

Agenda Item	4
Report No	BIER-14-26

The Highland Council

Committee: Black Isle and Easter Ross

Date: 11 May 2026

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

1.1 The purpose of this report is to present five funding requests to the Black Isle and Easter Ross Community Regeneration Fund (CRF) budget for 2025-26, for discussion and decision by Members. The report also updates Members on their CRF budget position for 2025-26.

The five applications are provided as Appendix 1 to this report, and a technical assessment summary is provided as Appendix 2.

A summary of the Black Isle and Easter Ross CRF budget for 2025-26 is provided in section 5 below.

2 Recommendations

2.1 Members are asked to:-

- i. **Note** the Community Regeneration Funds currently available in Black Isle and Easter Ross;
- ii. **Consider** the applications presented and agree whether to approve, defer or reject the application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow 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; and
- iii. **Agree** the approved CRF grant award for each application up to the value of the available area allocation.

3 Implications

- 3.1 **Resource** - The Black Isle and Easter Ross Area Committee currently has available CRF funding of £114,264.21. Applications under consideration total £157,634.

Members will therefore need to undertake a prioritisation process to agree which applications are to be supported up to the available area budget.

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

- 3.3 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant receipt, release of funds related to invoices/works completion certificates etc are considered in such assessments.

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

- 3.5 **Gaelic** - Consideration given within individual project applications in line with the Council's policy.

4 Impacts

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

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

- 4.3 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 comprises the Highland Coastal Communities Fund and the Place Based Investment Programme, both of which are Scottish Government Funding streams to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.

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

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

- economic recovery;
- community resilience;
- mitigating the impact of the climate/ecological emergency; or
- addressing the challenges of rural depopulation

Projects should be able to demonstrate that they are:-

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

5.3 Applications brought to this committee meeting have been identified by Members as addressing priorities set out in the Local Area Plans for the Black Isle and Easter Ross. This is in line with the policy direction set by the CRF Strategic Sub- Group in February 2025.

Following discussions, local Members also agreed that they particularly wanted to see applications come forward that focussed on developing or supporting local community facilities.

5.4 In summary, the CRF budget currently available for the Black Isle and Easter Ross Area Committee is as follows:-

Funding Source	Eligibility	Amount
Highland Coastal Communities Fund 2025-26	Capital or Revenue	85,222.21
Place Based Investment Programme 2025-26	Fixed capital only	0.00
Area CRF Budget Carry Fwd.	Capital or Revenue	29,042.00
Total Confirmed Area CRF Budget		114,262.21

Members are being asked to consider five applications with a total grant request value of **£157,634**.

The difference between the total grant request of the five applications and the budget currently available is **£43,369.79** . As such Members should undertake a prioritisation process to award funding up to the available area budget. Members also have the option to defer or reject proposals as outlined in the recommendations above.

5.5 Members will recall that the current Scottish Government (SG) grant offers are made on annual basis with the expectation that funds are expended by the financial year end. Project approvals are made at Area Committee by Members following assessment of the project by the Community Regeneration Funding Team.

Allocation of the 2026-27 Highland Coastal Communities Fund is due to be considered at Economy & Infrastructure in May. Members will be updated on this when further information is available.

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

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

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

Designation: Assistant Chief Executive - Place

Date: 20 April 2026

Author: Fiona Cameron, CRF Programme Manager
Lynsay Mackay, Project Officer
Alison Tanner, Project Officer

Background Papers: None

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CLLD version only)

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 seek well-developed and robust **capital projects** that can commence after 1st July 2025 and must be completed and the grant claimed no later than 27 February 2026.

The deadline for application submission is 9am on Monday, 2nd June 2025.

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

<u>Application Guidance</u>	<u>Assessment Criteria Matrix</u>
 CRF_application_Guid ance (May 2025 - CLL	 CRF Assessment Criteria (v1 May 2025

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF
1.2	Organisation	Farmer Jones Academy c.i.c (Trading as For You Training)
1.3	Project title	Gro For You – Community Innovation Campus Motorhome facilities and signage
1.4	Summary of project you wish to be funded (max 250 words)	We are seeking funding to create motorhome facilities including; showers, toilets, washing machine and outdoor kitchen area. We would also like to purchase road signage and internal signage to promote our facilities that supports infrastructure for tourism. This project sits within the Gro For You(GFY), Community Innovation Campus which is a transformational grass-roots initiative that will provide a catalogue of community and economic benefits, creating sustainable communities now and for future generations to come.

		<p>The GFY Campus will host a community café, hospitality training centre, visitor centre, motorhome welfare facilities and a network of geodesic growing domes demonstrating net zero technologies for growing plants and food production. GFY are also involved in a partnership with Tain Initiative Group that will see the introduction of a country path that links Glenmorangie Visitors to the GFY visitor centre where visitors will be encouraged to explore the various hospitality and tourism attractions through-out the Easter Ross Peninsula.</p> <p>The project within this application will see the introduction of a motorhome toilet and washing facilities alongside essential signage to promote the campus and bring tourist off the road and into our site.</p> <p>This project provides the campus with a unique attraction that not only provides an essential community asset but a catalyst for economic recovery. It is important to note that all profits made are reinvested back into the organisation. This allowed us to deliver non-funded apprenticeships and personal development awards for example to hundreds of young people across the Highlands including; Tain, Invergordon, Alness, Dingwall and Fortrose. Although we are based in Tain, the work that we do is far reaching.</p>	
1.5	Project costs	Total project cost	£68,000.00
		Match funding	£39,000.00
		CRF grant requested	£29,000.00
1.6	Start date (not before 1st July 2025)	31/03/2026	
1.7	End date (by 27th February 2026)	Click or tap to enter a date. 30 ⁰⁶ /2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> #	

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Farmer Jones Academy c.i.c (Trading as For You Training)
2.2	Address and postcode	First Floor, Victoria Buildings, Highstreet, Tain, IV19 1AE
2.3	Main contact name	██████████
2.4	Position in the organisation	CEO
2.5	Contact number	██████████
2.6	Email address	██████████
2.7	Website address	www.foryourtraining.com
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input checked="" type="checkbox"/> Constituted group- Community Interest Company
		<input type="checkbox"/> Public body
		<input type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	SC557756
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.	234252336
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.	None

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Morangie Road – IV19 1PY
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?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 100 year lease is in place
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? Projects must have all permissions in place by 02/06/2025. Evidence of secured permissions must be emailed to the CRF team no later than 02/06/2025 otherwise the application will not be progressed.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Planning secured
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	n/a

SECTION 4: THE PROJECT PROPOSAL

4.1 List the main activities to deliver the project including timescales. Projects must be completed and fully claimed by 27th February 2026.

	Activity name	Achieve by (date)
	Ground preparations/connections to motorhome facilities	31.03.2026
	Welfare unit refurbishment and fit out – toilets, showers and washing machine	30.04.2026
	Outdoor Kitchen area	30.04.2026
	Road and Internal Signage	30.06.2026
		Click or tap to enter a date.
		Click or tap to enter a date.

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

Local needs identified:

- Lack of safe green space with welfare facilities for learning and play
- Low attainment levels within local schools
- Rural deprivation – many of the communities we serve are within the top 10% of the SIMD
- Rural depopulation and ageing communities
- The need for increased tourism opportunities to attract visitors into the area and to boost our local economy.
- Increased access to local support services
- Lack of infrastructure to support tourism

Our project will provide vital infrastructure to ensure that we can maximise our tourist opportunities responsibly. There is currently no welfare or waste disposal facilities for motorhomes within Tain. There will also be a visitor centre on-site promoting local businesses and tourism attractions. Signage will be a vital part of ensuring we attract visitors off the A9 into the on-site visitor centre where we can engage a pull and push strategy where we encourage visitors to spend time exploring the wider area. The Easter Ross Peninsula is often by-passed completely and Gro For You will act as a powerful tool to attract tourists.

The Gro For You, Community Innovation Campus in Tain supports Scottish Government Net Zero and Biodiversity ambitions through the introduction of Net Zero technologies and rewilding zones.

	Our project is supported and heavily embedded in the Tain Community Councils local place plan. Letter of support submitted evidences this.
	(b) Has this need been recognised in a local place plan?
	Yes our project aligns strongly with the needs identified in the local place plan. We have engaged with our local community via the local development trust, initiative group, local schools and our local councillors. We also align nationally and regionally to the; Net Zero and Biodiversity 2045 ambitions, Highland Outcome Improvement plan 2017 to 2027, Highlands and Islands Enterprise 2023 to 2028
4.3	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2
	We have been working with the Tain and District Development Trust to hold a number of community consultations over the last few years and the findings for which can be found alongside ward statistics and SIMD within the business plan and feasibility study attached. We work closely with our local councillors, community groups, local schools including TRA and St Duthus special school and local development agencies and businesses. I have a number of letters of support to evidence this.
4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.
	(a) What are the immediate and short-term outputs that your project will achieve? How will you measure them?
	Providing much needed tourism infrastructure and sign-posting to attract visitors onto site We can measure success through: -Recording the number of motorhome users on our site -Record footfall to visitor centre -Business Surveys to demonstrate sign-posting -Testimonials from local businesses and visitors

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

Outcomes include:

- Decrease social isolation
- Decrease rural depopulation
- Increase access to alternative learning opportunities and community support services
- Improve mental, physical and emotional wellbeing
- Improved local biodiversity and an increase in positive action towards climate change
- Increase tourism activity within Tain and Easter Ross.
- Improved infrastructure to support tourism activities responsibly
- Increase local jobs

We will measure this by:

- Collecting data from official statistics, reports or studies i.e. labour market statistics, ward statistics, visit Scotland statistics, educational attainment reports, health reports.
- Collecting data from customers/participants via surveys and evaluations
- Footfall

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


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

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

As a social enterprise our Gro For You project has multiple potential revenue streams through our tourism and training activities. Our organisation has been trading successfully since 2017 and we have a strong track record of success. All of our profits made will be reinvested to keep our project going long-term. Our entire community model is focussed around creating sustainable communities for now and well into the future.


We have also engaged with other organisations offering motor home facilities and from this we have estimated that we will have over 900 motorhomes and could bring in a minimum of £18000k per year based on a £20 fee per motorhome to utilise all facilities. This does not include the additional revenue potential for the use of our community café and adventure play areas.

Alongside other local businesses we will plan to incentivise motorhome users to stay longer with free or discounted food and drink locally when booking for multiple days.

4.6	<p>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.</p>
<p>We will set up Net Zero technologies for plant and food production. Systems including Hydroponics phase 1 and Aquaponics in phase 2. We will run a community cafe/hospitality training centre and we will use the food that we have grown on-site for our kitchen menu, this will be seen and promoted heavily, demonstrating the benefits of circular economy to our community. We will run a number of sustainability workshops on campus and also out into the community i.e. Waste management initiatives. We will have electrical charging points and e-bike systems on-site and the entire site will benefit from a 50kw solar PV system and an air-sourced heating system. In addition to this we will be utilising a rain water harvesting system for food and plant growing.</p>	
4.7	<p>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?</p>
<p>We have an equal opportunities policy in place that ensures equal treatment to those with the 9 protected characteristics and sets out our approach to avoid discrimination. Attached policy for further information. To ensure that no one is excluded or disadvantaged we would ask individuals who are engaging in our campus activities or training opportunities to complete an equality monitoring form and this will allow us to ensure all participates have fair access, are supported and treated equally and fairly. We will be working with individuals who may have additional support needs or disabilities. Our team have years of experience in working with young people who are Neurodiverse however if specialist support is required and we do not have the experience then we will bring in the necessary key worker/specialist support.</p>	
4.8	<p>All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place.</p> <p>PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.</p> <p> FWF statement and declaration template.x</p>
<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	
<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>Can you confirm if you have the Living Wage Accreditation or are planning to be certified?</p>	
<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/></p>	

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?	16 employees and 10 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 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	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Only capital funding is available in this round. Revenue costs cannot be funded via the CRF grant but may be included in the project budget IF the relevant match funding is in place.</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> <div style="text-align: center;">  <p>CRF overheads and management fees sun</p> </div>
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Budget Heading	Detailed Costs	Revenue/Capital	Amount
Services to Motorhome facilities	Site connections Previously had asked for funding for general site prep and ducting however due to timings this has now taken place and so we are only looking for funding to cover our service connections	Capital	1800.00
Welfare fit out Toilets/Showers/Laundry area	Purchase and fit of sanitary items, wet wall and non-slip flooring	Capital	16,000.00
Road signage and internal sign for sign-posting activities	2 x Large brown sign to be paid for and installed on A9 trump road	Capital	10,000.00
Internal Signage	Signage on building and to promote on-going activities. Due to timings the signage to the building has now been installed and therefore we are now only looking for signage to promote activities on-site	Capital	1200.00

	Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Total match funding	£39,000.00
		CRF requested	£29000.00
		Total funding	£68,000.00
6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
6.3	If yes, please detail.		
6.4	Please explain why public funding is required to deliver the project.	Without the support of public funding we would not be able to deliver a project that could fully meet the needs of our community. Without funding, the project would take significantly longer and not offer the same level of impact. Public funding will allow us to put infrastructure in place now so that we can take full advantage of this summer season and also ensure viability long-term. Capital expenditure has increased in other areas of our build which have been completely out-with our control as it involves Scottish Water oversights and SSE delays. This would mean that without this additional funding we would not be able to put the motorhome facilities or signage in straight away and the impact of our project would be negatively effected.	
6.5	Please explain what the remaining bank balances are for in your accounts.	This money has already been ring fenced for other elements of the wider GFY campus build and the on-going operational costs.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	This is to support on-going operational costs.	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	As a community interest company, all profits will be reinvested back into the business to ensure the long-term sustainability of our projects. We will have number of tourism and training activities on-site which will allow us to generate an income.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	We have completed community consultations, we are working with local schools, Highland Council and local councillors to ensure that our project is there to fill the gaps and not duplicate existing services. We are providing activities that will	

		compliment or support existing services. We will continue to work collaboratively with local schools, groups and businesses to ensure that they have opportunity to benefit from this project. Consultation showed that safe green space, encouraging young people to stay in the Highlands and increasing tourism was a top priority and our project offers solutions to all of this.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	We already have £700k of loans through Social Investment Scotland and First Port Catalyst for Phase 1 project cost – totalling £1.6 million
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?
RCGF	20/01/2023	£450,000.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
H.I.E	20/09/2024	£450,000.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
CRF	01/06/2025	£57,500.00	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

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

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

<p>Signature:</p> <div style="background-color: black; width: 150px; height: 40px; margin: 10px auto;"></div> <p>Print: XXXXXXXXXX</p>	<p>Date: 23/02/2026</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
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1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <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 checked="" type="checkbox"/> No <input 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 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	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation Planning reference: REFERENCE EML-OUT/2024 029/20250113-101300-403		

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

The deadline for application submission is 9am on Monday, 2nd June 2025.

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations



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

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

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

The deadline for application submission is 09:00 on 02/03/26

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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF
1.2	Organisation	Invergordon Development Trust
1.3	Project title	Invergordon Community Development Officer
1.4	Summary of project you wish to be funded (max 250 words)	<p>This project will establish a Community Development Officer post for Invergordon, hosted by Invergordon Development Trust, to provide the dedicated capacity needed to implement the emerging Community Action Plan and develop a Local Place Plan for the town.</p> <p>Over the past several years, Invergordon has undertaken extensive community engagement, including a 2024 community survey and consultation with more than 300 residents, resulting in a clear set of priorities for improving community wellbeing, strengthening the local economy, and developing community facilities. However, a consistent barrier identified across these processes is the lack of</p>

		<p>dedicated capacity to coordinate delivery and secure funding for community-led projects.</p> <p>The Development Officer will act as a catalyst for community resilience by coordinating partnerships between local organisations, progressing priority initiatives, and developing funding proposals to support regeneration activity. A key focus during the first year will be progressing the Invergordon Town Hall regeneration project, while also supporting initiatives relating to local food resilience, cultural activity, tourism, and skills development.</p> <p>The role will also lead the development of a Local Place Plan, ensuring that community priorities have formal recognition within planning processes and can influence future development in the town.</p> <p>CRF funding will provide the initial capacity needed to move from consultation into delivery and will support the development of a long-term funding strategy to sustain the Development Officer role beyond the initial grant period.</p>	
1.5	Project costs	Total project cost	£40,780
		Match funding	£0
		CRF grant requested	£40,780
1.6	Start date	01/07/2026	
1.7	End date (<i>max 12 months from start date</i>)	30/06/2027	
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	Invergordon Development Trust
2.2	Address and postcode	c/o 14 Saltburn, Invergordon, IV18 0JX
2.3	Main contact name	██████████
2.4	Position in the organisation	Chair
2.5	Contact number	██████████
2.6	Email address	██████████

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	SC049418	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	c/o 14 Saltburn, Invergordon, IV18 0JX	
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"/> <div style="text-align: center;"> Years Months </div>	
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)
Recruit and appoint Community Development Officer and establish governance arrangements within Invergordon Development Trust.	30/06/2026
Induction and project setup: establish work programme aligned with the Invergordon Community Action Plan and agree reporting processes with the Trust Board and partners.	31/07/2026
Community engagement and outreach programme to ensure inclusive participation across the town, including targeted engagement with groups that have historically been underrepresented in community consultations.	30/09/2026
Support delivery of priority projects emerging from the Community Action Plan, including development of early “quick win” initiatives to build community momentum.	31/12/2026
Develop partnerships with local organisations, businesses, Highland Council and regional partners to strengthen collaboration and identify opportunities for community-led projects.	31/01/2027
Prepare funding applications and development plans for priority community projects identified through the Community Action Plan.	31/03/2027
Monitoring, evaluation and reporting on project outcomes, including community engagement progress, project development milestones and future funding opportunities. Regular oversight will be provided by the Invergordon Development Trust Board to ensure delivery remains on schedule.	30/04/2027

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

Invergordon is a town with significant potential but also facing persistent social and economic challenges. According to recent community data, 17% of residents live in income deprivation, and 40% of residents in the most deprived neighbourhoods have no formal qualifications. Local consultation has also identified concerns around access to affordable food, opportunities for young people, community facilities, and local employment.

At the same time, the town is undergoing major change. Invergordon hosts one of Scotland’s most important deep-water ports and receives over 300,000 cruise visitors annually, yet much of this economic activity currently bypasses the town. The area is also expected to play a significant role in the emerging Cromarty Firth Green Freeport, which will bring substantial industrial investment and economic transformation to the wider region.

These developments present both opportunities and risks. Without strong local capacity, the benefits of economic growth may not be fully captured by the community. With effective coordination and community leadership, however, Invergordon has the opportunity to strengthen its local economy, improve community wellbeing and shape development in ways that benefit local residents.

Over the past several years, the community has undertaken extensive engagement to identify priorities for the town’s future. A 2024 community survey and consultation process involving over 300 residents has informed the emerging Invergordon Community Action Plan, which sets out clear priorities for regeneration, community wellbeing and local economic development.

These priorities align closely with the wider Easter Ross Area Place Plan – Our Place, Our Future, which highlights the importance of strengthening local communities, improving public spaces and supporting sustainable economic development across the area.

A key opportunity identified through these processes is the regeneration of Invergordon Town Hall, an important historic building in the centre of the town. The proposed asset transfer and redevelopment of the Town Hall would create a long-term community hub providing space for cultural activity, events, training, and local enterprise. However, progressing this project requires coordination between community groups, funders and public bodies, which is currently difficult to achieve within existing volunteer capacity.

Across this work, a consistent barrier identified is the lack of dedicated development capacity. Local groups rely entirely on volunteers and have limited time or resources to develop projects, secure funding or coordinate partnerships. Establishing a dedicated development role will provide the organisational capacity required to ensure projects are progressed in a structured and coordinated way. As a result, there is a risk that the momentum created through consultation and planning won't translate into practical action.

This project will address that gap by establishing a Community Development Officer for Invergordon, hosted by Invergordon Development Trust. The role will support local organisations, coordinate partnerships and progress priority projects identified through the Community Action Plan.

The project will benefit residents across the town, particularly those in areas experiencing higher levels of deprivation, by strengthening local opportunities, improving access to community facilities and ensuring that the community has a stronger voice in shaping the town's future.

By providing the capacity needed to move from planning into delivery, the project will help ensure that Invergordon can respond effectively to both the challenges and opportunities facing the town in the coming years.

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

There is currently **no formally adopted Local Place Plan for Invergordon**. However, the need for stronger community capacity and coordinated regeneration activity has been clearly identified through ongoing community planning work and regional place planning processes.

Over the past two years, extensive engagement with local residents and organisations has been undertaken through a community survey and consultation process involving more than 300 residents. This work has informed the development of the emerging Invergordon Community Action Plan, which identifies clear priorities for the future of the town including improving community facilities, supporting local employment and skills, strengthening opportunities for young people and families, improving access to affordable food, and developing the visitor economy.

The Community Action Plan is intended to form the foundation of a future Local Place Plan for Invergordon, in line with the provisions of the Planning (Scotland) Act 2019, which enables communities to prepare Local Place Plans to influence planning and development decisions in their area. Work to finalise the Community Action Plan is currently underway and will provide the basis for preparing and submitting a Local Place Plan.

A consistent theme emerging from this engagement is that while the community has identified clear priorities and opportunities for regeneration, there is currently insufficient capacity to coordinate delivery and progress these ambitions. Local groups rely heavily on volunteers and have limited time or resources to develop projects, secure funding, and engage with planning processes.

This project directly addresses that gap by establishing a Community Development Officer for Invergordon, hosted by Invergordon Development Trust. The role will provide the dedicated capacity needed to coordinate delivery of the Community Action Plan and lead the preparation of a Local Place Plan for the town.

The project also aligns strongly with the wider Easter Ross Area Place Plan – Our Place, Our Future, which identifies the importance of strengthening community resilience, supporting local economic

development, improving community spaces and enabling communities to play a stronger role in shaping their future.

By providing the capacity needed to move from consultation into implementation, the project will enable the priorities identified through both community engagement and regional planning processes to be delivered in practice, while also supporting the development of Invergordon's first Local Place Plan.

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

There is strong evidence of local support for this project, based on extensive community engagement undertaken in recent years and the active involvement of local organisations in developing priorities for Invergordon's future. The proposal to establish a Community Development Officer directly responds to feedback from residents, community groups and partner organisations who have consistently identified the lack of dedicated capacity as a major barrier to progressing local regeneration projects.

Evidence of local support includes the following:

Community consultation and engagement

- A community survey conducted in 2024, with over 300 residents participating, which identified priorities for community facilities, local employment opportunities, food access, cultural activity and regeneration of key community assets.
- The development of the Invergordon Community Action Plan, informed by this consultation process and ongoing engagement with residents and local organisations.
- Feedback from community meetings and engagement events highlighting the need for coordinated support to move from consultation into delivery.

Support from local organisations and stakeholders

Local organisations have been actively involved in discussions around the Community Action Plan and strongly support the creation of a Development Officer role to help coordinate projects and secure funding. These include:

- **Invergordon Development Trust**, which will host the Development Officer role and provide governance and strategic oversight.
- **Invergordon Off the Wall**, a community-led arts organisation delivering internationally recognised mural trails and cultural projects.
- **Invergordon Museum**, which plays an important role in preserving and promoting the town's heritage.
- **Invergordon Community Council, Saltburn and Westwood Community Council**
- **RNLI**

These organisations have identified the need for improved coordination, partnership working and funding development in order to progress local initiatives and maximise the benefits of regeneration opportunities.

Supporting evidence

The following documents show evidence of community support:

- Community Survey Report (2025)
- Draft Invergordon Community Action Plan
- Letters of support from community organisations and partners

Together, this evidence demonstrates that the proposed Development Officer role responds directly to priorities identified by the community and has strong support from local organisations who will work collaboratively to deliver the project.

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?

The immediate outputs of this project will focus on establishing the capacity needed to coordinate community-led regeneration in Invergordon and progressing key priorities identified through the Community Action Plan. The project will deliver a range of measurable outputs that strengthen collaboration between local organisations, increase community participation in planning processes and unlock further investment for the town.

The key short-term outputs expected during the 12-month CRF funding period are outlined below.

Establishment of a Community Development Officer post

- Recruitment and employment of a full-time Community Development Officer hosted by Invergordon Development Trust to coordinate regeneration activity and support local organisations.
- Measurement: Employment contract in place and monthly activity reporting to the Development Trust board.

Delivery framework for the Community Action Plan

- Development of a clear delivery programme for the Invergordon Community Action Plan, prioritising projects and identifying responsible partners.
- Establishment of working partnerships with local organisations including community groups, cultural organisations, voluntary groups and public sector partners.
- Measurement: Published delivery framework and documented partnership meetings.

Preparation of an Invergordon Local Place Plan

- Development of a draft Local Place Plan for the town, building on the Community Action Plan consultation.
- Additional community engagement activities to ensure residents have an opportunity to contribute to future planning priorities.
- Measurement: Draft Local Place Plan completed and consultation events documented.

Progression of priority regeneration projects

- Coordination and development support for priority initiatives identified through the Community Action Plan, including the Invergordon Town Hall regeneration project and projects relating to local food resilience, cultural activity and tourism.
- Measurement: Number of projects supported and progress reports on key initiatives.

Community engagement and participation

- Ongoing engagement with residents and local organisations to support participation in regeneration initiatives.
- Targeted outreach to groups that have historically been underrepresented in community consultation processes.
- Measurement: Number of engagement activities delivered and estimated number of participants involved.

Securing additional investment for community priorities

- Preparation and submission of funding applications to support projects identified in the Community Action Plan.
- Development of partnerships with regional agencies, funders and stakeholders.
- Measurement: Number of funding applications submitted and value of funding sought.

These outputs will provide the practical foundations needed to move from consultation into delivery, ensuring that the priorities identified by the community begin to translate into tangible regeneration activity within the first year of the project.

The project has also considered delivery risks. As the project focuses on establishing a development role rather than delivering capital works, it carries relatively low delivery risk. Recruitment timelines will be managed through early advertisement and clear governance through the Invergordon Development Trust Board. Regular monitoring and reporting will ensure progress against the activity plan and allow any issues to be addressed quickly.

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

The primary long-term outcome of this project will be increased community resilience in Invergordon, achieved by strengthening the capacity of local organisations to coordinate regeneration activity, influence planning decisions and secure investment for community priorities.

By establishing a dedicated Community Development Officer role, the project will enable the community to move from consultation and planning into sustained delivery of regeneration initiatives.

The key long-term outcomes and lasting benefits are outlined below.

Stronger community capacity and collaboration

The project will strengthen collaboration between community organisations, public bodies and local stakeholders, enabling the community to work together more effectively to deliver local priorities.

This increased capacity will allow community organisations to progress projects, access funding opportunities and develop partnerships that would otherwise be difficult to achieve within existing volunteer capacity.

Measurement:

- Number of active partnerships and collaborative projects
- Feedback from participating organisations
- Number of initiatives progressed through community partnerships

A Local Place Plan providing a stronger voice for the community

The project will support the preparation and submission of a Local Place Plan for Invergordon, ensuring that community priorities are formally recognised within planning processes.

Once adopted, the Local Place Plan will provide a long-term framework for guiding development in the town and ensuring that future investment reflects the needs and aspirations of local residents.

Measurement:

- Completion and submission of the Local Place Plan
- Number of residents and organisations contributing to the process

Progress towards regeneration of key community assets

The project will support the development of priority initiatives identified through the Community Action Plan, including progress towards the regeneration of Invergordon Town Hall as a future community hub for cultural activity, events, training and local enterprise.

By coordinating partners and preparing funding proposals, the Development Officer role will help move these projects closer to implementation.

Measurement:

- Progress milestones for priority projects
- Number of funding applications prepared
- Partnerships established to support project delivery

Increased investment in community-led regeneration

A key outcome of the project will be the ability of the community to attract further funding and investment to support long-term regeneration activity.

The Development Officer will develop funding proposals and partnerships with regional and national funders to support the ongoing implementation of the Community Action Plan.

Measurement:

- Number and value of funding applications submitted
- Funding secured to support future regeneration activity

Through these outcomes, the project will leave a lasting legacy by strengthening the community's ability to shape its own future, respond to economic and social challenges, and ensure that opportunities for regeneration benefit local residents.

4.5	How will the project be supported/maintained/sustained after CRF funding?
<p>CRF funding will support the initial 12-month phase of establishing a Community Development Officer role for Invergordon. The purpose of this funding is to provide the dedicated capacity needed to move from consultation and planning into active delivery of community regeneration priorities.</p> <p>The project has been designed from the outset as catalytic seed funding, enabling the community to build the partnerships, project pipeline and funding strategy required to sustain the role beyond the initial CRF funding period.</p> <p>During the CRF funding year, the Development Officer will prioritise the following activities to ensure long-term sustainability:</p> <p>Developing a multi-year funding strategy</p> <p>A key task of the Development Officer will be to identify and secure longer-term funding to support continued regeneration activity and sustain development capacity within the community. Potential funding sources include national and regional programmes such as the National Lottery Community Fund, community regeneration and place-based funding streams, and other public or philanthropic funding opportunities.</p> <p>Progressing priority projects capable of attracting investment</p> <p>By coordinating the delivery of the Community Action Plan, the Development Officer will help develop a pipeline of projects that can attract further investment. This includes progressing initiatives such as the Invergordon Town Hall regeneration project, which has the potential to become a long-term community hub supporting cultural activity, events, training and local enterprise.</p> <p>Strengthening partnerships and collaborative working</p> <p>The Development Officer will strengthen collaboration between local organisations, public sector partners and funders. Building these relationships will help ensure that community projects are better positioned to access funding, technical support and wider development opportunities in the future.</p> <p>Embedding community priorities within planning processes</p> <p>The preparation of an Invergordon Local Place Plan will provide a long-term strategic framework for development in the town. Once adopted, the Local Place Plan will ensure that community priorities are formally recognised within planning processes, helping guide future investment and development in ways that benefit local residents.</p> <p>In addition, the Development Officer will work with the board of Invergordon Development Trust to develop a long-term governance and funding model for sustaining the role beyond the CRF period. This may include a combination of project-based funding, partnership contributions and funding linked to the delivery of community regeneration initiatives.</p> <p>Through these measures, the project will ensure that the capacity created through CRF funding leads to sustained community-led regeneration activity, rather than a short-term intervention.</p>	
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 primarily funds a community development officer role to support delivery of the Invergordon Community Action Plan. As such, it will not involve physical construction or infrastructure works and therefore presents minimal direct environmental impact.

The role will instead strengthen the community's capacity to develop and deliver projects that respond positively to environmental and climate challenges identified locally.

Invergordon has already been part of Scotland's Climate Action Towns programme, which identified climate risks and opportunities for community-led climate action. This work highlighted local concerns including increased flooding risk, coastal impacts, infrastructure resilience, and food security, alongside opportunities for community food growing, improved active travel routes, and stronger local food networks.

The report also identified that one of the most significant barriers to climate action in the town is the lack of a dedicated funded role to support community capacity, coordination, and funding applications.

This project directly responds to that finding by creating a role that can help translate community priorities into practical projects.

Environmental and climate considerations are already embedded within the emerging Invergordon Community Action Plan, which includes actions relating to local food production, low-carbon transport options, energy efficiency advice, community growing spaces, and climate resilience planning.

The development officer will help ensure that these actions are progressed in a way that is locally appropriate and aligned with wider regional and national climate ambitions.

In delivering the role itself, environmental impacts will be minimised through simple operational measures such as:

- Prioritising local and active travel for meetings where possible.
- Using digital communication and remote meetings to reduce unnecessary travel.
- Working with local partners and venues to avoid duplication of resources and maximise use of existing community infrastructure.
- Encouraging environmentally responsible procurement where project activities require goods or services.

Importantly, the project will support place-based climate action, ensuring that environmental considerations are embedded across community development initiatives rather than treated as stand-alone activities.

By strengthening local capacity, coordination, and collaboration, the project will help ensure that future initiatives in Invergordon — whether related to food systems, transport, buildings, or community infrastructure — are developed with climate resilience and sustainability in mind.

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?

Equalities and inclusive participation have been important considerations in the development of this project. The consultation undertaken to develop the Invergordon Community Action Plan included surveys, community engagement events and discussions with local organisations through the Invergordon Umbrella Group and partner organisations.

Through this work we have engaged with a wide range of residents and community groups. However, the consultation process also highlighted that some groups and demographics within the town have been less consistently represented in community engagement. The creation of a dedicated Community Development

Officer role will provide the capacity needed to improve inclusive engagement and ensure that a broader range of voices are involved in shaping local priorities and projects.

Particular attention will be given to improving participation among groups with protected characteristics and those who may face barriers to engagement, including:

- young people and younger working-age residents
- older residents who may face mobility or digital barriers
- people with disabilities or long-term health conditions
- residents experiencing poverty or social isolation
- people who may not normally participate in formal consultation processes

The Development Officer will work with local partners such as schools, youth organisations, health services, community groups and local charities to design more accessible and targeted engagement activities.

Practical measures to support inclusive participation will include:

- holding meetings and engagement events in accessible community venues
- offering multiple ways to participate, including in-person, online and informal engagement
- ensuring clear and accessible communication in consultation materials
- scheduling activities at different times of day to accommodate people with caring responsibilities or shift work
- working with trusted local organisations to reach communities who may otherwise be under-represented

The project will also monitor participation in engagement activities to ensure that a diverse range of residents are involved in shaping the future of the town.

By strengthening inclusive engagement and ensuring that community development processes are accessible to all residents, the project will help ensure that regeneration initiatives benefit the whole community and do not disadvantage any group.

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

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



FWF statement and declaration template.x

<p>Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Can you confirm if you have the Living Wage Accreditation or are planning to be certified?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/></p>
<p>Is the Fair Work First statement on your organisation’s website?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/></p>

		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 checked="" type="checkbox"/> No <input type="checkbox"/>	
5.3	Please explain how your project will achieve value for money.	<p>The project will deliver strong value for money by creating the dedicated capacity required to unlock and coordinate community-led regeneration activity in Invergordon.</p> <p>The CRF investment will fund a Community Development Officer who will support multiple community organisations and initiatives across the town. Rather than funding a single project, this role will enable the delivery of priorities identified through the Invergordon Community Action Plan and help progress key regeneration opportunities, including the development of a Local Place Plan and the advancement of the Invergordon Town Hall project.</p> <p>By supporting project development, partnership working and the preparation of funding applications, the role will help attract additional investment into the town and enable the community to access funding that would otherwise be difficult to secure through volunteer capacity alone.</p> <p>This approach ensures that a relatively modest investment generates wider benefits across the community by strengthening local capacity, supporting collaboration between organisations and enabling the development of future regeneration projects.</p>	
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 £
	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"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£
CRF requested			£
Total funding			£
6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.	<p>The IDT board of trustees who are all volunteers, will continue to support this project with their time in-kind, attending meetings, providing strategic oversight, hr & line management and financial management all on a voluntary basis.</p>	
6.4	Please explain why public funding is required to deliver the project.	<p>Public funding is required to deliver this project because the Invergordon Development Trust and other local organisations currently rely almost entirely on volunteer capacity and do not have the financial resources to employ a dedicated Community Development Officer.</p> <p>Over recent years the community has undertaken significant consultation and planning work, including the development of the Invergordon Community Action Plan and proposals for the regeneration of Invergordon Town Hall. While this work has identified clear priorities and opportunities for the town, progress in delivering these initiatives is limited by the absence of dedicated development capacity.</p> <p>Volunteers have led much of this work to date, but they do not have the time or resources required to coordinate partnerships, prepare funding applications or manage the development of larger regeneration projects. As a result, many of the opportunities identified through community consultation risk stalling without additional capacity.</p>	

		<p>CRF funding will provide the initial investment needed to establish a Community Development Officer role and enable the community to move from planning into delivery.</p> <p>Without this funding the role would not be created and progress on key regeneration priorities would be significantly delayed.</p>
6.5	<p>Please explain what the remaining bank balances are for in your accounts.</p>	<p>The remaining bank balances held by the organisation are made up primarily of small unrestricted reserves required to cover basic operating costs and restricted funds allocated to specific activities and projects.</p> <p>As a small community organisation, the Invergordon Development Trust operates with very limited financial reserves. Current unrestricted reserves are held to ensure the organisation can meet essential running costs such as administration, insurance and governance obligations.</p> <p>Maintaining a modest level of reserves is important to ensure the organisation's financial stability and ability to continue operating. The balances currently held are therefore not surplus funds but are required to support the Trust's ongoing operations and existing commitments.</p>
6.6	<p>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</p>	<p>The organisation holds only a small level of unrestricted reserves, which are maintained to cover essential operating costs and provide a basic level of financial stability for the Trust.</p> <p>These reserves are significantly below the level required to fund a project of this scale. The Community Development Officer role represents a major investment in capacity that is far beyond the financial resources currently available to the organisation.</p>

		<p>As a volunteer-led community organisation with limited income, it would not be financially responsible to commit the Trust's entire reserves to a single project or staffing post. Doing so would leave the organisation unable to meet basic operational costs or respond to unforeseen expenses.</p> <p>For these reasons, external funding is required to enable the establishment of the Community Development Officer role and allow the community to progress the regeneration priorities identified through the Community Action Plan.</p>
6.7	<p>If you are applying for 100% funding for your project, please explain why no match funding is available.</p>	<p>The organisation is applying for 100% funding for this project because the Invergordon Development Trust operates with very limited financial resources and does not currently have the capacity to contribute significant match funding.</p> <p>The Trust is a volunteer-led community organisation with a small annual income and only modest unrestricted reserves. These reserves are maintained to cover essential operating costs and ensure the organisation's financial stability. It would not be financially responsible to commit these funds to a staffing post of this scale.</p> <p>The project involves establishing a Community Development Officer role to support community capacity and regeneration activity rather than the creation of an income-generating asset. As a result, there are limited opportunities to secure match funding or alternative investment to support the post at this stage.</p> <p>CRF funding is therefore required to provide the initial investment needed to establish the role and enable the community to progress the priorities identified through the</p>

		Invergordon Community Action Plan.
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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?	<p>The project will not disadvantage local organisations or businesses. The Community Development Officer role is focused on supporting community-led regeneration and strengthening collaboration between local organisations, community groups and businesses.</p> <p>The role will help coordinate projects identified through the Invergordon Community Action Plan and support partnership working across the town. This includes engaging with local businesses, tourism operators and community organisations to identify opportunities that benefit the wider local economy.</p> <p>Rather than competing with existing businesses, the project aims to support local economic development and help ensure that future regeneration activity benefits the town as a whole.</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>Loan financing has not been considered because the project does not generate revenue that could be used to repay borrowing. The project involves the creation of a Community Development Officer role to support community capacity and regeneration activity rather than the development of an income-generating asset.</p> <p>As a small community organisation with limited financial reserves, it would not be appropriate or financially sustainable for the organisation to take on loan finance to fund a staffing post.</p>

		External grant funding is therefore required to enable the project to proceed.
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 – Ward Discretionary Fund – Running costs	07/01/2026	£670	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Cromarty Firth Port Authority – Inchindown Virtual Reality Project	28/11/2025	£2500	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
North Highland Initiative – Town Hall Architecture Work	22/07/2025	£800	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Highlands & Islands Climate Fund – Town Hall Architecture Work	25/06/2025	£10000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Scottish Land Fund – Saltburn Playpark Feasibility Study	31/05/2024	£4290	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Cromarty Firth Port Authority – Inchindown Virtual Reality Project	25/09/2023	£2500	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: 06/03/2026</p>
---	-----------------------------

Please Ensure You Also Complete the Attachments Checklist Below

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

5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input 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 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 checked="" type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation: Pricing for Microsoft 365 is based on standard costs as listed on their website. Laptop cost is based on knowledge of typical prices for a decent spec laptop suitable for this post.		

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 09:00 on 02/03/26

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

Application Guidance

Assessment Criteria Matrix



CRF_Application_Guid
ance (v1 MC 2025 CRF)



CRF Assessment
Criteria (v1 MC May 20

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4210
1.2	Organisation	Royal British Legion Scotland Invergordon Branch
1.3	Project title	Legion Hall Refurbishment

1.4	Summary of project you wish to be funded (max 250 words)	<p>The project will refurbish and modernise the Invergordon Legion Hall, transforming it into a safe, accessible, and welcoming community space.</p> <p>Essential works will include repairs, improved heating and insulation, upgraded kitchen facilities, accessible toilets, and general decoration to ensure the hall meets current standards and can be used year-round.</p> <p>Once refurbished, the hall will host a wide range of community activities designed to bring people together and support those most in need.</p> <p>Planned activity includes low-cost community meals, social clubs for older residents, welfare and advice sessions for veterans and families, youth and cadet programmes, wellbeing workshops, craft groups, and space for local charities to run services.</p> <p>The hall will also be available for affordable hire by community groups, families, and small organisations, creating a sustainable income stream.</p> <p>This project ensures the hall becomes a vibrant, inclusive hub that strengthens community connections and supports residents during the cost-of-living crisis.</p>	
1.5	Project costs	Total project cost	£33,400
		Match funding	£0
		CRF grant requested	£33,400
1.6	Start date	On Receipt of Funding	
1.7	End date (max 12 months from start date)	Funding Received plus 6 Months	
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	Royal British Legion Scotland Invergordon Branch	
2.2	Address and postcode	138 High st, Invergordon, IV180AE	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	Secretary	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
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 checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC 029009	
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 must 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.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	138 High st, Invergordon, IV180AE	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	N/A
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.
Repairs to External Wall and Construct Disabled Toilet Facilities Achieve by (date) Receipt of Grant plus 6 Months	
4.2	(a) What local need or opportunity will the project address?
<p>The project addresses a clear local need for a safe, affordable, and inclusive community space in Invergordon.</p> <p>Many residents, particularly older people, veterans, and those on low incomes, experience social isolation and have limited access to warm, welcoming venues where they can meet others.</p> <p>The cost-of-living crisis has increased demand for low-cost meals, advice services, and community support, placing pressure on local groups and volunteers.</p> <p>The Legion Hall presents a strong opportunity to respond to these challenges. As a well-known and trusted local building, refurbishment will allow it to be used year-round as a community hub delivering social, wellbeing, and support activities.</p> <p>The project will also create opportunities for volunteering, skills development, and youth engagement, while preserving an important local asset.</p> <p>By investing in the hall, the project meets immediate community needs and creates long-term capacity for local groups to support residents more effectively.</p>	
	(b) Has this need been recognised in a local place plan?

The refurbishment of the Legion Hall is being developed with the community and for the community.

Local residents and veterans have been consulted to ensure the project reflects their needs, from providing affordable meals and social activities to creating a safe, inclusive venue for meetings and events.

Volunteers are already involved in shaping the project, helping with fundraising, planning, and delivery, which builds community ownership and pride in the hall's future.

Once refurbished, the hall will serve as a hub where the community can gather, reducing isolation, strengthening intergenerational connections, and offering opportunities for skills development and volunteering.

Local groups, schools, and charities will be able to use the space to run activities and services that meet shared needs, particularly during the cost-of-living crisis.

By involving people at every stage, the project ensures long-term sustainability and that the hall remains at the heart of community life

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

There is clear and demonstrable local support for the project, evidenced through consistent community use, volunteer engagement, partnerships, and direct feedback.

- High levels of participation: The hall and associated activities are used regularly by local residents, veterans, pensioners, and families on an as required basis.
- Volunteer commitment: A group of local volunteers give their time consistently, demonstrating trust in and commitment to the project.
- Community donations and fundraising: Ongoing donations of food, goods, and funds from individuals and local businesses show practical, financial backing from the community.
- Partnership working: Support is evidenced through referrals and informal partnerships with local organisations, contributing to shared delivery of community support.
- Positive feedback: Verbal feedback, messages, and social-media engagement regularly highlight the value of the services and the importance of improving the hall.
- Demand exceeding capacity: The need for refurbishment is driven directly by demand for more activities and improved accessibility, as requested by users.

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

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

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

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

Immediate outputs (0–6 months)

- Refurbishment of the Legion hall, including improved accessibility, heating, lighting, and safe, welcoming internal spaces.
Measured by: completion certificates, invoices, photographs before/after, and compliance sign-off.
- Reopening of the hall as a multi-use community space for veterans, older residents, families, and local groups.
Measured by: number of reopening events held and bookings taken within the first three months.
- Establishment of a regular programme of community activities (e.g. coffee mornings, support groups, food and welfare distribution).
Measured by: activity schedules, attendance registers, and volunteer rotas.

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

The project will deliver long-term benefits by transforming the Royal British Legion Scotland Invergordon Branch hall into a resilient, inclusive and financially sustainable community hub.

The overarching outcome is a stronger, more connected community with improved wellbeing, reduced social isolation and increased access to early support for those most in need

Long-term outcomes

A primary outcome will be a measurable reduction in social isolation among veterans, older residents, people living alone and others vulnerable to loneliness.

By providing a warm, accessible and welcoming environment, the project will encourage regular social interaction, routine engagement and peer support, contributing to improved mental wellbeing and a stronger sense of belonging.

The project will strengthen community resilience by providing a safe, trusted venue for community activity, support services and, where required, local emergency response.

This will improve the community's ability to respond to economic pressures, particularly those arising from the ongoing cost-of-living crisis.

Another key outcome is improved early intervention and prevention. Through regular food provision, welfare advice, signposting and informal support, individuals and families will be able to access help earlier, reducing the risk of issues escalating into crisis.

This preventative approach supports vulnerable people while easing pressure on statutory services.

Inter-generational engagement will be enhanced through wider and more diverse use of the hall. Improved facilities will support activities involving veterans, families, volunteers, young people and community organisations, strengthening local networks and social cohesion.

Finally, the project will secure the long-term viability of the building itself. A fit-for-purpose facility will increase usage, support partnership working and enable more sustainable income generation, ensuring the hall remains affordable, community-led and operational for years to come.

How outcomes will be measured

Outcomes will be measured using a combination of quantitative and qualitative methods. Attendance and participation data will be collected across all activities, including community events, support sessions and hall bookings.

Volunteer numbers and volunteer hours will be recorded to evidence increased community involvement and capacity.

Usage data will demonstrate the breadth and frequency of community access, including the number of groups and partner organisations using the space.

Feedback will be gathered through surveys, testimonials and case studies to capture changes in wellbeing, confidence and social connection.

Food and Pet Bank records will be reviewed to monitor repeat emergency use, with reductions indicating earlier and more effective intervention. Partnership activity and referrals will also be tracked to evidence wider community impact.

Lasting benefits and legacy

The project will leave a lasting legacy of a permanently improved, locally managed community asset. The refurbished hall will continue to support wellbeing, dignity and connection, acting as a focal point for community life, veteran support and voluntary action long after the funding period ends.

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

Once completed, the project will be self-sustaining through a combination of:

- Regular income streams including hall hire, community events, private functions, and partner-led activities
- Anchor users (veterans' groups, pensioners' clubs, wellbeing and support services) providing predictable baseline usage
- Volunteer-led management, reducing staffing overheads and embedding local ownership
- Lower operating costs resulting from improved fabric, energy efficiency, and modernised facilities
- Partnership working with local organisations, charities, and public bodies to deliver ongoing programmes and activities

A small portion of earned income will be ring-fenced annually for maintenance and future improvements, ensuring the facility remains safe, attractive, and financially viable in the long term.

The project will continue to be overseen by an experienced local committee with strong community representation, ensuring long-term governance, accountability, and sustainability well beyond the CRF funding period.

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.
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The proposed project involves targeted repairs to the external fabric of the hall and the installation of accessible disabled toilet facilities.

While modest in scale, the works will be delivered in a way that actively minimises environmental impact and supports longer-term sustainability and climate-responsible use of the building.

The repair to the external wall will be confined strictly to the affected area, ensuring unnecessary disturbance, material use, and waste are avoided.

Where possible, the existing structure will be repaired rather than replaced, extending the lifespan of the building fabric and reducing the embodied carbon associated with new materials.

Any materials removed during the repair process will be responsibly managed, with waste segregated on site and recycled wherever feasible through licensed waste contractors.

Materials will be sourced locally where available, helping to reduce transport-related emissions and supporting local supply chains. Environmental best practice will be required of all contractors working on site. This includes minimising noise, dust, and disruption to the surrounding area, using efficient working methods, and ensuring machinery and tools are switched off when not in use.

Deliveries will be planned to reduce unnecessary vehicle movements, and works will be scheduled to minimise disruption to regular community use of the hall.

The installation of the disabled toilet facilities provides an opportunity to improve the environmental performance of the building. Water-efficient fixtures such as dual-flush toilets and low-flow taps will be installed to reduce water consumption.

Energy-efficient LED lighting will be used, lowering electricity demand and reducing ongoing running costs. Fixtures and fittings will be selected for durability and ease of maintenance, helping to avoid frequent replacement and unnecessary waste over time.

Although the project is not a dedicated net-zero initiative, it contributes to climate and sustainability objectives by improving the resilience, efficiency, and long-term usability of the building.

Addressing structural issues promptly helps prevent further deterioration that could lead to more extensive and environmentally intensive repairs in the future.

Improving accessibility ensures the hall can continue to serve a broad cross-section of the community, supporting inclusive use of an existing asset rather than requiring new development elsewhere.

Overall, the project takes a proportionate and responsible approach to environmental management, ensuring that essential repairs and accessibility improvements are delivered with minimal environmental impact while supporting the long-term sustainability of the community hall.

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?

Equalities considerations have been central to the development and delivery of this project from the outset. The project is designed to be inclusive, accessible, and welcoming to all sections of the community, with particular awareness of groups who may face barriers to participation due to age, disability, health, income, or social isolation.

The refurbished hall will be fully accessible, with step-free access, accessible toilet facilities, and flexible internal spaces to accommodate people with mobility issues, sensory impairments, or long-term health conditions.

Activities will be delivered at varied times and at low or no cost to ensure that people on low incomes, including those affected by the cost-of-living crisis, are not excluded.

Clear signage, plain-language communications, and supportive volunteers will help ensure that people with learning difficulties, limited digital access, or low confidence feel able to engage.

While the project is open to everyone, it will actively support specific groups who are more likely to experience disadvantage, including older people, veterans and their families, people with disabilities or long-term conditions, carers, people experiencing financial hardship, and those at risk of loneliness or social isolation.

This will be achieved through targeted outreach, partnership working with local support organisations, and community-led programming shaped by feedback from users.

By adopting an open-door approach, removing physical, financial and social barriers, and continually engaging with the community to understand emerging needs, the project will ensure that no one is excluded or disadvantaged from benefiting, and that the space genuinely reflects the diversity of the local community.

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 No <input checked="" type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes 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?	c10 volunteers, no paid staff at the moment
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input checked="" 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?

- Line Management Relationship
- Staff /Engagement Surveys
- Suggestions Schemes
- Intranet/Online Platforms
- Staff Forums / Networks
- Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.



Budget Heading	Detailed Costs	Revenue/Capital	Amount
Building repair.		Capital.	23400
Disabled Toilet.		Capital.	10000

Total revenue expenditure £
 Total capital expenditure £33400
TOTAL PROJECT COSTS £33400

Is VAT included in these costs?

No

Can you confirm that the costs above have not already been incurred or committed to?

Yes

5.2 Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application . Yes No

5.3 Please explain how your project will achieve value for money. We will carry out the procurement via submission of 3 quotes for the 2 streams of the project and select the one that provides the best VfM

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 £
Yes	Lottery	Not Confirmed	120GBP	
Yes	Robinson Trust	Not Confirmed	120GBP	
Yes	Local Business (MacGregors)	Not Confirmed	120GBP	
Yes	No			
Yes	No			
Yes	No			
Yes	No			
Total match funding			£	
CRF requested			£	
Total funding			£	

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	All other avenues for funding have been exhausted, all returned negative re4sponses.
6.5	Please explain what the remaining bank balances are for in your accounts.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	Any income generated will be re-invested back into improving the services RBLs Invergordon can offer

7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	There is no competition for the services that the RBLs provides to Serving and Retired veterans within the
7.4	Have you considered taking out a loan for the project?	Yes x No <input type="checkbox"/>
7.5	If not, please state why?	
7.6	Have you previously received public funding?	Yes x 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?			£	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.

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

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

Signature:

Print:

Date:

Click or tap to enter a date.

Please Ensure You Also Complete the Attachments Checklist Below

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

5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input 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 type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
13	Valid quotations or estimates	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input checked="" 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



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 09:00 on 02/03/26

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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF
1.2	Organisation	Seaboard Memorial Hall Ltd
1.3	Project title	ER Peninsula Local Place Plan
1.4	Summary of project you wish to be funded (max 250 words)	External consultancy is required to develop a strong and inclusive Local Place Plan covering Community Council areas in Ward 7 on the Easter Ross Peninsula, (excluding Tain as they are doing their own).
1.5	Project costs	Total project cost £24,000
		Match funding £0

		CRF grant requested	£24,000
1.6	Start date	04/05/2026	
1.7	End date (max 12 months from start date)	01/12/2026	
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	Seaboard Memorial Hall Ltd	
2.2	Address and postcode	East Street, Balintore, Tain IV20 1UA	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	Director	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	www.seaboardcentre.com	
2.8	Organisation type	<input checked="" type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input type="checkbox"/>	SCIO
<input type="checkbox"/>	Other (please specify):		
2.9	Organisation registered number	SC217924	
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.	VAT Registration No.: 445320810	
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.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	IV19, IV20
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3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input checked="" type="checkbox"/> No <input 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 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 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)
	Community survey (online & paper), Schools activities to engage young people. Direct engagement with community representatives & organisations	01/06/2026
	Share results from phase 1	
	Community discussion events (Milton, Balintore, Inver, Portmahomack), Survey for those unable to attend events (online & paper)	30/09/2026
	Prepare draft plan, Community consultation on draft plan (online and hard copy)	
	Statutory 28 day consultation with Community Councils and elected members. Finalise plan	31/10/2026
	Community Councils / other community bodies sign off plan	
	Registration by The Highland Council. Community event(s) about implementation (optional)	01/12/2026
		Click or tap to enter a date.
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
	(500 words max limit)	
	Easter Ross Local Place Plan	
	This area would greatly benefit from a joint Local Place Plan as:-	

- 3 out of 6 community councils are in abeyance meaning there is limited local representation and capacity to lead planning processes
- rural disadvantage often misses out on funding and strategic opportunities due to geographic isolation and lack of resources.
- deprivation - some communities fall within the top 10% most deprived areas in Scotland, highlighting significant socio-economic challenges.
- benefits of external support would focus on capacity building and inclusion, build skills and confidence

Stage Tasks to be undertaken by consultant:-

- Audit previous consultations
- Research policy & statistics
- Assemble steering group / volunteer team
- Agree PR and messaging for print and social media
- Develop website (optional if funds permit)

Note: Website could be removed therefore the ask would be £18k exclusive of VAT.

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

(500 words max limit)

The area has no local place plan – hence the need.

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

(500 words max limit)

The **output** would be a combined Community Action Plan (identifying community priorities and actions) and Local Place Plan (containing spatial proposals to feed into the Council's next Local Development Plan). Highland Council and local councillors have encouraged Community Councils, to create local place plans, but many lack the skills or time to do so. Using the Black Isle Local Place Plan as a model, it was suggested that all CCs on the Easter Ross Peninsula collaborate on a joint plan, an idea that received strong support (see attached letters and emails). The Seaboard Memorial Hall Ltd as a constituted group with the necessary governance stepped forward to lead on this. It should also be noted that both the Balintore & Hilton CC and Inver are in abeyance and Nigg & Shandwick CC is struggling for members, this leaves only Fearn, Tarbat and Kilmuir & Logie Easter operational.

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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 type="checkbox"/>	Increasing community resilience
<input type="checkbox"/>	Tackling poverty and inequality
<input type="checkbox"/>	Addressing causes of rural depopulation
<input checked="" 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)

The **objectives and short-term outputs** for the Local Place Plan include:

- A truly community-led plan owned by the community
- Consensus on community priorities
- Give a stronger voice to smaller rural communities outwith Tain
- Complement ongoing work on the Tain Local Place Plan
- Provide an evidence base of community aspirations to inform public and private sector decision making
- Inform planning policy
- Community development outcomes, including strengthened community capacity

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

(500 words max limit)


The hoped for outcomes from this project will be:-

- Community Engagement – encourage community to participate and get involved taking on a sense of ownership and responsibility for their local area and what is be planned.
- The final local place plans (LPPs) will align community proposals with local development plans, ensuring that aspirations are considered in the planning process.
- The exercise of creating LLP’s can assist communities utilise resources effectively, such as land and funding, to achieve their development goals.
- Innovation and Creativity is also a key element and outcome as innovative ideas and creative solutions to local challenges will drive forward progress and improvements.

4.5	How will the project be supported/maintained/sustained after CRF funding?
<p>(500 words max limit)</p> <p>The LPP is a live document and can be revisited and updated over time which is essential for CC's who follow on - it can be a reference document as well as a long-term plan aiding succession in shaping the future of communities and ensuring that their needs and aspirations are recognised is important. Getting the initial LPP started is therefore essential.</p>	
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.
<p>(500 words max limit)</p> <p>Given that the scope of the project is limited to the collection and organisation of data, no negative environmental impact is anticipated. All procedures are desk-based.</p>	
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?
<p>(500 words max limit)</p> <p>A collaborative method is crucial in embedding inclusivity into the LPP. By drawing on the diverse voices and interests present within the community, including representatives from the council, local landowners, and key businesses the plan becomes more representative and attuned to actual needs. Furthermore, this approach grounds the ambitions of the LPP in what is achievable, making the vision not only more inclusive but also realistic and deliverable.</p> <p>The approach taken is based on previous multi-community Local Place Planning eg. the Black Isle and the Garnock Valley in North Ayrshire, each of which complemented local volunteer action with external consultant support on:</p> <ul style="list-style-type: none"> • Support the steering group and volunteer team throughout the process • Bring experience from previous Local Place Plans • Prepare PR, messaging, surveys, graphics, engagement materials etc • Build & maintain dedicated website - regularly updated source of information (example: Fort Augustus) • Provide independent facilitation & mediation • Facilitate progress from community aspirations through prioritising to a community-led plan • Draft and finalise the plan and maps 	

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

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




FWF statement and declaration template.x

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <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 checked="" type="checkbox"/> No <input 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?	
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 type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.



CRF overheads and management fees sur

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Consultant Fee	to co-ordinate and deliver the final LPP	Revenue	£24,000
	<i>(see attached summary of actions)</i>		

	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			£
CRF requested			£
Total funding			£
6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.3	If yes, please detail.	Local Councillors and Community Council Members, including volunteers from the community are willing to assist at the drop-in and assist with the gathering of information from these. These will be spread over the various CC's areas – drop-ins, school visits, and various community groups.	
6.4	Please explain why public funding is required to deliver the project.	This financial constraint severely restricts the ability of Community Councils to address larger community needs or embark on substantial undertakings.	
6.5	Please explain what the remaining bank balances are for in your accounts.	Operations of running the Seaboard Centre/	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Seaboard Centre is merely hosting this application	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	As above – merely hosting	

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.	Initially this project is not about generating income it is more about generating aspirations, being aware of proposed developments and opportunities
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Input into the LPP is expected from local businesses
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	Not applicable
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 Regeneration Funding	21/01/2026	£31,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Community Regeneration Funding	20/02/2024	£43,643	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

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> <div style="background-color: black; width: 150px; height: 60px; margin: 10px auto;"></div> <p>Print: XXXXXXXXXX</p>	<p>Date: 27/02/2026</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 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 type="checkbox"/> NA <input checked="" type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

13	Valid quotations or estimates	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input checked="" type="checkbox"/>
Reason for missing documentation:				

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

- Insurance – Ansvar
- Organisational policy – Fair Work Policy
- Bank statement – Royal Bank of Scotland
- Letter of support – Cllr Dundas
- Letter of support – Tarbat CC, Fearn CC and Kilmuir & Logie Easter CC
- Business Letter of support – J Scott. Fearn Farm
- Quotation – Nick Wright FRTPI

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations



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

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

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

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

SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4215
1.2	Organisation	North Kessock Village Hall (NKVH)
1.3	Project title	Resilience centre: kitchen equipment
1.4	Summary of project you wish to be funded (max 250 words)	<p>To be a resilience centre for the village, our phase 3 programme requires replacing the domestic style kitchen with a kitchen to support the hall's capacity of 120 people seated. Preparation of hot food for events in the hall is currently limited to serving around 30 people. Expensive external catering is required for community events.</p> <p>Having visited well run facilities (Merkinch Community Centre and Smithton Free Church) we have identified the commercial-style stainless steel kitchen we require. We have engaged with a kitchen installation company for design, supply and fit of the new kitchen.</p>

		<p>Replacing the kitchen will enable the hall to be used for more community events, including for resilience episodes, and make it more attractive for hires for life and seasonal events. This will help us to reach more people in the community with catered events and should improve the financial sustainability of the hall.</p> <p>The main hall now has full disability access, shower and laundry facilities. Proper kitchen facilities will help us become a resilience centre for the village.</p> <p>Having run small-scale warm spaces for 3 years we have built a volunteer pool of 25 people to prepare and serve food and we know who needs help in the village to stay connected and enjoy nutritious meals. A new kitchen will help us to extend these services. A local chef is keen to volunteer support for catered events.</p> <p>This application is to support the purchase of kitchen equipment. Installation costs are subject to other separate funding applications/sources.</p>
1.5	Project costs	Total project cost £32,723.99
		Match funding £2,269.99
		CRF grant requested £30,454.00
1.6	Start date	06/07/2026
1.7	End date (<i>max 12 months from start date</i>)	27/07/2026
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	North Kessock Village Hall (NKVH)
2.2	Address and postcode	North Kessock Village Hall, Marine Park, North Kessock, IV1 3XS
2.3	Main contact name	██████████
2.4	Position in the organisation	████████████████████
2.5	Contact number	██████████
2.6	Email address	████████████████████
2.7	Website address	https://hallbookingonline.com/northkessock/
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee

		<input checked="" type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity
		<input checked="" type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC047939	
2.10	Is the organisation VAT registered?	<p>By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant.</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	If the organisation is VAT registered, please provide the number.		
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	North Kessock Village Hall, Marine Park, North Kessock, IV1 3XS	
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 checked="" type="checkbox"/> No <input type="checkbox"/>	
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	NA	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Building Standards have confirmed no building warrant is needed, but the Environmental Health Officer (EHO) is to provide feedback on kitchen design.	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	We are sharing the design drawings with the EHO in February 2026 and will amend if required.	

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Secure funding to cover the costs of installation and commission works	29/05/2026
	Purchase the items for the kitchen (cooker, oven, fridge, sink, dishwasher, steel worktops, shelves, hot cupboard, floor stands, lighting)	18/06/2026
	Cancel hall hires during installation period	01/07/2026
		Click or tap to enter a date.
		Click or tap to enter a date.
		Click or tap to enter a date.
4.2	(a) What local need or opportunity will the project address?	
	<p>(500 words max limit)</p> <p>Having a fully functioning kitchen to cater events for the hall's capacity will enable:</p> <ul style="list-style-type: none"> • More community events to be run; • More people to be involved in community life; • Support to people during resilience events; • Attracting more volunteers to be connected in community life; • Supporting people with particular needs to be connected and provided with nutritious food; • A more attractive venue to offer for external hires, raising the profile of the village and income for the hall to reinvest in its development and maintenance <p>Kitchen replacement is the 3rd phase of our hall development, having been supported previously with grant funding to improve disability access, new toilet, shower and laundry facilities, switch to LED lighting and refurbish the hall floor. The hall committee is ambitious to run a fully functional and attractive hall for inclusive community use and gatherings. The committee works with all other community groups in the village to offer mutual support, capacity building and improving the lives of residents.</p>	
	(b) Has this need been recognised in a local place plan?	
	<p>(500 words max limit)</p> <p>The local place plan previously consulted on by Knockbain Community Council recognised the value of the village hall as a community resource. The Community Council has provided a letter of support for the application.</p> <p>The need for improved kitchen facilities has been recognised by groups hiring the hall and for the hall's own events and members. Support has been sought from Knockbain Community Council to lead the development of a resilience plan for the village and the hall would be a key partner in that plan.</p> <p>Our three Black Isle Ward Members have expressed their support for the hall's plans to become a resilience centre. They have also welcomed the improvements we have made already and are aware of our ambitions.</p>	
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	
	<p>(500 words max limit)</p> <p>Our membership (79 members) has prioritised the improvements needed for the hall. For 2026 improvements to the kitchen is the top priority.</p>	

Other groups using the hall also support the kitchen development, especially where some of their catered events have required a workaround.

The RNLI for example hold their annual quiz in the hall in November and last year had to resort to a BBQ outside to prepare the food. They offer a letter of support for the kitchen redevelopment.

A local chef is keen to run catered events for us to support our fundraising, but the current kitchen prohibits us from taking up this offer.

People attending our fortnightly soup events have asked if we could run catered events at Christmas, Burns Day and other seasonal events, but the current facilities make this impossible without incurring the cost for external catering.

Enquiries from those seeking to hire the hall for large events (life, faith or seasonal events) have led to fewer bookings being made when they realise the poor state of the current kitchen facilities. Some have hired the hall once but have not returned because of the poor kitchen facilities.

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)

- We will promote the hall with a fully functioning kitchen to cater for up to 120 people seated.
- We will run additional catered events in the first year following installation. Events will be identified between August 2026 to August 2027
- More people will attend hall run events which are catered. We will compare attendance before and after installation from our booking information system.
- We will improve the range of food offered at hall run events. Catering provided will be recorded. We will seek feedback on the food provided from hall users.
- We will see increased satisfaction from those running hall catered events. We will survey our members and volunteers involved.
- We will see a reduction in cost of catered events run by the hall. We will show the cost of externally catered events and compare this to the cost of events we cater in-house. Reducing the cost means we can make catered events more affordable for people to attend and/or we can build reserves for hall maintenance and development.
- We will see additional external hires which involve catering. We can compare bookings before and after installation.
- We will see improved satisfaction from regular hall users seeking to use kitchen facilities. We will survey our regular hall users.

	<p>(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?</p>
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(500 words max limit)

- The hall will be recognised as the resilience centre for the village through the local resilience plan to be developed, led by the Community Council. We will support resilience events.
- The programme of community events we run will grow. This will be demonstrated by comparing the number and type of events run before and after the kitchen installation.
- The hall will increase its membership and volunteer pool by offering an attractive and functioning facility where people can connect and make new friends. We will monitor membership and volunteer numbers.
- More people will use the hall and be involved in community life. We will monitor the numbers attending the hall through our booking information.
- More people with particular needs will use the hall and be involved in community life. We will monitor the number of events run for people with particular needs.
- More external hires will be made using the kitchen facilities. We will monitor this through our booking system.
- Hall income from hires should increase. This will be reported annually at our AGM and to OSCR. All income raised is reinvested in the maintenance and development of the hall, improving its sustainability.

4.5	How will the project be supported/maintained/sustained after CRF funding?
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(500 words max limit)

Having made site visits to see the kitchen facilities elsewhere, we noted that they were over 10 years old and fully functioning as if new. A stainless-steel kitchen with commercial-style fittings is designed to last far longer than a domestic kitchen. Several items in our kitchen no longer work.

Improving the infrastructure of the hall will make it:

- more socially sustainable as more people participate in community events, offer to volunteer and become members; and
- more financially sustainable as more events will be run and hall income should increase.

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.
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(500 words max limit)

We have chosen equipment that is more energy efficient than our current facilities. For example, our new cooker will be an induction cooker and our lighting in the kitchen will be LED. When the current units and equipment are removed, we will identify what can be re-used by others in the community and what can be recycled.

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

We have already improved access to the hall for people with physical disabilities, sensory impairment and for parents and carers of children and babies. This was supported by previous rounds of grant funding, especially from The Highland Council. This means there will be no physical barriers for people to attend catered events. We have a new disabled ramp, handrails, fully accessible toilets and baby changing facilities and new door releases on four new fire exits.

Having run the warm spaces fortnightly lunches through the last 3 winters periods, we are aware of the needs and requests of older people attending. This will shape our future programme of catered events for older people in the village. They have asked for a Christmas lunch, a Burns event and other seasonal catered events.

Our committee is really keen to identify events for teenagers in the village. We believe catered events will be more attractive and this will be a new area for us to develop with new kitchen facilities in place.

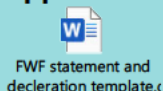
We are keen to promote the hall for different life, seasonal and faith events. We have been held back in doing this because of the poor kitchen facilities. This will be another area of development for the committee and for external hires.

Our committee is skilled with knowledge of the Equality Act and respect for people's protected characteristics. We are developing the hall for it to be a fully inclusive community space.

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 No

Can you confirm if you have the Living Wage Accreditation or are planning to be certified?

Yes No Applied

Is the Fair Work First statement on your organisation's website?

Yes No Do not have a website

How many people do you employ or how many volunteers do you have?


We do not employ anyone. We have a contract with an independent provider for cleaning. We pay them the living wage. We have a membership of 85 and regular pool of volunteers of around 35 people (25 for catering).

Do you currently pay the Real Living Wage hourly rate?

Yes No NA

As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <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 type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks for volunteers <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div style="text-align: center;">  <small>CRF overheads and management fees sur</small> </div>
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Budget Heading	Detailed Costs	Revenue/Capital	Amount
Purchase and supply of specified kitchen equipment	Electric combi oven, induction cooker, runner stand, fridge, dishwasher, floor stand, hot cupboard, stainless steel sink, wall bench, inlet and outlet tables, wall bench, shelving, lighting and emergency lighting. Total cost is £27,269.99 plus £5,454.00 VAT. Quote attached.	Capital	£32,723.99
Total revenue expenditure			£0
Total capital expenditure			£32,723.99
TOTAL PROJECT COSTS			£32,723.99
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	<p>Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided?</p> <p>Please provide any quotes as supporting documents to this application .</p>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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5.3	<p>Please explain how your project will achieve value for money.</p>	<p>The commercial kitchen designer, Alliance Scotland, was recommended by a local chef. They are currently supporting another village Hall in Ross-shire with kitchen development. They have not charged us for the kitchen design work as they recognise we are a charity. The quote lists each kitchen item separately and are based on the choices of Hall Trustees from our site visits.</p>
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SECTION 6 – MATCH FUNDING (if applicable)

Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.			
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.		
Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
NKVH	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Agreed at committee meeting 9.2.26	£2,269.99
Total match funding			£2,269.99
CRF requested			£30,454.00
Total funding			£32,706.06
6.2	Will the project involve “in kind” support?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.		<p>Volunteers will remove all moveable items from the kitchen in advance of the installation and arrange any redecoration required afterwards.</p> <p>Please note we are seeking grant funding from other sources to <u>install</u> the kitchen. These costs are estimated at £34k incl. VAT. We will provide an update on this separate fund raising.</p>
6.4	Please explain why public funding is required to deliver the project.		The hall’s surplus from its last annual accounts was just over £4k. Our heating, other energy and maintenance costs are high. The hall does not have sufficient reserves to afford a new kitchen without grant support. We also have some remedial work to do following an asbestos report so our funding in 2026 is particularly restricted.
6.5	Please explain what the remaining bank balances are for in your accounts.		<p>We have set up a building development fund account for all our hall improvements. A statement of that account is attached. We have moved funds into that account from our main hall account on 10th February as our contribution to this project, following agreement at our committee meeting. The remaining funding in that account is required to contribute to:</p> <ul style="list-style-type: none"> remedial work we need to undertake following an asbestos survey carried out (the first quote was for

		<p>around £7k and a 2nd quote is currently being sourced)</p> <ul style="list-style-type: none"> any contribution possible to install the new kitchen, subject to success with other grant applications submitted for installation. <p>Our main hall account as at 10th February 2026 shows a balance of £17,902.75. This is the account we use for hall operating costs. The total ringfenced for contingency is £11,330. This is for boiler pellets (£2k), contingency for running costs including electricity bills (£6k) and for returning deposits paid for hires (£3300). This means we have only £6,572.75 available. We are likely to draw on some of this for remedial work related to the asbestos survey. A statement of that account is attached.</p> <p>We have 2 further bank accounts but they are unrelated to building development at the hall. They are for our Club 200 fundraiser and for running a separate building in the village, The Hub, located at the Old Pier. Please let me know if you require statements for these.</p>
6.6	<p>Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.</p>	<p>We have transferred funds from our hall operating account into the development account as match funding. We are unable to transfer any further funds as there is only a balance of usable funds of £6572.75 as at 10.2.26. We are awaiting another quote for remediation following an asbestos survey and expect to have to draw on these funds for that as the funds left in the building development fund are likely to be insufficient. We also expect to have to find some match funding for the kitchen installation costs, which we are currently find raising for.</p>
6.7	<p>If you are applying for 100% funding for your project, please explain why no match funding is available.</p>	<p>N/A</p>

SECTION 7 – INCOME GENERATION

7.1	<p>Will the project generate income?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly <input type="checkbox"/></p>
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7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	We expect to be able to run more events which will raise funds, although some of our events are by donation so that those with limited income are not excluded. We also expect to offer more external hires for catered events and this should raise our income, although our operating costs increase annually with inflation and our energy costs are high. As a community facility we aim to cover our operating costs and any surplus is re-invested in the hall for development costs. Our hire prices reflect whether hires are for charitable causes, local groups, private events and commercial events.
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	When large hall events are run, they normally support the local hotel and café by bringing people into the village. Both the hall and café support the hall by donating food and/or chef time for events. There is no other facility in the village to compete with the hall because of its size.
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?	The level of our restricted funds makes it too risky to be able to repay a loan at this time. Also we have other development work to do in future phases.
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?
CRF4117 – floor refurbishment and new LED lighting.	15/07/2025	£16,150	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CRF3069- new external doors and disabled ramp	02/09/2024	£24,879.50	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CRF2257 plus change approval - new toilets and drainage	31/10/2024	£66,317.17	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ward Discretionary Grant SGA19665 contribution to internal doors and painting	24.2.25	£774.40	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ward Discretionary Grant SGA19564 Contribution to new laundry	31/12/2024	£999.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ward Discretionary Grant SGA18056, technical drawings and surveys	01/02/2023	£3,000	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.

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

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

Signature:  Print: 	Date: 24/02/2026
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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. Please note I have attached the full bank statement for the main hall account as at 9.2.26, then a mini statement for 10.2.26 after funds were transferred to the development account. Also attached is a mini statement of the building development account so you can see the transfers in.	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 type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study Letters attached from Community Council, MP and RNLI.	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 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 type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:		

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Appendix 2: Black Isle & Easter Ross Summary RAG Assessment

Ref No	Organisation	Project Title	Project Description	Total Project Cost	Grant Requested	Capital	Revenue	Project Start Date	Project End Date	% Rate	Project Robustness	Engagement & Support	Meeting a Need/ Demand	Legacy & Exit Strategy	Equalities Issues/ Impacts	Environmental Sustainability	Value for Money	Match Funding	Meets Local Priorities	Additionality	Score
CRF4202	Gro for You	Farmer Jones- Motorhome Facilities	To create motorhome facilities including showers, toilets, washing machine and outdoor kitchen area, road signage and internal signage	£ 68,000.00	£ 29,000.00	£ 29,000.00	£ -	30/04/2026	30/07/2026	43%	3	3	3	3	2	3	3	2	3	3	28
CRF4203	Invergordon Development Trust	Invergordon Development Trust- Development Officer	This project will establish a Community Development Officer post for Invergordon, hosted by Invergordon Development Trust, to provide the dedicated capacity needed to implement the emerging Community Action Plan and develop a Local Place Plan for the town.	£ 40,780.00	£ 40,780.00	£ -	£ 40,780.00	30/06/2026	30/06/2027	100%	3	3	3	2	2	3	3	2	3	3	27
CRF4210	Royal British Legion, Invergordon	Royal British Legion Invergordon- Hall Refurbishment	The project will refurbish and modernise the Invergordon Legion Hall, transforming it into a safe, accessible, and welcoming community space. Essential works will include repairs, improved heating and insulation, upgraded kitchen facilities, accessible toilets, and general decoration to ensure the hall meets current standards and can be used year-round.	£ 33,400.00	£ 33,400.00	£ 33,400.00	£ -	11/05/2026	16/11/2026	100%	1	1	2	2	2	3	1	1	3	3	19
CRF4212	Seaboard Memorial Hall Ltd	Easter Ross Peninsula- Local Place Plan	External consultancy is required to develop a strong and inclusive Local Place Plan covering Community Council areas in Ward 7 on the Easter Ross Peninsula, (excluding Tain as they are doing their own).	£ 24,000.00	£ 24,000.00	£ -	£ 24,000.00	04/05/2026	01/12/2026	100%	3	3	3	2	2	3	3	2	3	3	27
CRF4215	North Kessock Village Hall	Resilience Centre: kitchen equipment	To be a resilience centre for the village, the phase 3 programme requires replacing the domestic style kitchen with a kitchen to support the hall's capacity of 120 people seated. This application is to support the purchase of kitchen equipment. Installation costs are subject to other separate funding applications/sources.	£ 32,723.99	£ 30,454.00	£ 30,454.00	£ -	06/07/2026	27/07/2026	93%	3	3	3	3	3	3	3	2	3	3	29
Total				£ 198,903.99	£ 157,634.00	£ 92,854.00	£ 64,780.00				3	3	3	3	3	3	3	2	3	3	

R.A.G

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

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

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

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