The Highland Council

Agenda Item	10
Report No	LA/8/26

Committee: Lochaber

Date: 26 January 2026

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/ Executive Summary

1.1 The purpose of this report is to present eight funding requests to the Lochaber Community Regeneration Fund (CRF) allocation, for discussion and decision by Members. The report also updates Members on the Lochaber CRF budget position for 2025-26.

The eight applications are provided as Appendix 1 to this report, and a technical assessment summary is provided as Appendix 2. An update on the Lochaber CRF budget is provided below at section 5.4.

2 Recommendations

2.1 Members are asked to **consider** the applications presented and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow the 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.

3 Implications

3.1 **Resource** – Following approvals at the 10 November 2025 Lochaber Area Committee, Lochaber has available CRF funding of £551,228.81. The applications under consideration make a total request of £270,120.28. Therefore, there are no resource implications in approving the 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's financial and reputational interests.

3.3 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant 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** - Consideration given within individual project applications in line with the Council's policy.

4 Impacts

4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.

4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.

4.3 A separate screening for impact for each application is not required, however consideration of impacts for equalities, socio-economic impact and consideration of the impact on the individual community is part of the assessment criteria and included within the assessment report. This supports the decision-making process.

5 Background

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

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

All projects are expected to be able to meet at least one of the following priorities:-
- economic recovery;
- community resilience;
- mitigating the impact of the climate/ecological emergency; or
- addressing the challenges of rural depopulation

Projects should be able to demonstrate that they are:-
- sustainable/viable;
- providing value for money;
- providing additionality; and
- able to evidence positive impacts and wide community benefit

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

5.4   In summary the CRF budget position in Lochaber at Area Committee on 26 January 2026 is as follows:-

Funding Source	Eligibility	Amount £
Highland Coastal Communities Fund - Tranche 5	Capital or Revenue	324,160.95
Highland Coastal Communities Fund - Tranche 6	Capital or Revenue	363,388.46
Place Based Investment Programme (confirmed to date)	Fixed Capital Only	72,959.55
Area Budget 24-25 underspend- carry fwd./ de-commitment	Capital or Revenue	33,087.40
Total Confirmed Lochaber CRF Budget 2025-26		**793,596.36**
Less Awards Made from Lochaber CRF Budget 2025-26 To Date		**242,367.55**
Available Lochaber CRF Funds on 26 January 2026		**551,228.81**

Eight applications are under consideration by Members today, with a total grant request value of £270,120.28.

If Members were to approve all of these applications, there would be £281,108.53 remaining in the Lochaber CRF budget for 2025-26.

5.5   Several further expressions of interest for CRF funding have been received since the previous Lochaber Area Committee on 10 November 2025. Lochaber Members have been briefed on these separately at their recent Area Business Meeting.

Going forward, groups wishing to register interest in CRF funding will be signposted to the recently launched "BeConnected" website in the first instance. Members will receive regular updates on project proposals that have been uploaded there, and their views will be sought as to which ones they wish to invite to develop full applications.

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

- **Appendix 1** – Project Application Forms; and
- **Appendix 2** – R.A.G Summary Spreadsheet

RAG status on key criteria is based on the application form and supplementary information provided during the application process. The 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: 7 January 2026

Author: Fiona Cameron, CRF Programme Manager
                    Martin Culbertson, Project Officer

Background Papers: None

Appendices: Appendix 1 – Project Application Forms
                    Appendix 2 – Project Technical Assessments – R.A.G Summary

The Highland Council
Comhairle na Gàidhealtachd

Scottish Government
Riaghaltas na h-Alba

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

Key considerations

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

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

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

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

Application Guidance	Assessment Criteria Matrix
PDF CRF_Application_Guid ance (v1 MC 2025 CRI	PDF CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF (TBC)
1.2	**Organisation**	Road to the Isles Facilities Group (SCIO SC048758)
1.3	**Project title**	Mallaig circular walk – phase 3
1.4	**Summary of project you wish to be funded (max 250 words)**	Complete the upgrade of the 3rd and final 102m section of the Mallaig Circular Walk. This is the most challenging due to the terrain and gradient.

1.5	**Project costs**	**Total project cost**	£42,384.36
		Match funding	£12,384.36
		CRF grant requested	£30,000.00

1.6	Start date	01/01/2026
1.7	End date *(max 12 months from start date)*	30/04/2026
1.8	Please confirm you have read and understood the **CRF privacy notice**	Yes ☒　　No ☐

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Road to the Isles Facilities Group (SCIO SC048758)
2.2	Address and postcode	Mallaig and Morar Community Centre, West Bay, Mallaig, Inverness-shire, PH41 4PX
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	**Road to The Isles Facilities Group**
2.8	Organisation type	☐ Company limited by guarantee ☐ Constituted group ☐ Public body ☐ Charity ☒ SCIO ☐ Other (please specify):
2.9	Organisation registered number	SC048758
2.10	Is the organisation VAT registered?	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☐　　　No ☒
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?	☐ Whole ☐ Partial ☒ None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Mallaig Circular Walk, between Kings Way & Mallaig Vaig – PH41 4PX to PH41 4QN
3.2	Are you applying on behalf of a partnership project?	Yes ☒　No ☐

3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☐ No ☒
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	This is to upgrade an existing core path. We have been working with the landowner who is supportive of the project.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	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)
Preliminaries – set up	07/02/2026
Clear and prepare existing surface and drains	27/02/2026
Resurface and install drains and culverts	13/03/2026
Install fencing	20/03/2026
Landscape and remove site facilities	20/03/2026
	Click or tap to enter a date.

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

The path is a core path connecting Mallaig village centre with housing at Coteachan Hill and Kings Way, and then on to Mallaig Vaig. It provides an accessible path for both residents and visitors which supports wellbeing and visitor activities.

Phase 1 and 2 have been completed and is now providing a moderately easy walk and commuter path which has been welcomed by users encouraging increased use including by families using off road buggies. However, the final and most challenging section remains a difficult hill path which is limiting access.

Once completed the whole path would complement the other paths in the area, with an accessible but more strenuous route, encouraging a more active community and reduction in car usage between the main residential area and the village centre.

We undertook a community survey to assess the need and support of completing phase 3 of this path (see supporting documents – community survey Oct 2025). Here are some quotes from respondents.

"Made a big difference nice to walk on with less chance of slips, trips and falls. Good for bikes and buggies, less mud makes it an enjoyable walk. Now good for runners more even terrain."

"I am very happy with the path since the upgrade especially the section from King's Way to the village. The upgrade makes it easy to get to the village without slipping or getting muddy wet feet and I can even take a pram."

"Surface is great. Much easier to use in all weathers. Now a viable and quick way to get from East Bay to Malaig Bheag."

"Game changer!!soooo much better, safer, more enjoyable. I spend more time now looking up rather than down"

Of the 61 respondents 79% use for exercise, 21% also use for walking to shops, and 10% also use for walking to work. (note respondents could tick multiple reasons)

	(b) Has this need been recognised in a local place plan?
	Unfortunately, the LPP has not yet been completed but work is ongoing to progress. This is supported and will be part funded by the Road to the Isles Facilities Group.
4.3	**How do you know there is local support for the project? How can you evidence this?** Provide evidence as supporting documents as requested at 8.2

As above, we undertook a community survey. This was done via an online form which was publicised in local social media platforms.

The survey received 61 responses in the 3 weeks it ran. Here's a summary of the survey results.

- 90% were residents with 10% visitors.
- 15% used the path daily, 26% used the path weekly, and 40% monthly.
- 90% supported phase 3.
- 77% said they would use the path more frequently if suitable improvements were made.

Some respondents did prefer the ruggedness of the current final section however the majority (90%) were supportive. The area already has other mountain tracks and lots of opportunities for hill walking so it is felt there is a need to offer a variety of path styles to cater and encourage a variety of residents and visitors to explore this special area.

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

	(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.	
☒	Increasing community resilience	
☐	Tackling poverty and inequality	
☐	Addressing causes of rural depopulation	
☐	Helping economic recovery and sustaining growth	
☐	Tackling the climate emergency and working towards net zero	

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

The aim to strengthen resilience by contributing to the area being a good place to live and work - the path gives access to nature and the outdoors - benefits being health and wellbeing.

Short term outputs would be increased accessibility and therefore usage of the circular walk. The project completion date will be in time for the next visitor season from Easter.

The outputs will be assessed with a post project community survey, and we will gather further feedback from Mallaig Community Council.

Phase 3 will be the completion of the circular walk upgrade; other than annual maintenance, there will be no need for further works.

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

The longer-term outcomes will be to create a culture of active travel, improving well-being for residents and visitors of all ages and most abilities.

It will provide an additional activity for visitors, especially those who are not confident in exploring our wild scenery without paths. This presents a positive and welcoming culture which is community led.

Measuring the longer outcomes is more challenging. We hope to see the it used by the younger generations and encourage them to become involved in its and other paths maintenance.

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

Annual maintenance will be funded through this group's income, most of which is generated from parking fees at a car park at Tougal Morar. It will also be supported through the Mallaig Community Council and West Bay parking charges in conjunction with the area Access Officers.

Annual maintenance is not expected to be significant £500-£1500 per annum. No further funding will be required.

This project will not be able to go ahead without the initial CRF funding.

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

One of the aims of the project is to encourage active travel. The first phases already aid this by creating a safe and pleasant access from the main residential area of Mallaig to the village centre. This final phase will expand this access to the small hamlet of Mallaig Vaig. Mallaig village suffers from a road network which is not sufficient to cope with the number of vehicles and has limited village centre parking, reducing the number of vehicles will help mitigate the social and environmental impact of these issues and so working towards net zero ambitions.

The final phase has been designed to complement the natural environment in the area by using established hill path design and local materials (rock and surface materials will be sourced from Lochaber). Transport of these materials will be reduced by sourcing locally. The fence will be constructed of recycled materials which have already proved very resilient and in-keeping on the phase 2 section.

Landscaping will be sympathetic, and construction will be completed before bird nesting season. The impact of construction will soften as spring vegetation will regrow on any scored areas.

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

The objective of the project was to improve access to a hill path for those who are not able to use mountain paths or wild hiking. The ability for the path to be used by families with buggies was the standard required when designing the route and surface. Whilst this last section will be more challenging, we still aim to uphold this ethos.

Walking is open to all sectors of society who are fit enough irrespective of any characteristics. We are particularly keen to encourage younger generations and was pleased that we had some respond to our community survey.

| 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 decleration template.c |
|---|---|

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☐ No ☒ Applied ☐

Is the Fair Work First statement on your organisation's website?	Yes ☐ No ☒ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	We have 8 volunteers, we do not employ any staff, but we contract out cleaning and maintenance at our premises. All contractors pay above the living wage.
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 sum

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Path Construction	Costs per tender from Coast Construction Management Ltd- Ref 144- submitted with application	Capital	£42,384.36
		Total revenue expenditure	£0.00
		Total capital expenditure	£42,384.36
		TOTAL PROJECT COSTS	**£42,384.36**
		Is VAT included in these costs?	Yes ☒ No ☐

	Can you confirm that the costs above have not already been incurred or committed to?		Yes ☒ No ☐
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 ☒ No ☐

5.3	**Please explain how your project will achieve value for money.**	• The project has been overseen by a Highland Council Access Ranger appointed designer who has met one of the contractors and accepted the quote as reasonable. • We have sought other quotes. • Costs will be monitored throughout construction on a weekly basis. • Whilst the initial capital expenditure is significant, once constructed and maintained the lifespan of the path expected to be 10 years +. NOTE – we have sought two other quotes, one company was not able to complete the project due to other commitments. However, a local contractor submitted a quote which was significantly less than the one used (£40,794 inc. VAT). We are keen to use the local contractor but there are some issues relating to prices in the quote which we have concerns around and need to address before confirming. We are working with Highland Council Access Rangers to address our concerns with the contractor. Should we rectify these issues the amount we would draw down from CRF would be significantly less. We would look to reduce to £30,000 with match funding reduced to £5397 for RIFG and the same for the discretionary fund from Mallaig parking charges.

	SECTION 6 – MATCH FUNDING (if applicable)
	Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.
6.1	**Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.**

Name of funder	Confirmed?		Date Confirmed or Decision Expected	Amount £
Road to the Isles Facilities Group	**Yes** ☒	**No** ☐	Confirmed 14/12/2025 via e-mail	6,192.18
Mallaig Community Council (via West Bay parking income, applied for)	**Yes** ☐	**No** ☒		6,192.18
	Yes ☐	**No** ☐		
	Yes ☐	**No** ☐		
			Total match funding	**£12,384.36**
			CRF requested	**£30,000.00**
			Total funding	**£42,384.36**

6.2	Will the project involve "in kind" support?	Yes ☐ No ☒
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	This is a public community path and has no commercial value. The project generates no income and so would not attract a loan.
6.5	Please explain what the remaining bank balances are for in your accounts.	We have a policy that we have enough reserves to maintain our 3 public toilet properties for 6 months. We are also about to start our annual area winter improvement project where we invite communities to submit small projects. Last year we funded £11,500 worth of projects. The income generated from our assets (e.g. car parking charges) funds this.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Some of the unrestricted funds will be used to part fund the project. If the Community Council match funding we will make up the shortfall.
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 ☐ No ☒
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?	The path will not negatively impact any businesses, landowner is supportive as it reduces the impact of visitors straying on to their land (the current access is not particularly clear)
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	The path will not generate any income, we would not therefore be able to fund loan payments.
7.6	Have you previously received public funding?	Yes ☒ No ☐
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?
CRF2192 – Circular Walk Phase 2	18/06/2024	£34,618.40	Yes ☒ No ☐
CRF2117 – Area winter improvements projects	29/02/2024	£30,254.15	Yes ☒ No ☐
HCCF161 – Tougal car park and toilet block	25/04/2023	£52,771.99	Yes ☒ No ☐

		Click or tap to enter a date.	£	Yes ☐ No ☐	

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION	
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**

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

Signature: **Print:**	**Date:** 06/11/2025

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:
- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

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

Key considerations

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

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

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

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Application Guidance	Assessment Criteria Matrix
CRF_Application_Guid ance (v1 MC 2025 CRI	CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY		
1.1	Project reference number	CRF4043
1.2	Organisation	Urram
1.3	Project title	Transport and Car Club Expansion
1.4	Summary of project you wish to be funded (max 250 words)	This project seeks to expand the Urram transport service, by adding a Wheel Chair Accessible Vehicle (WAV) to the fleet. A WAV would be available for the transport service as well as bookable by individuals through the Car Club. It will support those with limited mobility to access appointments more easily as well as improve their wellbeing as they would have the opportunity to get out and about.

1.5	Project costs	Total project cost	£42,889.00
		Match funding	£0.00
		CRF grant requested	£42,889.00
1.6	Start date	01/02/2026	
1.7	End date *(max 12 months from start date)*	31/01/2027	
1.8	Please confirm you have read and understood the **CRF privacy notice**	Yes ☒ No ☐	

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Urram
2.2	Address and postcode	Dail Mhor House
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	www.urram.scot
2.8	Organisation type	☐ Company limited by guarantee
		☐ Constituted group
		☐ Public body
		☐ Charity
		☒ SCIO
		☐ Other (please specify):
2.9	Organisation registered number	SC050174
2.10	Is the organisation VAT registered?	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.** Yes ☐ No ☒
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?	☐ Whole
		☐ Partial
		☒ None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Acharacle PH36 4JJ
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☐ No ☒
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL	
4.1	List the main activities required to deliver the project including timescales.

Activity name	Achieve by (date)
Purchase Wheelchair Accessible Vehicle	27/02/2026
Train volunteers on use of vehicle	31/07/2026
Add vehicle to car club	30/05/2026
	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?

(500 words max limit)
This project is phase 2 of a larger transport project within Urram
Phase 1 will be complete by the end of December, in which we have installed a new EV charge point in Ardgour at the Memorial Hall and relocated a vehicle there.
This is phase 2 which is to purchase a Wheelchair accessible vehicle and deliver staff and volunteer training to support disabled service users.

This project addresses the following local needs;
   1) **A wheelchair accessible vehicle (WAV) based on the peninsulas will support a range of people. We have a number of people who use us for essential transport, and there are 4 in the last month that we have been unable to help as we have not had a suitable vehicles. In the last three months we have supported 36 clients, and**

     completed 104 journeys. Of these 36 clients, 13 have a blue badge and we estimate 9 will need extra support/wheelchair vehicles in the next 6 months. We have been supporting a number of clients over the last few years who have declining mobility and we are approaching a time where we will no longer be able to support these people if we do not have a suitable vehicle.

2) **The WAV would be available to hire through the car club. This would support those who only need a WAV occasionally or are unable to afford another vehicle themselves for occasional use or for a family member. We only get occasional requests for support for wheelchair users, as it is generally well known we do not have a suitable vehicle- so it is not requested.**

3) **This vehicle will add resilience to our fleet. We need to have a car that will 'always work' if the power has been off for a few days, or charge points are down for some reason. Some of our journeys are to Aberdeen or Glasgow, these are already long days out for volunteers without the additional stress to find charge points. Whilst we have focussed on EV's for the majority of our fleet, we would be a stronger community transport organisation if we have a degree of flexibility with a diesel/petrol vehicle. As EV wheelchair accessible vehicles have a very small range, and hybrid options are not available, it makes sense to have this as our petrol/diesel vehicle.**

This project will provide the opportunity for disabled people to have more transport options than they currently do. Disabled people experience more significant transport disadvantage, particularly in a remote and rural area where the buses are not accessible. Disabled people can experience more social isolation and loneliness as it is more difficult to get out and about.

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

(500 words max limit)

The need for improved community transport and 'Better Connections' is highlighted in the Ardgour Local Place Plan. Phase 1 of this project locating a car in Ardgour addresses this need. Phase 2- this application, goes one step further. Disabled people are often at a significant disadvantage in a remote and rural area as there are no accessible public transport options. A Wheelchair accessible vehicle located on the peninsulas, will go some way to address this disadvantage and consolidate the 'Better connections' aspiration of Ardgour's local place plan.

Initially when we set up the Car Club, it was in partnership with the Sunart Community Company- who identified the car club or community car share scheme need in their 2014 place plan. The car club arose out of this, and following a period of testing went live in March 2023. It currently has 12 members and last year did 7000 miles. The WAV allows for expansion of the Car Club and improves accessibility to the car club for ALL local residents.

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

(500 words max limit)

Urram transport has been operating for nearly 5 years and our clients are getting older. We can see the trajectory for increased need within our existing client base. In August we were unable to support 4 journeys to medical appointments because we do not have a suitable vehicle.

A case study is best described to demonstrate local need- there are more stories in our area like this. *We have supported a lady in Acharacle for the last 4 years, She is a befriending client who's*

befriender takes her out for trips around once a month. She has used the transport service to get to appointments and is a regular attendee at community lunches which Urram provides transport for. Her health is failing and she is increasingly reliant on a wheelchair. Soon we will be unable to help her. She will become housebound, which is not good for someone who enjoys attending social groups and activities. Her befriending experience will be curtailed to only meeting in her house. If we have a Wheelchair Accessible vehicle, then this lady will be able to continue to do all that she does, giving her a better quality of life as she ages.

We have included letters of support from, please note some of them support the whole project- phases 1&2.
Ardgour Glensanda Development Trust
Ardgour Community Council
Local Community link worker
Acharacle Community Company
West Ardnamurchan Community Council

A recent Facebook poll had 63 votes, and 91% said they thought it would be beneficial for our communities. A further 7% could see themselves using it in the next two years.

A resident reached out and said "I feel a wheelchair accessible car would be a great asset for the community's you serve. My stepfather suffered a massive CVA which left him using a wheelchair he has over the past 3 years had several hospital appointments which have resulted on us having to take time of work or get someone to take him to them. … the benefits of you having a wheelchair accessible car to take people to and from appointments would be a great benefit to the community. I hope you are successful in getting a car."

4.4	**Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".** **(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.**

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

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

(500 words max limit)

There will be a Wheelchair accessible car based on the peninsulas and integrated into the Car Club.
Volunteers will be offered training to support the use of the vehicle.

We will monitor and measure the use of the vehicle, collecting data on the number of users and the type of journeys. We will ask users about the impact the vehicle has on their health and wellbeing.

The availability of a petrol/diesel vehicle will build resilience to our service. We occasionally have problems with charging, with chargers going offline from power cuts etc. When there is an appointment to keep, this sometimes causes problems.

We measure the value of the transport service through a social value toolkit. Last year we have established a base line of social value amounting to £61,471 We will monitor this over the next few years and expect our social value to increase with this project.

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

(500 words max limit)
Outcomes:
- Reducing social isolation and loneliness- particularly for disabled people
- Improving health and wellbeing
- Reducing geographic isolation and improving transport discrimination.

This project will enable more people to go where they need to go, travelling in a way that is appropriate for their needs.

The lasting benefits and legacy of this project could include the improved mental health and wellbeing of the local population, as more people can go where they need and want to go. NHS should see a reduction in missed appointments from our area as there would be sufficient transport options in place to meet the needs of local residents.

People have the available transport support they need to remain living here as they age.

We keep a record of the number of journeys we conduct, along with what type of journey (medical appointment or social)
We will continue to conduct our annual survey which asks questions of service users regarding their health and wellbeing.

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

(500 words max limit)

This project will be sustained through Urram's existing transport service. An additional vehicle will increase our income slightly both through Car Club use and use for the transport service. A new vehicle has lower ongoing maintenance costs in the first 5 years, which will help us maintain the service.
Urram's transport service is supported by NHSH, Client donations and Urram will continue to seek further grant funding. The transport service is included in the support we have from The National Lottery for the next two years.
A budget forecast- included shows how this project will be integrated into current operating costs.

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

(500 words max limit)

We know that in an ideal world we would purchase an electric wheelchair accessible vehicle. These vehicles do exist; however, the range of the vehicle is not sufficient to service our remote and rural area. It would add significant charging time to our regular journeys which is not practical especially when you are transporting individuals with greater needs. Unfortunately, hybrid wheel chair accessible vehicles do not yet exist. The space required for the fuel tank, batteries and wheelchair mean that it is not viable.

Adding the wheelchair accessible vehicle to the car club, does open the opportunity for individuals to use on an as required basis rather than increasing their need for private car ownership which would have minimal use. Car Clubs bring benefit of newer vehicles on the road and can lead to reduction in private car ownership.

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)

This project reduces barriers for those with protected characteristics as we will be able to transport more people with additional needs.

Care will be taken to allocate transport vehicles relevant to need rather than relevant to proximity, ensuring those who need a Wheelchair accessible vehicle will be able to access it.

Volunteers and local community members will have the opportunity to receive training to support wheelchair users with the vehicle.

All of Urram's services are open to all adults. We take steps to listen to service users in our annual survey, as well as informally to ensure that no one is excluded or disadvantaged by Urram's services.

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 decleration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation's website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	5 members of staff (2.3 FTE) and 30 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐

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

SECTION 5: PROJECT BUDGET

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

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Vehicle	Peugeot Rifter RS- per quote from Allied Vehicles-	Capital	£38,389.00
Vehicle	*Signs and logos*	Capital	£500.00
Salaries	Project officer time	Revenue	£2,500.00
Overheads	Contribution to overheads and insurance	Revenue	£1,500.00
		Total revenue expenditure	£4,000.00
		Total capital expenditure	£38,889.00
		TOTAL PROJECT COSTS	**£42,889.00**
		Is VAT included in these costs?	Yes ☐ No ☐
		Can you confirm that the costs above have not already been incurred or committed to?	Yes ☐ No ☐

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** ☐ **No** ☐
5.3	**Please explain how your project will achieve value for money.**	The Vehicle cost- is provided by allied mobility, who have a base in Glasgow. All the other providers we could source were uk wide- and therefore vehicle collection would be significantly more challenging. Allied mobility are unable to provide an exact cost until the vehicle is ordered. Included is the most accurate quote we can get at this time.

<table>
<tr><td colspan="4" align="center">SECTION 6 – MATCH FUNDING (if applicable)

Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.</td></tr>
<tr><td>6.1</td><td colspan="3">Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.</td></tr>
<tr><td>Name of funder</td><td>Confirmed?</td><td>Date Confirmed or Decision Expected</td><td>Amount £</td></tr>
<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
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<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
<tr><td colspan="2"></td><td align="right">Total match funding</td><td>£0.00</td></tr>
<tr><td colspan="2"></td><td align="right">CRF requested</td><td>£42,889.00</td></tr>
<tr><td colspan="2"></td><td align="right">Total funding</td><td>£42,889.00</td></tr>
<tr><td>6.2</td><td colspan="2">Will the project involve "in kind" support?</td><td>Yes ☒   No ☐</td></tr>
<tr><td>6.3</td><td colspan="2">If yes, please detail.</td><td>The car will be parked at the Acharacle Community Centre for no cost.</td></tr>
<tr><td>6.4</td><td colspan="2">Please explain why public funding is required to   deliver the project.</td><td>The vehicle is too expensive to be funded out of operating costs.</td></tr>
<tr><td>6.5</td><td colspan="2">Please explain what the remaining bank balances are for in your accounts.</td><td>Remaining bank balances are for other revenue projects that have been funded from elsewhere.</td></tr>
<tr><td>6.6</td><td colspan="2">Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</td><td>We need to retain our unrestricted funding as our reserves</td></tr>
</table>

6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	Funding is available for Electric Vehicles. As explained earlier these are not suitable for our purpose and funding for Petrol or diesel cars is much more difficult to find against the backdrop of reducing tailpipe emissions. We have funded phase 1 of this project- which was to relocated a vehicle to Ardgour- broadening access to the Car Club, and supporting the Transport service to more easily meet the needs of the Ardgour Community Council area.

SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes ☒ No ☐
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The income, whilst small, will help the sustainability of Urram's transport service.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Local organisations and businesses will not be disadvantaged as none of them provide a wheelchair accessible vehicle on the peninsula.
7.4	Have you considered taking out a loan for the project?	Yes ☒ No ☐
7.5	If not, please state why?	We considered a loan but the returns on the car club hire and the use of the transport would not be sufficient to service the loan and Urram is unable to cover the loan costs in its operating expenses.
7.6	Have you previously received public funding?	Yes ☒ No ☐
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?
Plugged in communities	08/10/2025	£35010	Yes ☒ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

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.

<table>
<tr><td colspan="2">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.</td></tr>
</table>

Signature: Print:	Date: 07/11/2025

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:
- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement

- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

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

Application Guidance	**Assessment Criteria Matrix**
CRF_Application_Guid ance (v1 MC 2025 CRI	CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF4067
1.2	**Organisation**	Arisaig Community Trust (ACT)
1.3	**Project title**	Strengthening Arisaig: Safeguarding Community Assets Through Sustainable Growth
1.4	**Summary of project you wish to be funded (max 250 words)**	**Bill's Shed: Unlocking a Community Asset** ACT proposes to transform Bill's Shed, an underused community building constructed in 2018, into a high-quality holiday home for two guests. Originally intended as a workshop space, the building has remained largely idle due to the absence of basic facilities (water, toilets, heating) and an unfinished internal fit-out. The Opportunity With investment, Bill's Shed can be converted

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into a self-catering property. Based on local market research, the Shed could conservatively gross £30,000–£40,000 annually. This new revenue stream would directly support the maintenance of all community assets (e.g. the community toilets which currently operate at a loss)

The Impact
This project represents a vital step in ACT's strategy to reduce reliance on grants and create sustainable income from local assets. By bringing Bill's Shed into productive use, ACT will:

- Revitalise an idle community building.
- Add a stable income stream for reinvestment in the village
- Strengthen local economic resilience and reduce reliance on external funding.
- Create opportunities for community pride, visitor engagement, and local employment

The importance of this asset conversion and the revenue it will generate cannot be overstated. It marks a turning point for ACT — a project that will fundamentally strengthen our sustainability, independence, and resilience.

</td></tr>
</table>

1.5	**Project costs**	**Total project cost**	**£65,169.28**
		Match funding	**£400.00 (see explanatory note in project finances section- £15,000.00 total cash match funding secured, but majority is being committed pre-CRF requested support phase)**
		CRF grant requested	**£64,769.28**
1.6	**Start date**	Click or tap to enter a date. Jan 2026	
1.7	**End date** (*max 12 months from start date*)	Click or tap to enter a date. April 2026	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes X No ☐	

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	Arisaig Community Trust	
2.2	**Address and postcode**	Land Sea & Islands Centre, Arisaig PH39 4NU	
2.3	**Main contact name**		
2.4	**Position in the organisation**		
2.5	**Contact number**		
2.6	**Email address**		
2.7	**Website address**	https://www.arisaigcommunitytrust.org.uk/	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	Company number: SC366387 Charity number: SC040977	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.** Yes ☐　　　　　　No　☒	
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?**	☐	Whole
		☐	Partial
		☒	None
2.13	**Provide details of VAT exemptions.**		

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	Bill's Shed, Land Sea & Islands Centre, Arisaig PH39 4NU
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐　No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐　No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☒　No ☐
3.5	**Do you own the land or asset?**	Yes ☒　No ☐
3.6	**Are you leasing the land or asset? If so, what is the term left on your current lease agreement**	Yes ☐　No ☒ 　　Years　　　　Months

3.7	**If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.**	The asset is owned by the Trust
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☒ No ☐
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	The project will refurbish an existing building. A pre-application enquiry for change of use to a short term letting unit has been favourably received. Should the funding application be successful, a change of use planning application and a detailed building warrant will be submitted shortly thereafter. Discussions with building control have not raised any major concerns. Planning permission has been granted for the site:

SECTION 4: THE PROJECT PROPOSAL	

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

Activity name	Date
Pre-Implementation	
Pre-development planning enquiry (completed)	18 September 2025
Scottish Water pre-development capacity enquiry (completed)	15 September 2025
Business Stream new connection application (submitted)	4 November 2025
Build Phase 1	
Submit building warrant application for refurbishment modifications	By 28 November 2025
Submit change of use planning application	By 28 November 2025
Submit short-term letting licence application	By 28 November 2025
Build Phase 2	
Install sewage pumping station, connect to water supply and main sewer	By 30 January 2025
Conduct retrofit work	February & March 2026
Open for business	Easter 2026

Please note: The full project plan is presented above showing the Pre-implementation (work completed, not included in the grant application) and the Build Phase.

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

This project addresses a need for Arisaig to become more resilient and self-sustaining, reducing reliance on grants.

This project is entirely community-led, via Arisaig Community Trust (ACT), and directly addresses a clear and pressing community need: ACT needs to find ways to generate additional revenue to support the ever-increasing costs of managing community assets.

For example: the community toilets cost £7,435 to operate (in the last financial year). The full amount of Highland Council grants and donations amounted to £4,261. The resulted in a loss of -£3,175. ACT have supported this loss via their revenue generating assets (LSIC and Housing) and need to generate more income to cover costs such as these.

Without increasing revenue, ACT as an organisation, is at risk. This puts at risk all village assets: the village toilets, museum & gift-shop (LSIC - Land, Sea and Island Centre), playpark and playing field, shore-front parking, orchard and six affordable homes. This would be a disaster for the village and tourism.

Community-Led Approach
The refurbishment of Bill's Shed is being developed by local residents (many of whom volunteer in LSIC) and stakeholders. Being managed by ACT ensures that decisions are made with the best interests of the area in mind.

Addressing an Identified Community Need
Extensive community engagement has shown that the underuse of Bill's Shed since Covid-19 is a significant concern. Having discussed a variety of options, the community recognises that the most effective way for this building to contribute is by unlocking its income-generating potential.

By investing in improvements, the project will transform an idle asset into a sustainable source of revenue, capitalising on the buoyant tourism market and enduring attraction of wild and natural places. The project will, in turn, strengthen community resilience, support long-term economic sustainability, and ensure local facilities are fully utilised—delivering benefits for both current residents and future generations. Employment will be created to manage and turnover the accommodation.

	(b) Has this need been recognised in a local place plan?
Yes. This need has been recognised within the existing Local Place Plan (2010) and remains a key priority in the revised plan currently being developed in collaboration with the local community council. The emerging plan specifically identifies the importance of building community self-sufficiency and resilience, aligning with local aspirations to create a more sustainable and adaptable community for the future.	

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

There is strong and demonstrable local support for this project, built through continuous community engagement and participation over many years. Regular engagement sessions, community consultations, surveys, and local events have consistently provided opportunities for residents to share their views and shape priorities. The most recent engagement session, held on 1st and 2nd of November 2025, reaffirmed broad community backing for the proposed project and highlighted shared aspirations for a more self-sustaining and resilient community. There are also almost 300 letters of support for the project.

Active involvement from local people further evidences this support. More than 50 volunteers regularly contribute their time and expertise, providing valuable local insight and practical help in delivering community activities and maintaining services. This strong volunteer base demonstrates both commitment and confidence in the Trust's work and its future direction.

The local membership of the community trust (ACT) also reflects widespread engagement. A majority of local residents are members of the Trust and many actively participate in shaping the Trust's work. Members are encouraged to attend Trust Board meetings, where they receive updates, provide feedback, and contribute to discussions. This transparent and inclusive approach ensures that the Trust's decisions are informed by genuine community input.

In addition to formal consultation and structured engagement, effective everyday communication channels help sustain a sense of shared ownership and awareness. Two active WhatsApp groups, one for volunteers and one for general village matters, facilitate quick, open dialogue and ensure that information reaches people promptly. Regular updates and posts on Facebook also keep the wider community informed and involved, allowing ongoing feedback and interaction.

Together, these activities demonstrate that the project is grounded in community needs and enjoys broad local support. The consistent turnout at events, willingness to volunteer, and continued participation in Trust activities all serve as clear evidence that the community not only supports but is actively invested in the project's success.

Important Note:

Bill's Shed was originally funded through LEADER and successfully achieved its initial aims as a community workshop, storage space, and tool library. The project delivered all of its intended outcomes, providing a well-used and valued community asset that supported regular workshops and practical activities. However, the Covid-19 pandemic significantly disrupted its operation, and the subsequent loss of project funding limited the capacity to continue delivering the same level of community activity.

The absence of key services such as running water and a toilet restricted how the space could be used in the period following Covid, highlighting some of the building's functional shortcomings. As the community's needs have evolved, it has become clear that improvements are required to ensure the space can operate sustainably and reach its full potential.

The proposed re-design and refurbishment will address these limitations while retaining Bill's Shed's core function as a workshop and storage area, as only part of the building will be converted. Importantly, the remodelling creates new opportunities for income generation as a high quality 2-person holiday let and its flexible design could allow for differing uses, if the community wish to reuse the building at a future date.

4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes". (a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.

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

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

Main Outcome

The primary outcome of this project is to revitalise a key community asset, Bill's Shed, transforming it into fully functional, economically viable asset. This will enhance local enterprise, tourism, and cultural engagement, ultimately strengthening the social and economic resilience of Arisaig.

Short-Term Anticipated Outputs: (a) Refurbishment of Bill's Shed to a ready to let holiday property (b) reconfigured, more efficient, storage space for village assets and workshop space.
Measures: Income generated year on year.

Long-Term Outputs:
- Sustained economic benefits through increased visitor numbers and local spending. Measure: Increase number of visitors to LSIC
- A self-sustaining revenue stream, with profits reinvested into local infrastructure and community projects. Measure: improved cash-flow for ACT
- Ensuring long-term sustainability of a valuable community assets, preventing disuse and decline. Measure: increase in investment in village assets

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

The primary outcome of this project is the increased financial sustainability for the community trust (ACT) and, by extension, the wider community. By converting Bill's Shed into a holiday let that retains essential storage and workshop space, the project will create a valuable income-generating asset that directly supports the long-term viability of ACT and its community activities.

Expected outcomes and lasting benefits:
- Enhanced financial resilience: Income from the holiday let will provide a regular, reliable source of unrestricted funding. This will reduce ACT's dependence on external grants and short-term funding cycles, giving the organisation greater stability and flexibility to plan ahead.
- Increased investment in community assets and activities: The surplus generated will be reinvested directly into maintaining and improving other village assets, supporting local events, and developing new community initiatives that respond to local needs.
- Safeguarding local services: By strengthening ACT's financial base, the project will help protect vital community services and facilities that might otherwise face reduction or closure due to lack of funding.
- Sustainable use of local resources: The project will make best use of an existing building by adapting it for modern needs, ensuring it remains a productive, well-used, and environmentally responsible community asset.

How outcomes will be measured:
- Tracking annual income generated by the holiday let and recording how funds are reinvested into community assets or projects.
- Monitoring ACT's financial position over time, including reduced reliance on grant income and improved reserves.
- Documenting the number and type of community initiatives or maintenance projects supported by the new income stream.

- Gathering feedback from residents on how reinvestment has benefited local facilities and services.

Benefits and Legacy:
The project will leave a long-term legacy of financial independence and community resilience. By transforming Bill's Shed into a sustainable source of revenue, ACT will be better equipped to maintain and enhance local facilities, support community activities, and respond to emerging needs without relying heavily on external funding. The project ensures that the community's assets remain locally owned, well maintained, and capable of supporting village life for years to come.

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

Bill's Shed will generate sufficient income to ensure that the building continues to be maintained and improved over time. A high quality holiday let for two people, in a prime location in the village can expect around 80% occupancy.

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

The majority of tourists visiting the Highlands do so in private, petrol and diesel cars. In parallel to converting the building the Trust is in the process of replacing the defunct EV chargers adjacent to the shed. We intend to offer a discount to visitors who travel by EV or public transport. We have submitted a grant application to CARES to fund the installation of solar photovoltaic panels on the shed roof which will go someway to offsetting the increased electricity use.

The building is in the centre of the village where local facilities, walking paths and transport links are easily accessible. This reduces the need to use a car whilst on holiday as well as being fully accessible by public transport.

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

The upgrade of the Bill's shed will have to meet domestic building regulations which means it will be accessible to the widest range of user groups. It is expected that level thresholds, handrails and appropriate door widths are used throughout. The project will not target specific groups.

4.8	All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place. PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.

	FWF statement and decleration template.c	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ⊠ No ☐	
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ⊠ No ☐ Applied ☐	
Is the Fair Work First statement on your organisation's website?	Yes ☐ No ⊠ Do not have a website ☐	
How many people do you employ or how many volunteers do you have?	**2 employed** **In excess of 50 regular volunteers**	
Do you currently pay the Real Living Wage hourly rate?	Yes ⊠ No ☐ NA ☐	
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ⊠ No ☐	
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	⊠ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining	

SECTION 5: PROJECT BUDGET

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

Budget Heading	Detailed Costs	Revenue/Capital	Amount
BUILDING COSTS	Materials	Capital	£22,370.40
	Labour	Capital	£19,440.00
	Plumbing & DHW	Capital	£5,488.80
	Electrics	Capital	£5,145.60
Additional Labour required	In Kind Labour costs (Noted for evidence of community support, but not included in finances)		
	Voluntary Trades (£6,111) and Voluntary Architect (£2,400)	Capital	£0.00
Other Costs	Change of use (Planning)	Capital	£800.00
	Architect Fees (£2,400) noted but removed as already committed	Capital	£0.00
	Highland Council Fees (£2,200 noted but removed as already committed)	Capital	£0.00
	Water and Sewage (£10,000 noted but removed as already committed)	Capital	£0.00
	Internal Furnishing	Capital	£6,000.00

		Capital	
Overheads (10%)			£5,924.48
	Total revenue expenditure		£0.00
	Total capital expenditure		£65,169.28
	TOTAL PROJECT COSTS		**£65,169.28**
	Is VAT included in these costs?		Yes
	Can you confirm that the costs above have not already been incurred or committed to?		Yes ☐ ☐

5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .	Yes ☐ ☐
5.3	**Please explain how your project will achieve value for money.**	The project delivers value for money as almost 30% match funding for the overall renovation has reduced the funding requirement to £65169 and ensuring that every pound invested leverages additional external support.

SECTION 6 – MATCH FUNDING (if applicable)

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

6.1	**Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.**

Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
Water & Sewer connection (£10K funding with prior approval has been removed due to being committed already- CLLD)	**Yes** ☐ ☐	June 2025	0.00
ACT Contribution has been reduced from £5K to £400 as ACT will fund the Architects and the Highland Council Fees totalling £4,600 and this is being committed in advance of the requested CRF phase	**Yes** ☐ ☐	August 2025	400.00
Trades / Labour in kind cost (£6111 – noted for evidence of community support but removed from project finances)	**Yes** ☐		0.00
	Yes ☐ **No** ☐		
	Yes ☐ **No** ☐		
	Yes ☐ **No** ☐		
Total match funding *(remaining for this phase out of £15,000.00 total cash and £6,111.00 in kind secured overall)*			400.00
CRF requested			64,769.28
Total funding			**65,169.28**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐

6.3	**If yes, please detail.**	We have local Architects who are giving time to the project. In addition, there are up to 30 volunteers (including trades: Plumber/Electrician/Joiner) who will help refit the storage/workshop space.
6.4	**Please explain why public funding is required to deliver the project.**	Without CRF support, this potential will remain unrealised, leaving Bill's Shed as a missed opportunity. ACT do not have sufficient reserves at this point to make this investment.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	Reserves (see below); operating costs and working capital
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	ACT has no ring-fenced reserves at present. It is critical that the available cash in hand is ringfenced for: - Repairs/Maintenance/Voids etc for the 6 affordable homes and all other village assets (Community toilets, LSIC, Playpark and Playing field). It is also good governance practice (as advised by OSCR) that community trusts should hold between 3 and 6 months of core operating costs. This should include: Staff salaries and on-costs • Essential overheads (insurance, utilities, rates, maintenance) • Mortgage payments • Costs associated with safely closing or winding down operations, including potential redundancy payments if staff had to be let go This level gives the trust a buffer to: • Manage unexpected drops in income or grant delays • Ensure continuity of operations • Meet legal obligations to staff and creditors if major changes occur
6.7	**If you are applying for 100% funding for your project, please explain why no match funding is available.**	

	SECTION 7 – INCOME GENERATION	
7.1	**Will the project generate income?**	Yes ☒ No ☐
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**	The forecast income is critical revenue for ACT. The funds will be help build required reserves (to repair/maintain all the village

	copy of a business plan and/or budget forecast must be provided with the application.	assets), fund a business development manager and be re-invested in new projects. A 3 year business plan is included in the submission showing how ACT can move from its current deficit to a more resilient organisation over 3 years. Please see the reports submitted: • 3 Year Business plan • Evidence of Demand and Revenue Generation Forecast'
7.3	**How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?**	There is far more demand in the village than supply of holiday accommodation. Affordable housing remains an issue. This project is **not** reducing existing housing stock by converting an existing home into holiday accommodation. Rather it is helping support ACT to develop the affordable housing supply (a continuation of a highly successful Housing project completed in 2024). Therefore, local accommodation providers will not be impacted, and we have letters of support from local businesses (including the hotel). Please see the reports submitted: • Evidence of Demand and Revenue Generation Forecast • Letters of support
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	ACT already has a substantial mortgage which was necessary for building six affordable homes.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
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?
CLLD Third Sector Fund	June 2025	£10000	Yes ☐ No ☒
Highland Council (Church of Scotland buy-out)	15 Oct 24	£54100	Yes ☐ No ☒
Highland Council (Church of Scotland buy-out)	10 March 25	£10594	Yes ☐ No ☒

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

| Signature:

Print: | Date: 13/11/25
Click or tap to enter a date. |
|---|---|

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:
- Match funding – The Highland Council
- Match funding – National Lottery

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

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

Key considerations

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

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

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

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

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

	SECTION 1: PROJECT SUMMARY	
1.1	**Project reference number**	CRF4072
1.2	**Organisation**	Acharacle Community Company
1.3	**Project title**	Shielbridge Hall Refurbishment Stage 2
1.4	**Summary of project you wish to be funded (max 250 words)**	CRF funded an initial feasibility project (RIBA Stage 2) in 2023 which addressed serious and long-term maintenance issues at Shielbridge Hall in Acharacle, highlighted by a commissioned structural survey. The feasibility stage included proposals for a new roof, insulation, heating system and environmental benefit work. Due to the scale and complexity of these works, we now need to move to RIBA Stage 4 which includes planning permission, engineering plans, detailed specifications and design works. This also includes detailed quantity surveying so we will have an accurate estimate of total costs to enable to final fundraising.

		This is a major building project; going through the full RIBA process is the industry standard for projects of this scale and nature and protects against significant cost overruns. It also ensures the highest quality of build possible within reasonable budgets. It will result in a modern, energy efficient building that will be the hub for events in Acharacle and the wider Ardnarmurchan area, increasing community resilience by addressing the problems of rural living through enabling community participation in a range of events supporting the local economy, well-being and cultural development.
1.5	Project costs	**Total project cost** — £55,932 **Match funding** — £3,500 **CRF grant requested** — £52,432
1.6	Start date	11/02/2026
1.7	End date *(max 12 months from start date)*	23/11/2026
1.8	Please confirm you have read and understood the **CRF privacy notice**	Yes ☒ No ☐

	SECTION 2: CONTACT AND ORGANISATION DETAILS	
2.1	Organisation	Acharacle Community Company
2.2	Address and postcode	Morrison Place, Acharacle, PH36, 4JJ
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	acharaclecommunitycompany.co.uk
2.8	Organisation type	☒ Company limited by guarantee ☐ Constituted group ☐ Public body ☐ Charity ☒ SCIO ☐ Other (please specify):
2.9	Organisation registered number	Charity number SC033393 Company number SC217376
2.10	Is the organisation VAT registered?	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time**

		during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.
		Yes ☐ No ☒
2.11	If the organisation is VAT registered, please provide the number.	N/A
2.12	Is the VAT related to the project being reclaimed from HMRC?	☐ Whole ☐ Partial ☒ None
2.13	Provide details of VAT exemptions.	None

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	2 Burnbank, Acharacle PH36 4JL
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒ n/a
3.4	Is your organisation the lead applicant?	Yes ☐ No ☒ n/a
3.5	Do you own the land or asset?	Yes ☒ No ☐
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	n/a
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☒ No ☐
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Applying for planning consent is part of the work of this application. We do not expect significant issues given the building is already in place and all proposals are within allowable changes.

SECTION 4: THE PROJECT PROPOSAL	
4.1	List the main activities required to deliver the project including timescales.

Activity name	Achieve by (date)
Complete grant contract	11/02/2026
Appoint lead contractor & agree full team	09/03/2026
Community consultation	27/04/2026
Detailed design brief completed	10/08/2026
Engineering works completed	28/09/2026
Planning permission granted	23/11/2026

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

Shielbridge Hall is a key community resource on the Ardnarmurchan peninsula. It is the largest community venue in the area and has a long and strong tradition of hosting a wide range of community events. It is a vital cultural site (including exhibitions, traditional music, hosting the Mod, locally devised theatre, annual raft races, film nights, etc) as well providing space for a range of well-being activities (exercise classes, Pilates, Yoga, community lunches, etc). It also supports the local economy by hosting produce fairs. Finally, it serves as a venue for birthday parties, weddings and other celebrations and gatherings.

This vital resource was managed by local volunteers but owned by 3 individuals (under the Feu Deed model). During the covid pandemic the Hall was dormant for many months and significant structural damage was incurred. The building owners were not in a position to carry out repairs, and the organising committee was an unconstituted group with no liability protection; major repairs could not be considered. However, a structural survey was commissioned which recommended a new roof alongside a new heating system and electrical works.

In 2023 we CRF funded a feasibility study to undertake major improvements, as well as funding to commission lawyers to transfer the Hall to a truly community owned body, Acharacle Community Company. The study recommended a new roof design rather than a like-for-like replacement to minimise design weaknesses. It also included installation of insulation (currently there is no insulation at all in the roof and very little elsewhere) new windows and doors and a new heating system, powered by the installation of a PV panel array. This work took us to RIBA stage 2. Running alongside this was the legal work. Despite some setbacks with the regulator (meaning we had to apply for a full reorganisation scheme) we have completed the transfer of the Hall which passed ownership to Acharacle Community Company on 17/4/25.

We are now in a position to proceed to RIBA stage 4. RIBA (Royal Institute of British Architects) stages are the recognised stages a complex building project needs to go through. They demonstrate need, feasibility, develop detailed designs and specifications, ensure building control and other regulatory requirements are met, and minimise cost overruns. This will include the appointment of architects, principal designers, quantity surveyor, and structural and M&E engineers. They will undertake the necessary work to provide a fully costed construction plan and planning permission that will be ready for us to proceed to the construction phase.

The Hall is just about open for business! We host events and sessions as best we can. There are major roof leaks and the Hall is cold and expensive to heat. It is not feasible to carry on with patch repairs. Despite this, local people continue to use the Hall as there is such a local need for a venue of this type and size. However, the current status quo is not sustainable and we need CRF to bring the Hall up to a modern standard.

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

There is no specific local plan in place for our area. However, Acharacle is seen as the main hub on the Ardnarmurchan Peninsula and development of the village is highlighted in the Lochaber Area Plan.

Rural poverty (through lack of facilities, transport links and other infrastructure) is recognised as a significant factor affecting local people. While we do not fall into the usual SIMD percentiles that prioritise spending, agencies and public bodies are starting to recognise that SIMD is not a good indicator for rural areas & islands; in these areas, organisations and communities in areas with a

lack of access to key services, rural poverty and/or loss of working-age population are starting to be recognised as being in significant need.

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

As part of the initial planning for the project we surveyed local people (both online and at local events in terms of what they liked to see happening at the Hall. We received very positive responses to a range of suggestions.

- Weekly events included: pilates, yoga, vets surgery, produce shows, youth clubs, farmers' markets, Scottish dancing
- Monthly events included: Talks, live music, games, efficiency events
- Other occasional events included: parties, keep fit, first aid courses, bring and buy sales, art exhibitions, craft shows, performing arts.

Analysis of responses is as follows:

Events you'd like to attend at Shielbridge Hall
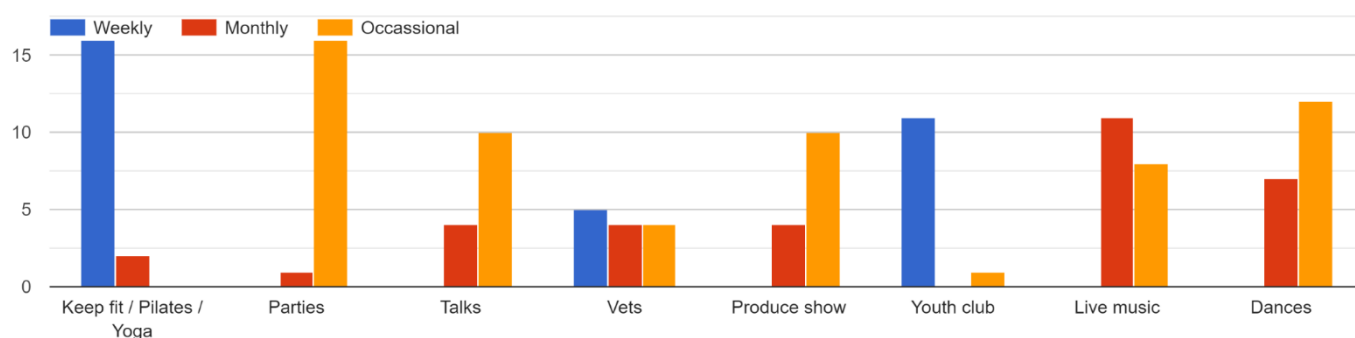
Transfer of the Hall to Acharacle Community Company was unanimously supported by everyone at the Hall's AGM. ACC is seen as the trusted organisation locally. It is the major organisation in our area. We do not have a functioning community council. We have undertaken our own strategic planning exercises with our local community and asset development is highlighted as one of the key strategic priorities for the village. When asked what would make 'The Perfect Acharacle', local people highlighted local amenities, healthy living, local events, less social isolation, renewable energy as being important. This project directly addresses all of those issues (see attached strategic plan).

4.4	**Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".** **(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.**

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

- 50 local people taking part in consultation on design of the refurbishment of Shielbridge Hall. Measured by people attending meetings and/or responding to surveys.
- 5 local companies appointed to carry out the key activities. This supports the local economy as well as providing local expertise and lived experience. Measured by contracts in place.
- Planning permission in place that takes account of local views and circumstances. Measured by planning approval.
- A full set of structural engineering drawings in place showing the work will meet building control regulations
- A full set of mechanical and electrical engineering plans in place that shows significant improvement in the economic and environmental aspects of heating and running the building.
- 1 set of fully costed detailed design specifications and drawings that enable us to move forward to the construction phase of the project. Measured by drawings, specifications and costing report.

(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?

There will be increased community resilience in the community, enabling sustainable growth and resistance to external pressures as follows:
- Increased bookings at the Hall for community events and activities, showing that people are preferring to stay local – measured by comparing before and after data.
- Increased attendance at health and well-being events – measured by comparing before and after data.
- Stronger local networks that use the Hall as a focal point and springboard and that brings other groups and services to the area – measured by the number of local networks and new services/agencies coming into our area.
- Better emergency response – (e.g. for long-term power cuts) – measured by the number of times the Hall has been used a base for providing emergency response services.

Other outcomes will include:
- Access to community events is improved for those with disabilities – measured by attendance data and provision of full disabled access throughout the Hall
- Access to events for those in poverty is improved – through cheaper running costs – measured by demographic data on Hall usage.
- An increase in fuel efficiency and the use of renewable energy to power the Hall – through better building standards in terms of insulation and efficient heating – measured by decrease in running costs and use of electricity.
- A decrease in rural depopulation through the development of a functioning community venue that acts as a catalyst for a range of local projects and activities that keep people in the area.

| | An improved local economy through the provision of a low cost community venue for local enterprises to sell at produce fairs. |

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

The part of the overall project for which we are requesting funding will get us to RIBA stage 4; a crucial stage in the process of the capital project. It will result in a report that shows planning permission is granted and that we have full and detailed specifications and designs. These will also be costed. The next stage will then be to raise the capital funds necessary to complete the construction phase.

We have already started researching potential sources of funding for this phase. Given the nature of the project, we are likely to split the fundraising up into:
- General capital works
- Eco/green measures
- Equality/disabled access measures
- Cultural and local context measures

We will be able to target specific funding opportunities with these elements of the project and not necessarily rely on one funder for the whole project. This makes the fundraising task easier. Alongside this, we will also fundraise within our community. We have some generous local businesses and individual donors that will be able to kickstart the fundraising process.

It is important to note here that general fundraising cannot start until we have completed the work to RIBA stage 4 as we will not be in a position to say that we have fully costed options, complete with planning permission and detailed drawings and specifications to show that the whole project is realistic and feasible.

In terms of overall business planning for the finished building and ensuring it can support itself in a sustainable way in the future, the current building is able to support itself in a day-to-day sense without grant funding through daily hires. We recognise that to be fully self-supporting this needs to include plans for developing a maintenance and sinking fund for major works. We are experienced in this with our other existing buildings and are confident we will manage this for the refurbished Hall.

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

A large part of the project specifically addresses climate change issues and implements our net zero ambitions through the development of clear plans and specifications for:
- Replacing an old, inefficient and out of date heating system
- Installation of renewable energy sources (likely PV panel array) to generate our own electricity and decrease reliance on expensive external sources
- Installation of insulation to the building in a way that recognises the way the building is used and maximises the energy we generate within the building

As well as the above mitigations we will also use the following approaches in how we work:
- Consideration of local contractors to minimise travel and CO_2 production in carrying out the project, including the use of remote meetings where possible
- Asking all contractors to demonstrate a minimum level of adherence to good environmental policies and practices in their work

	• Asking contractors to carry out an environmental impact assessment for each of their areas • Ensuring design elements reflect our environmental policies and make it easier for us to achieve our ambitions (e.g. ensuring design enable easy and effective recycling)
4.7	**In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project? Will the project target specific groups?**

The consultation aspects of this project will be developed with equity and inclusion at the forefront. This includes multiple ways for people to engage, seeking out those in the community who might not normally take part and ensuring that consultation results in demonstrable actions, so it is not just seen as a 'talking shop'. We already worked in this way in terms of consulting with the community on transfer of the Hall to the company.

We already consider equity and inclusion in how we promote the use of the Hall, charging policies and evaluation of our activities. As a very small community we know which groups may use the Hall less (or not at all) and take action to address this.

One area of current concern is the lack of good disabled access; we have 2 wheelchair users living locally and have already consulted with them on priority actions for any new design to ensure equity of access.

One of our board members is a retired equalities professional and has been able to help and advise on these aspects.

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 decleration template.(

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?	2 employed (0.8 FTE) and 23 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ☒ No ☐

How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☒ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Architect	Kearney Donald Partnership	Capital	£26,500
Quantity Surveyor	Samuel and Partners	Capital	£8,460
Structural Engineer	Harley Haddow	Capital	£3,350
M&E Engineer	Meta Consulting	Capital	£5,000
Principal Designer	Helica Scotland Ltd	Capital	£3,300
Unrecoverable VAT	20%	Capital	£9,322
	Total revenue expenditure	£	
	Total capital expenditure		£55,932
	TOTAL PROJECT COSTS		**£55,932**
	Is VAT included in these costs?		Yes ☒ No ☐
	Can you confirm that the costs above have not already been incurred or committed to?		Yes ☒ No ☐

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 ☒ No ☐
5.3	Please explain how your project will achieve value for money.	We are experienced at seeking out and managing good value for money with our projects. We develop good working relationships with suppliers based on an ability to challenge and negotiate. We will seek references for all suppliers. It is worth noting that this project, getting us to RIBA stage 4, is in itself an exercise in value for money giving us time to work with professionals to specify good value for money and avoiding large cost overruns at a later stage.

<table>
<tr><td colspan="4" align="center">SECTION 6 – MATCH FUNDING (if applicable)

Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.</td></tr>
<tr><td>6.1</td><td colspan="3">Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.</td></tr>
<tr><td>Name of funder</td><td>Confirmed?</td><td>Date Confirmed or Decision Expected</td><td>Amount £</td></tr>
<tr><td>Shielbridge Hall Committee (the previous owner of the Hall)</td><td>Yes ☒   No ☐</td><td>September 2025</td><td>£3,500</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
<tr><td></td><td>Yes ☐   No ☐</td><td></td><td></td></tr>
<tr><td colspan="3" align="right">Total match funding</td><td>£3,500</td></tr>
<tr><td colspan="3" align="right">CRF requested</td><td>£52,432</td></tr>
<tr><td colspan="3" align="right">Total funding</td><td>£55,932</td></tr>
</table>

6.2	Will the project involve "in kind" support?	Yes ☒ No ☐
6.3	If yes, please detail.	The board of ACC give their time to the project on a voluntary basis. There is also a separate sub-committee overseeing this project. Skills within this sub-committee include: local knowledge, equalities (professionally and through lived experience), contracting, legal and local business.
6.4	Please explain why public funding is required to deliver the project.	As a small community we simply do not have the resources to fund this work solely through local fundraising. It is hard to raise money for this technical stage but we know that public funders have a

		good awareness of the necessity of "doing things properly" to ensure better outcomes in the future.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	The restricted balances are for revenue projects we have underway. These funds can only be spent on these activities.
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	Unrestricted funds in our accounts are used for 2 main purposes: working capital/cash flow to ensure we can pay our bills while waiting for funding to come in and to meet our reserves policy which is to hold 6 months running costs as unrestricted funds.
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 ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.**	.
7.3	**How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?**	Local businesses are fully supportive of the project; their families use the Hall and they see it as a vital part of our community. We are careful to engage local businesses and part of ACC's mission is to support local business, not compete with it.
7.4	**Have you considered taking out a loan for the project?**	Yes ☒ No ☐
7.5	**If not, please state why?**	The current building is of such poor quality that it would be hard to use as collateral. Also, while the building can ultimately generate income to sustain on-going running costs it is unlikely it could sustain loan repayments.
7.6	**Have you previously received public funding?**	Yes ☒ No ☐
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?
Cycling Scotland	15/01/2024	£23,500	Yes ☐ No ☒
Highland Council (Regen Officer)	08/04/2024	£28,443	Yes ☐ No ☒
Highland Council - Play Park	24/01/2022	£2,660	Yes ☐ No ☒
Communities Mental Health & Wellbeing Fund (HTSI)	30/10/2024	£9,688	Yes ☐ No ☒

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

Signature: Print:	Date: 13/11/2025

Please Ensure You Also Complete the Attachments Checklist Below

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

Reason for missing documentation:
Notes re: attachments:

- Accounts – we have included 23/24 signed accounts. We have also included the latest draft accounts 24/25. These were presented to a board meeting on 13/11/25 and await signature. The numbers are all agreed. We will forward signed accounts once they have been signed.
- Match funding – In terms of the match funding from the closure of Shielbridge Hall, we have sent the confirmation email from the previous chair of Shielbridge Hall confirming the transfer and the closing bank statement showing the transfer. NB this is over £13,000 and £3,500 is being set aside to match fund this project.
- Ownership of Shielbridge Hall by ACC – the title deeds have not yet arrived to us after the transfer. We have attached the disposition signed by the 3 previous owners of the Hall confirming the

transfer. We have also attached the email from the solicitor to the Chair of ACC confirming completion of the transfer.

- Quotes – only one of the contractors is over the £10,000 limit to trigger the need for 3 quotes. This is the architect, KDP. These are the architects that were involved in the feasibility stage (RIBA Stage 2). It is important we stay with them for this next phase. They have already undertaken initial surveys and outline drawings; any new contractor would have to recreate these. They also have substantial local experience with the other contractors and are experienced with the particular challenges of working in a very rural area. They also have experience of village hall development. Finally, their fee is based on the RIBA recommended % costs, it is likely that any experienced, reputable contractor would quote the same RIBA recommended levels.

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:
- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

![The Highland Council - Comhairle na Gàidhealtachd]

![Scottish Government - Riaghaltas na h-Alba]

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

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

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

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

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

Application Guidance	Assessment Criteria Matrix
📄 PDF CRF_Application_Guid ance (v1 MC 2025 CRI	📄 PDF CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY	
1.1	**Project reference number**	CRF4093
1.2	**Organisation**	Ardgour Area SCIO (Ardgour Glensanda Development Trust)
1.3	**Project title**	Clovullin Affordable Housing
1.4	**Summary of project you wish to be funded (max 250 words)**	AGDT hopes to provide approx. 6 affordable housing for rent in the area to address chronic housing shortages, as agreed in the Ardgour Place Plan, and evidenced in the Urram / Communities Housing Trust Housing Needs Analysis 2024 for West Lochaber. The local landowner, Mr McLean has agreed to sell land to the community for housing beside the Ardgour Primary School. AGDT will raise the funds to purchase and then build the housing.

We cannot begin this project without first commissioning a development agent to undertake a detailed site appraisal and feasibility study to examine the ground conditions, check the up-to-date housing demand and to prepare build options and costings. If |

		successful this funding will help take the project to the next stage ready for fundraising in 2026. It will also provide a well-designed, costed project that can be considered by Highland Council, Lochaber Housing Association and the community to decide who will lead on the construction. This work is the critical first step towards acquisition. (We recognise that ownership or lease of the land is part of your criteria but as you have requested a re-submission our understanding is that this early-stage' project is recognised and accepted as a stepping stone to ownership)	
1.5	**Project costs**	**Total project cost**	£12,005.00
		Match funding	£405.00
		CRF grant requested	£11,600.00
1.6	**Start date**	01/02/2026	
1.7	**End date** *(max 12 months from start date)*	21/08/2026	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	

	SECTION 2: CONTACT AND ORGANISATION DETAILS	
2.1	**Organisation**	Ardgour Area SCIO (commonly referred to as Ardgour Glensanda Development Trust
2.2	**Address and postcode**	Taobh an Uillt, 4 Clovullin, Ardgour, PH33 7AB
2.3	**Main contact name**	
2.4	**Position in the organisation**	
2.5	**Contact number**	
2.6	**Email address**	
2.7	**Website address**	www.ardgourcommunitiestogether.net
2.8	**Organisation type**	☐ Company limited by guarantee
		☐ Constituted group
		☐ Public body
		☐ Charity
		☒ SCIO
		☐ Other (please specify):
2.9	**Organisation registered number**	SC043386

2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you **must** notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒		
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?	☐	Whole	
		☐	Partial	
		☐	None	
2.13	Provide details of VAT exemptions.			

SECTION 3: PROJECT DETAILS	
3.1	Please confirm the location of the project including post code.	**PA33 7AB**
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☐ No ☒
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	This funding will help us complete the housing feasibility study, business case, and land valuation, to enable us to agree an acquisition price from the landowner, Mr McLean who wishes to sell to the community.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☒ No ☐
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Outline planning permission is being applied for between now and end of January 2026, however these units have been agreed in principal with the Council and the development site submitted to the new Highland Local Development Plan earlier this year.

SECTION 4: THE PROJECT PROPOSAL	
4.1	List the main activities required to deliver the project including timescales.

Activity name	Achieve by (date)
Confirm with CHT that they can proceed to build business plan	02/02/2026

Commission Solicitors to confirm land title / burdens	16/02/2026
Receive detailed Site Appraisal from CHT	23/03/2026
Receive Business Plan and Management Options report from CHT	25/05/2026
Host community consultations & collate feedback	17/06/2026
Host round table meeting with HC / LHA/CHT to agree development plan for capital funding and building	29/07/2026

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

(500 words max limit)
The Ardgour Glensanda Development Trust under the name Ardgour Area SCIO has operated as a community benefit panel for many years, but decided to move towards becoming a development trust to enable it to actually delivery community regeneration projects for the Ardgour Community Council Area. As we do not have experience of delivering a housing project ourselves we invited several organisations to tender for a feasibility and the Communities Housing Trust submitted a successful bid for feasibility which we have split into Phase One and Phase Two.

This project will eventually help address the chronic housing shortage in the area as defined in the Council's Strategic Housing Investment Plan 2025 -2030. The Council declared a Housing Challenge in 2024. One of our Trustees attended the Councils Housing Summit in 2024 and the Trust hopes to unlock this site for approximately 6 units in the village of Clovullin, Ardgour.

In 2024 local care charity *Urram SCIO* commissioned the *Communities Housing Trust* to conduct an online & hard copy questionnaire-led Housing Needs Analysis for West Lochaber which included Ardgour and local people in the area who would consider moving to Ardgour if housing was available. Housing is a key issue for our area. 41 respondees were in unsuitable accommodation, with 53% looking for affordable housing and 25% looking for self-build so further market analysis is required for Ardgour.
The Ardgour Community Council and AGDT have joined forces to run a locally focussed housing needs survey (see https://www.ardgourcommunitiestogether.net/survey) to help inform this project.

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

(500 words max limit)

During 2023   a detailed community consultation took place which resulted in only the second ever Local Place Plan being adopted by Highland Council.

This involved numerous public meetings in the two local community halls and a detailed questionnaire.
This is available here :
https://www.highland.gov.uk/downloads/download/2381/ardgour_local_place_plan

One of the four chapters is entirely focussed on housing solutions including self -build, affordable rent and affordable purchase.

The Place Plan received funding from the Glensanda Fund as well as Ardgour Community Council.

This project is the best defined and most significant housing development in the Ardgour Place Plan.

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

(500 words max limit)

We know there is support for this project because it is clearly explained in the Place Plan and was a product of multiple local community consultations and meetings.

It has the full support of the Ardgour Community Council (two community councillors serve on our Board of Trustees)

We would also point to the Highland Councils own findings about the need for more housing and the results of the West Lochaber Housing Needs Analysis of 2024.

Our current housing survey does not conclude until 16th November but any relevant results will be used to help shape the size and scope of this development by testing anecdotal evidence about the types of households we need to build for.

The Council's own Housing Manager, Helen Cameron comments "We would concur that there is a need for additional homes in the Ardgour area and would support delivery of homes for social rent / other tenures as you see would meet the community's aspirations."

Margaret Moynihan of Lochaber Housing Association was approached for early stage involvement and commented "that we are still keen to look at opportunities where we can be involved and while there are currently strains on finance we appreciate this can change quickly should the Scottish Government make more funds available."

On 17th September 2025 the Scottish Land Fund awarded us £20,940 to begin work immediately on the first phase of the feasibility.

4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes". (a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.

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

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

(500 words max limit)

We approached the Communities Housing Trust in October 2024 to quote for conducting a feasibility study. The price was £37,740 excluding AGDT staff time. We sought other tenders but CHT remained the only bidder. We applied to the Highland Council CRF fund in May but were turned down.
To get the project moving we agreed with CHT to try and fundraise for the initial scoping of the project and outline planning. Consequently the AGDT allocated £3,000 cash and £1,080 of staff time and the Scottish Land Fund have awarded £20,940. This work will conclude by March 2026.

The outputs for Phase One will be an initial Site Appraisal. Architects have been commissioned and CHT will produce a Desktop Appraisal for Options for Properties. Working with ADGT the community will be consulted and we will engage the support of the Highland Council and other stakeholders. These items are clear outputs, easily measured.

We are requesting that CRF supports the next phase of the Feasibility process which is combining local housing need information with house design, employing solicitors to check legal title and surveyors to work with the architects to cost out the design. The Communities Housing Trust will then pull this together to produce a business case which would enable us to take the next steps to fundraise the £XMillion required (and / or enter into a partnership with another housing body to deliver them.)

These are the outputs 3 and 4 in the attached proposal from CHT:
Page 5
"Outputs:
A detailed spreadsheet with project budget to help identify the most suitable housing tenures and the outline costs of the project including a long-term cash flow projection."
A risk analysis of each project stage (development, delivery, and long-term management) and mitigation options for AGDT to consider.
A funding plan which will identify funding and other resources required to develop the site and provide an outline finance implementation plan.
Exploration of various exit strategies for the protection of AGDT
Advice on a Local Lettings/Allocations Policy
A property management guide to help AGDT make decisions on how to deliver the project.

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

(500 words max limit)

In the first year after completion of the feasibility and business plan, there will be minimal outcomes because 2026/27 will largely be spent fundraising.

Our intention that the first tangible indirect outcome will be approximately 5.4 ha of land taken into community ownership. This will involve the community raising the necessary £100,000 and key to this will be is the Scottish Land Fund re-opens for Stage 2 applications later in 2026. (Once the community owns the land it is much more straightforward to then engage other stakeholders to identify who the developer will be and who will operate the units.)

However we forecast a greater sense of optimism and ambition within the Board of trustees of the AGDT as a community anchor organisation if we have managed to develop this project to "funder ready" stage

2028/2029 would be construction assuming funds can be secured.

Therefore the longer term impacts of this project are conditional on the capital build project going ahead. A lasting legacy would be addressing one of the causes of rural depopulation via an increase in the population of Ardgour and a possible positive effect on the primary school roll (measurable)

A less tangible outcome could be an improved sense of growth and dynamism in the community if we can deliver this significant project.

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

(500 words max limit)

As indicated above this a short life project resulting in a "funder-ready housing project" that could be delivered by the community, Highland Council or other housing body.

It will enable the AGDT to apply for acquisition costs to the Scottish Land Fund assuming it is back up and running in late 2026.

The AGDT will continue to progress the project by funding its development officer role from its reserves. Currently AGDT has committed to supporting its development officer for the next 12 months whilst we await the results of the new community benefit arrangements with Glensanda Quarry.   We expect to receive circa £30k per annum and a portion of this will be used to maintain momentum on the project. It is too early to say who the delivery partners may be and whether the AGDT will have an operational role in managing and letting the properties or whether this will be the responsibility of other stakeholders.

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

(500 words max limit)

This project is a primarily desktop project. Phase One will involve the site assessment and to reduce 'travel to work' miles we will aim to use local contractors where possible to support the circular economy. When the houses are built, we intend to seek social value in the contract and will ensure local building companies are included in the invitation to tender.

Phase Two funded by this application is mainly professional time spent preparing the business case for the affordable housing units. We have commissioned the Community Housing Trust to be our project consultants and they area social enterprise with strong community and sustainability values. We expect the final business case will have a strong sustainability element.

However the project itself will include mitigation measures. We intend to build houses that incorporate maximum affordable insulation levels and renewable energy for heating, inspired by recent developments in Arisaig and elsewhere in the Highlands. We hope to include EV charge points into the development which is also an aspiration of the Place Plan.

When the site is eventually purchased and cleared we are in agreement with the land owner that compensatory planting will be undertaken to replace the immature trees that are on the current site.

The site is in the centre of the village, a stones throw from the Primary School, Village Hall and bus stop, and the homes will in part comply with the 20 minute neighbourhood goal. (The bus route is to and from Fort William 30 minutes and a ferry journey away, where most other amenities are.)

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

(500 words max limit)

In 2023 when extensive community consultations took place to shape the Place Plan one of the key targets was this development – but the nature and type of housing was unspecified.

This funding will allow the Communities Housing Trust to gather feedback from the community on proposed designs and also to incorporate up to date information on Housing Needs locally.

When we host our community drop-ins we will hold them in both village halls and offer transport to those that might struggle to attend the events. The AGDT and Community Council will shortly close and analyse a community consultation on peoples housing needs. We are targeting businesses impacted by the local housing shortage as well as families who may have family members struggling to secure a home locally. These results will be incorporated into the design work so that the proposals for the houses will closely dovetail current housing needs. For those uncomfortable completing an online survey, Trustees have hand delivered hard copies of our survey, and we have also made copies available in the local pub and at both village halls to try to make sure no one is missed out.

We also have the results of the wider West Lochaber Housing Needs Analysis undertaken in 2024 which will inform the design.

In conclusion the project i.e. the feasibility study and business case will be based on the concept of meeting the housing needs of the local community as a priority.

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 decleration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation's website?	Yes ☐ No ☒ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	**9 Trustees and 2 part time contractors**
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 sum

Budget Heading	Detailed Costs	Revenue/Capital	Amount
	CHT proposal outlines the costs some of which have been overed in Stage 1 – for the purposes of this application the whole project is treated as revenue spend.		
Consultants Fees	CHT 2 remaining days @£540pday inc VAT	Revenue	1,080
Site Appraisal	CHT 6 remaining days @£540	Revenue	3,240
Business Planning	CHT 3 remaining days @ £540	Revenue	1,620
Project Scope Defined	CHT 3 remaining days @ £540	Revenue	1,620
Travel & Subsistence	8 days @ £30 per day	Revenue	240
Surveyors	Remaining fees to finalise design and layout	Revenue	2,000
Solicitors	Report on title a preparation of disposition	Revenue	1,800
AGDT Officer time	22.5 hours (3 days) @ £18 per hr local coordination	Revenue	405
	Total revenue expenditure		£12,005
	Total capital expenditure		£0
	TOTAL PROJECT COSTS		£12,005
	Is VAT included in these costs?		Yes Y No ☐
	Can you confirm that the costs above have not already been incurred or committed to?		Yes Y No ☐
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 Y No ☐

5.3	Please explain how your project will achieve value for money.	We wrote to three possible developing agents but only the Housing Trust submitted a full proposal which we have accepted. Also from our personal experiences we consider their cost reasonable and they have been accepted by HIE and the National Lottery

SECTION 6 – MATCH FUNDING (if applicable)

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

6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.			

Name of funder	Confirmed?		Date Confirmed or Decision Expected	Amount £
Ardgour Glensanda Development Trust	**Yes** Y	**No** ☐	13th August 025	405.00
	Yes ☐	No ☐		
	Yes ☐	No ☐		
	Yes ☐	No ☐		
As outlined above this project has been	Yes ☐	No ☐		
split into phases with AGDT and the	Yes ☐	No ☐		
Scottish Land Fund funding Phase One	Yes ☐	No ☐		

Total match funding	£405.00
CRF requested	£11,600
Total funding	£12,005.00

6.2	Will the project involve "in kind" support?	Yes ☐ No ☒
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	**More affordable housing in remote communities requires a joint approach due to the acute shortages. This public funding will help get this project from concept to drawing board and outline planning.**
6.5	Please explain what the remaining bank balances are for in your accounts.	The AGDT has developed from the former Ardgour Area Fund – a community benefit fund from the Glensanda Super-Quarry. The charity therefore holds the funds on deposit for all future developments locally. We have recently released a competitive fund of £5,000 which local groups are submitting applications, and we hope to allocate similar amounts in the coming years.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	AGDT has already committed £4,080 to this project to unlock £20k of Land Fund money. The remaining balance is retained for other upcoming projects locally and to fund the two part time workers for the Trust – approx. £20k for 2026. Community Benefit payments from Glensanda have been paused for over 2 years now and so the Trustees are trying to spend very cautiously to move projects forward and using the remaining money for seedcorn for other projects. E.g.

		development of village halls, footpaths, land acquisition, social enterprise development.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	The AGDT has allocated 3 days of staff time to enable good local consultation and to oversee contractors on the site as the feasibility work is undertaken, but this represents only 3.5% contribution, but as explained we have put in a larger amount for Phase One to get this project to this stage.

SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes ☐ No ☒
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to 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?	This is a housing site feasibility study so will have no impact on local business at this stage. The only possible disruption might be when contractors undertake test digs and soil samples approx. 1-200m from the Primary School and Nursery. One of our Trustees is also the school maintenance coordinator and we will work closely with the school so as not to cause any noise disruption during school hours.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	A loan requires a source of income. The AGDT is a young organisation just getting established and as yet we have no trading income. This "feasibility" funding is early development money and so not really applicable to a loan. However, the resulting business case and scheme design will indicate the capital funding total required and we fully recognise that if AGDT is to develop the houses post site acquisition, then loan funding (mortgage/social investment) may well form part of the capital funding package.
7.6	Have you previously received public funding?	Yes ☒ No ☐
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
CRF Funding to contribute to the first 12 months AGDT worker salaries (now concluded) CRF2238	02/03/2024	£12,000	Yes ☒ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐
	Click or tap to enter a date.	£	Yes ☐ No ☐

	SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION	
8.1	**Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**	

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

Signature: **Print:**	**Date:** 13/11/2025

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:
- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

The Highland Council
Comhairle na Gàidhealtachd

Scottish Government
Riaghaltas na h-Alba

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

Key considerations

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

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

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

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

Application Guidance	Assessment Criteria Matrix
PDF CRF_Application_Guid ance (v1 MC 2025 CRI	**PDF** CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF4104
1.2	**Organisation**	Sunart Community Company
1.3	**Project title**	Sunart Craft Hub & Men's Shed
1.4	**Summary of project you wish to be funded (max 250 words)**	Sunart Community Company (SCC) is investing in community wellbeing through the development of two gathering spaces designed to reduce isolation, build resilience, and support mental health. The Craft Hub & Men's Shed, opened in July 2025 after significant refurbishment, already provides a safe and welcoming place for people to meet, create, and learn together. Over 30 residents attended its opening, and the Project Coordinator is now developing a programme of craft sessions shaped by community suggestions.

With funding from the Communities Mental Health and Wellbeing Fund, SCC and partner organisation Urram will deliver 48 craft sessions over two years, providing |

		accessible opportunities for connection, learning, and creativity. Transport will be offered to ensure no one is excluded. Participation in such structured, creative activities is proven to reduce stress, build confidence, and combat loneliness — especially important in rural areas.
		A dedicated project worker will oversee all activities and coordinate improvements at both sites. Planned works include completing the Craft Hub's refurbishment with an additional roof layer, building a gazebo for outdoor woodworking and gardening workshops, and developing raised beds alongside the community greenhouse to support "Learning to Grow" sessions.
		SCC has also acquired a site in Polloch, which will be re-roofed and re-clad to become a second workshop space by 2026. Together, these facilities will host craft, woodworking, metalwork, and gardening activities several times a week, fostering intergenerational connections and supporting mental health through meaningful activity, social interaction, and stronger community ties.

1.5	Project costs	Total project cost	£23,000.00
		Match funding	£11,700.00
		CRF grant requested	£11,300.00
1.6	Start date	Click or tap to enter a date. 1ST February 2026	
1.7	End date *(max 12 months from start date)*	Click or tap to enter a date. 31st January 2027	
1.8	Please confirm you have read and understood the **CRF privacy notice**	Yes ☒ No ☐	

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Sunart Community Company
2.2	Address and postcode	Oakwood Centre, Strontian, PH36 4HX
2.3	Main contact name	
2.4	Position in the organisation	

2.5	Contact number	
2.6	Email address	
2.7	Website address	https://sunartcommunitycompany.co.uk/

2.8	Organisation type	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):

2.9	Organisation registered number	SCO39640
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you **must** notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒
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?	☐	Whole
		☐	Partial
		☒	None

2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Strontian and Polloch
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☒ No ☐
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒

3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

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

Activity name	Achieve by (date)
Coordinator to oversee the project	31/01/2027
Reclad and reroof the Polloch Workshop	31/12/2026
Complete works to Strontian Hub Roof and Metal Cabin	31/12/2026
Complete works to garden area of Hub raised beds and Gazebo	30/08/2026
Liaising with mental health agencies and other local groups and charities so that the facility is promoted and people engage with activities offered. This will be carried out during the length of the project and after.	31/01/2027
	Click or tap to enter a date.

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

The Sunart area is a remote rural community with a small and dispersed population, facing many of the challenges common to rural life: geographic isolation, limited transport links, lack of facilities, and reduced opportunities for social interaction. These factors contribute to loneliness, poor mental wellbeing, and a lack of accessible spaces where people can come together, learn new skills, and build meaningful connections. The Craft Hub and Men's Shed project directly addresses these local needs by creating inclusive, welcoming places for residents to gather, share, and support each other.

One of the most pressing needs in the community is the reduction of social isolation. Older people, men living alone, carers, and those with limited mobility are particularly vulnerable to loneliness. Without accessible local opportunities, many residents are at risk of becoming disconnected from social networks, which negatively affects both mental and physical health. By providing regular craft, woodworking, gardening, and metalwork sessions — with transport support offered by Urram — the project ensures that no one is excluded from participation due to distance or lack of access.

Another need is the provision of structured, purposeful activities that support wellbeing. The local community has few opportunities for creative learning or practical workshops. The Craft Hub responds to this by offering regular craft sessions tailored to community interest, while the Men's Shed model provides opportunities for hands-on, practical work in a safe and sociable environment. Both are proven approaches to improving confidence, reducing stress, and fostering peer support.

The employment of a dedicated project worker is also vital in meeting community need. Volunteers alone cannot sustain the delivery of such a wide-ranging programme. The worker will coordinate activities, manage improvements at both the Craft Hub and the Polloch workshop, and ensure sessions are accessible, inclusive, and responsive to community demand. This role will provide consistency and structure, ensuring the long-term success of the project.

Facilities are another area of unmet local need. Prior to the refurbishment, Sunart lacked suitable community spaces dedicated to creativity and skill-sharing. The upgraded Craft Hub now provides a comfortable and fit-for-purpose venue, while the planned improvements to the Polloch site will extend opportunities to a more remote settlement. The addition of raised beds, greenhouse learning spaces, and a gazebo will also allow for outdoor workshops, gardening demonstrations, and informal social gatherings, further widening participation.

In short, this project addresses a critical gap in local provision by tackling isolation, creating meaningful opportunities for personal growth, and providing safe, welcoming spaces to meet. By combining practical skills development with social connection, the Craft Hub and Men's Shed will directly enhance mental health and wellbeing. It will also promote resilience by encouraging residents of all ages to come together, share knowledge, and support each other, ensuring a stronger and more connected community for the future.

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

Multiple community consultations and action plans in 2014, 2016, and most recently in 2022/23 have consistently highlighted the urgent need to reduce isolation among older residents and to address mental health and loneliness within our remote rural communities.

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

Although the Craft Hub & Men's Shed only opened in July 2025, it is already demonstrating strong local support and demand. Over 30 people attended the launch event, where a "post it wall" of ideas was filled with suggestions for activities. These contributions are directly shaping the programme now being developed by the Project Coordinator, ensuring that what is offered reflects real community interests. Since opening, we have begun holding craft sessions, and the Hub is already being used regularly by local people, confirming both enthusiasm and immediate uptake.

Our partnership with Urram provides further evidence of support. Together, we have secured funding from the Communities Mental Health and Wellbeing Fund to deliver 48 craft sessions over two years. Urram is also providing transport for residents who might otherwise struggle to attend, ensuring inclusivity and wider participation. This collaboration highlights a shared commitment across local organisations to tackle isolation and improve wellbeing.

Mental health workers in the area have also endorsed the project. They recognise the Hub and Shed as valuable, non-clinical resource that complements their work by offering safe, creative, and social opportunities to reduce loneliness and improve resilience. Their backing reinforces the well-documented benefits of Men's Shed and craft-based approaches for mental health.

The strong contribution of volunteers also underlines community commitment. Local people invested considerable time and effort into refurbishing the Hub, from replacing the floor to upgrading utilities, demonstrating pride and ownership in the space.

The acquisition of the Polloch site, which will become a second workshop after refurbishment, has generated further excitement. Residents in this remote settlement are keen for their own gathering place and practical opportunities to learn and share skills. With strong, community support we have

confidence that the project will continue to thrive and deliver lasting benefits for mental health and wellbeing in the area.

4.4	**Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".** **(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.**

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

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

In the immediate and short term, the Craft Hub & Men's Shed project will deliver a range of tangible outputs that demonstrate both community impact and effective use of resources.

Immediate outputs include:

The successful opening and initial use of the refurbished Craft Hub, now hosting regular craft sessions for local residents.
Establishment of a programme of activities guided by community consultation, with early sessions already in the planning stage.
Engagement of a dedicated Project Worker to oversee coordination, ensuring the Hub operates smoothly and inclusively.
Volunteer contributions towards final stages of refurbishment and preparation for outdoor facilities such as raised beds and a gazebo.

Short-term outputs over the first 12 months will include:

Workshops available for men's shed users (Strontian and Polloch)
Recruitment and participation of a diverse group of residents across age ranges, abilities, and interests.
Development of outdoor spaces, including raised beds for "Learning to Grow" workshops, creating an additional social and wellbeing resource.
Demonstrable uptake of the Hub by isolated individuals and those referred by mental health workers or community partners.
Early planning and preparatory work for the refurbishment of the Polloch site to ensure it can open in 2026.

Measurement methods will ensure clear evidence of progress and impact:

Attendance registers will record the number and frequency of participants in sessions.
Participant feedback forms and informal interviews will capture experiences, wellbeing impacts, and suggestions for improvement.
Records of volunteer hours and community contributions will evidence local investment and ownership.
Monitoring of transport use provided by Urram will show the extent of inclusion for those living in remote areas.

In summary, the project will quickly demonstrate visible community benefit: a fully operational Craft Hub, an outdoor space being used by residents, a programme of creative and practical sessions, and strong community engagement.

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

The Craft Hub & Men's Shed project is designed not just to provide immediate activities, but to achieve lasting outcomes that strengthen both individual wellbeing and the wider community. Over the longer term, the following changes are expected:

Improved mental health and wellbeing
Residents will have sustained access to safe, creative, and social opportunities. By taking part in regular craft, woodworking, and gardening sessions, individuals will experience ongoing benefits such as reduced stress, improved mood, and greater resilience. For those referred by mental health workers, the Hub will act as a preventative, non-clinical support that complements professional services.

Reduction in isolation and loneliness
By establishing two welcoming, well-used community facilities in Strontian and Polloch, people who may have felt disconnected due to geography, age, or circumstance will be able to build lasting relationships. Over time, this will create stronger networks of support, particularly for older men and others most at risk of loneliness.

Increased skills, confidence, and purpose
Learning new crafts, woodworking, and gardening techniques will not only provide enjoyment but also foster self-esteem and personal growth. As participants share skills and contribute to group projects, they will feel a greater sense of purpose and value within their community.

Stronger, more resilient communities
The project will promote intergenerational learning and cross-community connections, helping residents to support one another and respond to challenges collectively. With volunteer involvement and a Project Worker to sustain momentum, the Craft Hub and Men's Shed will embed a culture of participation and mutual aid.

Sustainable community resources
By investing in long-term improvements to the facilities, the project will leave a legacy of safe, accessible, and well-maintained spaces. These will continue to host activities well beyond the funding period, ensuring that opportunities for creativity, social interaction, and wellbeing remain a permanent part of local life.

Together, these outcomes will create a lasting positive shift: healthier, more connected residents and a community better equipped to thrive in the face of rural challenges.

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

The Craft Hub & Men's Shed project is designed for long-term sustainability. The dedicated Project Worker will establish robust systems for activity planning, volunteer coordination, and community engagement, ensuring the programme can continue beyond the initial funding. Volunteer contributions will remain central, with residents actively involved in maintaining facilities, running sessions, and supporting events. The facilities themselves the refurbished Craft Hub and the future Polloch workshop have been upgraded with durable materials and practical improvements to minimise ongoing maintenance costs. Income from small-scale, optional community contributions or workshop fees (where appropriate) will be reinvested into materials and upkeep. By embedding strong community ownership, fostering partnerships with organisations such as Urram, and ensuring facilities are fit-for-purpose, the project is structured to remain a valued and sustainable resource that continues to support mental health, social connection, and skills development in the area long after the funding period ends.

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

The Craft Hub & Men's Shed project is designed to minimise negative environmental impacts and promote sustainable practices wherever possible. Refurbishment work uses durable, long-lasting materials to reduce the need for frequent replacements and limit waste. Any new structures, including the gazebo and raised beds, will be built with sustainably sourced or recycled timber. Gardening activities will prioritise organic methods, composting, and water-efficient techniques, while community workshops will encourage recycling and reuse of materials, particularly for craft and woodworking sessions. Where possible, materials will be sourced locally to reduce transport-related emissions, car sharing will be encouraged and if needed Urram-provided transport will be coordinated efficiently to minimise journeys. In the future the project hopes to support environmental awareness through "Learning to Grow" sessions, teaching sustainable growing techniques to all ages. These measures ensure the project aligns with net-zero ambitions, reduces its carbon footprint, and promotes environmental responsibility alongside its mental health and community benefits.

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

In developing the Craft Hub & Men's Shed Project, equality, diversity, and inclusion have been key considerations. The project has been shaped through consultation with community members of different ages, genders, abilities, and backgrounds to ensure it reflects local needs and removes barriers to participation. The Craft Hub and workshop entrances both have ramp access with no steps making it accessible to all abilities and ages with vehicle parking close by. ne. The interior layout of the craft hub and workshop has been created for ease of movement and the outside and garden areas has been planned to be inclusive and welcoming to all.

The project will be open to everyone to take part, regardless of age, gender, disability, ethnicity, or background. While the Men's Shed element particularly supports men who may be socially isolated, the Craft Hub provides a space for people of all genders to participate, collaborate, and share skills. Joint activities will encourage connection across groups to promote community cohesion.

The project is inclusive to all and aims to reach individuals who are:

- At risk of social isolation, particularly older men and women living alone.
- Living with physical or mental health challenges, offering gentle, purposeful activity and peer support.
- From low-income backgrounds, with all sessions free or low-cost and materials provided.
- Carers and those from marginalised groups, through partnerships with local organisations to promote inclusive access.

By embedding equality and inclusion throughout its design and delivery, the Craft Hub & Men's Shed Project will ensure that no one is excluded or disadvantaged and that everyone could benefit from its social, creative, and wellbeing outcomes.

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 decleration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation's website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	15 volunteers

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

SECTION 5: PROJECT BUDGET

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

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Strontian Hub	Wood and materials for outdoor covered work area/gazebo	Capital	£2,400.00
	Box profile roof to cover craft hub	Capital	£1,800.00
	Timber for raised beds for community garden	Capital	£800.00
	8 tonnes of topsoil for raised beds	Capital	£600.00
	Exterior paint for Strontian metal cabin	Capital	£300.00
Polloch Community Workshop	Timber Cladding for workshop	Capital	£2,500.00
	Corrugated metal roof for Polloch	Capital	£2,900.00
Coordinator Salary 12 months	Coordinator Salary to oversee volunteers carry out work to the two hub sites.	Revenue	£11,700.00
	Total revenue expenditure		£11,700.00
	Total capital expenditure		£11,300.00
	TOTAL PROJECT COSTS		£23,000.00

	Is VAT included in these costs?	**Yes** ☒ **No** ☐
	Can you confirm that the costs above have not already been incurred or committed to?	**Yes** ☒ **No** ☐
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** ☐ **No** ☒

5.3	**Please explain how your project will achieve value for money.**	The Project offers excellent value for money through efficient use of resources and strong community outcomes. Refurbishment will use durable, low-maintenance materials, reducing long-term costs. Local sourcing where possible and volunteer involvement will keep spending within the community and minimise waste. By fostering community wellbeing, the Project offers exceptional long-term impact relative to cost — delivering measurable outcomes in environmental sustainability, mental health, and community resilience.

SECTION 6 – MATCH FUNDING (if applicable)

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

6.1	**Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.**

Name of funder	Confirmed?		Date Confirmed or Decision Expected	Amount £
Communities Mental Health and Wellbeing Fund (salary contribution)	**Yes** ☒	**No** ☐	9/9/2025	£6,240.00
Sunart Community Company (salary contribution)	**Yes** ☒	**No** ☐	1/10/2025	£4,460.00
Sunart Community Council (salary contribution)	**Yes** ☒	**No** ☐	13/11/2025	£1,000.00
	Yes ☐	**No** ☐		
	Yes ☐	**No** ☐		
	Yes ☐	**No** ☐		
	Yes ☐	**No** ☐		
			Total match funding	**£11,700.00**
			CRF requested	**£11,300.00**
			Total funding	**£23,000.00**

6.2	**Will the project involve "in kind" support?**	Yes ☒ No ☐
6.3	**If yes, please detail.**	Volunteer time will be used in the refurbishment of the Polloch shed and for the roof work and other work at the Strontian Craft Hub/Workshop.

6.4	**Please explain why public funding is required to deliver the project.**	Public funding is essential for the Craft Hub & Men's Shed project because it addresses urgent local needs that cannot be met through volunteers or small-scale fundraising alone. Residents in this remote rural area face isolation, limited transport, and few accessible spaces for social connection, creativity, and skills development, all of which impact mental health and wellbeing. Funding will enable refurbishment of the Craft Hub and the future Polloch workshop and the creation of outdoor learning spaces.
6.5	**Please explain what the remaining bank balances are for in your accounts.**	£93,000 is restricted or designated funds of which £80,000 approx. are funds from Sunart Renewables for the Benefit Fund
6.6	**Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.**	The coordinators salary is part match funded from our funds.
6.7	**If you are applying for 100% funding for your project, please explain why no match funding is available.**	

7.1	**Will the project generate income?**	Yes ☐ No ☒
7.2	**If yes, how will the income benefit the organisation? Will it be re-invested to 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?**	Yes, local businesses are supportive also the Craft Hub & Men's Shed project is designed as a community-focused, non-commercial initiative, providing social, creative, and wellbeing activities rather than competing with local businesses. Sessions are targeted at residents who would otherwise have limited access to these opportunities, particularly isolated individuals, older adults, and those referred by mental health services. Activities such as crafting, woodworking, and gardening are offered for personal development and social connection, not for profit or resale. Additionally, any materials purchased are sourced locally wherever possible, supporting rather than competing with businesses.
7.4	**Have you considered taking out a loan for the project?**	Yes ☐ No ☒
7.5	**If not, please state why?**	Community Project generating no income
7.6	**Have you previously received public funding?**	Yes ☐ No ☒

7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.			

Funding	Date	Amount £	Public Subsidy?	
	Click or tap to enter a date.	£	Yes ☐	No ☐
	Click or tap to enter a date.	£	Yes ☐	No ☐
	Click or tap to enter a date.	£	Yes ☐	No ☐
	Click or tap to enter a date.	£	Yes ☐	No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

Signature:	Date: 13/11/2025
Print:	

Please Ensure You Also Complete the Attachments Checklist Below

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

14	Partnership agreement	Yes ☐ No ☒ NA ☐
	Reason for missing documentation: All costs have come from local wood yard or Travis Perkins in Fort William based on dimensions and sizes needed we have been unbale to get written quotes from them. We have no official Partnership agreement with Urram are the receiving bank account for the Communities Well Being and Mental Health Fund. The Sunart Community Company invoices for the salary staff hours.	

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:
- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

![The Highland Council - Comhairle na Gàidhealtachd]

![Scottish Government - Riaghaltas na h-Alba]

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

Key considerations

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

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

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

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

Application Guidance	**Assessment Criteria Matrix**
📄 PDF CRF_Application_Guid ance (v1 MC 2025 CRI	📄 PDF CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY		
1.1	**Project reference number**	CRF4119
1.2	**Organisation**	National Trust for Scotland (Lead applicant and grant recipient) Glenfinnan Community Facilities SCIO (Partner organisation)
1.3	**Project title**	Glenfinnan Visitor Management – ANPR Data Collection
1.4	**Summary of project you wish to be funded (max 250 words)**	Purchase and installation of ANPR camera technology for Glenfinnan's two busy visitor car parks. This will enable community partners, the Glenfinnan Community Facilities SCIO, the National Trust for Scotland and Highland Council to monitor traffic flow, parking demand and pedestrian activity, helping to inform future infrastructure development. It will also provide real-time parking capacity information that can be shared publicly on variable message signage or via

		digital channels, with the aim of empowering tourists to make informed choices on whether to visit by car, visit another day or use alternative sustainable transport options.	
1.5	Project costs	**Total project cost**	£48,250
		Match funding	£10,000
		CRF grant requested	£38,250
1.6	**Start date**	01/02/2026	
1.7	**End date** *(max 12 months from start date)*	31/01/2027	
1.8	**Please confirm you have read and understood the CRF privacy notice**	Yes ☒ No ☐	

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	**Organisation**	National Trust for Scotland	
2.2	**Address and postcode**	NTS Glenfinnan Visitor Centre, A830, PH37 4LT	
2.3	**Main contact name**	Emily Bryce	
2.4	**Position in the organisation**	NTS Operations Manager	
2.5	**Contact number**	07716 371350	
2.6	**Email address**	ebryce@nts.org.uk	
2.7	**Website address**	Nts.org.uk/glenfinnan	
2.8	**Organisation type**	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC 007410	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☒ No ☐	
2.11	**If the organisation is VAT registered, please provide the number.**	429 4590 27	
2.12	**Is the VAT related to the project being reclaimed from HMRC?**	☐	Whole
		☒	Partial
		☐	None

2.13	Provide details of VAT exemptions.	100% reclaim

SECTION 3: PROJECT DETAILS		
3.1	**Please confirm the location of the project including post code.**	NTS Glenfinnan Car Park & Glenfinnan Community SCIO Car Park A830, PH37 4LT
3.2	**Are you applying on behalf of a partnership project?**	Yes ☒ No ☐ Applying on behalf of National Trust for Scotland, Glenfinnan Community SCIO and Highland Council.
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒ No formal agreement is in place. The NTS is considered the most appropriate lead applicant to receive funds and project manage the installation due to its more extensive staff resources.
3.4	**Is your organisation the lead applicant?**	Yes ☒ No ☐
3.5	**Do you own the land or asset?**	Yes ☒ No ☐ National Trust for Scotland owns the NTS car park at Glenfinnan
3.6	**Are you leasing the land or asset? If so, what is the term left on your current lease agreement**	Yes ☒ No ☐ Glenfinnan Community SCIO leases its car park at Glenfinnan from the Glenfinnan Estate It is a 20-year lease running from 2019 to 2039, so there are 14 years left, but the intention is to renew the lease indefinitely.
3.7	**If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.**	n/a
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☒ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	The installation of ANPR cameras does not require planning consent. However, the installation of an advance variable message sign on the A830 will require Transport Scotland approval. If and when this application is successful, we will work with Transport Scotland to agree a location. They are aware of this project and supportive of it.

SECTION 4: THE PROJECT PROPOSAL	
4.1	**List the main activities required to deliver the project including timescales.**

Activity name	Achieve by (date)
Groundworks for electrical services for ANPR, including electrical cabling	28/02/2026
Purchase of ANPR camera poles and hardware	28/02/2026
Installation of ANPR camera poles and hardware	31/03/2026
Connection of ANPR camera data to Highland Council ANPR system	30/04/2026
Agree location and obtain permission for variable message sign on A830 from Transport Scotland	31/05/2026
Purchase variable message sign	31/05/2026
Installation of variable message sign	30/06/2026
Provision of digital interface for online distribution of parking capacity data	30/06/2026

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

(500 words max limit)

Since 2022, Glenfinnan has been the most popular tourist site outside of the Central Belt (*Visitor Attraction Monitor, Moffat Centre statistics*). Visitor numbers are recorded at the National Trust for Scotland's Visitor Centre and in 2024 they reached 565,000. With one month to go in 2025, they stand at 635,000, a 15% rise, year on year.

With visitor numbers under 200,000 ten years ago, this growth has placed significant pressure on this small Highland community (pop: 120), especially in terms of parking capacity, which, despite investment to triple the number of available parking spaces in the last 5 years, has not kept up with demand. At peak times of the day, between April and October, parking facilities are full and the result is visitor vehicles and tour buses being left in hazardous roadside locations along the A830, causing obstruction to other traffic and pedestrians walking along the verge of the trunk road.

Community partners, the Glenfinnan Community Facilities SCIO and the National Trust for Scotland have strived to improve resident and visitor experience, while reducing the impact tourist popularity has on the village. Under the leadership of Kate Forbes MSP, the Glenfinnan Traffic Summit was convened in 2023. It has brought together local stakeholders and statutory partners including Highland Council, Transport Scotland, VisitScotland and Police Scotland with the aim of joint action to improve the situation in the short and long term.

This ANPR (Automatic Number-plate Recognition) project is a key initiative within the Glenfinnan Traffic Summit's action plan. It aims to collect data to count vehicles and people, providing accurate, real-time numbers on which to manage traffic and promote sustainable travel by bus and rail.

Over the next 18-24 months, the community hope to develop a "park and ride" facility, for which the ANPR data will help identify the need, the flow and scale of visitor demand, informing future design and best use.

Alongside this, the ANPR data can be fed into a variable message sign and digital channels to provide real-time information, empowering drivers to make informed choices about visiting, visiting at another time or day, or using alternative public transport, before they reach Glenfinnan, thereby helping to reduce congestion.

The ANPR system will also be incorporated into Highland Council's existing ANPR network giving the Traffic and Parking Services team essential information to target their parking enforcement activities and efficiently use available resources for maximum benefit along the Road to the Isles.

Funding is required to purchase the ANPR hardware (three units) and install it, along with laying electrical services to several of the camera sites. It is hoped to make use of existing Transport Scotland road signage and street lighting infrastructure to host the cameras to minimise costs and groundwork requirements.

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

(500 words max limit)

Glenfinnan's tourist growth and capacity challenges have been widely recognised for the last decade at a local and national level. They have been subject to scrutiny and action planning as part of the Glenfinnan Transport Summit, convened by Kate Forbes MSP and involving a variety of community and statutory partners (Highland Council, Transport Scotland, Police Scotland, Scotrail, etc).

This project has clear supporting links to priorities in the Lochaber Area Plan, namely:

1. **Prosperity**

   - Encourage a balanced approach to tourism, with measures to reduce pressures on communities and to support local businesses.
   - Implement effective traffic management in busy tourist areas, explore park-and-ride link options.

They also feature as a priority in The Highland Council's Strategic Tourism Infrastructure Development Plan, which feeds into VisitScotland's Rural Tourism Infrastructure Fund priorities.

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

(500 words max limit)

The Glenfinnan Community and National Trust for Scotland have worked closely together for numerous years on initiatives to understand the challenges that high visitor numbers cause, gather a range of perspectives on the impacts and ideas for the way-forward.

The use of ANPR technology to provide better real-time information to visitors has been recommended in multiple reports and group discussions. These include:

- NTS / SCIO / West Highland Community Rail Partnership / Ansons - Traffic Management Report (2022) – Included several community consultation meetings

- NTS / ScotInform – Community & Visitor Survey (2022) – 1000 responses, including 220 from within Lochaber and 65 Glenfinnan residents

- NTS / Galmstrup Associates - Visitor Management Report – 30 interviews with local residents, tourists and stakeholder organisatoins

- Glenfinnan Community Facilities SCIO - Visioning Day (2025) – attended by 35 residents and online survey to follow up with all members

- NTS / SCIO / FLS / Sigma PM – Off-site Parking Feasibility Study & Concept Design (2025)

- Glenfinnan Transport Summit – all key partners support action plan which includes ANPR.

- Glenfinnan Community Council – visitor management challenges/solutions are a standing agenda item.

4.4	**Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".** **(a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.**

	☒	**Increasing community resilience** • Providing better data to inform long term decision making and investment in visitor infrastructure by Glenfinnan Community, National Trust for Scotland and other strategic partners. • Providing real-time information to visitors, managing their expectations and enabling them to make more responsible decisions about travelling to Glenfinnan at peak times when parking is limited/full. • Providing parking enforcement team with accurate information to maximise the effectiveness of their resource deployment.
	☐	Tackling poverty and inequality
	☐	Addressing causes of rural depopulation
	☒	**Helping economic recovery and sustaining growth** • Enabling a more sustainable tourism model for Glenfinnan, one that can capitalise on visitor popularity rather than struggle to cope with it or worse still, resents it. • Facilitating the successful operation of a future high season shuttle bus enterprise.
	☒	**Tackling the climate emergency and working towards net zero** • Encouraging visitors to travel to Glenfinnan without a car and make sustainable transport choices at peak times. • Providing accurate data to inform plans for investment in the path to the Viaduct to ensure it meets footfall needs, contains erosion pressure and reduces landscape damage.

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

(500 words max limit)

- Provide accurate real-time data and trends on vehicle numbers and vehicle types in Glenfinnan car parks and on A830.

- Provide pedestrian numbers and daily flows for Glenfinnan Viaduct path and A830 pedestrian crossing point.

	(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)

> More informed local decision-making on future infrastructure planning, including development of an off-site overflow / park-and-ride facility – better design and rationale for investment.

> More efficient use of Highland Council parking enforcement resources – timing visits to periods of greatest need – reduction in traffic congestion and illegal parking and/or more parking ticket income.

> More informed visitors make better decisions on when to visit or whether to leave the car behind and come by bus/train – reduction in traffic congestion and illegal parking and growth in number of bus/train passengers.

> More informed local decision-making on future path investment, ensuring we provide sufficient footfall capacity – better design, rationale for investment and reduction in landscape erosion.

> More confident, resilient and solution-focused local community – fewer mental health challenges, fewer complaints to community council, fewer call outs to Police Scotland re. driving or parking issues.

> Opportunity to share learnings with other Highland tourist sites who suffer similar capacity challenges – eg. Glen Nevis.

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

(500 words max limit)

- National Trust for Scotland and Glenfinnan Community Facilities SCIO will be responsible for the ANPR cameras at their sites. They will jointly fund any maintenance required on the cameras and related variable message signage through car parking income.

- Highland Council's Traffic and Parking Services team will be responsible for the ANPR digital interface as part of their existing ANPR camera network.

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

(500 words max limit)

This project is designed to reduce the environmental impacts of over-tourism that Glenfinnan experiences by providing the data necessary for effective visitor management planning, including:

- Reduce damage to verges from roadside parking
- Reduce erosion to hillside landscape through poor path infrastructure to the Viaduct Viewpoint
- Reduce unnecessary vehicle journeys to Glenfinnan when the car parks are already full
- Encourage use of sustainable transport to reach Glenfinnan – train, bus, park-and-ride (future)

The ANPR camera technology and variable message signage are low energy use (LED lights).

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 project aims to provide useful, real-time information to inform the local community, wider stakeholders and the visiting public about parking capacity at Glenfinnan, enabling people to make informed decisions about whether it is safe to drive and park in the village.

The intention is to make this information available in a variety of formats (signage, digital platforms) that will be accessible to people with different needs and from different backgrounds.

The information provided by the ANPR technology will enable other organisations to use it for the benefit of their own operations and their own customers.

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 decleration template.

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 ☐ The NTS has reviewed the criteria for Living Wage accreditation and though we commit to paying the Real Living Wage, as is stated in our Fair Work statement, we are not seeking to sign up to this accreditation scheme right now.
Is the Fair Work First statement on your organisation's website?	Yes ☒ No ☐ Do not have a website ☐ https://www.nts.org.uk/our-work - Fair Work Statement of Commitment (two-thirds of the way down this page)
How many people do you employ or how many volunteers do you have?	**NTS Glenfinnan:** Permanent (year-round) – 12 FTE Volunteers – 4 Seasonal (April-Oct) – 13 FTE **Glenfinnan Community Facilities SCIO:** Permanent (year-round) – 2 FTE Volunteers (trustees) – 8 Seasonal (April-Oct) – 2 FTE

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 ☐ NTS put FWF criteria into tenders and ask contractors to confirm they meet these criteria as part of the procurement bidding process.
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 sum

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Equipment purchase	ANPR camera units x 3	Capital	£24,250
	ANPR extender poles x 2	Capital	£600
	Variable message signage	Capital	£7,100
	API interface and digital platform design	Capital	£5,000
Installation	Electrical cabling (x 100m) + connection, camera and pole installation	Capital	£5,000
Contingency (15%)			£6,300
Total revenue expenditure			
* Total capital expenditure			£48,250
TOTAL PROJECT COSTS			**£48,250**
Is VAT included in these costs?			Yes ☐ No ☒
Can you confirm that the costs above have not already been incurred or committed to?			Yes ☒ No ☐

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 ☒ No ☐
5.3	**Please explain how your project will achieve value for money.**	Vivacity has been chosen on the recommendation of Highland Council's Head of Road Safety as this will

		ensure the ANPR hardware and data can tie in with Highland Council's existing ANPR camera network. Highland Council chose to appoint Vivacity on the basis of a full and compliant tender process.

SECTION 6 – MATCH FUNDING (if applicable)

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

6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.			

Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
National Trust for Scotland	Yes ☒ No ☐	Now	£5,000
Glenfinnan Community Facilities SCIO	Yes ☒ No ☐	Now	£5,000
		Total match funding (21%)	£10,000
		CRF requested	£38,250
		Total funding	£48,250

6.2	Will the project involve "in kind" support?	Yes ☒ No ☐
6.3	If yes, please detail.	Project management by NTS Operations Manager and Glenfinnan Enterprises Car Park Manager.
6.4	Please explain why public funding is required to deliver the project.	As the busiest visitor attraction outside of the Central Belt, the challenges Glenfinnan faces are not just the responsibility of the National Trust for Scotland and Glenfinnan community to address. Visitor pressure in Glenfinnan impacts on the daily lives of Glenfinnan residents and local people and businesses who travel between Fort William and Mallaig, but many Lochaber businesses also depend on and benefit from the influx of visitors who come to the area because they wish to visit Glenfinnan. Glenfinnan's challenges are recognised as a national strategic priority by VisitScotland and feature in Highland Council's Visitor Infrastructure Strategy. They receive the attention of a multi-stakeholder working group convened by MSP Kate Forbes, the Glenfinnan Travel Summit, precisely because a team effort is required to make progress. Any solution that reduces traffic congestion on the A830 also benefits public bodies like Transport Scotland and Police Scotland. While local charities like the Glenfinnan Community Facilities SCIO and National Trust for Scotland are keen to play a part in the solutions that will create a more sustainable tourism model, and to provide a match funding contribution, the full costs are beyond their annual budget capabilities.

6.5	Please explain what the remaining bank balances are for in your accounts.	The National Trust for Scotland spends its income at Glenfinnan on: - Employing staff to manage traffic and welcome visitors on arrival - Upkeep of NTS Car Park and Visitor Centre facilities, including 10 public toilets (inside) and two out-of-hour WCs (outside), plus maintenance of viewpoint path - Conservation of and public access to the historic Glenfinnan Monument (Listed structure) - Maintaining financial reserves to give organisation financial resilience and deal with unexpected costs The Glenfinnan Community Facilities SCIO spends its income on: - Employing Glenfinnan Ambassadors to manage traffic and welcome visitors on arrival - Upkeep of the Glenfinnan Community Car Park - Upkeep of the Glenfinnan jetty hut community centre and other local facilities, like Glenfinnan's Loch Shiel pontoon - Programme of events to encourage local community inclusion - Maintaining financial reserves to give organisation financial resilience and deal with unexpected costs
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Match funding will be provided by NTS and Glenfinnan Community SCIO.
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 ☐ No ☒
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?	The information provided by the ANPR technology will eventually be publicly available online, enabling other organisations to use it for the benefit of their own operations.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒

7.5	If not, please state why?	Our charities' policies are not able to take out loans and this is not a commercial enterprise here, so there is not a compelling business case for bank funders.
7.6	Have you previously received public funding?	Yes ☒ No ☐
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?
UK Shared Prosperity Fund – Glenfinnan Out-of-hours Toilet Nb. match funded by NTS	01/09/2024	£36,000	Yes ☐ No ☒
Highland Council Ward Discretionary Fund – Glenfinnan Saturday Visitor Bus Service Pilot Nb. match funded by NTS, Glenfinnan Community SCIO, Glenfinnan Station Museum, Glenfinnan Community Council	30/06/2025	£3,695	Yes ☒ No ☐

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION	
8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.

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

Signature: Print: **Emily Bryce,** National Trust for Scotland Operations Manager, Glenfinnan and Glencoe	Date: 27/11/2025

Please Ensure You Also Complete the Attachments Checklist Below

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

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:
- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

The Highland Council
Comhairle na Gàidhealtachd

Scottish Government
Riaghaltas na h-Alba

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

Key considerations

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

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

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

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

Application Guidance	**Assessment Criteria Matrix**
PDF CRF_Application_Guid ance (v1 MC 2025 CRI	PDF CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY	

1.1	**Project reference number**	CRF4166
1.2	**Organisation**	Kinlochleven Community Trust
1.3	**Project title**	KCT Development Manager
1.4	**Summary of project you wish to be funded (max 250 words)**	Kinlochleven Community Trust (KCT) seeks one-year CRF support to co-fund a full-time Development Manager post that will build on the success of its earlier part-time, CRF-funded Development Officer (2023–24). That earlier post secured over £125,000 in external investment (£50k Ice Factor roof repairs, £50k Green Health Initiative, £25k Aluminium Story project), created new income streams, and delivered professional management across KCT's portfolio of community assets. This new phase will provide continuity and expansion of delivery capacity by funding 50% of the salary, National Insurance, and pension costs of a full-time Development Manager during 2026–27. All other costs and future years are to be met by KCT through its earned income and secured grants. By Year 2 KCT expects to be independent of CRF support. This CRF investment provides the catalyst for long-

2.1		term sustainability, complementing the Strengthening Communities Programme (2026–29) and ensuring KCT transitions from reliance on short-term grants to stable, earned income within three years.	
1.5	Project costs (year 2026/27)	**Total project cost**	£42,990.00
		Match funding	£24,110.00
		CRF grant requested	£18,880.00
1.6	Start date	01/04/2026	
1.7	End date *(max 12 months from start date)*	30/03/2027	
1.8	Please confirm you have read and understood the **CRF privacy notice**	Yes ☒ No ☐	

	SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	**Organisation**	Kinlochleven Community Trust	
2.2	**Address and postcode**	Unit 4a, Kinlochleven Business Park, Kinlochleven, PH50 4SH	
2.3	**Main contact name**	Mark Taylor	
2.4	**Position in the organisation**	Chair of Board	
2.5	**Contact number**	07967323796	
2.6	**Email address**	admin@kinlochleven.co.uk	
2.7	**Website address**	www.kinlochleven.co.uk	
2.8	**Organisation type**	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	**Organisation registered number**	SC167667	
2.10	**Is the organisation VAT registered?**	**By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant.** Yes ☒ No ☐	
2.11	**If the organisation is VAT registered, please provide the number.**	GB680384031	
2.12		☒	Whole

	Is the VAT related to the project being reclaimed from HMRC?	☐	Partial	
		☐	None	
2.13	**Provide details of VAT exemptions.**	**None**		

	SECTION 3: PROJECT DETAILS	
3.1	**Please confirm the location of the project including post code.**	Unit 4a, Kinlochleven Business Park, Kinlochleven, PH50 4SH
3.2	**Are you applying on behalf of a partnership project?**	Yes ☐ No ☒
3.3	**Is there a partnership agreement in place?**	Yes ☐ No ☒
3.4	**Is your organisation the lead applicant?**	Yes ☐ No ☒
3.5	**Do you own the land or asset?**	Yes ☒ No ☐
3.6	**Are you leasing the land or asset? If so, what is the term left on your current lease agreement**	Yes ☒ No ☐ 72 Years 5 Months
3.7	**If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.**	
3.8	**Does the project require planning permission or other statutory regulatory consents?**	Yes ☐ No ☒
3.9	**If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.**	

	SECTION 4: THE PROJECT PROPOSAL	
4.1	**List the main activities required to deliver the project including timescales.**	

This CRF proposal represents Year 1 of a three-year transition programme under the Strengthening Communities Programme (SCP). The CRF funding will cover 50 % of the first-year Development Manager post, ensuring measurable outputs within a 12-month period.

Activity name	Achieve by (date)
1. Mobilisation & Recruitment	15/06/2026
2. Work Plan & Income Development	15/07/2026
3. Communications & Public Engagement Strategy	31/08/2026
4. Grant Applications for Operational Support	31/10/2026
5. Land Management Project Funding Development	30/11/2026

6. End of CRF project Report & Transition to SCP Year 2–3	31/03/2027

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

(500 words max limit)

Kinlochleven is a community with exceptional natural assets, strong volunteer commitment, and a clear vision for regeneration. Over recent years, the village has developed a comprehensive Local Place Plan (2025) and built an impressive foundation of community projects led by the Kinlochleven Community Trust (KCT). These include the Family Hub, the Aluminium Story museum, the E-bike and Aire site initiatives, and the management of community woodland and heritage assets. This proposal directly aligns with the Highland Council's agenda for community-led regeneration and community wealth building.

This growing activity has created a genuine opportunity: to move from volunteer-led development to professional, financially sustainable delivery. KCT now manages multiple properties and income-generating operations, but their complexity and scale require full-time coordination to ensure that community ambitions are realised efficiently and transparently.

The proposed project will consolidate the progress achieved through the previous Community Regeneration Fund-supported Development Officer post, which proved how dedicated professional input can transform outcomes. In less than a year, that part-time role secured over £130,000 in new investment, including £50k for the Ice Factor roof, £50k for the Green Health initiative, £25k for the Aluminium Story project, and £6k for the building condition survey. This demonstrated the community's capacity to deliver and the scale of opportunity that professional support can unlock.

Building on that success, KCT now seeks to co-fund a full-time Development Manager for one year (shared between CRF and the Strengthening Communities Programme). This role will:

- Deliver the first-year actions set out in the SCP plan;
- Oversee asset reuse and refurbishment of the Ice Factor and Family Hub;
- Advance the Aluminium Story heritage programme and volunteering activity;
- Identify and secure new income from Bikes, Campervans, Donations and heritage events;
- Develop external funding bids for an administrative post, a Green Health project worker, and future land-management activity; and
- Strengthen governance and financial systems aligned with ISO 9001 and best practice.

A further opportunity lies in strengthening local communication and visibility. The project includes development of a refreshed communications strategy, improving KCT's website, social media, and community newsletter to share progress, highlight volunteer achievements, and promote transparency. The draft strategy will be completed by August 2026

In short, this project transforms momentum into sustainable structure. It addresses the community's need for professional management while seizing the opportunity to make Kinlochleven's regeneration self-financing and community led. It aligns with the Highland Council Regeneration Strategy, the Strengthening Communities Programme, and Scotland's national policies on community wealth-building and rural resilience. By March 2027, KCT will be equipped to operate independently of CRF, ensuring the village continues to thrive through local leadership and enterprise. This proposal aligns directly with Highland Council CRF priorities for community resilience, capacity-building, and sustainable regeneration.

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

(500 words max limit)

The need has been recognised in the local place plan. The Kinlochleven Local Place Plan (2025) clearly identifies the need for coordinated community-led regeneration and improved management of local assets as a central requirement for the village's future. It recognises that while Kinlochleven benefits from an active

community sector and extensive local skills, there is a need for dedicated professional capacity to bring projects to delivery stage, access funding, and manage assets sustainably.

The Place Plan was developed through extensive consultation with residents, community groups, and local partners, and was formally validated by Highland Council. It represents a shared vision for a vibrant, self-reliant community built on sustainable use of land and buildings, diversification of the local economy, and protection of natural and cultural heritage. Several sections explicitly refer to the importance of having "strong governance and delivery capability within community organisations" to manage projects and partnerships effectively.

Key priorities identified in the Plan include:

- The reuse and revitalisation of the Ice Factor and Business Park to create jobs, enterprise space, and tourism activity;
- The Family Hub as a base for community wellbeing, childcare, and family support initiatives;
- The continued development of the Aluminium Story heritage project to strengthen local identity and attract visitors;
- Land management and environmental projects to restore woodland and improve access; and
- The creation of partnerships and funding streams to sustain long-term community enterprise.

This proposal provides the structure to make those ambitions deliverable. By establishing a full-time Development Manager, co-funded by CRF and the Strengthening Communities Programme, KCT will be able to act as the delivery body for multiple Place Plan priorities, coordinating leases, funding bids, governance improvements, and community engagement under one integrated management system.

The project also responds directly to the Place Plan's call for improved communication and transparency between community organisations and residents. Through the creation of a communications strategy — including a redesigned website, social-media updates, and regular newsletters — progress against Place Plan priorities will be shared openly, with updates discussed at the January 2027 AGM and future community meetings.

In essence, the Kinlochleven Local Place Plan identifies the "what" the projects and ambitions the community wants to achieve while this proposal provides the "how". The Development Manager role delivers the professional capacity, structure, and accountability required to turn the Place Plan's aspirations into measurable outcomes. It ensures that regeneration in Kinlochleven is led, implemented, and sustained by the community itself.

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

(500 words max limit)

This project has strong and demonstrable local support, built through several years of consultation, engagement, and collaboration within the Kinlochleven community.

The need for professional capacity and coordinated regeneration has been raised consistently in public forums, surveys, and community meetings. It was first highlighted during the preparation of the Kinlochleven Local Place Plan (2025), which was based on extensive consultation across the community including open sessions, which connected with over 150 Kinlochleven residents, drop-in events, and written surveys. That Plan, validated by Highland Council, records community agreement that the reuse of vacant buildings, improved governance, and sustainable income generation are key local priorities (see https://www.kinlochlevenfutures.net for further details).

Since publication of the Place Plan, support for this approach has been reaffirmed through ongoing community engagement and direct evidence of participation, including:

- KCT Annual General Meetings and public updates (2023–2025), which have consistently endorsed the direction of travel towards professional management and asset reuse;
- Ad hoc community surveys carried out by KCT, for example, during the Aluminium Story project and Green Health initiative, that have demonstrated widespread public interest and willingness to participate in heritage, wellbeing, and volunteering activities;
- Regular representation by KCT at Kinlochleven Community Council meetings, where updates are provided on the Ice Factor, Family Hub, and other regeneration priorities, and where support for KCT's role as the lead local organisation has been consistently recorded in minutes;
- Discussions with local councillors and the constituency MSP, both of whom have expressed continued support for community-led regeneration in Kinlochleven; and
- Engagement with the Scottish Poverty and Inequality Commission, which recognised Kinlochleven's proactive community-led approach as a positive example of local capacity building.

The strength of this support is also evidenced by the successful delivery of previous CRF-funded work, which attracted active participation from volunteers and partner organisations, and by letters of support provided by key stakeholders including Highland Council, Voluntary Action Lochaber, and local partner organisations such as Kinlochleven Climbing CIC.

KCT's communications platforms, including its website, social media, and newsletters, continue to attract growing community engagement, demonstrating clear public interest in project progress and in the future of the Ice Factor and Family Hub. Community feedback is also gathered through AGMs, surveys, social-media and direct contact with Kinlochleven residents and visitors.

In summary, the project has widespread community support, evidenced through the Place Plan process, ongoing community participation, elected-member engagement, and formal records of endorsement. Together these confirm that the Development Manager post — and the wider regeneration programme — are not new proposals, but the community's own agreed priorities now ready for delivery.

4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes". (a) Please select below ONE of the CRF main strategic objectives that you believe your project's outputs and outcomes will best align with.	
	☒	Increasing community resilience
	☐	Tackling poverty and inequality
	☐	Addressing causes of rural depopulation
	☐	Helping economic recovery and sustaining growth
	☐	Tackling the climate emergency and working towards net zero
	(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?	

(500 words max limit)

During 2026–27, the project will deliver clear outputs that move KCT from "survival mode" to confident, proactive delivery.

Immediate outputs (0–6 months)

- Full mobilisation of the role (by June 2026). Recruitment, induction and handover completed, with a first 90-day action list in place and reported to the Board. All procurement will follow Highland Council CRF guidelines.
- Year-1 work plan approved (by July 2026). A single, Board-signed plan setting milestones for funding bids, income growth and governance improvements; progress tracked in quarterly Board papers.

- Communications switched on (plan live by Aug 2026; review at Jan 2027 AGM). Website refresh, active social channels and a quarterly e-newsletter; at least three public updates are issued before the AGM, with engagement stats noted.

Short-term outputs (6–12 months)

- Stronger finances and new investment, with £50k-£60k of new external funding is secured for community projects, and quarterly finance reports show growth in unrestricted income versus the 2024–25 baseline, signalling a shift from firefighting to forward planning.

- Broader income base. Existing streams (Aire site, E-bikes, Aluminium Story, campervan parking, donations) show year-on-year uplift; a simple dashboard tracks volumes, income and seasonality so the Board can tune effort to return.

- Place Plan projects progressed. Aluminium Story upgrades, Family Hub operations, Green Health follow-on and groundwork for 2027/28 land-management are each advanced to their next concrete milestone (e.g., lease step, signed partner MoU, design or tender stage); status is evidenced in project files and partner confirmations.

- Governance tightened. Finance, procurement and reporting procedures are refreshed to align with ISO 9001 practice; Board assurance comes through quarterly performance reviews and light-touch internal spot checks.

- Active participation. Volunteer and community involvement is maintained or grown across heritage, wellbeing and environmental activity; a simple register captures numbers, hours and feedback to shape Year-2 priorities.

End-of-year position (March 2027).

KCT is operating with clear plans, visible communications and a healthier funding mix. The Board receives a consolidated Year-1 report (SCP & CRF) showing income growth, external awards won, project milestones reached and lessons learned. This creates the platform for Years 2–3 of the SCP, with no expectation of further CRF support. Reporting will align with KCT Board, CRF and SCP requirements.

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

(500 words max limit)

The primary outcome will be a strong, financially independent Kinlochleven Community Trust (KCT) capable of sustaining a full-time Development Manager without further CRF support and of delivering the community priorities set out in the Kinlochleven Local Place Plan.

By March 2027, KCT will have built a solid foundation for the next two years of the Strengthening Communities Programme, with clear plans for financial independence and continued delivery. The project's impact will reach beyond staffing: it will reshape the Trust into a confident, self-managing organisation with the systems, income, and governance needed to support the community's long-term regeneration.

Key outcomes and how they will be evidenced

1. **Financial independence and organisational resilience.**

   KCT's unrestricted income will cover all core running costs, including the Development Manager post, enabling the Trust to operate without CRF. Evidence: audited accounts showing growth in earned and donated income, quarterly finance reports, and a sustainable budget approved by the Board. By March 2027 the aim is to increase unrestricted income by at least 15 %, and to secure £50 k – £60 k of new

external funding, and all KCT-managed assets will have individual maintenance plans in place. Progress will be measured quarterly using a Plan–Do–Check–Act review cycle.

2. **Greater sustainability and flexibility in staffing.**

   As income diversifies, KCT will be positioned to create two part-time roles — an Estates Manager and an Administrative Officer — within two to three years. These additions will professionalise day-to-day management, free directors to focus on strategy, and allow the Development Manager to concentrate on wider community priorities rather than internal administration. Evidence: inclusion of these roles in future budgets and successful grant or self-funding to support recruitment.

3. **Improved community benefit and reduced inward focus.**

   With stronger finances and clearer internal systems, KCT can dedicate more time to the needs of the wider community — expanding volunteering, supporting wellbeing and heritage projects, and creating opportunities for local enterprise. Evidence: delivery of Place Plan actions, volunteer participation figures, and community feedback collected through surveys and public meetings.

4. **Governance and transparency strengthened.**

   ISO 9001-aligned management systems and quarterly reporting cycles will provide clear accountability to funders, partners, and residents. Evidence: internal audits, Board reviews, and publication of progress via KCT's communications channels.

Legacy

The lasting benefit will be a resilient, community-led organisation that no longer depends on short-term grant aid but generates its own resources to sustain local projects. This transformation ensures that by the end of SCP Year 3, KCT will stand as a model of good practice — a stable, well-governed charity able to invest in its assets, employ local people, and focus on community priorities rather than institutional survival. Learning and systems developed during this first year will form the foundation for Years 2 and 3 of the SCP, ensuring long-term community benefit

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

(500 words max limit)

The project has been designed from the outset to transition smoothly into the Strengthening Communities Programme (SCP), which provides structured three-year support to help community organisations achieve financial independence. The Development Manager post will continue beyond CRF through secured SCP funding (Years 2 – 3) and expanding earned income from the Aire site, car parks, rentals, and visitor donations. By April 2028 KCT aims is to sustain the full-time post without grant support.

The CRF grant covers only the first year (2026–27) of the Development Manager post — 50% of salary, National Insurance, and pension — enabling KCT to establish the role, deliver immediate outputs, and stabilise its finances. The project is designed to reduce the reliance on CRF funding after Year 1 for core activities.

From April 2027 onward, the position and associated work will continue under the SCP project, which has already been submitted to the Scottish Government and DTAS for approval. Under the SCP plan, KCT anticipates that earned and donated income will increase year-on-year through improved utilisation of its community assets, supported by professional management.

Projected income growth

Year	Earned & Donated Income	Main Income Drivers
2026–27 (CRF Year 1)	≈ £19,000	Aire site, E-bike hire, small donations, museum income

| 2027–28 (SCP Year 2) | ≈ £30,000 | Ice Factor lease income, expanded campervan & parking revenue, increased museum takings |
| 2028–29 (SCP Year 3) | ≈£40,000–£45,000 | Full-year trading across all assets, steady donations, possible café/heritage events |

By the end of Year 3, the Development Manager post aims to be fully self-financing, sustained entirely from KCT's operational income. This phased approach ensures there is no cliff-edge in staffing or delivery and that CRF investment produces lasting organisational change.

Beyond the Development Manager role, rising baseline income will also allow KCT to plan for two part-time posts — an Estates Manager and an Administrative Officer — within the next two to three years. These roles will embed resilience by taking on day-to-day operations and compliance tasks, freeing the Development Manager to concentrate on community projects, funding partnerships, and Place Plan delivery.

Financial sustainability will be reinforced through quarterly budget monitoring, annual independent accounts, and the use of SAGE financial software operated through Voluntary Action Lochaber. Governance will continue to align with ISO 9001-style management systems introduced under the SCP project, ensuring that income growth is matched by transparent, accountable management.

In summary: CRF provides the essential first-year bridge to professional capacity; the SCP delivers the medium-term framework for growth; and KCT's diversified income streams guarantee long-term sustainability. By 2029, the organisation will be operating on a self-supporting footing, reinvesting surplus funds into new projects and services that benefit the Kinlochleven community.

KCT's 99-year Head Lease with Jahama Highland Estate provides security of tenure for all operating sites. The Trust's risk approach ensures that delays in lease agreements or funding decisions do not threaten core viability. Financial controls and a six-month reserves target underpin long-term resilience.

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

(500 words max limit)

Kinlochleven Community Trust (KCT) is committed to managing its activities in ways that support Scotland's net zero ambitions and protect the natural environment of the Leven valley. The Trust recognises that growth in community and visitor activity must be matched by action to reduce energy use, manage land responsibly, and protect biodiversity.

KCT has already initiated a review of the energy efficiency of the buildings it owns and manages — the Ice Factor, Units 4A and 4B, and the Aluminium Story Museum — in partnership with Business Energy Scotland. The review will identify practical measures to improve insulation, heating, and lighting performance. Implementation will be phased as funding becomes available, reducing energy consumption, carbon emissions, and operational costs.

The Trust also continues to act on the recommendations of its National Lottery Heritage Fund (NLHF) project, *Kinlochleven Community Land and Woodland Heritage, Management and Resilience*, which established baseline biodiversity surveys and community woodland priorities. These findings now underpin ongoing management discussions with Scottish Forestry and Jahama Highland Estates, ensuring that any increase in business-park or land-based activity supports native habitat restoration, sustainable woodland management, and improved public access.

As community income and volunteer capacity expand, KCT plans to reactivate the village composting site and strengthen waste-management initiatives in partnership with the Community Council. Longer-term ambitions include creating a seasonal Ranger post to support visitor management, tackle fly-tipping, and promote responsible outdoor behaviour during the summer season.

Across all activities, KCT applies a principle of continuous environmental improvement, ensuring that sustainability assessments are built into every major project. The Trust aims to demonstrate that community-led regeneration can deliver not only social and economic benefits but also tangible gains for climate action,

biodiversity, and local environmental stewardship. The trust prioritises walking, cycling, and public transport. The post holder will use the e-bikes/EV chargers/bike racks KCT manages for local travel, and use video conferencing to reduce long-distance travel wherever it is reasonably practical to do so.

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)

Kinlochleven Community Trust (KCT) is committed to ensuring that all members of the community can access and benefit from its work on an equal basis. This commitment is set out in the KCT Equality, Diversity and Inclusion Policy, which is embedded within the Trust's ISO 9001 aligned Management System. The policy reflects the requirements of the Equality Act 2010 and the Public Sector Equality Duty (Scotland), obliging KCT to eliminate discrimination, advance equality of opportunity, and foster good relations between people who share protected characteristics and those who do not. The Development Manager will promote equal opportunities across KCT's work, ensuring facilities and new projects are accessible and designed to reduce social isolation for older and disabled residents. They will also use multiple accessible communication methods (digital, print, and in-person) so all groups, including those with literacy or access barriers, can engage. All roles are advertised openly, paid at or above the Real Living Wage, and delivered under the Fair Work First Policy. Communication materials are designed to be accessible to residents of all ages and abilities.

The policy is implemented through every aspect of KCT's operations from staff recruitment to community engagement and service delivery. Recruitment for the Development Manager post will follow open, transparent, and accessible processes, with flexible working arrangements considered to widen participation. Consultation activities will use plain-language materials, accessible venues, and both online and printed formats to reach residents of all ages and abilities.

KCT's existing projects already demonstrate a strong commitment to inclusion and equality:

- The Family Hub and Community Pantry offer affordable food and social connection, reducing hardship and isolation.
- Emergency welfare support and collaboration with the Kinlochleven Community Council on the Resilience Plan ensure that vulnerable residents are assisted during emergencies — a need underscored by the impact of Storm Amy (October 2025).
- The Green Health initiative promotes mental and physical wellbeing through volunteering, outdoor activity, and social prescribing.
- The Aluminium Story Museum provides inter-generational learning, volunteering, and cultural participation.

KCT will build on these successes by developing an Equality and Inclusion Action Plan as part of its Strengthening Communities Programme, setting measurable goals for participation, accessibility, and engagement. This will be monitored through quarterly reports to the Board. The Development Manager will work with partners such as Voluntary Action Lochaber, Highland TSI, local schools, and health services to ensure that seldom-heard voices including older residents, young people, carers, and disabled individuals — are actively involved.

Future initiatives under consideration include:

- "Community connector" volunteers to support participation by those with mobility or confidence challenges;
- Quiet or accessible hours for Family Hub and Museum sessions to support neurodiverse participants; and

	• Joint activities with local wellbeing and environmental groups to promote inter-generational inclusion. Through policy, practice, and partnership, KCT ensures that equality is not an add-on but a core principle in every decision. The outcome will be a more inclusive, resilient, and compassionate community, where no one is excluded from the benefits of regeneration, and every resident can participate in shaping Kinlochleven's future.

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 decleration template.

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?	
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 sum

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Salary	Basic Salary for 37.5 hour week	Revenue	£32,000.00
National Insurance	Employer National Insurance @ 15%	Revenue	£4,800.00
Pension	Employer Pension Contribution @ 3%	Revenue	£960.00
Office costs including utilities	Office Overheads	Revenue	£ 500.00
Software charges	Office 365 licence	Revenue	£ 60.00
Mobile phone usage charge	Monthly contract	Revenue	£ 120.00
Travel and subsistence	Work related visit	Revenue	£ 1,500.00
Training	Training	Revenue	£ 600.00
Recruitment (one - off)	Recruitment expenses	Revenue	£ 900.00
Computer	Lap Top computer	Capital	£ 1200
Mobile phone	Refurbished mobile phone	Capital	£ 350
		Total revenue expenditure	£41,440.00
		Total capital expenditure	£1,550.00
		TOTAL PROJECT COSTS	**£42,990.00**
		Is VAT included in these costs?	Yes ☒ No ☐
	Can you confirm that the costs above have not already been incurred or committed to?		Yes ☒ No ☐

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.** Cost data has been obtained by internet searches. Quotes will be obtained before purchase of equipment or service, with all costs benchmarked against market rates.	Yes ☒ No ☐
5.3	**Please explain how your project will achieve value for money.**	The project invests modestly in professional capacity to unlock major community benefit. A one-year CRF contribution will enable KCT to secure new funding, increase earned income and deliver multiple Place Plan priorities. Every pound creates lasting value by building financial independence and reducing future reliance on external grants. The post will directly unlock external investment and community income streams, ensuring a sustained return on public investment."

SECTION 6 – MATCH FUNDING (if applicable)

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

6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.			
Name of funder	**Confirmed?**		**Date Confirmed or Decision Expected**	**Amount £**
Strengthening Communities Programme	Yes ☐ No ☒		March 2026	24,110
	Yes ☐ No ☐			
	Yes ☐ No ☐			
	Yes ☐ No ☐			
	Yes ☐ No ☐			
	Yes ☐ No ☐			
	Yes ☐ No ☐			

	Total match funding	**£24,110.00**
	CRF requested	**£18,880.00**
	Total funding	**£42,990.00**

6.2	Will the project involve "in kind" support?	Yes ☒ No ☐
6.3	If yes, please detail.	The project will benefit from substantial in-kind contributions from KCT's volunteer Board of Directors, who provide governance, financial oversight, and project guidance. (Volunteer hourly rates vary from £40/hour to £125/hour based on current professions). Estimated in-kind contribution ≈ £15,000, representing volunteer management time.
6.4	Please explain why public funding is required to deliver the project.	Public funding is essential to enable KCT to maintain professional capacity while rebuilding its income base. The Trust's limited unrestricted funds are committed to essential running costs, leaving no scope to fund a full-time Development Manager. CRF support provides the bridge to long-term financial independence under the Strengthening Communities Programme. CRF and SCP support is essential to maintain momentum until earned-income growth under SCP in the last two year makes the post fully self-funding."

6.5	Please explain what the remaining bank balances are for in your accounts.	KCT's remaining bank balances are fully allocated to ongoing project commitments and essential operational costs. These include the Green Health initiative, National Lottery-funded Aluminium Story Museum, and routine expenses such as utilities, office administration, insurance, public toilet operations, and property maintenance. Balances are therefore restricted and not available as free reserves.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	KCT's unrestricted funds are very limited and required to meet essential running costs such as utilities, insurance, office administration, and statutory obligations. Using these reserves for staffing or project delivery would jeopardise the Trust's ability to operate safely and maintain its community assets. CRF funding is therefore essential to progress the project.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	We are not applying for 100% funding we are co funding with Strengthening Communities Programme (SCP)

	SECTION 7 – INCOME GENERATION	
7.1	Will the project generate income?	Yes ☒ No ☐
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to 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.	**See Appendix A**
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	KCT will not disadvantage any local organisations or businesses. KCT does not compete with local businesses; it enables them by offering affordable premises within the Kinlochleven Business Park and collaborating on community projects. Local organisations are supportive of KCT's work and regularly collaborate on community projects and events.

7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	A loan would make our financial position weaker not stronger
7.6	Have you previously received public funding?	Yes ☒ No ☐
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?
Kinlochleven Community Land, Woodland & Heritage Management and Resilience Project: National Lottery Heritage Fund	01/04/2022	£90,000	Yes ☐ No ☒
Ice Factor Roof Repairs: CRF and HIE	01/09/2024	£51000	Yes ☐ No ☒
Development Officer: CRF	01/04/2024	£25000	Yes ☐ No ☒
Family Hub: Highland council and Kinlochleven Benefit Fund	01/12/2024	£26000	Yes ☐ No ☒
Aluminium Story: Kinlochleven Benefit Fund	01/12/2024	£15000	Yes ☐ No ☒

In addition, a number of smaller awards have been received which are not listed here

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

| Signature:

Print: Mark Taylor	Date: 09/11/2025

Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes ☒ No ☐
2	Annual financial accounts – latest available.	Yes ☒ No ☐
3	Constitution or articles and memorandum.	Yes ☒ No ☐
4	Committee Members or Directors List.	Yes ☒ No ☐
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
6	Valid organisation insurance policy.	Yes ☒ No ☐

7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐	
8	Confirmation of match funding letters	Yes ☐ No ☒ NA ☐	
9	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☒	
10	Business plan (income generation projects only)	Yes ☒ No ☐ NA ☐	
11	Job descriptions (for CRF funded posts)	Yes ☒ No ☐ NA ☐	
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☒ No ☐ NA ☐	
13	Valid quotations or estimates	Yes ☐ No ☐ NA ☒	
14	Partnership agreement	Yes ☐ No ☐ NA ☒	
Reason for missing documentation: Confirmation of match funding letters: Not available SCP grant being applied for in parallel with this CRF application, the SCP Proposal is attached for information			

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

Supporting documentation should be labelled as: **document type followed with the title** – for example:
- Match funding – The Highland Council
- Match funding – National Lottery
- Insurance – Zurich 2022/23 annual policy
- Organisational policy – health and safety
- Organisational policy – Fair Work First statement
- Permissions – Planning granted July 2022
- Permissions – Building warrant granted Aug 2022
- Bank statement – Bank of Scotland Nov 2022
- Letter of support – name of Councillor
- Letter of support – community council/group
- Letter of support – name of local business

Supporting information upload for access

https://kinlochlevenct-my.sharepoint.com/:u:/g/personal/admin_kinlochleven_co_uk/EXpXCILFrypHufgNVsgXqdsBOenrBGh5R4pPam6aFUS-ew?e=W9H60I

1) Bank statement: Investment account from Virgin Money - used mainly to receive payments
2) Accounts: Financial Accounts for the year 2023-2024
3) Constitution: Memorandum and Arts
4) Constitution: Sustainable Development Confirmation Notice from Community Land Team for revised constitution which is yet to be approved by the members and OSCR (PDF)
5) Directors: Directors List
6) Insurance Policy: Current insurance policy with NFU
7) Letter of support: Local Councillor
8) Place Plan: Extracts supporting project
9) KCT Strategic Review: Strategic Review funded by HIE 2025 - support project
10) Match Funding: SCP update on funding process
11) Lease: KCT Head Lease with Jahama Highland Estate

12) Business Development plan: Attached as Appendix A to proposal
13) Job Description: Development Manager Job Description
14) Place plan: Development process
15) Policy: Fair work
16) Policy: Environment
17) Policy: Health and Safety
18) Budget: Overall project budget including SCP component

Appendix A – KCT Income Projections 2025–29: Development Manager Impact Analysis

The following table shows the projected income from all key KCT activities, distinguishing between those directly influenced by the Development Manager, those partially influenced depending on available capacity, and those externally determined. The forecast demonstrates how the post will enhance asset utilisation, visitor engagement, and fundraising capacity to support long-term sustainability.

Income Source	2025–26 (Projected)	2026–27	2027–28	2028–29	DM Influence
Aire Site and CarParks	£18,915.10	£22,067.62	£25,220.13	£28,372.65	Yes
Donations	£5,396.58	£6,502.27	£7,607.95	£9,713.85	Yes
EV Chargers	£1,857.31	£1,857.31	£1,857.31	£1,857.31	No
3rd Party Events	£1,150.00	£1,150.00	£1,500.00	£1,800.00	Partial
Grant (toilets)	£1,200.00	£1,200.00	£1,200.00	£1,200.00	No
Rent (Business Park)	£37,006.39	£37,006.39	£37,006.39	£37,006.39	No
E-Bike Hire	£400.00	£800.00	£1,600.00	£2,400.00	Yes
Aluminium Story Museum	£0.00	£4,160.00	£11,094.00	£13,867.00	Yes
Ice Factor Lease (Heads of Terms v4)	—	£2,400.00	£10,000.00	£15,000.00	No
Total Income	£65,525.38	£77,143.59	£97,086.78	£111,216.20	

Notes
- Events income may rise modestly depending on Development Manager capacity for partnership and community initiatives.
- Ice Factor rent follows the phased schedule agreed with Kinlochleven Climbing CIC (per Heads of Terms v4). This will be incorporated into the lease, if the CIC decide to move forward.
- No inflation applied; all figures shown are nominal.
- Baseline (2025–26) represents operations prior to appointment of the Development Manager.

Appendix 2: Lochaber Summary RAG Assessment

Ref No	Organisation	Project Title	Project Description	Area Place Plan Priority	Total Project Cost	Grant Requested	Capital	Revenue	Project Start Date	Project End Date	% Rate	Project Robustness	Engagement & Support	Meeting a need/ demand	Legacy & Exit Strategy	Equalities issues/ impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
4039	Road to the Isles Facilities Group SCIO	Mallaig Circular Walk – Phase 3	Complete the upgrade of the 3rd and final 102m section of the Mallaig Circular Walk. This is the most challenging section due to the terrain and gradient.	Place- 5, Transport- 17	42,384.36	30,000.00	30,000.00	-	01/02/26	30/04/26	70.78	3	3	3	3	2	3	3	3	3	3	29
4043	Urram SCIO	Transport and Car Club Expansion	This project seeks to expand the Urram transport service, by adding a Wheel Chair Accessible Vehicle (WAV) to the fleet. A WAV would be available for the transport service as well as bookable by individuals through the Car Club.	Access to svs-5,6 Transport-10, 14,15, Collaboration 15,18	42,889.00	42,889.00	38,889.00	4,000.00	01/02/26	31/12/26	100.00	3	3	3	3	3	2	2	2	3	3	27
4067	Arisaig Community Trust	Bill's Shed: Unlocking a Community Asset	ACT proposes to transform Bill's Shed, an underused community building constructed in 2018, into a high-quality holiday home for two guests. The new revenue stream would directly support the maintenance of local community assets.	Collaboration 15,19,20	65,169.28	64,769.28	64,769.28		01/02/26	30/04/26	99.39	2	3	3	3	2	3	3	3	3	3	28
4072	Acharacle Community Company	Shielbridge Hall Refurbishment Stage 2	Progression to to RIBA Stage 4 which includes planning permission, engineering plans, detailed specifications and design works. This also includes detailed quantity surveying so applicants will have an accurate estimate of total costs to enable to final fundraising.	Collaboration 15, 20, Activities 17	55,932.00	52,432.00	52,432.00	-	11/02/26	23/11/26	93.74	3	3	3	3	2	3	2	2	3	3	27

RAG Assessment

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

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

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

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

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Ref No	Organisation	Project Title	Project Description	Area Place Plan Priority	Total Project Cost	Grant Requested	Capital	Revenue	Project Start Date	Project End Date	% Rate	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
4093	Ardgour Glensanda Development Trust	Clovullin Affordable Housing	AGDT hopes to provide approx. 6 affordable houses. This project will focus on site appraisal and a feasibility study, to examine ground conditions, review up-to-date housing demand and prepare build options and costings. If successful this application will help take the project to the next stage ready for fundraising in 2026.	Housing 20,21,22	12,005.00	11,600.00	-	11,600.00	01/02/26	21/08/26	96.63	2	3	3	2	2	3	3	3	3	3	27
4104	Sunart Community Company	Sunart Craft Hub & Men's Shed	Sunart Community Company seeks to develop two gathering spaces designed to reduce isolation, build resilience, and support mental health. Together, these facilities will host craft, woodworking, metalwork, and gardening activities several times a week. Provision is also made for a project co-ordinator	Access to Services- 6, Activities 14,16,17, Collaboration 15,18	23,000.00	11,300.00	11,300.00	-	01/02/26	31/01/27	49.13	3	3	3	3	3	3	3	3	3	3	30
4119	National Trust for Scotland	Glenfinnan Visitor Management – ANPR Data Collection	Purchase and installation of ANPR camera technology for Glenfinnan's two busy visitor car parks. This will enable community partners to monitor traffic flow, parking demand and pedestrian activity, helping to inform future infrastructure development. It will also provide real-time parking capacity information with the aim of empowering tourists to make informed choices on travel plans.	supports majority of transport priorities and all of tourism mgt priorities.	48,250.00	38,250.00	38,250.00	-	01/02/26	31/01/27	79.27	2	3	3	3	2	3	3	3	3	3	28
4166	Kinlochleven Community Trust	KCT Development Manager	Kinlochleven Community Trust (KCT) seeks one-year CRF support to co-fund a full-time Development Manager post that will build on the success of its earlier part-time, CRF-funded Development Officer (2023–24).	supports majority of collaboration working priorities	42,990.00	18,880.00	-	18,880.00	01/04/26	30/03/27	43.92	2	3	3	2	3	3	3	2	3	3	27

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