

Agenda Item	5
Report No	LA/21/26

The Highland Council

Committee: Lochaber

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 six funding requests to the Lochaber Community Regeneration Fund (CRF) budget for 2025/26, for discussion and decision by Members. The report also updates Members on the Lochaber CRF budget position for 2025/26 and 2026/27.

The six applications are provided as Appendix 1 to this report, and a technical assessment summary is provided as Appendix 2. An update on the Lochaber CRF budget is provided below in sections 5.4- 5.5.

2 Recommendations

2.1 Members are asked to:-

- i. **Note** the Community Regeneration Funds currently available in Lochaber;
- 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 the 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 awards, subject to any conditions, for the applications up to the value of £231,558.89.

3 Implications

- 3.1 **Resource** - Following approvals at the 26 January 2026 Lochaber Area Committee, Lochaber has available CRF funding of £282,511.06. The applications under consideration make a total request of £231,558.89. Therefore, there are no resource implications in approving the funding awards as requested.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management, protect The Highland Council'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 recipient; release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisation.
- 3.5 **Gaelic** - 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 currently comprises elements of the Highland Coastal Communities Fund (HCCF) and the Place Based Investment Programme (PBIP), both of which are Scottish Government funding streams to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.

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

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

- 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 have been identified by Members as addressing priorities set out in the Lochaber Area Plan. This is in line with the policy direction set by the CRF Strategic Sub-Group in February 2025.

5.4 In summary the CRF budget position in Lochaber at Area Committee on 11 May 2026 is as follows:-

Funding Source	Eligibility	Amount £
Highland Coastal Communities Fund- Tranche 5	Capital or Revenue	324,160.95
Highland Coastal Communities Fund- Tranche 6	Capital or Revenue	363,388.46
Place Based Investment Programme (confirmed to date)	Fixed Capital Only	72,959.55
Area Budget 24-25 underspend- carry fwd./ de-commitment (£1,402.53 increase since Jan 2026)	Capital or Revenue	34,489.93
Total Confirmed Lochaber CRF Budget 2025-26		794,998.89
Less Awards Made from Lochaber CRF Budget 2025-26 To Date		512,487.83
Available Lochaber CRF Funds on 26 January 2026		282,511.06

Six applications are under consideration by Members today, with a total grant request value of £231,558.89.

If Members were to approve all of these applications, there would be £50,952.17 remaining in the Lochaber CRF budget for 2025/26. This sum can be carried forward into the 2026/27 budget.

5.5 The Lochaber CRF budget for 2026/27 will not be confirmed until after Highland Council's Economy & Infrastructure Committee meeting on 28 May 2026, where area allocations are due to be discussed.

Members should note that the Lochaber CRF budget for 2026/27 will be significantly lower than 2025/26, due to it containing only one year's worth of Highland Coastal Communities funding. It has also been confirmed that there will be no Place Based Investment Programme funds for 2026/27.

Projects for potential consideration for future CRF funding are now being registered on the new "BeConnected" website. Members will receive regular updates on proposals that have been uploaded there, and their views will be sought as to which ones they wish to invite to develop full funding applications.

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: 15 April 2026

Authors: Fiona Cameron, CRF Programme Manager
Martin Culbertson, Project Officer

Background Papers: None

Appendices: Appendix 1 – Project Application Forms
Appendix 2 – Project Technical Assessments – R.A.G
Summary

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations



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

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

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

The deadline for application submission is 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	CRF4200
1.2	Organisation	The Island Park Community Field SCIO
1.3	Project title	Purchase of Island Park
1.4	Summary of project you wish to be funded (max 250 words)	<p>We are looking to buy Island Park. We have leased the land from Simec power 4 for several years. The opportunity has now arisen for us to own the land outright on behalf of the community. Island Park Community Fields SCIO was created to maintain a vital green space that has served as the heart of Kinlochleven's community activities for over 8 years.</p> <p>Securing ownership will ensure long-term access and benefits for the community, enable infrastructure improvements, and protect the field from future development threats.</p>

1.5	Project costs	Total project cost	£22,000.00
		Match funding	£0.00
		CRF grant requested	£22,000.00
1.6	Start date	02/04/2026	
1.7	End date (max 12 months from start date)	02/04/2026	
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	The Island Park Community Field SCIO	
2.2	Address and postcode	13 Gordon Square Kinlochleven PH50 4RD	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address	Island Park Facebook page	
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	SC048069	
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.	Island Park Kinlochleven, no postcode
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 type="checkbox"/> Years 20 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)
	Purchase of Island Park, as soon as funds are available	02/04/2026
		Click or tap to enter a date.
		Click or tap to enter a date.
		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?	
	(500 words max limit)	
	<p>The charity purchase of Island Park is a key initiative within the Local Place Plan because it directly addresses several identified needs in Kinlochleven. As one of the village's few central green spaces, Island Park already plays a vital role in supporting health, wellbeing, and social connection. Securing it in community ownership ensures that this important asset is protected, improved, and accessible for everyone throughout the year. It removes the uncertainty of leasing it and allows us to plan more effectively to deliver further and longer term community benefits.</p> <p>The lease has a review every 8 years for any party to withdraw from the arrangement,</p>	

The Local Place Plan highlights the importance of safe, high-quality outdoor spaces that encourage active lifestyles and support community cohesion. Island Park fulfils this priority by offering a free, inclusive environment where children, young people, families, and older residents can gather, play, and participate in activities without financial barriers. The SCIO's commitment to providing year-round free activities—such as sports sessions, community events, informal play, and intergenerational gatherings—directly responds to the plan's emphasis on reducing inequalities and improving access to local opportunities.

Community ownership also strengthens local identity and pride. Island Park is a well-loved space with deep historical and emotional significance for residents. The Local Place Plan recognises the importance of protecting places that matter to the community, and the purchase ensures that decisions about the field's future are made locally, transparently, and in the best interests of the village.

In addition, the project supports the plan's goal of empowering communities to shape their own development. The SCIO's leadership in purchasing, managing, and enhancing the field demonstrates strong community capacity and a proactive approach to long-term sustainability. This aligns with national and local priorities around community-led regeneration and the transfer of assets into local stewardship.

By securing Island Park for future generations, the SCIO is addressing clear community needs: accessible outdoor space, free activities, opportunities for social connection, and a stronger sense of place. The project not only fits within the Local Place Plan—it exemplifies the type of community-driven initiative the plan seeks to encourage.

We need to take advantage of this unique opportunity that has been offered to purchase the park at a reduced price. Securing the purchase means we can guarantee benefits to the community for many years to come, and remove the uncertainty associated with leasing.

We currently hold a 20-year lease for the field, which gives us security of use but no long-term rights to the land itself. The last occupiers wanted to get rid of all the green and replace it with concrete to build a motorhome park. The opportunity to purchase the site is therefore a significant and time-sensitive one. If the current owners were ever to sell the land or enter insolvency, our lease could be terminated within the terms of the agreement, leaving the community with no legal protection and no guarantee of continued access. The valuation we have received reflects the fact that the land is presently tied to our lease, which limits what the owners can do with it. However, this lease can be executed or ended at any point within its rules, meaning the current price is unusually favourable and unlikely to remain available in future.

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

(500 words max limit)

Yes. The need for a protected, accessible community green space offering free activities has been clearly identified within the Local Place Plan. The plan highlights several priorities that directly relate to Island Park and the SCIO's proposal to secure it in community ownership.

The Local Place Plan emphasises the importance of maintaining and enhancing valued local green spaces that support physical activity, wellbeing, and social connection. Island Park is already recognised locally as a central, well-used outdoor area, and its protection aligns directly with this priority. Community ownership ensures that the field remains available, safe, and welcoming for all residents.

The plan also identifies a need for free, inclusive opportunities for recreation and community activity. Many households face financial barriers that limit participation in organised sports or events. Island Park already provides a space where children, young people, families, and older residents can take part in year-round activities at no cost. The SCIO's commitment to expanding these opportunities directly responds to this need.

Another priority within the Local Place Plan is strengthening community cohesion and local identity. Island Park is a long-established gathering place with deep significance for the village. Protecting it through community ownership supports the plan's aim to safeguard places that bring people together, foster pride, and reinforce a shared sense of belonging.

Finally, the Local Place Plan encourages community-led development and stewardship of local assets. The SCIO's initiative to purchase and manage Island Park is a clear example of this principle in action. It demonstrates strong local capacity and a proactive approach to shaping the future of the village in line with community priorities.

In summary, the Local Place Plan clearly identifies the need for accessible green space, free activities, and community-driven projects. The purchase of Island Park directly addresses these priorities and provides a practical, sustainable response to needs already recognised in the 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

(500 words max limit)

There is strong and well-documented local support for the community purchase of Island Park. Over the past year, the SCIO has gathered clear evidence showing that residents and local organisations value the field, use it regularly, and want it protected for future generations.

Support is demonstrated in several keyways:

- **Community engagement and feedback**

Through conversations at events, meetings, and informal discussions, residents consistently express that Island Park is one of the village's last most important green spaces. People repeatedly highlight the need to keep it accessible, safe, and community-owned.

- **Regular updates at Community Council meetings**

The SCIO provides ongoing updates at Community Council meetings, ensuring transparency and keeping residents informed about progress. These meetings also give community members the opportunity to ask questions, raise concerns, and share their views. This open forum has shown consistent support for the project and demonstrates that the community is actively engaged in shaping its future.

- **High participation in activities at Island Park**

Strong turnout at free activities—children's sports sessions, community fun days, seasonal events, and informal gatherings—shows that the field is already a well-used and valued asset. This level of engagement is a practical indicator of community demand and demonstrates that the space meets a real local need.

- **Supporting letters from key local organisations**

The project has formal written support from the Community Council and the Community Trust, confirming that these representative bodies recognise the importance of securing Island Park for public use.

The SCIO is also awaiting a response from the local CAG group, who work directly with the Local Place Plan. Their involvement further reinforces that the project aligns with wider community priorities.

- **Alignment with the Local Place Plan**

The Local Place Plan identifies the need for accessible green space, free activities, and community-led development. Because Island Park directly addresses these priorities, the project benefits from both strategic and grassroots support.

- **Volunteer involvement**

The number of volunteers willing to help with events, maintenance, and planning shows that residents are not only supportive in principle but are actively invested in the project's success. With up to 30 volunteers for each event.

Taken together, this evidence demonstrates strong and genuine local support for the purchase of Island Park. The combination of public engagement, organisational backing, community meetings, and active participation provides a clear and credible foundation for 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 checked="" type="checkbox"/>	Tackling poverty and inequality
<input checked="" type="checkbox"/>	Addressing causes of rural depopulation
<input checked="" type="checkbox"/>	Helping economic recovery and sustaining growth
<input checked="" type="checkbox"/>	Tackling the climate emergency and working towards net zero

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

(500 words max limit)

1. Completion of the community purchase

Output: The legal transfer of Island Park into community ownership.

Measurement:

Signed legal documents
Confirmation from solicitors and land registry
Public announcement shared with residents

2. Increased community awareness and involvement

Output: Regular updates provided to residents, including at Community Council meetings where people can ask questions and share views.

Measurement:

Attendance numbers at meetings
Recorded questions, comments, and feedback
Engagement levels on social media and community updates

3. Delivery of free, inclusive activities on the field

Output: Continuation and expansion of year-round free activities such as children's sports sessions, community fun days, and informal gatherings.

Measurement:

- Attendance numbers at each activity
- Participant feedback (verbal, online, or short surveys)
- Number and frequency of sessions delivered

4. Immediate access to a safe, high-quality outdoor space

Output: The field remains open, accessible, and available for public use without barriers.

Measurement:

- Observed daily use of the field
- Feedback from families, young people, and older residents
- Reports of increased informal play and community use

5. Strengthened community voice in decision-making

Output: Residents given opportunities to shape the future of Island Park through meetings, consultations, and open discussions.

Measurement:

- Number of residents participating in consultations
- Recorded suggestions and priorities
- Evidence of community input reflected in SCIO decisions

6. Development of a short-term action plan

Output: A clear plan for maintenance, improvements, and activity delivery.

Measurement:

- Completion of the action plan
- Community feedback on priorities
- Early progress on agreed actions

(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)

1. A permanently protected, community-owned green space

Outcome: Island Park is secured for future generations as an accessible, inclusive outdoor space owned and managed by the community.

Measurement:

- Land registry confirmation of community ownership
- Annual reporting on maintenance, improvements, and usage
- Ongoing community feedback showing the field remains valued and well-used

Lasting legacy: A safe, protected green space that cannot be sold or developed privately, ensuring long-term access for everyone.

2. Improved physical and mental wellbeing

Outcome: Residents benefit from regular access to outdoor space, free activities, and opportunities for social connection.

Measurement:

- Participation levels in clubs, groups, play sessions, and community events
- Feedback from families, young people, and older residents
- Observed increases in informal use of the field

Lasting legacy: A healthier, more active community with reduced barriers to participation and improved wellbeing.

3. Stronger community cohesion and local pride

Outcome: Island Park becomes a central gathering place that strengthens relationships, builds confidence, and reinforces a shared sense of identity.

Measurement:

- Attendance at community events and celebrations
- Volunteer numbers and involvement
- Feedback gathered at Community Council meetings and consultations

Lasting legacy: A more connected, resilient community with a shared space that reflects local values and heritage.

4. Increased community capacity and leadership

Outcome: The SCIO and local volunteers gain skills and experience in managing land, delivering activities, and shaping local development.

Measurement:

- Number of volunteers involved in planning, maintenance, and events
- Successful delivery of activities and improvements
- Evidence of community-led decision-making

Lasting legacy: A stronger, more capable community organisation able to lead future projects and attract further investment.

5. Sustainable delivery of free, inclusive activities

Outcome: Children, young people, families, and older residents continue to benefit from no-cost activities that support wellbeing and reduce inequality.

Measurement:

- Number and frequency of activities delivered
- Attendance records
- Participant feedback

Lasting legacy: A long-term culture of accessible, community-driven activity that removes financial barriers.

6. Long-term alignment with local priorities

Outcome: The project supports the Local Place Plan by protecting green space, promoting wellbeing, and strengthening community ownership.

Measurement:

- Evidence of alignment with Local Place Plan priorities
- Ongoing support from the Community Council, Community Trust, and CAG group
- Inclusion of Island Park in future planning discussions

Lasting legacy: A flagship example of community-led development that strengthens the village's long-term resilience.

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

The long-term sustainability of Island Park is central to the SCIO's vision. We have a clear plan to ensure the field remains well-maintained, well-used, and financially secure once CRF funding ends.

1. Community ownership and long-term stewardship

Once purchased, Island Park will be held in permanent community ownership. This provides long-term security and ensures decisions about maintenance, improvements, and activities are made locally. The SCIO's trustees and volunteers will continue to oversee the management of the field through established governance structures and annual planning.

2. Strong and growing volunteer support

The project already benefits from a committed volunteer base, and this will continue after CRF funding. Volunteers assist with maintenance, event delivery, and community engagement. As the project develops, we will expand our volunteer network and offer opportunities for local people to take on roles that support the park's upkeep and activity programme.

3. Ethical income generation to support maintenance

The field will always remain free for community use, but we will introduce small-scale, ethical income-generating activities that do not restrict access. These may include:

- Community events with optional fundraising
- Small grants for specific improvements
- Donations from residents and supporters

All income will be reinvested directly into the upkeep and development of Island Park.

4. Reducing reliance on generators

At present, we rely on portable generators to power activities and events. This is not environmentally friendly and creates ongoing running costs. In the future, we aim to explore the feasibility of installing a fixed electrical hookup on site. This would reduce emissions, lower long-term costs, and make the park more sustainable for regular community use. This improvement will be pursued through future grants, partnerships, and community fundraising.

5. Continued delivery of free, inclusive activities

The SCIO will continue to run free, year-round activities supported by volunteers, small grants, and community partnerships. These activities help maintain high levels of engagement and ensure the field remains central to village life.

6. Strong partnerships with local organisations

We have established positive relationships with the Community Council, Community Trust, and the CAG group linked to the Local Place Plan. These partnerships will continue beyond CRF funding, helping us access future funding, share resources, and ensure the project remains aligned with local priorities.

7. Long-term community commitment

Regular updates at Community Council meetings, open consultations, and ongoing engagement ensure that residents remain involved in shaping the park's future. This shared ownership and pride are key to long-term sustainability.

Our main maintenance costs just now are insurance premiums which we are bound by our lease to have 10 million Public Liability, £1200 once we own the land we will only need 5 million hopefully cutting that cost by 50% as advised by our current insurers NFU mutual, other costs are servicing of our mower which we are lucky to live in an area where there are many professionals in the field that help us with this and don't charge labour costs. Then of course there is fuel costs, a full tank for the mower costs roughly £20 and will do several cuts.

Island Park covers its core maintenance costs through a blend of successful funding applications and income generated from community-led events, ensuring the space remains safe, welcoming, and accessible for everyone. These external grants help with larger or long-term improvements, while local events—such as fun days, seasonal activities, and community gatherings—provide flexible funds that support day-to-day upkeep.

To strengthen this model even further, we've now applied for a lottery licence that will allow us to run online raffles every couple of months. This will create a steady, low-barrier fundraising stream that supports ongoing maintenance and helps us plan ahead with more confidence

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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How we will mitigate negative environmental impacts and support climate goals

The Island Park project has been designed with environmental responsibility at its core. While the primary aim is to secure a vital community green space, we recognise that all projects can create environmental impacts. We are committed to minimising these impacts and contributing positively to local and national climate ambitions.

1. Protecting and enhancing a natural green space

Island Park is already an important natural asset. Securing it in community ownership ensures it remains protected from development and continues to support biodiversity, carbon absorption, and natural drainage.

Mitigation:

- No harmful construction or loss of green space
- Maintenance practices that protect wildlife and natural habitats
- Preserving the field as a low-impact, nature-friendly environment

2. Reducing reliance on generators

Currently, we rely on portable generators to power activities and events. We recognise that this is not environmentally friendly and contributes to emissions and noise.

Mitigation:

- Minimising generator use wherever possible
- Scheduling activities to reduce the number of hours generators are required
- Exploring quieter, more efficient models if temporary power is needed

Future ambition:

We aim to explore the feasibility of installing a **fixed electrical hookup** on site. This would significantly reduce emissions, lower long-term costs, and support more sustainable event delivery. This improvement will be pursued through future grants, partnerships, and technical guidance.

3. Encouraging low-carbon travel

Island Park is centrally located within the village, meaning most residents can walk or cycle to activities.

Mitigation:

- Promoting active travel to all events

4. Environmentally sensitive maintenance

We will adopt low-impact maintenance practices that protect the natural environment.

Mitigation:

- Avoiding chemical treatments and pesticides
- Using hand tools or low-emission equipment where possible
- Managing grass and natural areas in ways that support biodiversity

5. Sustainable event delivery

All activities and events will be planned with environmental impact in mind.

Mitigation:

- Reducing single-use plastics
- Encouraging reusable cups, bottles, and materials
- Providing recycling facilities at larger events
- Choosing suppliers who share sustainability values

6. Supporting wider climate and net-zero ambitions

The project aligns with local and national priorities around climate resilience, community-led sustainability, and protecting natural assets. By keeping Island Park as a green, accessible space, we contribute to long-term environmental wellbeing and community climate awareness.

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 and Inclusive Delivery

Ensuring that Island Park is accessible, inclusive, and welcoming to everyone in the community has been central to the development of this project. From the outset, we have considered the needs of people with protected characteristics and taken steps to ensure that no one is excluded or disadvantaged from benefitting from the project.

1. A free, open, and accessible green space

Island Park will remain free to access and open to all, removing financial and social barriers that often prevent participation. This is particularly important for:

- Low-income families
- Young people
- Older residents
- Disabled people who rely on nearby, level outdoor space
- We also use the local Lochabus for people who have mobility issues

The field's central location within the village also supports access for those without transport.

2. Inclusive activity design

All activities delivered on the field are designed to be free, informal, and welcoming. We avoid competitive or high-pressure formats and instead focus on confidence-building, social connection, and enjoyment. This approach supports:

- Children and young people
- Older adults
- People with mental health challenges
- Individuals who may feel excluded from traditional sports or structured programmes

We will continue to consult with residents to ensure activities meet diverse needs.

3. Considering physical accessibility

While the field is naturally accessible, we will continue to identify and address any barriers. This includes:

- Ensuring clear, safe entry points
- Avoiding unnecessary obstacles
- Planning events in ways that allow wheelchair users, older adults, and families with prams to participate comfortably

Future improvements will be guided by community feedback, including from disabled residents.

4. Reducing environmental and sensory barriers

We recognise that generators can create noise and fumes that may affect people with sensory sensitivities or respiratory conditions.

To mitigate this:

- We will minimise generator use
- We will schedule activities to reduce noise impact
- We aim to explore installing a **fixed electrical hookup** in the future, which would significantly reduce noise, emissions, and sensory disruption

This supports a more inclusive environment for neurodivergent people and those with health conditions.

5. Engagement with representative groups


We regularly update the Community Council and invite questions and feedback from residents. This ensures that people from different backgrounds and age groups can influence decisions. We also work with local organisations, including the Community Trust and CAG group, to ensure the project aligns with wider community needs.

6. Will the project target specific groups?


The project is open to everyone, but it will naturally benefit groups who face barriers to participation, including:

- Children and young people
- Older adults
- Low-income households
- Disabled people
- Individuals experiencing social isolation

Activities will continue to be shaped around these needs

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> <div style="text-align: center;">  <small>FWF statement and declaration template.c</small> </div>
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation’s website?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do not have a website <input checked="" type="checkbox"/>
How many people do you employ or how many volunteers do you have?	20 plus
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <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 of land	£20 000- we have had the land valued by DM Hall Oban	Capital	20,000.00
Lawyer Fees	£2,000.00	Revenue	2,000.00
Total revenue expenditure			£2,000.00
Total capital expenditure			£20,000.00
TOTAL PROJECT COSTS			£22,000.00

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.	This is a unique opportunity to acquire the land for significantly less than market value. Also, the benefits of the grant support will last for many years. It is a cost-effective way to guarantee a vital community asset for the long term
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?
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Date Confirmed or Decision Expected
		Amount £
		£0.00
		£22,000.00
		£22,000.00
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.	
	Lack of sufficient reserves to fund the purchase ourselves. Short time to take advantage of this opportunity. Annual income generated from the park is not enough to support a loan/ a loan is not viable for us as a SCIO- Also the benefits from the funding are for the wider public.	
6.5	Please explain what the remaining bank balances are for in your accounts.	
	Ongoing maintenance, license fees, insurance fees	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	
	Would leave us with very little for the upcoming year	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	
	The opportunity to buy the land has come at a time where the land fund is currently closed, and other funders are also waiting to see if they get new government funding, we see this as a great opportunity to purchase now while we can.	

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?	Yes, they are supportive and you can see with the answers that I have provided within the application.
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 capable of doing so.
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

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

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>		
Signature:		Date:
Print:		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 <input 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. If not already in accounts or constitution	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input type="checkbox"/> No <input 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	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input 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 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 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	CRF4211
1.2	Organisation	Inverloch Community Association (ICA)
1.3	Project title	Friends of Inverloch Park Upgrade
1.4	Summary of project you wish to be funded (max 250 words)	<p>Modernisation of Inverloch Play Park - a residential play area in the neighbourhood of Inverloch, Fort William (Council owned & maintained).</p> <p>Costs cover inspections, delivery, removal of old equipment, groundworks, disposal, new equipment, installation and new surfacing in the upper section of the park. Key improvements include:</p> <ul style="list-style-type: none"> - addition of equipment for younger children (toddler equipment removed pre-covid and not replaced), - extra equipment for older children due to high use - swing upgrade (option 1 only) - seating (to be paid for with community fundraising)

		<p>The application submitted and supported by the ICA is based on full involvement and consultation with the local community before the final design is finalised and installed.</p> <p>It is submitted on the principle the project will follow council policies and procedures, and must be approved by the Council</p>
1.5	Project costs	<p>Total project cost 40-53,556</p>
		<p>Match funding £1,600 via community fundraising. Figure based on money to date. Efforts continuing.</p>
		<p>CRF grant requested 40,000 – 51,956</p> <p>An upper and lower amount is put forward based on two park quotes attached with the application</p> <p>Option 1 (51,956 of CRF funding) – this would allow the complete upgrade of the upper park + a bench. We suggest any community fundraising to date (£1,600) and up until the funding decision is put towards the total costs of £53,556.</p> <p>Option 2 (£40,000 of CRF funding) – this would allow the partial modernisation of the park + bench BUT retains the existing swings. We suggest that the Community funding of £1,600 is <u>NOT</u> deducted from the total costs of £40,000 and the community explores adding further improvements i.e. revised total project budget of £41,600.</p>
1.6	Start date	To be determined by the Highland Council Amenities Services (South) – Contacts David Lamont & Lynn MacGillivray. Aspirations to start by the end of 2026
1.7	End date (max 12 months from start date)	To be determined by the Highland Council Amenities Services (South) – Contacts David Lamont & Lynn MacGillivray. Aspirations to finish by the end of 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	Inverloch Community Association.
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	[REDACTED]
2.4	Position in the organisation	[REDACTED]
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	[REDACTED]
2.8	Organisation type	<input type="checkbox"/> Company limited by guarantee
		<input checked="" type="checkbox"/> Constituted group
		<input type="checkbox"/> Public body
		<input type="checkbox"/> Charity
		<input type="checkbox"/> SCIO
		<input type="checkbox"/> Other (please specify):
2.9	Organisation registered number	n/a
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	VAT details <u>NOT</u> provided for question 2.10, 2.11, 2.12. The Highland Council Amenities Department advise that project costs are exempt from VAT, because the park is owned and would be upgraded by the Highland Council.

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Inverloch Park - NN 11403 74761 – land near to Locheil Road and Lundy Road Inverloch, Fort William.
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.5	Do you own the land or asset?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	Inverloch Park is owned and maintained by the Highland Council. The park design plans have been/will be agreed with the council's Amenities Department and use the approved the supplier list. The project (purchasing/installation etc) would be delivered by the Councils Amenities Department in line with Council policies and procedures. Letter of support from the council provided with the application.
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.	Not applicable

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
Activity name	Achieve by (date)	
Phase 2 quotes and plans for two designs. Four suppliers invited to quote. Responses received to date attached	02/03/2026	
CRF Funding application (ICA).	02/03/2026	
Local community fundraising for supplementary funds will continue after the CRF funding application processes to maximise contribution to the budget.	30/04/2026	
Final decision on whether to progress Option 1 or 2 dependant on CRF funding application in May 2026	31/05/2026	
Updated quotes & Design consultation with the local community (ICA) to take place after the CRF Funding decision	29/05/2026	
Confirmation of the park plans (ICA, HC, Supplier). Delivery dates dependant on Council and supplier input	30/06/2026	
Contract, Purchase, Delivery, and Installation to be actioned and dates determined by the Council. Aspirations by the community for works to start and finish in 2026 but subject to CRF funding decision and Council contract processes	31/12/2026	

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

Inverloch Park is a residential play area in the neighbourhood of Inverloch, Fort William. Located near to Inverloch Primary school, Inverloch Nursery, Little Learners (early years), and Stramash outdoor nursery, the park is well-used and valued by the community.

Sadly, prior to lockdown, old equipment was removed for safety reasons and has not been replaced. The park is currently lacking equipment for younger children. Old surfacing is in need of replacement. The swing set will also need replacing in the near future. The equipment for older children is well used.

Therefore the community-led project was established to make meaningful improvements to the park, by adding and part-replacing equipment in response to community need and requests.

The outputs of the project would be to restore the local authority residential park in Inverloch back to its original state prior to lockdown. To ensure access to equipment for all ages and to provide park equipment with longevity so that it can serve the community of Inverloch well into the future. We are concerned that inaction would lead to the continued gradual decline and loss of this facilities. We feel action is required now, before it is no longer fit for purpose.

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

We are not aware of a Local Place Plan specifically for Inverloch at present. Therefore relevant references to Lochaber Area Plan Plan are provided below:

People - "Empowering young people in Lochaber is fundamental to ensuring a thriving, inclusive and lively community. This Plan addresses the challenges they face and creates opportunities for growth, connection, and well-being. The plan aspires to create a supportive, dynamic environment where young people can reach their full potential, contribute to their communities, and envision a bright future in Lochaber"

Priorities: People

- Young People - Increase safe recreational areas across Lochaber to enhance social spaces and activities.
- Activities - Increase green and arts-based activities that promote health, wellbeing and strengthen the connection to nature.
- Activities - Provide community spaces for social engagement and drop-in's for all ages.
- Activities - Ensure activities, events, and spaces are provided in suitable locations with
- Access to Services - Strengthen support for local third sector organisations, community groups and clubs providing services within the communities

Place - "Expanding access to diverse and inclusive activities is essential in building a vibrant, connected and healthy community in Lochaber. This plan prioritises providing opportunities for recreation, culture, and social engagement that meet the needs and interests of all residents. By delivering on these priorities, the plan aims to create a Lochaber where opportunities for connection, creativity and engagement enrich lives and strengthen the bonds within our community"

Priorities: Place

- Improve the appearance and accessibility of public spaces
- Protect and promote local green spaces, rewilding, and biodiversity, designate wildflower zones in parks and summer maintenance-free areas.

Prosperity - "By working together, we can create sustainable, locally driven solutions that meet the unique needs of each community. Through strengthened partnerships and collaboration, Lochaber can build a more resilient, resourceful and empowered community where all voices are heard equally and all communities can thrive"

Priorities: Prosperity

- Strengthen collaboration with Communities
- Enhance support for third sector organisations as key drivers of local projects
- Provide resources and funding to communities with limited capacity or resilience

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

- The Amenities Department confirmed a high response rate to the HC questionnaire circulated online in 2025 - the top 3 favourite/important park activities were “sliding, climbing, swinging”. It was also noted the lack of seating. **Option 1 addresses all three by adding toddler slides, adding a trim trail for older children, and replacing the old swings.**
- More than 100 likes/followers within one weekend of setting up Friends of Inverloch Park Facebook Group.
- We cannot stress enough the feedback Friends of Inverloch reps have received as part of direct conversations with Inverloch families and children. Whilst there was an obvious need in 2025, the park has been hit hard by the 2025/26 winter and is in need of investment.
- Feedback/attendance at community engagement event in December, not this was arranged at short notice due to changing funding timescales in Phase 1. Arranged just before Christmas people still turned up.
- letters of support from:
 - Inverloch Primary School
 - Inverloch Primary Parent Council
 - Stramash
 - Inverloch Businesses
 - individuals in the community
 - Local parents group – The Mama’s Tribe
 - Health professional
- The ICA funded and arranged a community Christmas light switch on in 2025 and more than 50 adults/children turned up (note it was a very cold night, it even started to snow but it was a high attendance)
- Contributions via donation boxes, justgiving page, business donations.

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?

See answer 4.2a. In brief, the project will improve and maintain an important recreational space and play equipment, providing an opportunity for young people and families to play, be active and socialise in the fresh air without the use of a car.

(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?

• Increasing community resilience & Tackling poverty and inequality
 The project supports young people to enjoy, develop, connect with each other and the environment, and generally thrive, with wider benefits for the wider family unit. A public park provides access to all. It is free

to use and can be accessed without invitation. It is an opportunity for new parents, or people who are new to the area to meet new people. The Councils policies mean that the park will be appropriate for all ages and needs. The removal of equipment pre-lockdown has meant the loss of equipment for younger children. We are keen to address this via the project. Appropriateness of equipment for all ages determined by supplier guidance, council guidance, and community consultation.

Addressing causes of rural depopulation

Inverlochy has been an attractive area to live in the Fort William or Lochaber area, however the initial investment when the estate was first developed in the 1920s/30s by the local smelter is now dated, falling into disrepair and in need of attention/investment. The area is starting to feel neglected (pot holes, fallen trees, old seating etc) and the park is an example of this. Young people and families are more likely to stay in the area, opposed to being attracted to areas with more local services in bigger towns, if essential amenities are available. We believe parks are both important and highly valued in local communities and attractive if people are looking to find homes. Note. due to the date of the initial development of Inverlochy, the community is now aging, and there is currently a gradual transition with new housing becoming available.

Tackling the climate emergency and working towards net zero

This service is easy, quick walking distance from the 4 local childcare/school providers and the houses in Inverlochy, An Aird & Claggan. However, in reality families throughout Fort William use all residential play areas. It provides an opportunity for young people and families to play, be active and socialise in the fresh air without the use of a car.

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

The park will continue to be insured and maintained by the Highland Council Amenities Department.

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

The materials used and waste disposed of are in line with Highland Council Policies. The Amenities department has guided modern surfacing which they refer to as more environmentally friendly than historical surfacing. We have worked with the council and supplier to encourage materials that should last rather than needing regular replacement.

Works to take place within the boundary of the existing equipment so not to encroach into new areas. If sufficient funding is left over the community will explore additions of bird boxes and wildlife area e.g. no cut/wild flower section, subject to council agreement. However due to costs the project focuses on play equipment. If there are other opportunities at the council for more wildlife/nature based projects the ICA would be interested to hear about these.

Fundamentally maintaining a local park within walking distance to communities reduces car journeys and promotes connection with and healthy lifestyles in the natural environment.

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?

Letter of support from the Highland Council showing compliance with Highland Council Playpark Strategy 2023–2033 that includes inclusivity.

A public park provides access to all. It is free to use and can be accessed without invitation. It is an opportunity for new parents, or people who are new to the area to meet new people. The Councils policies mean that the park will be appropriate for all ages and needs. The removal of equipment pre-lockdown has meant to loss of equipment for younger children. We are keen to address this via the project.

The project targets children and young families. Key aims of the project have always been to ensure equipment is added for both young and older children. Local childcare/educational providers were consulted for input.

Inclusivity with regards to all needs has been ensured by the Council Amenity Department as per council policies. Reasonable proportionality has been applied in the design process due to the topography, space limitations, finance constraints, and old ground works.

We have consulted a wheel chair user in the community, and have made an effort for equipment to be placed on flat areas accessible from a path, rather than upon the hill slope or over grass. A high back swing, toddler boards (with sensory needs in mind) and gym bars were installed in Phase 1 of the park that are supportive of users of mixed abilities/needs.

Note the council are to redevelop An Aird park (not connected to the Inverlochly Project). This is a flat park near to a road/pavement access that provides additional opportunities without the same level of constraints as Inverlochly Park

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.

<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>The attached Fair Work First Statement is for the ICA and the questions below answered on behalf of the ICA. However, with respect to the Park project Highland Council policies and procedures will apply. Therefore the Council practices are likely to be more applicable to the project. If needed the Highland Council Amenities Department should be able to advise.</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>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>The ICA is ran via a core group of 7 volunteers, with input from the wider community.</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input checked="" type="checkbox"/> Line Management Relationship (Appointed Committee Positions, with the opportunity to raise comments directly with individuals or via meetings, community consultation on key projects/decisions)</p> <p><input type="checkbox"/> Staff /Engagement Surveys</p> <p><input type="checkbox"/> Suggestions Schemes</p> <p><input type="checkbox"/> Intranet/Online Platforms</p> <p><input type="checkbox"/> Staff Forums / Networks</p> <p><input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

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 sum

Budget Heading	Detailed Costs	Revenue/Capital	Amount
	See detailed quotes attached		
<i>Phase 1</i>	<i>Funded by the Scottish Government with all access in mind. Costs committed to. Therefore plans, quotes, and details only provided below for Phase 2</i>	See cover letter for clarity	20,000
Phase 2 (Option 1)	<i>Quotes / plans attached Delivery, Groundworks, Waste removal, Equipment, Installation & Drainage, Surfacing</i>		£ 53,556 (Option 1)
Phase 2 (Option 2)	<i>Quotes / plans attached Delivery, Groundworks, Waste removal, Equipment, Installation & Drainage, Surfacing</i>		£40,000 (Option 2)
Total revenue expenditure			£ -
Total capital expenditure			£ 40 - 53,556
TOTAL PROJECT COSTS			£ 40 - 53,556
Is VAT included in these costs?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Phase 2 (£40- 53,556) 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>4 suppliers have been contacted to provide quotes.</p> <p>Option 1 includes replacing the swings. The swings are due for replacement in the near future, therefore there are efficiencies that can be made by including their replacement within the project e.g. delivery, site visits, post build inspection, council employee time etc.</p> <p>Including the swings in the project addresses old surfacing that is a trip hazard and currently stains children's shoes/clothes. It also creates space for the other equipment to be installed in better positions, as keeping the swings as they are creates design constraints.</p> <p>The community strongly believes applying for Option 1 is financially more efficient way of spending public money and fundraising contributions, than progressing Option 2</p>	

		<p>and deferring the swing upgrade to the council at a later date with no known funding.</p> <p>Other key considerations that have applied to the project include:</p> <ul style="list-style-type: none"> - complying with council requirements e.g. approved supplier lists, policies, and procedures; - old ground works, topography (hill site), and limited flat space. <p>The design has worked to include equipment for varying ages and abilities. Its worked to add and replace equipment within the significant constraints that apply to the site and project plan.</p> <p>We have contacted the supplier awarded the work in Phase 1 to provide a quote in phase 2 to see if efficiencies can be found in the phase 2 quotes.</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 £
Phase 2 Community fundraising: - donation tins - just giving page - commercial donations - request in kind for picnic bench from a local supplier (pending, so bench provided in quote)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Please note that fundraising will continue up until a deadline set by the CRF	£1,600 to date, but commercial donations pending and efforts to continue
Total match funding			1,600
CRF requested			40,000-51,956 Explained in Section 1.5
Total funding			£ 41,600 - 53,556 Explained in Section 1.5

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

6.3 If yes, please detail.

This is a council park. However, the community has encouraged and actioned community consultation. It has found funding opportunities and actioned associated paperwork, and contributed towards the design & procurement process.

We are under the impression that in kind support practically is not a possibility as work at the park needs to be undertaken as per council policies/requirements. Volunteers

		<p>could be looked for to help remove old equipment, old surfacing, and groundworks if this were a possibility to reduce costs. Flexibility for this would be led by the Council Amenities Department.</p> <p>We are seeking donation of an additional bench/seating that is not included in the project costs.</p>
6.4	Please explain why public funding is required to deliver the project.	<p>The main direct beneficiaries to the modernisation of the park are families. This is a period in their life when young adults are stretched financially, energy wise, and with time as they try to juggle family and work life. Raising substantial funds via community fundraising would take a long time and funding/improvements are needed sooner.</p> <p>It should be noted that initial enquiries with other funding sources have mentioned a reluctance to fund a council owned park, advising they believe it should primarily be the responsibility of council's to maintain their facilities. They also mentioned they were concerned the community aren't always given enough say in plans.</p>
6.5	Please explain what the remaining bank balances are for in your accounts.	<p>Funds raised specifically for the park are ring-fenced by Inverloch Community Association (£1,600)</p> <p>The remaining funds are for the continued running of the ICA and more significantly to be spent on projects and activities for the benefit of the community Inverloch. Recent project spend includes:</p> <ul style="list-style-type: none"> - ICA Christmas Light Switch on - ICA Pensioners Christmas Lunch - ICA Ceilidh
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	<p>The ICA represent the whole community. It is important that funds continue to be available for other projects similar to those stated above in 6.5. Whilst the remaining money in the account can be significant towards other activities, it is a very small percentage of the funds required to upgrade the park. Additional funding raised for the park has been clearly requested</p>

		stating that this money would go to the park. Remaining funds in the account have not and so it would be inappropriate to reallocate to the park project.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	<p>The funding requested from the CRF is based on</p> <ul style="list-style-type: none"> - £20,000 previously allocated by the Scottish Government for Phase 1. - see answer to 6.4 - we have had a limited timescale to prepare an application to the CRF, it has not been possible to also pursue further match funding during this period. However, commercial donations have been sought from local businesses to supplement the project. - Please note that lottery funding was previously awarded for the existing equipment at the bottom of the park. Therefore another request for the same park has not been pursued.

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.	n/a
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	n/a. This is an existing residential park. We are not aware of any conflicts by its modernisation. Support by local businesses includes donations, hosting collection boxes, and displaying posters for the project.
7.4	Have you considered taking out a loan for the project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.5	If not, please state why?	This is a council owned facility. The work primarily replaces equipment either previously removed, or in need of replacement.
7.6	Have you previously received public funding?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Scottish Government funding referenced in 6.1 & 7.7 for Phase 1 only
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	The Scottish Government recently allocated the Highland Council funding to be spent at the park in 2026. This is references in 6.1. as Phase 1 of the development. Unfortunately the tight deadline for spending meant that the CRF funding and wider park modernisation could not be coordinated as a

single project. The timescale also limited opportunities for community feedback, and design edits to phase 1 of the park upgrade.
We are not aware of the exact name of the Scottish Government funding or the criteria for its allocation; the application was made by the Highland Council Amenities Department and the ICA were guided that the design needed to have a strong focus on accessibility for all.

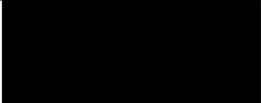
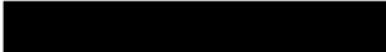
Funding	Date	Amount £	Public Subsidy?
Phase 1 of the modernisation has been funded by via a Scottish Government Fund. This was handled by the Highland Council with funding to be spent by the end of the 25-26 financial year. Further details available from the Council's Amenities Department.	Click or tap to enter a date.	£20,000	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 	Date: 27/02/2026
Print: 	

Please Ensure You Also Complete the Attachments Checklist Below

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

8	Confirmation of match funding letters	Yes <input type="checkbox"/>	No <input 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 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:

8.2.2. The ICA is a newly created community group. At the time of submitting this application it had not completed its first financial year. Letter from ICA Treasury attached explaining.

8.8.2. The Highland Council dealt with all correspondence for the £20,000 Scottish Government money for phase 1. We were not given a copy. All other match funds have come from community or commercial fundraising.

8.2.13. Quote for Phase 1 attached (paid for via £20,000 Scottish Government money).

Quotes for Phase 2 received to date provided and pending agreement with supplier and Highland Council depending on whether the CRF decide to support option 1 or 2. It is likely that further quotes will be progressed guided by the Highland Council, but these are not available at the moment to inform the funding application.

David Lamont and Lynn MacGillivray at the Highland Council Amenities Services are appropriate contacts to check the project is following council policy and for additional council specific information.

Files submitted with the form on the 27/02/26

 8.2.1 Bank Statement.pdf
 8.2.2 Accounts Letter.pdf
 8.2.3 Constitution.pdf
 8.2.4 ICA Members List Feb 26.pdf
 8.2.5 Fair Work Policy Statement.pdf
 8.2.6. Insurance Certificate - C&SO Select Policy from Zurich.pdf
 8.2.6. Insurance Policy Schedule.pdf
 8.2.6. Insurance Select for C&SO Policy document.pdf
 8.2.7 Letter of Support Businesses.pdf
 8.2.7 Letter of Support Member of the Community.pdf
 8.2.7. Highland Council Consultation Response Summary.pdf
 8.2.7. Inverloch Primary Parent Council support 26 .pdf
 8.2.7. Inverloch School Park support 26.pdf
 8.2.7. MamaTribe Support 26 .pdf
 8.2.7. or 8.2.13 Highland Council Playpark Strategy Confirmation Letter.pdf
 8.2.7. Stramash Letter of Support.pdf
 8.2.13. Phase 2 Datasheets.pdf
 8.2.13. Phase 2 Quote - Option 1, full upgrade.pdf
 8.2.13. Phase 2 Quote _Option 1-A3 CAD Plan.pdf
 8.2.13. Phase 2 Quote _Option 2, partial upgrade.pdf
 8.2.13. Phase 2 Quote _Option 2-A3 CAD Plan.pdf

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	CRF4216
1.2	Organisation	Lochaber Mountain Rescue Team Ltd.
1.3	Project title	Mobile Control Vehicle Replacement
1.4	Summary of project you wish to be funded (max 250 words)	<p>Lochaber Mountain Rescue Team (LMRT) operations often take place in remote locations. The area covered extends from Kinlochleven in the south to Glen Garry in the north, Creag Meagaidh in the east to Rum in the west including Knoydart, Moidart and Ardnamurchan.</p> <p>We have large areas that we need to visit on a frequent basis with no mobile phone signal that are many miles from our base. This is where our mobile</p>

		<p>control van will come into play, with satellite communication options to speak to other agencies, such as the Coastguard, and our base.</p> <p>We currently have an aging, four-wheel drive Transit van which is at the end of its lifespan. Last year it needed substantial welding repairs to corrosion in its chassis and it is unlikely to pass another MOT. We need to replace our current vehicle with a new, more capable vehicle and install new features to enhance our emergency service provision.</p> <p>The new vehicle will double as our ambulance, providing a resource for transporting injured people safely to either meet our colleagues from the Scottish Ambulance Service at the public road, or transporting them directly to hospital. Currently, we are unable to transport casualties in a stretcher or lying down. The new vehicle will allow us to do so, providing us with new additional capacity.</p> <p>The new vehicle will be fitted with modern communications technology including satellite connectivity and VHF radio links to enable communication between our base, other emergency services and team members deployed on the ground at any location in Lochaber.</p> <p>Lochaber Mountain Rescue services are deployed for visitors to Lochaber as well as to residents working and recreating in remote areas (defined as anywhere that an ambulance is unable to reach). These new, additional capabilities will greatly enhance community resilience.</p>	
1.5	Project costs	Total project cost	£102,650.29
		Match funding	£74,800.40
		CRF grant requested	£27,849.89
1.6	Start date	12/05/26	
1.7	End date (<i>max 12 months from start date</i>)	30/072026	
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	Lochaber Mountain Rescue Team Ltd.
2.2	Address and postcode	Glen Nevis Business Park, Fort William PH33 6RX
2.3	Main contact name	
2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	
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
2.9	Organisation registered number	SC257745 and charity number SC011549
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 checked="" type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	Lochaber Mountain Rescue Team Ltd. does not supply products or paid-for services. Hence it is in an HMRC scheme that enables all VAT to be reclaimed without being VAT registered. LMRT will reclaim all VAT paid from HMRC through this scheme.

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Glen Nevis Business Park, Fort William PH33 6RX
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.	
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.
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Activity name	Achieve by (date)
Purchase new vehicle	April 2026
Fit out new vehicle	May 2026
Fit graphics on vehicle	June 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?
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(500 words max limit)

Police Scotland has a statutory responsibility for land-based search and rescue, which includes mountain rescue. This duty derives from their general obligation to protect life and property. Police Scotland performs this obligation by working with voluntary mountain rescue teams.

There is a need for the provision of a mountain rescue service in Lochaber due to the mountainous nature of the landscape and the popularity of recreation in our landscape. The benefits of recreation in our landscape to physical and mental health as well as to our strong sense of community identity are well documented. Outdoor recreation is a major driver of tourism to Lochaber bringing a major source of revenue to businesses and locals (1.4m annual visitors spending £214m; Lochaber Area Profile).

Lochaber Mountain Rescue Team is a volunteer organisation with charitable status. It is a company limited by guarantee with a board of voluntary directors elected from the membership.

The membership is made up of volunteers resident in Lochaber with the skills and experience to be able to help with mountain rescue call-outs and support. LMRT receives some annual funding from The Scottish Government through Scottish Mountain Rescue but this is insufficient to meet the team's expenses. We rely on donations and our own fundraising in addition.

In 2016 LMRT responded to 95 call-outs. In 2025 LMRT responded to 160 call-outs. We have around 50 volunteer members and the approximate number of hours spent on rescues in 2025 was 6144. Fundraising, training, maintenance and other work to support LMRT are in addition to this number of hours of volunteer time.

Our current vehicle is a core resource that is used regularly on call-outs. Without it (when it becomes unroadworthy) our operations will become seriously compromised.

In addition, there is currently a gap in the provision of emergency services between a stretcher party manually carrying a casualty off a mountain and the Ambulance Service taking care of the casualty from the roadside. Many locations can be accessed by 4x4 vehicle along estate tracks or forest tracks but there is currently no vehicle in Lochaber available that can carry an injured casualty on a stretcher or lying down. This project is designed specifically to address this gap and fulfil the community need.

Mountain rescue services are severely compromised in some locations by poor communications. Provision of the mountain rescue service will be greatly enhanced by the use of modern communication technology installed in this new vehicle. Specifically, satellite connectivity in the new vehicle will enable us to communicate with LMRT Base, Scottish Police, Scottish Ambulance Service and The Coastguard. Enhanced VHF technology installed in the vehicle will enable radio communication between team members deployed on the hill as well as creating a link between deployed team members and the LMRT Base and partner services.

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

(500 words max limit)

Lochaber Area Place Plan (page 11) identifies the following as priorities for people to access services:

- Enhance patient transport options to improve access to health services.
- Enhance emergency services in rural communities.
- Attract, retain and train specialists to ensure services can be provided.
- Strengthen support for local third sector organisations, community groups and clubs providing services within the communities.

Lochaber Area Place Plan also states:

Improving access to services across Lochaber is essential to fostering resilient, healthy and inclusive communities. This plan prioritises the well-being of all residents, with comprehensive actions to address needs and plan for sustainable support systems for the future. By addressing these priorities, we aim to create a community where health, support and care are accessible to all, ensuring Lochaber remains a vibrant and supportive place to live.

Expanding access to diverse and inclusive activities is essential in building a vibrant, connected and healthy community in Lochaber. This plan prioritises providing opportunities for recreation, culture, and social engagement that meet the needs and interests of all residents.

Tourism is a vital part of Lochaber’s economy and cultural identity, but it is essential to manage it in a way that benefits both visitors and local communities. This plan seeks to strike a balance, ensuring tourism supports local businesses while reducing pressures on infrastructure and residents.

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)

LMRT has undertaken a fundraising initiative specifically for this new vehicle. It has raised more than £65,000 since September 2025. This demonstrates the great local, public support for the LMRT and specifically for this project.

Letters of strong support are included from Police Scotland, Scottish Ambulance Service and The Belford Hospital Emergency Department

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)

Immediate outputs include enabling the team to transport casualties on a stretcher or lying down, from remote locations where ambulances are not able to reach, to the waiting ambulance at the road or all the way to the hospital. We will be able to count the number of times this capability is used. LMRT currently responds to about 160 call-outs each year, making us the busiest team in Scotland.

LMRT records the number of times that we have taken casualties directly to the hospital, thereby reducing pressure on the ambulance service. In 2024 LMRT transported 11 people to hospital and passed on 18 casualties to the Scottish Ambulance Service.

Modern communication technology installed in this new vehicle will create the output of greatly enhanced communications between team members deployed on the ground in remote areas and the rescue team base from which call-outs are coordinated, making rescue operations quicker, safer for team members and more efficient. The same new communications technology allows individual team members to be tracked remotely when they are deployed, significantly increasing their own safety when deployed.

These outputs fill gaps in current emergency service provision and enhance other areas of emergency service provision, both of which enhance community resilience.

LMRT records the hours spent by team members on rescues giving immediate data on their safety (when they are within communications of the team base) and efficiency (time spent on call-outs relative to previous years).

(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)

LMRT services are deployed for visitors to Lochaber as well as to residents working and recreating in remote areas. The outcome of the project is that LMRT will have at its disposal a new, more capable vehicle that will provide additional, new capability to the emergency service it provides. Our current vehicle is not able to be used as an ambulance and is at the end of its lifespan due to its old age and corrosion in the chassis. It will cease to be mechanically viable within 12 months.


LMRT is a volunteer led and staffed organisation. With 160 call-outs each year LMRT is the busiest rescue team in Scotland. Volunteer fatigue is a substantial risk to our ability to carry out rescues on behalf of Police Scotland and keeping hold of experienced and capable team members is important.

This new vehicle will improve the conditions that our volunteer team members work in by making call-outs safer with better communications. It will also enable a casualty to be carried in a vehicle on tracks instead of by hand on a stretcher. This reduction in the physical demands on team members and the duration of call-outs will reduce the level of fatigue experienced by all team members and will result in the outcome of a more stable and sustainable team membership.

4.5	How will the project be supported/maintained/sustained after CRF funding?
<p>(500 words max limit)</p> <p>LMRT currently has a small fleet of vehicles that it maintains through volunteer work and through donations given to LMRT. The new vehicle will replace a very old vehicle and its maintenance will be managed through our current volunteer capacity and funds designated to vehicle maintenance..</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>This project does not aim to address climate issues directly. However, when people engage in outdoor pursuits such as hill walking and climbing there is a connection made between them and the landscape they are exploring. This connection with the landscape and with its nature is a relationship that enables people to understand changes in the environment such as climate change and to be motivated to take on effective climate action. An effective mountain rescue service will always be required if people go hill walking and climbing so, indirectly, LMRT is supporting the public desire to address climate change issues.</p> <p>In addition, our current vehicle has an old diesel engine. The new vehicle will have greatly reduced emissions due to modern standards.</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>LMRT responds to anyone in distress in the mountains of Lochaber with no question about who they are or their background. A rescue service that is free to all removes financial barriers that might stop people from low socio-economic groups taking part in hill walking and climbing. It also gives confidence to specific groups that do not traditionally engage with our mountains to start taking part in outdoor activities.</p>	
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

<p>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.c</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 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 checked="" type="checkbox"/> No <input type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>Zero employees, approximately 50 volunteers</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input checked="" type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

SECTION 5: PROJECT BUDGET

<p>5.1</p>	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <p> CRF overheads and management fees sun</p>
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Budget Heading	Detailed Costs	Revenue/Capital	Amount
Vehicle	VW Crafter Please see quote for full breakdown of specification	Capital	£40,556.50
Fitting Out	Labour and parts	Capital	£34,990
Fitting Out	Antenna Parts	Capital	£51.13

Fitting Out	Radios	Capital	£3382
Fitting Out	Titan Stretcher	Capital	£6,858.81
Fitting Out	Medical Monitor	Capital	£2000
Fitting Out	Antennas	Capital	£1,064.37
Fitting Out	Mast	Capital	£1,692.00
Fitting Out	Seats and Rails	Capital	£1,923.09
Fitting Out	Blue Lights on Roof	Capital	£1,329.48
Fitting Out	Scene Lights	Capital	£66.63
Fitting Out	Suction (medical)	Capital	£352.30
Fitting Out	Mounts and Sockets	Capital	£20.33
Fitting Out	Oxygen Bottle Holder	Capital	£51.85
Fitting Out	Light Bar	Capital	£400
Fitting Out	Monitors	Capital	£252.65
Fitting Out	Laptop PC	Capital	£822.50
Fitting Out	Contingency on Fitting Out due to this being a custom build and there are several unknowns	Capital	£5,000.00
Graphics	Graphics and reflective panels	Capital	£1,836.65
Total revenue expenditure			£0.00
Total capital expenditure			£102,650.29
TOTAL PROJECT COSTS			£102,650.29
Is VAT included in these costs?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Can you confirm that the costs above have not already been incurred or committed to?			Yes <input type="checkbox"/> No <input checked="" 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 van will be purchased through a procurement company (TPPL) that works for local authorities and the NHS. The price of the vehicle through TPPL is lower than any commercial retailer can supply it. We received a 33.5% discount.</p> <p>Buying the vehicle works out more cost effective than leasing a vehicle. Our mileage is low so there will be a long expected lifespan of this vehicle (10 years +). Owning the vehicle for such a long time is the most cost effective way of doing it.</p>		

<p>Using a smaller, local supplier to fit out the vehicle we can design it to exactly our needs with nothing additional or extra to what we will need.</p> <p>LMRT is sourcing parts for the fitting out in order to find the best price and the perfect part. LMRT volunteers will work alongside the fitters to reduce costs</p>																																			
SECTION 6 – MATCH FUNDING (if applicable)																																			
<p>Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.</p>																																			
6.1	<p>Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.</p>																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name of funder</th> <th style="width: 20%;">Confirmed?</th> <th style="width: 20%;">Date Confirmed or Decision Expected</th> <th style="width: 20%;">Amount £</th> </tr> </thead> <tbody> <tr> <td>Just Giving donations from the public https://www.justgiving.com/campaign/lmrt</td> <td>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> <td>20/02/2026</td> <td>£65,800.40</td> </tr> <tr> <td>HF Holidays</td> <td>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> <td>21/02/2026</td> <td>£9,000.00</td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total match funding</td> <td>£74,800.40</td> </tr> <tr> <td colspan="3" style="text-align: right;">CRF requested</td> <td>£27,849.89</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total funding</td> <td>£102,650.29</td> </tr> </tbody> </table>				Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £	Just Giving donations from the public https://www.justgiving.com/campaign/lmrt	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	20/02/2026	£65,800.40	HF Holidays	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	21/02/2026	£9,000.00		Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>			Total match funding			£74,800.40	CRF requested			£27,849.89	Total funding			£102,650.29
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6.2	<p>Will the project involve “in kind” support?</p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>																																
6.3	<p>If yes, please detail.</p>																																		
6.4	<p>Please explain why public funding is required to deliver the project.</p>																																		
	<p>Funding of rescue teams is fragile, and the annual costs are very high, characterised by frequent large costs. Receiving this public funding support assures long term sustainability of the rescue team and its ability to deliver rescue services to locals and visitors alike.</p>																																		
6.5	<p>Please explain what the remaining bank balances are for in your accounts.</p>																																		
	<p>LMRT has guaranteed income from The Scottish Government that constitutes less than 25% of the annual costs of running the team. The remainder is usually made up of donations from the public. These are not guaranteed and could drop or stop completely at any time.</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>Outside of our restricted funds, we also have funds designated to key spending areas such as training, medical equipment, PPE and vehicle maintenance. These funding areas are essential to be able to operate. In addition, we hold funds designated to Financial Stability and Sustainability, which is our contingency in case government funding ceases.</p>																																		
6.7	<p>If you are applying for 100% funding for your project, please explain why no match funding is available.</p>		n/a																																

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	
7.4	Have you considered taking out a loan for the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.5	If not, please state why?	LMRT does not consider that it is ethical to use public donations and government funding to make interest payments on a loan.
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?
CARES Programme from Local Energy Scotland for Solar Panels	Not complete	£32,962.14	Yes <input type="checkbox"/> No <input type="checkbox"/>
CARES Programme from Local Energy Scotland for building heating system		£10,000	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Click or tap to enter a date.	£	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>		
Signature:		Date:01/03/2026
Print:		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 <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 checked="" type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input 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:

- 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	CRF4219
1.2	Organisation	The Isle of Eigg Brewery
1.3	Project title	Eigg Brewery Step Up
1.4	Summary of project you wish to be funded (max 250 words)	The Isle of Eigg Brewery is a community-owned enterprise that supports employment, retains economic value locally and contributes to the resilience of the island economy. After three years of trading, the brewery has established strong demand for its products across Lochaber and the wider West

		<p>Highlands and has now reached its current production capacity.</p> <p>To support sustainable growth, the brewery is implementing a two-phase development programme.</p> <p>Phase 1, which is already fully funded and underway, increases brewing capacity and staffing so the brewery can produce more beer to meet existing demand.</p> <p>Phase 2, which this application seeks to support, focuses on improving operational efficiency and environmental sustainability so that increased production can be managed efficiently and brought to market in a low-carbon way. The project includes the installation of solar panels, additional battery storage and a new storage shed. These improvements will increase the brewery's use of renewable energy, reduce reliance on fossil fuels and provide essential storage space for kegs, casks and equipment.</p> <p>Together, these improvements will allow the brewery to handle increased production more efficiently while reducing the environmental impact of operations.</p> <p>As a Community Benefit Society, any surplus generated is reinvested locally, ensuring the economic and environmental benefits remain within the Isle of Eigg community.</p>	
1.5	Project costs	Total project cost	£15,000.00
		Match funding	£0.00 (for this 2 nd phase)
		CRF grant requested	£15,000.00
1.6	Start date	31/05/2026	
1.7	End date (<i>max 12 months from start date</i>)	30/09/2026	
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	The Isle of Eigg Brewery Ltd
2.2	Address and postcode	The Isle of Eigg Brewery, the Isle of Eigg, PH424RL
2.3	Main contact name	

2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	www.isleofeiggbrewery.com
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 type="checkbox"/> SCIO
		<input checked="" type="checkbox"/> Other (please specify): Community Benefit Society
2.9	Organisation registered number	RS008382
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.	367726949
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input checked="" type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input type="checkbox"/> None
2.13	Provide details of VAT exemptions.	n/a

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	The location is on the Isle of Eigg, PH42 4RL
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 checked="" type="checkbox"/> We own the brewery and building
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> We lease the land on a 10 year lease 6 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)
Purchase and install Solar Panels	30/09/2026
Purchase and locate Battery Storage	30/09/2026
Purchase and install insulated shed	30/09/2026

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

(500 words max limit)

The Isle of Eigg Brewery was established as a **community-owned enterprise** to support employment, retain economic value locally and strengthen the island economy. After three years of trading, demand for the brewery’s products now exceeds current supply.

The brewery is therefore implementing a two-phase development programme.

Phase 1, which is already fully funded and underway, focuses on increasing brewing capacity and staffing so that the brewery can produce more beer to meet existing demand.

However, increasing production alone is not sufficient. The brewery also needs the infrastructure to distribute this additional product efficiently and sustainably. Without this second stage of investment, the increased production capacity cannot be fully realised.

Phase 2, which this application seeks support for, focuses on improving the brewery’s operational resilience and environmental sustainability so that increased production can be supported in a low-carbon and efficient way. This phase includes the installation of **solar panels, additional battery storage and a new storage shed**, enabling the brewery to maximise the use of locally generated renewable electricity while improving storage capacity and workflow.

For small island businesses, energy costs, infrastructure limitations and logistics can present significant barriers to growth. By increasing on-site renewable energy generation and storage, the project will reduce reliance on external energy sources and improve the efficiency of brewery operations. The addition of dedicated storage space will also allow the brewery to manage larger volumes of kegs, casks and equipment, supporting increased production and more efficient preparation of orders for regional customers.

The project therefore addresses a clear opportunity: enabling a proven community enterprise to grow sustainably, strengthen regional supply chains and support long-term employment within a remote island economy while contributing to the transition towards low-carbon rural enterprise.

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

(500 words max limit)

The Lochaber Local Area Place Plan (LAPP) highlights the importance of supporting locally rooted businesses that create employment, retain economic value locally and strengthen rural economies. In remote island communities such as Eigg, economic opportunities are limited by geography, infrastructure and small population size. Supporting sustainable local enterprises is therefore central to building resilient communities.

The Isle of Eigg Brewery directly contributes to these priorities as a community-owned enterprise that generates employment and retains economic value within the island economy. The brewery has successfully established strong demand for its products across the West Highlands and is now implementing a two-phase development programme to support sustainable growth.

Phase 1, which is already fully funded and underway, focuses on increasing brewing capacity and staffing, including the creation of a new brewer role.

Phase 2, which this application seeks to support, focuses on improving operational efficiency and environmental sustainability so that the increased production can be managed effectively and supported by renewable energy. The project includes the installation of **solar panels, additional battery storage and a new storage shed**, enabling the brewery to maximise the use of locally generated renewable electricity while improving storage capacity and workflow.

While this phase does not directly fund the brewer post, it is essential to the sustainability of that employment. Increasing production alone does not generate income unless the business can operate efficiently and manage higher volumes of product. By strengthening the brewery's infrastructure and energy resilience, the project will enable the business to handle increased production and supply hospitality businesses across Lochaber and neighbouring islands.

The extra internal space the Project creates supports the brewery Taproom, increasing capacity and developing the Taproom Manager's role.

The project also supports LAPP priorities around the visitor economy and environmental sustainability by increasing the brewery's use of renewable energy and reducing reliance on external energy sources.

Overall, the project strengthens a community-owned enterprise that supports employment, regional supply chains and a resilient low-carbon island economy.

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 Isle of Eigg Brewery was created through strong community backing and continues to operate with significant local and wider support.

The brewery is structured as a Community Benefit Society, with over 650 community shareholders from Scotland and internationally. The original crowdfunding campaign raised over £200,000, demonstrating strong confidence in the project and the community-led model. This support has continued through the brewery's first three years of trading, with many investors remaining actively engaged in the development of the business. Indeed, there are 8 active Directors made-up of investors meeting monthly determining the brewery's next steps.

Local support is particularly strong on the island itself. The brewery contributes to the island economy through employment, partnerships with local events and festivals, and through the operation of its taproom which acts as an informal community hub for residents and visitors. The business is widely recognised as a positive addition to the island's economy and visitor offer.

We have included letters of support from the Isle of Eigg Heritage Trust, Eigg Primary School and the island-based Galmisdale Bay Café.

Demand from local hospitality businesses across Lochaber, Skye and the surrounding West Highlands also demonstrates strong market support for the brewery's products. The business has reached its current brewing capacity, with demand for beer exceeding what can currently be supplied. This provides clear evidence that the proposed expansion responds to a genuine market opportunity rather than speculative growth.

The project has also attracted support from regional development partners. The brewery has secured a £30,000 Firstport Step-Up Loan and £12,500 capital support from Highlands and Islands Enterprise, demonstrating external confidence in the viability and impact of 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 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 Phase 2 project will deliver a number of immediate outputs focused on improving the brewery's energy resilience, operational efficiency and storage capacity, enabling the business to manage increased production sustainably.

Key outputs will include:

- Installation of solar panels to increase on-site renewable energy generation.
- Installation of additional battery storage to maximise the use of locally generated renewable electricity and improve energy reliability. New batteries will reduce brewing time by 2 hours per brew.
- Construction of a new storage shed to provide dedicated space for kegs, casks and equipment, allowing

the brewery to reorganise internal workspace to manage higher production volumes more efficiently and increase Taproom area.

These outputs will be measured through:

- Renewable energy generation and battery storage capacity installed.
- Reduction in reliance on external energy sources.
- Increased storage capacity for kegs, casks and equipment.
- Operational efficiency improvements within the brewery.

Together, these outputs will strengthen the brewery's infrastructure, allowing increased production to be managed efficiently while reducing the environmental impact of operations and supporting the long-term sustainability of the business.

(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 long-term outcome of the project is the development of a **sustainable island enterprise capable of increasing production while operating on low-carbon, locally generated energy while redirecting profits towards our community.**

Phase 1 of the wider development programme increases brewing capacity and staffing. Phase 2 strengthens the infrastructure needed to support that growth by improving energy resilience and operational efficiency. Together, these phases enable the brewery to realise the full benefits of increased production while operating in a more sustainable and community-beneficial way.

Key outcomes include:

Sustainable rural employment

The combined project supports a new brewer role and secures existing jobs within the brewery, contributing to stable year-round meaningful employment on the Isle of Eigg where such opportunities are limited.

Inclusive and Community-focused Tap Room

The extra storage capacity allows us to further develop our tap room as a gathering and community events space throughout the year. Aside from drawing visitors to Eigg keen to experience the most isolated bar in the UK, our Taproom has regular events ranging from Taqueria Guevara and Pizza to games evenings to AGMs, fostering social cohesion and supporting the diverse needs of our community and visitors.

Strengthened regional supply chains and a hub for local businesses

By enabling the brewery to manage increased production and prepare larger consignments for regional customers, the project supports supply to hospitality businesses across Lochaber and neighbouring islands, strengthening the regional food and drink economy.

Fundamental to our supply chain is the locality of the procurement, creating opportunities for other businesses to succeed. We have established innovative partnerships with local producers ranging from key brewing ingredients – locally grown hops and seaweed – to merchandise woven from the local sheep and a new Kombucha business utilising the brewery space. Our waste malt helps local farmers reduce their off-island feed-print and costs and the spent hops are composted to support the Eigg Tree Nursery.

Low-carbon rural enterprise

Investment in solar panels and battery storage will increase the brewery's use of locally generated renewable electricity and reduce reliance on external energy sources, supporting the transition to low-carbon rural enterprise.

Increased economic resilience

As a Community Benefit Society, any surplus generated by the brewery is reinvested locally, ensuring that the economic benefits created by the project remain within the island community. Over and above re-investment into the business, and the benefit that arises from that, we are also developing a local community benefit grant (Eiggality Grant), a commitment made during the brewery's original Crowdfund in 2020.

Eiggality Grant

An annual fund, the Eiggality Grant is designed to support on-island and local Lochaber businesses. We are uniquely placed to be at the heart of a community where there are myriad ideas for businesses but where capital is at a premium. The extra capacity our Project will create will allow us to start financially supporting our local community in this way.

(N.B. Eiggality [egg-al-it-ee] n. To help level the social, economic and environmental playing field pioneeringly, creatively, riotously together)

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

(500 words max limit)

The Isle of Eigg Brewery operates as a Community Benefit Society, and it is structured as a long-term sustainable business rather than a short-term project. The proposed expansion represents the next stage of the brewery's development, building on three successful years of trading with the CRF funding a key part of the wider springboard. By supporting the brewery to run more efficiently and sustainably, the project will enable increased sales and turnover, generating the income required to sustain staffing, maintain equipment and cover ongoing operational costs.

The brewery has already established strong demand for its products across Lochaber and the West Highlands. Phase 1 of the project, which is already fully funded and underway, will increase production capacity from 450 Hectolitres p.a. to 720 Hectolitres p.a., double the brewery's keg and cask quantity and increase staffing.

Phase 2 strengthens the infrastructure needed to support increased production by improving energy resilience and operational efficiency. Investment in solar panels and battery storage will increase power generation by 3kW and access to power from 15kW to 20kW (from 45 kWh to 60 kWh). Additional storage space increases storage capacity by 33.6sqm to create 16m² space by transferring equipment outside the main brewery and internally will allow the brewery to operate more efficiently, manage higher production volumes and prepare orders for regional customers while maximising Taproom capacity.

The project will drive income generation from brewery sales to increase turnover to £199,000 providing a Net Profit of 8% and 2 FTE and 3 PTE staff members by 2030.

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)

Environmental sustainability has been a core principle of the Isle of Eigg Brewery since its establishment. The project has therefore been designed to minimise environmental impact while further supporting the transition to low-carbon rural enterprise.

The brewery is perhaps the greenest brewery of its size in the UK. Its entire power supply, for which brewing consumes a significant amount, is generated through the Isle of Eigg's pioneering renewable energy system, powered by a combination of hydro, solar and wind energy, alongside the brewery's own solar capacity. As a result, the electricity used in the brewing process is already renewably generated.

The project will further strengthen the brewery's environmental performance through several key measures.

Firstly, the installation of additional **solar panels and battery storage capacity** will allow the brewery to increase its use of locally generated renewable electricity. Increasing battery storage from 45kWh to approximately 60kWh and expanding solar capacity by over 3kW will improve energy resilience and allow brewing operations to be better aligned with renewable energy availability.

Secondly, the project includes the installation of a **new storage shed**, allowing equipment, kegs and casks to be stored more efficiently and enabling improved workflow within the brewery. This will support more efficient operations and reduce energy use associated with handling and processing increased production volumes.

Through these measures, the project not only mitigates potential environmental impacts but also actively contributes to the transition towards low-carbon rural enterprise and net-zero ambitions.

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)

In developing the whole project, the Isle of Eigg Brewery has considered how the business can operate in a way that is inclusive, accessible and beneficial to the wider community.

As a community-owned enterprise, we are open to participation from a wide range of individuals regardless of background. Community shares are accessible to people locally and further afield, enabling broad participation in ownership and governance.

Employment opportunities created are open to all applicants and recruitment follows fair and transparent processes that comply with equalities legislation. The creation of a new brewer role offers a valuable opportunity for skills development and employment within a remote rural community where opportunities are limited.

Small island communities can present particular barriers to employment for some groups, including young people, women returning to work, and individuals who may face transport barriers when accessing work on

the mainland. By creating skilled employment directly on the island, the project helps remove some of these structural barriers.

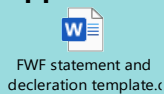
The brewery also provides an inclusive community space through its taproom, functioning as a social hub for both residents and visitors. The space is open and welcoming to all members of the community and contributes to social wellbeing on the island.

While the project is not designed to target a single protected characteristic group specifically, it supports equality of opportunity by ensuring that employment, participation and community benefit are accessible to everyone within the island community.

By strengthening a community-owned enterprise that provides employment, social connection and economic opportunity, the project contributes positively to inclusion and fairness within the Isle of Eigg 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.



<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"/> We pay above the Real Living Wage</p>
<p>Is the Fair Work First statement on your organisation’s website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>5</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?</p>	<p><input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining</p>

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 sum

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Solar Panels and Battery	8 x 410W solar panels & Installation Tesla Powerwall 3 & installation	Capital	£12, 337
Insulated Storage Shed	4m x 2.1m XPandastore (insulated)	Capital	£2, 663
Total revenue expenditure			£0.00
Total capital expenditure			£ 15,000.00
TOTAL PROJECT COSTS			£ 15,000.00

Is VAT included in these costs? Yes No

Can you confirm that the costs above have not already been incurred or committed to? Yes No

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

5.3 Please explain how your project will achieve value for money.

The Phase 2 project represents strong value for money by enabling the full benefits of the brewery's wider development programme to be realised.

The total, 2 phase project cost is £57, 500, with the CRF request representing approximately 25% of the overall investment. Phase 1 funding has already been secured through a £30,000 Firstport Step-Up Loan and £12,500 support from Highlands and Islands Enterprise..

The £15,000 CRF request represents a targeted investment that enables the brewery to bring this increased production to market efficiently and sustainably.

The project will strengthen the brewery's operational resilience, improve energy sustainability and increase its capacity to manage and distribute higher production volumes. This will support stronger regional supply chains and sustainable employment in a remote island community.

By enabling a community-owned enterprise to grow using locally generated renewable energy, the project will deliver long-term economic and environmental benefits for the Isle of Eigg and the wider Lochaber area.			
SECTION 6 – MATCH FUNDING (if applicable)			
Please note match funding for this round is not essential, however efforts to secure match funding for the project is reflected within the assessment criteria.			
6.1	Please provide details of any match funding applied for and whether it is awaiting a decision or confirmed.		
Name of funder		Confirmed?	Date Confirmed or Decision Expected
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total match funding			£0.00
CRF requested			£15,000.00
Total funding			£15,000.00
6.2	Will the project involve “in kind” support?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6.3	If yes, please detail.		
But...we do have six non-executive Directors all giving expertise and providing ongoing strategy and governance support to the Community Benefit Society.			
6.4	Please explain why public funding is required to deliver the project.		
<p>Operating a manufacturing business on a small island presents particular challenges, including higher transport costs and limited infrastructure. While the brewery has successfully secured funding to increase production capacity, additional investment is required to ensure that the increased production can be distributed efficiently and sustainably.</p> <p>Public funding is therefore required to support the second phase of the development, which focuses on improving distribution reach and operational efficiency.</p> <p>This targeted support will allow the brewery to maximise the impact of the wider investment already secured and ensure that increased production translates into sustainable employment and economic benefit for the island community.</p> <p>Public investment is justified because the project delivers wider community benefit beyond the business itself. As a Community Benefit Society, the brewery reinvests any surplus locally, supporting employment, strengthening the island economy and helping address the challenges of rural depopulation in remote island communities.</p>			
6.5	Please explain what the remaining bank balances are for in your accounts.		
The remaining bank balance in our accounts are used for every expenditure – salaries, raw materials and maintenance.			
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/ or used as match funding.		
The funding we have already received is an essential part of this project.			
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.		
Match funding for the initial phase of the expansion project has already been secured and is being spent during March and April to give us the best chance of success ahead of this year's season.			

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.	
	<p>The project will support the income-generating capacity of the Isle of Eigg Brewery by strengthening the infrastructure and energy systems needed to support increased production. By improving energy resilience and operational efficiency, the project will enable the brewery to manage higher production volumes and supply growing demand from regional markets. The additional income generated through increased sales will be reinvested directly into the sustainability of the business. This includes supporting staffing costs, maintaining and replacing brewing equipment, and covering ongoing operational costs such as energy, transport and supplies.</p> <p>Increased income from sales will enable the business to sustain the new brewer position created through Phase 1 beyond the initial development period.</p> <p>As the brewery operates as a Community Benefit Society, any surplus generated is reinvested into the business or used for community benefit, ensuring that the economic value created remains within the Isle of Eigg community.</p>	
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 is designed to complement and strengthen the local economy rather than compete with existing businesses. The Isle of Eigg Brewery primarily supplies beer to hospitality venues across Lochaber and neighbouring islands and therefore works as part of the wider local supply chain rather than competing directly with other businesses.</p> <p>We work closely in partnership with the cafe and shop who both stock our beer.</p> <p>The brewery also contributes positively to the island economy through employment, visitor spending and participation in local events and festivals. The taproom attracts visitors to the island and helps enhance the overall visitor experience on Eigg, which benefits other island businesses including accommodation providers, cafés and shops.</p> <p>Local businesses and partners have been supportive of the brewery since its establishment, and the continued demand for its products provides clear evidence of this support. The project therefore strengthens the local economy and supports collaborative local enterprise rather than disadvantaging other businesses.</p>	
7.4	Have you considered taking out a loan for the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.5	If not, please state why?	
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?
Highlands and Islands Enterprise Grant	19/02/2026	£12, 500	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.
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<p><i>I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.</i></p> <p><i>The data provided in the application (and claim) forms are subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Data Protection Act 1998 and the Environmental Information (Scotland) Regulations 2004.</i></p>	
<p>Signature:</p> <p>Print:</p>	<p>Date: 01/03/2026</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 type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input type="checkbox"/> No <input 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	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input 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 type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input 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 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	CRF4220.
1.2	Organisation	Kilmallie Community Centre
1.3	Project title	Kilmallie Community Heartbeat - Securing the Future
1.4	Summary of project you wish to be funded (max 250 words)	
	Our Heartbeat project is a critical first step to securing our long-term sustainability which is currently at risk. It seeks funding to maintain routine service delivery at the Centre over the next 12 months, while crucially, allowing us to undertake a range of development work which will be guided and supported by external consultants.	
	CRF funding would:	
	<ul style="list-style-type: none"> ● Produce a Five Year Business Plan, incorporating plans to deliver: <ul style="list-style-type: none"> ● repairs, improvements and alterations to facilities ● improvements to services and governance 	

	<ul style="list-style-type: none"> ● improvements enabled by digital opportunities ● Deliver a community engagement programme, to inform plans through widespread consultation, and to develop our volunteer team. ● Support two staffed roles to cover <ul style="list-style-type: none"> ● day-day management of the centre ● development work alongside our consultants, essential to actively implement consultants' recommendations in addition to routine operations. ● Deliver Year 1 planned actions ● Allow purchase of a demountable stage, to make main hall more flexible and better equipped for a wider range of events. <p>Project content is essential for us to set priorities, meet community needs, identify business opportunities to increase our income, and build volunteer support, thus building sound foundations to deliver the full Five Year Plan.</p> <p>The project will breathe new life into our Centre with revitalised strategic planning and governance, guided by transformative community outreach and engagement. All with the intention of modernising and improving our facilities, operations and services, making our 58 year old Centre more viable going forward, as a sustainable valued community asset fit for mid 21stC.</p>		
1.5	Project costs	Total project cost	£ 61,753.00
		Match funding	£12,000.00
		CRF grant requested	£49,753.00
1.6	Start date	Mid-June 2026	
1.7	End date <i>(max 12 months from start date)</i>	Mid-June 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	Kilmallie Community Centre	
2.2	Address and postcode	Station Road, Corpach, Fort William PH33 6JH	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address	www.kilmalliecommunitycentre.co.uk	
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	Company No.: SC404410 Charity No.: SC042509	
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
2.11	If the organisation is VAT registered, please provide the number.	n/a	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	Provide details of VAT exemptions.	n/a	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Kilmallie Community Centre PH33 6JH	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	n/a	
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	n/a	

SECTION 4: THE PROJECT PROPOSAL

4.1 List the main activities required to deliver the project including timescales.

Activity name	Achieve by (date)
<p>Notes:</p> <p>1) Our timescale reflects practical limitations on volunteer Board members' time and the ongoing process needed to build sustainable community engagement leading to volunteer recruitment.</p> <p>2) Subject to review as early planning stages of the project will refine delivery plans and schedules. If realistically achievable, the delivery of the Final Business Plan will be brought forward, so we can start realisation as soon as practicable.</p>	
<p>Inception, briefing, preparation and enabling Incl establishing methodology for project management</p>	end Month 2
<p>Condition Report on Building and Grounds</p> <p>This will be the first systematic 'quinquennial' (i.e. five yearly) condition report, enabling ongoing planned, cost-effective facilities management. It will include:</p> <ul style="list-style-type: none"> ● a survey record of building fabric and its condition ● prioritised recommendations for repairs: Immediate, Urgent, Necessary, and Desirable ● recommendations for a routine preventative maintenance regime ● consideration of energy efficiency and accessibility issues ● ballpark costings to assist business planning <p>Its recommendations will feed into the Five Year Business Plan and will inform proposals for efficient packages of work.</p> <p>Note: issues with water penetration that have developed since our EOI have dictated the need for inclusion of scaffold tower access to facilitate close inspection.</p> <p>Note: since our EOI, we have sourced adequate drawings suitable for surveyor to use as basis for pricing. The project no longer includes for full survey drawings, though these may be needed in subsequent years for specific capital projects.</p>	end Month 3
<p>One Year Engagement Programme</p> <p>The programme will enable us to:</p> <ul style="list-style-type: none"> ● identify the Centre's value to the community ● demonstrate robust growing community support for it ● identify the community's evolving needs ● harness and sustain community volunteering potential to help meet our operational needs <p>all essential to the survival and sustainability of the Centre.</p> <p>It will reach out strategically to individuals, groups, businesses and relevant bodies (eg FW2040) within Kilmallie and the wider area as appropriate, actively including under-represented characteristic groups, eg young people.</p> <p>It will include:</p> <ul style="list-style-type: none"> ● Preparation of an Engagement Plan to guide programme content ● Consultation: <ul style="list-style-type: none"> ● on unmet community needs and opportunities to generate increased income 	

<ul style="list-style-type: none"> ● on Centre user needs and ideas for improvements to our facilities and services ● on drafts of the project's various Plans, particularly Heartbeat Improvements and Business Plans ● On volunteer opportunities and needs ● Engagement to: <ul style="list-style-type: none"> ● effectively communicate our need for more volunteers for a wide variety of activities ● attract more volunteers to help across the whole range of our operations; to help minimise future staff costs ● increase membership and the active involvement of our members ● and to build on the loyalty and support we have from the community generally ● Development: <ul style="list-style-type: none"> ● to deliver improved ongoing management to utilise and support our volunteers more effectively ● to deliver improved ongoing communication with our members ● Consolidation: <ul style="list-style-type: none"> ● Synthesis of consultation inputs into prioritised proposals and incorporated into final project Plans, especially Heartbeat Plan and Business Plan, ● ongoing consultation and engagement needs identified in Five Year Business Plan <p>All activities will consider accessibility for all, eg language, disability etc. Activities will utilise a range of options to maximise reach and participation, eg participatory workshops, drop-in events, online surveys, mailbox surveys, ad hoc in person surveys, focus groups and targeted visits, engagement events etc.</p> <p>Programme delivery will involve:</p> <ul style="list-style-type: none"> ● Business Consultants (SKS) for strategic planning and direction, market focus ● Creative Consultants (Aeon) for communication strategies, creative resources, event planning etc ● Support Services (CAC) for delivery of consultation and outreach activities, and for volunteer management planning and mentoring. This function is essential to augment consultants' work, providing cost-effective, proven-track-record experience coupled with invaluable strong-local-network-connections. ● Staff role for assistance with consultation and outreach activities, for development and delivery of ongoing volunteer management and support, and for overall co-ordination and consolidation. ● Directors, extensively throughout, with support from Voluntary Action Lochaber and Just Enterprise <p>Milestone targets:</p> <p>Preparation of Programme Delivery Plan</p> <p>Delivery of initial Consultation actions</p> <p>Delivery of final Consultation actions</p> <p>Delivery of Engagement actions ongoing throughout</p> <p>Delivery of Development actions ongoing throughout</p> <p>Delivery of Consolidation actions</p>	<p>end month 3</p> <p>end month 6</p> <p>end month 11</p> <p>end month 11</p> <p>end month 11</p> <p>end month 11</p>
<p>Digital Improvement Plan</p> <p>Exploration of ways we can use digital technology to:</p> <ul style="list-style-type: none"> ● Reduce our costs ● Make our internal and external communications more effective ● Make our operations more efficient ● Improve our facilities and services, fit for the digital age <p>Considerations will include things like eg business email addresses for directors' use, potential for online collaboration tools for more efficient management, improvements to</p>	

<p>broadband, equipping hall with digital facilities for meetings, and e.g. opportunities for smart door-lock systems for hall hire and Centre opening and closing.</p> <p>The Plan will involve input from Business Consultant (SKS), Creative Consultant (Aeon), staff and directors with support from Voluntary Action Lochaber and Just Enterprise. It will be informed by community consultation, and will include prioritised recommendations for action. Delivery of Year 1 actions is included in the project.</p> <p>Milestone targets: Consultation, exploration and preparation of Plan Delivery of Year 1 actions complete Incorporation of future actions into Five Year Business Plan</p>	<p>end month 6 end month 11 end month 11</p>
<p>Governance Development Plan</p> <p>Prioritised recommendations for action to develop policy and procedural documentation, a Document Control system, and other recommended measures to support sound management of finances, risks, facilities, human resources and HSEQ.</p> <p>The Plan will require input from Business Consultant (SKS), Voluntary Action Lochaber, Just Enterprise, staff and directors.</p> <p>Milestone targets: Preparation of Delivery Plan Delivery of Year 1 governance development actions complete Further action incorporated into Five Year Business Plan</p>	<p>End month 4 End month 11 End month 11</p>
<p>Heartbeat Improvements Plan</p> <p>This is a key part of the Business Plan. It will make prioritised recommendations for alterations and improvements to our facilities and services that will be essential for securing our sustainable future. It will reflect feedback from community consultation and incorporate relevant issues identified in the other consultancy packages.</p> <p>Year 1 actions will be implemented by employed and volunteer staff and directors with additional professional support as needed. An allowance for staff costs for this work is included in the project cost. Any additional staff costs, revenue costs or capital costs will be provided from revenue income where possible or additional fundraising where necessary.</p> <p>Milestone targets: Assimilation of initial consultation output Assimilation of final Year 1 consultation output Delivery of Year 1 actions complete Heartbeat Plan incorporated into final Five Year Business Plan</p>	<p>End month 6 End month 11 End month 11 End month 11</p>

<p>5 year Business Plan</p> <p>This is the central element of the project, into which all the other project Plans feed, and out of which comes our opportunity to survive and thrive for the next generation.</p> <p>Including community need and strategic fit, market assessment, stakeholder & community engagement guidance/analysis, comparators, competitors and potential displacement, operational model and plan, financial tables - income and expenditure, risk assessment and mitigation.</p> <p>It will be led by the Business Consultant, with input from everyone else. Directors will be supported by Voluntary Action Lochaber and Just Enterprise to develop their business planning skills and understanding.</p> <p>Milestone targets: Delivery plan, Initial desk research, analyses and assessments Draft Plan incorporating explicit and implicit output from all aspects of the project Consultation on draft Preparation of final Plan</p>	<p>End month 3 End month 8 End month 10 End month 11</p>
<p>New website and social media package</p> <p>For more effective vibrant marketing and delivering business growth (current website and Facebook page have become outdated with respect to functionality and perception of brand image).</p> <p>Will allow us to:</p> <ul style="list-style-type: none"> ● respond to opportunities to exploit our great location (fantastic bus, train, bike, boat, foot and car accessibility, proximity to canal, marina, iconic views of lighthouse and Ben, Road to Isles, railway, Hogwarts Express, surrounded by amenity green open space, etc) to attract more users and meet more of their needs (whether resident in Corpach, Kilmallie, wider Fort William, or further afield Lochaber, as well as the huge numbers of tourists in need of wet weather activity space) ● increase audience numbers and profit from our own events ● Exploit more online fundraising opportunities ● Contribute to the success of our users' events, workshops, classes etc through collaborative promotion <p>Will provide the infrastructure needed:</p> <ul style="list-style-type: none"> ● to improve our online booking information and procedures ● to optimise our community outreach, consultation and engagement ● to deliver effective communication networks with members and volunteers (a pre-requisite for successful engagement and consultation and building membership, but also essential for sustaining a successful operational volunteer team) ● to respond to recommended actions in the Digital Improvement Plan ● to develop strategic marketing ● to better support the community in general, promoting other community initiatives and local events. <p>Will include delivery of training to staff and directors for best ongoing upkeep and utilisation of website and social media.</p> <p>Consultant's package also allows for contribution to the Engagement Plan, eg advice and support with communication methods and strategies, graphics and publicity resources.</p>	

<p>Milestone targets: Design and initial delivery Incorporation of output from consultation and engagement</p>	<p>end month 6 end month 11</p>
<p>New brand package</p> <p>Essential to re-enliven our image in line with the vision that the new Board want to develop over the next 5 years Essential to attract new customers asap and retain existing ones Package will include design work for new logo, email/letterheads etc, consistent approach for marketing materials etc, for implementation by staff and directors.</p> <p>Milestone targets: Design, reflecting consultation output Completion of rollout</p>	<p>end month 6 end month 11</p>
<p>Centre Manager function, equivalent 20 hrs pw over 52 weeks</p> <p>A key driver of this project is the need to continue routine operations while we address essential development work and put robust, achievable business planning in place to deliver ongoing affordability and financial sustainability.</p> <p>This function will be met by an existing post, ie in place to run from day 1 of the project. The post was identified as an acutely urgent need in early 2025, initially committed for 8 months from Aug 2025, subsequently extended to Sept 2026. The cost so far has been met from our own funds, but we do not have confidence at present to continue to do so. Furthermore, experience over 8 months of the post so far has shown that 20hr pw has not been adequate to deliver, on top of routine Centre operations, all the development work that we identified as essential a year ago.</p> <p>We anticipate the following distribution of activities for this role: Core routine daily management (estimated 75%) Governance Development Plan - development and implementation of Year 1 actions (estimated 25%)</p> <p>Our objective is that increased income and volunteer capacity will enable this post to continue without external funding at the end of this project. The Business Plan will include consideration of routine staffing needs going forward.</p>	<p>Continuous over 12 months</p>

<p>Development function, equivalent 16 hrs pw over 52 weeks</p> <p>This function is key to the overall success of the project. It will enable us to maintain momentum for the transformative change that the Centre needs to survive, to make substantive progress as time permits on implementing actions within the various project Plans, and to build capacity for delivering on subsequent years of the Business Plan.</p> <p>The function will be met by a combination of augmenting the hours of the existing Centre Manager post where availability and skillset permits and recruiting new to provide additional hours and skillset as required. This will allow us to be flexibly responsive as the fine-grain detail of project needs is clarified during project planning stages, whilst also giving us immediate capacity to progress early stages of development work without being delayed by a recruitment process. Hours can be tailored flexibly to meet project needs if required, e.g. for concentrated blocks of consultation and engagement.</p> <p>We anticipate the following distribution of activities for this role: Digital Improvement Plan - development and implementation of Year 1 actions (estimated 20%) Engagement Programme - support with consultation, and development of volunteer management and support (estimated 20%) Heartbeat Plan - development and implementation of Year 1 action (estimated 25%) Business Plan - development and Year 1 realisation (estimated 20%) Website and social media development (estimated 10%) Brand package rollout (estimated 5%)</p> <p>Our objective is that this role will not need to continue beyond the end of the project. The Business Plan will include consideration of staffing needs if required for any identified discrete future projects.</p>	<p>Aggregated as required across 12 months</p>
<p>Equipment purchase (conditional on match funding)</p> <p>We have identified the need for a demountable stage which will increase the flexibility of our facilities for a wider range of cultural events and meetings. We have included this within the project as it will offer a quick simple means of increasing our income with a programme of concerts and performances.</p> <p>Delivery</p>	<p>End Month 2</p>
<p>Consolidation and final reporting</p>	<p>End month 12</p>

<p>4.2</p>	<p>(a) What local need or opportunity will the project address?</p>
<p>(500 words max limit)</p> <p>Community need is evidenced by extensive use (people locally, from wider Lochaber and tourists) of our public gardens, public toilets, campervan toilet waste recycling, ebike stance, electric car chargepoint, recycling point, car parking, community library, picnic area. We accommodate a children's playground and community equipment storage. Community Fridge and Garden. Centre is used by wide variety of regular groups, organisations, social enterprises, businesses, public bodies and individuals, incl age groups, sports, leisure, health, public meetings, and multifarious entertainments, events and workshops, group weekend base for public service exercises (eg fire service) lots of private parties, weddings, funerals, etc</p>	

Our own needs as a community organisation:

- We'll be unable to sustain our operational needs beyond next year or so without strategic revitalisation and capacity-building. The longer we leave it, the harder it will be to secure our long term survival.
- Our 1968 building doesn't meet current community needs and expectations – it's outdated, with various aspects needing modernisation and repair. Aspects of layout are seriously inadequate impacting on our bookings income: inflexibility of hall spaces and backstage areas; main hall has no kitchen access if small hall is occupied, our stage is inflexible - unsuitable for many uses; we have inadequate storage. Community Fridge needs are not fully met (they need to interrupt hall users for kitchen access). External accessibility needs improvement. Facilities are inadequate for the digital age, needing better broadband and equipment for meeting presentations.
- We need time, support and community input to fully identify and prioritise our needs, and make systematic plans for effective, efficient outcomes.
- We need help to identify opportunities to increase income, achieve community outreach, and increase community participation.
- There is significant potential to reduce costs by utilising volunteer staff contributions. We have the opportunity for concerted engagement with the community, to foster a deeper sense that the Centre is everyone's asset and everyone's responsibility, that it needs more than a small board of volunteer directors to keep it running.

Our community's needs are opportunities for us

See Supporting Document "Evidence of Need - Project Delivery of Lochaber Place Plan Priorities" for how project will help address many local needs.

Our users are primarily local community members, groups, organisations and businesses. We know from feedback that our facilities and services do not meet all their needs but we can't afford to address them without business planning that delivers economic sustainability. Within the community as a whole, we know that there are unmet needs for storage for outdoor groups, and for more activities for young people.

Additional opportunities

While bookings are busy, we have considerable potential for increase, especially if we achieve changes to building layout, with opportunities to provide for drop-in facilities, and to generate income from eg hot desk and community office facilities.

Numerous opportunities for more events, especially for young people, and to provide music and entertainment with focus on local culture, and for supporting more businesses, especially pop-ups. The project will also give us opportunity to reduce our carbon footprint.

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

(500 words max limit)

Our project, and Highland Council's funding of it, extensively addresses the following priorities identified in the Lochaber Place Plan and contributes to the 2024-2027 Highland Outcome Improvement Plan. See also supporting document "Evidence of Need - Project Delivery of Lochaber Place Plan Priorities"

PEOPLE

Access to services:

- Strengthen support for local third sector organisations, community groups and clubs providing services within the communities.
- Increase dedicated programs to support physical and mental health.

Young people

- Expand engagement programs
- Encourage engagement to retain young people in Lochaber

Activities

- Increase green and arts-based activities that promote health, wellbeing and strengthen the connection to nature.
- Increase the range of inclusive and affordable activities to accommodate varied interests and age groups across Lochaber.
- Provide accessible and affordable cultural activities.
- Provide community spaces for social engagement and drop-in's for all ages.
- Ensure activities, events, and spaces are provided in suitable locations with appropriate transport options and have support to be sustainable.
- Improve events and activities communication to enhance engagement both on and offline

PLACE

Environmental

- Develop community allotments and food-growing spaces.
- Protect and promote local green spaces, rewilding, and biodiversity, designate wildflower zones in parks and summer maintenance-free areas.
- Support businesses and communities to continue transition to Net Zero.
- Promote renewable heating options.

PROSPERITY

Tourism Management

- Encourage a balanced approach to tourism, with measures to reduce pressures on communities and to support local businesses

Economic

- Promote business development in Lochaber, encouraging improvements to attract local and tourist spending
- Host more events and festivals
- Support seasonal pop-up cafes and stalls

Employment and Skills Development

- Remove barriers to support residents to participate, contribute to community life, access support, training, and employment

Collaboration working

- Strengthen collaboration with Communities
- Communicate and share resource effectively among Statutory Agencies and Third Sector Partners
- Enhance support for third sector organisations as key drivers of local projects
- Create a platform for sharing successful projects and knowledge between communities
- Develop clear funding guidelines that prioritise community input and consultations
- Provide resources and funding to communities with limited capacity or resilience
- Increase long-term funding to ensure the sustainability of community projects
- Create local solutions for Community Groups to access affordable facilities, particularly in areas with no community space.

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

(500 words max limit)

We have worked closely with Voluntary Action Lochaber over last 15 months. See their letter of support for evidence of local third sector supporting us and the need for Heartbeat and its proposed project content. Importantly it also supports our ability and determination to deliver, evidenced by their witnessing at close first hand the transformation of our Board's capacity over the last year, and our potential to transform much further with the help that Heartbeat will provide.

Data from the people-counter at front entrance records 82k people coming in to the Centre over a year. Even allowing multiple in-outs per person per visit for some visits, we estimate this equates to at least 20k discrete visits over a year, everything from brief comfort stops and Community Fridge visits to attending whole day events. Add to this all the visitors purely to external facilities like picnic site, dogwalking, ebikes,

recycling, e-vehicle charging, community garden, community skiff etc (no data available for these). Each visit represents evidence of need for our facilities and services, and de facto support for the project to secure our future.

Our records provide the following data for hall bookings over the 2025 calendar year, evidencing the ongoing need for our facilities:

- Total 677 bookings over 325 days of the year
- involving an estimated attendance of over 16k people
- including 21 groups who regularly or frequently hire hall spaces.

We have attached 80 letters of support from a wide range of:

- daily, frequent and occasional users of the Centre, using Community Fridge, public toilets and our other numerous facilities, attending public and private events, classes, workshops, meetings etc
- regular, frequent and occasional hall hirers
- user groups and individuals representing:
 - All ages and all life stages from birth to death
 - A range across ethnicity, gender and disability
 - A wide range of sport, arts, and cultural activities
 - A wide range of health and wellbeing activities
 - A wide range of environmental activities and climate action
- community groups and organisations
- charities, local, Highland and national
- businesses, both local and further afield, benefitting from our facilities, or hoping to do so, delivering classes, workshops, retail events etc
- public bodies, incl Kilmallie Community Council
- local residents valuing the role that the Centre plays in the community
- emergency and statutory services who use the Centre for training and exercises
- Tourists and visitors visiting the grounds and making use of our facilities

These letters highlight the value of the Centre to the community, and also some of the Centre’s shortcomings that the Heartbeat project seeks to address.

Planned project outcomes address many of the priority needs identified within the Lochaber Place Plan. See supporting document “Evidence of Need - Project Delivery of Lochaber Place Plan Priorities”.

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)

- **Ten Year Vision** to guide strategic planning
Evidenced by documentary record
- **One Year Engagement Plan** established and delivered, building active network of members, volunteers and supporters, including community consultation programme to inform / direct strategic planning,
Evidenced by:
 - Documented Plans, evidence of Year 1 action
 - Communication networks in place for members and volunteers
 - Consultation event records
 - Consultation inputs reflected in Business Plan and Heartbeat Plan outputs
 - Increase in members and volunteers
- **Digital Improvement Plan** established with Year 1 actions delivered.
Evidenced by documented record and tracking of actions
- **Five Year Heartbeat Plan** established for improvements to facilities and services, plus delivery of Year 1 actions.
Evidenced by documentary record and tracking of actions
- **Inspection and Condition Report for Buildings and Grounds**, incl recommendations for Five Year Plan for repairs and renewals, plus delivery of Year 1 actions
Evidenced by documentary record and tracking of actions
- **Governance Development Plan** established for developing policy and risk management.
Plus delivery of Year 1 actions.
Evidenced by additional Policies, Procedures and Risk Assessments in place, published where appropriate; system in place for Document Control incl reviews, revisions, approvals.
- **Five Year Business Plan**, including output from all above, more sustainable pricing structure, identification of new business opportunities
Evidenced by documentary record and tracking of actions
- **New website and digital communication systems**
Evidenced by website and systems in place, in active use, with usage data
- **New brand package**
Evidenced by use across all communications
- **Improved facilities for performances and meetings** (conditional on successful match funding for demountable stage)
Evidence of delivery of KCC-run cultural events programme, initial target 4 pa. Evidence of stage use for other events.
- **Ongoing operations enabled by continuation of Centre Manager role, with growth in Centre usage.**
Evidenced by booking records
- **12 month extension of Centre Manager employment.** Transformed prospects for providing stable employment thereafter
Evidenced by wage records and budget documentation

Resources are in place to start work on project shortly after CRF award confirmation. We've risk-assessed project delivery as follows:

- **Loss of key directors**
Low risk, due to collective Board involvement in project, and project focus on attracting additional board members
- **Loss of key employees**
Low risk. Employee already in post. Project timescale long enough to recruit replacement in event of

resignation

- **Loss of key consultants**

Low risk. Where consultants are multi-staffed they're not vulnerable to loss of key personnel. Where consultants are more vulnerable, we've identified alternatives. Project timescale is long enough to recruit replacement if needed.

- **Delayed start**

Low risk. If CRF requires, project timescale can absorb a degree of shortening, and can accommodate a 3 month deferred start with no impact.

- **Inability to meet own ££ contribution**

Low risk. Budget in place to 31/03/27 provides for it, with monthly monitoring of finance throughout project.

- **Match funding unsuccessful**

Low risk. Only required for small standalone element of capex. Its delivery is not time-critical. If match application is unsuccessful, we'll apply to other funders within project timescale, or if nec incorporate into next year of Heartbeat Plan.

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

(500 words max limit)

A sustainable secure future for the Centre is our primary objective. Our Heartbeat project is the first essential step towards achieving that. Project outcomes will contribute to this goal and include:

- A more engaged and informed user base, evidenced by data from social media and other comms
- Future plans being more robust, informed by contributions and direction from our constituent community. Evidenced by records of ongoing consultations and feedback mechanisms, with output incorporated into ongoing business planning.
- Activities and opportunities for increased diversity of people, evidenced by data from bookings
- More opportunities for cultural and arts-based events, evidenced by booking records
- Growth of income, evidenced by accounts, with multiple knock-on benefits
- Improved stability of employment for staff, and improved support for volunteers, evidenced by business plans, consultations and records
- Progress along a route map for refreshing all aspects of the Centre, able to provide more flexible facilities, offer a wider range of opportunities, fit for meeting community needs of mid 21stC, evidenced by documented progress against plans, and by record of achievements over time
- Ongoing development of sound strategic management practices guided by realistic, achievable, clear and agreed business plans within context of longer term vision
- Self sufficiency - substantive progress towards essential revenue costs being fully met from own funds and fundraising activities, with plans in place to fill any gap. Evidenced by annual accounts and business plans
- Transformed capacity to deliver essential capital improvements:
 - better able to attract financial assistance for significant projects from a wide range of potential funders
 - better able to attract and provide match funding
 - better able to fundraise amongst an engaged supportive community, increasing our own contribution to capital projects.Evidenced by achievements over time.
- An empowered invigorated board, attracting new energy, assuring robust succession, with the skills and confidence to deliver substantive change where needed and protect the community value of what we have for the future. Evidenced by existence of a larger, more diverse board.

Overall legacy

The project will address the current threat to the Centre's survival. Essential groundwork will be in place for a revitalised Centre, capable of meeting the evolving mid-21stC needs of our community, with active

community engagement and sound strategic management practices at the heart of our operations moving forward.

The benefits of the project's outcome will roll out beyond ourselves as an organisation to all our current and future users, directly and indirectly to everyone who lives and works in Kilmallie, to many who live and work in Lochaber and many tourists and visitors who pass through.

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

(500 words max limit)

The project is the first stage of an incremental plan to deliver holistic improvements in the interests of securing a viable future. Its fundamental purpose is to address business sustainability, deliver essential preparatory steps and identify the next steps needed towards achieving it.

The key to sustaining the achievements of the project lies in us being able to afford stable ongoing employment to meet our operational needs. The project will directly contribute to this through improved management, marketing and engagement:

- increasing our income to cover cost of employed core staff
- increasing the number of volunteer staff and reducing the workload on employed staff

Business planning within the project will help us define our ongoing staffing needs and budget for them. We anticipate that the proposed Development function costs will be required only for the duration of this project. Centre Manager function costs will be ongoing beyond the project duration, but will become affordable within revenue income as income-generating measures are developed and delivered.

Business planning within the project will specifically look at ways to alleviate all reliance on support for revenue staff costs as soon as possible. If it identifies need for further short-term funding support for revenue staff costs during the 5 year plan, we anticipate the level of help needed will drop significantly as project outcomes improve our balance sheet. Staff funding support needs within the 5 year Plan are likely to be project-related rather than revenue costs, and thus likely to be met through a range of sources, and also managed to suit affordable timescales.

Through contributions in kind, and other activities, the project will provide up-skilling and mentoring opportunities for staff and directors, thus reducing our reliance on consultants for ongoing business planning, consultation, and digital activities. Differentiating the Development function from the general Centre Manager function will allow us to expand our skill base.

Any future capital projects are likely to require external funding, but with the outputs from this project in place, we will be in a hugely better position to justify funding from a range of sources and fundraise within the community.

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

500 words max limit)

We will continue to use biomass fuel for heating.

Project outputs will address the potential for:

- Improving the Centre's energy efficiency
- Opportunities for partnership with Highland People's Power
- waste reduction
- improvements to facilitate active travel.

Project outputs will deliver:

- improvements to our own practices through Environmental Policy development and implementation
- active promotion of workshops that contribute to positive climate action eg food waste reduction, active travel, repair and re-use etc.

By supporting the overall sustainability of the Centre, the project will support the continuation of the ebike stance, the recycling point, the extensive daily waste food collection and distribution, the campervan waste disposal facility. A business case will be made for continuing the electric car charging point

We will actively support community groups and organisations with environmental objectives, eg with publicity and with discounts on hall booking fees. We will incorporate environmental considerations into our Booking Terms and Conditions and encourage our user organisations to develop environmental policy.

We will foster opportunities for food growing and composting and continue to provide cherished green space.

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

(500 words max limit)

The underlying ethos of the current Board is firmly founded on the principle of inclusivity. We are committed to providing spaces that meet the needs of diverse users and groups.

We are actively cognizant of the 9 characteristic groups protected in legislation. Throughout the project we will be working to ensure that consideration for them all is equally and adequately addressed in our policy development, our facilities and in our operational and behavioural practices. We will apply for the Scottish Rainbow Mark and other accreditations as appropriate to demonstrate our welcome and commitment to all groups of protected characteristics.

Within our community consultation activities, we will try to gather data on age and gender to assess whether all range groups within these characteristics are adequately represented. Where necessary and practicable we will target under-represented range groups to expand our engagement with them. Where it could be intrusive and/or counterproductive to try to gather data on some protected characteristics, we will take active steps where practicable to reach groups who may be underrepresented, and to reach groups and individuals who may feel excluded.

Aspects of Centre accessibility, whether tangible (eg handrails, signage etc) or intangible (eg language, empathy with diverse needs etc) will be included in the Heartbeat consultation activities and in policy development, with necessary actions included in our Plans.

As providers of public toilets, we will consider if any improvements are necessary to ensure that all users can feel safe and free from stigma.

We already have

- an Equality, Diversity and Inclusion Policy
- an Equal Opportunities Policy
- Codes of Conduct for Staff and Directors

which include active consideration for inclusivity. Within our Governance Improvement Plan, we will review these policies for adequacy, and develop policy documentation further to require and foster respect for inclusivity, equality and diversity amongst all our users, including a published Code of Conduct for Centre Users which will be integrated into Booking documentation.

We will actively encourage representation of minority groups within our volunteering team.

4.8

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

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



FWF statement and declaration template.c

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

Yes No

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

Yes No Applied

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

Yes No Do not have a website

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

One part time employee currently on short term contract 20 hrs pw (Centre Manager role)

3 regular routine volunteers
One has special needs and is using their experience to contribute to their skills development: they help with weekly banking of our cash donations.
Another is the support worker for the first.
A third helps regularly with maintenance of fuel store, bin management, keeping the recycling point tidy and clear of broken glass, and other outside work.

5 or 6 frequent ad hoc volunteers, typically very short duration input like opening or closing the centre, but also eg handyman assistance

About 15 other volunteers who help on ad hoc basis occasionally or once-off, for a wide range of contingent needs, incl event support, handyman help (incls FW Men's Shed), tree surgery, refreshments etc.

6 volunteer directors (1 very longstanding, 4 over last 15 months, 1 over last 3 months)

Do you currently pay the Real Living Wage hourly rate?


Yes No NA

As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?

Yes No

	Not at present but we intend to address this within the project's Governance Development Plan
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship Staff also have opportunity to raise issues at Board Meetings. Developing Effective Voice channels for volunteers will be included in our Community Engagement Programme <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	<p>Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons.</p> <p>Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.</p> <div style="text-align: center;">  <small>CRF overheads and management fees sum</small> </div>
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Budget Heading	Detailed Costs	Revenue/Capital	Amount
Consultants	Business Plan incl input to Community Engagement Programme, Digital Improvement Plan and Governance Development Plan (see SKS quote)	Revenue	£7,680.00
Consultants	New website, new brand package, photography, input to Community Engagement Programme and Digital Improvement Plan (see Aeon quote)	Revenue	£8,880.00
Consultants	Community Consultation and Engagement, Volunteer Management and Support (see C A Campbell quote, allowance 10 days)	Revenue	£2,000.00
Consultants	Quinquennial Building Condition Report with recommendations and costings (see Samuel & Ptnrs quote)	Revenue	£5,545.00
Staff costs	Centre Manager Role 20hrs pw over 52 weeks, @ £15.00ph +3% oncosts (pension, no NIC contribs)	Revenue	£16,068.00
Staff costs	Development Manager Role 16hrs pw over 52 weeks @£15.00ph +3% oncosts (pension, no NIC contribs) Note: depending on nature of Year 1 actions identified within the project's various Plans, some of this amount might be transferred into	Revenue	£12,854.00

	Consultants' fees if necessary for required skillset		
Staff costs	Staff admin costs	Revenue	£600.00
Overheads	10% of nett staff costs		£2,808.00
Equipment	Purchase of demountable stage (see Stage Systems quote) Note: slightly more expensive than allowed for in EOI, as now more versatile for different events and easier for users to assemble	Capital	£5,318.00
Total revenue expenditure			£56,435.00
Total capital expenditure			£ 5,318.00
TOTAL PROJECT COSTS			£61,753.00
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>A very significant amount of work is being contributed as donations in kind. Wage costs were set with reference to local examples for commensurate work. Current staff role was openly advertised on HiJobs and HTSI. We believe consultants' daily rates are in line with industry norms. One consultant has already provided some pro bono work, and 2 others have indicated possibility to do so on limited basis if needed for additional work within the project. By putting in place sound strategic business planning and management we will be better equipped in future to ensure money is spent wisely. The project will be focused on increasing income generation, effectively a return on investment in the project. Securing a future for the Centre will in itself represent value for money – the indirect costs to the community of losing the Centre are incalculable. The project will be focussed on delivering value for money for all our Centre Users.</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
Own funds		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Budget meeting 02/03/26
			£7,000.00

Barrack Trust, specifically for purchase of demountable stage. If unsuccessful, we will seek other match funding asap within the project period, or in extremis include for future action in Heartbeat Plan.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Decision expected by end May 2026	£5,000.00
Total match funding			£12,000.00
CRF requested			£49,753.00
Total funding			£61,753.00
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>Voluntary Action Lochaber, 18 days of support for general capacity building</p> <p>Just Enterprise 5 days of support with capacity building for business planning, financial planning and management</p> <p>Directors time, at least 100 days (specifically on project over and above routine input)</p>			
6.4	Please explain why public funding is required to deliver the project.		
<p>The current Board has inherited a situation where the need for the project is acute but we do not have adequate funds to finance it on our own. An earlier application to HTSI to fund a short term Centre Manager post was unsuccessful, and we had to meet the costs of that ourselves. We subscribe to Highland Council’s Community Briefing, and also receive potential funding updates from Voluntary Action Lochaber. We have not so far identified any other likely source of funding. CRF is closely aligned with our needs and importantly is available on the timescale we need. The longer we wait for other potential funds to emerge, the harder it will be to recover from our present situation and transform things safely for the future.</p> <p>We will be exploring all avenues of non-public funding as appropriate for any subsequent work identified within our Five Year Plan that can’t be self-funded.</p>			
6.5	Please explain what the remaining bank balances are for in your accounts.		
<p>The reason we’ve accrued the current balance in the bank is due to 2 years of operating without employed staff, which proved completely unsustainable due to the workload on volunteer directors. Since employing a new Centre Manager from Aug 2025, this balance will no longer be accruing, is expected to reduce by year end due to timing of payments for salary, annual insurance premium, winter heating costs and urgent roof repairs, and to reduce further next year. We currently have £10k reserved as a buffer, but understand it would be advisable to increase it to £25k.</p> <p>A financial contingency is helpful while we, as a still-newish group of directors, familiarise ourselves fully with the financial demands of the organisation and improve our financial reporting.</p>			
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	We will be contributing £7,000 from our unrestricted funds towards the project.	
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/a	

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Yes but in due course. The project delivers essential groundwork within a Five Year Plan that will include actions and opportunities to generate income in time. It aims to identify opportunities (shaped by the</p>		

community) and prepare the Centre for additional income generation to support improved financial sustainability.

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 charitable organisation, any income is invested to support our charitable purposes.

Our application seeks to address the current physical and business planning and development risks to progress. A key outcome of the project (as noted in Sect 4) is the production of a robust business plan to mitigate these risks and provide functions for the future, including maximising income generation and sustainability.

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 carefully considered the potential for impact on other local Community Centres. If anything the project will help to redress the current and potential disadvantage to us after eg fairly recent construction of Caol's wonderful new Community Centre, and the Upper Achintore community's plans for Cow Hill Hall. We have distinct geographical constituencies – KCC is essentially Corpach's village hall at the centre of our own discrete widely-dispersed community council area, extending north to Moy Bridge and west almost to Glenfinnan (whose village community space is much smaller and not a direct competitor).

We understand that the Scout Group and Kilmallie Community Company are no longer pursuing a CAT transfer for their hall and their ambitions to create a small community venue across the road from us. We have made overtures to them about discussing ways we may be able to help them.

Other community spaces in the wider Fort William area offer bigger, smaller, different kinds of facilities and cannot provide all that we do and can. Our business plan will specifically include consultation with and consideration of our nearest equivalents to avoid unacceptable impact on them. Furthermore, we hope to explore opportunities for symbiosis with similar organisations, eg equipment share, knowledge share, co-ordinated activities etc.

Other third sector organisations and private sector businesses will not be disadvantaged by the project. They will benefit from our ongoing provision of facilities for their meetings, classes, workshops, performances, pop-up retail opportunities etc. We have good symbiotic relationships with our near-neighbour businesses, eg Co-op (we facilitate their waste food distribution), Coastguard (events) and Marina (furniture loan and wet weather standby for events).

See our numerous letters of support from a wide range of private, public and third sector organisations and businesses across the wider Fort William area who serve our Kilmallie community.

7.4 Have you considered taking out a loan for the project? Yes No

7.5 If not, please state why?

Our current situation is too uncertain to justify borrowing. However, the project will help build the sustainability we need, and borrowing may become a more viable option in future for direct income-generating work.

7.6 Have you previously received public funding? Yes No

7.7 If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.

Funding	Date	Amount £	Public Subsidy?
Not applicable	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:

Date:

16/03/26.

Print:

Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA
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 checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
13	Valid quotations or estimates	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

Reason for missing documentation:

Match funding not yet confirmed

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	CRF4222
1.2	Organisation	Voluntary Action Lochaber (VAL)
1.3	Project title	Third Sector Support Capacity & Digital Improvement
1.4	Summary of project you wish to be funded (max 250 words)	
	<ol style="list-style-type: none"> This project proposal is for match funding to maintain delivery capacity in the Community Action Team, and to support the next stage of VAL's digital improvement plan. VAL's Community Action Team is responsible for delivery of 4 Scottish Government outcomes: Capacity Building, Knowledge, Voice and Connect. The project ensures continuity of this delivery at a time of increasing demand and system reform. 	

	<p>3. In the SG Outcome Agreement there is also a required focus on involvement in community planning, integration, and responding to local needs and outcomes. This application strengthens VAL's ability to fulfil that strategic role across Lochaber. Third Sector Interface: outcome framework - gov.scot</p> <p>4. VAL also delivers Community Accountancy Services. Services — Voluntary Action Lochaber This service provides discounted rates to members including payroll, independent examinations, book-keeping and management accounts. This service is self-funding and no grant funding is sought.</p> <p>5. VAL is the owner of the building at An Drochaid. This asset provides 11 x office rental suites as well as conference and meeting room hire. Office rental occupancy is maintained at capacity and meeting room hire is reasonably buoyant hence no funding is sought for this side of business.</p> <p>6. VAL was commissioned by NHSH in 2025 as an Adult Social Care provider. Our project Care to Connect Lochaber is funded to deliver outcomes from NHSH Carers Strategy. This evidences statutory confidence in VAL's governance, financial management and operational capability. No additional grant support is sought for this project.</p> <p>7. In summary, this application is specifically to 1) maintain delivery capacity in the Community Action Team and 2) implement and integrate digital for business improvement/development. This will maximise the scope, impact and reach of the Scottish Government enabling grant and directly support priorities identified in the Lochaber Area Place Plan.</p>		
1.5	Project costs	Total project cost	£138,960.00
		Match funding	£73,960.00
		CRF grant requested	£65,000.00
1.6	Start date	01/06/2026	
1.7	End date (max 12 months from start date)	31/05/2027	
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	Voluntary Action Lochaber
2.2	Address and postcode	An Drochaid Claggan Fort William PH33 6PH
2.3	Main contact name	

2.4	Position in the organisation	
2.5	Contact number	
2.6	Email address	
2.7	Website address	Voluntary Action Lochaber
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 checked="" type="checkbox"/> Other (please specify): Social Enterprise
2.9	Organisation registered number	Charity: SC020740 Companies House: 179048
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you <u>must</u> notify the CRF Team as this may affect the offer of grant. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
2.11	If the organisation is VAT registered, please provide the number.	
2.12	Is the VAT related to the project being reclaimed from HMRC?	<input type="checkbox"/> Whole
		<input type="checkbox"/> Partial
		<input checked="" type="checkbox"/> None
2.13	Provide details of VAT exemptions.	
SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Lochaber wide – all postcodes PH31, PH33, PH34, PH35, PH36, PH37, PH38, PH41, PH49, PH50
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"/> The building asset is not applicable to this funding application
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.	Not applicable
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Not applicable

SECTION 4: THE PROJECT PROPOSAL

4.1 List the main activities required to deliver the project including timescales.

Activity name	Achieve by (date)
Maintain delivery of core support services (per SG contract outcomes)	31/05/27
Implement and integrate Beacon CRM Transform how your charity works	31/05/27
Create a P/T Development Officer Membership and Communications post	01/06/26
Facilitate opportunities for members to connect, collaborate and learn	31/05/27
Develop a 3-year Business Plan to support growth, income generation and sustainability - including a digital improvement plan/strategy	30/09/26
Strengthen digital presence to promote services and practice resources	31/05/27

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

Need - Impact Data 2024/2025

As a Third Sector Interface organisation VAL provides advice, information, support and guidance to not-for-profit community organisations to help meet their needs as they seek to provide and/or enhance service provision to residents across the communities of Lochaber.

The following impact data for 2024/2025 clearly demonstrates range, type and significant demand for support. The data demonstrates sustained structural demand rather than isolated project need.

Digital improvement is necessary to manage this scale of demand more efficiently, improve communication with member organisations and enable better data-driven service planning.

Number of organisations & instances of 1:1 support	
Number of Third Sector Organisations provided with 1-1 support for the year	181
Number of instances of 1-1 support to organisations in the year	661
Number of instances of volunteers supported	106
Number of Volunteer Involving Organisations supported	20
Number of volunteers working with VAL:	36
Consisting of:	
- Plantation Larder	(11)
- VAL Board	(5)
- School Clothes/Baby Bank	(4)
- An Drochaid	(1)
- Cow Hill Hall Team	(15)

Within the instances of 1-1 provision, number of organisations by type of presenting need:			
Governance	158	Funding	136
Crisis	48	Other (Posters, promotion, rates support & queries, insurance, translations, CAT, surveys, networking support)	169
Start-ups/Set up	48	Signpost to specialist services	45
Understanding policy/guidance	15	1:1 coaching	42

Number of meetings attended as a Third Sector participant/representative	
Community Planning	62
Health and Social Care	15
Community Investment	-
Place Planning	7

Community Accountancy Services 2024/2025	
Number of Third Sector Organisation Payroll Clients/Employees	23/97
Number of Third Sector Organisation Independent Examinations completed	90
Number of Third Sector Organisation Book-keeping/Management Accountants SLAs	6

Organisation Role/activity	Number of organisations seeking support 2024/2025
Community spaces	22 organisations
Services for young people	12 organisations
Health and wellbeing support	30 organisations

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

1. Lochaber Area Place Plan

There are several Lochaber Area Place Plan priorities connected to VAL's organisational purpose and contractual outcomes. These have been extracted from the plan and are set out in the table below. VAL's role in relation to these plan outcomes ranges from direct service delivery to collaboration with others, project development and individual organisational support.

Theme	Priority	Outcome
People	Access to Services	Strengthen support for local third sector organisations, community groups and clubs providing services within the communities
People	Access to Services	Increase dedicated programs to support physical and mental health
People	Young People	Increase the number of youth clubs and safe recreational areas across Lochaber to enhance social spaces and activities
People	Activities	Increase green and arts-based activities that promote health, wellbeing and strengthen the connection to nature.
People	Activities	Increase the range of inclusive and affordable activities to accommodate varied interests and age groups across Lochaber.

People	Activities	Provide community spaces for social engagement and drop-ins for all ages.
Prosperity	Collaboration Working	Strengthen collaboration with Communities
Prosperity	Collaboration Working	Communicate and share resource effectively among Statutory Agencies and Third Sector Partners
Prosperity	Collaboration Working	Enhance support for third sector organisations as key drivers of local projects
Prosperity	Collaboration Working	Create a platform for sharing successful projects and knowledge between communities
Prosperity	Collaboration Working	Provide resources and funding to communities with limited capacity or resilience
Prosperity	Collaboration Working	Increase long-term funding to ensure the sustainability of community projects

2. FW2040

VAL attends and participates in the Fort William 2040 Stakeholder Group.

In connection, VAL has been facilitating and supporting the [Cow Hill Hall](#) project for development of a community space in Upper Fort William. This is a priority action in the FW2040 plan.

VAL procured an Intensive Capacity Building Grant from the SG Communities Mental Health and Wellbeing Fund to help 'release new capacity' (find new people willing and capable to be Trustees!) in the community to form a new organisation of suitable structure for a community asset transfer to progress development and construction of a community hall.

VAL is leading and coordinated a co-produced and co-delivered community engagement plan, an accompanying marketing plan, and a trustee training plan. The new organisation is currently in the process of charitable registration with OSCR, is nearing completion of a comprehensive year-long engagement plan and is in the Scottish Land Fund Process currently focussing on a more developed Business Plan in readiness for a Stage 2 application later this year.

3. Community Planning - Highland Outcome Improvement plan (HOIP)

VAL is one of the 7 partner organisations of [Lochaber Community Partnership](#)

Through the [Highland Outcome Improvement Plan](#) this partnership is dedicated to tackling inequalities and serves as a collaborative forum to identify shared local priorities and coordinated actions. VAL attends, participates and collaborates on priority actions at Lochaber Community Partnership level and at Community Action Group level.

VAL also sits on Highland Community Planning Partnership's (HCPP) [Partnership Co-ordinating Group](#) and at a local level is an active collaborative partner on a range of HCPP thematic partnerships and programmes, including:

- Whole Family Wellbeing Local Partnership Network Group
- Youth Work Delivery Group
- Highland Adult Learning and Development Group

4. NHS Adult Services Strategic Plan

On the NHS side VAL is an active participant on the Lochaber Health and Social Care Redesign Stakeholder Group and the Lochaber District Planning Group.

In addition, VAL is a NHS social care provider delivering Carer's Strategy outcomes through our new Care to Connect project.

In these capacities VAL is a working group member of a highland wide Third Sector Health and Social Care (HSC) providers network group, and is in discussions locally about the formation of a Lochaber third sector HSC providers forum to help navigate future development & delivery of NHS Adult Social Care Strategic Plan, in particular as that relates to the Commissioning and Intentions Strategy 2026 – 2029 in terms of the focus on community led services and Local Care Models.

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

VAL is accountable to a membership base of 224 third sector organisations across Lochaber, representing community development trusts, volunteer-led associations, youth organisations, health and wellbeing groups, community spaces and so on.

VAL's delivery model is shaped by ongoing direct 1:1 engagement with its member organisations, structured through governance advice, funding support and development conversations. This ongoing engagement with members is a clear demonstration of sustained demand for, and confidence in, VAL's support services.

The Cow Hill Hall project demonstrates VAL's community engagement approach through structured community consultation, trustee recruitment, marketing and capacity building, culminating in charitable registration and progression through the Scottish Land Fund process, with community members stepping forward as Trustees, evidencing local confidence in VAL's facilitation and capacity-building role.

VAL's appointment as an NHS Highland Adult Social Care provider evidences formal confidence and endorsement from statutory partners in VAL's governance, financial management and delivery capability.

The rebrand and launch of VAL's new website in summer 2025 was accompanied by a focus on membership as a key business driver and has led to increased membership engagement and growth, demonstrating continued relevance and visibility within the Lochaber third sector.

Our current program of work includes embedding of a membership "Customer Relationship Management" (CRM) system which will further strengthen structured two-way engagement, enabling members to influence service development and priorities.

An extract of current member organisations is attached to this application as a supporting document.

In addition, Lochaber Community Partnership has endorsed this application. A statement from the Chair is attached as a supporting document.

4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”.
(a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.	
<input checked="" type="checkbox"/>	Increasing community resilience
<input type="checkbox"/>	Tackling poverty and inequality
<input type="checkbox"/>	Addressing causes of rural depopulation
<input type="checkbox"/>	Helping economic recovery and sustaining growth
<input type="checkbox"/>	Tackling the climate emergency and working towards net zero

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

Immediate and short-term outputs

- Create a P/T Development Officer – Membership & Communications post in the staff structure by 31 May 2026, fully operational within Q1 of the project.
- Implement & integrate, [Beacon CRM | Transform how your charity works](#), software by 30 September 2026, ensuring that 100% of active member organisations are recorded within the system.
- Complete membership review enabled by Beacon and by December 2026, achieving engagement input from at least 50% of the active membership base.
- Develop and approve a 2026–2029 Business Plan, including a Digital Strategy, by 30 September 2026.
- Maintain delivery capacity in the Community Action Team relative to the SG Outcome Agreement.
- Maintain direct 1:1 support to a minimum of 180 third sector organisations, consistent with 2024/2025 baseline levels.
- Deliver at least 650 individual support interventions, maintaining 2024/2025 baseline service intensity.
- Facilitate a minimum of 6 structured networking or knowledge-sharing opportunities for member organisations during the project period.

How will these be measured?

- By delivery of the responsibilities in the JD for the Development Officer – Membership & Communications
- By successful integration of Beacon for membership management and communications, Beacon CRM reporting and system analytics
- By continued performance monitoring data (see section 4.2(a)) including Staff activity logs and intervention records and event attendance records
- Business Plan Board approval minutes.

(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?

Project Outcomes/Longer term change

- Improved promotion of services & good practice resources to member organisations (through improved relationships and communication with member organisations) helping achieve a 15% increase in structured member engagement activity (measured through CRM interactions, newsletter engagement and event participation).
- Improved identification of organisational needs through structured CRM categorisation, enabling clear segmentation of presenting need across 100% of recorded support interactions.
- Increase awareness and uptake of chargeable services, targeting a 10% increase in Community Accountancy or facility service enquiries over the 12-month period.
- Strengthen peer support and collaboration by ensuring that at least 50% of participating organisations report improved connectivity with other third sector bodies through post-event or annual feedback surveys.

How will these be measured?

- Beacon CRM analytics (engagement rates, segmentation reports) will provide data to support impact monitoring.
- Website and social media analytics will also support analysis of reach.
- Service enquiry comparison (year-on-year).
- Member feedback survey results.
- Performance monitoring against Scottish Government Third Sector Interface (TSI) Outcomes.

Lasting benefits/legacy - for VAL & other community planning partners

- Improved connectivity to the Third Sector in Lochaber.
- Improved knowledge about the status/needs/capacity of the Third Sector in Lochaber.
- Increased opportunities for more effective targeting of support to help strengthen the sector.

And specifically for VAL

- improved organisational capability and increased organisational resilience

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

As set out in the Lochaber Area Place Plan (see 4.2(b)) there is a recognised need to ‘strengthen’ and ‘enhance’ support to ‘third sector organisations as key drivers of local projects.’

CRF funding provides stabilisation during a period of funding transition and commissioning reform. At the same time, the project enables structural strengthening of VAL’s operating model through digital integration and more structured member engagement. Digital improvements will improve efficiency and support income diversification through increased take-up of chargeable services.

The Area Place Plan also sets out priorities to ‘provide resources and funding to communities with limited capacity or resilience’, and ‘increase long-term funding to ensure sustainability of community projects.’

In this context the need for funding to maintain delivery capacity at existing levels may continue beyond 2026/2027 subject to review of the priorities and outcomes in the Lochaber Area Place Plan. However, the integration of a Customer Relationship Management (CRM) system and development of a 2026–2029 Business Plan will strengthen operational efficiency, improve targeting of support and contribute to longer-term financial resilience.

If CRF or alternative funding is not secured in future years, VAL will review its services through the 2026–2029 Business Plan to ensure support continues in a way that is sustainable and responsive to local priorities.

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

The project has minimal direct environmental impact as it focuses on staffing capacity and digital infrastructure rather than capital works or physical development. However, VAL recognises its responsibility to mitigate indirect impacts and contribute positively to climate objectives.

Digital integration through Beacon CRM and improved online communications will reduce reliance on paper-based systems, minimise printing and postage, and support remote engagement with member organisations across Lochaber’s geographically dispersed communities. This reduces travel demand and associated carbon emissions.

Meetings, training sessions and networking events will continue to be offered in hybrid or online formats where appropriate, supporting accessibility while reducing unnecessary travel.

Where in-person delivery is required, VAL will promote shared transport, active travel where feasible and energy-efficient use of its premises at An Drochaid.

Through its Community Action Team, VAL will also continue to support member organisations who are delivering climate and environmental initiatives, thereby indirectly strengthening community-led climate resilience across Lochaber.

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?

Employment

VAL operates as an equal opportunities employer and is committed to Fair Work principles. Recruitment, volunteer engagement and service delivery are undertaken without discrimination on the grounds of protected characteristics as defined in the Equality Act 2010. The Equalities Statement (attached) sets out our intention to make sure that no person, including those with protected characteristics experiences any barriers to recruitment or any discrimination while in employment or engaged as a volunteer.

By strengthening structured engagement and improving intelligence through digital integration, the project will enhance VAL’s ability to identify emerging inequality and ensure that support remains

accessible, proportionate and responsive to need across both organisational and individual service users.

Access to services

VAL is committed to ensuring that access to its services is fair, inclusive and responsive to the diverse needs of communities across Lochaber.


Through its role as a Third Sector Interface, VAL provides open access support to third sector organisations regardless of size, structure or capacity. Particular consideration is given to small, volunteer-led organisations operating in rural and fragile communities, where access to governance, funding and development support may otherwise be limited. Digital systems introduced through this project will improve structured engagement; however, support will continue to be available through telephone, face-to-face and hybrid formats to ensure that digital exclusion does not create barriers to access.

Through Care to Connect, delivered under contract with NHS Highland, VAL works directly with unpaid carers across the area. This includes carers supporting individuals with physical disability, learning disability, dementia, mental illness and substance misuse issues. Delivery models are designed to be flexible and accessible, recognising that carers may experience time constraints, financial pressures, rural isolation and limited digital access.

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

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

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



FWF statement and declaration template.c


<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>
<p>Is the Fair Work First statement on your organisation’s website?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/></p>
<p>How many people do you employ or how many volunteers do you have?</p>	<p>5 staff + in process of recruiting for a second worker in the Care to Connect project</p>
<p>Do you currently pay the Real Living Wage hourly rate?</p>	<p>We pay above the Real Living Wage to reflect the job roles and responsibilities.</p>
<p>As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

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

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

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


 CRF overheads and management fees sun

Budget Heading	Detailed Costs	Revenue/ Capital	Amount
Salary Costs	F/T Development Manager + employers + NI	revenue	52,069.00
Salary Costs	F/T Senior Development Officer + employer + NI	revenue	43,471.00
Salary Costs	P/T Membership & Comms Officer + employer + NI	revenue	18,947.00
Overheads	10% salary costs per guidance	revenue	11,448.00
Administration	Fee per guidance	revenue	2,225.00
Consultancy Costs	Outsourced Development Officer @ 5 hrs per week at £30 per hour	revenue	7,800.00
Consultancy Costs	Outsourced Digital Support Fees	revenue	3,000.00

NB: Salary costs reflect annual salary increment and annual pay increase adjustments effective from April 2026 for 2026/2027.

Total revenue expenditure	£138,960.00
Total capital expenditure	£ -
TOTAL PROJECT COSTS	£138,960.00

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Is VAT included in these costs?	NO
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Can you confirm that the costs above have not already been incurred or committed to?	Yes
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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 Quote for outsourced Digital Expertise included in attachments
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5.3 Please explain how your project will achieve value for money.

- The project delivers strong value for money by maintaining and strengthening infrastructure support to over 220 third sector organisations across Lochaber, including 180+ organisations receiving direct 1:1 support annually. The CRF request supports delivery of over 650 individual support interventions per year, representing a modest per-organisation and per-intervention investment relative to the breadth of community/social impact.
- The value of the grant being sought represents 47% of total project costs, with the remaining 53% funded through Scottish Government TSI grant and a VAL contribution. VAL is contributing 6% of total project costs from reserves, demonstrating local financial commitment and shared investment in delivery.
- There has been no uplift to the 2024/2025 CRF award level (£65,000), and no CRF funding was received in 2025/2026, during which time Community Action Team costs were supported entirely from VAL reserves. There has also been no uplift in Scottish Government grant since 2023/2024, ensuring that this application represents maintenance of delivery capacity rather than expansion of core cost commitments.
- Digital improvements will be delivered within an existing staffing structure, avoiding consultancy expenditure and ensuring that investment builds in-house capability rather than short-term external support. Integration of a Customer Relationship Management (CRM) system will improve efficiency, reduce duplication and enhance targeting of support, increasing the effectiveness of existing resources.
- In addition to tangible outputs, the project delivers non-financial value through improved access to strengthened governance for the third sector, improved access to funding for community groups, enhanced collaboration, and support for unpaid carers through Care to Connect. By strengthening organisational resilience and capacity, the project contributes to preventative outcomes, reducing the risk of organisational failures and supporting delivery of local Place Plan priorities.
- Salary costs reflect improved Fair Work standards introduced since 2024/2025, while remaining consistent with voluntary sector pay benchmarks.
- The grant sought represents approximately 25% of VAL's annual income (based on 2024/2025 accounts), leveraging wider public and earned income to deliver proportionate and cost-effective infrastructure support across Lochaber.

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
	Scottish Government (Third Sector Unit > HTSI>VAL)	Yes	April 2026
	Voluntary Action Lochaber	Yes	26 February 2026
	Total match funding		73,960.00
	CRF requested		£65,000.00
	Total funding		£138,960.00
6.2	Will the project involve “in kind” support?	No <input checked="" type="checkbox"/>	
6.3	If yes, please detail.		
6.4	Please explain why public funding is required to deliver the project.		
	<p>This project is seeking funding for Third Sector delivery outcomes prescribed by national and local government, principally through:</p> <ul style="list-style-type: none"> • SG Outcome Agreement • Lochaber Area Place Plan 		
6.5	Please explain what the remaining bank balances are for in your accounts.		
	<p>Designated Funds:</p> <ul style="list-style-type: none"> • ICT • Redundancy (pending increase)) • Building repairs • Staff training <p>Please see page 14/15 of attached annual accounts 2024/2025</p>		
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.		
	<p>An element of unrestricted funding is proposed as a match fund. Net assets at YE 2025: £508,010 of which:</p> <ul style="list-style-type: none"> • £247,130 Fixed Assets • £115,000 Designated Funds • Balance of £145,880 subject to a Reserves Policy (6 months @ £21,390 monthly running costs 2025/2026 costs) 		
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.		
	VAL is seeking a 47% match fund		

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	
	<p>Yes, indirectly.</p> <p>Direct support services of our Community Action Team are required to be free at the point of delivery and hence do not offer income potential.</p> <p>However as noted earlier VAL has social enterprise sides to business (Community Accountancy Services and An Drochaid) that already contribute to running costs and which do have growth potential.</p> <p>The digital improvement set out as part of this proposal will support more systematic promotion of these chargeable services. In addition, digital improvements may yield new income opportunities arising from membership feedback that are as yet unidentified.</p>	
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.	
	<p>As a not-for-profit organisation any additional income generated is invested to support running costs involved in delivering charitable purposes.</p> <p>VAL is currently undertaking a strategic and organisational review with the support of Just Enterprise.</p> <p>The product of this process will be a Business Plan for 2026 – 2029. The initial draft is scheduled for the end of April 2026 and as such is not yet available to attach to this application.</p> <p>We are happy to provide the Business Plan once available.</p>	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	
	<p>Voluntary Action Lochaber is the only Third Sector Interface delivery agent in Lochaber.</p> <p>There is no other local voluntary organisation delivering free and/or discounted services to the local social economy/infrastructure.</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>This project is for delivery of outcomes defined in a SG Outcome Agreement. The SG intention is that a local authority match/charitable funding match contribution is sought to extend reach and impact.</p>	
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

Funding	Date	Amount £	Public Subsidy?
HTSI/SG Grant 23/24	30/06/2023	£69,466	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HTSI/SG Grant 24/25	30/06/2024	£69,466	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
THC/Community Regeneration Grant 24/25	31/05/2024	£65, 000	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
HTSI/SG Grant 25/26	30/06/2025	£64,603	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.

Signature:

Date:

26/02/2026

Print:

Please Ensure You Also Complete the Attachments Checklist Below

8.2	You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.	Yes / No / Not applicable
1	Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	Annual financial accounts – latest available.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" 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 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 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:

- **7. Evidence of need and demand:** data included in application section 4.2.
- **8. Conformation of match funding:** we do not yet have the award letter or contract from HTSI setting out the SG award for 2026/2027. Informally the SG Third Sector Unit has confirmed a static award. The other match fund is from VAL reserves.
- **10. Business Plan:** Work for the 2026 – 2029 Business Plan is in progress supported by Just Enterprise and not yet available for attachment.

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: Lochaber Summary RAG Assessment

Ref No	Organisation	Project Title	Project Description	Area Place Plan Priority	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/	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
4200	The Island Park Community Field SCIO	Purchase of Island Park	Funding is sought to purchase Island Park in Kinlochleven, to secure its long term use by the community. The park is used for a wide range of community events and recreational activities. Securing ownership will ensure long term access and community benefit. The park is currently only under a lease arrangement.	Activities 16, 17, Environmental 28, Collaboration 20	22,000.00	22,000.00	20,000.00	2,000.00	12/05/26	12/09/26	100.00	3	3	3	3	3	3	3	1	3	3	28
4211	Inverloch Community Association	Friends of Inverloch Park Upgrade	This request is for phase 2 of a re-development of Inverloch play park. The project focusses on the upper area of the site. Phase 1 was supported by £20K of Scottish Government funding, and focussed on accessible equipment for toddlers-high backed swing and sensory toddler boards, together with replacement of old roundabout. Phase 2 focusses on additional new play equipment and surfacing for the upper area, together with replacement of existing swings. This would complete the upgrade of the upper area of the park.	Multiple supporting links identified	53,556.00	51,956.00	51,956.00	-	31/05/26	31/12/26	97.01	2	3	3	3	2	3	3	2	3	3	27
4216	Lochaber Mountain Rescue Team Ltd.	Mobile Control Vehicle Replacement	Funding is sought to replace LMRT's existing ageing Mobile Control Vehicle, which is at the end of its lifespan. The new vehicle will double as an ambulance, providing a resource for transporting injured people safely, greatly enhancing the emergency service provision of the team. Currently, the team is unable to transport casualties by vehicle, if on a stretcher. The new vehicle will be fitted with modern communications technology including satellite connectivity and VHF radio links	Access to Services-5,6,8,9	102,650.29	27,849.89	27,849.89	-	12/05/26	30/07/26	27.13	3	3	3	3	2	2	3	3	3	3	28

Ref No	Organisation	Project Title	Project Description	Area Place Plan Priority	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/	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score
4219	The Isle of Eigg Brewery	Eigg Brewery Step Up	This grant request is for phase 2 of a development project at the Isle of Eigg Brewery, and would see the installation of solar panels, battery storage and an insulated cold storage shed. This will allow the brewery to handle increased production more efficiently, while reducing the environmental impact of its operations. Phase 1 has seen investment in machinery to increase production capacity, together with an expansion in staffing. The applicant is a Community Benefit Society, with surplus re-invested in the local community.	Economic- 4,8, Employment 12, Environmental 29	15,000.00	15,000.00	15,000.00	-	31/05/26	30/09/26	100.00	3	3	3	3	2	3	3	2	3	2	27
4220	Kilmallie Community Centre	Kilmallie Community Heartbeat - Securing the Future	Funding is sought for a number of small scale consultancy packages, together with support for two staffing posts, to develop a five-year business plan for Kilmallie Community Centre. Staffing posts will support ongoing operation of the centre and allow for development work alongside consultants, essential to actively implement recommendations. The business plan will identify requirements and options for repairs, improvements and alterations to the facility. It will focus on improvements in governance and service provision and it will look at greatly improving digital connectivity and online promotion.	Multiple supporting links identified	61,753.00	49,753.00	56,435.00	5,318.00	15/06/26	15/06/27	80.57	3	3	3	2	3	3	3	2	3	3	28
4222	Voluntary Action Lochaber	Third Sector Support Capacity & Digital Improvement	Funding is sought to maintain delivery capacity in VAL's Community Action Team and support the next stage of their digital improvement plan. Funding will support a F/T Development Manager and Snr Development Officer, a P/T Membership and Comms Officer, a P/T external development officer and digital support fees, to continue the development of their online provision and membership management.	Multiple supporting links identified	138,960.00	65,000.00	-	65,000.00	01/06/26	31/05/27	46.78	3	3	3	2	3	3	3	3	3	2	28

RAG Assessment

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.