

Agenda Item	7
Report No	DSA/5/26

The Highland Council

Committee: Dingwall and Seaforth

Date: 9 February 2026

Report Title: Community Regeneration Funding Award

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

1.1 To present current funding requests from Community Regeneration Fund (CRF) allocation for discussion and decision by Dingwall and Seaforth Members.

2 Recommendations

2.1 Members are asked to:-

- i. **Consider** the CRF applications presented and agree whether to approve, defer or reject each application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest or application;
- ii. **Agree** the approved CRF grant award for the application up to the value of the available area allocation; and
- iii. **Agree** to ringfence the remaining £34,140.60 Place Based Investment Programme funding for The Maryburgh Community Woodlands Group and The Peffery Way Association.

3 Implications

- 3.1 **Resource** – The resource implications are detailed in the report. The proposed commitment to award £20,040.79 towards the two projects will secure the available grant funding. The commitment to ringfence the remaining £34,140.60 will secure funding for capital projects. The request is for £54,181.39 and current available funding is £54,181.39.
- 3.2 **Legal** – When managing external funding it is imperative that the risks to the Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect the Highland Council financial and reputational interests.
- 3.3 **Risk** – A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant receipt, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisations.
- 3.5 **Gaelic** – Consideration given within individual project applications in line with the Council's policy.

4 Impacts

- 4.1 In Highland, all policies, strategies or service changes are subject to an integrated screening for impact for Equalities, Poverty and Human Rights, Children's Rights and Wellbeing, Climate Change, Islands and Mainland Rural Communities, and Data Protection. Where identified as required, a full impact assessment will be undertaken.
- 4.2 Considering impacts is a core part of the decision-making process and needs to inform the decision-making process. When taking any decision, Members must give due regard to the findings of any assessment.
- 4.3 Assessment for impact is considered as part of the assessment process and therefore a separate impact assessment is not required.

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 comprises the Highland Coastal Communities Fund (HCCF) which is generated through the net revenues of the Crown Estate and aims to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.

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

All projects are expected to be able to meet at least one of the following priorities:-

- increasing community resilience;
- tackling poverty & inequality;
- addressing the causes of rural depopulation;
- helping economic recovery & sustaining growth; or
- tackling the climate emergency and working towards net zero

Projects should be able to demonstrate that they are:-

- sustainable/viable;
- providing value for money;
- providing additionality; and
- able to evidence positive impacts and wide community benefit

6 Assessment of Applications

6.1 Applications brought to this committee meeting were either previously submitted to the Highland Strategic LAG for consideration for CLLD (Community Led Local Development) funding or invited to apply to area funds following submission of an Expression of Interest (EOI) to the same CLLD funding round or to the CRF Project Officer.

Within Dingwall and Seaforth, the following funding for 2025/26 is shown in the table below:-

HCCF – tranche 5	Capital/Revenue	£51,447.96
HCCF – tranche 6	Capital/Revenue	£51,623.18
PBIP – 2025/2026	Capital only	£66,639.49

Members have approved £115,529.24 for projects, which leaves £54,181.39 available at present.

6.2 Two projects are under consideration by Members today with a total grant request value of £20,040.79. 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.

7 Ringfencing of Place Based Investment Programme Funds

7.1 The Place Based Investment Programme fund is designed to support capital projects that focus on community-led regeneration and on the needs of local communities. Funds must be committed prior to the 31 March 2026 with any unallocated funding being returned to the Scottish Government. As PBIP funding was only received from the Scottish Government in June 2025 this has presented a challenge in meeting this deadline within the committee cycle. Members have invited forward applications from the Maryburgh Community Woodland Group and the Peffery Way Association. As such it is recommended that Members formally ringfence the remaining balance of £34,140.60 for these projects. Full applications will be presented to Members at May Committee.

Designation: Assistant Chief Executive - Place

Date: 21 January 2026

Author: Fiona Cameron, CRF Programme Manager
Chloe Murray, Project Officer

Background Papers: None

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 9am on Wednesday 17th December.

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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF-4056
1.2	Organisation	Dingwall Mountain Bike Trail Group
1.3	Project title	Knockbain Mountain Bike Trails
1.4	Summary of project you wish to be funded (max 250 words)	<p>We are a local voluntary group who decided to develop mountain bike trails in the town of Dingwall which would be accessible for all levels of abilities but also provide progression to allow riders to develop their biking skills.</p> <p>We have been in existence for 5 years and have since raised in excess of £50,000 from funding applications, donations for local businesses and donations from local construction companies to complete the build of 3 high quality trails in 3 phases which have been extremely popular to both locals and visitors to the area.</p>

		<p>We are now looking to complete a 4th phase of trail development by building an additional trail to expand the venue further to allow riders to continue to develop and progress in biking. Due to the popularity of the trails already developed an additional trail would hugely enhance the venue and allow riders to spread out and encourage visitors to spend longer at the venue and use it for a full day's biking. Providing a more difficult trail would help improve the venue and develop riders' skills. Currently 3 local youth mountain bike clubs (Dingwall Academy, Black Isle MTB club and Ben Wyvis Cycle Club) use the venue for club rides and, although it is already an excellent venue, adding an extra trail would give these clubs more space for the large number of junior riders in these clubs.</p>	
1.5	Project costs	Total project cost	£33,431
		Match funding	£16,715.50 from Sport Scotland £10,000.00 from Baxter Foundation
		CRF grant requested	£6715.50
1.6	Start date	01/05/2026	
1.7	End date (max 12 months from start date)	30/06/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Artificial Intelligence Assistance Declaration	<p>Have you used any form of AI assistance in the preparation of this application?</p> <p>No <input type="checkbox"/></p>	
	<p>For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance.</p>		

SECTION 2: CONTACT AND ORGANISATION DETAILS		
2.1	Organisation	Dingwall Mountain Bike Trail Group
2.2	Address and postcode	
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	N/A - Facebook – Dingwall Mountain Bike Trail

2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input checked="" type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	N/A	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Knockbain, Dingwall, IV15 9TJ	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 16 Years 5 Months	
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Knockbain Black Mountain Bike Trail – continuous 3/4 month project including clearing gorse and construction of bike trail adjacent to existing completed Red Mountain bike trail	01/08/2026
	Initial phase will be gorse clearing and rough shaping	20/05/2026
	Followed up by final shaping with 2 nd digger with tilting bucket	20/06/2026
	Hand finishing works	20/07/2026
	Trail open once settling period over	01/08/2026
		Click or tap to enter a date.

4.2	(a) What local need or opportunity will the project address?
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There is strong community support for the project which has been demonstrated by the large community presence when building and carrying out maintenance sessions throughout the year. The community is ensuring that these trails remain in excellent condition by regular maintenance. Our group won the Tesco Blue Token scheme in 2023 and used the money to build additional technical features on our existing trails. Winning this scheme showed how well this project is thought of in the community. We also successfully crowdfunded £2000 in 2022 to help us complete an earlier trail development project. The existing trails have had a lot of financial donations from local businesses. A community ceilidh in 2022 raised in excess of £1000 to go towards out trails.

Our biggest success was winning "Scotland's Trail Project of 2022" from the national organisation Developing Mountain Biking in Scotland. We were up against projects across the whole of Scotland and came out on top against projects which have spent a huge amount of money. We won this award as our local community group managed to create national class bike trails by fundraising entirely ourselves and we have managed to build excellent relationships within the community and with the landowner to manage and maintain the trails. This was done with a relatively small financial cost and our trails beat national competition which have been developed spending hundreds of thousands of pounds.

For this specific project we have engaged with Dingwall Academy and they have set up a pupil group to assist with the fundraising. The local youngsters are going to raffle a bike from our local bike shop and also engage with local building companies for donations of machinery and materials. This fundraising will help build our local community as the youngsters will gain a sense of ownership and respect for the trails.

The national organisation "Developing Mountain Biking in Scotland" said this about our group in 2023:

"The Dingwall Mountain Bike club have been quietly working away on community trails over the last 3 years or so, building 3 new trails, all with their own character. The quality of these trails is really good – high quality flowing trails that are fun for a range of abilities, and have clearly been built with a riders eye. The fact that they have been developed at such a low cost, in such a short period of time, at a local community level, is what makes them so impressive. Key to the success of this project is the people involved and the good relationships they have built: The Dingwall MTB group have been dedicated and professional in their approach to planning and delivery of the trails. The landowner – a local farmer – has been supportive throughout. And the builder has an amazing eye for a good line and a fun flowing trail. During a recent visit it was clear to see the mutual respect and enthusiasm between them. It's been great to watch this come together, seen the enthusiasm and collaborative relationship of all involved, and having ridden the trails – just had great fun on the bike!"

	(b) Has this need been recognised in a local place plan?
	This trail clearly meets the needs identified in the Local Place Plan and also the Highland Strategic Tourism Infrastructure Plan. The bike trails at Knockbain are a hugely popular

community asset which are providing a national class leisure facility encouraging an active healthy lifestyle for large numbers of the local community. What makes these trails even more important than other similar bike trails is that they are completely accessible from a large town so that youngsters can access the trail without relying on being transported by parents.

The trails are building a sense of community with regular users and bringing groups of people together who would not normally socialise with each other. This has been amazing to see with the large numbers of secondary school children using the trails on their half day Fridays!

The group has built up a large base of community volunteers who have done a huge amount of voluntary work and enjoyed trail maintenance sessions finished off with cakes and teas.

We won the national competition of “Trail Project of the Year” in 2023 and this has resulted in large numbers of people traveling to Dingwall to spend the day in the town and ride the trails.

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

We have a strong base of volunteers connected with our group and currently carry out regular maintenance sessions with twice yearly large community maintenance sessions. These are attended by approximately 20+ individuals including children. We have built trails using volunteer days and also maintain them with volunteers and our trails are well embedded into the local community with locals taking a pride in the trails.

We have over 1000 people following our facebook page at:

<https://www.facebook.com/dingwallbiketrail>

Over 100 have signed up for notifications on volunteer maintenance and dig sessions. Every session organised to date has had in excess of 20 volunteers turning up to help maintain the trails.

We have received a large number of letters of support for this project from a wide range of people, clubs, schools, businesses and organisations including Danny Mackaskill who has been a regular visitor!

We won the Tesco Blue Token scheme for our 3rd trail completed and came first in the voting which demonstrates how highly these trails are thought of in the community.

We also raised in excess of £1000 for our previous trails from a community ceilidh in the Royal British Legion in Dingwall have also previously crowdfunded in excess of £500 to complete previous trails.

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

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

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

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

Immediate outputs will be the creation of an additional trail to add to the already completed trails. We are in constant communication with the 3 local childrens bike clubs that already use the trails. It has been clear that an additional trail will be of huge benefit to these clubs when using Knockbain as a venue. We will continue to liaise with these clubs to ensure that the new trail is benefitting them and the users.

We are a very active group who regularly use the trails ourselves so it is very easy to measure the success of this project but witnessing the amount of people using the trails and progressing their riding skills.

Our volunteer sessions will continue to be monitored with the amount of volunteers clearly showing the success of our project.

As an example, at our recent maintenance session in December 2025 we had 8 adult volunteers and 6 older children. Whilst doing our maintenance, 3 12 year olds arrived from Conon Bridge having cycled to the trails. 3 teenagers from Inverness arrived having got the train from Inverness with their bikes and a group of 6 20 year olds arrived from Moray to ride the trails that they had heard of.

(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 outcomes from the creation of another bike trail will be to improve the venue greatly. An extra trail will allow people who travel from further afield to spend a full day or half day riding the trails and therefore spend more time in the town of Dingwall.

The additional trail will provide a much better club venue for the local childrens bike clubs as it will allow them to spread out and practice skills in a safer, less busy environment.

Our group has already shown that we can create a project which delivers for the local community and it has already shown that it will provide lasting benefits and legacy as we have demonstrated that we can keep these trails in top class condition and maintained.

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

The project will be supported by volunteers and maintained by volunteers as well as future fund raising for bigger maintenance jobs and trail improvements. We have demonstrated that we can already do this as we have built, maintained, expanded and improved our existing trails over the last 5 years. This has been done as 3 separate large trail projects completed over the last 4 years which shows that we continue to build and improve our mountain bike trails for the good of the community. Our next trail will be a harder grade trail which will allow riders to progress and improve their skills but we will also make sure that the trail will be rideable for most levels of ability by creating alternative lines. This is something that we have done with all our trails as we want to ensure that all levels are able to ride our trails but we are also conscious that it is important to provide features for more advanced riders.

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 will be no significant negative environmental issues with this project. It will actually help to reduce travel in cars to biking venues further afield. Dingwall Academy bike club who historically take the school mini bus to venues such as Contin and Learnie are now able to bike from the school and this extra trail will improve the venue so that they are likely to use it more often thereby reducing fuel use.

Ben Wyvis Cycle Club whose members are based around Dingwall will also use the venue more often which will reduce travel to further afield venues such as Learnie near Cromarty.

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

Our initial trail built was a smooth red grade trail which was suitable for beginner/intermediate riding ability. The trail is fully rollable at slow speed but also built in a way that advanced riders can ride the trail and challenge themselves.

We then built a technical red grade trail which linked with the Peffery Way cyclepath which is suitable for intermediate/advanced riders.

Our next build catered for beginners by building a surfaced easy Blue grade trail which also linked with the Peffery Way as a 2 way trail also usable for walkers.

This next phase will cater more in terms of providing progression for advanced riders however we will build this so that is it suitable for beginner/intermediate riders by being rollable at slow speeds.

We are therefore building bike trails to ensure that as much as possible we try not to exclude any level of rider and provide trails for all abilities on a mountain bike.

4.8	<p>All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information.</p> <p>Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <div style="text-align: center;">  FWF statement and declaration template.c </div>
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<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Can you confirm if you have the Living Wage Accreditation or are planning to be certified?</p>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
<p>Is the Fair Work First statement on your organisation's website?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
<p>How many people do you employ or how many volunteers do you have?</p>	1 contractor for this job. Volunteer maintenance not connected with this construction project but 20+ for twice annual sessions.
<p>Do you currently pay the Real Living Wage hourly rate?</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p>
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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 £
Sport Scotland		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Confirmed Oct 2025	16715.50
Baxter Foundation		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Confirmed Dec 2025	10000.00
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding				£26715.50
CRF requested				£6715.50
Total funding				£33431.00
6.2	Will the project involve “in kind” support?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
6.3	If yes, please detail.			
6.4	Please explain why public funding is required to deliver the project.		Building of mountain bike trails is an extremely specialist activity which needs to be carried out by skilled professionals competent in designing and operating heavy machinery.	
6.5	Please explain what the remaining bank balances are for in your accounts.		We require funds for paying annual insurance and also for any emergency works such as tree clearing by professionals to keep trails safe. We may also require to employ professionals to help with drainage and track improvements if storm damage is experienced.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.		In order to manage the trails safely we need to have some funds accessible should the need arise.	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.		N/A	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with	

	the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Local businesses will only benefit from this project as it will bring more people to Dingwall.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	Not deemed appropriate.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
FCC Communities Fund	01/03/2023	£20,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
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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: 12/12/2025
Print:	

Please Ensure You Also Complete the Attachments Checklist Below

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

6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Valid quotations or estimates	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Reason for missing documentation:

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 9am on Friday 9th January 2026.

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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF	
1.2	Organisation	Muir of Ord Development Trust	
1.3	Project title	Kitchen Regeneration	
1.4	Summary of project you wish to be funded (max 250 words)	This project involves a full refurbishment of the kitchen area within The Hub, this includes a full deep clean, laying new flooring, fitting new cooker, fryer, grill, microwave and small equipment to allow the MOODT to gain necessary funds from the lease of this area.	
1.5	Project costs	Total project cost	£13,325.79
		Match funding	£
		CRF grant requested	£13,325.79

1.6	Start date	11/05/2026
1.7	End date (max 12 months from start date)	10/08/2026
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .	

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Muir of Ord Development Trust	
2.2	Address and postcode	The Muir Hub, Great North Road, Muir of Ord, IV6 7SU	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address	Themuirhub.org	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC397640	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.	
		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	N/A	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	The Muir Hub, Great North Road, Muir of Ord, IV6 7SU
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	N/A

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.
Activity name	Achieve by (date)
Deep Clean of Kitchen	04/05/2026
Fitting of Flooring	30/05/2026
Ordering of Equipment Claimed For	22/06/2026
Receiving & Fitting of Kitchen Equipment	24/07/2026
Kitchen ready for new lessee	03/08/2026
	Click or tap to enter a date.
	Click or tap to enter a date.
4.2 (a) What local need or opportunity will the project address?	<p>This project will address the need for all our community members to meet and enjoy some affordable, sustainably sourced food, the opportunity to use a warm space and use of the facilities within our Hub. We aim to open our doors to Community members of all ages and abilities, to make use of the building that was a legacy to the MOODT as the Hub of our village.</p>

	(b) Has this need been recognised in a local place plan?										
Muir of Ord Hub is keen to work in partnership with a prospective business, offering the opportunity to grow a lucrative business that supports the local community and encourages visitors, businesses and groups to use our Community Hub Cafe space. We are fortunate to have the support of our local groups and businesses, by using our meeting space, to be able to offer a catering service will increase footfall within the building.											
The cafe area could enhance our community space greatly and serve as an asset to the local area, offering business growth and increasing local employment opportunities in accordance to the Black Isle and Dingwall and Seaforth Area Local Place Plans.											
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										
This has previously been a well used café with 2 previous tenants, unfortunately the kitchen is now in need of regeneration and updating. Our local members can evidence this and the need and requirement of this project, we also have the support of Mur of Ord Community Council, businesses and organisations who use the building for different uses, i.e. meetings, clinics etc.											
At previous consultation events it was clear the Hub and Café development was beneficial to the community and a credit to the driving group concerned.											
4.4	<p>Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.</p> <p>(a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td><td>Increasing community resilience</td></tr> <tr> <td><input type="checkbox"/></td><td>Tackling poverty and inequality</td></tr> <tr> <td><input type="checkbox"/></td><td>Addressing causes of rural depopulation</td></tr> <tr> <td><input type="checkbox"/></td><td>Helping economic recovery and sustaining growth</td></tr> <tr> <td><input type="checkbox"/></td><td>Tackling the climate emergency and working towards net zero</td></tr> </table> <p>(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?</p> <p>The project will achieve the return of the Community to The Hub, a welcome space for all age groups, community groups, mental health groups and the opportunity to meet with other community members through these groups. This project will create jobs within the area and promote an opportunity to serve a hot meal at an affordable price or quite simply an area to meet with friends for a coffee. MOODT welcome the opportunity to work in partnership with the lessee on the promotion of healthy eating and the waste reduction project of MOOFood, who owns our community fridge.</p> <p>This project will also subsidise the utility bills within the building and make use of the building to its full potential.</p> <p>The Development Trust has struggled to gain volunteers but this remains our aim to gain volunteers to maintain and increase local groups within the village.</p>	<input checked="" type="checkbox"/>	Increasing community resilience	<input type="checkbox"/>	Tackling poverty and inequality	<input type="checkbox"/>	Addressing causes of rural depopulation	<input type="checkbox"/>	Helping economic recovery and sustaining growth	<input type="checkbox"/>	Tackling the climate emergency and working towards net zero
<input checked="" type="checkbox"/>	Increasing community resilience										
<input type="checkbox"/>	Tackling poverty and inequality										
<input type="checkbox"/>	Addressing causes of rural depopulation										
<input type="checkbox"/>	Helping economic recovery and sustaining growth										
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero										

(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 lasting benefits and legacy is the use of the building to what it was designed for and the fact that this project will effectively have a lasting effect on many age groups and generations as a welcome Hub in Muir of Ord. The fact that it will create employment in the area will also be a lasting legacy for this project and the opportunity for someone to create their own small business within the premises.

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

The project will be self sufficient as we intend to lease out the space, creating an income for someone within or outwith our community to benefit from an income, the outcome being the generation of an income for the Development Trust to maintain the building as appropriate.

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

We intend to work with our partners to implement a net zero approach, especially as the Community Fridge is adjacent to our building. We intend to promote the use of this with any foods left over or no use for, so the wider community gets the opportunity to engage with this service, effectively reducing food waste.

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

The project, once delivered will mean that the café area is open to all groups within our society and locally within our community. The Hub as a building was constructed with the consideration of engaging with all members of our community and beyond regardless of their ability and this is maintained within our equalities policy.

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 <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation's website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	2 Employed, several volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <p> CRF overheads and management fees sum</p>		
Budget Heading	Detailed Costs	Revenue/Capital	
Kitchen Regeneration	Industrial Flooring	Capital	£2224.80
	6 Burner Gas Cooker	Capital	2495.98
	Gas Connection Hose	Capital	131.03
	Griddle	Capital	418.78
	Grill	Capital	431.98
	Panini Griddle	Capital	485.98
	Toaster	Capital	275.98
	Deep Fat Fryer	Capital	4919.98
	Stick Blender	Capital	611.99
	Microwave	Capital	719.99
	Oven Trays, Chopping Boards, Utensils	Capital	176.96
	Pans & Oven Trays	Capital	432.34

	Total revenue expenditure	£13,325.79
	Total capital expenditure	£ 13,325.79
	TOTAL PROJECT COSTS	
	Is VAT included in these costs?	
	Yes x <input type="checkbox"/> No <input type="checkbox"/>	
	Can you confirm that the costs above have not already been incurred or committed to?	
	Yes x No <input type="checkbox"/>	
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	The project will achieve value for money as I have researched kitchen equipment companies and approached to achieve the best offer. I am awaiting confirmed quotes for flooring also from 2 companies so value may change slightly.

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.

		in some small equipment and utensils.
6.4	Please explain why public funding is required to deliver the project.	MOODT has suffered with the cost of living and electricity increases and simply cannot afford to invest in this project in its entirety.
6.5	Please explain what the remaining bank balances are for in your accounts.	Mainly restricted funds for MOODT.
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 mainly used for the running of our buildings, Village Hall, Muir Hub and Community Pavilion.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The income will benefit the organisation as the rent income will be re-invested in the sustainability of The Hub building.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	We have support of the businesses that are in the area, especially those companies who use our facilities for training, meetings etc. The Muir of Ord community is big enough to sustain another café.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We simply cannot afford to take the risk of borrowing.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
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	<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>	
<p>Signature:</p> <p>Print:</p>		<p>Date: 09/01/2026</p>

Please Ensure You Also Complete the Attachments Checklist Below

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

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

