

Agenda Item	7
Report No	CIA/04/26

The Highland Council

Committee: City of Inverness Area

Date: 2 February 2026

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

- 1.1 To present current funding requests from the Community Regeneration Fund (CRF) allocation to the City of Inverness Area Committee (CIAC) for consideration and approval.

2 Recommendations

- 2.1 Members are asked to:-

- i. **Note** the position in respect of applications that have not been progressed or have been withdrawn; and
- ii. **Consider** and **agree** the formal recommendation from the Inverness Common Good Fund Sub-Committee contained in 5.8 & 5.9 on final funding awards

3 Implications

- 3.1 **Resource** – The Inverness area currently has £400,762.97 of unallocated CRF funding remaining. The applications being considered total £527,050.46, which exceeds the funds available. As a result, Members are required to undertake a prioritisation process to determine funding awards. Given the current balance between capital and revenue budgets, no capital/revenue prioritisation is necessary.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.
- 3.3 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to advance grant payment. Factors such as past knowledge of and project experience of the grant recipient, release of funds related to invoices/works completion certificates etc are considered in such assessments.

- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** - No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.5 **Gaelic** - No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.

4 Impacts

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

5 Background

- 5.1 Community Regeneration Funding is an umbrella term for several funds that are available for communities/organisations to access in Highland. It currently comprises elements of the Highland Coastal Communities Fund (HCCF) and the Place Based Investment Programme (PBIP), both of which are Scottish Government Funding streams to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.
- 5.2 At their meeting on 19th May 2025, the CIAC agreed:-
- i. to utilise the existing delegated powers granted to Inverness Common Good Fund Sub Committee (ICGFSC) to make recommendations to CIAC on final funding awards for the sifting of expressions of interest and assessment of applications; and
 - ii. that the priority outcome for CRF funding in the City of Inverness and Area should be projects that met the outcome of reducing poverty and inequality.
- 5.3 Within Inverness, the following funding for 2025/26 is shown in the table below:-

HCCF – tranche 5	Revenue or Capital	£58,506.74
HCCF – tranche 6	Revenue or Capital	£59,536.16
PBIP (confirmed to date) 2025/26	Capital Only	£303,270.07

A total of £20,550 HCCF has been committed to date meaning there is a current available balance of funding of £400,762.97. This is made up of £303,270.07 PBIP (capital only) and £97,492.90 HCCF (capital or revenue)

- 5.4 Members are asked to note that one application invited forward at Expression of Interest stage has not been progressed:-
- CRF4180 – The Highland Council - Sunnyside Playpark Lighting - No response received from applicant.
- 5.5 Members are asked to note that three applications have been withdrawn:-
- CRF4015 – Glen Urquhart Men’s Shed – Kindling Enterprise - Withdrawn due to receiving funding from alternative funder;
 - CRF4187 – Inverness BID – City Centre Community & Visitor Information Point - Withdrawn at this time in light of ongoing work to explore a range of delivery options; and
 - CRF4204 – Inverness BID – Best Foot Forward: Phase 2 - Withdrawn at this time in light of ongoing work to explore a range of delivery options.
- 5.6 In summary the current CRF funding position in Inverness is as follows:-
- Available Funding – £400,762.97 (£303,270.07 restricted to capital only);
 - Number of applications to be considered – 11; and
 - Total value of grant requests - £527,050.46 (£510,550.46 capital / £16,500.00 revenue)
- 5.7 Members are reminded that funds should be committed within the current financial year and that PBIP funding is vulnerable to Scottish Government clawback. In general, projects recommended for approval should be ready to commence within one month of full application approval and be viable within the required delivery timeframe.
- 5.8 Members are asked to note that the ICGFSC recommend approval of the full allocation of £400,762.97 CRF funding for the following projects:-
- CRF4022 – Highland Rugby Football Club – Installation of Container Seating – £34,050.00;
 - CRF4090 – Abriachan Forest Trust – Compost Toilet Refurbishment – partial award of £40,312.51;
 - CRF4172 – The Highland Council – Footpath Works - £30,000.00;
 - CRF4173 – Hawthorn Allotments Association – Community Allotments Expansion – £61,370.00;
 - CRF4174 – Hilton Milton Castle Heather Community Council – Hilton and Milton Play Parks - £77,808.46;
 - CRF4177 – Free North Church – Restoration Project - £10,000.00;
 - CRF4178 – Knocknagael – Knochnagael Green Hub - £89,456.00;
 - CRF4182 – The Highland Council – Green Space Enhancements at Inverness Castle – partial award of £35,000.00;
 - CRF4183 – The Highland Council – Cavell Gardens - £12,766.00; and
 - CRF4188 – Inverness BID – Community Improvement District Set Up - £10,000.00
- 5.9 Members are asked to note that the ICGFSC recommend rejection of the following project:-
- CRF4185 – Visit Inverness Loch Ness – Active Travel Regeneration in Inverness Area

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

- **Appendix 1** – Project Application Forms; and
- **Appendix 2** – RAG Summary Spreadsheet

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

Designation: Assistant Chief Executive - Place

Date: 16 January 2026

Author: Fiona Cameron, CRF Programme Manager
Sarah Lamb, Project Officer

Background Papers: None

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12pm on Monday 1st December 2025.

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

Application Guidance



CRF_Application_Guid
ance (v1 MC 2025 CRI

Assessment Criteria Matrix



CRF Assessment
Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4022
1.2	Organisation	Highland Rugby Football Club (SCIO)
1.3	Project title	Installation of container seating at Highland Football Rugby Club (HRFC).
1.4	Summary of project you wish to be funded (max 250 words)	Installation of two container-based stadia seating with bespoke camera/video cabin, adjacent to the existing all weather playing field at HRFC. These repurposed, high quality seating areas will provide comfortable, safe, accessible and flexible spaces (100) with excellent sightlines to improve the overall visitor experience at HRFC. Stadia seating at HRFC is not currently provided for and these new seating areas will be a first for the H&I area in terms of being sited at a rugby club. A variety of sports will benefit including a wide number of junior and senior football clubs who use the pitch as well as our rugby member supporters.

			
1.5	Project costs	Total project cost	68,100
		Match funding	£34,050
		CRF grant requested	£34,050
1.6	Start date	Click or tap to enter a date. 9 February 2026	
1.7	End date (max 12 months from start date)	Click or tap to enter a date. August 2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Highland Rugby Football Club (SCIO)
2.2	Address and postcode	Canal Park, Bught Lane, Inverness IV3 5SS
2.3	Main contact name	Karen Cameron Latif
2.4	Position in the organisation	President
2.5	Contact number	██████████
2.6	Email address	██
2.7	Website address	www.highlandrugbyclub.com
2.8	Organisation type	☐ Company limited by guarantee
		☐ Constituted group
		☐ Public body
		☐ Charity
		☒ SCIO

		☐	Other (please specify):
2.9	Organisation registered number	Charity reg no - SC047400	
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.	461 7463 81	
2.12	Is the VAT related to the project being reclaimed from HMRC?	☐	Whole
		☒	Partial
		☐	None
2.13	Provide details of VAT exemptions.	HRFC is a partially exempt business with both taxable supplies and exempt supplies. Input VAT on Stands will be residual so only a proportion of the VAT will be reclaimable. The percentage reclaimable will not be determined until we complete our annual partial exemption calculation in the quarter to 28 February 2025.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Highland Rugby Club, Canal Park, Bught Lane, Inverness IV3 5SS
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 ☐ 29 Years 6 Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☒ No ☐
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning permission granted ☐

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.
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Activity name		Achieve by (date)
Order of stands		9 th February 2026
Final workplan and risk assessment		12 th February 2026
Delivery of stands from supplier		Latest August 2026
Barclay & Daughters to put stands in place		Latest August 2026
		Click or tap to enter a date.
		Click or tap to enter a date.
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
All-weather usability: Covered seating allows matches, training sessions, and community events to go ahead even in poor weather, reducing cancellations and maintaining local engagement. Proper seating arrangements provide clear sightlines, allowing spectators to enjoy the action without obstructions. This is crucial for an engaging and memorable experience. Community hub value: A rugby pitch often doubles as a social and cultural centre — improved safe facilities make it more resilient as a community meeting space during events or emergencies. Volunteer and youth engagement: Improved facilities encourage sustained participation from volunteers, players, and spectators, supporting local networks that strengthen resilience Attracting events: Covered seating can make the ground suitable for regional matches or community festivals, generating small-scale tourism and economic activity. Supporting wellbeing of older residents: The inclusion of accessible, sheltered seating will particularly benefit older members who may struggle with prolonged exposure to the weather but greatly value the opportunity to get out, socialise, and remain active within the community. Accessible design: The stands will include disabled access and seating areas that are suitable for those with disabilities or limited mobility, demonstrating a commitment to inclusivity and a positive guest experience. ensuring everyone can enjoy community sport. Investing in high-quality spectator seating is a worthwhile investment as it enhances the overall experience and contributes to the venue's sustainability.		
	(b) Has this need been recognised in a local place plan?	
There is not currently a Local Place Plan which covers Canal Park. The proposal aligns generally with the Highland Local Development Plan, which has a clear policy basis for supporting the improvement of sports		
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 our 4 yearly update of our Development plan we carried out a survey of our members which showed substantial support for covered seating. The demand for this is also evident from views expressed by and feedback from supporters.		

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) The immediate outputs will be the provision of 100 covered seats in a prime location for viewing matches, training and other events. The ambition is to increase visitor and spectator numbers via a better visitor experience which should lead to increased community engagement and participation. The covered seating will provide accessible space for those of restricted mobility or the elderly and the project should increase spectator numbers in this regard demonstrating the club's commitment to equalities. The outputs will be measured via a club representative who will record spectator numbers using the new seating. This will then be compared to previous seasons prior to the new seating being installed. Spectators will be surveyed by a club representative about their experience and any views acted upon accordingly. We do not intend to charge for the use of this facility, as our main objective is to incentivise more people, of all ages and abilities, to come along to watch games and be part of the community.		
		(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) There is currently a gap of provision of covered seating at rugby matches in the North of Scotland, with no clubs providing such facilities at present. The provision of covered seating will drive up demand for regional and national events as the provision of covered seating is a prerequisite for sporting authorities including the SRU. The project will provide a lasting legacy beyond the funding period, one which does not require future grant funding beyond regular care and maintenance which will be supported by club funds going forward. The continued investment in improving the visiting experience, particularly for disadvantaged groups, at HRFC will make a positive contribution to its sustainability and the economic growth of the area.		
4.5	How will the project be supported/maintained/sustained after CRF funding?	
(500 words max limit)		

The initial purpose of a shipping container is to withstand extreme weather conditions and are built to last with very little maintenance necessary. Any care and maintenance costs post CRF will be minimal and will be supported by HRFC club funds. HRFC will undertake appropriate H&S inspections remedying any actions when they arise and will ensure the seating is maintained in an 'as new' state.

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)

Shipping containers are being innovatively repurposed into modular stadium seating solutions, offering durability, portability, and customization for various events including the Rowing World Championships (2010), the Rugby World Cup (2012) and more recently the world cup in Qatar in 2022 (Stadia 974 which as build using 974 shipping containers and housed 40,000 spectators). The provision of the seating is not expected to create significant negative environmental impacts. The containers themselves are repurposed units with any environmental impacts arising from transportation. There is not expected to be biodiversity impacts during installation as the containers will be placed on existing hardstanding. The project will require minimum energy and water usage during the installation or operational phase. Lighting where required will be provided by the existing pitch floodlighting supplemented by solar/ charged battery storage units, to be determined by working risk assessments.

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 specifically aims to benefit people with protected characteristics or demonstrates clear consideration of equalities and demonstrates strong, measurable and direct impacts. The project aims to benefit those with restricted or reduced mobility and the elderly who may find it uncomfortable to be exposed to the elements for long periods of time.

4.8

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

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



FWF statement and
declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please 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?	1 x Operations Manager 2 x Full-time Rugby Development Officers 6 x Part-time Community Coaches who help at Camps and Academy Volunteers 90+
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

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 summary

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Purchase of stands	Provision and delivery of 2 x 40 foot high cube container modified into a Supporter stand with approx 100 seats plus camera stand. As per quote from Goodfab. We have contacted Goodfab who have confirmed the price will still be in the region of the price quoted by them in November 2024.	Capital	£60,900
Installation	Barclay & Daughters to put stands in place August 2026	Capital	£7,200

Total revenue expenditure			£
Total capital expenditure			£68,100
TOTAL PROJECT COSTS			68,100
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 awaiting updated tenders from suppliers for the project to ensure value for money.		
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
Highland Rugby Club reserves		Yes ☒ No ☐	34,050
		Yes ☐ No ☐	
		Yes ☐ No ☐	

	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
		Total match funding	£34,050
		CRF requested	£34,050
		Total funding	£68,100
6.2	Will the project involve “in kind” support?	Yes ☒ No ☐	
6.3	If yes, please detail.	Trustee and volunteer project management provided free of charge	
6.4	Please explain why public funding is required to deliver the project.	HRFC operates as a charity and requires to deliver best value solutions to members and the wider community	
6.5	Please explain what the remaining bank balances are for in your accounts.	Our reserves are intended for other capital projects and crisis scenarios. This includes plans to extend our pitches with an additional artificial pitch for all weather use which will be used by HRFC and other community groups. The Club Reserves Policy is to ensure the charity has sufficient reserves to operate for a minimum of 6 months.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	These reserves are set aside as noted at 6.5	
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 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?	There are no other similar facilities for rugby in the H & I area.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	Our charity policy is to not take out loans
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?
Sportscotland – towards our £98,000 capital project to install floodlights on our grass pitches to allow much needed additional training facilities over the winter to our growing number of players. Funding approved 4 August 2025 and received October 2025	Click or tap to enter a date.	£40,000	Yes ☒ No ☐
Scottish Rugby Union - £40,000 towards the installation of floodlights project as above. Funding approved February 2024 and received October 2025	Click or tap to enter a date.	£40,000	Yes ☒ No ☐
Highland Council Common Good Fund towards delivery of Community Cafe, and wellness initiative for the elderly and after school safe environment for all school age pupils in Inverness.	Click or tap to enter a date.	£9,000	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>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i> <i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i>		
Signature: 		Date: Click or tap to enter a date. 1 December 2025
Print: Karen Cameron Latif		

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
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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.

The deadline for application submission is 12pm on Monday 1st December 2025.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_Application_Guid ance (v1 MC 2025 CRF)	 CRF Assessment Criteria (v1 MC May 2)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4090
1.2	Organisation	Abriachan Forest Trust
1.3	Project title	Compost Toilets Refurbishment
1.4	Summary of project you wish to be funded (max 250 words)	The existing compost toilets, built in 2004, are not fit for purpose due to the number of users who do not treat them with respect, the composting tank design and the fact that low temperatures impede efficient composting of the waste. This project will convert the current building by supplying power and mains water to flushing toilets creating an easier to maintain system and many happier customers.
		Total project cost £92,000

1.5	Project costs	Match funding	£20,000
		CRF grant requested	£72,000
1.6	Start date	18/05/2026	
1.7	End date (max 12 months from start date)	17/07/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? No ☐	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Abriachan Forest Trust	
2.2	Address and postcode	Abriachan, Inverness IV3 8LB	
2.3	Main contact name	Suzann Barr	
2.4	Position in the organisation	Learning Coordinator/ toilet attendant	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.abriachan.org.uk	
2.8	Organisation type	☒	Company limited by guarantee SC171271
		☒	Constituted group
		☐	Public body
		☒	Charity SC025690
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	SC 171271	
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.	7170960 35	
2.12	Is the VAT related to the project being reclaimed from HMRC?	☐	Whole
		☒	Partial
		☐	None

2.13	Provide details of VAT exemptions.	AFT is only VAT registered for forestry activities.
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SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	AFT car park IV3 8LB
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.	We have had differing advice on whether planning permission is required but have included that in the contract tendering . SEPA certification has been granted. CAR-R-3018064

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Connection to mains electricity and water	18/05/2026
	Interior works of building	17/07/2026
	Landscaping	24/07/2026
		Click or tap to enter a date.
		Click or tap to enter a date.
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
	Abriachan Forest Trust regularly gains feedback from service users and visitors to the forest facilities. The complaints about the compost toilets feature regularly so we have been signposting folk to use the toilets in the classroom buildings over the past year. This can be inappropriate and inconvenient if we have a vulnerable group using the same area at the same time. A Visitor Management Plan was carried out in 2023/24 before a feasibility study was commissioned and the questionnaire used updated last summer season. This is attached as evidence. AFT people counters register >100,000 annually (visitors, family groups, mountain bikers, pump track	

cyclists, walkers, local and Highland-wide support groups of all ages and needs) and improving the toilet facilities will improve their overall experience and our ratings on TripAdvisor etc. Beneficiaries will be the local residents, groups of disadvantaged people we support, the general public, AFT staff and particularly the volunteers who have been dealing with the toilets for more than 20 years!

The current toilet cabin is accessible to all abilities, with ramps on either side linking to the easy access paths around the carpark so is well used. It is also situated on the Great Glen Way and walkers on the original route and the alternative high route over Carn na Leitir (HC Core Path) appreciate stopping at the AFT facilities.

Having a seasonal ranger presence will help mitigate some of the recent sanitation challenges brought about by it appearing on the Park4Nite app. Wild toileting, littering, increased fire risk have caused disgruntled dog walkers and local hospitality businesses.

The Just Giving crowd funder has accumulated more than £12,000 so far with assorted comments from donors both via the online option and directly to the bank account from those who don't want use the crowd funder. Since July 2025 we have ringfenced all donations for toilet refurbishment.

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

This project is an excellent fit to the Highland Wide and local Inner Moray Firth Local Development plans, Highland Strategic Tourism Plan as well as NPF4. Abriachan's location in the Loch Ness corridor results in it becoming ever more popular. We can make it a more vibrant and sustainable place whilst still taking into consideration our climate emergency, the nature crisis, sustainable tourism, zero waste through our other blue and green infrastructure developments – play, sport, learning, health, wellbeing, employment and restoring nature all being what we do.

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

Visitor Management Plan and follow-up questionnaire responses. Comments on TripAdvisor etc.

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?

An accessible, pleasant and functioning toilet facility situated in the main trailhead carpark. More positive comments about the facility improvements and less negative comments from those overheard in the carpark and others posted online.

Fewer members of the public having to share the use of the classroom toilets with supported groups/individuals because they cannot face the composters.

A reduction in inappropriate wild toileting for the same reasons.

Reduced staff hours cleaning up before group activities and early years' sessions.

	Feedback from users plus giving opportunities for improvement suggestions, will be measured by our ongoing research. This will be done on a face to face basis in the carpark by staff and volunteers and through online questionnaires via QR code links to our website/social media.
(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?	Potential increase in donations from happier visitors including opportunistic overnighting camper vans reducing pressure caused by tourism. Abriachan has purposely not publicised its facilities on, for example, NC500 or VisitLochNess due to local community concerns regarding traffic pressure on the single track access road....however this might need to be a plan for future development and the identification of sustainable income sources. Feedback from users plus giving opportunities for improvement suggestions, will be measured by our ongoing research. This will be done on a face to face basis in the carpark by staff and volunteers and through online questionnaires via QR code links to our website/social media.
4.5 How will the project be supported/maintained/sustained after CRF funding?	AFT has been in existence for almost 28 years thanks to judicious financial management. The improved toilet block will not incur many extra costs in comparison to what we have already. It is hoped we can advance the plans to instal more obvious parking donation facilities which will help support the cleaning and rangering activities. AFT manages the timber harvesting cycle over a period of approximately five years depending on timber prices, whether small round wood, pallet wood or logs are worthwhile harvesting. This means the bank balance is also cyclical with one year's income followed by at least four years' deficits.
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.	Converting the composting toilet to the flushing variety has required consultation with SEPA so any runoff towards a water course is still mitigated against and avoids pollution. Eared willow (<i>Salix aurita</i>) will be planted alongside the burn between the toilets and the pumptrack/wetland area. Having a regular presence around the carpark/classroom area enables us to share the vision of the nature restoration work we carry out and net zero ambitions we have with user groups and visitors as an element of our outdoor learning programme.
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?	AFT has always supported as wide a range of users as possible so the area around the classrooms and the toilets is maintained as accessible to all abilities with a ramp on both sides. The classroom toilets have an optional changing area should that be required.
4.8 All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers	

Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place. PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.  FWF statement and declaration template.doc	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ 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 employed >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 summary		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Reynolds Architect	Detailed quote for building refurb	Capital	84500
SSE connection	Connection costs	capital	4500
Scottish Water	Connection costs	capital	3000

Total revenue expenditure			£
Total capital expenditure			£92000
TOTAL PROJECT COSTS			£92000
Is VAT included in these costs?			Yes X ☐ No ☐
Can you confirm that the costs above have not already been incurred or committed to?			Yes X ☐ 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 X ☐ No ☐
5.3	Please explain how your project will achieve value for money.	It has been extremely difficult to obtain any complete quotes for this project despite emphasising what was required but Reynolds Architecture has now quoted twice and the costs have not increased greatly from those of 18 months ago.	
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?	Amount £
Abriachan Forest Trust		Yes X ☐ No ☐	15000
Ward 12 Budget		Yes X ☐ No ☐	5000
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	

	Yes ☐ No ☐		
Total match funding			£20000
CRF requested			£72000
Total funding			£92000
6.2	Will the project involve “in kind” support?	Yes ☒ No ☐	
6.3	If yes, please detail.	Volunteer hours, ranger duties and project management “in kind”	
6.4	Please explain why public funding is required to deliver the project.	AFT annual deficit ~£30k will continue for another two years. Volunteer manager is due to retire so this project requires public funding and also.....	
6.5	Please explain what the remaining bank balances are for in your accounts.	to cover tree planting, maintenance/repair admin 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.	As described in 4.5 AFT will run at a deficit until next harvest in 2026/27 relying on considerable volunteer project management/admin effort p/a	
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 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 support is vocalised and the project is not going to have any effect on the busy 365 Eco café nearby
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	AFT have tried not to accumulate debt
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?
Scottish Forestry maintenance grant	21/04/2025	£6000	Yes ☒ No ☐
Scottish Forestry maintenance grant	21/04/2024	£6000	Yes ☒ No ☐
CRF 2067 AFT 25 years (toilet business plan)	29/09/2023	£9950	Yes ☒ No ☐
Scottish Forestry maintenance grant	21/04/2023	£6000	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.
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I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.

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

Signature: 	Date: 30/11/2025
Print: Suzann Barr	

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 – AFT October 25 Minutes	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: It has proved very difficult to gain more than three quotes – evidence of effort is attached. Reynolds were the only contractor willing to take on the small and unappealing project!		

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

Highland Council led projects only



Key considerations

CRF is an umbrella term for a number of different funds aimed at supporting regeneration for Highland communities. Highland Council led projects must demonstrate high levels of community benefits to be eligible for CRF support.

Please note that if a CRF grant is awarded to a Highland Council led projects, the project lead will be expected to fulfil all grant conditions, including post offer meetings, financial claims and monitoring reports. The grant will not be released unless all grant conditions have been met.

CRF funds are external grant funds, with specific reporting and audit requirements that must be fulfilled. These are distinct from internal budget transfers, and it is important that the Officer designated as the main contact in this application is aware of and prepared to meet these requirements.

Please refer to the **Application Guidance** (link below) 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.

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.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF application guidance-THC project	 CRF Assessment Criteria (FINAL CRF AF)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4172	
1.2	Project title	Footpath Works – Assynt Road, Inverness	
1.3	Start date	01/04/2026	
1.4	End date (max 12 months from start date)	31/03/2027	
1.5	Project finance	Total project costs	£30,000
		Match funding	£0

		CRF grant amount requested	£30,000
1.6	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.7	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT DETAILS FOR PROJECT LEAD

	Main contact/Project lead	Secondary contact
Contact name	Allan Bryce	Neil Young
Job title	Active Travel Project Officer	Active Travel Manager
Team/Department	Active Travel Team	Active Travel Team
Contact number		
Email address		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Assynt Road, Inverness, IV3 8PB
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	Does The Highland Council own the land or asset?	Yes ☒ No ☐
3.5	Is The Highland Council leasing the land or asset? If so, what is the term left on the current lease agreement	Yes ☐ No ☒ Years & Months
3.6	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.	
3.7	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒

3.8	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	
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SECTION 4: PROJECT PROPOSAL

4.1	Project Summary (max 250 words)	Construct a tarmac footpath on a well-used informal route (desire line) between Assynt Road and the Caledonian Canal. Works would include surfacing with tarmac (2 metres wide x 75 metres long), wooden edging, sub surface materials (as required) and kerbing at roadside on Assynt Road.
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4.2	List the main activities required to deliver the project including timescales.
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Activity name	Achieve by (date)
Design drawings.	30/04/2026
Engagement	31/05/2026
Tender/Award	30/06/2026
Construct	01/08/2026
Works complete	30/09/2026
	Click or tap to enter a date.

4.3	Are any of the project activities considered part of The Highland Council's statutory duties?	No
4.4	How will the CRF grant enable the delivery of additional outcomes that could not be achieved without it being in place?	

Accelerated delivery of this path link, that might otherwise not be funded.

4.5	What local need or opportunity will the project address?
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This will enhance an existing informal footpath (desire line) that is well used and link it with the Caledonian Canal footpath and wider walking, wheeling and cycling links in the city.

4.6	In which Area Place Plan/HC strategic development plan has this need been recognised?
Highland Outcome Improvement Plan (HOIP)	
4.7	How will the project contribute to addressing priorities identified in the Area Place Plan and/or other relevant Highland Council strategic development plans?
HOIP Performance Framework People and Place; giving people more opportunity to be active through improved infrastructure within a community and linking to wider active travel networks. Reducing greenhouse gas emissions by improving walking, wheeling and cycling routes where there is already active travel activity.	
4.8	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents.
The informal route is already well used and on a desire line leading to the active travel route on the canal. Numbers using over a period of review ranged from 34-40 per hour and those engaged with confirmed that they would support a formal footpath link. A Local Councillor has brought this route to the attention of the Active Travel Team on numerous occasions due to local support and engagement that they have received.	
4.9	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.
(a)	What are the immediate and short-term outputs that your project will achieve? How will you measure them?
Improved footpath will benefit the community through a community link to encourage wider active travel participation in the interest of contributing towards improving the environment.	
(b)	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 new footpath will provide better options for more people to choose walking, wheeling or cycling as a sustainable travel option and link with wider active travel routes.	

(c)	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
4.10	How will the project be supported/maintained/sustained after CRF funding?	
The CRF will fund the footpath and materials used to construct will be chosen for the robustness and low maintenance.		
4.11	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.	
Environmental impact will be addressed by the project through providing an improved footpath link to wider active travel routes to encourage people to choose walking, wheeling or cycling over taking the car.		
4.12	Please describe how your project will demonstrate value for money. What level of community and/or economic benefit will the project deliver in proportion to the CRF grant amount requested?	
The path will provide a long term permanent link to wider active travel routes in proportion to the low cost £30K.		
4.13	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 path will be designed to meet with inclusive mobility standards 'A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure'.		

SECTION 5: PROJECT BUDGET

5.1	Costs should be accurate and current, based on quotes or tenders as per Highland Council standing orders. Internal Council fees (i.e. fees charged by Council services or departments) are generally not eligible for claiming against CRF. If project costs listed below include internal fees, these must be funded via Council core budget or other external funders. Highland Council Staff costs can only be claimed against CRF for new and additional posts not already funded via THC core budget.		
COSTS TO BE FUNDED BY CRF GRANT			
Budget Heading	Detailed Costs	Revenue/Capital	Amount (excl. VAT)
Construction of path	External contractor labour, traffic management and materials.	CRF	£30,000
TOTAL			£30,000
COSTS TO BE FUNDED BY OTHER SOURCES OF FUNDING			
Budget Heading	Detailed Costs	Revenue/Capital	Amount (excl. VAT)
Internal design, tender and works supervision costs.	Works by Highland Council Project Design Unit – to be funded by Active Travel Teams Capital Budget	Capital	£3,000
TOTAL			£3,000
TOTAL PROJECT COSTS			£33,000
I can confirm all costs listed above are exclusive of VAT			Yes ☒ No ☐
I can confirm that the costs above have not already been incurred or committed to?			Yes ☒ No ☐
I can confirm that the project costs listed above are based on valid quotes/tenders.		Yes ☐ No ☒ Cost estimate based upon current construction costs.	

<i>Please provide all quotes/tender documents as supporting evidence to this application.</i>				
5.2	Please detail the steps taken to ensure Procurement is/will be compliant with Highland Council standing orders			
Tendering through Project Design Unit Contracts Tendering Team.				
5.3	Do you have a budget code set up for this project? <i>Please note a specific project budget code must be provided to CRF team prior to project start.</i>	Yes ☐ Not yet ☒		
If yes, please add budget code here:				
SECTION 6 – PROJECT FINANCE				
6.1	Please provide details below of match funding if applicable. If funding is via THC core budget, please add the name of the Budget Holder.			
Funding source	Budget holder name (if relevant)	Confirmed?	Date Confirmed or Decision Expected	Amount £
		Yes ☐ No ☐		
		Yes ☐ No ☐		
		Yes ☐ No ☐		
Total match funding				
CRF Grant amount requested				
TOTAL FUNDING <i>This should be equal to the Total Project costs listed at 5.1</i>				£
6.2	Will the project involve “in kind” support?			Yes ☐ No ☐
	If yes, please detail.			
6.3	Please explain why Community Regeneration Funding is required to deliver the project.	There is no budget to build this footpath due to other active travel priorities.		
6.4	If you are applying for 100% funding for your project,	The Active Travel Capital Budget can pick up internal design and supervision costs, but apart from this we do not have the budget to match fund.		

	please explain why no match funding is available.	
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SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes ☐ No ☒
	If yes, how will the income benefit the wider Highland community? 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.	
7.2	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Project lead, Service/Department Lead or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
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I declare that the activity funded by the costs proposed to be funded by CRF is not a statutory duty and the CRF grant would enable the delivery of additional outcomes that could not be achieved without it being in place.

I declare that procurement within the project is compliant with Highland Council standing orders and a record of this will be retained in line with the grant conditions if the funding is approved.

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: 29/10/2025

Print: Allan Bryce

Job title: Active Travel Project Officer

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
	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☐ No ☒
	Confirmation/evidence of match funding	Yes ☐ No ☐ NA ☒
	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☒
	Evidence of valid and current insurance	Yes ☐ No ☐ NA ☒
	Business plan (income generation projects only)	Yes ☐ No ☐ NA ☒
	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☐ No ☐ NA ☒
	Valid quotations or estimates	Yes ☐ No ☐ NA ☒
	Partnership agreement	Yes ☐ No ☐ NA ☒

Reason for missing documentation

Highland Council Project

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12pm on Monday 1st December 2025.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_Application_Guid ance (v1 MC 2025 CRI	 CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4173
1.2	Organisation	Hawthorn Allotments
1.3	Project title	Hawthorn Allotments Expansion
1.4	Summary of project you wish to be funded (max 250 words)	Hawthorn Allotments is seeking funding to expand its growing space to provide up to 30 additional plots on land adjacent to the existing site. We currently provide the vast majority of plots for local growing across the Inverness area, where there is a long-standing chronic and acute undersupply of spaces. This project will help to address significant demand for local growing across the Inverness community. Doing so depends entirely on securing grant aid, as income of the Allotment from subscriptions cannot feasibly meet the costs of development. The importance of allotments is emphasised in

		The Community Empowerment Act (2015), which requires local authorities to “<i>have regard to the desirability of making available allotments</i>”. Across Highland, the benefits to mental health and wellbeing, biodiversity and food security that allotments enable depend upon volunteer groups, such as Hawthorn Allotments. With support from the Council’s Housing service for expansion of the allotment on land adjacent to the existing site, we now have a unique opportunity within the city area to provide valuable additional plots for local growing. An integral part of this project is also to install a polytunnel to extend partnership working with local school pupils, to provide improved opportunities for inter-generational interactions, skill sharing, outdoor learning and to ensure that young people gain skills and understanding about growing and healthy eating that will benefit their own health and wellbeing now and in the future.	
1.5	Project costs	Total project cost	£76,370
		Match funding	£15,000
		CRF grant requested	£61,370
1.6	Start date	April 2026	
1.7	End date (<i>max 12 months from start date</i>)	September 2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Hawthorn Allotments	
2.2	Address and postcode	Hawthorn Drive, Inverness, IV3 5RG	
2.3	Main contact name	Richard Crawford	
2.4	Position in the organisation	Secretary	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address		
2.8	Organisation type	☐ Company limited by guarantee ☐ Constituted group ☐ Public body ☐ Charity ☒ SCIO ☐ Other (please specify):	
2.9	Organisation registered number	SC053641	
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.	Hawthorn Allotments, Hawthorn Drive, Inverness, IV3 5RG	
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 ☐ 100 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.	Additional land for the extension will be leased from Highland Council.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☒ No ☐
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning consent will be sought in due course, following conclusion of the current, ongoing consultation of local residents and tenants of Council housing. A site plan has been prepared by an architect for the purposes of seeking planning consent and is attached to this application.

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.														
	<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Boundary Fencing</td> <td>May 2026</td> </tr> <tr> <td>Water supply</td> <td>June 2026</td> </tr> <tr> <td>Plot boundary marking</td> <td>May 2026</td> </tr> <tr> <td>Car parking</td> <td>July 2026</td> </tr> <tr> <td>Installation of portaloo</td> <td>July 2026</td> </tr> <tr> <td>Erection of Community polytunnel</td> <td>August 2026</td> </tr> </tbody> </table>	Activity name	Achieve by (date)	Boundary Fencing	May 2026	Water supply	June 2026	Plot boundary marking	May 2026	Car parking	July 2026	Installation of portaloo	July 2026	Erection of Community polytunnel	August 2026
Activity name	Achieve by (date)														
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Water supply	June 2026														
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Car parking	July 2026														
Installation of portaloo	July 2026														
Erection of Community polytunnel	August 2026														
4.2	(a) What local need or opportunity will the project address?														
(500 words max limit) Allotments provide significant benefits to health and wellbeing by offering opportunities for physical activity, mental health support, social interaction, and access to healthy food. These benefits are recognised by the Scottish Government and various health bodies as important for public health. Increasingly, activities such as gardening are being promoted as 'social prescriptions' from GPs, making use of 'green health' opportunities to mitigate the significant costs to public agencies associated with long-term ill-health. The Allotment has seventy plots and a waiting list of one hundred, with several people currently waiting over five years to be considered. Across the city area more widely, there is also an acknowledged longstanding insufficiency of allotment spaces to meet rising demand. Expansion of Hawthorn Allotments provides a unique opportunity to increase opportunities for residents across the city to benefit from getting involved in local growing. In particular, the expansion and introduction of a dedicated polytunnel will enable increased opportunities for participation of local young people, building on long-established partnership working through Dalneigh Primary School. Increased capacity for local growing will enable further strengthening of partnerships forged with local growing groups and particularly with local schools. This will help with inter-generational sharing and developing of knowledge and skills. The expanded allotment will provide an excellent environment for the young to benefit from learning from the older generation, fostering better understanding of ideas and attitudes across generations, including food, health, wellbeing and much more															

As well as providing facilities for people wanting to grow their own food and flowers, benefitting them both physically and mentally, allotments also help reduce food shopping visits, encourage the use of composting and growing plants from seed, all of which help with reducing carbon footprints. Expanded green space within the city also provides improved opportunities to enhance biodiversity and habitats for insects and pollinators, in particular. The Allotment will be developed so as to be environmentally respectful, not only helping to reduce the carbon footprints of resulting food produce and but also providing a safe environment for local wildlife.

The proposal has support in principle from THC Housing (land owner), THC Amenities (relating to potential impacts on the adjacent park) and THC Community Support (regarding local authorities' role in promoting allotment provision under the Community Empowerment Act).

The expansion will be project managed by the Allotment's trustees, who benefit from prior experience of developing the existing allotment – including fulfilling funders' requirements associated with grant aid, as well as managing multiple contractors to ensure timely delivery of works on site.

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

The Inverness Strategy (Area Place Plan) highlights the importance of local allotments and expanding opportunities for community food growing (Outcome 3 - A Green & Healthy City). The allotment extension will provide much needed increased capacity for local growing, with improved opportunities for health, recreation, civic vitality and enhanced biodiversity.

Inverness Community Partnership's 2024 Area Action Plan also highlights the importance of "Improved access to food provision within the local community" for mitigating the causes and consequences of poverty.

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 have over one hundred people on our waiting list, indicating significant local demand for improved opportunities for local growing. However, many people may not even seek to register their interest, given the low probability at present of gaining a plot. The community open days held by the Allotment support this view, attracting large numbers of attendees from across the local community with an interest in learning more about opportunities to get involved. The project also has support from the local primary school.

A survey of local residents and tenants of council housing is currently ongoing. Feedback arising will be used to inform the proposed development and how it is delivered to ensure the greatest possible benefits and mitigate any potential adverse impacts for those residents closest to the allotment.

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)

The clearest immediate outputs arising from the project will be increased available space for allotments within the Inverness area and increased numbers of people participating in local growing. This will be monitored by the Allotment committee as part of its annual reporting to Highland Council.

Although a less tangible output, it is possible to estimate notable climate impacts. Our allotments contribute in a very positive way to climate change and net zero. By growing our own produce, it means less trips to the supermarket (reducing car pollution), buying less produce from the supermarket (thereby using less plastic that veg is wrapped in), and also by composting our own green waste, we do not have to buy so much compost from nurseries - reducing car pollution and plastic waste (that compost comes in).

(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 lasting outcome of the project will be the establishment of much needed allotment space to enable a larger number of community members to enjoy the benefits of local growing; improved health and well-being of plot holders and young people engaged in partnership working. These benefits can be quantified by monitoring the number of participants who take on additional plots, as well as numbers of young people engaged in inter-generational work on the allotment.

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

(500 words max limit)

Each plot holder pays a rent that allows for any expenditure required for the upkeep and maintenance of the allotments. Additionally, our open days attract funds from plant sales etc that contribute to the upkeep. As such, the long-term sustainability of the extended allotment will be ensured by using income of the allotment society.

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.

There are no negative environmental impacts. In fact, allotments are a benefit to the environment in many ways, including creating havens for wildlife.

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?	
Hawthorn Allotments have never discriminated, and never will discriminate, on the basis of race, religion, ability or and other factor. All are welcome. The allotment is governed by a constitution and rules which ensure fair operation and access for all. The project includes an important element of targeting improved engagement with young people. The allotment is also actively engaging with the immediate local community in the form of the current survey regarding the proposed development.		
4.8	All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place. PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download. FWF statement and declaration template.x	
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 do not employ anyone. We do not have 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 ☐ NA ☒
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers? Not applicable		☐ 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.
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Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.



CRF overheads and management fees sun

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Perimeter Fencing	£48,000	Capital	£48,000
Hard standing/parking	£22,000	Capital	£22,000
Water supply	Piping 7off 25mmx50m @£54ea Posts for fixtures 6 off @£5ea Taps fixtures 6 off @£16.29ea	Capital	£505.74
Water Supply	Hire of excavator 3 days @£150ea	Revenue	£450
Portaloo	Purchase and delivery £385	Capital	£385
Polytunnel	Purchase £4,585	Capital	£4,585
Polytunnel	Installation £3,500	Revenue	£3,500
Total revenue expenditure			£3,950
Total capital expenditure			£72,475
TOTAL PROJECT COSTS			£76,370
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.	Comparative quotes from local contractors have been sought for all cost items to ensure best value.	

		Initial investment in the allotment expansion will continue to realise benefits to the wider community over many subsequent decades – providing a significant social return on investment over time, in comparison to the level of grant aid sought.
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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.
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Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
Ward Discretionary Fund	Yes ☐ No ☒	Early 2026	£5,000
Common Good Fund	Yes ☐ No ☒	Early 2026	£10,000
	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
Total match funding (provisional)			£ 15,000
CRF requested			£61,370
Total funding			£76,370

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 project helps THC with the CEA. If public funding provides the fencing and car parking, Hawthorn will do the rest
6.5	Please explain what the remaining bank balances are for in your accounts.	To provide maintenance and buy equipment for maintenance
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	A good portion will be used
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 only funding will come from annual fees. This will generate approximately £1500 p/a, which is used to maintain and upkeep the allotments.

	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 only businesses that will be affected are the supermarkets as they lose sales of vegetables.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	Servicing the cost of private financing is not considered financially viable for the allotment to pursue.
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?
Initial setup of the allotments Amount unknown as it was over 15 years ago	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>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i> <i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i>		
Signature:		Date: 29/11/25
Print: Richard Crawford (Chair of Hawthorn Allotment)		

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



Highland Community
Regeneration Funding

Highland Council led projects only

Key considerations

CRF is an umbrella term for a number of different funds aimed at supporting regeneration for Highland communities. Highland Council led projects must demonstrate high levels of community benefits to be eligible for CRF support.

Please note that if a CRF grant is awarded to a Highland Council led projects, the project lead will be expected to fulfil all grant conditions, including post offer meetings, financial claims and monitoring reports. The grant will not be released unless all grant conditions have been met.

CRF funds are external grant funds, with specific reporting and audit requirements that must be fulfilled. These are distinct from internal budget transfers, and it is important that the Officer designated as the main contact in this application is aware of and prepared to meet these requirements.

Please refer to the **Application Guidance** (link below) 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.

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.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF application guidance-THC project	 CRF Assessment Criteria (FINAL CRF AF)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4174	
1.2	Project title	Hilton and Milton Play Parks	
1.3	Start date	25/05/2026	
1.4	End date (max 12 months from start date)	20/12/2026	
1.5	Project finance	Total project costs	£96008.46
		Match funding	£17200

		CRF grant amount requested	£77808.46
1.6	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.7	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT DETAILS FOR PROJECT LEAD

	Main contact/Project lead	Secondary contact
Contact name	Sarah Walker	Lynn MacGillivray
Job title	Chair	Play Park Strategy Coordinator
Team/Department	Hilton Milton Castle Heather Community Council	Amenities
Contact number	[REDACTED]	
Email address	[REDACTED]	[REDACTED]

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Hilton, Inverness 1) Community Centre, IV2 4HT 2) Evan Barron Road, IV2 4JD 3) Lochiel Road, IV2 3LS 4) Glenshiel Place, IV2 4PX 5) Castle Heather Park, IV2 4JG
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	Does The Highland Council own the land or asset?	Yes ☒ No ☐
3.5	Is The Highland Council leasing the land or asset? If so, what is the term left on the current lease agreement	Yes ☐ No ☒ Years & Months
3.6	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.	

3.7	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒
3.8	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: PROJECT PROPOSAL

4.1	Project Summary (max 250 words)	The Hilton, Milton and Castle Heather Community Council (HMCH CC) consulted informally through community events with the local families. Children and their families consistently named the parks as their favourite places in the community, but also told us that the parks were tired, run down, littered, and have broken equipment. Following this, HMCH CC approached Lynn MacGillivray, Play Park Strategist for the Amenities Department at The Highland Council. In partnership with Lynn, a formal child consultation was carried out. Hilton Community Centre, Shop and Takeaway play area is old, and the wet pour is in poor condition with trips hazards and holes. It is a well-used site where young people congregate. However, the play equipment only caters for pre-school ages. All the equipment will reach the end of their life within 5 years. We would like to replace the equipment with pieces that are inclusive for a wider range of ages and abilities Glenshiel Place has some functioning pieces that will stay in place. A new trim trail will add a different element, that could be used as intended by all ages or as seating older children. Existing equipment is exceptionally basic, which includes a slide and a seesaw and a rocker. we would like to add a trim trail including monkey bars that will encourage more children to play there and improve their health and fitness and determinants of health. Castle Heather Park is a small, fenced area which contains pieces only for younger children. Our consultation results told us primary and secondary aged children would like to play there as well. We plan to add some pieces of equipment for older children here including a zipline and spinning disc. This park is also lacking bins. There is only one remaining rubbish bin in the park where there used to be three. We would like to replace the two missing bins, and also provide additional seating in the park.
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		For Evan Barron Road we would like to include raised planters to add greenery to the area, a bench and a bin. This is also an opportunity for locals to be involved in gardening tasks, through local volunteer groups. The swing set here will be replaced by the Amenities team using their funds. Lochiel Road. We would like to add a bench and a bin. The empty concrete pads will be used to place a basketball hoop and a basket swing which will be funded by the Amenities Team. We are approaching the project as one park across several sites. By doing so, we will encourage children to move between the sites, increasing physical fitness, and contributing to a healthier lifestyle. Our parks are the focal points of our community where people of all ages meet and gather. By improving our parks, we encourage community and social cohesion, supporting friendships between children and parents of all ages and abilities.
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4.2 List the main activities required to deliver the project including timescales.

Activity name	Achieve by (date)
Secure funding	31/01/2026
Update both primary schools and high school on progress	31/01/2026
Update community on progress	
Meet with artist to discuss renovation of sculpture at community centre.	31/01/2026
Update community on outcome of option choices	30/03/2026
Finalise equipment order with Amenities	30/04/2026
Spring Clean event – community volunteers litter picking and weeding	30/04/2026
Amenities to order equipment	30/05/2026
Suppliers to install	30/10/2026
Post installation inspection	30/11/2026
Opening ceremony, publicly acknowledging CRF funding and completing any evaluation required by the CRF in a timely manner	30/11/2026
Liase with highland council waste team to agree positioning and emptying of bins	30/01/2026
Agree types of bins	28/02/2026
Order and install bins	30/05/2026
Order and install benches	30/05/2026
Order and install Planters	30/05/2026
Reconsult with children to establish their thoughts of the upgrades	30/11/2026

4.3 Are any of the project activities considered part of The Highland Council's statutory duties?

No ☒

4.4 How will the CRF grant enable the delivery of additional outcomes that could not be achieved without it being in place?

Without the CRF funds it would take years of fundraising to achieve a quality provision of play for all children of all ages and abilities within the Hilton, Milton and Castle Heather play estate. The community

are working hard to raise their own funds but, because this is a deprived area, local fund raising isn't as effective as fundraising might be in more affluent areas.

Without a CRF grant the improvement of the playparks would be severely delayed until other funding options could be found. The grant will allow the project to be completed during 2026.

The grant would achieve the outcomes of the UNCRC, NPF4 and The Playpark Strategy through offering a choice of play for all children of all abilities within an entire community within the city.

4.5 What local need or opportunity will the project address?

This project would support determinants of health which would help to provide equity and therefore equality within the area for all children.

The Scottish Index of Multiple Deprivation shows part of Hilton, particularly the area surrounding the Hilton Community Centre, shop and takeaway is in the most deprived 10%. Another Hilton area sits in the most deprived 20%. Free access to play is essential to relieve financial pressure on families and to provide a space that all children can access, regardless of their financial situation. Play parks are vital to building cohesion across the community across social status. They are social hubs where parents can spend quality time with their children and meet with other parents. Good quality play spaces enhance learning necessary life skills which will be required for adulthood. Free access to outdoor play improves their health and has significant social benefits.

There are planters already in place at the Hilton Community Centre, shops and takeaway. These have been tidied and weeded by the community during the big clean up event in October. Community volunteers will meet monthly, with support from the community centre and adult learning team. Providing a free outdoor activity for adults, which, with the support of the adult learning team, will also provide opportunities for building numeracy and literacy skills.

Refer to attached play coordinator report

4.6 In which Area Place Plan/HC strategic development plan has this need been recognised?

NPF 4 National Planning Framework

The Highland Council's Play Park Strategy and Action Plan 2023- 2033

Inverness Strategy

The United Nations Convention on the Rights of the Child

4.7 How will the project contribute to addressing priorities identified in the Area Place Plan and/or other relevant Highland Council strategic development plans?

Our project aligns with the National Principles for play park renewal and to The Highland Council's Play Park Strategy and Action Plan 2023- 2033

National Principles for Play Park Renewal

Principle 1: Child should be involved throughout the process. Article 12 of the United Nations Convention of the Rights of the Child states that a child has the rights to express their views freely. This project has used informal and formal consultation with children to identify 1) that the parks are a priority for the community and 2) to inform what types of equipment are wanted.

Principle 2: All children have the right to play under UNCRC article 31. Through child consultation, we have identified that older children are not catered for well in these play parks. The children also wanted to make sure that children of all ages and abilities could play at the play parks. We are choosing pieces of equipment that can be used by broad age ranges and looking at equipment that can be used by children with disabilities.

Principle 3: Parks should bring together local communities, children and young people of all ages and abilities, creating a greater sense of place and cohesion. Upgraded spaces that are clean with functioning equipment will go a long way towards this. Having parks that are inviting to play in will support children to be proud of where they live. In addition, the local community are already taking pride in our local places. The Community Council organised a big clean up in October. Three litter picks took place across the area as well as a gardening party to weed the play area and planters outside of the community centre, and the area at Lochiel Road. Our volunteers will continue to maintain the park by cleaning and painting equipment where the Highland Council provide the materials such as paint. Highland council amenities team have agreed to provide the materials such as paint.

The Highland Council's Play Park Strategy and Action Plan 2023- 2033

Play parks to be financially sustainable

The Community Council is fund raising to support the cost of the park upgrades due to limited funding through the Amenities Department. As mentioned previously, volunteers will also assist with maintenance tasks agreed by the Amenities Department i.e. painting equipment.

Playparks need to be safe

The Community Council are taking advice from Lynn at Highland Council and Designers to ensure that equipment meets all recommended standards. The equipment will be installed by suppliers recommended of the Scottish Excel List which will meet all BSEN Standards. We will include an external post-installation report on the equipment installed as well as the Amenities team checking it over for safety.

Playparks to be inclusive both in design and use

Listening to the children ensures that we understand what children need from their play areas to ensure that the pieces of equipment chosen are accessible for a broad range of ages and abilities. We have worked closely with Lynn MacGillivray who wrote the Playpark Strategy. Lynn has provided close assistance with the equipment which has been chose to ensure all children's right to play.

Increasing supporting children to increase their collaboration on the design of their local community

Listening to the children ensures that we understand what children need from their play areas to ensure that the pieces of equipment are accessible for a broad range of abilities. Classes from Hilton Primary School, Cauldeen Primary School, and a focus group from Inverness Royal Academy have all provided their thoughts about the play areas through our child consultation. We have also listened to the children's voices informally at public events such as the Cauldeen Carnival and Hilton Primary School's summer fair. At these events we had a stand where children could play a fun game to answer some of our consultation questions.

Inverness Strategy:

Opportunity 3: Community Action and leadership

This project is very much led by the community and is being driven by the community council. The big clean up in October was an excellent demonstration of the community coming together to clean up key areas. The area outside the community centre was one area. A team of gardeners and litter pickers made a huge impact to tidying up the area. Both children and adults attended and helped. The community needs support to continue to make improvements and changes.

Priority outcome 3 – A green and healthy city

Improving the play parks will support the residents of Hilton Milton and Castle Heather to be healthier, providing spaces for children and young people to meet, socialise and play. We have chosen equipment carefully to reduce duplication of equipment. All equipment will be made from steel which comes with a lifetime guarantee which means it will have a long lifespan. The play equipment company who installs the equipment will remove any end-of-life equipment to be recycled.

National Planning Framework 4

Spatial Principles – local living – Liveable Spaces

This project supports community health and wellbeing through the provision of good quality parks and recreational spaces for children and young people. Residents in the community, including children have been part of the process, and shared their opinions formally and informally.

The United Nations Convention on the Rights of the Child

Article 31

This states that every child has the right to relax and play in their community. This project provides opportunity for children to have that and promotes that.

4.8	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents.
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The Hilton, Milton and Castle Heather Community Council (HMCH CC) consulted informally through community events with the local families. Stands at Hilton Primary School fair, Cauldeen School fair, and Hilton Community Centre invited children and adults to roll a die to choose which question they answered. We asked open questions including what is your favourite place in Hilton, Milton and Castle Heather? What do you love about where you live? What would you change about where you live?

Play parks were frequently mentioned and recognised as important to the community. Children and their families consistently named the parks as their favourite places in the community, but also told us that the parks were tired, run down, littered, have broken equipment, and some equipment has been removed and not replaced.

Following this, HMCH CC approached Lynn MacGillivray, Play Park Strategist for the Amenities Department at The Highland Council. In partnership with Lynn, a formal child consultation was carried out. The consultation was promoted through visits to the primary schools, stalls at school events, an assembly at the Royal Academy and a focus group at the Royal Academy. 76 respondents across nursery, primary and high school aged children have informed our brief. The children's comments told us that there is a lack of inclusivity for children with additional support needs and teenagers.

4.9	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.	
(a)	What are the immediate and short-term outputs that your project will achieve? How will you measure them?	
	1- A wider age range of children will be able to use the parks. 2- A wider range of abilities will be able to use the parks 3- The areas will be fresh and more inviting. Encouraging people to visit and stay longer in these areas 4- Increased Social Cohesion – Friendships are formed and built at the parks which are meeting places for children and their parents and carers	
(b)	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?	
	Play parks used by all will remove barriers associated with deprivation and allow equity of free play, bringing together children across all demographics present in the community. Free play areas provide a focal point for the community and serve as a meeting point for children and families, regardless of their financial situation. We will re survey child within 6 months of the parks being installed to see if they are enjoying the parks more and using them more.	
(c)	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
4.10	How will the project be supported/maintained/sustained after CRF funding?
The Highland Council will maintain and inspect the equipment. The community will contribute to maintaining the area generally through community clean up days, litter picks, and gardening days to maintain the planters.	
4.11	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.
Steel equipment improves the life span of the equipment. It will last longer before it needs to be replaced. Well placed litter bins will reduce the amount of litter found in the parks. Particularly Castle Heather Park. Benches and planters will be sourced from local company Green Hive. Green Hive use waste plastics from local beach cleans and diverted waste to make their products. They are a green enterprise and charity supporting environmental action such as beach cleans and tree planting and the money from the sale of the benches will support environmental action in Nairn. The planters will support pollinators and provide plants nd improving biodiversity in an area where there is currently no planting at all.	
4.12	Please describe how your project will demonstrate value for money. What level of community and/or economic benefit will the project deliver in proportion to the CRF grant amount requested?
Value for money is achieved through purchasing steel equipment that has a long lifespan and will not need replacing for many years. Due to us looking at the playpark estate as a whole, we are not upgrading each park to a full park with the associated costs. Instead, we are providing equipment across the community and encouraging active travel between the sites to reach different pieces of equipment.	
4.13	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?
We consulted with a wide range of children through our consultation, and Hilton is already a deprived area. The existing play estate has a lack of inclusive and teenage play. With Lynn's support, the new equipment has been especially chosen to provide a variety and choice of equipment for all children of all ages and abilities across the entire estate.	

SECTION 5: PROJECT BUDGET

5.1 Costs should be accurate and current, based on quotes or tenders as per Highland Council standing orders.

Internal Council fees (i.e. fees charged by Council services or departments) are generally not eligible for claiming against CRF. If project costs listed below include internal fees, these must be funded via Council core budget or other external funders.

Highland Council Staff costs can only be claimed against CRF for new and additional posts not already funded via THC core budget.

COSTS TO BE FUNDED BY CRF GRANT

Budget Heading	Detailed Costs	Revenue/Capital	Amount (excl. VAT)
4 bins	Metal litter bins with ash trays		2178.76
Green Hive	3 Benches with back rest and arms. 2 planters 2mx1mx0.45m high. Wheelchair accessible		3610
Picnic bench	Wheelchair accessible with extended top		1040
Castle Heather Park	Zip line, basket swing, basket spinner, installation, post installation inspection		23,448.99
Glenshiel Place	Steel trim trail with monkey bars, installation, post installation inspection		9,570.20
Community Centre	Climbing frame, unity spinner, basket swing, wet pour surfacing, removal of existing equipment, installation, post installation inspection		37,960.51
TOTAL			77808.46

COSTS TO BE FUNDED BY OTHER SOURCES OF FUNDING

Budget Heading	Detailed Costs	Revenue/Capital	Amount (excl. VAT)
	See match funding		
TOTAL			

TOTAL PROJECT COSTS	£77808.46
I can confirm all costs listed above are exclusive of VAT	Yes ☒

I can confirm that the costs above have not already been incurred or committed to?				Yes ☒
I can confirm that the project costs listed above are based on valid quotes/tenders. <i>Please provide all quotes/tender documents as supporting evidence to this application.</i>		Yes ☒ ☐		
5.2	Please detail the steps taken to ensure Procurement is/will be compliant with Highland Council standing orders			
As per procurement protocols, I requested quotes from 5 different suppliers, however only one supplier, Wicksteed, provided quotes for the above parks. Lynn suspects that this may be due to the urgency of different council's spending the Scottish Government Playpark Renewal funds and the suppliers being too busy for smaller upgrades.				
5.3	Do you have a budget code set up for this project? <i>Please note a specific project budget code must be provided to CRF team prior to project start.</i>	Not yet ☒ Once the funding has been secured, Amenities will provide a budget code		
If yes, please add budget code here:				
SECTION 6 – PROJECT FINANCE				
6.1	Please provide details below of match funding if applicable. If funding is via THC core budget, please add the name of the Budget Holder.			
Funding source	Budget holder name (if relevant)	Confirmed?	Date Confirmed or Decision Expected	Amount £
Evan Barron Road Equipment	Scottish Government Funding	Yes ☒ ☐		£5000
Lochiel Road Equipment	Scottish Government Funding	Yes ☒		£10000
Local Fundraising	HMCH CC	No ☒	31/01/2026	£200
Compost and plants	Grow Wild	No	30/04/2026	£2000
		Yes ☐ No ☐		
Total match funding				£17200
CRF Grant amount requested				£77808.46

TOTAL FUNDING		£95008.46
<i>This should be equal to the Total Project costs listed at 5.1</i>		
6.2	Will the project involve “in kind” support?	Yes ☒ No ☐
	If yes, please detail.	
Community Gardening Groups Community weeding and litter picks Painting tasks and other maintenance tasks agreed with the Amenities team Consultation from local artist and original artist Allison Weightman to advise how to restore sculpture Support from Highlife Highland – free use of the community centre for volunteers during volunteer days Volunteer hours from community councillors to consult with community There may be volunteers to build the planters Highland Council Adult Learning Team will work with gardening volunteers to improve literacy and numeracy skills.		
6.3	Please explain why Community Regeneration Funding is required to deliver the project.	We have some match funding, but the Community Regeneration Fund is essential to fund the remaining areas. As previously mentioned, there is limited funding from the Amenities Department, but also there are some elements such as benches and bins which would not be funded from the Amenities funds anyway. Also, local fundraising is unlikely to raise sufficient funds. The Community Council are planning a fund-raising event in January and we expect to raise in the region of £200 - £300.
6.4	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 ☒
	If yes, how will the income benefit the wider Highland community? 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.	
7.2	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Highlife Highland are supportive of the project because it improves the area outside of the community centre. It does not affect any other businesses or organisations.

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Project lead, Service/Department Lead or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
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I declare that the activity funded by the costs proposed to be funded by CRF is not a statutory duty and the CRF grant would enable the delivery of additional outcomes that could not be achieved without it being in place.

I declare that procurement within the project is compliant with Highland Council standing orders and a record of this will be retained in line with the grant conditions if the funding is approved.

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:

29/11/2025

Print:

Sarah Walker

Job title: Chair Hilton Milton and Castle Heather Community Council

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
	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐
	Confirmation/evidence of match funding Highland Council will be funding the play equipment at Evan Barron Road and Lochiel Road. Funding available from the local fund raising event and from Grow Wild is unconfirmed at the moment.	Yes ☐ No ☒ NA ☐
	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☒
	Evidence of valid and current insurance The Highland Council insurance will cover the use of the play parks and the equipment	Yes ☐ No ☒ NA ☐
	Business plan (income generation projects only)	Yes ☐ No ☐ NA ☒
	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☐ No ☐ NA ☒
	Valid quotations or estimates	Yes ☒ No ☐ NA ☐
	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.

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12pm on Monday 1st December 2025.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_Application_Guid ance (v1 MC 2025 CRI)	 CRF Assessment Criteria (v1 MC May 2)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4177
1.2	Organisation	Free North Church
1.3	Project title	Hall Refurbishment-Flooring

1.4	Summary of project you wish to be funded (max 250 words)	Over the last year we have carried out an extensive programme of restoration on the front and southern elevation of the church. This involved replacing stonework and guttering and downpipes and saw a capital spend of over £200,000. At the same time volunteers from the church redecorated the main hall to a high standard. A new A.V. system has been installed and new chairs purchased. The final stage is to install a new floor covering. Currently it is timber and is uneven and drafty. A new well insulated floor is required.	
1.5	Project costs	Total project cost	£14,500
		Match funding	£4,000
		CRF grant requested	£10,000
1.6	Start date	March 2026	
1.7	End date (max 12 months from start date)	April 2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒	
	For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .		

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Free North Church
2.2	Address and postcode	Bank Street, Inverness IV1 1QY
2.3	Main contact name	Ross Finlay
2.4	Position in the organisation	Elder/Restoration Fund Co-ordinator
2.5	Contact number	██████████

2.6	Email address		
2.7	Website address	freenorthchurch.org	
2.8	Organisation type	☐	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		X	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	Scottish Charity Number: SC016901	
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 X	
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?	X	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.	Free North Church, Bank Street, Inverness IV1 1QY
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No X
3.3	Is there a partnership agreement in place?	Yes ☐ No X
3.4	Is your organisation the lead applicant?	Yes X No ☐
3.5	Do you own the land or asset?	Yes X No ☐
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No X 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 X

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

4.1	List the main activities required to deliver the project including timescales.	
Engage a flooring company to prepare and lay the new floor covering.		
Activity name		Achieve by (date)
Once the contract is awarded work can proceed		March - April 2026
4.2	(a) What local need or opportunity will the project address?	
The Free North Church is one of the most iconic buildings in Inverness. It is a B-listed building, a Gothic-style church completed in 1893 and the last heritage building in the city centre still in use for its original purpose. The attractive front elevation faces the River Ness and is the backdrop for most advertising images and is a well-known landmark in the city. Over the last year we have carried out an extensive programme of restoration on the front and southern elevation of the church. This involved replacing stonework and guttering and downpipes and saw a capital spend of over £200,000. At the same time volunteers from the church redecorated the main hall to a high standard. A new A.V. system has been installed and new chairs purchased. The final stage is to install a new floor covering. Currently it is timber and is uneven and drafty. A new well insulated floor is required. It will make the hall a warm and welcoming space which can be used by the congregation and the community. It will complete the extensive work that has already been done.		
	(b) Has this need been recognised in a local place plan?	
As a heritage building in the city centre the Free North is one of the most iconic buildings in Inverness. As well as the congregation we welcome many visitors to our services, many of who join us for refreshments in the church hall. It meets several local priorities including community well being & social inclusion.		
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	
The hall was last decorated in the 1990's but the floor has never been upgraded and modernised. The leadership of the congregation and the members recognised the need to upgrade the hall and that is why volunteers completed the work that they have done over the past year. Friends who had not been in the hall since it was redecorated have commented favourably on what has been done so far when they have visited.		
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?	
It will complete the work that has already been done and make the hall a warm and welcoming space that can be used by the congregation and the community.	
(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 congregation currently employs 3 full time workers: the minister, an assistant minister who works in the Merkinch area, the 8th most deprived area in Scotland, and a female pastoral worker who devotes one day a week to providing a counselling service. The iconic and historic nature of the building draws a large number of visitors to the building and so we open the doors on additional days throughout the summer season, particularly when passengers from the cruise liners are in the city. It will make the hall an attractive meeting and activity venue that can be used for congregational purposes such as ; meetings, creche, lunches and community use such as a warm hub and a venue that can be used by charities such as Narcotics Anonymous and Barnardos. It will allow us to continue to provide a varied programme to meet the needs of the congregation which is made up of people of all ages and stages. It will also allow us to provide activities and a wider programme to meet the practical and social needs of the people in Inverness and the surrounding area. Examples of these are: a weekly Road to Recovery meeting where anyone experiencing an addiction can come for support and advice, a Warm Hub/Drop In over the winter months which provides snacks and warm drinks, free access to showers, toiletries and towels and a clothes rail. The church is also a popular venue for events such as weddings and Christian concerts. Its size and grandeur makes it an ideal venue for graduation ceremonies for the University of the Highlands and Islands who have used it for the past 2 years. The new flooring will support all of our activities as described above. When this work is done the hall should be good for the next 25 years.	
4.5	How will the project be supported/maintained/sustained after CRF funding?

The installation of flooring will not increase any overheads for the Church, infact we hope that it will help reduce heating costs. The congregation will continue to maintain the building as they have done over many years.

We want a restored church building to continue to be an historic part of the Inverness skyline. It links the Inverness architectural heritage with the future of Inverness as the fastest growing city in Europe. It is also important with Inverness being a hub for the economy and tourism in the Highlands, therefore meeting its strategic role. We also hope that the church will be increasingly used for community events.

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.

There are no environmental concerns in the delivery of the project. The flooring will improve the heat retention in the building which will allow for a more efficient heating system and reduce heating bills.

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?

As a congregation we are inclusive, believing that each and every human being is of value. Our church group comprises a eclectic mix of people from all sorts of backgrounds, ethnic minorities, gender mixes and people from different religious background who are now committed Christians or are exploring faith or simply want to visit and share time with us in our building. We love to share the gospel with people of all backgrounds.

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

PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the [Fair Work First guidance](#) for more information.

Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.



FWF statement and
declaration template.doc

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

Yes ☒ 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?

1 x Minister
1 x Additional Paid Employee
Many 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
Flooring	Plywood covering followed by laying of tiles	Capital	£14,000
Total revenue expenditure			£
Total capital expenditure			£14,500
TOTAL PROJECT COSTS			£14,500

Is VAT included in these costs?		Yes ☐ x No ☐
Can you confirm that the costs above have not already been incurred or committed to?		Yes ☐ x 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 ☐ x No ☐
5.3	Please explain how your project will achieve value for money.	When this work is complete it will provide a quality finish to the hall which will be good for many years. It will be attractive but also improve the insulation properties of the hall and be energy efficient.
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.	
The congregation have raised funds towards the total cost. Currently raised £4,000		
Name of funder	Confirmed?	Date Confirmed or Decision Expected
Congregation	Yes X No ☐	
	Yes ☐ No ☐	
	Yes ☐ No ☐	
	Yes ☐ No ☐	
	Yes ☐ No ☐	
	Yes ☐ No ☐	
	Yes ☐ No ☐	
Total match funding		£
CRF requested		£
Total funding		£
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.	The congregation have just completed a major restoration project with costs exceeding £200,000. We are currently having to deal with an issue with the steeple which will stretch our resources.
6.5	Please explain what the remaining bank balances are for in your accounts.	A Fabric fund which we have to maintain given the size and nature of the building.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	To salaries and regular running costs.
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 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 hall has been in existence for over a hundred years.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	We used interest free loans for the restoration work and may need to do so for the ongoing steeple repair on the main building.
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?
Community Regeneration Fund	2024 to 2025	£40,000	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.
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I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.

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

Signature: Ross Finlay Print: Ross Finlay	Date: 01.12.2025
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Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes ☒ 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: The quotation is out of date, allowance made in total cost for increase on quote as suggested by the supplier.		

Completed forms and supporting documentation should be emailed to communityregenerationfund@highland.gov.uk quoting your unique project reference number. Please ensure you have labelled the supporting documents as per 8.2 of the guidance note: The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12pm on Monday 1st December 2025.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_Application_Guid ance (v1 MC 2025 CRI	 CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4178
1.2	Organisation	Knocknagael Ltd
1.3	Project title	Knocknagael Green Hub
1.4	Summary of project you wish to be funded (max 250 words)	The aim of the Knocknagael community growing project is to develop the 'smiddy field', a new community asset acquired by the community, into a green hub. The plans include development of an allotment site providing allotments for individual and community use, and training space; a community orchard, and areas for future community growing and biodiversity enhancement. We have a growing membership of more than 120+ members and are working with partner organisations. This will be a transformative project for Inverness integrating a new type of green space, that will benefit generations to come and deliver community resilience, health, social, environmental and economic benefits.

		We have focused on the development of the main allotment site plus car park, as these deliver the strongest community benefits and provide a community focal point. The car park and access to the road are an essential first stage to deliver the project and it is critical to ensure they are well built. Capital funding will allow us to take the project to the next stage and put out to tender the work for the construction of the new car park with 20 standard parking bays and two disabled parking bays, access entrance, SUDs and cycle stand.	
1.5	Project costs	Total project cost	£105,256
		Match funding	£15,800
		CRF grant requested	£89,456
1.6	Start date	01/04/2026	
1.7	End date (<i>max 12 months from start date</i>)	19/02/2027	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	Knocknagael Ltd	
2.2	Address and postcode	Flat A Druim House, Stratherrick Road, Inverness, Scotland, IV2 4LQ	
2.3	Main contact name	Maria de la Torre	
2.4	Position in the organisation	Chair	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://www.knocknagael.org.uk/	
2.8	Organisation type	☒	Company limited by guarantee (SC668011)
		☐	Constituted group
		☐	Public body
		☒	Charity (SC051232)
		☐	SCIO

		☐	Other (please specify):
2.9	Organisation registered number		
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.	No	
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.	The 'Smiddy field', Essich Road (grid reference NH660415) IV2 6AJ
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.	Asset Transfer for ownership granted by Minister, now in final stage with the Scottish Land Fund (SLF) funding ready (grant 20206702). The final version of deeds (Disposition and Minute of Agreement) has now been agreed by solicitors and is currently being confirmed with SLF. The transfer is expected imminently – we will keep the CR team informed. .
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☒ No ☐
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Planning Permission granted on 3rd November 2025 (Application 25/01985/FUL)

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.
Activity name	Achieve by (date)
RIBAS Stage 4 construction documents ready for tender (completed)	01/06/2025
Project initiation 1 st April 2026 – 15 st April 2026	15/04/2026
Tender exercise 15 th April – 31 st May 2026	31/05/2026
Contract award by 30 th June 2026	30/06/2026
Project preparation period 31 st June- 26 th August 2026	26/08/2026
Work Construction Period 26 th August -15 th December	15/12/2026
4.2	(a) What local need or opportunity will the project address?
Knocknagael Ltd is a charitable company that has been working for several years to secure a community asset transfer for the 8.28-hectare Smiddy Field, part of the Scottish Government's Knocknagael Bull Stud Farm. With Scottish Land Fund funding ready, and the title deeds now agreed, the transfer is expected imminently. (https://www.knocknagael.org.uk/) The 'smiddy field' a new community asset will be developed into a green hub. The plans include development of an allotment site providing allotments for individual and community use, training space, a community orchard, paths and areas for future community growing and biodiversity enhancement. The project supports two of the strategic objectives of the CR funds (1) increasing community resilience and (5) tackling the climate emergency and working towards net zero. Since 2019, Knocknagael Ltd has worked with public agencies and third sector organisations to develop a solid foundation. In 2021 we commissioned leading professionals Community Enterprise to help us carry out a feasibility study, community consultation, and benefits analysis. The feasibility report identified how Inverness has grown significantly in the last 20 years and is becomingly rapidly urbanised, with many feeling a strong sense that communal spaces are lacking. Isolation is a problem, in one person's words, there is "not very much 'glue' to hold the community together". The feasibility report identified a gap in the provision of allotments and a strong demand for accessible green spaces and growing activities to address health, well-being, poverty and educational needs. We provide further information on these needs and opportunities and their link with HC's strategies below 4. 2(b). The initial public consultation showed very strong support for the project with a survey completed by over 340 people. Support has continued to grow as we explain under section 4.3. We are working with partner organisations that support clients with different social, mental and health needs, to provide them with space to deliver activities for their clients and volunteers. Organisations we work with include Incredible Edible Inverness, Action for Children, Homelessness Trust, Centred and the Inverness Royal Academy. Further details are available in the Knocknagael Research Report Final by Community Enterprise.	
	
	(b) Has this need been recognised in a local place plan?
The project will make a significant contribution to a wide range of Highland Council strategies. The IMFLDP2 designates this site for community growing, and its location, within walking distance of large parts of Inverness and the Ness-side and South ward, supports The Place Principle.	

It will contribute to deliver Highland Council's strategic objectives of **increasing community resilience and tackling the climate emergency while working toward net zero**.

The project will play a central role in delivering the [Highland Food Growing Strategy](#) by increasing growing space in Inverness and creating a base from which to implement the Strategy's aims. Knocknagael Ltd is already featured as a case study within the strategy (see [guidance](#)).



There is a shortage of allotments across Inverness. Initial consultation showed strong demand, with more than 165 people expressing interest in obtaining an allotment. Existing provision is limited to two small sites (Hawthorn 60 spaces and Blackthorn 30 spaces) and there are long waiting lists in Inverness. This unmet demand is reflected in our growing membership.

The project also aligns well with the Good Food Nation (Scotland) Act 2022, supporting the development of Highland's 'Good Food Plan'.

Inverness includes communities at both ends of the SIMD scale, making the reduction of inequality a critical priority. Local charities that contacted us emphasised the need for more accessible green space and opportunities for food growing to support access to fresh produce and promote healthy living.

We have developed links with partner organisations such as Action for Children, Homelessness Trust, and Centre, who wish to use the site to deliver life-changing opportunities and improve access to safe spaces and fresh food. This will help deliver the [2024 – 2027 Highland Outcome Improvement Plan Maximise Opportunities and Tackle Inequality to Build a Thriving Highlands for All](#) and complement [Inverness Community Partnership](#)'s work.

The site will provide valuable opportunities to deliver the [Curriculum for Excellence through Outdoor Learning](#). Local schools have expressed an interest to use the site to enhance learning and provide a range of opportunities for pupils. The site is within walking distance of six schools, five primary schools and Inverness Royal Academy, the largest secondary in the Highlands.

Feedback from organisations consulted emphasized the need for outdoor activities that deliver therapeutic benefits and improve mental health. Physical health and wellbeing are a key issue, with the [Active Highland Strategy 2025](#) identifying physical inactivity as a major cause of premature deaths. Through links to GP practices, social prescribing and therapeutic gardening we will help deliver the [Think Health Think Nature-Highland Green Health Partnership](#) (our [Natural Health Service](#)).

With climate change the greatest challenge of our lifetime, the Knocknagael project could play a major role in Highland Council's [Net Zero Strategy](#) by helping reduce food miles and waste, educating and promoting behavioural change and encouraging active travel (See section 4.6).

By providing space for nature and its enjoyment, through the creation of a new space with native hedgerows, wildflower meadow, an orchard and crops the project will support local biodiversity and contribute directly to the ['Highland Nature: Biodiversity Action Plan 2021 – 2026'](#).

Finally creating a new community asset to help local people live more connected and healthy lives, we will support the delivery of the local [Community Wealth Building Strategy](#).

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

The Knocknagael project has been community-led from its inception, driven by a desire from the local community to see more green communal spaces and demand for allotments within walking distance for Inverness' residents. Support for the project has continued to grow steadily.

A 2021 public consultation showed very strong support for the project, more than 340 people completed the survey, with 98% backing the project and 95% agreeing it would improve their health and wellbeing. Over 165 people also expressed interest in obtaining an allotment

Meetings were held with all local schools, which intend to visit Knocknagael to build life skills and educate on food. Partnership opportunities with several organisations were identified. We have continued to work with partner organisations Action for Children, Homelessness Trust, and Centred (formerly Highland Birchwood). These organisations provided letters of support for our asset transfer request (**included**) and supportive evidence during the review process. Other partner organisations include Incredible Edible Inverness, Highland Good Food Partnership and Community Woodlands Association.

Membership of Knocknagael continues to rise, reaching more than 120 members by November 2025. Attendance at our three AGMs has been consistently strong, with 20–30 participants each year.

In February 2025, as part of developing the allotment plans, we held a community consultation event at Green Drive Hall. The event attracted around 60–70 members of the public, and more than 97% of survey respondents were highly supportive. Feedback was overwhelmingly positive, highlighting strengths such as accessibility, community focus, biodiversity enhancement, active travel links, and the value of urban food growing. Comments included:

“Great consideration of accessibility, community, active travel, biodiversity and visuals”;

‘Well put together and comprehensive.’

‘Great idea, important to connect with food growing and nature in an urban environment, as well as increasing knowledge and skills and reducing food miles’

‘Excellent proposal. Something a growing city requires’;

‘So excited - been waiting for it for so long!’

Our planning application, submitted to Highland Council in May, received no objections. It was positively received, with numerous supportive comments, including endorsements from the two local councils (Lochardil and Drummond Community Council and the Holm Community Council). All comments are included in the **attached document**.



Previously we had over 32 supportive comments submitted during the ATR. Public support for the project has been demonstrated through a range of very successful community events. This included:

- An initial cycle/walk attended by over 80 people in 2022,

- Visits to other sites such as Torbreck Orchard and Hawthorn allotments,
- Apple grafting workshops (2022, 2024, 2025),
- Fund-raising Ceilidhs (2023, 2024),
- Two Highland Climate Festival in partnership with Incredible Edible Inverness, Clachworks and Circus - Artspace organised in Bellfield Park attracting over 180 attendees.
- Outreach activities linked to the Archaeological Survey, including two days of school visits (over 100 pupils) and a community open day (2024)

We maintain regular communication with members through a quarterly newsletter and email updates, and engage the wider community through our website and social media.

www.knocknagael.org.uk

<https://www.facebook.com/Knocknagael-Limited-591926718157871>



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?

During 2024/25 we have progressed through the Planning Application stage and have detailed RIBA Stage 4 designs and costings ready to invite contractors to tender for the construction phase.

Planning permission was granted on 3th November and the full sets of 38 supporting documents and plans are available in Highland Council’s planning application portal under reference 25/01985/FUL (a direct link is available [HERE](#))

The project proposals consist of creation of a new allotment area with 145 plots and a community gathering space, a new access road into the site and a car park with 20 standard parking bays, cycle stands, and two disabled parking bays; 3 container units, a composting toilet, a picnic area, polytunnel and a community orchard. The plans have been prepared by landscape architects Iglu Studio an inspiring company from Edinburgh who have worked with technical engineers [Narro](#) and Harley Haddow.

Visual representations by Iglu Studio are available here:

<https://iglustudio.co.uk/project/knocknagael-green-hub/>

The capital grant funding requested will enable us to begin delivering the core infrastructure and put out to tender the work for the construction of the new car park, access road, SUDs and cycle stand. Support from the Community Regeneration Funds is critical to be able to make the project happen on the ground, without Highland Council's contribution implementation would be significantly delayed..

The access road and car park form the critical first stage to deliver the project. High-quality construction is essential to ensure safe access for vehicles and pedestrians, that the drainage is to the required high standard to prevent water entering the road, and that the SSEN high electricity cable is well protected during construction. These elements are key for the project and also align will Highland Council's priorities for safe and resilient infrastructure.

During the FY 2026/27 the immediate outputs associated with this project include:

Project Delivery

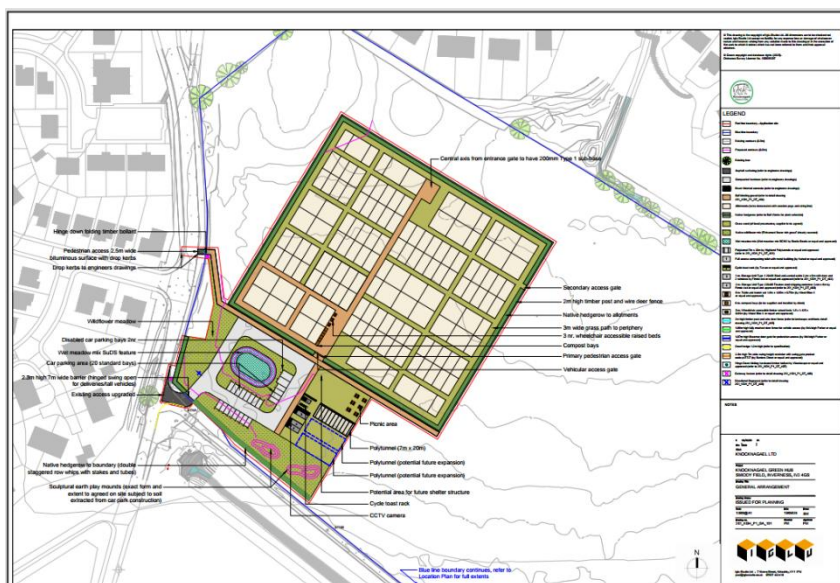
1. Undertaking a competitive tender exercise including several work packages.
2. Appointing contractor to deliver the works.
3. Construction of access road, including the tie-in to the existing bellmouth.
4. Developing new parking infrastructure:
 - Installation of 20 fully surfaced and marked parking bays.
 - Construction of two fully compliant accessible bays.
 - Completion of associated works including drainage, kerbing, lighting, and signage.
 - Installation of access barrier
 - Installation of cycle stands.

Programme Development

5. Delivery of membership support social and fund-raising activities including one ceilidh, four newsletters, catch up social meeting.
6. Allotment planning via membership demand survey.

A community orchard is also planned with more than 80 grafted fruit trees already prepared for planting winter 2027/28.

Medium term, the site will offer small, medium and large allotments for individual and group use, spaces for community organisations from across Inverness, regular community garden volunteering sessions, and opportunities for social prescribing and therapeutic gardening.



The design has been developed to create a space that fosters community engagement, promotes environmental stewardship, and enhances health and well-being for all users. It will help create a new vibrant, sustainable, and inclusive greenspace in the south of Inverness on the site of a former agricultural field.

(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?

Creating and managing a new community asset will create a greater connection between the local community and the land contributing to develop a sense of community, in an area becoming rapidly urbanised.

Our communities will have opportunities to improve their physical health and wellbeing by enjoying the green space and growing their own food. Part of the field along the north is already well-used by residents and dog walkers.

Residents will have the opportunity to access an allotment to grow food or participate in group activities or training events. Partner organisations working with users with different needs will have space for therapeutic gardening. The project will help tackle social and economic barriers by providing communities in Inverness access to fresh food and personal fulfilment, and opportunities for vulnerable groups or people facing barriers to employment to gain experience of gardening and growing in a supportive environment. Local schools will have access to a space they will be able to use to enhance learning for pupils.

To monitor our outcomes, we will gather information on:

- Number of members and volunteers involvement
- Financial monitoring data
- Number of allotments and/or amount of land being sustainably managed
- Number of school visits and/or children taking part in visits
- Number of social activities and learning and training events; people taking part and participant satisfaction and outcomes.
- Capturing casual feedback, e.g., comments on social media
- Consultation and feedback surveys, further down the line collaboration with academic researchers

The project will

- Help people live healthy, connected lives by growing, learning, connecting with other members of the community and spending time outdoors. Existing social activities by Knocknagael members are already helping develop bonds and bringing the community together.
 - Increase levels of food growing in the local community to build self-reliance and self-sufficiency and improve access to cheap fresh local fruit and vegetables in the Inverness area, in line with Highland Council's Community Food Growing Strategy, improving access to fresh, affordable, healthy local food
 - By promoting carbon literacy and creating a protected green space on the city's edge, contribute to Highland Council's goals of achieving a carbon-neutral Inverness, and Scotland's overall target of net zero greenhouse gas emissions by 2045.
 - Increase the biodiversity, landscape and amenity value of the Inverness area, providing protected habitat areas and bee-friendly plants to benefit pollinators.
- Help to build a resilient and sustainable local economy by improving access to horticultural training, increasing skill levels in the community, preserving traditional skills and providing a platform for new ideas.
- When all three phases of the project are in place, the total monetary value of the benefits the project is expected to generate over the first five years is £3,358,108 (see Business Plan).



4.5	How will the project be supported/maintained/sustained after CRF funding?
	We will build on the solid foundation of Knocknagael Limited, a registered company and charity . The company has eight Directors and 120+ members. The board is ably supported by an experienced accountant. The grant funding requested is to enable development of the infrastructure and deliver the access road and construction of the new car park. Additional funding will be sought to deliver other elements of the allotment infrastructure, some of these can be delivered in phases (as outlined in our Business Plan). Thomson Gray quantity surveyors have provided full cost estimates for the entire project (ca £380,000) Once the main infrastructure is in place, many uses of the site and activities will become self-sustaining. We maintain a record of our Directors' training and skills. Current Directors bring diverse expertise including: a retired GP and medical professor; an environmental lawyer working on agriculture with significant experience in the community sector; an IT consultancy director with extensive voluntary sector experience; an experienced horticulture, gardening and landscape designer; an engineer and experienced orchard manager; an experienced allotment holder with a community development background; a former local food business owner and Chartered Surveyor; and a senior archaeologist. Our wider membership also brings significant strengths, including several GPs, founders of successful environmental and social enterprises, trustees of woodland charities, members of Incredible Edible, and local residents interested in food growing, mental health, and community issues. Since 2019, the company has worked with DTAS and HIE to develop a structure which provides a solid foundation for the project. We have now held three AGMs in line with our Standing Orders. By maintaining existing good governance practices, we will ensure our community owns a well-managed asset. We have engaged leading professionals to guide development of the project. Community Enterprise supported the preparation of our Business Plan and feasibility study. In 2025, following a competitive tender process, we appointed landscape architects Iglu Studio to produce the technical specifications, working alongside Narro Engineering, Harley Haddow Engineers, and Quantity Surveyors Thomson Gray. They have worked on the detailed design layout for the allotment layout, optioneering and testing of the entrance and car park, design of SUDs, active travel, disability access and other key design requirements. The business plan provides a fundraising strategy and a framework to manage the asset. We will develop income streams from plot, shed and polytunnel rental, training and membership in community supported agriculture and tool share schemes as each stage of the project is completed. Phasing is planned to build capacity and generate funding to take forward further elements of the project. The Business Plan will be updated as we move forward. By following the phased approach as proposed in the business plan the community will own a financially secure asset.
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 project will enhance the local environment, contribute to carbon reduction, increase biodiversity, and improve the landscape and amenity value of Inverness. A patchwork of crops, native hedgerows, an orchard and amenity areas with wildflowers, will provide habitat for wildlife and bee-friendly plants for pollinators.

"REDUCING CARBON FOOTPRINTS, INCREASING SUSTAINABILITY AND TRACEABILITY OF FOOD"

"A CHANCE TO MEET LOCAL RESIDENTS AND GAIN FROM OTHERS' KNOWLEDGE"

"PROVIDE A FOCUS FOR THE COMMUNITY"

"HELP PEOPLE GET TO KNOW EACH OTHER BETTER"

"WIDER DEVELOPMENT OF CROFTING SKILLS, ESPECIALLY FOR THOSE NEW TO FARMING"

"PROTECT OUR SOIL" "RED SQUIRRELS, DEER, HEDGEHOGS, BIRDS"

Community consultation showed that addressing climate change issues and helping to implement net zero solutions are strongly associated with the project.

(Word cloud representing word patterns from the 2021 community consultation)

The site will provide an important green space in an area that is becoming increasingly urbanised and serve as a wildlife corridor linking to adjacent area of wildlife value. The Inverness-shire Bee Keeping Association already keeps hives in the farm providing some synergies with the project, such as sharing of skills and enhanced habitats for pollinations.

It should be noted that the existing agricultural field has very low biodiversity (due to its agricultural history and regular cultivation); the project will substantially expand and enrich habitats across the site.

A native hedgerow boundary will be planted around the perimeter of the allotment plots and along the south-east edge. The range and variety of species proposed includes a mix selected to expand the existing habitat with flowering and berry bearing species, providing attractive blossoms, colour and berries, such as hawthorn, bird cherry, crab apple, hazel, elder etc.

A SuDS infiltration basin will be planted with a wetland wildflower mix by Scotia Seeds with native wildflowers, rush and sedge species. Over 2000m² of wildflower meadow is proposed, with a mix of native species highly beneficial to pollinators and wildlife, and food sources for birds.

A community orchard will be planted by the east side of the allotments providing nectar-rich blooms, fruit and amenity. Members and community volunteers will be involved in the planting.

Promoting active travel to the site is a priority and will be promoted throughout the project's development. Out of over 340 people who took part in community consultation, over 70% said that they would walk or cycle to Knocknagael. The site is easily accessed on foot with pavement providing a safe and direct route. There are also informal routes that residents from Essich Gardens and Culduthel Mains already use to access the field.

By promoting carbon literacy and helping reduce food miles and waste, we will contribute to Highland Council's goals for achieving a carbon-neutral Inverness and Scotland's overall target of net zero greenhouse gas emissions by 2045.

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?
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Knocknagael has established channels for communicating with the local community and promoting the project to the widest range of people, including Facebook pages. These are kept updated with project news and strong cross-promotion and have a total following of around 700. Positive media coverage during key

developments in the project, including features in the Inverness Courier, BBC Alba and BBC Scotland, has boosted interest in the project. We are aware interest is growing from the feedback received.

Accessibility is embedded in the design of the landscape plans. The main paths have been designed to be wheelchair accessible, and accessible plots have been planned close to the car park and the central hub facilities. We are developing strong partnerships with other organisations working directly with vulnerable and excluded groups. We will promote and provide training for Directors and members on accessibility, inclusive communication, and understanding other barriers i.e. dementia.

The plans include a new 2.5m wide all-accessible footway at the pedestrian entrance from Essich Road. This leads into the Green Hub site where the path continues at the same width constructed from self-binding gravel to provide a suitable smooth, firm surface for pedestrians, wheelchair users and cyclists. The self-binding gravel path continues within the allotment site on the 3m wide central spine and around the first row of plots which are intended for shared use, educational purposes and access for people with mobility impairments.

A key advantage of the Knocknagael site is ease of access. The field is within short walking distance of several main schools (6 schools within a 2-mile radius). It is connected by safe walking routes, is on a bus route and is easily accessible from the city's suburbs including more deprived areas such as Hilton. We plan to work with a range of groups providing outdoor and growing experiences to people that are often excluded and running bike rides to the site to highlight ease of access.

4.8	All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place. PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.  FWF statement and declaration template.doc	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐	
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☒ No ☐ Applied ☐ (<i>planning to be</i>)	
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?	One volunteer accountant	
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
Car Park and Access Road asphalt (plus bollards)	Car Park: Imported type 1 hardcore fill; 150 thick; Imported type 6F2 hardcore fill; 300 thick. Bollards and lighting. Access Road: Asphalt paving's to roadway; 65 DBM, 55 binder course; 45 thick wearing course Tie in to existing road at bellmouth Kerbs / edgings; road kerb (site entrance and main road)	Capital	£54,080
Drainage Work	Drainage work as per planning application requirements: Below ground surface water drains; pipework, trenching and surrounds; drainage channel, access chambers; filter trenches to SUDs.	Capital	£24,064
Associated Earthwork	Topsoil strip at roads and car park; assumed 300 deep. Local cut and fill to make good levels	Capital	£5,986
Access Barrier	Barriers Direct Ltd; 7m x 2.3m high swing including height restrictor and catch post lock open position; including concrete foundations, bolted connections etc	Capital	£5,326
<i>Other items not included in grant request</i>	<i>Other items part of project not included in grant request</i>		
<i>Cycle Stand Bike Rack</i>	<i>Cycle Stand Bike Rack</i>	<i>Capital</i>	<i>£800</i>
<i>New SUDS & wet meadow</i>	<i>Forming new SUDS basin; excavate, disposal on site, membrane, topsoil etc complete</i>	<i>Capital</i>	<i>£15,000</i>
Total revenue expenditure	£0		
Total capital expenditure	£105,256		
TOTAL PROJECT COSTS	£105,256		

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 costs are based on construction cost estimates by Thomson Gray.	
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 £
Highlands and Islands Environment Foundation (Expression of Interest sent)		Yes ☐ No ☒	February 2026	£15,000
Cycle Scotland/Hitrans (Access to Bikes, Parking and Storage Fund 2025) - applied		Yes ☐ No ☒	February 2026 (but further rounds expected during 2026)	£800
<i>We have additionally applied to be one of the beneficiary charities for the Bridge to Bridge 2026 event as back up.</i>		Yes ☐ No ☐		
		Yes ☐ No ☐		
		Yes ☐ No ☐		
		Yes ☐ No ☐		
		Yes ☐ No ☐		
Total match funding				£15,800
CRF requested				£89,456
Total funding				£89,456
6.2	Will the project involve “in kind” support?		Yes ☒ No ☐	

6.3	If yes, please detail.	The delivery of the project will be managed by a subgroup of the Knocknagael Board
6.4	Please explain why public funding is required to deliver the project.	The CRF funds are critical to be able to make the project happen on the ground, without Highland Council's support we will need to delay implementation.
6.5	Please explain what the remaining bank balances are for in your accounts.	There are outstanding payments related to the work on the plans for the planning application (£2,000). Operational running costs which will increase next year (software, insurance, website & company house payments, etc) plus a small reserve (ie for additional legal fees or other unexpected).
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	We have to account for operational running costs which will increase next year (software, insurance, website & company house payments, etc) plus keep a reserve.
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 copy of a business plan and/or budget forecast must be provided with the application.	We expect that the project will not generate income until completion of Phase 1. Once the site is open some limited income will be generated via rent, training and other activities which will support the running and maintenance of the site (see business plan).
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	We are working with partner organisations that would like to use the site. Organisations we work with include Incredible Edible Inverness, Action for Children, Homelessness Trust, Centred, Highland Good Food Partnership and the local schools. They are supportive of the project, see section 4.3 and separate letters of support.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	We are not in a position to take loans.
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?
Scottish Land Fund (capital funding for site purchase and legal fees). The grant has been allocated and is to be transferred once deeds	09/10/2024	£ 102,000	Yes ☐ No ☒

are confirmed by SLF, the process is currently under way.			
Community Regeneration Fund (archaeological survey, landscape designs and preparatory work)	09/05/2024	£ 67,639	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: Maria de la Torre

Date:

30/11/2025

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:		

Asset Transfer for ownership granted by Minister, now in final stage with the Scottish Land Fund (SLF) funding ready (grant 20206702). The final version of deeds (Disposition and Minute of Agreement) has now been agreed by solicitors and is currently being confirmed with SLF. The transfer is expected imminently – we will keep the CR team informed.

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



Highland Community
Regeneration Funding

Highland Council led projects only

Key considerations

CRF is an umbrella term for a number of different funds aimed at supporting regeneration for Highland communities. Highland Council led projects must demonstrate high levels of community benefits to be eligible for CRF support.

Please note that if a CRF grant is awarded to a Highland Council led projects, the project lead will be expected to fulfil all grant conditions, including post offer meetings, financial claims and monitoring reports. The grant will not be released unless all grant conditions have been met.

CRF funds are external grant funds, with specific reporting and audit requirements that must be fulfilled. These are distinct from internal budget transfers, and it is important that the Officer designated as the main contact in this application is aware of and prepared to meet these requirements.

Please refer to the **Application Guidance** (link below) 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.

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.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF application guidance-THC project	 CRF Assessment Criteria (FINAL CRF AF)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF 4182	
1.2	Project title	Green Space Enhancements at Inverness Castle	
1.3	Start date	23/02/2026	
1.4	End date (max 12 months from start date)	29/03/2027	
1.5	Project finance	Total project costs	£ 49,600
		Match funding	£0

		CRF grant amount requested	£49,600
1.6	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.7	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT DETAILS FOR PROJECT LEAD

	Main contact/Project lead	Secondary contact
Contact name	Mark Grieg	
Job title	Community Development Manager	
Team/Department	Community Support and Engagement	
Contact number		
Email address		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Inverness Castle, Catsle Street IV2 3EG
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	Does The Highland Council own the land or asset?	Yes ☒ No ☐
3.5	Is The Highland Council leasing the land or asset? If so, what is the term left on the current lease agreement	Yes ☐ No ☒ Years & Months
3.6	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.	
3.7	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒

3.8	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	
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SECTION 4: PROJECT PROPOSAL

4.1	Project Summary (max 250 words)	The Inverness Castle clock has long been a recognised and much-loved feature of the Inverness Castle Hill; the Clock was removed in 2016 as it was inoperative and believed to be beyond economic repair. The works to reinstate the Castle Hill Clock will undoubtedly enhance & compliment the reopened Inverness Castle as the key centre piece visitor destination attraction in the city A recent feasibility study into the potential reinstatement of the floral clock on the Castle bank has been carried out and established that the complete clock movement is seized and several of the internal bearings and main drive bearings are also worn beyond repair. Findings also established that replacement motors of this type are unavailable due to the installations' s unique design. To ensure longevity and reliability, it was recommended that a replacement installation will require a complete new floral clock movement to be manufactured and installed with the original clock hands refabricated to suit the new mechanism to retain the original external appearance. To complete this project, the following work will be required. • New electricity supply from the feeder pillar at the car park • Hands of previous clock retained for fixing to the new floral clock mechanism with the hands refabricated to suit the new clock movement • Manufacture 1 x heavy duty movement type T500F incorporating stainless steel minute shaft and brass hour and outer tube with sealed bearings • Test off site • Installation of new floral clock into position • Connect into the existing electrical supply • Set the hands • Set up and leave all in good working order • Flower planting at the clock hands & flower beds Also, as part of the Castle project and to increase use of outdoor areas seating will be required to allow areas to be utilised to improve the experience for the visitors to the castle
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4.2	List the main activities required to deliver the project including timescales.	
Activity name		Achieve by (date)
Confirmation of funding		02/02/2026
Works tender document prepared		30/03/2026
Issues for tender		13/04/2026
Award works		25/05/2026
Works programmed in for post summer so that bedding is removed		26/10/2026
		Click or tap to enter a date.
4.3	Are any of the project activities considered part of The Highland Council's statutory duties?	Yes ☐ No ☒
4.4	How will the CRF grant enable the delivery of additional outcomes that could not be achieved without it being in place?	
The works are sought through member engagement and to play it part of improving the area after the completion of the Inverness castle project. Without the funding there would be no budgets available to enhance the castle hill bank and add seating areas to the castle project. Other funding has been sought but not successful.		
4.5	What local need or opportunity will the project address?	
The project seeks to address the suggested need to enhance the castle hill bank along with providing additional outdoor seating to support the new castle development. The removal of the historic floral clock in 2016 left a gap in the city's heritage, reducing attractiveness of this prominent space. Member feedback request has highlighted the demand for the reinstatement of the clock and improving the green space. Working alongside the Inverness castle team they have Identified a further need for more outdoor seating. The project seeks the opportunity to preserve local heritage and support placemaking along with enhancing the green space that already housing some colourful bedding plants.		
4.6	In which Area Place Plan/HC strategic development plan has this need been recognised?	
The project reinforces strategic aims of the city strategy focused on public realm enhancement. This will support and enhanced visitor experience.		
4.7	How will the project contribute to addressing priorities identified in the Area Place Plan and/or other relevant Highland Council strategic development plans?	
The project contributes to Heritage preservation with the reinstatement of the clock which was a well-loved civic feature. Outdoor seating which will contribute to placemaking goals along with and enhanced visitor experience.		

4.8	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents.	
Members asked for the castle hill clock to be reinstated through the Common Good Subcommittee which complements the reopening of the Inverness Castle.		
4.9	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.	
(a)	What are the immediate and short-term outputs that your project will achieve? How will you measure them?	
Clock reinstalled autumn/winter 2026 and seating provided for summer 2026. Enhanced visitor experience and improved usability of public spaces at the Castle.		
(b)	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?	
1. Enhanced public spaces 2. Supporting increasing tourism number for the area. 3. Community Wellbeing 4. Has high placemaking impact.		
(c)	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
4.10	How will the project be supported/maintained/sustained after CRF funding?	
Maintained through the ICGF		

4.11	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 project will actively minimize environmental impacts and align with Highland Council's sustainability objectives. Durable, long-life materials will be used for the clock mechanism and seating to reduce waste and maintenance requirements, with sourcing prioritized from local suppliers to limit transport emissions. An energy-efficient electrical supply will be installed for the clock, and options for renewable energy will be explored where feasible. Seasonal planting will incorporate biodiversity-friendly species to support pollinators and enhance ecological value, while permeable surfaces will be maintained to aid natural drainage and reduce runoff. All construction waste will be segregated and recycled in line with Council policies, and original clock hands will be reused to preserve heritage and reduce material waste. By creating a walkable, attractive public space that encourages active travel and reduces car dependency, the project contributes to climate resilience and supports Highland Council's net zero ambitions.	
4.12	Please describe how your project will demonstrate value for money. What level of community and/or economic benefit will the project deliver in proportion to the CRF grant amount requested?
The project demonstrates strong value for money by delivering significant cultural, community, and economic benefits in proportion to the CRF grant of £46,900. This one-off investment will reinstate a historic civic feature the Castle Hill floral clock alongside green space enhancements and seating, creating a high-quality public realm that complements the Inverness Castle redevelopment. The improvements will attract increased visitor footfall, support local businesses and tourism, while provide an inclusive, accessible space for residents that promotes wellbeing and social interaction. By preserving heritage and enhancing placemaking, the project delivers long-term benefits for community resilience and economic vitality. The cost is proportionate to the scale of impact, as the enhancements will serve thousands of visitors annually, reduce future maintenance costs through durable design, and contribute to strategic priorities in the Inverness Place Plan and Highland Council's city centre regeneration objectives	
4.13	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 this project, equalities issues have been considered to ensure that no one is excluded or disadvantaged. The design of the enhanced green space and seating areas will follow inclusive design principles, providing level access routes and seating suitable for people with mobility challenges, older adults, and families with young children. The reinstatement of the floral clock and associated improvements will create an accessible, welcoming environment that complies with the Equality Act 2010. During delivery, temporary access arrangements will be maintained to avoid disruption for those with protected characteristics. The project will not target specific groups exclusively but will benefit the whole community, with positive impact for people with disabilities, older residents, and those who may otherwise face barriers to accessing public spaces. By improving accessibility and usability, the project supports Highland Council's commitment to equality, inclusion, and community wellbeing.	

SECTION 5: PROJECT BUDGET

5.1 Costs should be accurate and current, based on quotes or tenders as per Highland Council standing orders.

Internal Council fees (i.e. fees charged by Council services or departments) are generally not eligible for claiming against CRF. If project costs listed below include internal fees, these must be funded via Council core budget or other external funders.

Highland Council Staff costs can only be claimed against CRF for new and additional posts not already funded via THC core budget.

COSTS TO BE FUNDED BY CRF GRANT

Budget Heading	Detailed Costs	Revenue/Capital	Amount (excl. VAT)
6*6-seater table and chairs		Capital	8,900
10*4-seater and chairs		Capital	5,700
Restatement of the clock mechanism		Capital	35,000
TOTAL			49,600

COSTS TO BE FUNDED BY OTHER SOURCES OF FUNDING

Budget Heading	Detailed Costs	Revenue/Capital	Amount (excl. VAT)
TOTAL			

TOTAL PROJECT COSTS £49,600

I can confirm all costs listed above are exclusive of VAT **Yes** ☐ **No** ☐

I can confirm that the costs above have not already been incurred or committed to? **Yes** ☐ **No** ☐

I can confirm that the project costs listed above are based on valid quotes/tenders.

Yes ☐ **No** ☐

Please provide all quotes/tender documents as supporting evidence to this application.		
5.2	Please detail the steps taken to ensure Procurement is/will be compliant with Highland Council standing orders	
To ensure full compliance with Highland Council's Standing Orders and procurement regulations, the following steps will continue throughout the project: 1. Early Engagement with Procurement Team ○ The project team has consulted Highland Council's Corporate Procurement Unit to confirm the correct process and thresholds for this type of works. 2. Specification Development ○ A clear and detailed specification for the resin-bound surface works has been prepared, ensuring transparency and fairness in tendering. 3. Compliance with Thresholds and Procedures ○ The procurement route will follow the Council's Standing Orders: ▪ Below threshold: Obtain a minimum of three competitive quotes. ▪ Above threshold: Use Public Contracts Scotland portal for open tendering. ○ All suppliers will be vetted for compliance with Council requirements (insurance, health & safety, environmental standards). 4. Fair and Transparent Evaluation ○ Tenders will be evaluated using published criteria (price, quality, sustainability), ensuring equal treatment and non-discrimination. ○ 5. Contract Award and Governance ○ Formal approval will be sought through the Council's delegated authority process. ○ All documentation will be retained for audit purposes. 6. Monitoring and Reporting ○ Procurement compliance will be monitored throughout delivery, with regular updates to the Council's governance structure.		
5.3	Do you have a budget code set up for this project? <i>Please note a specific project budget code must be provided to CRF team prior to project start.</i>	Yes ☐ Not yet ☐
If yes, please add budget code here:		
SECTION 6 – PROJECT FINANCE		
6.1	Please provide details below of match funding if applicable. If funding is via THC core budget, please add the name of the Budget Holder.	

Funding source	Budget holder name (if relevant)	Confirmed?	Date Confirmed or Decision Expected	Amount £
		Yes ☐ No ☐		
		Yes ☐ No ☐		
		Yes ☐ No ☐		
Total match funding				
CRF Grant amount requested				
TOTAL FUNDING <i>This should be equal to the Total Project costs listed at 5.1</i>				£
6.2	Will the project involve “in kind” support?			Yes ☐ No ☐
	If yes, please detail.			
6.3	Please explain why Community Regeneration Funding is required to deliver the project.	No other funding sources are availability currently		
6.4	If you are applying for 100% funding for your project, please explain why no match funding is available.	No other funding sources are availability currently		

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes ☐ No ☒
	If yes, how will the income benefit the wider Highland community? 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.	
7.2	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	The project has been developed to ensure that local organisations and businesses are not disadvantaged during its delivery. Procurement will follow Highland Council Standing Orders, with opportunities advertised through Public Contracts Scotland and local networks to encourage participation from local suppliers and contractors. Works will be scheduled to minimize disruption to nearby businesses, and clear communication will be provided in advance regarding timelines and access arrangements. Engagement with local stakeholders, including elected members and community representatives, has demonstrated strong support for the project, recognizing that improvements to the Castle Hill area will enhance the visitor experience, increase

		footfall, and create economic benefits for surrounding businesses. By improving the public realm and complementing the Inverness Castle redevelopment, the project is expected to deliver long-term positive impacts for the local economy and community
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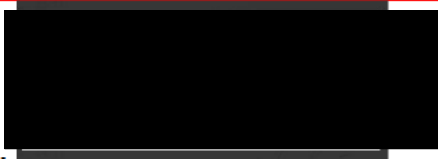
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1 Project lead, Service/Department Lead or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.

I declare that the activity funded by the costs proposed to be funded by CRF is not a statutory duty and the CRF grant would enable the delivery of additional outcomes that could not be achieved without it being in place.

I declare that procurement within the project is compliant with Highland Council standing orders and a record of this will be retained in line with the grant conditions if the funding is approved.

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 Greig Job title: Community Development Manger	Date: 28/11/2025
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Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☐ No ☒
	Confirmation/evidence of match funding	Yes ☐ No ☐ NA ☒
	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☒
	Evidence of valid and current insurance	Yes ☐ No ☐ NA ☒
	Business plan (income generation projects only)	Yes ☐ No ☐ NA ☒
	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☐ No ☐ NA ☒
	Valid quotations or estimates	Yes ☐ No ☐ NA ☒
	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.

Community Regeneration Funding (CRF) Application Form



Highland Community
Regeneration Funding

Highland Council led projects only

Key considerations

CRF is an umbrella term for a number of different funds aimed at supporting regeneration for Highland communities. Highland Council led projects must demonstrate high levels of community benefits to be eligible for CRF support.

Please note that if a CRF grant is awarded to a Highland Council led projects, the project lead will be expected to fulfil all grant conditions, including post offer meetings, financial claims and monitoring reports. The grant will not be released unless all grant conditions have been met.

CRF funds are external grant funds, with specific reporting and audit requirements that must be fulfilled. These are distinct from internal budget transfers, and it is important that the Officer designated as the main contact in this application is aware of and prepared to meet these requirements.

Please refer to the **Application Guidance** (link below) 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.

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.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF application guidance-THC project	 CRF Assessment Criteria (FINAL CRF AF)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4183	
1.2	Project title	Improving Accessibility to Cavell Gardens War Memorial	
1.3	Start date	02/03/2026	
1.4	End date (max 12 months from start date)	29/06/2026	
1.5	Project finance	Total project costs	£ 38,298.00
		Match funding	£ 25,532.00

		CRF grant amount requested	£ 12,766.00
1.6	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.7	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application?	
		Yes ☐ No ☐	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance.			

SECTION 2: CONTACT DETAILS FOR PROJECT LEAD

	Main contact/Project lead	Secondary contact
Contact name	Mark Greig	Neil Young
Job title	Community Development Manager	Project Title (Active Travel)
Team/Department	Community Support & Engagement	Facilities and Fleet
Contact number	[REDACTED]	[REDACTED]
Email address	[REDACTED]	[REDACTED]

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Cavell Gardens, Inverness, IV2 4SY
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	Does The Highland Council own the land or asset?	Yes ☒ No ☐
3.5	Is The Highland Council leasing the land or asset? If so, what is the term left on the current lease agreement	Yes ☐ No ☒ Years & Months
3.6	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.	
3.7	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒

3.8	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	No Listed building consent is required.
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SECTION 4: PROJECT PROPOSAL

4.1	Project Summary (max 250 words)	Improving Accessibility to Cavell Gardens War Memorial The project aims to enhance accessibility at Cavell Gardens, ensuring that the space is welcoming and inclusive for all individuals, particularly during key memorial events and for year-round visitors who come to pay their respects. Currently, the memorial area is surfaced with loose stone chips, which present significant challenges for people with mobility issues, including wheelchair users, those with walking aids, and others with limited mobility. Concerns have been raised by members of the public and local elected representatives about the difficulty of accessing the memorial space safely and comfortably. To address this, the proposal seeks to replace the existing stone chip surface with a resin-bonded surface. This material offers a smooth, stable, and visually appropriate finish that retains the dignity of the memorial while significantly improving accessibility. The upgrade will: • Enable easier assembly for attendees during remembrance services and other commemorative events. • Ensure year-round access for individuals and families visiting the memorial, including tourists and those with varying physical abilities. • Support inclusivity, allowing everyone, regardless of age or mobility, to participate fully in moments of reflection and remembrance. • Preserve the respectful atmosphere of the site while modernising its infrastructure to meet current accessibility standards. Cavell Gardens holds deep historical and emotional significance for the Inverness community and beyond. It is a place of solemn remembrance, civic pride, and public gathering. Improving the physical accessibility of this space is not only a practical enhancement, but also a meaningful step toward ensuring that everyone can honour the memory of those commemorated there, without barriers.
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4.2	List the main activities required to deliver the project including timescales.	
Activity name		Achieve by (date)
Finalise tender documents		03/02/2026
Invite tenders		16/02/2026
Award project		16/03/2026
Carry out Site works		06/04/2026
		Click or tap to enter a date.
		Click or tap to enter a date.
4.3	Are any of the project activities considered part of The Highland Council's statutory duties?	Yes ☐ No ☐
4.4	How will the CRF grant enable the delivery of additional outcomes that could not be achieved without it being in place?	
The CRF grant will enable the delivery of essential accessibility improvements at Cavell Gardens War Memorial that cannot be achieved through existing resources or delivery mechanisms. While match funding has been secured from the Active Travel Team and is being sought from the Inverness Common Good Fund, there is currently no dedicated capital budget to complete the works. The proposed upgrade, replacing loose stone chips with a resin-bonded surface, addresses long-standing concerns about access for individuals with mobility challenges, including wheelchair users and older residents. Without CRF support, the project would be delayed or scaled back, limiting the ability to make this important civic space inclusive and safe for all. The grant ensures that Cavell Gardens can continue to serve as a dignified, accessible site for remembrance and reflection, in line with the Council's Place Principle and strategic objectives around tackling inequality and improving public realm infrastructure.		
4.5	What local need or opportunity will the project address?	
This project will address the current accessibility issues for users of the site due to the current surfacing and access to the benching areas. This will ensure the areas can be accessed at the memorial all year round and support landmark occasions at the site.		
4.6	In which Area Place Plan/HC strategic development plan has this need been recognised?	
1. Inverness Strategy 2. Inverness City Centre Vision 3. Active Travel Master Plan		

4.7	How will the project contribute to addressing priorities identified in the Area Place Plan and/or other relevant Highland Council strategic development plans?
1. Accessibility and Inclusion – Improve accessibility for all users 2. Active travel & Connectivity – Encourage walking and cycling by improving Infrastructure 3. Placemaking – Create High Quality, public space that are easy to maintain. Overall, this project would remove physical barriers, support active travel and inclusive mobility and enhance the public spaces.	
4.8	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents.
Meetings have taken place with the local Access panel through the Active travel team. Also discussion and support were given when speaking to the Royal British Legion.	
4.9	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.
(a)	What are the immediate and short-term outputs that your project will achieve? How will you measure them?
1. Improved physical accessibility 2. Positive community feedback through further engagement with it users and access groups.	
(b)	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?
1. Improved accessibility and inclusion – all year-round access and the improvement will also support the Memorial Day services which take place at the memorial. 2. Increased use of public spaces with the accessible path it will allow users to get closer to the memorial and pay respects 3. Enhanced Community Wellbeing – improved outdoor space. 4. Reduced Maintenance liabilities – the change in surface will mitigate and tidy up or backfilling of the loose chippings that are currently in position.	

(c)	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
4.10	How will the project be supported/maintained/sustained after CRF funding?
Any maintenance will be carried out through the Inverness Common Good.	
4.11	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.
1. Source sustainable materials for a resin bonded surface. 2. Use of permeable resin bound surface to maintain natural drainage and prevent and increase surface runoff. 3. Seek to use low emissions equipment when installation is carried out.	
4.12	Please describe how your project will demonstrate value for money. What level of community and/or economic benefit will the project deliver in proportion to the CRF grant amount requested?
1. Cost efficiency – Durable resin surface installed which has lower maintenance costs reducing future expenditure. 2. Reduced repairs. 3. Increase community benefit providing an accessible for space 4. Economic Benefits by using local contractors and local materials where possible. 5. Improved public realm with will benefit tourist and visitors alike. 6. High Impact project for small investment of the fund. One-time capital investment for maximum benefit.	

4.13	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?
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During the project development, it was identified by members and through the local access panel that the current loose chip surface creates barriers for people with mobility issues. This also included the bench seating areas with the Cavell Gardens. The design approach follows inclusive design principles and complies with the Equality Act 2010 and BS 8300 standards.

The proposed resin bound surface will provide a smooth, stable and slip resistant path ensuring universal access for all users. Improved safety for older and visually impaired users. Project updates will be communicated with the key groups who use the Cavell Gardens. The project specifically addresses the needs of people with disabilities and mobility challenges, older adults and families with young children.

This project advances equality of opportunity and fosters inclusion, supporting Highland Councils commitment under the Public Sector Equality Duty and strategic priorities for inclusive communities.

SECTION 5: PROJECT BUDGET

5.1	Costs should be accurate and current, based on quotes or tenders as per Highland Council standing orders. Internal Council fees (i.e. fees charged by Council services or departments) are generally not eligible for claiming against CRF. If project costs listed below include internal fees, these must be funded via Council core budget or other external funders. Highland Council Staff costs can only be claimed against CRF for new and additional posts not already funded via THC core budget.
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COSTS TO BE FUNDED BY CRF GRANT

Budget Heading	Detailed Costs	Revenue/Capital	Amount (excl. VAT)
Site Clearing, Earthworks		Capital	3,246
Kerbs, Footways, Paved areas		Capital	31,612
Grass seeding, Planting		Capital	277.50
Optimism Bias		Capital	1,757
Inflation Uplift		Capital	1,405
TOTAL			38,298

COSTS TO BE FUNDED BY OTHER SOURCES OF FUNDING

Budget Heading	Detailed Costs	Revenue/Capital	Amount (excl. VAT)

TOTAL			
TOTAL PROJECT COSTS			£38,298
I can confirm all costs listed above are exclusive of VAT			Yes ☐ No ☐
I can confirm that the costs above have not already been incurred or committed to?			Yes ☐ No ☐
I can confirm that the project costs listed above are based on valid quotes/tenders. <i>Please provide all quotes/tender documents as supporting evidence to this application.</i>		Yes ☐ No ☐	
5.2	Please detail the steps taken to ensure Procurement is/will be compliant with Highland Council standing orders		
To ensure full compliance with Highland Council's Standing Orders and procurement regulations, the following steps will continue throughout the project: - Early Engagement with Procurement Team - The project team has consulted Highland Council's Corporate Procurement Unit to confirm the correct process and thresholds for this type of works. - Specification Development - A clear and detailed specification for the resin-bound surface works has been prepared, ensuring transparency and fairness in tendering. - Compliance with Thresholds and Procedures - The procurement route will follow the Council's Standing Orders: - Below threshold: Obtain a minimum of three competitive quotes. - Above threshold: Use Public Contracts Scotland portal for open tendering. - All suppliers will be vetted for compliance with Council requirements (insurance, health & safety, environmental standards). - Fair and Transparent Evaluation - Tenders will be evaluated using published criteria (price, quality, sustainability), ensuring equal treatment and non-discrimination. - Contract Award and Governance - Formal approval will be sought through the Council's delegated authority process. - All documentation will be retained for audit purposes. - Monitoring and Reporting - Procurement compliance will be monitored throughout delivery, with regular updates to the Council's governance structure.			

5.3	Do you have a budget code set up for this project?		Yes ☐ Not yet ☐		
	<i>Please note a specific project budget code must be provided to CRF team prior to project start.</i>				
		If yes, please add budget code here:			
SECTION 6 – PROJECT FINANCE					
6.1	Please provide details below of match funding if applicable. If funding is via THC core budget, please add the name of the Budget Holder.				
Funding source		Budget holder name (if relevant)	Confirmed?	Date Confirmed or Decision Expected	Amount £
Active Travel Team			Yes ☐ No ☐	Yes	12,766
Inverness Common Good Fund			Yes ☐ No ☐	February 2026	12,766
			Yes ☐ No ☐		
Total match funding					25,532
CRF Grant amount requested					12,766
TOTAL FUNDING					£ 38,298
<i>This should be equal to the Total Project costs listed at 5.1</i>					
6.2	Will the project involve “in kind” support?				Yes ☐ No ☒
	If yes, please detail.				
6.3	Please explain why Community Regeneration Funding is required to deliver the project.		Project has been identified and a key community project and funding sources require additional funding.		
6.4	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 ☒
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	If yes, how will the income benefit the wider Highland community? 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.	
7.2	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	The project has been developed with consideration for local organisations and businesses to ensure they are not disadvantaged. Procurement will follow Highland Council Standing Orders and actively encourage participation from local suppliers and contractors by advertising opportunities through Public Contracts Scotland and local networks, providing clear specifications, and allowing sufficient time for responses. Works will be scheduled to minimise disruption, with advance notice and clear communication to nearby businesses regarding timelines and access arrangements. Engagement with local community groups and businesses during project development has demonstrated strong support for improving accessibility at Cavell Gardens. Stakeholders recognise that enhanced public realm will increase footfall and create a more inclusive, attractive environment, delivering long-term benefits for the local economy and community.

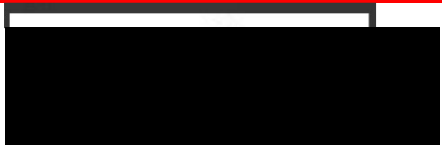
SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1 **Project lead, Service/Department Lead or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.**

I declare that the activity funded by the costs proposed to be funded by CRF is not a statutory duty and the CRF grant would enable the delivery of additional outcomes that could not be achieved without it being in place.

I declare that procurement within the project is compliant with Highland Council standing orders and a record of this will be retained in line with the grant conditions if the funding is approved.

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

		Date: 28/11/2025
	Signature: 	
	Print: Mark Greig	
	Job title: Community Development Manager	

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
	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☐ No ☒
	Confirmation/evidence of match funding	Yes ☐ No ☒ NA ☐
	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☒ NA ☐
	Evidence of valid and current insurance	Yes ☐ No ☒ NA ☐
	Business plan (income generation projects only)	Yes ☐ No ☒ NA ☐
	Job descriptions (for CRF funded posts)	Yes ☐ No ☒ NA ☐
	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☐ No ☒ NA ☒
	Valid quotations or estimates	Yes ☒ No ☐ NA ☐
	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.

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12pm on Monday 1st December 2025.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_Application_Guid ance (v1 MC 2025 CRI	 CRF Assessment Criteria (v1 MC May 2

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4185
1.2	Organisation	Visit Inverness Loch Ness (and other Community Partners)
1.3	Project title	Active Tourism Regeneration in Inverness Area
1.4	Summary of project you wish to be funded (max 250 words)	This project will improve Active Tourism connectivity and visitor experience across Inverness and surrounding communities through a safe, coherent and more accessible wayfinding system linked to the city's long-distance trails, main amenities and attractions as well as our local path networks. The project will deliver: • A scoping and design exercise assessing current signage, mapping gaps, and identifying required improvements across Wards 12–19.

		• A path suitability survey to determine priority sections for future Active Tourism enhancement, providing the technical baseline required for additional investment. • Delivery and installation of new and upgraded signage to connect Inverness city centre with major active travel networks with a particular focus on the South Loch Ness Trail with wider considerations into the Loch Ness 360, John O' Groats Trail and proposed extensions to the Moray Coastal Trail to a similar standard to that of the Great Glen Way. • Improved mapping and information points at transport hubs and key visitor entry points, supporting bike hire access and encouraging modal shift to Active Tourism. This 12-month project will regenerate the public realm, support sustainable tourism growth, and strengthen the area's identity as an Active Tourism destination. It will also support economic recovery by improving the visitor experience, increasing dwell time, and directing footfall to local businesses. Total project cost £80,000 secured to include in-kind support from VILN. CRF investment of £80,000 is required to deliver capital improvements and essential scoping work to inform longer-term Active Tourism development.	
1.5	Project costs	Total project cost	£ 80,000
		Match funding	In-kind
		CRF grant requested	£ 80,000
1.6	Start date	01/04/2026	
1.7	End date (<i>max 12 months from start date</i>)	31/03/2027	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☒ No ☐	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Visit Inverness Loch Ness	
2.2	Address and postcode	2 Baron Taylor Street, Floor 3 Room 1, Inverness IV1 1QL	
2.3	Main contact name	Ellen F. Walker	
2.4	Position in the organisation	Destination Director (CEO)	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	http://www.visitinvernesslochness.com/	
2.8	Organisation type	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	SC474489	
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.	185 0842 94	
2.12	Is the VAT related to the project being reclaimed from HMRC?	☐	Whole
		☒	Partial
		☐	None
2.13	Provide details of VAT exemptions.	On the in-kind costs such as our digital marketing, they will be subject to VAT and thus unable to claim VAT back on our running costs as this sits within the operations of Visit Inverness Loch Ness as a limited company. Otherwise, materials and other costs we will claim the VAT back on this, but as indicated, we will not be able to claim VAT back on everything.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Inverness Area Council Wards 12-19
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ * No ☒ *Evidence of partnership agreements and consultations attached with letters of support for project from Community Councils and partner organisations.

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 information forms part of the scoping exercise brief that is listed in our project plan with suggested timelines in the GANTT chart attached.
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.	This information forms part of the scoping exercise brief that is listed in our project plan with suggested timelines in the GANTT chart attached.

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Start of Scoping Exercise for Signage and path networks after successful appointment. Advertising and hiring ahead of April 2026 start in collaboration with the Highland Council.	01/04/2026
	Scoping and design exercise for signage completed.	30/06/2026
	Path suitability survey & baseline mapping of signage completed to inform long-term continuation of project.	31/07/2026
	Development of costed signage and urgent remedial path works plan, including translation works into Gaelic.	31/08/2026
	Procurement and fabrication of signage.	30/11/2026
	Installation of upgraded signage and completion of remedial works.	31/03/2027
	Final reporting, promotion & evaluation.	31/03/2027
4.2	(a) What local need or opportunity will the project address?	
	(500 words max limit) Inverness city centre and its wider area are home to several internationally significant long-distance walking and cycling routes, yet the current wayfinding infrastructure is inconsistent and more importantly unsafe in places and does not clearly connect the city centre with these routes. This creates barriers for residents and visitors attempting to navigate between transport hubs, attractions, and Active Tourism routes. Local consultation shows strong demand for clearer directional signage and improved accessibility information, particularly for those unfamiliar with the region or reliant on these networks to move about. The city is also experiencing increasing visitor numbers. While this means positive economic growth, it is paired with increased costs and diminishing visitor information services in person in the city centre with the closure earlier on in 2025 of the Tourist Information Centre. Without modernised navigation infrastructure, the city risks reduced visitor satisfaction, congestion in hotspot areas, and missed economic opportunities for	

local businesses not to mention the diminished spread of this potential investment in the more rural environs of the city. The Highland Place-Based Framework highlights the need for improved Active Tourism infrastructure, better public realm connectivity, and enhancements supporting sustainable tourism — all of which this project directly addresses.

The project capitalises on a major opportunity: the growing market for outdoor, low-carbon, and active tourism. The Loch Ness 360°, John O' Groats Trail, Great Glen Way, Moray Coast Trail and other regional routes represent significant economic potential, but only if visitors can easily discover and access them. Improved wayfinding will direct footfall to local communities, diversify visitor patterns, and strengthen Inverness' role as a gateway to the Highlands.

A further need is for a technical understanding of the current condition and suitability of paths for future development. The project's path suitability survey will provide a professional assessment of surface quality, gradients, accessibility constraints, and infrastructure requirements. This evidence base is essential for unlocking subsequent investment and ensuring future Active Tourism improvements follow a strategic, well-justified plan. This must be done in order to ensure the future longevity of our path networks, inform long-term strategies and secure funding to maintain the work mentioned in this application.

As it stands today, we are aware already of several areas of the South Loch Ness Trail which demands immediate intervention to make path networks safe for people to use them. However, to move forward, we want to make sure that interventions are done in a way that is cohesive to the larger regeneration of the wider area. Understanding this need, resources will focus largely on assessing the South Loch Ness Trail's requirements.

The project meets community needs by enhancing public access to green spaces, supporting healthier lifestyles, and improving rural-urban connectivity. It also responds to national and regional policy priorities including net-zero ambitions, sustainable transport, and economic regeneration. By addressing infrastructure gaps and enabling better movement around the city, the project supports both local residents and visitors while strengthening Inverness's identity as a welcoming, accessible, and environmentally responsible destination.

Finally, this project will further support wider Gaelic language initiatives by improving Gaelic placename knowledge in the area and ensure that signage and maps have Gaelic language translations and further information promotion as it currently stands.

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

(500 words max limit)

Yes. The need for improved wayfinding, Active Travel access, and public realm enhancements is reflected across local place plans and strategic frameworks including the Inverness City Centre Development Brief, Inner Moray Firth Local Development Plan, and the Highland Tourism Strategy. These documents highlight the importance of creating an

attractive, accessible, and connected city centre that encourages sustainable travel, reduces reliance on vehicles, and supports healthier living.

Community-led place plans also emphasise the need for enhanced walking and cycling routes linking neighbourhoods with services, natural spaces, and cultural assets. The project directly supports these ambitions by creating clearer, safer, and more intuitive connections for people navigating the area. It also aligns with local aspirations to improve visitor experience and ensure Inverness is easy to explore on foot or by bicycle.

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)

There is strong support from community groups, path networks, tourism businesses, and volunteers engaged in Active Tourism and environmental improvement. VILN's membership (over 400 organisations) has repeatedly identified wayfinding improvements as a priority for enhancing visitor flow and supporting local businesses. Feedback from local accommodation providers and activity operators confirms that visitors frequently request clearer signage and better orientation tools.

Volunteer path groups and community woodlands have also expressed readiness to collaborate on improvements. Letters of support will be provided from partner organisations and community groups who recognise the project's benefits to accessibility, wellbeing, and local economy.

Collectively, our discussions have put forward the importance of improving the safety of these path networks, especially in areas where we know extreme weather events have rendered paths inaccessible.

Since VILN's formation in 2014, one of its initial priorities was set to complete the Loch Ness 360 Trail in response to overwhelming community and industry needs. In 2025, VILN has undertaken several consultative meetings with relevant community groups, charities and public bodies to understand how to best move forward with development of Active Travel Networks in the wider Inverness area, stemming from the city centre.

This application is a culmination of these efforts and given the initial support of our Expression of Interest, we feel that this project not only would realise improved and cost-effective visitor information for the area, but that it must happen now to keep up the growth of our area. Considering the masses of investment coming to Inverness, we owe it to our residents and to our visitors to give them all the tools necessary to unlock our incredible place and this project symbolises how we will do this for the future.

We have attached several Letters of Support for our application from Community partners and associations.

In preparation of this application we have engaged directly with no less than ten Community groups and partner organisations including but not limited to:

- Stratherrick and Foyers Community Council
- Fort Augustus and Glenmoriston Community Council
- Dore and Essich Community Council
- Holm Community Council
- Lochardil Community Council
- Crown and City Centre Community Council
- Stratherrick and Foyers Community Trust
- Pathways Group
- Fort Augustus and Glenmoriston Community Company
- The Highland Council
- Forestry Land Scotland
- Highlands & Islands Enterprise
- Wildland Scotland
- Rewilding Affric Highlands
- John O' Groats Trail Association
- Moray Way Association
- Scottish Community Tourism Organisation

In the delivery of the project, these stakeholders may have defined roles and responsibilities at later stages of the project, however at this stage the funding requested will go towards the consultation and first wave of interventions needed to make the defined areas safely travelable.

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)

Outputs:

- Completion of scoping exercise and signage audit
- Delivery of a path suitability survey
- Production of a costed signage plan
- Fabrication and installation of priority repairs
- Improved maps and information points at key locations
- Stakeholder engagement programme

Measurement:

- Audit and survey reports produced regarding repair work
- Number of signs installed (target: 40–60)
- Number of information boards/maps installed (target: 4–6)
- Before-and-after surveys of visitors and businesses
- Footfall counters and digital analytics where available

(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)

Long-term outcomes:

- Increased use of Active Tourism routes by residents and visitors
- Higher visitor satisfaction and improved navigation experience
- Increased footfall to local businesses
- Better-connected neighbourhoods and community spaces
- Foundation laid for future capital investment in Active Tourism and improved routes
- Reduced car dependency for short journeys
- Improved connectivity between settlements

Measurement:

- Active Tourism counts and route usage data
- Visitor surveys and feedback from businesses
- Economic indicators such as dwell time and local spend
- Monitoring of ongoing maintenance requirements
- Uptake of future Active Tourism investment projects enabled by this baseline work

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

(500 words max limit)

Signage and path improvements will be monitored after the completion of the project by VILN in partnership with Highland Council Amenities Team. The path survey will guide future funding applications for continued improvements. Volunteer groups coordinated by VILN will support maintenance of surrounding areas, ensuring long-term sustainability.

This project is the first phase of ensuring the longevity and popularity of long-distance routes with special attention given to the South Loch Ness Trail (as it completes the Loch Ness 360). After this project finishes, the second phase of the project will look towards seeking funding for a Community Engagement Ranger to better maintain these networks for residents and visitors.

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)

The project actively supports climate objectives by promoting Active Tourism, reducing car dependency and encouraging low-carbon tourism. Materials will be sustainably sourced where possible, with durable and recyclable signage components. Installation works will follow best practice to protect natural habitats and minimise disturbance.

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 is designed to improve accessibility for all users. The path suitability survey will specifically assess gradients, surface conditions, and barriers affecting older people, disabled users, families, and those with mobility challenges. Signage will follow inclusive design principles with clear symbols, legibility standards, and accessible placement. Engagement will involve groups representing protected characteristics.

While we recognise that given the timescales and scope of this project delivery we will not be able to upgrade the path networks to a completely accessible standard, by gaining an understanding of the current condition of these trails, we will be able to inform further capital projects towards this ambition.

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

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

 FWF statement and declaration template.c	
Have you provided a Fair Work First statement in a separate document with this application? Please 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 ☒ * *In upcoming cohort of Highland Employability Charter and working with THC to get accreditation
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 employees, 11 volunteer Board Members
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 ☒ (Not currently assessed, but planned with review of Highland Employability Charter work)
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.  CRF overheads and management fees sur		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Scoping exercise & path suitability consultation	External specialist audit and survey to include assessment of path conditions and wayfinding ability. Top priority to highlight high priority areas for improvement to be completed under the first year of the project covered in by this funding. We anticipate this will include improving areas that have long overdue diversions on busy roads, unsafe water crossings and wayfinding from the city centre out to walking routes to other parts of the wider Inverness City Area. For full understanding of risk has been managed and mitigated as part of this	Capital	£9,000

	application, please see our Risk Register.		
Drainage Improvements	In areas prone to flooding, the project will seek to improve them. This amount would cover items such as V-ditch installations, French drains, Piped Culverts, Soakaways and includes a ground condition contingency. Below is an anticipated breakdown of how this might be spent based on market averages over the approximate areas in this project: V-ditch installation (2,000m @ £5.60/m): £11,200 - French drains 100mm (300m @ £23/m): £6,900 - Piped culverts (10 units @ £550): £5,500 - Soakaways (10 units @ £130): £1,300 - Ground condition contingency (10%): £2,100	Capital	£27,000
Signage Replacement & Wayfinding	Below is an anticipated breakdown of how this might be spent based on market averages over the approximate areas in this project: - Fingerposts (40 @ £225): £9,000 - Metal fingerposts (20 @ £275): £5,500 - Waymarkers (50 @ £25): £1,250 - Orientation panels (4 @ £250): £1,000	Capital	£16,750
Surfacing & Path Repairs specifically in high-risk areas	Below is an anticipated breakdown of how this might be spent based on market averages over the approximate areas in this project: - Surface repairs (786m² @ £22.65): £17,812.25 - Scrub/overgrowth clearance (16km @ £250/km): £3,000	Capital	£20,812.25
Roadside Safety Improvements	Below is an anticipated breakdown of how this might be spent based on market averages over the approximate areas in this project: - Chicanes (4 @ £500): £2,000 - Warning signage (10 @ £275): £2,750 - Verge cutting & drainage at road margins: £750	Capital	£5,500
Labour & Agreements	Below is an anticipated breakdown of how this might be spent based on market averages over the approximate areas in this project:	Revenue	£6,500

	- Land access consultant (10 days @ £300): £3,000 - Practical installation time (20 days @ £150): £3,000 - Admin, GIS & design: £500		
VILN- Delivery Labour (in-kind)	Suggested time spent administrating and overseeing project of approximately 100 hours	Revenue	£1,600
VILN – Digital Promotion (in-kind)	VILN will add digital promotion on channels of the path networks and ensure that other bodies have the networks properly documented on sites. This will include a special feature page on our website. Further to this, the restoration work will be featured in our 2026/2027 campaigns on social media and we will work with member businesses as well as other online content creators. Finally, we will ensure that progress on the trails and the supporting organisations are featured.	Capital	£2,000
VILN – Destination Promotion (in-kind)	VILN will attend trade shows, host prospective global buyers, develop route maps for circulation and improve interpretation about the trail networks both in city and in wider markets. The sums attributed to this are specifically connected to the promotion of active tourism revolving around this specific type of infrastructure. The completion of this project will mean the improvement of our destination as a leader in sustainable and active travel.	Capital	£3,000
Total revenue expenditure			£ 6,500
Total capital expenditure			£ 73,500
TOTAL PROJECT COSTS			£ 80,000
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 achieves strong value for money by leveraging the already strong position of Visit Inverness Loch Ness as the official Destination Management Organisation for the area to ensure that the infrastructure improvements will be promoted and in turn used in the	

		future in better ways. Furthermore, by delivering this infrastructure project it benefits residents, visitors, and businesses. A modest investment enables city-wide improvements, supporting local economy, wellbeing, and environmental objectives. The path survey ensures future funds are targeted efficiently. Further than this, the proposal for this project has been led by engagement by a variety of community-based stakeholders and ensured that we have sought the advice of industry professionals from the public and private sectors. The amounts sought and budget breakdown are emphasised to be estimates based on best practice materials. As the first part of this project delivers a consultation to assess the condition of the networks and prioritise repairs and improvements to complete within the confines of the project, we propose a suggested split of what the costs would go towards. To this point and as stated elsewhere in the application, this funding will be used to provide a clear roadmap of a longer-term project for which we are seeking additional funding from other sources to maintain. For the future stability of rural active tourism and travel networks, we are committed to sourcing funding to support thorough investigation and quality improvements that will support further placemaking into the future.
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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
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
			Total match funding £ 0
			CRF requested £ 80,000
			Total funding £ 80,000
6.2	Will the project involve “in kind” support?		Yes ☒ No ☐
6.3	If yes, please detail.		

		The project will receive further support and advice from a variety of Community Councils, Community Trusts, external charities, FLS, the Moray Way Association, the John O'Groats Trail Association and others to inform decision making and to help with volunteering. Most importantly, VILN will take a lead in providing in-kind support on this project to ensure that proper management is undertaken and will ensure that digital and destination promotion is done in conjunction with the project. Costs associated with this have been detailed above in the budget breakdown of what the fund will be used for, but excluded from the final total requested.
6.4	Please explain why public funding is required to deliver the project.	CRF investment is essential firstly to ensure that there is a safe passage for walkers and bicycle users in and around our destination. At present, we have been made aware of several different problem areas in consultation with community groups. These areas require immediate intervention to limit further degradation and any accidents. The CRF support will unlock capital works and baseline surveys that VILN cannot fund directly. What's more, the path improvements that we are seeking are not currently able to be satisfied by the Highland Council teams and therefore requires additional intervention led by external partners. In this instance as the infrastructure is important for the future transformation for our destination for visitors and residents alike, VILN considers it a priority identified in our business plan to spearhead this project.
6.5	Please explain what the remaining bank balances are for in your accounts.	Remaining bank balances in our accounts are committed to projects and core funding for running costs of our organisation and cannot cover the capital improvements required for this project.

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 are allocated to core operations and cannot deliver capital improvements of this scale.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	CRF application required a quick turn around and was not possible to secure match funding during this short window

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 aim of this project is to be completely of public-benefit. VILN represents nearly 480 member businesses and we have been elected to exist to fulfil projects which improve the future sustainability of our local visitor economy to bring in more visitors. Infrastructure projects like this have been a main pillar of our delivery aims since our inception in 2014 and continues to be of importance for our goals of improving Inverness and Loch Ness as a safe and sustainable destination. As part of this project, we have consulted closely with the Highland Council's Long Distance Route team to understand the limitations of their scope and this has informed the application's gap which we need to fill.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	Unsuitable for capital public-benefit infrastructure
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?
Inverness Strategic Events Fund – Loch & Land Festival Common Good Fund – Food & Drink Tourism - £10,000 (2023) Active Tourism Officer - £5,000 (May 2024)	01/08/2025	£5,000	Yes ☒ No ☐
Inverness Common Good Fund – Business Tourism Support	01/08/2025	£20,000	Yes ☒ No ☐
Active Tourism Officer Grant	01/05/2024	£5000	Yes ☒ No ☐

Inverness Common Good Fund – Business Tourism Support	01/02/2024	£20,000	Yes ☒ No ☐
Inverness Common Good Fund – Business Tourism Support	01/02/2023	£20,000	Yes ☒ No ☐
Inverness Common Good Fund – Food & Drink Tourism	30/06/2023	£10,000	Yes ☒ No ☐
Inverness Common Good Fund – Tourism Development Grant	01/05/2022	£10,000	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: Ellen Fogel Walker

Date:
29/11/2025

Print: Ellen Fogel Walker

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 oasset – 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:		

Part of project is described in the first instance is to evaluate condition of paths then assess permissions required as new agreements will be required.

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12pm on Monday 1st December 2025.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_Application_Guid ance (v1 MC 2025 CRI)	 CRF Assessment Criteria (v1 MC May 2)

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4188
1.2	Organisation	Inverness BID Ltd
1.3	Project title	Inverness Community Improvement District (CID) – Set Up
1.4	Summary of project you wish to be funded (max 250 words)	Establishing and setting up an Inverness Community Improvement District (CID) is a unique and innovative approach to community-led city centre regeneration that stands alongside, rather than replicates, the functions of Inverness BID or any other organisation. While BID must deliver its agreed Business Plan for levy-paying businesses, a CID formed as a Scottish Charitable Incorporated Organisation (SCIO) would operate separately and progress specific projects, services or events for the benefit of the wider community. A CID model is flexible and provides clear additionality that BID and businesses alone cannot achieve.

		The CID model would support the foundations of Community Wealth Building in practice and aligns with the Inverness Strategy by widening participation and allowing Highland Council, elected members, residents, community councils, public bodies, youth organisations, cultural groups, businesses, the third sector and equalities organisations to work together in a practical results driven way on agreed shared city-centre priorities, A key benefit of establishing a CID is that the entity can actively leverage additional funding streams that are currently inaccessible to either the Local Authority or BID due to their respective remits, legal status or constitutional limitations. The SCIO structure removes these barriers and will enable progression of heritage, arts, placemaking, youth and community-led activity and other benefits that cannot be secured under existing arrangements or via an existing entity. The funding requested will cover essential specialist SCIO set-up costs including legal and financial, OSCR registration, and insurance, trustee recruitment, stakeholder and community engagement, branding and preparation of the Y1 strategic and operational delivery plan, as well as next stage development of current potential projects such as the Queensgate Arcade Heritage Project or Street Scene extension.	
1.5	Project costs	Total project cost	£11,000
		Match funding	£1,000
		CRF grant requested	£10,000
1.6	Start date	02/02/2026	
1.7	End date (<i>max 12 months from start date</i>)	01/02/2027	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☒ No ☐	
		For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .	

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Inverness BID Ltd
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2.2	Address and postcode	1 st Floor, 17 Queensgate, Inverness, IV1 1DF	
2.3	Main contact name	Lorraine Bremner McBride	
2.4	Position in the organisation	Director (Operations)	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	Home - Inverness BID Inverness BID	
2.8	Organisation type	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☐	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	SC339914	
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.	936088694	
2.12	Is the VAT related to the project being reclaimed from HMRC?	☒	Whole
		☐	Partial
		☐	None
2.13	Provide details of VAT exemptions.	N/A	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	IV1
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒ NB: Not for initial set up.
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.	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.	Not Applicable

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
Activity name		Achieve by (date)
Instruct Legal Formation of Inverness CID (SCIO)		30/04/2026
Recruit, Induct and Appoint CID Trustees (from February 2026)		30/04/2026
OSCR Registration and Governance Structure Set Up/Compliance		30/04/2026
Financial and Accounting Structures Set Up		30/04/2026
Insurance and Compliance Structures and Frameworks Set Up		30/04/2026
Y1 Operations Planning, Branding, FCR, and Core Project Development, Project Management		31/10/2026

4.2	(a) What local need or opportunity will the project address?
Setting up Inverness Community Improvement District (CID) would create an effective entity that enables partners to respond directly to clearly identified needs across the city centre and progress opportunities highlighted through recent partnership work, community engagement and strategic planning as well as future activity. The Inverness Strategy emphasises the need for more coordinated delivery, clearer ownership of actions, the need for action in addition to aspiration and improved mechanisms for collaboration across public, private and community sectors. Consultation highlighted a need for clearer coordination on some city-centre projects, and the CID would be well placed to fulfil that role where appropriate. A CID is flexible and able to address delivery gaps by providing a professionally governed, demarked organisation focused on practical project and service delivery with wider community benefit. It complements existing structures by offering additional capacity where none currently exists, rather than replacing or duplicating any organisation's remit. A key need arises from scale heritage and regeneration projects that lack a suitable accountable body to hold funds, coordinate partnerships or to apply for additional funding. The Queensgate Arcade project is one example. BID has chaired a steering group involving Inverness City Heritage Trust (ICHT), Highland Council, Victorian Market representatives and property owners since 2024. A Savills survey commissioned by ICHT and the Working Group confirmed that essential roof and preservation works are required urgently. However, neither ICHT nor BID can act as the accountable body for contributions from multiple partners, and no existing organisation is eligible to apply for the scale of match funding required. This technical gap, in practice means that the Victorian Market and adjoining buildings may face structural risk, and progress has stalled until a suitable body exists to progress. A CID formed as a	

SCIO would remove this barrier by providing the legal entity to receive funds, apply for grants and coordinate project delivery via the Group.

Another example in terms of need, is the continuation and expansion of the Street Scene youth initiative. Piloted with support from the Inverness Common Good Fund, the intervention was highly successful, with almost 100 young people taking part in wellbeing surveys and 300 overall, demonstrating strong demand for positive, city-centre youth activity.

As part of Operation Youth Respect, Street Scene relied on coordination between BID, partners and local schools, all of whom have confirmed the strong need for ongoing provision. Securing long-term funding through BID's structure is difficult, and individual partners cannot apply for multi-agency grants as are needed as each deliver only an element of the whole. A CID offers the necessary eligibility for youth, wellbeing and community grants and provides a central coordinating body.

More broadly, community organisations, businesses, third-sector groups and public agencies frequently bring forward opportunities linked to the city centre that could be developed further through a CID model but which sit out with BID scope at present.

CID therefore addresses a structural gap: and if supported will deliver important community, heritage, art and placemaking projects. Establishing the CID will unlock these opportunities and support sustainable, community-led regeneration for the benefit of residents, visitors and businesses alike.

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

A Community Improvement District (CID) directly supports the Highland Community Wealth Building Strategy by establishing a dedicated entity that helps retain wealth locally and strengthens community benefit in the city centre.

Through its SCIO structure, the CID would be able to develop and progress community benefit, art and heritage projects and more besides, and as may be identified by the trustees and community stakeholders in due course, in an open, collaborative and efficient way which supports and helps meet Community Wealth Building aims around local spending, resilience, fair opportunities and increased community participation.

A CID would directly support delivery of agreed elements of local plans by providing the practical, coordinated structure that partners and BID have identified as missing. Street Scene, for example, highlighted the need for a demarked body able to hold and distribute funds on behalf of multiple organisations which is at present and sustainably something no single partner can at present do. As a professionally governed SCIO, the CID would coordinate key activities and outcomes, enabling transparent and cost-effective delivery.

The CID would bring the Council, third sector, private enterprise, youth groups and community partners together to progress agreed priorities in a practical and structured way. Its focus is frontline delivery rather than discussion and ensures activities and projects move from intention or aspiration to action and outcomes.

A CID would also support the Inverness Community Partnership by providing the structure needed to move some city-centre elements from discussion to action in due course. It would likewise strengthen delivery across Operation Respect and the City Centre Task Group.

For reference in addition to local place plans, strategies and frameworks, the CID model has been piloted as an extension of and as a trialled additional entity to the BID model in England in respect to inclusive approaches to High Street regeneration, for example:

[88-PTC-CID-report-V4-1.pdf](#)

The **National Review of Business Improvement Districts** report (2023) moreover confirms that places across the UK are evolving and that new community-led structures are emerging to meet changing economic and social needs, including **Community Improvement Districts** which enables wider stakeholder involvement and further co-designed local projects to be undertaken.

Inverness city centre therefore requires a CID to progress activity that neither the Local Authority nor BID can deliver alone or at present, including heritage, culture, youth engagement and coordinated city-centre regeneration.

Establishing Scotland's first Community Improvement District would place Highland at the forefront of national best practice, providing a dedicated, professionally governed entity which would have the ability to leverage funding not currently accessible, and in partnership has the potential to deliver practical action and improvements in line with the city's strategic priorities in a new innovative way.

The success of BID in delivering projects and services at scale, on time and within limited resources shows that, for a relatively small investment, a CID could operate effectively as a separate body and enable all partners to achieve more individually and collectively.

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
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There is strong and growing local support for establishing an Inverness Community Improvement District (CID), evidenced through project-based need, stakeholder feedback, partnership experience and the findings of the Inverness Strategy consultation. Each demonstrates that existing structures cannot progress some important community and heritage projects without a dedicated, charitable entity able to hold funds, coordinate partners and apply for grants.

As stated a clear example of this is the Queensgate Arcade project. Since October 2024, the BID has chaired a steering group involving Inverness City Heritage Trust (ICHT), Queensgate Arcade property owners and businesses, the Victorian Market, and Highland Council representatives. A Savills survey commissioned by ICHT has estimated that the cost of securing the long-term future of the non-Common Good Fund element of the Victorian Market, including essential roof works and heritage preservation, is >£1m.

ICHT, as a grant issuer, cannot hold funds on behalf of the steering group; businesses contributing to the project have no central entity to receive or manage funds; and the BID, as a company limited by guarantee, is ineligible for potentially relevant heritage and regeneration funding streams.

Without an entity able to act on behalf of all partners, the project cannot progress.

A CID, however, would remove these barriers by providing a SCIO-based structure capable of receiving funds, coordinating contributions and applying for the significant external investment required including via the National Lottery.

It is likely to still take time to secure the additional funds required but without a CID model, this priority project will not be taken forward which could in due course be a risk also to the Inverness Common Good Fund asset adjacent.

This type of need was further reinforced by evidence from the Inverness Strategy consultation, where feedback from the public and partners highlighted the lack of a coordinated mechanism to lead delivery, avoid loss of momentum and ensure that projects 'can be more than ideas.'. The Strategy calls for cross-sector partnership working and clear ownership of actions which for the city centre is precisely the gap the CID could fill.

The Street Scene pilot coordinated by BID and supported by the Inverness Common Good Fund and delivered under the ICP and Op Youth Respect banner with partners, was highly successful and demonstrated the value of collaborative youth engagement. Almost 100 young people completed the wellbeing survey, and strongly supported the initiative, which was also endorsed by partner agencies and local secondary schools. Please reference some example partner commendations (not for publication but for the decision-making panels further information).

Further evidence also comes from the BID's current activities, including the Stephen's Brae steering group, potential new Community Information Point and other opportunities.

It is noted that securing any grant funding is challenging, and takes time given demand and resource also of funders is limited however without a CID, the city centre is potentially missing out on some resource that could enhance our joint aims, relieve some pressure on ICGF and that could help us achieve more.

Evidence is further provided via the day-to-day experience. BID is regularly approached by stakeholders about opportunities linked to, but outside, its core business remit.

Finally, we offer assurance that a CID does not duplicate existing structures, the practical evidence above shows that it fulfils a completely different function, meeting needs that neither the BID nor Highland Council can currently deliver alone. The CID would fill a recognised structural gap, enabling important community, heritage and youth projects to progress. The entity would also be the first CID in Scotland and could provide a valuable model that may be replicable in other areas.

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 immediate outputs of the project, aim to be in place by end of April 2026, and relate to the successful establishment of an Inverness Community Improvement District as a SCIO. This will include completing all legal formation work, agreeing the constitution and charitable purposes, and putting the core governance, financial and insurance framework in place.

Due to the complexity of establishing a SCIO with an appropriate governance and compliance framework, specialist solicitor and accountancy services will need to be commissioned/instructed to support key elements of the set-up process.

OSCR registration will be submitted and approved within this period. The initial group of trustees will be recruited, inducted and formally appointed in collaboration with Highland Council Area Management Team.

At the same time the financial foundations of the organisation will be set up, including the opening of a bank account, the establishment of robust accounting procedures and the introduction of required insurance policies such as trustee indemnity and public liability cover. Compliance arrangements, including policies covering data protection, safeguarding, equality and health and safety, will also be implemented.

These outputs will be measured through documentation and approvals, including confirmation of OSCR registration, signed governance documents, records of trustee appointments and induction, evidence of financial systems being in place, copies of insurance certificates and formal approval of the compliance policies by the CID Trustee Board comprised of a broad range of community stakeholders, and it is hoped to also include cross-party elected member representatives.

By end of October 2026, short-term outputs will focus also on preparing the CID, to operate effectively in its first year by focusing on leveraging funding for current potential projects and activities and others as may be identified.

This will involve developing and approving via the Trustees a Year 1 strategic and operations plan, establishing the CID's branding, mission and communications approach, and undertaking initial project development work for priority areas such as Queensgate Arcade and Street Scene.

A funding plan will be mapped out and early applications progressed, supported by structured partnership engagement involving Highland Council, ICHT, businesses, youth organisations and the third sector.

Progress will be measured through approval and completion of the Y1 plan, development of the identity and communications materials, documentation arising from project development discussions, records of partnership meetings and evidence of funding applications submitted or underway with a Y1 report being submitted to the CRF to demonstrate that if supported, we are confident this modest investment will be money well spent, and a worthwhile investment for our city centre and wider area.

Together, these outputs will ensure that the CID is fully established, compliant and ready to progress city-centre regeneration projects in a new innovative, inclusive, extended, structured and coordinated way.

(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 main outcome of the project will be the creation of a community-led delivery body for Inverness city centre which will enhance and be additional to the work of Inverness BID.

The CID model set up will be capable of progressing regeneration, heritage, placemaking and cultural activity in a coordinated and sustainable way. For a modest initial investment, the CID will

establish the foundations for increased long-term partnership working and will become the first community and business led dedicated entity of its kind in Scotland to focus solely on the needs and opportunities of a city centre.

Its legacy will be the introduction of a structure that can continue to attract investment, facilitate and coordinate delivery partners and deliver projects long after the CRF funding has ended.

In the long term, the CID will strengthen the city centre and wider area by enabling the development of projects that previously could not progress because no constituted body existed to take them forward. This includes some heritage regeneration, community and youth initiatives such as Street Scene, arts and culture programmes, and wider placemaking priorities identified through local strategies and partnerships.

A CID should be viewed as an exciting new way to help us all achieve our core aim of ensuring the best possible outcomes within limited resources for our Highland Capital.

The CID's SCIO model and set up, if supported will also ensure ongoing access to external funding streams, allowing the organisation to leverage additional resources and benefits that would not happen otherwise.

The outcomes will be measured by the CID's ability to secure further investment, deliver or support city-centre projects, and maintain active collaboration between Highland Council, ICHT, businesses, youth partners, cultural groups and the third sector as well as many others.

Evidence of impact will include also any individual projects initiated or completed, improvements to heritage and public spaces, increased participation from community stakeholders and strengthened civic pride.

Operating in tandem but separately to BID, the aim is to establish a sustainable, trusted and action-focused organisation that provides long-term stewardship for Inverness city centre, ensuring that regeneration continues in a coordinated, inclusive and future-ready way with businesses as usual activity remaining with the existing BID and the community supporting and participating, additionality and innovation via CID.

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

The purpose of the CRF request herein is to meet the one-off establishment costs required to create a compliant and fully functioning Inverness Community Improvement District (CID) as a SCIO. Once these set-up activities are complete, the CID will be able to sustain itself through its wider funding activities. The CRF support is for initial set up costs not ongoing dependency or repeat costs.

The SCIO structure ensures long-term sustainability by making the CID eligible to apply for funding streams that neither Highland Council nor Inverness BID and other stakeholders can access at present due to their remit or legal status or due to other barriers. The CID will actively pursue these sources to support its Y1 strategic and operational delivery plan and aims to build on the model in both the medium to long term.

In addition, the CID will be supported through partnership contributions from organisations that already recognise the need for a demarked entity to coordinate multi-agency city-centre activity. Street Scene brought together for example over 30 third sector organisations for common good purposes.

By establishing the CID with strong governance, a clear strategic and operational plan and an active funding strategy, the organisation will be able to maintain and expand its activities long after CRF funding ends, providing a sustainable and long-term mechanism for community-led city-centre regeneration by way of a lasting legacy.

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

The project is primarily an organisational and legal, accounting set-up activity and does not involve physical works, construction, procurement of materials or any operational activity that would generate negative environmental impacts. As such, environmental risks are minimal. To align with good practice, administrative activity will be carried out using digital communication and documentation wherever possible, including online meetings, electronic filing and limited printing.

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?

Ensuring that the city centre is accessible and welcoming for everyone has been a core consideration in developing the CID proposal.

Through the work of BID, we have already supported a range of equalities-focused activity, including delivering equalities training, supporting events for both younger and older people, contributing to the development of the No Place for Hate campaign materials, and facilitating access to placemaking work for groups with disabilities who required support to highlight barriers in the city centre.

These example activities have further reinforced the need for a structure that can take this type of community benefit projects and services further and involve under-represented groups more.

Rather than disadvantage groups or individuals who are disadvantaged due to having a protected characteristic, the CID has the potential to ensure our city centre extends accessibility and opportunities.

The SCIO governance model will enable representation from a wide range of groups, including youth organisations, disability groups, older people, equality organisations, community councils and the third sector. This will ensure that decisions about city-centre regeneration are informed also by those who are most impacted by access, safety, inclusion and participation issues.

The CID moreover will adopt appropriate equality, diversity and inclusion policies from the outset, and will encourage community voice and engagement in ways that support participation from all within our communities.

While the CID is intended to benefit the whole community, some activities are likely to target specific groups where inequalities or unmet needs have been identified and the CID's structure will make it easier to coordinate this activity and secure relevant funding to support it.

4.8 All applicants are required to provide a statement on how the organisation is committed to advancing the [Fair Work First Policy](#) including the 'Real Living Wage' and 'Effective Workers

Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place. PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.  FWF statement and declaration template.doc	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ 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?	4.5FTE
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 summary		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Legal Set Up	Set up costs for establishing a SCIO/CID entity 'Inverness Community Improvement District' including legal and OSCR requirements, branding and communications	Revenue	£4,995
Governance	Trustee Recruitment, Training and Development	Revenue	£750
Y1 Set Up Administration	Y1 Management and Administration for Set Up Costs (insurance, accounting procedures, policies) Trustee Board	Revenue	£4,525

	Meetings, Compliance, Funding and Project Plan, Branding development etc.		
10% Contingency	Contingency	Revenue	£1,000
Total revenue expenditure			£11,000
Total capital expenditure			£0
TOTAL PROJECT COSTS			£11,000
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 ☐ Budget based on indicative costs advised to BID during scoping.
5.3	Please explain how your project will achieve value for money.	For a small investment, to support set up of the CID, further funding can be secured for the city centre. This project has the potential to be low investment, high impact.	
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
Inverness BID Ltd		Yes ☒ No ☐	£1,000
Total match funding			£1,000
CRF requested			£10,000
Total funding			£11,000
6.2	Will the project involve “in kind” support?		Yes ☒ No ☐
6.3	If yes, please detail.		To set up the CID, significant benefit in kind will require to be provided by Inverness BID. BID do not have the funds to set up the entity but does have the skills, experience and resource to do all that is required to ensure that the most cost effective set up model can be quickly established. Further detail available upon request but CID set up is a complex, specialist area.

6.4	Please explain why public funding is required to deliver the project.	Public funding is required to set up the CID as it has a strong community benefit, and no other funds are available to take the project forward.
6.5	Please explain what the remaining bank balances are for in your accounts.	N/A the funding requested is to establish a new entity that currently does not have a bank account.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Inverness BID Ltd does not have unrestricted funds available as it is a non-profit (company limited by guarantee) organisation.
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 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?	Contrary to being disadvantaged, CID activity will ensure that businesses, and our local communities benefit by helping to create a welcoming, more attractive, safer centre. ICHT and the Queensgate Arcade Steering Group strongly support the model to allow the progression of their potential Heritage project. As shown in the letters of support for Street Scene (and both projects are just examples) businesses view this activity which the CID could further develop and support, as win-win i.e. reengaging our young people, in a way that also reduces anti-social behaviour and increases community cohesion and wellbeing.
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	We do not have the funds available and it would not be responsible based on our financial circumstances to take out a loan.
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?
Please see paper apart summary of all funding received from ICGF over the last 3 years.	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>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i> <i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i>		
Signature: Lorraine Bremner McBride (e-signature)		Date: 30/11/2025

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 <i>Letters of support from ICHT and Queensgate Arcade Steering Group or re Street Scene can also be supplied if required to demonstrate CID potential benefits.</i>	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: NB – We have included the relevant documentation for Inverness BID Ltd, however the funding sought is to set up a CID and so the CID memes and arts, insurance and so forth will be set up should the application be supported and can be supplied in due course.		

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

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

	PBIP 2025/26	HCCF 2025/26
	(Capital projects only - to be committed by March 26)	(Capital or Revenue Projects)
Original Funding Allocation	£303,270.07	£118,042.90
Funding Committed to Date	£0.00	£20,550.00
Remaining Balance Available	£303,270.07	£97,492.90
Total Funds still to be committed	£400,762.97	