

Agenda Item	9
Report No	SCC/18/26

The Highland Council

Committee: Sutherland County

Date: 1 June 2026

Report Title: Community Regeneration Funding Award

Report By: Assistant Chief Executive - Place

1 Purpose/Executive Summary

- 1.1 The purpose of this report is to present two funding requests to the Sutherland Community Regeneration Fund (CRF) allocation, for discussion and decision by Sutherland members. The report also updates Members on the Sutherland CRF budget position for 2025-26 and 2026-27.

The two applications are provided as **Appendix 1** to this report, and a technical assessment summary is provided as **Appendix 2**. An update to the Sutherland CRF budget is provided in section 5.3.

2 Recommendations

- 2.1 Members are asked to:-

- i. **Note** the Community Regeneration Funds currently available in Sutherland;
- ii. **Consider** the CRF application presented and agree whether to approve, defer or reject each application. An approval of funding should detail the amount approved and outline any conditions of funding that Members wish to attach to the approval over and above the required technical conditions. A deferral would allow an applicant to resubmit the current application at a future date with updated information or for the project to be approved subject to further funding becoming available. A rejection would mean that the application will not proceed and any future application to the fund should be brought forward initially as a new expression of interest or application; and
- iii. **Agree** the approved CRF grant award, subject to any conditions, up to the value of £95,000.

3 Implications

- 3.1 **Resource** - Sutherland area has available funding of £314,286.95 from the current CRF allocation. Grant requests under consideration total £95,000.00 therefore there are no resource implications in approving the CRF funding award as requested.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to the Highland Council are assessed/mitigated and any back-to-back grant award letters with third parties, and financial claims management protect the Highland Council financial and reputational interests.
- 3.3 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant receipt, release of funds related to invoices/works completion certificates etc are considered in such assessments.
- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No risks arising directly from this report. Risks within projects are identified and managed on a project-by-project basis by the applicant organisations
- 3.5 **Gaelic** - Consideration given within individual project applications in line with the Council's policy.

4 Impacts

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

5 Background

5.1 Community Regeneration Funding is an umbrella term for several funds that are available for communities/organisations to access in Highland. It comprises the Highland Coastal Communities Fund (HCCF) which is generated through the net revenues of the Crown Estate and aims to support economic regeneration and sustainable development in Highland. Area Committees are awarded devolved allocations according to approved formulae and decision making on which projects should receive funding sits with elected Members.

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

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

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

Projects should be able to demonstrate that they are:-

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

5.3 In summary the CRF budget position in Sutherland at Area Committee on 1 June 2026 is shown below.

Funding Source	Designation	Amount £
HCCF – tranche 5	Capital/revenue	£491,399.77
HCCF – tranche 6	Capital/revenue	£550,865.25
PBIP – 2025/2026	Capital	£50,653.44
Total confirmed CRF budget 2025-2026		£1,092,918.46
Awards to date 2025-2026		£919,701.76
De-commitments and underspend		£141,070.25
Current 2025-26 commitment		£778,631.51
Available Sutherland Funds as at 1st June 2026	Capital/ Revenue	£314,286.95

Two applications are under consideration today with a total grant request of £95,000.

If Members were to approve the application, there would be £219, 286.95 remaining in the Sutherland CRF budget for 2025-26. This sum can be carried forward into the 2026-27 budget.

Members should note that the Sutherland CRF budget for 2026-27 will not be confirmed until after the Highland Council's Economy & Infrastructure Committee meeting on 28 May 2026, where area allocations are due to be discussed.

6.0 **Assessment of Applications**

6.1 Applications brought to this committee meeting were uploaded to BeConnected, an interactive online map that allows community groups and organisations to highlight priority projects in their local area. Members will receive regular updates on proposals uploaded to the site, with views sought on whether they wish to invite them forward to full application.

The two projects under consideration by Members today have a total grant request value of £95,000. 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: 11 May 2026

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

Background Papers: None

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

Community Regeneration Funding (CRF) Application Form (CRF Area Funds)

Key considerations



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

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

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

The deadline for application submission is 9am on Monday 20th April.

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	CRF4227
1.2	Organisation	Invershinn village Hall
1.3	Project title	Community asset refurbishment
1.4	Summary of project you wish to be funded (max 250 words)	Invershin Village Hall requires major refurbishment including a full roof replacement to protect a community asset from falling into disrepair and vital services for residents of Creich for decades to come. A well-used facility with an active committee that works hard to provide services and opportunities for all ages. We want to protect this community asset to ensure that it is fit for purpose and will provide current and future residents with a lifeline that reduces social isolation, improves mental health, supports access to physical activity enhancing wellbeing and local volunteering opportunities.

		<p>The main hall has a serious roof problem that has moved beyond sticking plaster maintenance to a full replacement need preventing the closure of the hall. The internal ceiling needs removing which is now laden with mould to form part of the new roof system, along with replacement guttering and downpipes.</p> <p>To bring the hall into the modern era and in line with meeting reduced energy costs and use, we will replace the existing heating with more energy efficient panels and LED lighting.</p> <p>Several areas of flooring need resealing and overlaying as well as smaller jobs including a French drain, works to the electricity boards, new fire doors and two windowsill replacements.</p> <p>The main hall and outside building will be painted.</p>	
1.5	Project costs	Total project cost	£155,465.98
		Match funding	£110,466
		CRF grant requested	£45,000
1.6	Start date	01/07/2026	
1.7	End date (<i>max 12 months from start date</i>)	07/11/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Artificial Intelligence Assistance Declaration	<p>Have you used any form of AI assistance in the preparation of this application?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance.</p>			

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Invershin Village Hall	
2.2	Address and postcode	Invershin, Sutherland IV27 4ET	
2.3	Main contact name		
2.4	Position in the organisation		
2.5	Contact number		
2.6	Email address		
2.7	Website address	N/A	
2.8	Organisation type	<input type="checkbox"/>	Company limited by guarantee
		<input type="checkbox"/>	Constituted group
		<input type="checkbox"/>	Public body
		<input checked="" type="checkbox"/>	Charity

		<input type="checkbox"/>	SCIO
		<input type="checkbox"/>	Other (please specify):
2.9	Organisation registered number	SC016390	
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.	Invershin, Sutherland IV27 4ET	
3.2	Are you applying on behalf of a partnership project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.3	Is there a partnership agreement in place?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.4	Is your organisation the lead applicant?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.5	Do you own the land or asset?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes <input type="checkbox"/> No <input type="checkbox"/> Years Months	
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.		
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.		

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
Activity name	Achieve by (date)	

Removal & Storage of Hall equipment by volunteers	25/06/2026
Contractors on site	01/07/2026
	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.

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

(500 words max limit)

Need for this project has been identified at a grass roots level, through consultation, local plans, and monitoring of usage. It was specifically highlighted in the Local Place plan as an asset to maintain

- **Need to provide extended opportunities to support our community’s health, wellbeing, and resilience.**
- **Need to provide year-round direct access to indoor activity that is safe for children, young people and adults. The support of young people in the area is identified in all local plans as a need to help retention and community survival.**
- **Need to provide a building that is fit for purpose, safe and supports the areas infrastructure meeting the needs of local people as identified by them in The Community Action Plan 2023. In this report the Invershin Hall was identified as a priority to sustain locally.**
- **Need to support the delivery of learning opportunities for Creich residents through the provision of a space to enable this.**
- **Need to be able to continue to support other community groups benefitting Creich residents**

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

(500 words max limit)

Invershin Hall was identified in our Local Place Plan as a community asset that is important to maintain for community resilience, cultural aspiration, and addressing depopulation. This was also highlighted in the Community Action Plan as a need to maintain and support which was directly the result of community consultation and feedback. It was listed as a priority.

This refurbishment will enable the hall to continue to be an active asset of the community as identified as wanted, needed and supported.

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 support is evidenced through the Local Place plan, the community action plan, number of users. Also attached is a letter of support from Creich Community Council.

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 checked="" 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)

The Hall serves over 350 people per year of all ages through a variety of projects/activities that encourage engagement and wellness whilst also making this an attractive environment for people to live and work aiding retention of young people and rural populations. This funding will enable, as an example, the following activities to continue which have all been well attended and shaped by the community itself. Our activities comprise of those we run ourselves and those run by external practitioners and groups whose income helps towards running costs.

Hall led

- Children’s Roller Discos
- Yoga for families
- Ceilidh dancing fitness
- Pop up cafes
- Croissant & coffee mornings
- Curling come and try
- Feel good weekend including holistic night & singing for health
- Cookery classes
- Annual duck race
- Village Christmas celebration
- Sound Baths
- Balance bikes

Externally led

- Yoga for adults
- Circuit training

- Zumba
- Bingo
- Growing group
- Mountain Bothies
- Lairg Learning Centre providing various workshops
- Community Consultations
- Community Council meetings
- Private parties

We will.

- Monitor progress at key stages and in line with statutory regulations.
- Monitor Budget spend at Key milestones.
- Community opening event to celebrate and obtain feedback on the building.

We aim to have this project completed by summer 2026. A local volunteer with extensive project management will oversee the refurbishment

(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 fit for purpose building with modern heating that will reduce costs- measured by utility bills
A fit for purpose building that will attract more external bookings – measured by number of bookings recorded
A fit for purpose building that will attract more users- measured by the number of recorded users
An increase in income measured through accounts recording.

A lasting legacy for a minimum of 30 years.

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

(500 words max limit)

The refurbishment will reduce our costs and the need for continued sticking plaster maintenance. The hall has a great, hardworking committee and a huge amount of community support that will continue to seek income generating projects/rental.

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 offer the salvageable materials to local groups/businesses and residents for recyclable use

The current heating system in the hall is an old fuel guzzler system and ineffective meaning it needs to be on for long periods of time. Additionally, the failing roof means the majority of any heat produced leaves the building quickly and is used to deal with the incoming water.

The new roof will provide insulation to prevent heat loss and the modern heating system will require less use and energy. The new doors again will prevent heat loss.

The refurbishment will save the building falling into disrepair that would become an environmental blight, instead ensuring its continued use for years to come.


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 refurbishment will improve access for all particularly where health related issues require a modern facility that is not damp. Level flooring will improve accessibility

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

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



FWF statement and declaration template.c


Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> We do not employ people, project run solely by volunteers
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Applied <input type="checkbox"/>
Is the Fair Work First statement on your organisation’s website?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Do not have a website <input type="checkbox"/>
How many people do you employ or how many volunteers do you have?	
Do you currently pay the Real Living Wage hourly rate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>

As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

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


 CRF overheads and management fees sur

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Roofing works	To create a new ventilated roof structure using the existing steel framework to address existing damp and condensation issues. Remove existing sheets - Introduce a new timber roof deck on top of existing steel work using a timber frame supporting sarking boards - Cover all sarking with an appropriate breathable membrane - Batten and counter button sub roof to receive new roof sheeting - Supply and install 0.7mm plastisol coated 13/3 corrugated roofing sheets (proposed colour Anthracite (RAL7016)) - Finish with 200mm x 200mm ridges and verges in 0.7mm plastisol coated steel (proposed colour Anthracite (RAL7016)) - Form ventilated soffit boxes at eaves to introduce ventilation to roof space, clad fascias and soffits with UPVC (proposed colour Anthracite (RAL7016)) - Fit half round 125mm cast aluminium guttering using fascia brackets with 75mm cast aluminium downpipes to existing drains	Capital	£57,710.31
Electrical works	Remove and replace existing hall heaters with flat panel IR heaters - Remove and replace existing hall lights with energy efficient LED lights - Replace other wall mounted heaters with Dimplex Qrad150 heaters - Replace all other lights with energy efficient LED lighting to include	Capital	£16,367.78

	<p>emergency lighting where required</p> <ul style="list-style-type: none"> - Replace all consumer units with compliant RCD protected units and to tidy up all other switches as required 		
Internal joinery works	<ul style="list-style-type: none"> - Remove and replace 2 no. existing single fire doors with high level windows - Remove and replace 1 no. main entrance door - Cover and protect main hall floor - Remove existing failed plasterboard ceiling covering in main hall - Remove damp affected insulation in loft space - Reapply moisture resistant plasterboard to main hall ceiling - Reinsulate over new ceiling - Apply timber trim to intersection of ceiling and walls 	Capital	£21,401.29
Flooring	<ul style="list-style-type: none"> - Remove failed safety vinyl flooring to hallways, toilets and rooms off - Remove failed floor screed and screed / self level as required - Apply new safety vinyl flooring and seal edges as required 	Capital	£7,579.00
Building Work	<ul style="list-style-type: none"> - Remove and replace 14 no. failed cement window sills and repoint with sand mastic as required - Remove overgrowth on rear bank and introduce a 30 linear metre French drain with a wavin perforated pipe covered in 40mm washed drainage stone 	Capital	£6721.00
Painting & Decorating	<ul style="list-style-type: none"> - Tape and fill all new plasterboard in main hall area - To paint all new plasterboard in main hall area with emulsion to seal and top coat with an appropriate hard wearing paint capable of dealing with moisture issues - To repaint all walls in main hall area - To paint all new doors - To remove all moss growth and repaint all external masonry 	Capital	£18,525.65
Non recoverable VAT at 20%:		Capital	£25,661.00
Skip hire, waste disposal & safety fencing		Capital	£1,500.00

Total revenue expenditure						£0	
Total capital expenditure						£155,465.98	
TOTAL PROJECT COSTS						£155,465.98	
Is VAT included in these costs?						Yes x <input type="checkbox"/> No <input type="checkbox"/>	
Can you confirm that the costs above have not already been incurred or committed to?						Yesx <input 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 x <input type="checkbox"/> No <input type="checkbox"/>	
5.3	Please explain how your project will achieve value for money.			The project will be project managed voluntarily, reducing the need for additional professional fees. Over the anticipated conservative lifespan of the project it equates to circa £5,000 per year without additional maintenance fees. This works out at just £14 per user per year.			
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 £	
Creich Community Council		Yes x <input type="checkbox"/> No <input type="checkbox"/>		January 2026		20,000	
SSE Hydro Fund		Yes x <input type="checkbox"/> No <input type="checkbox"/>		March 2026		70,000	
Lottery Awards for All		Yes <input type="checkbox"/> No x <input type="checkbox"/>		June 2026		20,000	
Own fundraising		Yes <input type="checkbox"/> No x <input type="checkbox"/>		June 2026		466.00	
		Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Yes <input type="checkbox"/> No <input type="checkbox"/>					
		Yes <input type="checkbox"/> No <input type="checkbox"/>					
Total match funding						£110,466	
CRF requested						£45,000	
Total funding						£155,466	
6.2	Will the project involve “in kind” support?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
6.3	If yes, please detail.			Volunteer project management			

		Volunteer hall clearing
6.4	Please explain why public funding is required to deliver the project.	Without this the project could not go ahead as capital funding is not readily available
6.5	Please explain what the remaining bank balances are for in your accounts.	
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Small reserves amount needed for operating the hall.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	N/A

SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	The renovations will not only secure the future of the hall and current services but enable us to attract new ones increasing our income. The reduced running costs due to better heating and lighting will also impact our expenditure. Volunteers manage the hall so there are no salary costs
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	Yes the project works with other local organisations to avoid displacement, we work to compliment
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?	Would not be financially viable to make repayments
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.
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I declare that the information contained in this application is correct to the best of my knowledge. I have read the guidance notes and understand and accept the terms and conditions noted within them.

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

Signature:	Date: 14/04/2026
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 checked="" 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 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 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 (CRF Area Funds)

Key considerations



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

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

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

The deadline for application submission is 9am on Monday 20th April.

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	CRF4228
1.2	Organisation	Golspie Youth Action Project (GYAP)
1.3	Project title	Charity Manager – Strengthening Youth Services and Community Resilience in East Sutherland
1.4	Summary of project you wish to be funded (max 250 words)	<p>This project will fund a full-time Charity Manager for 12 months to strengthen the delivery, governance, and sustainability of Golspie Youth Action Project (GYAP), a small rural charity providing essential youth services across East Sutherland.</p> <p>The Charity Manager will provide operational leadership, staff and volunteer coordination, safeguarding oversight, and programme management for a wide range of activities including weekly youth clubs, after-school sessions, Highland dancing workshops, football lessons, and our Holiday Hunger programme providing nutritious meals during school breaks. The post will also manage and develop our</p>

		<p>charity shop and new Reuse Scheme, which offer volunteering and employability opportunities for local young people.</p> <p>The role will ensure robust monitoring, evaluation, and reporting, enable evidence-based planning and strengthen future funding applications. It will also support partnership working with cluster schools, community groups, and statutory services, ensuring early intervention for at-risk young people and reducing social isolation.</p> <p>The post is critical to building long-term organisational resilience. It will support preparatory work for our Scottish Land Fund application to develop future childcare provision, and for our Whole Family Wellbeing Fund pilot exploring sustainable wraparound childcare and ASN support.</p> <p>By investing in this post, CRF funding will enable GYAP to deliver high-quality, inclusive youth services, strengthen community cohesion, and build a sustainable foundation for future growth.</p>	
1.5	Project costs	Total project cost	£50,000
		Match funding	£0
		CRF grant requested	£50,000
1.6	Start date	01/07/2026	
1.7	End date (<i>max 12 months from start date</i>)	30/06/2027	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1.9	Artificial Intelligence Assistance Declaration	<p>Have you used any form of AI assistance in the preparation of this application?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
For guidance on the appropriate use of AI in funding applications, please refer to Use of AI in Funding Application Guidance .			

SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	Organisation	Golspie Youth Action Project
2.2	Address and postcode	GYAP Charity Shop Main Street Golspie, Sutherland KW10 6TQ
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 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	SC022176
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.	Golspie, (delivery across East Sutherland)
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.	
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.	
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SECTION 4: THE PROJECT PROPOSAL
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4.1	List the main activities required to deliver the project including timescales.
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Activity name	Achieve by (date)
Recruit and appoint full-time Charity Manager	01/07/2026
Induction, safeguarding training, and operational handover	01/08/2026
Delivery of weekly youth clubs, after-school sessions, Highland dancing and football activities	Ongoing July 2026–June 2027
Delivery of Holiday Hunger programme (summer, October, Easter)	July 2026–April 2027
Management and development of charity shop and Reuse Scheme	Ongoing July 2026–June 2027
Monitoring, evaluation, and reporting Preparatory work for Scottish Land Fund and Whole Family Wellbeing Fund applications	Quarterly (Sept 2026, Dec 2026, Mar 2027, June 2027)

4.2	(a) What local need or opportunity will the project address?
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East Sutherland faces significant rural challenges including limited youth provision, social isolation, transport barriers, and a lack of accessible opportunities for children and young people. Golspie Youth Action Project (GYAP) is currently the only organisation delivering consistent, structured youth work across the area, including weekly youth clubs, after-school activities, Highland dancing, football lessons, and our Holiday Hunger programme providing nutritious meals during school breaks. Demand for these services has grown significantly, but the organisation currently lacks the dedicated leadership capacity required to sustain and expand delivery.

The project addresses a clear need for stronger organisational coordination, safeguarding oversight, and programme management to ensure young people across East Sutherland can access safe, high-quality, and inclusive activities. Many families rely on GYAP for social connection, early intervention, and positive engagement for children who may otherwise be at risk of isolation, disengagement from school, or poor wellbeing outcomes. The Charity Manager post will provide the operational leadership needed to maintain and grow these essential services.

The project also responds to a wider community need for improved employability and volunteering opportunities for young people. Our charity shop and new Reuse Scheme offer practical experience in customer service, teamwork, and retail operations. Without dedicated management, these opportunities cannot be fully developed or sustained.

There is also a strategic opportunity to strengthen long-term community resilience. GYAP is progressing a Scottish Land Fund application to secure land for future childcare provision and is preparing a Whole Family Wellbeing Fund pilot exploring sustainable wraparound childcare and ASN support. Both initiatives address major gaps identified by families, employers, and local services. However, progressing these opportunities requires dedicated leadership capacity that the organisation does not currently have.

The Charity Manager post will therefore address multiple interconnected needs:

- Operational management to ensure safe, consistent delivery (and growth) of youth work services in Golspie and surrounding areas.
- Safeguarding oversight as the Designated Child Protection Officer.
- Volunteer and staff co-ordination and management to support a growing play, youth work, life skills and employability training programme.
- Monitoring and evaluation to evidence impact and to secure future funding.
- Strategic development to increase capacity of the organisation to progress childcare and ASN plans locally.
- Partnership and stakeholder development to strengthen collaborative delivery of prevention and early intervention services locally and to secure sustainable funding and financial security for the delivery of children's and youth services in Golspie and surrounding areas.

Without this post GYAP risks being unable to grow to meet local demand, sustain delivery, or progress long term community led solutions to rural childcare and youth work support. This project directly addresses these needs innovatively and provides a foundation for long term community resilience and economic growth.

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

Yes. The East Sutherland Place Plan identifies several priorities directly aligned with this project:

Improving wellbeing and opportunities for children and young people

The Place Plan highlights the need for accessible youth activities, early intervention, and support for young people's mental health and social development. GYAP's programmes youth clubs, after-school sessions, Highland dancing, football, and Holiday Hunger directly address these priorities.

Tackling social isolation in rural communities

Transport barriers and dispersed settlements contribute to isolation among young people. GYAP provides structured, regular activities that bring children together, build friendships, and strengthen community connection.

Strengthening community resilience and local leadership

The Place Plan emphasises the importance of strong local organisations that can coordinate services, support volunteers, and build long-term capacity. The Charity Manager post directly delivers this by providing leadership, governance, and operational stability.

Supporting employability and skills development

The Plan identifies the need for more local opportunities for young people to gain practical experience. GYAP's charity shop and Reuse Scheme provide exactly this, offering hands-on volunteering and employability pathways.

Addressing childcare gaps and supporting families

The Place Plan notes a shortage of early years and wraparound childcare. GYAP's Scottish Land Fund and Whole Family Wellbeing Fund work aims to address this gap. The Charity Manager post will support the development of these future services.

Enhancing community facilities and local service delivery

While this CRF application is revenue-only, the Charity Manager will support the preparatory work for future community facilities through the Scottish Land Fund.

The project is therefore strongly aligned with Place Plan priorities and contributes directly to the long-term vision for East Sutherland.

4.3	How do you know there is local support for the project? How can you evidence this? Provide evidence as supporting documents as requested at 8.2
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There is strong and well-documented community support for Golspie Youth Action Project (GYAP) and for the creation of a dedicated Charity Manager post. Demand for our services has increased significantly over the past two years, with consistent attendance at youth clubs, after-school sessions, Highland dancing, football lessons, and holiday programmes. Families regularly tell us that these activities are essential for their children's wellbeing, confidence, and social development, particularly in a rural area with limited alternative provision.

Local support is demonstrated through direct feedback from parents, young people, and partner organisations. Parents have highlighted the need for reliable, structured activities and the continuation of the Holiday Hunger programme, which provides vital support during school breaks. Young people consistently report that GYAP gives them a safe, welcoming space to socialise, learn new skills, and build friendships.

Schools across the East Sutherland cluster have also expressed strong support for our work. Teachers and support staff regularly refer children who would benefit from early intervention, structured activities, or additional social support. A dedicated Charity Manager will strengthen these partnerships by ensuring consistent communication, safeguarding, and follow-up.

Local businesses and community groups have shown their support through donations, volunteering, and collaboration. The charity shop and new Reuse Scheme have been particularly strong indicators of community backing. Residents value the environmental benefits, affordability, and volunteering opportunities these initiatives provide. The Reuse Scheme's success is also reflected financially: in the most recent month alone, the charity shop generated £4,500, far exceeding expectations for a new rural enterprise. This level of income clearly demonstrates strong local engagement, regular footfall, and widespread community buy-in.

The need for increased organisational capacity has also been highlighted through community conversations, informal consultations, and feedback gathered during the development of the East

Sutherland Place Plan. Residents identified the need for more youth activities, improved coordination of services, and stronger community leadership all of which this project directly addresses.

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 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?

Operational and organisational outputs

- Recruitment of a full-time Charity Manager
- Delivery of weekly youth clubs and after-school sessions
- Delivery of Highland dancing workshops and football lessons
- Delivery of Holiday Hunger programmes during school breaks
- Management and development of the charity shop and Reuse Scheme
- Coordination of volunteers and staff
- Quarterly monitoring and evaluation reports
- Strengthened safeguarding processes through a designated Child Protection Officer

Engagement outputs

- Increased participation of children and young people across East Sutherland
- Increased volunteering opportunities for young people in the charity shop
- Improved communication and partnership working with cluster schools
- More structured support for at-risk young people

Measurement methods

- Attendance registers for all youth activities
- Volunteer logs and training records
- Monitoring forms capturing engagement, demographics, and outcomes
- Feedback surveys from young people, parents, and volunteers
- Partnership feedback from schools and community groups
- Quarterly reports summarising progress and impact

These outputs will demonstrate the immediate benefits of the project and provide evidence for future funding applications.

(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?

Outcomes are the longer-term changes resulting from the project. The Charity Manager post will deliver the following outcomes:

Increased community resilience

Children and young people will have improved confidence, social skills, and wellbeing through regular participation in structured activities. Families will feel more supported, and the community will benefit from stronger local networks.

Reduced social isolation

Young people in rural areas often face isolation due to transport barriers and limited opportunities. Regular activities and early intervention support will reduce isolation and improve mental wellbeing.

Improved employability and life skills

The charity shop and Reuse Scheme will provide practical experience in customer service, teamwork, and responsibility, supporting young people to develop transferable skills.

Stronger organisational sustainability

The Charity Manager will build the systems, governance, and monitoring processes needed to secure future funding and deliver long-term services.

Progress towards future childcare and ASN provision

The post will support the development of the Scottish Land Fund application and the Whole Family Wellbeing Fund pilot, laying the groundwork for sustainable wraparound childcare and ASN support — a major long-term benefit for families and employers.

Measurement methods

- Pre- and post-engagement surveys
- Skills development tracking for volunteers
- School feedback on early intervention outcomes
- Annual impact report
- Monitoring of progression into training, volunteering, or employment
- Evidence of successful funding applications and strategic progress

These outcomes will create a lasting legacy of improved wellbeing, stronger community cohesion, and long-term organisational resilience.

4.5	How will the project be supported/maintained/sustained after CRF funding?
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The Charity Manager post is designed to build long-term organisational sustainability and reduce reliance on short-term grants. CRF funding will provide the essential foundation year needed to strengthen systems, develop income streams, and secure future funding.

Development of sustainable income streams

The Charity Manager will lead the development and expansion of income-generating activities including:

Expansion of the charity shop

Growth of the Reuse Scheme

Increased volunteer capacity to support shop operations

Improved stock management and retail processes

Development of small-scale fundraising events

These activities will generate unrestricted income that can contribute to staffing and operational costs beyond the CRF period. The Reuse Scheme's success already demonstrates strong community engagement, with the charity shop generating £4,500 in the most recent month alone.

Long-term childcare and youth service development

A key strategic priority for GYAP is the development of paid-for childcare and extended youth services that are currently unavailable in Golspie. Families have repeatedly highlighted the need for:

- Breakfast clubs
- After-school clubs
- Holiday childcare
- Structured wraparound support
- Youth programmes that combine social development with employability skills

These services would meet a clear community need while creating a major long-term income stream for the organisation. However, developing a sustainable childcare model requires dedicated leadership, business planning, regulatory compliance, and partnership development — all of which depend on the Charity Manager post. Without this role, it will be extremely difficult to progress this work.

Strengthened monitoring and evaluation

The post will implement robust monitoring systems to evidence impact. This will significantly strengthen future funding applications to:

- The National Lottery
- The Robertson Trust
- Children in Need
- Whole Family Wellbeing Fund
- Local windfarm/community benefit funds

High-quality evidence will increase the likelihood of securing multi-year funding.

Progression of strategic funding opportunities

The Charity Manager will support two major strategic developments:

A Scottish Land Fund application for a future community facility including childcare. A Whole Family Wellbeing Fund pilot exploring sustainable wraparound childcare and ASN provision

Both have the potential to generate long-term income through childcare fees, ASN support funding, and community service contracts.

Strengthened governance and organisational capacity

The post will improve:

- Financial management
- Volunteer coordination
- Safeguarding
- Policies and procedures
- Reporting
- Partnership working

This will position GYAP as a strong, stable organisation capable of securing long-term investment.

Diversification of funding

The Charity Manager will develop a mixed-income model including:

Grants

Earned income

Community fundraising

Local business sponsorship

Social enterprise activity

This reduces risk and ensures sustainability.

Community demand ensures long-term viability

High participation levels, strong school partnerships, and consistent community support demonstrate that GYAP's services are needed and valued. This demand underpins the long-term viability of both current and future services, including childcare provision.

Summary

CRF funding provides the essential foundation year to build systems, income streams, and strategic opportunities that will sustain the Charity Manager post and GYAP's wider services long after the funding period ends. It enables the organisation to progress towards a financially sustainable model that includes expanded childcare, youth services, and social enterprise activity.

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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Reuse, recycling, and waste reduction

The Charity Manager will oversee the development of our charity shop and new Reuse Scheme, both of which directly reduce waste by extending the life of clothing, household items, and children's goods. This diverts items from landfill and promotes a circular economy within the community. The post will support improved sorting, repair, and upcycling processes, further reducing waste.

Sustainable procurement

Where possible, the organisation will purchase refurbished IT equipment, recycled stationery, and environmentally responsible cleaning products. The Charity Manager will ensure procurement decisions consider environmental impact and value for money.

Reduced travel impact

GYAP operates within a compact rural area, and the Charity Manager will plan travel efficiently to minimise mileage. Car sharing with staff and volunteers will be encouraged where appropriate. Digital communication will be used for meetings when travel is not essential.

Energy-efficient operations

The Charity Manager will support the adoption of energy-efficient practices within the charity shop and youth activity venues, including switching off equipment when not in use, reducing heating waste, and promoting responsible use of resources.

Environmental education for young people

Through the Reuse Scheme and youth activities, the Charity Manager will help embed environmental awareness into programmes. Young people will learn about recycling, sustainability, and the impact of consumer choices, supporting long-term behaviour change.

Supporting future net-zero ambitions

As part of the Scottish Land Fund development work, the Charity Manager will ensure that any future building proposals incorporate energy-efficient design, low-carbon heating options, and sustainable construction principles. This ensures early alignment with net-zero goals.

Overall, the project has a low environmental footprint and contributes positively to sustainability through reuse, waste reduction, and environmental education.

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?

Golspie Youth Action Project is committed to ensuring that all children, young people, families, and volunteers can access our services without discrimination. The Charity Manager post will strengthen our ability to deliver inclusive, equitable, and accessible programmes.

Removing financial barriers

All GYAP youth activities are free or low-cost, ensuring that children from low-income households can participate fully. The Holiday Hunger programme provides nutritious meals during school breaks, supporting families experiencing food insecurity.

Supporting children with additional support needs (ASN)

We work closely with schools and families to support children with ASN, adapting activities, providing additional supervision, and ensuring staff are trained in inclusive practice. The Charity Manager will coordinate this support and ensure safeguarding and accessibility are prioritised.

Inclusive communication

Information will be shared in clear, accessible formats. The Charity Manager will ensure communication is child-friendly, parent-friendly, and sensitive to literacy needs.

Rural accessibility

Transport barriers are a major issue in East Sutherland. By delivering activities locally and working with cluster schools, the project ensures children in rural areas can access support without needing to travel long distances.

Protected characteristics

The Charity Manager will ensure that no young person or volunteer is excluded based on:

- disability
- race or ethnicity
- gender
- sexual orientation
- religion or belief
- age
- socioeconomic status
- family circumstances

Staff and volunteers will receive training in equality, diversity, and inclusion.

Targeted support where needed

We work with schools and families to identify children who may be at risk of isolation, disengagement, or poor wellbeing. The Charity Manager will coordinate early intervention and ensure these young people can access structured, supportive activities.

Safe and welcoming spaces

All activities are designed to be safe, inclusive, and welcoming. The Charity Manager, as Child Protection Officer, will ensure safeguarding standards are upheld and that young people feel respected and valued.

This project strengthens GYAP's ability to deliver inclusive services and ensures that no one is disadvantaged from participating.

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

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



FWF statement and declaration template.c

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input type="checkbox"/> No <input type="checkbox"/> Applied <input checked="" 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?	3 Employees, 32 shop Volunteers and 17 Youth club volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input checked="" type="checkbox"/> Staff /Engagement Surveys <input checked="" type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input checked="" type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1 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
Charity Manager Salary (12 months)	Full-time post	Revenue	£38,000
Employer NI & Pension		Revenue	£5,500

		This represents strong value for money for a rural area with limited youth provision.
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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 £
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total match funding			£
CRF requested			£
Total funding			£

6.2	Will the project involve “in kind” support?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
6.3	If yes, please detail.	volunteer time.
6.4	Please explain why public funding is required to deliver the project.	GYAP has limited unrestricted reserves and cannot fund a full-time post without external support. CRF funding is essential to maintain and strengthen youth services.
6.5	Please explain what the remaining bank balances are for in your accounts.	Restricted for programme delivery, insurance, and operational costs.
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	Unrestricted reserves are minimal and required for cashflow stability and emergency costs.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	As a small rural charity with limited reserves, GYAP cannot contribute match funding. Without CRF support, the post cannot be created.

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.	Yes, through the charity shop and Reuse Scheme. Income will be reinvested into youth services, staffing, and operational costs. A business plan will be provided.
7.3	How will you ensure that local organisations/businesses are not disadvantaged because of the project? Are they supportive of the project?	The charity shop sells donated goods and does not compete with local retailers. Local businesses are supportive.
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?	Loans are not appropriate for a small charity with limited reserves and no guaranteed income stream.
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:		16/04/2026

Please Ensure You Also Complete the Attachments Checklist Below

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

3	Constitution or articles and memorandum.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4	Committee Members or Directors List.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6	Valid organisation insurance policy.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
8	Confirmation of match funding letters	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
9	Permissions – i.e. planning, building warrants, marine licences	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
10	Business plan (income generation projects only)	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
11	Job descriptions (for CRF funded posts)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> NA <input type="checkbox"/>
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
13	Valid quotations or estimates	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
14	Partnership agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/> NA <input checked="" type="checkbox"/>
Reason for missing documentation:			

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

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

The application form should follow the naming convention example:

(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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	Appendix 2 - Project technical assessments - RAG Summary Spreadsheet																			
2	Sutherland Committee -1st June 2026																			
3	Ref No	Organisation	Project title	Project description	Area Place Plan Priority	Total project cost	Grant Requested	% rate	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	
4	4228	Golspie Youth Action Project	Charity Manager – Strengthening Youth Services and Community Resilience in East Sutherland	This project will fund a full-time Charity Manager for 12 months to strengthen the delivery, governance, and sustainability of Golspie Youth Action Project (GYAP), a small rural charity providing essential youth services across East Sutherland. The Charity Manager will provide operational leadership, staff and volunteer coordination, safeguarding oversight, and programme management for a wide range of activities including weekly youth clubs, after-school sessions, Highland dancing workshops, football lessons, and our Holiday Hunger programme providing nutritious meals during school breaks.	Prosperity Page 21. Education and Childcare Page 21. Employment and Economic Opportunities	£50,000	£50,000.00	100%	3	3	3	2	3	2	3	2	3	3	3	27
5	4227	Invershin Hall	Community Asset Refurbishment	Invershin Village Hall requires major refurbishment including a full roof replacement to protect a community asset from falling into disrepair and vital services for residents of Creich for decades to come. A well-used facility with an active committee that works hard to provide services and opportunities for all ages. We want to protect this community asset to ensure that it is fit for purpose and will provide current and future residents with a lifeline that reduces social isolation, improves mental health, supports access to physical activity enhancing wellbeing and local volunteering opportunities.	People Community capacity & resilience: Page 10. Community centres and hubs: calls for more funding and support for community centres and the network of hubs which provide services such as day care, lunch clubs and activities	£ 155,465.98	£ 45,000.00	29%	2	3	3	3	2	2	3	3	2	3	3	26
6																				
7																				
8	NOTE - RAG assessment criteria scoring. Red Amber Green ratings are based on information provided during the application process and are provided as a guide only. The ratings are converted into scores as follows: Red - 1, Amber - 2, Green - 3. This allows a total score for each project to be provided. All projects presented above are eligible for funding. Where a project has been awarded Red or Amber against any criteria, this does not reflect an eligibility issue but does flag up that there are outstanding concerns, or that only brief information was provided within the application. If Members wish to approve projects that have Red or Amber ratings then we would seek to address these concerns by applying technical conditions to any funding award made.																			