

Agenda Item	7
Report No	SR/3/26

The Highland Council

Committee: Isle of Skye and Raasay

Date: 16 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 applications to the Isle of Skye and Raasay Community Regeneration Fund (CRF) allocation for discussion and decision by Members.

2 Recommendations

2.1 Members are asked to:-

- i. **Consider** the CRF applications presented and agree whether to approve, defer or reject each application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest or application.
- ii. **Agree** to approve £100,000 of CRF towards a road infrastructure improvement project as per the detail in 6.2 below.

3 Implications

3.1 **Resource** – Isle of Skye and Raasay area has available funding of £471,934.43 from the current CRF allocation. Grant requests under consideration total £170,618.58 therefore there are no resource implications in approving the CRF funding award as requested.

3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

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

4 Impacts

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

5 Background

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

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

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

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

Projects should be able to demonstrate that they are:-

- Sustainable/viable.
- Providing value for money.
- Providing additionality.
- Able to evidence positive impacts and wide community benefit.

5.3 Within Isle of Skye and Raasay, the table below highlights the funding remaining available for investment:-

CRF available (actual as at 28.01.26)	£471,934.43*
CRF awarded to-date in 25/26	£381,988.06

**includes annual allocation amounts and amounts generated through underspends.*

A total of three requests are under consideration by Members today with a total grant request value of £170,618.58.

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

- **Appendix 1** - Project Application Form; and
- **Appendix 2** - RAG Summary Spreadsheet.

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

6 Contribution to Road Infrastructure Improvement Project

6.1 Isle of Skye and Raasay Members have identified an urgent need for a road improvement project in Portree. The road has experienced accelerated deterioration due to an unprecedented rise in tourism, resulting in difficulties for local communities accessing essential services and for visitors reaching popular tourist destinations.

6.2 The proposed project aims to maximise the use of the existing Roads Capital budget while also exploring the potential allocation of local parking income to support delivery. In addition, the project seeks approval for £100,000 from the Skye and Raasay CRF allocation. By co-ordinating these funding streams and targeting investment where the impact is greatest, the project seeks to strengthen community connectivity and support the sustainable management of visitor numbers. Any CRF contribution to the project will be subject to a satisfactory technical assessment of the full project details, to ensure compliance with CRF governance, due diligence and deliverability requirements.

Designation: Assistant Chief Executive - Place

Date: 4 February 2026

Author: Fiona Cameron, CRF Programme Manager
Marie-Anne Gray, Project Officer

Background Papers: None

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

APPENDIX 1

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

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

<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	CRF4190
1.2	Organisation	South Skye Mens' Shed
1.3	Project title	Phase 1 – Men's shed building renovations - Replacement of roof
1.4	Summary of project you wish to be funded (max 250 words)	<p>The repair works to the Men's Shed building roof will involve a full strip-out of the existing roof tiles to allow inspection and access to the underlying structure. Damaged and deteriorated lintels will be carefully removed and replaced with new, structurally compliant lintels to ensure adequate support to the roof and wall openings. Any roof joists found to be damaged, rotten, or structurally unsound will be cut out and replaced with new treated timber joists of matching size and specification. Once the structural repairs are completed, the roof will be rebuilt and finished with a new box profile roofing system, including appropriate fixings, flashings, and weatherproof detailing, to provide a durable, low-maintenance, and watertight roof covering. These works will ensure the building remains safe, secure, and low maintenance, protecting a vital space for men to connect, share skills, and improve wellbeing. These works will</p>

		ensure the building remains safe and welcoming for years to come, supporting social connection and mental health.	
1.5	Project costs	Total project cost	£46,998.58
		Match funding	£1,080
		CRF grant requested	£45,918.58
1.6	Start date	01/04/2026	
1.7	End date (max 12 months from start date)	31/03/2027	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

SECTION 2: CONTACT AND ORGANISATION DETAILS			
2.1	Organisation	South Skye Men's Shed	
2.2	Address and postcode		
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address	Southskyemensshed@gmail.com	
2.7	Website address	n/a	
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Constituted group <input type="checkbox"/> Public body <input type="checkbox"/> Charity <input checked="" type="checkbox"/> SCIO <input type="checkbox"/> Other (please specify): _____	
2.9	Organisation registered number	SCIO - SC054285	
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.		
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.
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SECTION 4: THE PROJECT PROPOSAL	
4.1	List the main activities required to deliver the project including timescales.
Activity name	Achieve by (date)
April - May 2026 <ul style="list-style-type: none">• Appoint contractor and confirm contract terms• Site preparation and safety checks	31/05/2026
June – July <ul style="list-style-type: none">• Work commences	31/07/2026
August <ul style="list-style-type: none">• Work update from contractor• Complete finishing works and quality checks• Final inspection and sign-off	31/08/2026
September <ul style="list-style-type: none">• Project closure report	30/09/2026
	Click or tap to enter a date.

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

The project addresses a critical local need to reduce isolation and improve wellbeing among men in the Isle of Skye and Lochalsh Area. Research highlights high levels of loneliness among older men in rural areas, compounded by mental health challenges and limited access to support.

Over two-thirds of Highland residents aged 65+ report feeling lonely, with 8% experiencing intense loneliness (<https://morningcall.org.uk>). In rural Scotland, 44% of people aged 50+ feel lonely at least some of the time (<https://agescotland.org.uk>, <https://impact.bham.ac.uk>). Older men living alone are particularly vulnerable, often lacking social networks when partners are absent (<https://ageuk.org.uk>).

Mental health concerns are significant: men account for 74% of suicides in Scotland (<https://digitalpublications.parliament.scot>), and the Highlands' suicide rate (19.6 per 100,000) exceeds the national average of 14.1 (<https://samh.org.uk>). Access to psychological support is limited, with nearly 25% waiting over 18 weeks for therapy (<https://samh.org.uk>).

Men's Sheds provide a proven solution—offering a welcoming space for men to connect, share skills, and build friendships. Repairing the roof will allow the building to be fully utilized for workshops and social sessions, creating a safe, weatherproof environment that combats isolation and promotes mental health for years to come.

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

The Local Place Plan highlights the importance of “desirable places and spaces for people to meet, socialise and be inspired to be active” as key to a healthy community life (p.23). It notes that Broadford Community Woodland already hosts “the Growers Hub” which is home to community allotments, horticultural therapy groups, Men’s Shed (which is moving to premises when roof is fixed), Outdoor Learning, volunteer and training opportunities” (p.20). Community feedback emphasized the value of existing facilities for “sports, leisure & activities” and called for more opportunities to support health and wellbeing (p.14). With an ageing population—23.7% of Highland residents are over 65—the Plan stresses the need for “appropriate housing options for older residents” and initiatives that address “social isolation” (p.16, p.32). These statements confirm that the Men’s Shed aligns with local priorities for reducing isolation, promoting wellbeing, and providing inclusive spaces for skill-sharing and social connection.

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 Men’s Shed project has received strong and ongoing support from the local community of Broadford and the surrounding areas of south Skye. This support has been shown through generous donations, practical assistance, and positive engagement from residents, local groups, and businesses who recognise the value of the Shed to community wellbeing. Additional funds have also been successfully raised through a JustGiving page, with contributions from both local supporters and those further afield, demonstrating the wide appreciation for the work of the Men’s Shed and the commitment of the community to ensuring its continued operation and development. Evidence of this attached.

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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> <td style="padding: 5px;">Increasing community resilience</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Tackling poverty and inequality</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Addressing causes of rural depopulation</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Helping economic recovery and sustaining growth</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Tackling the climate emergency and working towards net zero</td> </tr> </table>	<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
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<input type="checkbox"/>	Helping economic recovery and sustaining growth										
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero										
	<p>(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?</p>										

Immediate and Short-Term Outputs

- Establish a safe, welcoming, and accessible space in the new Men’s Shed building where men feel comfortable attending.
- Engage local men who may be socially isolated, retired, unemployed, or experiencing poor mental health.
- Begin regular Shed sessions featuring structured and informal activities (e.g., woodworking, repairs, shared meals, conversation).
- Build membership and volunteer involvement.
- Raise awareness of the Shed within the local community and among partner organisations.

How We Will Measure Them

- Attendance records for sessions and events
- Activity logs showing frequency and type of sessions delivered.
- Feedback surveys from participants on sessions, accessibility, safety, and satisfaction.
- Increase in membership and volunteer registration numbers.
- Social media and outreach metrics (e.g., engagement, reach).

(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?

Expected Outcomes (Long-Term Change)

- Consistent attendance and growing active membership, creating a sustainable Men’s Shed community.
- Regular opportunities for social connection, peer support, and shared purpose, reducing isolation among local men.
- Improved confidence, routine, and sense of belonging for participants.
- Enhanced practical skills and informal learning, supporting lifelong learning and employability.
- Better mental wellbeing and reduced feelings of loneliness, contributing to healthier lives.
- Stronger partnerships with local health services, councils, and community groups, embedding the Shed in wider community support networks.
- Evidence of positive impact, supporting long-term sustainability and future funding.

How We Will Measure Outcomes

- Membership and attendance records (sign-in book and database).
- Participant feedback surveys on wellbeing, confidence, and social connection.
- Case studies and testimonials highlighting personal impact.

- Activity logs showing frequency and diversity of sessions.
- Partnership engagement metrics (joint projects, referrals).
- Monitoring mental wellbeing indicators through self-reported scales (e.g., loneliness and wellbeing questionnaires).

Lasting Benefits and Legacy

The Men's Shed will become a valued, permanent community resource, offering a safe space for men to connect, share skills, and support each other. It will help reduce isolation, improve mental health, and strengthen community resilience, leaving a legacy of social inclusion and wellbeing for years to come.

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

The Shed will reduce reliance on grant funding by developing multiple income sources, including modest membership contributions, voluntary donations, fundraising events, and income from small commissioned or community projects (e.g. repairs, woodworking, or upcycling). Where appropriate, the Shed will also apply for ongoing small grants and local authority or health-related funding aligned with wellbeing and social inclusion outcomes.

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 are committed to minimising any negative environmental impacts arising from the delivery and operation of the Men's Shed project through responsible planning, sustainable practices, and ongoing review.

The Shed will prioritise the use of reclaimed, recycled, or donated materials wherever possible, particularly for woodworking and craft activities. This reduces waste and the demand for new raw materials. Materials will be stored and used efficiently to avoid unnecessary surplus or disposal.

Waste will be minimised through careful project planning and reuse of offcuts and materials. Recycling facilities will be provided for wood, metal, paper, and general waste. Any hazardous waste (such as paints, solvents, or oils) will be stored, used, and disposed of in line with local regulations.

The Shed will aim to operate in an energy-efficient manner by using low-energy lighting, switching off equipment when not in use, and heating the space only when required. Water use will be monitored and kept to a minimum.

Dust, noise, and emissions from activities will be managed through good ventilation, appropriate equipment use, and reasonable operating hours, ensuring minimal impact on neighbouring properties and the wider community.

Through these measures, the project will deliver positive social outcomes while keeping its environmental footprint as low as reasonably possible.

We are also looking in to getting solar panels fitted to the building.

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

In developing the Men's Shed project, we have carefully considered equality issues and the needs of people with protected characteristics, ensuring the project is inclusive, accessible, and compliant with equality legislation.

The Shed will be accessible, with activities suitable for all abilities. Reasonable adjustments will be made where required, including flexible participation, adapted tools or tasks, and support for members with physical disabilities, long-term health conditions, or sensory impairments.

While Men's Sheds traditionally attract older men, the project is open to all adult men. Activities will reflect different interests and abilities. Younger men, working-aged men, and older men will all feel welcome and valued.

The Shed recognises that many men experience mental health challenges, loneliness, or social isolation. The environment will be non-clinical, informal, and supportive. This reduces stigma and enables men to engage at their own pace. Members do not need to disclose personal information to participate.

The project will be open to men from all ethnicities, faiths, and cultural backgrounds. Promotion and outreach will be inclusive and, where possible, delivered in partnership with local community organisations to reach underrepresented groups. The Shed will operate with a zero-tolerance approach to discrimination, harassment, or exclusion.

The Shed is a men-focused space, reflecting the evidence that some men engage more readily in male-only environments. This focus is not intended to exclude others unfairly but to address a recognised inequality in men's engagement with community and wellbeing services. Trans men and non-binary people who identify with the aims of the Shed will be welcomed and treated with respect. Clear behaviour expectations will ensure a safe and inclusive environment for all. We will also run some days where women will be welcome. To ensure that no one is excluded due to financial circumstances, membership fees (if any) will be kept low and flexible, with concessions or voluntary contributions where needed. Equipment and materials will be provided, so participants are not required to supply their own.

Clear policies on equality, safeguarding, and acceptable behaviour will be in place. Committee members will promote a culture of respect, dignity, and mutual support, and concerns will be addressed promptly and fairly.

While the project is open to all adult men, it particularly aims to support:

- Men experiencing loneliness or social isolation.
- Older or retired men
- Men facing mental health challenges.
- Men who are unemployed or adjusting to major life changes

Targeting these groups addresses identified gaps in wellbeing support while remaining open and accessible to all.

Through these measures, the Men's Shed project will ensure that no individual is excluded or disadvantaged and that equality, fairness, and respect are central to both development and delivery.

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.

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 type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	7 Trustees
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. <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>
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Budget Heading		Revenue/Capital	Amount
Roof repairs	Joinery work		£ 7,500
	Lintel replacement or repair		£6,500
	Roof sheeting		£17,563.48
	Skips x 2		£2,400
	Scaffolding		£5,200
	VAT		£7833.10

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.

6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	Without public funding, the project may not proceed or would be significantly reduced in scope. Investment through public funding would enable us to get up and running sooner.
6.5	Please explain what the remaining bank balances are for in your accounts.	The remaining bank balance is to cover any instant payments in the meantime. Ie Insurance, installation of utilities, some of the smaller internal essentials and appliances anything after that will go towards internal renovations.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	The unrestricted funding cannot be used to deliver the project as it is needed for the points in fig 6.5. At the moment is is the only money we have.
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 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?	
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes <input 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.	
<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>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</p>		
Signature Print:		Date: 21/01/2026

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 type="checkbox"/> No <input checked="" type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input checked="" 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 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

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

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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4223
1.2	Organisation	Counselling Care: Skye & Lochalsh (CCSL)
1.3	Project title	Capacity building project
1.4	Summary of project you wish to be funded (max 250 words)	<p>We are seeking funding for a part-time Development Officer to help secure the long-term sustainability and capacity of our mental health charity. Our team is currently at capacity delivering frontline support, which leaves limited capacity and resources to plan for the future, strengthen organisational systems, or expand access for the most disadvantaged groups. This role would build essential organisational capacity by developing:</p> <ul style="list-style-type: none"> Community Engagement: By improving communication, feedback processes, and supporter relations (which would include volunteer engagement and a coordinated communications

		<p>strategy), we could better understand community needs and enhance access to and understanding of our service.</p> <ul style="list-style-type: none"> • A Fundraising Strategy: The postholder would create and begin implementing a coherent funding strategy to diversify and stabilise income. • A Funding Management System: We currently have no structured way to track or engage supporters, resulting in reactive and inconsistent income. A systemised approach will help us harness existing community support and build more sustainable funding. • Impact and Data Reporting: We need to develop tools to analyse service performance and evidence our impact to funders. Improved data systems will support stronger funding applications, enable us to refine and target our services, and ensure support reaches those who need them most. • This strategic investment would modernise our systems, increase service capacity, and strengthen the long-term quality, accessibility, and sustainability of our support for people experiencing emotional distress. It would also enhance our ability to offer support to an increased number of clients as our capacity increases. 						
1.5	Project costs	<table border="1"> <tr> <td>Total project cost</td><td>£29,700</td></tr> <tr> <td>Match funding</td><td>£5,000</td></tr> <tr> <td>CRF grant requested</td><td>£24,700</td></tr> </table>	Total project cost	£29,700	Match funding	£5,000	CRF grant requested	£24,700
Total project cost	£29,700							
Match funding	£5,000							
CRF grant requested	£24,700							
1.6	Start date	<p>Click or tap to enter a date. March 2026 (start/end dates flexible depending on CRF criteria/requirements)</p>						
1.7	End date (max 12 months from start date)	<p>Click or tap to enter a date. March 2027 with possible extension with agreement for one year post (possibly to August 2027 dependant on recruitment)</p>						
1.8	Please confirm you have read and understood the CRF privacy notice	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>						

1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
For guidance on the appropriate use of AI in funding applications, please refer to <u>Use of AI in Funding Application Guidance</u> .		

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Counselling Care: Skye and Lochalsh (CCSL)	
2.2	Address and postcode	Room 5, Old Bank House, Portree IV51 9EH	
2.3	Main contact name		
2.4	Position in the organisation	Lead Counsellor Adult Service	
2.5	Contact number		
2.6	Email address		
2.7	Website address	https://counsellingcaresl.org	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SCO33321	
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.		
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.	Office 5, Old Bank House, Somerled Square, Portree, IV51 9EH
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	
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)
Recruitment of Development Officer	01/04/2026
Community Engagement	01/07/2026
Fundraising strategy	01/10/2026
Funding Management System	01/10/2026
Impact and Data reporting	01/10/2026
	Click or tap to enter a date.

4.2	(a) What local need or opportunity will the project address?
<p>The importance of developing a dedicated Development Officer role is to increase our resilience as an organisation and to grow the capacity of our service in what is now an increasingly, challenging funding environment. If we were successful in this application, this post will present an opportunity to build long-term sustainability for our core activity which is early mental health interventions. We are experiencing growing numbers of people in need for our service and, as a small charity, this is putting pressure on our ability to implement strategic funding and donor relationship initiatives.</p> <p>Local need for our service is clear. Between April - December 2025, we conducted 924 sessions with 131 Clients, with 24 people waiting for initial assessment or being allocated to a volunteer counsellor. In the Children and Young Persons' service between August and December 2025 there were 31 new referrals and 257 sessions commissioned with 7 pupils waiting to start counselling. Half of the adult clients have been signposted to us by their GPs and there is strong evidence that the NHS has come to rely on our service.</p> <p>In previous years, our adult service applied for and received funding from NHS Highland but this ended in 2024/25 and we were unsuccessful in our bid for funding for 2025/26. We were told that this was not a reflection of our contributing value but NHS Highland had 'received requests far in excess' of their available funds. Our reserves are committed to sustaining existing adult and children's services but we forecast operating deficits that will significantly reduce balances by March</p>	

2026, with further financial erosion projected in 2026/27 to existential levels. We are under significant financial pressure and so we predict that this post will help us secure alternative income streams and build a sustainable, diversified funding model beyond grant dependency. However, we continue to engage with NHS Highland, meeting with them several times in the last 12 months and to work with their feedback around strengthening our approach to SMART outcomes. The Development Officer role would be pivotal in continuing to build our profile and relationships in the run up to the next funding round.

Data from our local HWWS collaboration and our own monitoring show rising and more complex mental health needs in the community, increasing pressure on services as clients require longer-term support, driven by reliance on CCSL to fill a significant local provision gap and rising referrals from partner agencies. As well as GP signposting, we receive referrals from Women's Aid, Skye Housing Association, community-link workers, and other frontline community services.

In short, the additional capacity that this project would bring would be demonstrated in the following opportunities:

- Increase access to a wider range of recipients by raising awareness of our services
- Improve access to funding for these services
- Better evidence gathering to share with funders and partners
- Increase our capacity to engage with local partners
- Improve our systems and organisational effectiveness

	(b) Has this need been recognised in a local place plan?
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This need had been identified and recognised as shown in the following place plans:

Skye and Raasay Future 2021:

1. Strengthening communities – improve access to essential services by ensuring the sustainability of the organisation to deliver early intervention mental health support, addiction and bereavement services, treatment for anxiety and depression.
2. Strong and resilient communities – increase resilience at community level by improving the capacity to deliver essential community based mental health support. Increase resilience at an individual level for people in the community through delivery of individual counselling, improving mental and emotional wellbeing and improving protective and resilience factors.
3. Health and education – ensure both physical and digital access to essential mental health services in the community, ongoing support for addiction services and adult and social care.

Lochalsh Community Action Plan 2022-32:

Much better mental health support for under 30s. Greatly improved access to mental health services. A wider reach to under-represented groups

There will also be a contribution to tackling poverty and inequality and helping economic recovery and growth. If mental health is improved by our services, clients may feel more able to engage with employment and education which could lift them out of poverty and contribute to our community and thus to economic recovery.

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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We know that there is local support for the work we are currently undertaking through our close working partnerships with many statutory and voluntary organisations in the local area. We attend

local forums to connect with other organisations to help ensure a coordinated approach to avoid duplication and keep abreast of local services and so we can all signpost or refer clients to the most appropriate service to meet their needs. We are core members of the Skye & Lochalsh Health, Wellbeing and Welfare Collaboration, the Skye & Lochalsh Drug and Alcohol forum and SLCVO.

The local support for our work can be evidenced, firstly, by the volume of received referrals and signposting from NHS Highland (GPs, Psychologists, Psychiatrists and community mental health teams) and Social Services. Where appropriate we also refer clients to other services, including Connecting Carers, Citizens Advice Bureau, local foodbanks and Drug and Alcohol support services.

Further evidence can be seen in the way our organisation is pivotal to this collaborative way of local working which provides clients with a more holistic service. As Barry Muirhead, head of mental health services for HHS Highland notes, 'Counselling Care Skye and Lochalsh plays a critical role in supporting mental wellbeing within a community that faces significant barriers due to rural isolation and limited access to community based early-intervention supports' (see letter of support, 8.2). Our delivery of specialist therapeutic and practical support made available by the commitment of our trained volunteers, free at the point of need, is a unique resource within our communities.

More importantly, evidence of the lasting effect that our work can have is evidenced below in some of the testimonials we gathered through our monitoring exercise. Counselling can and does enable our clients to be more empowered and assertive in asking for support from other agencies. Our connections and close partnerships also help to reduce costs, e.g. by using GP surgery and other rooms for free for counselling sessions.

Below are some of the responses we've received from evaluation questionnaires:

- "I was able to uncover root causes of my distress. It was life changing. It feels like I have released myself from a weight I have been chained to for 20 years."
- "My experience was amazing... I experienced massive improvements. I am able to cope with many situations and not let things eat away at me."
- "Positive experience where I gained an understanding of what was going wrong in my life and practical steps to change things for the better."
- "The service for those in the darkest of places is a lifeline. I found this... exceptionally helpful, with lasting benefit."
- "It has helped me get back to being a proper decent human being who has a life and not shut off from the world."
- "One session of counselling has done more for me and my mental health than spending a week in psychiatric hospital."

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?

This project will deliver immediate and short-term outputs that strengthen the sustainability, capacity and reach of Counselling Care Skye and Lochalsh's core activity: early intervention mental health support.

Project outputs will include:

- Increased number of funding applications for core services and new projects, leading to increased income for the service
- Increased organisational capacity to offer support to additional clients
- Increased access to our service from across the community
- Increased connections across community support services
- The ability to offer additional counselling sessions to meet demand
- A funding strategy developed and implemented, with multiple potential income streams identified
- A donor management system created to support effective stewardship and relationship management
- Data analysis tools created to improve monitoring, evaluation and reporting
- Training for staff and volunteers in new tools and systems
- Training and continuous professional development for staff and volunteers in evidence-based counselling developments delivered
- A community supporters' communication strategy developed and implemented
- A community engagement strategy developed and implemented

The Development Officer will lead the improvement and implementation of systems, strategies and the better use of existing tools to support income generation, community engagement and effective monitoring and evaluation. These outputs will directly support increased access to counselling services as it will free up time for Lead Counsellors to deliver frontline services and improved collaboration across the local support network.

As a result of these immediate and short-term outputs, our organisation will be better positioned to respond to rising demand while contributing to wider regeneration outcomes by strengthening local support infrastructure and reducing pressure on statutory services. Progress and outputs will be measured through the implementation of improved impact and data reporting systems, providing clear and robust evidence of service usage, outcomes and community benefit. Increased community engagement activity will also provide qualitative and quantitative measures of reach, partnership working and collaborative impact. Together, these approaches will enable us to work more effectively with partners to evidence collective impact and contribute towards the aims and priorities of the local Place Plan.

	(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?
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Our belief is that by increasing our organisations capacity and our ability to navigate an increasingly challenging funding landscape, we will build on the impact that our charity has and allow us to continue to make a positive contribution to our stated goal of increasing community

resilience. This aligns with Place Plan priorities to strengthen local services, reduce inequality and support sustainable, healthy communities across Skye and Lochalsh. By having a dedicated Development Officer, the lasting benefits for our community will be evident through our ability to attract funding and work strategically. This will then provide access to more early intervention mental health support which will allow individuals to cope earlier, to remain connected within their communities and reduce pressure on statutory services. Through timely, person-centred counselling, participants will experience improved emotional wellbeing and reduced distress, contributing to a more resilient, inclusive and resourceful community where people are better able to support themselves and others.

Short-term outcomes (individual resilience):

- At least 70% of service users will report a reduction in psychological distress following counselling
- At least 80% of clients will report feeling more supported, listened to and understood
- At least 60% of participants will report improved mental health awareness and understanding of support pathways

Medium-term outcomes (community resilience):

- At least 50% of clients will report seeking support earlier rather than at crisis point
- At least 40% of clients will report reduced social isolation
- A measurable reduction in GP visits or reliance on medication for mental health support will be evidenced among service users

Long-term impact (regeneration and systems change):

- Increased community mental health resilience, supported by stronger local support networks
- Reduced pressure on NHS, GP and emergency services
- Improved equity of access to mental health services in rural and island communities, supporting inclusive regeneration

Measurement and Evaluation

- Impact will be measured through a combination of quantitative and qualitative methods:
- Pre- and post-counselling assessments using validated tools (WEMWBS / CORE-34)
- Anonymous client satisfaction surveys
- Case studies and counsellor reflective practice
- Monitoring of session uptake, completion rates and demand trends

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

The core aim of this project is to build our capacity as an organisation. Firstly, by improving our capacity for community engagement. This means we can better understand community need and

enhance knowledge of and access to our services. It also means we will be better connected within the wider community support network, and have a clearer understanding of local priorities, local need, and the support available to sustain our funding. We will be more able to develop partnership bids and bids to funders we have not previously worked with.

Building our capacity, having a fundraising strategy and an improved funding management system (and impact and data reporting) will also mean we are much better equipped to evidence that need, show impact, bring in additional funds and think long term and strategically about future applications. This proactive approach to future sustainability means the ability to build long term partnerships with funders and always be thinking ahead, accessing future opportunities and keeping the needs of our clients at the core of what we do.

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

This project is focused on supporting individuals through counselling and wellbeing services and, as such, is assessed as having minimal direct environmental impact. However, we will always consider any environmental impact in the way we carry out our work and will continue to operate in line with zero waste principles and climate-friendly working practices. Our approach supports wider local and national ambitions around climate change mitigation and net zero, particularly within a rural and island context.

Key mitigation measures include:

- **Digital and remote delivery:** Where appropriate, counselling and support sessions will be delivered online, reducing the need for travel for both clients and staff. This is particularly beneficial in a geographically dispersed rural area, significantly reducing transport-related emissions.
- **Remote and flexible working:** Staff and sessional counsellors work remotely as standard, limiting daily commuting and reducing energy use associated with office-based working.
- **Use of shared and co-working spaces:** When in-person delivery or meetings are required, we make use of existing co-working or community spaces rather than maintaining dedicated premises, reducing overall energy consumption and resource use.
- **Sustainable travel:** Where travel is unavoidable, we encourage the use of sustainable travel methods wherever possible, including public transport, car sharing and localised delivery to minimise mileage.
- **Paperless systems:** The organisation uses cloud-based, secure data storage and digital record-keeping systems, reducing paper use, printing and physical storage requirements.
- **Zero waste practices:** We follow zero waste principles in day-to-day operations, including minimising single-use materials and ensuring appropriate recycling of unavoidable waste.

Overall, the project aligns with climate-friendly and net zero ambitions through low-impact delivery, digital solutions and sustainable working practices, ensuring environmental considerations are proportionate, embedded and continuously reviewed throughout the life of the project.

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

This project will help us respond to what people have told us they need: timely help, trusted listeners, and more compassionate connections before things reach crisis. Inclusion is at the heart of what we do. We are not only offering professional support but also building community resilience, reducing social isolation, and contributing to key national and local priorities. Our frontline service is responding to mental health services on Skye and wider area which have been described as 'critically lacking, with waiting lists for some services extending for years' (HRSC report, 2024). This project will allow us to offer more direct help and, by implement more interventions such as suicide prevention and poverty reduction, help to address this recognised inequality.

To ensure this project will allow us to reach those most affected by poverty, trauma, and rural isolation, and to increase our organisational resilience, we are taking targeted steps to maximise our impact for the local community. These involve breaking down any barriers to inclusion. All counselling will be completely free, with in-person and remote options such as phone or online sessions available to ensure accessibility for those in rural or geographically isolated areas. Where needed, we will help people access digital platforms by providing tablets. For in-person sessions, we use premises which are accessible to those with disabilities.

Our services are confidential, discreet and trauma-informed, ensuring that people affected by psychological trauma or adverse childhood experiences can engage safely and respectfully. We work in partnership with local health providers such as GPs and local community link workers, third sector organisations, and community groups to reach those facing complex disadvantages.

In summary, we will ensure that all equality issues, including protected characteristics will be considered when developing and delivering this service including the equality of access, approach and the support available.

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 checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	6 employees / 11 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 checked="" type="checkbox"/> No <input type="checkbox"/>

How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining
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SECTION 5: PROJECT BUDGET

5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.		
<p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <p> CRF overheads and management fees sur</p>			
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Employee – Development Officer	Salary for Development Officer (0.6 FTE)	Revenue	19,200
Employee Costs	Employer NI and pension contributions	Revenue	3,800
Equipment	Laptop, software licences and stationery	Revenue	1,200
Travel Expenses	Local travel to meetings, partner networking and community engagement	Revenue	1,500
Training & Professional Development	Fundraising, data and systems training	Revenue	1,000
Recruitment Costs	Advertising and recruitment administration	Revenue	500
Internal Management Fees	Finance, HR, governance and line management support	Revenue	2,500
Total revenue expenditure			£29,700
Total capital expenditure			£0
TOTAL PROJECT COSTS			£29,700
Is VAT included in these costs?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Can you confirm that the costs above have not already been incurred or committed to?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
5.3	Please explain how your project will achieve value for money.	Our project is about building our capacity, developing a fundraising strategy and improving our funding management system. By having a Development Officer in place, we will be able to deliver the services our local communities are asking for. In providing early mental interventions free at the point of need, it has been shown that this will achieve value for money through less use of NHS resources such as GPs, Hospital appointments or crisis services, and add to local productivity with less hours lost within the workforce. By focussing long term and strategically about future funding, this project will also allow the created role to become self-sustaining.		
SECTION 6 – MATCH FUNDING (if applicable)				
<p>Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.</p>				
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.			
Name of funder		Confirmed?	Date Confirmed or Decision Expected	Amount £
Funding from own reserves		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		5,000
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Total match funding	£5,000
			CRF requested	£24,700
			Total funding	£29,700
6.2	Will the project involve “in kind” support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.		Access to office space (eg NHS, schools), volunteer fundraising	

6.4	Please explain why public funding is required to deliver the project.	The service we offer is at the point of need and available to all that need it.
6.5	Please explain what the remaining bank balances are for in your accounts.	The funds held by CCSL, as of 31st December 2025 amounting to £136,848, are to assist with ongoing servicing of existing costs for both our services – Adult Service and Children & Young Persons Service. Our cash flow forecasts an operating deficit in line with budget of £77,412 through to our year end of 31st March 2026 with closing Bank balances reduced to £106,960. Budget Projections for 2026/27 sees further erosion to our surplus position.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	<p>Our year end Bank balances per our Annual Accounts to 31st March 2025 amounted to £184,707.</p> <p>Of this amount £95,992 was unrestricted. In recent years CCSL's funding model has changed from one that was wholly grant funded to its current form of income being derived from a mix of Grant and Contract. This has allowed for a build-up of Unrestricted Reserves. Particularly in this financial year 2025/26 these funds have come into play allowing us to continue our current operating model and the servicing of our clients in both our services where demand remains high. Our Unrestricted Reserves are mitigating against the loss of core funding to our Adult Service from NHS Highland and a difficult environment for the Third Sector in general in attracting new grant funded opportunities. We continue to actively pursue funding opportunities for our Adult Service with comfort of our</p>

		Unrestricted Reserves position allowing us a degree of flexibility to maintain our current service.
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?	
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	As we are funded by grants and donations and do not have property, it would not be appropriate for us to use loan funding.
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
Community-Led Local Development Fund (Highland Council CRF)	01/07/2025	£10,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Personalised Counselling with Progress Monitoring, Highland Third Sector Fund (NHS Highland)	01/07/2025	£10,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Drug and Alcohol small grant (NHS Highland)	07/04/2025	£5,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Council school counselling contract	31/03/2025	£ amount not yet known, but will be similar to last year	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Council school counselling contract	01/04/2024	£43,475	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Council – Scottish Government Children and Young Peoples Mental Health and Wellbeing Fund	2024-25	£17,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
NHS Highland Third Sector Fund	01/04/2024	£45,818	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Council school counselling contract	01/04/2023	£41,555	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Highland Drug and Alcohol small grant (NHS Highland)	01/04/2023	£5,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
NHS Highland Third Sector Fund	01/04/2023	£55,118	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.
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I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.

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

Signature:

Print: Shaun Simon

Date:
12/01/2026

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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Valid quotations or estimates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Reason for missing documentation:

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

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

The application form should follow the naming convention example:

Application Form – Counselling Care Skye and Lochalsh

List of Supporting Documentation

Bank statement – Unity Trust Bank 31/12/25. Please note that our bank statements are addressed to the Treasurers home address rather than our organisation address for expediency and logistical reasons.

Annual financial accounts – Campbell Stewart MacLennan & Co. 31/03/25

Organisational Document - Constitution or articles and memorandum.

Organisational Document – List of Trustees / Committee Members

Organisational Policy - Fair Work First

Insurance – Howden 18/09/25

Letter of support – Barry Muirhead, Interim Head of Service, Mental Health & Learning Disability, NHS Highland

Matching funding – Highland Third Sector Interface

Organisational Document - Job description for Development Officer Role

Appendix 2 - Project technical assessments - RAG Summary Spreadsheet

Isle of Skye & Raasay Committee - 16 February 2026

Ref No	Organisation	Project title	Project description	Total project cost	Grant Requested	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/ impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality
4190	South Skye Mens' Shed	Phase 1 – Men's shed building renovations - Replacement of roof	To carry out essential structural repairs to the roof on the ex-Church of Scotland hall in Broadford, recently purchased by the South Skye Mens' Shed. The works will ensure the building remains safe, secure, and low maintenance, protecting a vital space for all adult men in the area to connect, share skills, improve wellbeing and reduce social isolation. This is the first phase of a project to renovate the building. Future internal improvements are planned and Mens' Shed Members will be directly involved in carrying out some of the works and building improvements.	£46,998.58	£45,918.58	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green
4223	Counselling Care Skye & Lochalsh	Capacity Building Project	To recruit a part-time Development Officer to help secure the long-term sustainability and capacity of the organisation. The role aims to increase the organisation's resilience and to grow the capacity of the service in what is now an increasingly, challenging funding environment. If successful in this application, the post will present an opportunity to build long-term sustainability for the organisation's core activity which is early mental health interventions. CCSL are experiencing growing numbers of people in need for their services and, as a small charity, this is putting pressure on the ability to implement strategic funding and donor relationship initiatives.	£29,700.00	£24,700.00	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green

NOTE - RAG assessment criteria scoring. Red Amber Green ratings are based on information provided during the application process and are provided as a guide only. The ratings are converted into scores as follows: Red - 1, Amber - 2, Green - 3. This allows a total score for each project to be provided. All projects presented above are eligible for funding. Where a project has been awarded Red or Amber against any criteria, this does not reflect an eligibility issue but does flag up that there are outstanding concerns, or that only brief information was provided within the application. If Members wish to approve projects that have Red or Amber ratings then we would seek to address these concerns by applying technical conditions to any funding award made.