

<b>Agenda Item</b>	<b>6</b>
<b>Report No</b>	<b>WRSL/10/26</b>

# The Highland Council

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

**Date:** 27 April 2026

**Report Title:** Community Regeneration Fund Assessment of Applications

**Report By:** Assistant Chief Executive - Place

## **1 Purpose/Executive Summary**

- 1.1 To present current funding requests to the Wester Ross, Strathpeffer & Lochalsh Community Regeneration Fund (CRF) allocation for discussion and decision by Members.

## **2 Recommendations**

- 2.1 Members are asked to **consider** the CRF application presented and agree whether to approve, defer or reject it. An approval of funding should detail the amount approved and if relevant 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.

## **3 Implications**

- 3.1 **Resource** - Wester Ross, Strathpeffer & Lochalsh area has available remaining funding of £196,288.77 from the current CRF allocation. The application under consideration totals £45,000.00 and therefore there are no resource implications in approving the CRF funding award as requested.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect The Highland Council financial and reputational interests.

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

## **4 Impacts**

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

## **5 Background**

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

5.3 The application brought to this committee meeting has been identified by Members as addressing priorities set out in the Wester Ross, Strathpeffer & Lochalsh Area Place Plan. This is in line with the policy direction set by the CRF Strategic Sub-Group in February 2025.

5.4 Following the approvals granted by Members at Wester Ross, Strathpeffer & Lochalsh Committee on 19 January 2026, there remained £204,288.77 of Highland Coastal Communities Fund (HCCF) within the area allocation.

In the interim period Members approved a grant uplift of £8,000.00 to project reference CRF4162 – Torridon District Community Association. Therefore, as of this Committee the area has £196,288.77 available for Members to allocate to projects.

5.5 One application is presented for consideration by Members in this report, with a request of £45,000.00

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

- **Appendix 1** – Project Application Form; and
- **Appendix 2** – Project Technical Assessment Summary

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

Designation: Assistant Chief Executive - Place

Date: 30 March 2026

Author: Fiona Cameron, CRF Programme Manager  
Mark Crowe, Project Officer

Background Papers: None

Appendices: Appendix 1 – Project Application Form  
Appendix 2 – Project Technical Assessment Summary

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

**Key considerations**



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

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

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

**The deadline for application submission is 12 noon on Monday 23<sup>rd</sup> March 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](mailto:communityregenerationfund@highland.gov.uk)

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

**SECTION 1: PROJECT SUMMARY**

<b>1.1</b>	<b>Project reference number</b>	CRF4159
<b>1.2</b>	<b>Organisation</b>	Gairloch Museum
<b>1.3</b>	<b>Project title</b>	Roundhouse Project

1.4	Summary of project you wish to be funded (max 250 words)	<p>Gairloch Museum will construct a full -scale replica of an Iron Age Roundhouse within its existing and well -visited Outdoor Museum, informed by archaeological evidence from the well -preserved Achtercairn sites on the hillside directly behind the Museum. The project will create an educational and interpretive structure that brings prehistoric life in Wester Ross into tangible form.</p> <p>The project has four key aims:</p> <ol style="list-style-type: none"> <li>1. To give physical form to the archaeological record and interpret the findings of five community digs since 2012.</li> <li>2. To enhance the Museum’s capacity to deliver immersive, curriculum-linked experiences for nurseries, schools, and families.</li> <li>3. To support the revival and sustainability of local construction techniques including turf building, timber framing, heather thatching, and drystone walling.</li> <li>4. To increase visitor footfall and dwell -time in Gairloch, supporting regeneration goals and the Museum’s long-term sustainability.</li> </ol>	
1.5	Project costs	<b>Total project cost</b>	£279,725
		<b>Match funding</b>	£234,725
		<b>CRF grant requested</b>	£45,000
1.6	Start date	01 / 06 / 2026	
1.7	End date ( <i>max 12 months from start date</i> )	01 / 06 / 2027 (this time -frame would cover the development phase of the project, including procurement and design, building warrant and material sourcing).	
1.8	Please confirm you have read and understood the <a href="#">CRF privacy notice</a>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Gairloch Museum	
2.2	Address and postcode	Gairloch, IV21 2BH	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	[REDACTED]	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	gairlochMuseum.org/	
2.8	Organisation type	<input 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	Charity No: SC010249 Company No: SC426095	
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 checked="" type="checkbox"/> No <input type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.	GB285565070	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	n/a	

## SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Gairloch Museum, Outdoor Museum, IV21 2BH
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3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  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.	Gairloch Estate have granted permission to use the land for the indicated purpose. See evidence attached.
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	The Roundhouse will be built on land owned by Gairloch Estate, who have granted permission based on our site plan and a maximum footprint of a 10-metre diameter structure. The agreement follows the same terms as our existing arrangements for the Outdoor Museum and the Achtercairn Heritage Trail. The build requires planning permission and building warrant. Full planning permission was granted 25/03362/FUL.

SECTION 4: THE PROJECT PROPOSAL					
4.1	List the main activities required to deliver the project including timescales.				
<table border="1"> <thead> <tr> <th>Activity name</th> <th>Achieve by (date)</th> </tr> </thead> <tbody> <tr> <td>Procurement: appoint architect, engineers, PC, PD</td> <td>Start of June 2026</td> </tr> </tbody> </table>		Activity name	Achieve by (date)	Procurement: appoint architect, engineers, PC, PD	Start of June 2026
Activity name	Achieve by (date)				
Procurement: appoint architect, engineers, PC, PD	Start of June 2026				

Procurement: appoint craftspeople as specialist advisors (below tender threshold) for materials sourcing and design development	Start of June 2026
Education programme: initial planning; agreed learning outcomes	30 June 2026
Skills training: Research CPD accreditation, gather compliance requirements, draft accreditation framework	30 June 2026
Archaeology: thin -section analysis & post-excavation reporting as archaeological basis for the Roundhouse build	01 July 2026
Complete Documentation Plan, Environmental Impact Assessment and Evaluation Plan	End of July 2026
Skills Training: Decide format, learning outcomes, confirm equipment, develop course outline, integrate with CDM requirements	31 August 2026
Design Development (architect -led); coordinate input from craftspeople; CDM design -stage work; quantities cost plan; crafts: materials sourcing plan (incl. sustainability considerations); structural engineering development; run public workshop on archaeology and reconstruction design in partnership with Edinburgh University and Dr Tom Gardener (archaeologist)	30 August 2026
Materials sourcing: start collecting dyking stone from crofts as per materials sourcing plan	30 September 2026 (and ongoing)
Prepare Building Warrant package	30 September 2026
Recruitment: Project Manager	20 October 2026
Advertise volunteer programme: email previous expressions of interest; social media; UHI channels	31 October 2026
Submit Building Warrant	01 October 2026
Tender for construction & appointment; collect method statements from contractors to factor into H&S mitigations	01 November 2026
Tender for Interpretation Design, Filmmaker and Evaluation contract & appointment	01 November 2026
Education programme: school workshop dates reserved	02 November 2026
Extension of Events & Outreach Coordinator Post	January 2027 – January 2028
Building Warrant assessment	31 January 2027
BW clarifications & revisions	15 February 2027
BW approved	15 February 2027
Interpretation: Phase 1 concept design; Sabhal Mor Ostaig Gaelic consultancy: Delivery of Gaelic language research, interpretation development, and storytelling training.	01 February 2027
Project Manager start date (12 -month contract)	02 February 2027
Traditional skills placement: advert & schools outreach	10 February 2027

Education programme: finalise workshop plans for each craft; teacher packs; transport coordination	31 March 2027
Skills training: Detailed Course Planning with craftspeople. Confirm tools, staffing, insurance; deliverables; plan logistics	31 March 2027
Interpretation: Phase 2 detailed design, copy, editing, layouts for panels	01 April 2027
Confirm and publish course dates; set up booking system	03 April 2027
Venue identification and permissions: identify turf -cutting site and request landowner consent; extra timber delivered early; drystone dyking test wall site; thatching on site	30 April 2027
CDM: construction phase plan, site inductions, RAMS, risk register, H&S file, traffic & logistics plan, emergency protocols	01 May 2027
Education programme: risk assessment review; confirm PPE needs	31 May 2027
Interpretation: Phase 2 final graphic design, sign off fabrication drawings	01 June 2027
Materials sourcing: week-long heather pick on Isle Ewe (8 volunteers and thatcher)	Mid-June 2027
Evaluation: Interim report; end of Design and Procurement phase	End of June 2027
Placement interviews	20 May 2027
Install ATC building for welfare, site office and storage (6 month period)	10 May 2027
Materials sourcing: implement materials sourcing plan to collect and process materials ahead of build phases	Ongoing, as per materials sourcing plan
Construction: Groundworks	31 May 2027
Placement start & induction; Delivery of a funded traditional skills placement for a local school-leaver.	10 June 2027
Formal skills training course delivery; 8 full training days	23 October 2027
Volunteer programme: training, and coordination of volunteers supporting the construction; Recruitment and training of a volunteer maintenance group to support long - term care of the Roundhouse.	Throughout live -build phase
Delivery of education programme including school outreach, live build sessions, and curriculum-linked engagement.	Throughout live -build phase
Evaluation: evaluation of participant involvement and youth engagement through independent researcher	Throughout live -build phase
Construction: Drystone dyking	19 July 2027
Interpretation: Phase 2 Fabrication window	01 September 2027
Construction: Turf building	10 August 2027

Construction: Joinery	27 September 2027
Construction: Thatching	23 October 2027
Construction: External works, landscaping, removal of access drive	10 November 2027
Finalise Maintenance manual	15 December 2027
Marketing: Development of tourism partnerships and promotion of the Roundhouse as a heritage destination, ready for summer-season 2028	End of December 2027 and ongoing
Education programme: Educational resources including curriculum-linked resource boxes and family learning materials.	31 January 2028
Education programme: evaluation; teacher and pupil feedback; case study	31 January 2028
Interpretation: Documentation and publication of traditional skills research.	31 January 2028
Interpretation: Phase 2, install, H&S for interactives; wayfinding and inclusion of the Roundhouse within the Museum's outdoor infrastructure	15 January 2028
Opening event planning	20 February 2028
Opening event delivery; Gaelic talk delivery	28 February 2028
Launch interpretation to schools	28 February 2028
Establishment of operational systems supporting ongoing educational, cultural, and community use of the Roundhouse.	28 February 2028
Evaluation: final report	10 March 2028

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

(500 words max limit)

The project addresses several needs identified in the Area Place Plan:

##### **1. Need for maintaining, improving, and sustainably developing shared spaces for the benefit of all**

The Roundhouse will enable greater access to green space and strengthen the Museum's Outdoor Museum development. This previous project linked the low -shore footpath with the 3.5 km Achtercairn paths network behind the Museum, for which the Museum has taken on long-term stewardship.

The Roundhouse will act as a multi-use outdoor venue. It will support outdoor play for families and provide a setting for storytelling, craft workshops, and outdoor learning used by the Museum's events programme, NatureTots, Rangers, and Highlife Highland Active Schools. Programming will promote key values highlighted in the Area Place Plan: '*being active, feeling immersed in nature, and having a cultural experience*.'

The project will also strengthen volunteering. The Museum currently has a volunteer base of around 50 people. Through the Roundhouse project we will recruit additional volunteers to the Museum's group, which maintains the Outdoor Museum and paths network, and establish a new volunteer maintenance group for the Roundhouse itself. This will increase opportunities for meaningful volunteering and ensure the long-term care of shared community spaces.

## **2. Need for initiatives that promote sustainable, slow tourism**

The Roundhouse will act as a landmark that encourages visitors travelling along the NC500 to stop in Gairloch and explore the area more deeply, increasing dwell time in Gairloch. Visitors will be encouraged to walk the Achtercairn Archaeology Trail behind the Museum, where the archaeological remains that inspired this reconstruction can be explored.

## **3. Need for more education and skills development opportunities**

The project will provide practical training opportunities in traditional building skills that are increasingly rare in Scotland. The Roundhouse will be constructed as a live-build project led by accredited craftspeople, allowing local volunteers and trainees to participate directly in the construction process. A three-month full-time paid placement will provide a young person with hands-on experience in traditional skills.

## **4. Need for more local employment opportunities**

The project will create part-time employment for a Project Manager and an Events and Outreach Coordinator during the delivery phase, as well as employment for build contractors and four traditional skills craftspeople. In the longer term, income generated through the Roundhouse will support the creation of an additional part-time permanent Front of House role.

## **5. Opportunity of Gaelic Area of Linguistic Significance**

The project builds on the strength of Gaelic in Gairloch and at the Museum. The Museum has recently delivered a successful Gaelic development project alongside a growing Gaelic events programme. Our renewed Memorandum of Understanding with Sabhal Mòr Ostaig provides a strong foundation for collaboration. Sabhal Mòr Ostaig will contribute to the project through talks at the opening event, and training volunteers in Gaelic storytelling.

## **6. Opportunity of 50<sup>th</sup> anniversary milestone**

Finally, the Roundhouse will form a centrepiece of the Museum's 50th anniversary celebrations in 2027, anchoring a programme of heritage skills, archaeology and community events.

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

(500 words max limit)

**Area Place Plan Policy alignment:**

6.7.2 Place – maintaining, improving, and sustainably developing shared spaces for the benefit of all. (p.5.)

Education and Skills Development : Access to education and training should be boosted, including vocational programmes related to local industries such as tourism, agriculture, and conservation. (p.16.)

Heritage and Culture : Policies should support the preservation of cultural landmarks, promote Gaelic language and culture, and encourage local events that celebrate the area’s unique heritage. (p.16.)

Sustainable Tourism and Economic Development: The area's popularity with visitors has some communities viewing current tourism levels as unsustainable. Policies should focus on promoting sustainable and regenerative tourism practices, protecting natural landscapes, and encouraging local businesses that benefit from tourism while proactively minimising its negative impacts. (p.15.)

Opportunity: Diversify Tourism Offerings - Highlight the region's Gaelic heritage and traditions like crofting; promote local food through festivals or agritourism to help boost the local economy; diversify offering with more outdoor activities (p.20.)

Outcome 3.3 Year-Round Tourism: that is “slow” and responsible; improve visitor infrastructure to extend stays and enhance economic resilience (p.27.)

Opportunity: Intergenerational Knowledge Sharing : develop programmes that encourage older residents to share traditional knowledge, such as crofting skills, stories, and local folklore, with younger generations (p.17.)

**West Plan’s Placemaking Priorities** – states that a priority should be enhancement of green networks to provide improved opportunities for physical activity and access to the outdoors and increase accessibility within Gairloch

**Local Place Plan– key themes:**

SF1 Services and facilities that meet the diverse needs and interests of our communities. In particular, improved access to play and recreational facilities (p.16.)

Connected Communities, CC1 extend network of cycle / walking routes (p.17.)

Local economy, LE2: develop improved facilities for tourists (p.17.)

Engagement themes: Offer a wider range of activities and entertainment particularly in the evenings (SF7) (p.22.)

LE6 Encourage facilities and businesses to remain open throughout winter. (p.37.)

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

(500 words max limit)

The Achtercairn Roundhouses have long been valued by the Gairloch community. The ten easily accessible archaeological sites immediately behind Gairloch Museum have inspired local interest since the Museum’s foundation in 1977. The Roundhouse reconstruction project builds directly on this long -standing community engagement with the sites.

Following the WeDigs archaeological excavations, the Museum organised four week -long community digs between 2020 and 2025, engaging 64 volunteers. These excavations attracted strong public interest. Live broadcasts from the 2020 dig, publicised nationally on the BBC Arts website, saw over 5,000 online viewers. Open Days at the 2025 excavation welcomed schools, nurseries, and more than 70 visitors to the site.

Local stewardship has also played a key role. Resident [REDACTED] uncovered, cleared and linked the Roundhouse sites into a trail network, published guidebooks on the archaeology and, together with volunteers, continues to help maintain the sites throughout the year. The Roundhouse reconstruction project has grown out of nearly fifty years of community interest in these sites as places for recreation, learning and local heritage.

The project has been developed through a year -long feasibility phase led by the Museum’s Curator and several working groups. Community consultation has been central to the planning process and has confirmed strong local support. (See Summary Report).

From January 2025 onwards, we undertook a programme of consultation activities. These included meetings with two parent councils, consultation with Gairloch High School, Gairloch Primary School, the nursery and pre-nursery, and two community outreach events and an Open Day at the Museum. We also delivered presentations to Gairloch Community Council and Aultbea Community Council.

To help residents visualise the proposal, a full -scale flagpole mock-up of the proposed Roundhouse height was installed on the site for one month. This allowed local people to assess the scale and location of the structure. Interpretation panels and a QR code invited feedback

during this period. An architect -led site visit was also organised with members of Gairloch Community Council and other stakeholders.

Consultation opportunities were widely promoted through the Gairloch & District Times, local radio, the Museum website and social media channels.

Community engagement generated positive responses. We received 30 responses to our public feedback form and 13 responses through parent councils. A total of 184 people attended outreach and consultation events and left informal feedback. Social media posts relating to the project reached 18,500 people, generating over 550 interactions through likes, comments and shares.

We received 16 letters of support and intent from community organisations and sector partners (See Letters of Support). Letters highlighted shared ambitions including outdoor learning opportunities, Gaelic cultural activity, and accessible heritage experiences.

Supporting organisations include all local schools and parent councils, Toybox Pre -Nursery, Active Schools and Youth Development Coordinators, High Life Highland, the Highland Council Ranger Service, Sabhal Mòr Ostaig, the Scottish Crannog Centre, the University of the Highlands and Islands, TRACS (Traditional Arts and Culture Scotland), Outdoor Woodland Learning Scotland (OWL), GALE and Historic Environment Scotland.

Finally, the project has the full support of the Gairloch Museum Board of Directors, who have formally endorsed the proposal.

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

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

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

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

(500 words max limit)

## **1. Community Participation and Engagement**

The project will directly involve local people through volunteering, training, school workshops, open days and community events, building on existing community interest in the Achtercairn archaeology sites.

Outputs:

- Approximately 300 community participants across the project period, including volunteers, visitors to open days, demonstrations and community events.
- School engagement during the live -build process, with craft -led workshops reaching around 150 pupils from local primary and secondary schools.
- Eight accredited traditional skills training days (two per craft discipline), providing CPD - certified training for approximately 32 participants.

Measurement:

Booking records, participant registers, event attendance logs, participant feedback forms and photographic documentation.

## **2. Skills Development and Employment Pathways**

The project will provide practical opportunities for people to learn traditional building skills and explore potential heritage career pathways.

Outputs:

- One three -month paid Traditional Skills Placement for a local school -leaver, delivered during the construction phase.
- Approximately 30 volunteers participating in the construction and early maintenance of the Roundhouse.
- Three volunteers trained by craftspeople to carry out small repairs and long -term monitoring of the Roundhouse.

Measurement:

Placement reports and learning logs, volunteer registration records, volunteer hours tracking, follow -up interviews with participants.

## **3. Cultural and Educational Outputs**

The project will strengthen local cultural life, support Gaelic language development and expand the Museum's educational offer.

Outputs:

- Development of a Gaelic storytelling programme in partnership with Sabhal Mòr Ostaig.
- Integration of the Roundhouse into the Museum's year-round programme, including school sessions, talks and community storytelling events.

Measurement:

Attendance records, visitor feedback, community bookings, published events programme.

## **4. Heritage Infrastructure and Interpretation**

The project will deliver a permanent heritage structure that connects the Museum's collections with the surrounding archaeological landscape.

Outputs:

- Construction of a full-scale Iron Age Roundhouse based on archaeological evidence from the Achtercairn sites.
- Installation of new interpretation including audio guide content, interactive elements and educational materials.
- Production of a documentary film recording the reconstruction process and traditional skills involved.
- Integration of the Roundhouse with the 3.5 km Achtercairn archaeology trail, linking the Museum with the wider landscape.

Measurement:

Architect and contractor completion sign-off, interpretation materials produced, visitor feedback and media coverage.

**(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?**

### **1. Financial Sustainability**

The Roundhouse will strengthen the long -term financial sustainability of Gairloch Museum by increasing the value of the visitor experience and encouraging longer dwell times. Based on projections in the business case, the Roundhouse is expected to contribute an estimated £42,000 increase in annual earned income once fully operational.

Measurement:

- Travel trade and group booking records
- Annual financial reporting monitored by the Museum Board

Legacy:

A financially stronger Museum able to sustain staffing and maintain the Outdoor Museum, archaeology trail and Roundhouse.

### **2. Increased Visitor Engagement and Cultural Tourism**

The Roundhouse will strengthen Gairloch's cultural tourism offer. By combining landscape, archaeology and interpretation, the project will encourage visitors travelling along the North Coast 500 to stay longer and engage more deeply with the area's heritage.

Measurement:

- Visitor surveys measuring dwell time
- Archaeology trail guided tour participant numbers
- Travel trade bookings

Legacy:

A permanent heritage landmark strengthening Gairloch's identity as a cultural destination.

### **3. Local Employment and Economic Opportunity**

The project will employ two staff posts during the project period, engage five specialist building contractors, and create two freelance contracts linked to interpretation and media outputs, prioritising local employment where possible.

Measurement:

- Employment contracts and procurement records

Legacy:

Visitor income generated by the Roundhouse will support the creation of a permanent part-time Front of House role.

#### **4. Increased Volunteering**

More local people will feel connected to and responsible for the Outdoor Museum and path network.

Measurement:

- Number of volunteers contributing to stewardship of the Roundhouse and paths
- Feedback from the Ever Greener - and new maintenance groups

Legacy:

A strengthened volunteer base and long-term community care for shared outdoor heritage spaces.

#### **5. Increased Health and Wellbeing**

The project will support improved wellbeing by encouraging participation in nature-based community activity through volunteering and events. Participants benefit from spending time outdoors, undertaking physical activity and contributing to a shared community project.

The Roundhouse will also support inclusive activity for groups with limited access to outdoor environments. The Museum's dementia-friendly group has previously enjoyed adapted outdoor sessions such as potato planting and visits from Torridon Countryside Rangers. The Roundhouse will ensure similar activities can continue.

Measurement:

- Feedback from volunteers, participants and people living with dementia

Legacy:

A sustainable programme of outdoor volunteering supporting inclusive community wellbeing.

#### **6. Educational Opportunities for Local Schools**

The Roundhouse will expand the Museum's education offer by providing an immersive outdoor learning space, useable by schools, families and pre-nursery groups.

Measurement:

- Number of school visits and workshops delivered
- Feedback from teachers and pupils

Legacy:

A long-term outdoor learning space supporting curriculum-linked education.

#### **7. Strengthening Traditional Skills**

The project will support traditional building skills by documenting local techniques, reintroducing materials such as turf and heather thatch, and training new practitioners through the live-build process.

Measurement:

- Documentation of construction methods
- Publication and downloads of a Roundhouse maintenance manual
- Engagement with heritage skills organisations and requests for advice or training

Legacy:

Traditional building knowledge shared nationally, supporting the Scottish heritage skills base and preservation of endangered crafts.

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

(500 words max limit)

Efficient management and maintenance will be crucial to the long-term care of the Roundhouse to keep it in good condition and safe for visitors. A proportion of annual income generated by the Roundhouse will be ring-fenced to cover ongoing maintenance and future capital requirements, including provision for professional repairs and full re-thatching on a ten-year cycle. During the build phase, we will develop a detailed Maintenance Plan and Manual with input from the accredited craftspeople involved in construction. This will incorporate learning about the specific performance and care requirements of turf, heather thatch, drystone and greenwood construction.

The manual will set out:

- Regular inspection schedules
- Monthly fire-lighting procedures to preserve the thatch
- Guidance for sourcing materials and carrying out minor repairs
- Procedures for responding to extreme weather, vandalism, litter, complaints and security concerns.

A small group of dedicated Roundhouse maintenance volunteers will be trained by the craftspeople during the construction phase to monitor the structure, identify damage, source new materials and carry out small repairs. Refresher training will be provided every two years.

The Museum's buildings management group will have overall responsibility for the site, and the trained group of volunteers, overseen by the Curator, will be tasked with maintenance of the physical structure. A separate group of outdoor maintenance volunteers already looks after our outdoor premises including the historic Roundhouses on the hillside, and will maintain the surrounding site, keeping paths, fences and access in good condition. Maintaining relationships with the original craftspeople also ensures access to specialist expertise when required.

The Roundhouse will operate as an unstaffed outdoor structure integrated into the existing visitor route. It will be managed through routine opening and closing checks, periodic walk-around inspections, clear signage and established risk assessment procedures. Fire-lighting will operate under a separate method statement and risk assessment, aligned with current outdoor event practice, and the structure will be incorporated into the Museum's Emergency Procedures.

Associated new assets - including interpretation panels, interactives, audio guides and activity materials - will be maintained through existing housekeeping systems. Staff and volunteers will receive annual pre-season training covering interpretation, visitor queries and housekeeping routines.

Our Events and Outreach Group will oversee programming, bookings, terms of use and community engagement.

The Curator will ensure that project learning, documentation and digital outputs are maintained to Museum best practice standards.

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

(500 words max limit)

We have considered environmental sustainability both for the construction and long-term operation of the Roundhouse. The Roundhouse build itself will be low-impact: It will be constructed entirely from natural materials sourced locally. We will work closely with Highland Council rangers and NatureScot to ensure that turf cutting, heather harvesting and coppicing are undertaken sustainably and do not damage habitats or biodiversity. Materials will be sourced from nearby locations including Isle Ewe (heather), local crofts and Achnasheen quarry (stone), and nearby turf sites. Construction will predominantly use hand tools, reducing energy consumption, and we will prioritise local contractors for the build. The Roundhouse will operate as an off-grid structure requiring no electricity, heating, lighting or water supply. (The Museum already operates solar panels, helping offset wider energy use associated with increased visitor numbers.)

We have also considered adaptation needs for the long-term resilience of the building in the face of climate change. Extreme weather events will be the biggest risk to the structure. We will work with the architects and craftspeople to ensure the structure is resilient; furthermore, having a group of trained local volunteers means we can respond to damage quickly and avoid further deterioration of the building.

There are also significant opportunities for the project to deliver positive environmental outcomes: The Roundhouse will play a central role in our Outdoor Museum programming, helping connect visitors more directly with the surrounding landscape through self-guided trails, workshops and outdoor learning. We have established partnerships and letters of intent from Outdoor Woodland Learning and High Life Highland Ranger Service, who recognise the Roundhouse as a valuable new resource that will enable deeper exploration of the Achtercairn landscape. Visitors will be encouraged to explore the surrounding archaeology trail and landscape on foot, promoting slow tourism and deeper engagement with place. The in-situ interpretation design will highlight the natural materials used in construction, explaining their durability, maintenance and lifecycle. Information panels and interactives will share stories of the circular use of turf and heather in vernacular building and crofting traditions, highlighting sustainable relationships between people and the land. Our education programme, delivered

alongside the live build, will include sessions exploring material selection, responsible sourcing and how traditional skills can inform low -carbon contemporary building practices.

We will also promote local stewardship of the Roundhouse, surrounding paths and landscape, encouraging greater community involvement in caring for the site. We will strengthen our environmental impact by recruiting additional volunteers to our active Ever Greener Group, which leads on nature recovery, climate action and outdoor maintenance.

The Museum completed a climate audit and developed a sustainability strategy through the Museums Heritage Highland Climate Ambassadors programme with Ki Futures. This strategy, alongside guidance from Historic Environment Scotland, Museums Galleries Scotland and NatureScot, will inform the project's environmental approach.

Overall, the Roundhouse represents an extremely low -carbon capital project that not only minimises environmental impact but actively contributes to public understanding of sustainable building, nature recovery and responsible environmental stewardship.

**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 benefiting from the project? Will the project target specific groups?**

(500 words max limit)

The project will increase inclusion, access and participation by removing financial, geographic and cultural barriers to engagement.

All training courses will offer three subsidised places, and all public open days, site tours and drop-in activities will be free or cost -covering only. Travel subsidies will be available for volunteers and school groups so that distance or transport availability does not prevent participation.

Physical access has been integrated into the design from the outset. The Roundhouse will be reached via an extension to the Outdoor Museum's footpath network, which already includes wheelchair-accessible gradients alongside stepped routes with handrails. Interpretation will follow Museum accessibility standards, using clear language and Gaelic alongside English.

The Roundhouse will provide a multi -sensory experience supporting people with visual impairment through tactile surfaces and natural materials, with optional audio interpretation. Cultural inclusion is embedded through a Gaelic language strand reflecting the heritage and language of the area.

The building phase will offer opportunities for people of all ages and abilities to participate. Reconstruction involves a wide range of activities, from physically demanding tasks such as drystone walling and heather pulling, to less intensive roles such as braiding natural-fibre rope or preparing hazel pegs.

The Museum has an established record of inclusive delivery through its weekly dementia -friendly reminiscence programme. The group is open to anyone who would benefit from a supportive environment, creating opportunities for older people, people living with dementia and those with additional needs. Activities will be adapted for this group during the project, including accessible sessions based on materials and techniques from the training courses.

The project will also address geographic inequalities in access to heritage skills. Opportunities for training in traditional building crafts are largely concentrated in central Scotland, while local provision has declined. Young people in the area currently have limited exposure to heritage skills or related career pathways. A 12-week placement for a local school-leaver will provide supervised training alongside craftspeople on site.

The project will also increase participation for younger audiences. Feedback from parent councils and schools highlighted demand for more outdoor -based activities for nursery and primary pupils. We will therefore run targeted sessions for the nursery, pre -nursery, primary and secondary schools, introducing each of the traditional crafts and giving pupils the opportunity to contribute to the live build in an age -appropriate way.

The project will also link with the University of Edinburgh's Archaeology of Architecture module, which invites students to engage with the Achtercairn excavation reports and construct 1:50 scale models of the Roundhouse. The Museum will exhibit the completed models, connecting the project with current research and teaching while encouraging new academic perspectives.

Digital engagement will broaden access beyond those able to visit in person. A professional filmmaker will document the build, and the resulting film will form a lasting digital resource for schools and the wider public and feature as part of a permanent display within the Museum.


**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.**

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?	10 staff and 40 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 checked="" 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><b>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</b></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 sun</p>	
Total revenue expenditure		£203,032
Total capital expenditure		£76,693
<b>TOTAL PROJECT COSTS</b>		<b>£279,725</b>

Is VAT included in these costs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Cost type	Description	Revenue / Capital	Amount in pounds
Professional fees	Thatching Course (2-day, incl. instructors), 3 funded places. Claim to NLHF.	R	£1,350
Travel for volunteers	Claim to NLHF. Travel to Isle Ewe (heather pulling – 7 days), Slattadale (hazel coppicing – 7 days) On-site volunteering during the Roundhouse build phase. Given our rural context, most volunteers will need to travel by car. The budget covers mileage reimbursement to ensure participation is not financially restrictive.	R	£1,700
Travel for staff	Mileage and accommodation joinery. Claim to MGS. 49 nights = 4900 and mileage from Angus = 1800	R	£6,700
Professional fees	Technical Design and Procurement. Claim to HES. Detailed design (quantities) 2340 Stonework - sourcing 825 Timber structure - sourcing 1,238 Thatch - sourcing 825 Rope - sourcing 825 Allowance for craftspeople time 3 people 2 days @£300 1800	R	£7,853
Professional fees	Technical Design Consultancy & Academic partnership. Claim to NLHF. Consultancy: £3,150 excl. VAT Expenses: travel and accommodation: · 220 miles +return (car journey from/to Edinburgh) @£0.45 = 440 miles x £0.45 = £198 · accommodation: £52. TOTAL: £3,400 (excl. VAT)	R	£3,400
Professional fees	Micromorphology of thin section. Claim to NLHF. 3x thin-section production (£210 per slide at Durham University Lab)	R	£630

Professional fees	Building Warrant Technical Drawings & Sign-off. Claim to MGS. See ARC Tender.	R	£3,615
Professional fees	Health and Safety Principal Designer. Claim to MGS. See ARC Tender.	R	£2,460
Professional fees	Construction stage support architects & engineer. Claim to MGS. Site Visits 5 4,125 Grant Support 1825 Travel & Accom 1,000 Total Excluding VAT £5,950	R	£5,950
Professional fees	Sourcing and transporting reclaimed stone. Claim to MGS. Day rate operator and tipping trailer hire for 3 days and craftsperson day rate @300 for one day 3 tonne swivel skip dumper £160 plus vat per week = 68.57 Labour would be £30 an hour per person on site = 630	R	£999
Professional fees	Drystone dyking live build phase. Claim to HES. Based on Uist & Ross Dry Stone Walling Quote (local craftsperson). Two other quotes were sought locally but no responses received.	R	£12,926
Professional fees	Drystone Dyking school workshops, full-day. Claim to HES. 5 Full-day workshops for all local schools: Bualnaluib Primary Gairloch High School Gairloch Primary & Nursery Poolewe Primary & Nursery Shieldaig Primary & Nursery	R	£1,500
Professional fees	Drystone Dyking Course (4-day, incl. instructors), 3 funded places. Claim to NLHF. Costed at per-person base cost (excl. profit) for training course at 8 participants.	R	£562
Professional fees	Turf wall construction. Claim to HES. See Archaeobuild quote.	R	£6,958
Professional fees	Turf school workshops and engagement. See Archaeobuild quote. Claim to HES.	R	£4,172
Professional fees	Turf Course (2-day, incl. instructors), 3 funded places. Claim to NLHF. Costed at per-person base cost (excl. profit) for training course at 8 participants.	R	£1,200
Professional fees	Thatching live build phase. Claim to HES.	R	£5,000

Professional fees	Thatching school workshops, full-day and engagement. Claim to HES.	R	£4,500
Professional fees	Joinery live build phase and school workshops. Claim to HES.	R	£20,500
Professional fees	Joinery Course (2-day, incl. instructors), 3 funded places. Claim to NLHF.	R	£1,350
Other	School transport subsidy. Claim to NLHF.	R	£1,500
Professional fees	Interpretation Design Fees (Stage 1). Claim to HES. Design & project management (12 days) £4,800 Expenses £450.	R	£5,200
Professional fees	Stage 2 Interpretation Design. Claim to NLHF. Fixed-fee commission for full interpretation design. Interactive Installations (4 Units), site signage and interpretation panels.	20% R 80% C	£25,000
Professional fees	Sabhal Mor Ostaig: Gaelic interpretation, storytelling training and public talks. Claim to HES. See quote attached.	R	£8,708
Professional fees	Filmmaker. Claim to HES. Short Documentary (20 min) of construction process; 3-day mentorship programme with local school pupils. Fixed-fee commission guided by BECTU recommended day rates. Filmmaker fee (15 days @ £350/day) = £5250, travel and accommodation (10 nights @ £100 and mileage) = £1200, workshop materials £500 = £6950	R	£6,950
New staff	Events & Outreach Coordinator post extension (2 days per week, 12 months). Claim to NLHF. £12236 salary, £1056 employers N.I. £367 pension. Overhead £1,200. These figures include a 3% inflation increase to current staff pay and have not been added to the inflation figures listed separately in the budget.	R	£14,859
New build work	Mini digger hire. Claim to MGS. 4 days digger and operator: Mini digger £200 plus vat per week = 114.29 Labour would be £30 an hour per person on site = 840	R	£955

New staff	Project Management (2 days per week, 12 months). Claim to MGS. Salary cost £12360 Employers NI 1075 Employer pension 371 Overhead 1200 Total £15006. These figures include a 3% inflation increase to current staff pay and have not been added to the inflation figures listed separately in the budget.	R	£15,006
New build work	Groundworks. Claim to MGS. Levelling site (10m diameter / 78.5sqm) - hardcore (if site is water-logged) - installation of French drain (30m and 10 tonnes rubble) - connect entrance area to main pathway - create gated entrance for site access and temporary hardcore drive - removal of drive and landscaping.	C	£11,875
New build work	Heras fencing. Claim to MGS.	C	£500
New build work	Scaffold. Claim to MGS.	C	£720
New build work	Drystone dyking stone. Claim to MGS. 35 tonnes of facing stones and 30 tonnes of packing stone incl. haulage. See quarry quote.	C	£1,730
Equipment and materials including learning materials	Tools for 8 training course participants, 2 build volunteers. Assuming a balance of individual and shared tools for cost effectiveness. Supplementing tool sets brought by course facilitators.	R	£1,300
Equipment and materials including learning materials	Materials for school workshops.	R	£750
New build work	Heather for thatching. Claim to MGS.	C	£5,000
New build work	Turf sourcing. Claim to MGS. See Archaeobuild quote.	C	£6,958
New build work	Timber. Claim to MGS. Timber (European Larch mainframe + doorway frame in Hardwood).....£4000 - Timber Haulage (x2 loads).....£1600 - Hazel (for purlin rings on rafters).....£750 - Rope (12mm polyhemp rope for bindings) ....£400 - Pegs 1" Oak pegs (for structure fix).....£350 - Door timber and build (if necessary)...£800	C	£7,900
Travel for staff	Mileage and accommodation thatching. Claim to MGS. 14 nights 100/night = 1400 and return from Ullapool x 6 = 148.5	R	£1,549

Equipment and materials including learning materials	Claim to HLHF. 3 reusable educational resources for families (self-guided Roundhouse + archaeology trail) 3 school materials boxes for structured sessions on: Sustainability, Farming, and Living in the Iron Age. Printing, activity props, replica and handling objects, storage boxes	R	£2,000
Other	Placement Student (3 months full-time). Claim to HES. June to August traditional skills placement for local school leaver. Trainee wage £5,905; NI + pension £868 (£691 + £177); PPE and tools £500; sector visits £400; overheads £750. The above includes a 3% inflation allowance.	R	£8,423
Evaluation	Evaluation report. Claim to NLHF. 6 weeks of on-site fieldwork: £7,032 1 week of writing: £1172 Daily mileage: £360.60	R	£8,565
Publicity and promotion	Design and production of permanent signage and print. Claim to NLHF. Permanent signage/plaques to acknowledge funding, to be installed at the Roundhouse entrance and key visitor areas. Production of construction hoarding/site-board featuring funder logos during the build-phase. Development and production of branded printed materials (leaflets, banners, posters) including funder acknowledgement.	C	£4,000
Event costs	Opening event. Claim to NLHF. £750 catering £378 café staff £27 cleaner £183 staffing	R	£1,338
Other	Insurance. Claim to MGS. Insurance add-on and contracts works insurance for build phase.	R	£1,000
Other	PPE budget. Claim to MGS. PPE for 8 training course participants, 2 build volunteers. Safety glasses, work gloves, steel-toe boots, hi-vis vest, hard hat, dust mask, knee pads, ear defenders.	R	£1,000
Other	Building Warrant application fee. Claim to MGS. Based on Value bracket: £50,001–£60,000 (Highland Council)	R	£894

Other	Site office and storage. Claim to MGS. 6 -month hire of ATC building adjacent to Museum.	R	£4,800
Contingency	Contingency. Claim to NLHF.	50% R 50% C	£23,695
Repair and conservation work	Repair and maintenance. Claim to MGS. 5-year maintenance including refresher training.	R	£1,500
Recruitment	Travel reimbursement for 4 interview candidates. Claim to MGS.	R	£200
Expenses for volunteers	Volunteer expenses. Claim to MGS.	R	£200
Inflation	Claim to NLHF. Quotes date from June 2025; start of capital works will be June 2027. A 2 -year inflation allowance has been applied covering all costs with the exception of new staff costs and the placement costs which already include a 3% increase to current pay scales.	50% R 50% C	£12,325

5.2	Reasonableness of cost– Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.3	Please explain how your project will achieve value for money.	<ul style="list-style-type: none"> <li>• <b>Match funding and leverage:</b> The project combines grant funding with Museum resources, volunteer time and partner contributions. Significant in-kind value is provided through volunteer involvement in construction, maintenance and programming, helping maximise the impact of the public investment.</li> <li>• <b>Long-term capital asset:</b> The project delivers a permanent heritage structure that will continue generating public benefit for decades with relatively low ongoing costs.</li> <li>• <b>Financial return and sustainability:</b> The business case demonstrates that the Roundhouse will generate approximately £42,000 in additional annual income. This strengthens the Museum’s financial resilience and helps secure staffing and programming over the long term.</li> </ul>

- **Efficient use of existing infrastructure:** The Roundhouse integrates with the Museum’s current admissions systems, visitor facilities and 3.5 km Achtercairn archaeology trail, increasing the value of the existing visitor experience without requiring major new operational infrastructure.
- **Supporting local employment:** The project creates two project staff roles, engages five building contractors, and includes two freelance contracts linked to interpretation and media outputs. Increased visitor income will also support the creation of a permanent part -time Front of House post.
- **Upskilling and workforce development:** The live-build process will deliver eight accredited traditional skills training days and a three -month paid traditional skills placement, helping develop practical skills and potential career pathways in heritage construction.
- **Volunteer value and community capacity:** The project builds on the Museum’s strong volunteering base and creates additional opportunities for people to contribute to construction, maintenance and programming. Volunteer participation represents significant in - kind value.
- **Educational impact:** The Roundhouse will expand the Museum’s education offer and provide an immersive outdoor learning space for local schools.
- **Tourism and economic impact:** By creating a distinctive outdoor heritage attraction linked to the North Coast 500 and the archaeology trail, the project is expected to generate a 5% uplift in visitor numbers (approximately 500 additional visitors annually) and increase dwell time in Gairloch.
- **Social return on investment:** The project delivers benefits across multiple areas- heritage

preservation, community wellbeing, volunteering, skills training, education and tourism - creating long-term public value that significantly exceeds the initial capital investment.

### SECTION 6 – MATCH FUNDING (if applicable)

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

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

Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
National Heritage Lottery Fund	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	6 May	£79,080
Historic Environment Scotland Small Grants Fund	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	March 2026	£91,000
Museum Galleries Scotland Innovation Fund	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	13 April	£64,645
<b>Total match funding</b>			<b>£234,725</b>
<b>CRF requested</b>			<b>£45,000</b>
<b>Total funding</b>			<b>£279,725</b>

6.2 Will the project involve “in kind” support? Yes  No

6.3 If yes, please detail.

Description	Amount in pounds
Slide analysis. Micromorphology analysis of three slides by Dr Tom Gardner, £300 per slide at commercial rates.	£900
Museum's Planning Working Group. Volunteer contribution of the Museum Planning Working Group for the Roundhouse project, to assist with building warrant stage (4 volunteer members, 2 days).	£1,280
Museum's Education Working Group. 10 x 1hr Education Group meetings throughout project period with 7 volunteers £10/hr = 700 - to plan the education and engagement programme for the Roundhouse project.	£700

Description	Amount in pounds
Museum Interpretation Group. Design and content input; archaeological interpretation support. Three professional volunteers, 100 hours total	£5,000
Ever Greener Museum Working Group and Maintenance Volunteers Ever Greener Museum working group 3 x 1hr meetings with 7 volunteers £10/hr = 210 5 maintenance volunteers training day 80/day = 400 volunteer hours for annual maintenance not counted towards in-kind costs as maintenance starts after project completion.	£610
Principal Contractor. Role undertaken by board member with relevant experience. Applied NLHF standard rate of £50/hr for professional volunteer contributions. Based on estimated commitment of 137 hours over the construction period.	£6,850
Board project governance. Board financial oversight and reporting; risk management and governance. 3 board members / 4hrs per month / 18 months	£10,800
<b>Total</b>	<b>£26,140</b>

6.4	<p><b>Please explain why public funding is required to deliver the project.</b></p>	<p>Public funding is essential for delivering this project because the Museum does not have the unrestricted reserves needed to undertake capital or development projects. Since moving to our new premises in 2019, we have operated under a different financial model with significantly higher overheads. In the early years after reopening, this resulted in annual losses, and although our Financial Sustainability Group has worked hard to stabilise income and control expenditure, our resources now only allow us to operate on a break-even basis.</p> <p>As a result, while the Museum can contribute staff time, volunteer hours, expertise and partnership support, we are not in a position to commit our own financial resources. Any new</p>
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		project requires external funding to proceed.
6.5	Please explain what the remaining bank balances are for in your accounts.	<p>Bank accounts as at 28/2/26</p> <p>BoS current account: £61,361 our income and expenditure account for both restricted and unrestricted funds</p> <p>Bos 95 day notice account: £77,544 cash not immediately needed (includes £20k under withdrawal notice)</p> <p>1 year bond with Cambridge: £50,000 £40000 is our endowment fund, £10,000 cash not needed for the year</p> <p>Paypal account: £6,900 income &amp; expenditure, mainly membership fees</p>
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	While we hold unrestricted current assets(cash and equivalent) of £40,212, much of this is dedicated to the operation, maintenance and repair of our permanent exhibition and collections.
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 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,	Income generated will be reinvested into the maintenance and upkeep of the Roundhouse and Outdoor Museum and

	<p>how? A copy of a business plan and/or budget forecast must be provided with the application.</p>	<p>into training of the Roundhouse maintenance volunteers. A rethatch every 10 years will be factored in, as well as increased insurance costs. Additional income will support the creation of a permanent part-time Front of House post. A detailed business case and financial forecast demonstrating the projected income and reinvestment are included with the application.</p>
<p>7.3</p>	<p>How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?</p>	<p>Local organisations and businesses will not be disadvantaged by the project. We have received a letter of support from GALE (Gairloch and Loch Ewe Action Forum), our immediate neighbour, confirming their support for the Roundhouse project.</p> <p>The Roundhouse does not duplicate or compete with existing local offers. It is a heritage interpretation space linked specifically to the Museum's collections and the Achtercairn archaeological sites.</p> <p>The project is expected to complement the wider local visitor offer. By encouraging visitors travelling along the North Coast 500 to stop in Gairloch and stay longer, the Roundhouse is likely to increase footfall for local businesses including accommodation providers, cafés and shops.</p> <p>When programming events, the Museum already works closely with other local organisations and typically checks local event calendars to avoid scheduling activities on the same dates as other community events.</p> <p>In addition, the main funding being sought for the project is from Museum Galleries Scotland, which is restricted to Accredited Museums. This means the</p>

		<p>project is not competing with other local community or third -sector organisations for funding streams that are open to a wider range of applicants.</p> <p>Overall, the project has been developed through consultation with local organisations and is widely supported as a way of strengthening Gairloch's cultural offer.</p>
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?	<p>Gairloch Museum is a small independent charity and does not have the reserves to safely service commercial borrowing for a capital project of this scale. Taking out a loan would introduce financial risk and divert income away from our charitable activities, including education, community engagement and collections care.</p> <p>The Roundhouse is a public heritage asset rather than a commercial development designed to repay debt. Grant funding is therefore the most appropriate mechanism, ensuring the project can be delivered without financial strain and allowing future income to be reinvested in maintaining the site and supporting the Museum's work.</p>
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?
Highland Council revenue support	2023	£6,272	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Museums Galleries Scotland Solar panel grant	2023	£33,479	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CMHW fund year 2	2023	£13,293	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council revenue support	2024	£6,272	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CMHW fund year 3	2024	£11,180	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Bòrd na Gàidhlig Gaelic development officer	2024	£9,100	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
BnaG Gaelic Convener	2024	£2,900	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
MGS Pushing the Boundaries project	2024	14,486	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highland Council revenue support	2025	£6,272	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
BnaG Gaelic Development officer	2025	£7,271	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
BnaG Gaelic Convener	2025	£2,900	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
CMHW fund year 4	2025	£10,000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
ESGA Age Scotland grant	2025	£19,571	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

### SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

*I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.*

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

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

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
9	Permissions– i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input 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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
<p><b>Reason for missing documentation:</b></p> <p>4: Directors list available here: <a href="https://find-and-update.company-information.service.gov.uk/company/SC426095/officers">https://find-and-update.company-information.service.gov.uk/company/SC426095/officers</a></p> <p>8: No letters available.</p> <p>9: Planning permission accessible here: <a href="https://wam.highland.gov.uk/wam/applicationDetails.do?keyVal=T29QR4IHKM300&amp;activeTab=summary">https://wam.highland.gov.uk/wam/applicationDetails.do?keyVal=T29QR4IHKM300&amp;activeTab=summary</a></p> <p>13: n/a</p>		

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

(Name of organisation) final application form

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

- Match funding – The Highland Council
- Match funding – National Lottery

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

## Appendix 2 - Technical Assessment RAG Summary Spreadsheet

CRF ref	Organisation	Project title	Project description	Area Place Plan Priority	Total project cost	Grant Requested	CRF % rate	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/ impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	Project Officers Comments	
4159	Gairloch Museum	Roundhouse Project	Gairloch Museum are seeking funding towards constructing a full-scale replica of an Iron Age Roundhouse within its existing and well-visited Outdoor Museum. The project is informed by archaeological evidence from the well-preserved Achtercairn sites on the hillside directly behind the Museum, and seeks to create an educational and interpretive structure that brings prehistoric life in Wester Ross into tangible form.	1.5 - Gaelic Language Promotion; 1.9 - Intergenerational Skills Sharing; 2.8 - Cultural Heritage; 3.3 - Year Round Tourism; 3.9 - Community Run Tourism Facilities	£ 279,725.00	£ 45,000.00	16.1%	2	3	3	3	3	3	3	3	3	3	3	29	The applicant has presented a well planned project which demonstrates how it addresses priorities identified in the WRSL Area Place Plan, and impacts both to the sustainability of the Museum as an organisation, and also to the wider community. The construction of the roundhouse will involve local volunteers and trainees working alongside skilled crafts people as well as providing a paid placement to a young person to increase skills in traditional building methods. The completed building will be used as a multi-purpose outdoor venue for local groups and organisations. The business plan accompanying the application demonstrates the potential increase in income to help build capacity and sustainability for the organisation. The only negative to comment on is that there is presently no formal agreement with the local estate as landowner, and this would need to be a pre-start condition and is also likely to be required by other funders.

<b>Area Allocation (HCCF &amp; PBIP) following January 2026 WRSL Committee and CRF4162 uplift</b>	<b>£ 196,288.77</b>
<b>Total applied for at April 2026 WRSL Committee</b>	<b>£ 45,000.00</b>
<b>Remaining if approved</b>	<b>£ 151,288.77</b>

All projects are given a rating of red, amber or green against key assessment criteria. As part of the application paperwork applicants are made aware of the criteria for these. These ratings are then converted into scores as follows: Red = 1; Amber = 2; Green = 3. This allows a total score for each project to be provided. Ratings are based on information provided during the application process and are provided as a guide only.

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