials, booking venues.	30/06/2026
Engage communities, community groups and other key stakeholders to promote the Travelling Imaginarium and sign-up participants.	31/07/2026
Workshop 1: run initial workshop session with project team to understand needs, wants and wishes for the Imaginarium in each of the 5 locations.	31/08/2026
Workshops 2 & 3: run the second and third sessions with project team and creative professionals to support the development of the creative output of the travelling Imaginarium in each of the 5 locations.	31/10/2026
Workshop 4: run the fourth and final performance session in each of the 5 locations.	13/12/2026
Collect feedback, meet with the steering group, finalise evaluation and reporting for the project.	31/01/2027

<b>4.2</b>	<b>(a) What local need or opportunity will the project address?</b>
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(500 words max limit)

Barriers such as cost, transport, poverty, confidence, disability, and isolation prevent people from engaging in creative and cultural activities. In the North-West Highlands, these factors are more pronounced and intersect, particularly for older and young people (YP). For example, the 2023 Planet Youth report 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.

A further consequence of the above challenges and living in a remote rural location is poor mental health e.g. NHS Scotland 2020 report identified the Highland Council age-standardised rate for mental illness and suicide (men and women) is significantly higher than Scotland as a whole. This is reflective of a growing need for localised services and community models of support to build good mental health (prevention) and support recovery from poor mental health.

The opportunity afforded by the Travelling Imaginarium is to increase cultural participation by specifically addressing the barriers above, making local workshops as accessible as possible. This is expanded on in 4.7.

The wider benefits (including health and wellbeing) which can accrue to individuals and communities by increasing cultural and/or creative participation have been summarised in section 1.4 above and are expanded upon in section 4.2 (b) and 4.4 below. These are the opportunities

presented by our proposal and can have a material bearing on some of the ‘challenges’ outlined in the local Wester-Ross, Strathpeffer and Lochalsh Place Plan – see next section.

### **Inspiring Scotland’s Creative Communities Scotland Programme**

There is also a materially important opportunity for CIP – 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 CIP to become more sustainable and an embedded part of the creative and cultural infrastructure in the North-West Highlands. N.B. - no 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 direct contribution towards meeting the following priorities in the Wester Ross and Sutherland Place Plans aligned with NPF4:

#### **People, social equity and rural inclusion**

- health and wellbeing, including social isolation and loneliness
- community capacity and resilience
- young people’s priorities such as spaces and opportunities to socialise, engage in cultural activity, skills development (life and work), improved mental health support
- Intergenerational activity

#### **Place**

- Cultural heritage

- Access to youth activities in limited, particularly in Sutherland and this project will make links with existing contacts for young people aged 16 – 25 to join as participants (from performance, to organisation, to prop making)

### Prosperity

- Support for local artists and for young people to develop these interests in their locality
- Creative skills development for community and building capacity for freelance creatives who work with Create Inspire Projects

More specifically, our programme will support approaches to address the following key challenges reflected in the place plan:

*Ageing Population* – limited employment opportunities, affordable housing shortages and access to higher education are cited as being the primary causes of young people leaving the Highland region. However, it is recognised that the provision of opportunities for young people to remain connected to their community are also vital. The Travelling Imaginarium provides such opportunities through its cultural focus and intergenerational activities. Our own evidence also indicates participation, increasing self-confidence and self-esteem can be a catalyst for young people to get more involved in local decision-making, further heightening their sense of connection and belonging to their place

*Retaining Culture and Identity* – our programme directly addresses the need to safeguard cultural heritage (including gaelic language) and strengthen community identity; this is woven through our approach and way of working. And in design, we will be proactively supporting intergenerational knowledge sharing, storytelling (perhaps digitally) and fostering the ‘pop-up culture hubs’ the place plan talks about.

*Transport* - Transport is recognised as a distinct challenge for Wester-Ross and Sutherland and as such both areas have lower SIMD ratings for lack of access to services. By running these events the need to travel is reduced, and accessibility is increased. See more in section 4.

<b>4.3</b>	<b>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</b>
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(500 words max limit)

Through our research and practice, we found many people currently feel joyless, and aimless, with a sense of emptiness. And as a result of the continuing challenging political environment, the cost-of-living crisis, social isolation is becoming more apparent and there is a need to support rural-proofing for community wellbeing.

Previous projects in Ullapool have succeeded in bringing people from all walks of village life together, “Spreading the joy of creativity throughout the community” including musical ‘Speakeasy’ community concerts and a “Celebration of Special Songs’ event, supporting The Dolphin Arts Project, a creative programme working with those living in Ullapool with dementia.

Music therapy, whether it be group music-making, singing together or shared poetry/theatre workshops, has many proven benefits for people dealing with depression, anxiety and trauma. Participants’ feedback shows they feel reassured they are not alone. We seek to replicate this through the Travelling Imaginarium with sessions that connect people together in a unique way, building confidence, bringing collective joy and a new sense of community. We are literally more resilient when we are together. That is the power of Community.

Research for previous projects also identified a strong need within the community for more arts-engaged projects, particularly by those most vulnerable groups: the elderly, those isolated through rurality, young people and those suffering from anxiety and depression. For example, over 1,000 people actively engaged with our 'Isolated Choir Project' online and over 200 at an in-person event, connecting the community with friends and family far and near. Furthermore, the depth and reach of our engagement means we will be able to promote this project to up to 4,000 people via mailing lists, social media accounts and community contacts. This is a very strong basis for securing strong engagement with the project itself. Our aim is to engage approximately 100 local people as participants in the workshops plus another 400 via the showcase events.

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

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

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

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

(500 words max limit)

- 25 volunteers upskilled in creative arts, performance and event management.
- 1 steering group set up with 3 members in each of the five locations.
- 5 creative professionals based in these locations upskilled to deliver community arts and creative projects.
- Aim to engage up to 4000 people across these areas through mailing list, advertising and word of mouth.
- Aim to have 20 performers (local participants) in each of the 5 locations, a total of 100 people.
- Aim to have up to 400 audience members overall for the final performances.

Registers will be taken at each event, and these will be used to support regular reporting to Inspiring Scotland as part of the national Creative Communities Scotland Programme, and in turn, to meet the reporting requirements of the CRF.

**(c) What do you think the outcomes of your project will be and how will you measure them? Please note an outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?**

(500 words max limit)

By design and approach, our project aims to support and empower the five communities 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.

As stated in 4.2, the five localities face a range of barriers to engaging with cultural/creative activities. Therefore, a second priority is to widen access and ensure culture/creativity is valued and made accessible to everyone.

Based on the above, we will deliver three key outcomes:

1. Provide the opportunity for people to engage in creative arts that they would not have otherwise, have fun and feel joy and pride.
2. Bring people together, building connections and reducing loneliness.
3. Help participants develop a wide range of improved skills for life, learning and work.

With support from Inspiring Scotland and our Steering Group, our evaluation and learning approach will inform the indicators we will use to measure the impact of our work across these three outcomes, including for example:

- I have made new friends
- I have new people I can ask for help
- I am helping others, and they are helping me
- I have regular contact outside of the project with people I met in it
- I feel less isolated
- I feel less anxious and/or depressed
- I feel able to be involved and contribute my opinion
- I am coping better with life
- I am able to ask for support and help from public bodies/charities
- I am taking positive steps to improve my life
- I have learned new technical and/or personal and life skills
- I feel I belong here
- I feel I can influence decisions that affect the area.
- I care more about my community
- I am working with others to make community activity happen

Realisation of these outcomes and indicators will make a direct contribution towards meeting the priorities outlined above in the Wester Ross and Sutherland Place Plans. And collectively, they will support a sustained longer-term impact through the creation of a better connected and more resilient community, the strategic objective selected in 4.4(a). We will also focus on learning how impact has been created, using this to improve our approach and practice during and beyond the funding period.

Our Steering group - invited community partners (Assynt, Ullapool, Coigach and Garve Community Trust), mental health organisations and others - will play a pivotal role in the development and delivery of our evaluation and learning approach. It will meet 3 times (outset, middle, end of project) to evaluate and reflect on the outcomes. Alongside this, facilitators will note levels of engagement, collaboration and measure outcomes for participants at the end of each session and final performances. This will be complemented by participants anonymously sharing the impact of the



programme for them via a Google Forms questionnaire. We will also invite audience members to share their impressions post-showcase events, ensuring we capture the wider community impact.

<b>4.5</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
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(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 embed ourselves as a key driver of creative and cultural activity in the North-West Highlands. 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. 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 the Travelling Imaginarium will be a critical first step in achieving these aspirations. In many ways it will be a real-world test of the 'Pop-up Culture Hub' model. However, if it proves to be a success and the existing communities want it, we will work with them to develop weekly or monthly workshops for their community. We will also seek to expand the model into other communities across the north-west. Critically, our aspiration is to proactively adapt our approach - drawing on learning from the current project and with input from NHS Highland - to further strengthen local preventative approaches to tackling poor mental health and loneliness/social isolation.

Whilst we anticipate that Inspiring Scotland's support will help us identify opportunities to secure new grant income from discretionary trusts and foundations, and potentially Scottish Government, we understand we will need to generate new income streams. Therefore, early in the development phase of the Travelling Imaginarium, we will establish a funding plan to ensure our financial stability beyond the CRF period of funding. This will include consideration of grant income generation; revenue generation through paid for creative and cultural performance events and workshops; and given our strong health and wellbeing focus, NHS funding for community-based preventative initiatives. The support and guidance of Highland Council in this respect would be most welcomed.

<b>4.6</b>	<b>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.</b>
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(500 words max limit)

We embed sustainability into every stage of our creative process from reusing materials in set design to promoting low-carbon travel options and minimising waste at events. Our performances and workshops encourage audiences to reflect on local issues and collective responsibility. By fostering dialogue, imagination, and shared experience, we help strengthen the community to nurture the cultural confidence needed to act. One recent example was a performance by the community choir, led by musical director Sot Otter, of Never Seen a Bee, an original song created

in collaboration with a travelling musician from Alaska. The piece explored climate change through contrasting perspectives: the voice of a young adult living in the Highlands in 2050 alongside that of a counterpart in Alaska. This collaboration not only produced a shared artistic work but also connected local participants (and their audience) with shared global themes.

This project also aligns with the Highland Council Community Regeneration Fund aims, which supports initiatives that enhance local resilience, social wellbeing, and environmental sustainability. Our activities contribute to community capacity-building, create opportunities for participation in the arts, and connect environmental awareness with local identity. By working collaboratively with residents, and local partners on our steering group, we aim to deliver creative programmes that support regeneration, celebrate culture, and advance the region's contribution to Scotland's net-zero ambitions.

**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)

The Travelling Imaginarium Project is designed so that everyone can take part — no matter their age, background, income, or experience. We know that rural and remote communities face barriers such as transport, cost, accessibility, and sometimes a sense that “arts events aren’t for me.”

All workshops and performances will be free to attend, with no hidden costs for materials or participation. Venues will be chosen for physical accessibility, and we will work with local venues to ensure spaces are welcoming for people with additional needs and their carers. This includes ensuring our workshops will be dementia-friendly and developed in line with previous creative arts projects we were commissioned to run for the Dolphin Dementia Arts group in Ullapool.

In areas where public transport is limited, we hope to coordinate with community transport schemes, volunteer drivers, and local groups to help people get to and from sessions. Furthermore, we understand flexible participation is necessary in rural communities where support for those caring for children or family members is limited.


Participants will be encouraged to join in at any level: as performers, makers, helpers, or audience members. Sessions will be designed so participants can drop in and out without pressure, making it easier for those with caring responsibilities or fluctuating health.


Workshops will be shaped by the community's own stories, passions and traditions, ensuring cultural relevance and representation. We will actively reach out to underrepresented groups through trusted local networks.

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

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



 FWF statement and declaration template.doc	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation's website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	One volunteer who is a director of the CIC, none employed.
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input 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 type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET			
5.1	<p><b>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</b></p> <p><b>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.</b></p> <div>          CRF overheads and management fees sun       </div>		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Project Coordinator	0.25FTE over 9 months with on-costs for PAYE NI etc.	Revenue	£5,438
Workshop team	2 facilitators x 1 session, 3 workshop leaders x 2 sessions. 5 creative professionals final event. 5 locations (Kinlochbervie, Assynt, Coigach, Ullapool, Garve) at £200 per person/session.	Revenue	£13,000
Travel and subsistence	1000 miles at 45p per mile assuming 5 locations with the start point of IV23 2RH. Final sessions will require two cars to venue to carry 5 persons plus materials.	Revenue	£450
Tech and hardware	Laptop to set up visuals, projection and sound at each venue.	Revenue	£2,399
Workshop materials	Materials, costumes and purchase of recycled fabrics.	Revenue	£1,000
Venue hire	5 locations. Assume £50 per half day hire. Assume 3 half day hires and one full day for the final show.	Revenue	£1,250

Total revenue expenditure		£23,537.00		
Total capital expenditure		£0		
<b>TOTAL PROJECT COSTS</b>		<b>£23,537.00</b>		
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	<p>Please explain how your project will achieve value for money.</p> <p>The project will work with existing networks and contacts to amplify pilot work that was conducted as part of the Inspiring Scotland's initial Creative Communities project. They recommended our application for this fund. Using existing networks will lower overhead costs and amplify the foundational work that has acted as a pre-pilot to this project.</p> <p>For venue quotes village halls have been selected as offering the best value price per hour for room hire and also using a public building at each location. Professional fees are based on standard musician's union (MU) rates and all who are engaged on the project will be contracted on a self-employed basis at standard MU rates.</p> <p>The project will be reviewed at start, during, and the end of the project by the project manager and steering groups to ensure costs are within budget, reasonable and ensure a suitable return on social investment. This return on social investment will form a key part of our evaluation and learning approach, especially via participant outcome reporting questionnaires.</p>			
<b>SECTION 6 – MATCH FUNDING (if applicable)</b>  Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.				
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.			
Name of funder		Confirmed?	Date Confirmed or Decision Expected	Amount £
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Total match funding</b>			<b>£0</b>
<b>CRF requested</b>			<b>£23,537</b>
<b>Total funding</b>			<b>£23,537</b>
<b>6.2</b>	<b>Will the project involve “in kind” support?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>6.3</b>	<b>If yes, please detail.</b>	<p>Steering group £660, assume 2 meetings, 3 community members over 5 locations.</p> <p>Social scientist (Create CIC director) 4 days in-kind consultancy and workshop £450.</p> <p>Volunteer hours 5 people x 5 venues £1,000.00.</p> <p>Prop storage shed and donations of materials £1,500.</p> <p>Posters and social media advertising via Create CIC £300.</p> <p>Proportion of annual insurance fee £140.</p> <p>TOTAL in-kind £4,050.00</p>	
<b>6.4</b>	<b>Please explain why public funding is required to deliver the project.</b>	<p>The project provides additionality to areas that have a low SIMD rating for access to services and are classed as remote and rural. Therefore, any similar service could not provide this type of event as a commercial proposition.</p> <p>The Social Value of similar community theatre projects has shown a 100% return on investment in terms of social return on investment (Curious Minds, 2025).</p> <p><a href="https://curiousminds.org.uk/demonstrating-social-value-with-theatre-porto-4kk3">https://curiousminds.org.uk/demonstrating-social-value-with-theatre-porto-4kk3</a></p>	
<b>6.5</b>	<b>Please explain what the remaining bank balances are for in your accounts.</b>	These funds will be ring-fenced for the delivery of the project only.	
<b>6.6</b>	<b>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</b>	Any unrestricted funds (which are minimal) will be used to pay for costs such as insurance and advertising which are noted as in-kind costs from Create Inspire Projects CIC.	
<b>6.7</b>	<b>If you are applying for 100% funding for your project, please explain why no match funding is available.</b>	We had applied to the Inspiring Scotland's Creative Communities Scotland Fund for 100% funding. Although we were short listed, we	

		were not selected and were recommended to apply to this fund. We submitted an EOI with their support to the CRF fund.
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## SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Currently there are no local organisations that offer this type of service. To ensure that the project is cohesive with event times and dates we will set up local steering groups in each area so there are no diary clashes with other important community events. All events will be run in established community venues.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	
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.	

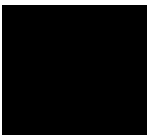

Funding	Date	Amount £	Public Subsidy?
Kinlochbervie School Theatre Workshops	03/03/2023	£2,500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Third Sector	21/03/2023	£8,998	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Feisean nan Gaidheal	06/07/2023	£5,977	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ullapool Harbour Trust	01/09/2023	£500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Groundwork UK	25/11/2024	£1,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Feisean nan Gaidheal	24/04/2024	£664	Yes <input checked="" 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.
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*I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.*

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

<b>Signature:</b>  <b>Print:</b> 	<b>Date:</b> 29/11/2025
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**Please Ensure You Also Complete the Attachments Checklist Below**

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

Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto: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
4195	Wester Ross Biosphere	Transitioning to a Sustainable Future	Wester Ross Biosphere Ltd (WRB) is seeking support to complete the region's first 10-year UNESCO Periodic Review and to maintain the core capacity needed to deliver this work; to maintain basic organisational capacity during this period to continue community support services, and to support the continued development of the organisations consulting services which contributes to financial sustainability.	£ 38,093.00	£ 38,093.00	100.0%	3	3	3	2	2	3	2	2	3	3	26	The application seeks 6 months staff and overhead funding to assist in ensuring the UNESCO Biosphere designation is revalidated, and to have breathing space to help the organisation transition to a sustainable financial model and retain their current staff. The application demonstrates good engagement, support and meeting a need in the community, as well as meeting priorities set out in the area place plan. Due to the current financial position of the organisation there is some uncertainty on legacy and sustainability, hence the amber grading, alongside value for money and match funding given the 100% request.
4196	Lochalsh & Skye Swimming Pool Association	Building Resilience for our Future	Reducing operating costs is critical to a sustainable future of the leisure centre. To do this, we need to explore the various options available to the Centre and decide on the optimum developments required. We will develop a brief in conjunction with stakeholders to inform the generation of a series of options by professionals. This will lead to preferred options with an Outline Cost Plan.	£ 19,380.00	£ 16,380.00	84.5%	3	3	3	3	2	3	3	3	3	3	29	This community owned and operated leisure centre is a very important facility for residents of the Lochalsh & South Skye area as the nearest alternative facilities are either of Portree (36 miles); Poolewe (73 miles); Dingwall (69 miles) or Inverness (78 miles). The pool has been in place for over 30 years with the primary aim of teaching young people to swim, alongside providing an accessible asset for the local community. This application seeks to review the current condition and operation of the facility, and look to offer an options appraisal of interventions which could either reduce costs and energy consumption and/or improve revenues. Following the outcome of this study, the organisation would seek to pursue those interventions that were achievable and bring about the most gain.
4197	Dornie & District Community Trust	Dornie Hub Completions Works	The Trust took ownership of the old shop building in July 2023 and have been successful in securing funding and local fundraising to extend and redevelop the existing building into a community hub creating spaces for local people and visitors. Once re-opened it will consist of a shop and all year round café, which will double as a community space. This funding will be invested in the community to complete the renovation of the community hub and enable us to open. This specific ask is to assist with the completion of the shop and café final stage.	£ 11,130.00	£ 11,130.00	100.0%	2	3	3	3	3	3	3	2	3	3	28	The Trust have already achieved funding to purchase, extend and renovate the former village stores and are in the final phases of works, aiming for an opening in Spring 2026. They have suffered recent delays whilst awaiting a new electrical connection, but remain confident of that timescale. This application is for funding to complete the fit out, which they had anticipated would have been funded by private donation. There are high levels of support for the project within the community, and strong evidence of engagement, and meeting an identified need. The project fits within area place plan priorities. The amber award for robustness is reflective on the uncertainty on the electric meter connection date, however other than the opening day targets they have set themselves, there is float to accommodate delays.
4198	Create Inspire Project CIC	Travelling Imaginarium	The Travelling Imaginarium is a nine-month (Mar. to Dec. 2026) creative and cultural outreach programme. It will run across five remote and rural communities in the Northwest Highlands: Achiltibuie, Kinlochbervie, Coigach, Ullapool and Garve. At the heart of the project is a small team of musicians and artists who will establish the Travelling Imaginarium as an inclusive, immersive blend of high-quality creative experiences in each community. It will focus on the whole community, but with a particular emphasis on the needs of older and younger people.	£ 14,122.20	£ 14,122.20	100.0%	2	3	3	3	3	2	3	2	3	3	27	The Travelling Imaginarium project builds on previous projects targeted at individual locations and supported by Inspiring Scotland's Creative Communities funding. On this funding round to Creative Communities, there were 307 applications with only 11 projects being funded, but Create Inspire Projects were in the final 20 and just missed out. The project seeks to engage communities in creative arts, within remote and rural communities which do not normally have access to such opportunities. The project is well planned and seeks to reduce barriers to participation including the provision of free transport to venues. It potentially helps to address loneliness, social inclusion and mental health issues in the communities as well as developing a sense of wellbeing. <b>This project includes two locations in Sutherland which will be taken to the next Sutherland Area Committee, therefore the costs presented are 60% of the total applied for.</b>

Area Allocation (HCCF & PBIP) following November 2025 WRSL Committee	£ 284,013.77
Total applied for at November 2025 WRSL Committee	£ 79,725.20
Remaining if all approved	£ 204,288.57

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 often suggest that additional conditions will be attached to the award to address these concerns.