

Agenda Item	<b>5</b>
Report No	<b>SR/12/26</b>

# The Highland Council

**Committee:** Isle of Skye and Raasay

**Date:** 1 June 2026

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

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

## **1 Purpose/Executive Summary**

1.1 The purpose of this report is to present one funding request to the Isle of Skye & Raasay Community Regeneration Fund (CRF) allocation, for discussion and decision by Members. The report also updates Members on the Isle of Skye & Raasay CRF budget position for 2025-26 and 2026-27.

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

## **2 Recommendations**

2.1 Members are asked to:-

- i. **Consider** the application 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
- ii. **Agree** the approved CRF grant award, subject to any conditions, up to the value of £39,493.16.

## **3 Implications**

3.1 **Resource** – Isle of Skye & Raasay has funding of £301,317.66 from the current CRF budget. The total grant request amount for the application under consideration is £39,493.16. Therefore, there are no resource implications in approving the 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'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 The application brought to this committee has been identified by Members as addressing priorities set out in the Skye and Raasay Futures Plan.

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

<b>Funding Source</b>	<b>Eligibility</b>	<b>Amount £</b>
Highland Coastal Communities Fund (Tranches 5 & 6)	Capital or Revenue	752,427.05
Place Based Investment Programme	Fixed Capital Only	36,247.42
Returned underspends & carry forwards	Capital or Revenue	65,249.83
<b>Total Confirmed Skye &amp; Raasay CRF Budget 2025-26</b>		853,924.30
<b>Less Awards Made from Skye &amp; Raasay CRF Budget 2025-26 To Date</b>		<b>552,606.64</b>
<b>Available Skye &amp; Raasay CRF Funds on 12/05/2026</b>	<b>Capital or Revenue</b>	<b>301,317.66</b>

One application is under consideration by Members today with a total grant request value of £39,493.16.

If Members were to approve the application, there would be £261,824.50 remaining in the Isle of Skye & Raasay CRF budget for 2025-26. This sum can be carried forward into the 2026-27 budget.

5.5 The Isle of Skye & Raasay 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 Isle of Skye & Raasay 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 Form; and
- **Appendix 2** - RAG Summary Spreadsheet.

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

Designation: Assistant Chief Executive - Place

Date: 15 May 2026

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

Background Papers: None

Appendices: Appendix 1 – Project Application Forms  
Appendix 2 – Project Technical Assessment – 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.

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

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

### SECTION 1: PROJECT SUMMARY

<b>1.1</b>	<b>Project reference number</b>	<b>CRF4242</b>
<b>1.2</b>	<b>Organisation</b>	<b>Portree Community Centre Association - on behalf of Portree Amateur Dramatics Society and Portree Community Panto Group</b>
<b>1.3</b>	<b>Project title</b>	<b>Installation of Lighting and Sound Equipment</b>
<b>1.4</b>	<b>Summary of project you wish to be funded (max 250 words)</b>	<b>This funding request would furnish the community centre with modern, professional and accessible lighting and sound equipment, thus enhancing the space for all performances. This project will also lead to more community engagement and hall usage, both locally and by visiting artists.</b>

1.5	Project costs	<b>Total project cost</b>	£40,493.16
		<b>Match funding</b>	£1,000
		<b>CRF grant requested</b>	£39,493.16
1.6	<b>Start date</b>	As soon as funding can be secured	
1.7	<b>End date (max 12 months from start date)</b>	31/05/2026	
1.8	<b>Please confirm you have read and understood the <a href="#">CRF privacy notice</a></b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

## SECTION 2: CONTACT AND ORGANISATION DETAILS

2.1	<b>Organisation</b>	Portree Community Centre Association	
2.2	<b>Address and postcode</b>	Camanachd Square, Portree IV51 9BW	
2.3	<b>Main contact name</b>	Donnie Nicolson / Lorna Cormack	
2.4	<b>Position in the organisation</b>	Chairperson / Secretary	
2.5	<b>Contact number</b>		
2.6	<b>Email address</b>		
2.7	<b>Website address</b>	Currently under Portree and Braes Community Trust	
2.8	<b>Organisation type</b>	<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	<b>Organisation registered number</b>	SC 004464	
2.10	<b>Is the organisation VAT registered?</b>	<p><b>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.</b></p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
2.11	<b>If the organisation is VAT registered, please provide the number.</b>		
2.12	<b>Is the VAT related to the project being reclaimed from HMRC?</b>	<input type="checkbox"/>	Whole
		<input type="checkbox"/>	Partial
		<input checked="" type="checkbox"/>	None
2.13	<b>Provide details of VAT exemptions.</b>		

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Main Hall, Portree Community Centre, Camanachd Square, Portree IV51 9BW
3.2	Are you applying on behalf of a partnership project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.3	Is there a partnership agreement in place?	Yes <input 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 checked="" 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.	In place
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.	
	<b>Activity name</b>	<b>Achieve by (date)</b>
	Funding confirmation, project start-up, confirmation of roles and responsibilities, final delivery plan agreed	Month 1 (from CRF start date)
	Supplier appointed based on quotes, Lighting and sound equipment ordered by installation company and Installation date arranged with company	31/07/2026
	Installation date arranged and training sessions arranged	31/09/2026
	Training for volunteers and key user groups; usage and maintenance procedures agreed	30/10/2026
	Equipment in active use for rehearsals, performances and community events	10/11/2026
	Ongoing monitoring of usage, participation and outcomes; completion reporting	31/05/2026
4.2	(a) What local need or opportunity will the project address?	

The community centre serves as a central meeting and activity space for our local community, based in a rural area where access to alternative large venues is extremely limited. With many active community groups, such as drama, panto, dance, music and cultural groups, along with many visiting musicians there is a clear local need for reliable, modern lighting and sound equipment, as there are currently no facilities in place. Rising costs to hire in these facilities restricts the type and

quality of activities that can take place without significant financial outlays for both our small community groups and visiting performers.

This project would allow for a greatly enhanced experience for all users and event participants. The installation would make the community centre more accessible to all, aiding residents with hearing difficulties to be able to fully participate in all social events in terms of sound quality. A full set of professionally installed stage lights would increase safety and allow the facility to be used efficiently and effectively for community led activities and significantly enhance all performances. This investment will increase participation, reduce social isolation, and encourage wider community use of the hall.

The project would also allow the hall to expand its programme of events, furthering fundraising opportunities for our many local groups in the area, including celebrations, community performances, youth activities and of course being in a more viable position to invite performers from other areas to engage with the community. Training opportunities could also be explored for anyone who has an interest in pursuing a career as a lighting and sound technician.

By addressing all of these needs, the project will help ensure that the community centre continues to be a welcoming, accessible, and well-used community asset that supports community wellbeing and community resilience for many more years to come.

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

While there is currently no formally adopted Local Place Plan in relation to the community centre, it is however included in the Portree and Braes Community Trust plans for 'Re-imagining Camanachd Square', which will lead to further investment in the hall and its facilities. Improving its facilities aligns with priorities around supporting community wellbeing, accessibility, and opportunities for social and cultural activity.

[Re-imagining Camanachd Square - Portree & Braes Community Trust](#)

[stage-2-reimagining-camanachd-square-masterplan-report-rural-design-april-2022-1.pdf](#)

The need for improvements to the centre has been clearly identified by the trust through local engagement, community meetings, and feedback from hall users. Modernising the community hall is consistently seen as a priority in supporting community life. and ultimately ensuring the long-term sustainability of this key local asset.

Local discussions held by Portree and Braes Community Trust with the community have highlighted the importance of ensuring that shared spaces such as the community hall remain fit for purpose and are able to continue to support a wide range of activities. Improving lighting and sound provision directly supports these aims by enabling greater use of the hall for meetings, performances, training sessions, and community events, helping to sustain a vibrant, inclusive, and well-used community hub.

**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**

Key local organisations, including Portree Amateur Dramatic Society and the Portree Community Panto Group, have expressed an urgent need for the installation of appropriate lighting and sound equipment to enable them to continue operating successfully at the hall. These groups use the hall for performances and youth rehearsals and currently involves a cast and crew of approximately 80 people aged 8 years and upwards, demonstrating both strong local participation and significant youth involvement. This installation of equipment would create operational training opportunities within the groups, in particular for young people who have already expressed an interest in learning.

Historically, these groups were able to operate from Tigh na Sgìre under a long-standing agreement with Highland Council. However, due to the major refurbishment currently taking place, and changes to future arrangements and new agreements with Highland Council, they are now required to adapt their operations between the community hall and The Venue at Portree High School. This change has highlighted the need for the community centre to be properly equipped to support these activities.

The requirement for improved lighting and sound has also been verbally supported by other local groups, including Light Up Portree Community Events Group, Seall Events, members of the Fèis movement, and visiting performers. Enhancing the hall in this way supports shared local objectives to sustain and strengthen community participation and to ensure that the community centre continues to be a much needed and sustainable community asset.

The installation of suitable stage lighting and sound equipment will therefore directly respond to recognised local needs and contribute to the wider goals of the community centre.

**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 outputs (within 0–6 months):**

- Purchase and installation of a dedicated stage lighting and sound system within the community hall
- Equipment commissioned, tested, and ready for use
- Key volunteers and regular users trained in the safe operation of the equipment

**How these will be measured:**

- Confirmation of installation and commissioning by supplier
- Inventory record of equipment installed
- Record of training delivered and number of volunteers trained

**Short-term outputs (6–12 months):**

- Community drama and performance groups, including Portree Amateur Dramatic Society and the Portree Community Panto Group, able to rehearse and perform fully within the hall
- Continued participation of approximately 80 cast and crew members aged 8 years and upwards

- Increased number and range of events hosted at the hall, including performances, rehearsals, community events, and visiting acts
- Improved audience and participant experience due to better sound clarity and stage lighting

**How these will be measured:**

- Hall booking records showing increased or sustained use for performances and rehearsals
- Number of events held using the new lighting and sound equipment
- Feedback from user groups, performers, and event organisers (informal questionnaires)
- Attendance figures at performances and community events

Overall, these outputs demonstrate that the project will immediately strengthen the hall's viability and will enable cultural and youth activities to continue locally, and will support wider community participation and wellbeing.

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

The long-term outcome of this project will be the creation of a well-equipped, sustainable and inclusive community hall that is able to support cultural, social and youth activities within Portree for many years to come. By installing permanent lighting and sound equipment, the hall will be transformed into a fit-for-purpose venue, reducing barriers to participation and ensuring that essential community activities can continue locally.

A key outcome will be the long-term continuation and growth of local performing arts and cultural activity. Groups such as Portree Amateur Dramatic Society and the Portree Community Panto Group will be able to rehearse and perform successfully within the hall. This will safeguard opportunities for cast and crew members, including children and young people, to take part in creative, confidence-building activities close to home.

Another important outcome will be increased community participation and wellbeing. Improved lighting and sound will enhance audience experience and accessibility, making events more enjoyable and inclusive, particularly for people with hearing or visual impairments. The hall will be better placed to host a wider range of events. These experiences help to reduce isolation, strengthen social connections, and create a more cohesive community.

The project will also support the long-term sustainability of the community hall itself. A higher standard of facilities will make the hall more attractive, leading to increased and more consistent use. This, in turn, will help generate additional hire income, supporting ongoing maintenance and reducing reliance on external funding. The installation of permanent equipment will also reduce the need for repeated hire of temporary equipment, offering both financial and environmental benefits.

The lasting legacy of the project will be a community-owned asset that supports creativity, learning and social connection well into the future. The equipment will remain in place for all users, and future generations. It will strengthen the hall's role as a hub for cultural and community life in Portree, particularly valuable in a rural setting with limited alternative venues.

Outcomes will be measured using a combination of methods. These will include hall booking records showing the number and range of events held, participation figures for rehearsals and performances, and evidence of continued operation by key local groups. Feedback will be gathered from community

groups, performers and audiences to assess improvements in quality, accessibility and overall experience. Financial indicators, such as increased hire income linked to improved facilities, will also be monitored. Together, these measures will demonstrate the project’s long-term impact and the long-term benefits it delivers to the community.

<b>all4.5</b>	<b>How will the project be supported/maintained/sustained after CRF funding?</b>
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Following CRF funding, the lighting and sound equipment will be supported, maintained and sustained through a combination of local management, regular use, and regular income streams, ensuring sustainability of the investment.

The community hall is managed by a volunteer committee with responsibility for the maintenance, operation and safeguarding of all hall assets. The new lighting and sound equipment will be included within the hall’s asset register, with responsibility for oversight and care assigned to named committee members. Clear procedures will be in place for use, set-up and storage to minimise wear and misuse.

Ongoing maintenance costs will be low, as the equipment proposed is modern, durable and energy-efficient. Routine checks and basic upkeep will be carried out by trained volunteers, with professional servicing arranged with the company carrying out the installation. Any future repair or replacement costs will be planned for through hire fees and fundraising efforts.

The sustainability of the project will be further supported through regular and diverse use of the equipment. Established local groups such as Portree Amateur Dramatic Society, the Portree Community Panto Group, Light Up Portree, members of the Fèis movement and visiting performers have all expressed strong ongoing demand. This consistent level of use ensures the equipment remains an active community resource rather than under-utilised infrastructure.

Improved facilities will also increase the hall’s attractiveness as a hire venue, leading to increased bookings and income generation. Income from hall hire and ticketed events will contribute directly to running costs and future maintenance. This strengthens the financial resilience of the hall and reduces reliance on future grant funding.

In addition, basic training will be provided to volunteers and key user groups, creating local capacity and reducing dependency on external hire of basic technical support. Knowledge and skills will be available within the community, allowing the equipment to be used safely and confidently over the long term.

Overall, the project represents a capital investment with long-term benefits. With strong governance, active community demand, volunteer capacity, and increased income potential, the lighting and sound equipment will be well-maintained, well-used, and sustained long after CRF funding has ended, continuing to deliver cultural, social and economic benefits to the community.

<b>4.6</b>	<b>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.</b>
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The proposed project is a low-impact capital improvement, and steps will be taken to minimise any negative environmental effects during both delivery, installation and ongoing use. While the primary aim of the project is to improve community facilities rather than directly address climate change, environmental sustainability has been carefully considered.

The lighting equipment is modern, energy-efficient LED technology, which uses significantly less electricity than traditional stage lighting and has a longer lifespan. This will reduce both energy

consumption and the frequency of replacement, supporting lower carbon emissions over the lifetime of the equipment. Improved sound quality will also reduce the need for excessive amplification, further limiting unnecessary power use.

Delivery and Installation work will be limited in scale and duration, helping to minimise disruption and transport impacts. Suppliers and contractors will be regionally based, reducing travel distances and associated emissions. Packaging will be disposed of responsibly, with recycling prioritised wherever possible.

By installing permanent lighting and sound equipment within the hall, the project will significantly reduce the need for temporary equipment hire and repeated transportation from external suppliers, resulting in a reduction in emissions linked to events hosted at the hall.

The project also supports environmental sustainability indirectly by strengthening a local, multi-use community facility, reducing the need for groups and audiences to travel to alternative venues further afield, helping to lower travel-related carbon impacts while supporting local participation and wellbeing.

To sustain these benefits, hall users and volunteers will be encouraged to adopt energy-conscious practices, including switching off equipment when not in use and making efficient use of lighting levels appropriate to each activity. The hall management committee will work with volunteers in relation to usage to ensure the equipment is operated efficiently.

Overall, the project represents a modest investment that avoids environmental harm, contributes to more efficient energy use, and supports broader net-zero ambitions by improving local provision, reducing unnecessary transport, and increased sustainability in relation to long-term community infrastructure.

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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The community centre is intended to be a welcoming, accessible and inclusive space for all members of the local community. The installation of lighting and sound equipment has been planned to ensure that no individual or group is excluded or disadvantaged from participating in or benefiting from activities held at the hall.

The project has been realised through engagement with a range of user groups, including community drama and performance organisations, youth groups, cultural organisations and event organisers.

Improved sound quality will benefit older people and those with hearing impairment. Appropriate stage and general lighting will also support people with visual impairments. The installation of both will create a more comfortable and inclusive environment for audiences and participants.

The project will directly support children and young people. Providing a well-equipped, local venue ensures that young people can take part in creative and social activities without the need to travel to alternative venues, which can disproportionately disadvantage families with limited transport or financial resources.

Care has also been taken to ensure that the project does not create financial or cultural barriers. The equipment will be permanently installed and made available to all hall users, rather than restricted to a single group. Hire rates and access arrangements will continue to be managed by the hall committee in line with existing equality and affordability principles.

Training in the safe and effective use of the equipment will be provided to volunteers and key user groups, helping to ensure confidence and inclusive access rather than reliance on a small number of individuals with technical expertise.

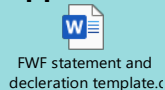
While the project does not exclude any group, it will particularly benefit groups with protected characteristics including:

- Children and young people
- Older people
- People with disabilities or sensory impairments

Overall, the project promotes equality by removing participation barriers, improving accessibility, and supporting inclusive community activities. By investing in shared infrastructure rather than a single programme, it ensures that benefits are long-lasting and accessible to all users of the hall

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

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



Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes <input checked="" type="checkbox"/> No <input 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?	1 caretaker – part time
Do you currently pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	<input checked="" type="checkbox"/> Line Management Relationship <input type="checkbox"/> Staff /Engagement Surveys <input type="checkbox"/> Suggestions Schemes <input type="checkbox"/> Intranet/Online Platforms <input type="checkbox"/> Staff Forums / Networks <input type="checkbox"/> Trade Union Recognition/Collective Bargaining



5.3	Please explain how your project will achieve value for money.	<p>This project delivers strong value for money by using CRF support to make a one-off capital investment in a key community asset that will generate long-term economic, social and cultural benefits for Portree.</p> <p>The equipment will be used regularly by multiple established groups, including Portree Amateur Dramatic Society, the Portree Community Panto Group, Light Up Portree, cultural organisations, and visiting performers. A single investment therefore benefits a large and diverse user base, including children, young people, volunteers, audiences and the wider community.</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.
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Name of funder	Confirmed?	Date Confirmed or Decision Expected	Amount £
Portree Community Panto Group	Yes <input type="checkbox"/> No <input type="checkbox"/>	27 <sup>th</sup> April 2026`	1000.00
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Total match funding</b>			<b>£ 1000.00</b>
<b>CRF requested</b>			<b>£40493.16</b>
<b>Total funding</b>			<b>£39493.16</b>

6.2	Will the project involve “in kind” support?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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6.3	If yes, please detail.	
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6.4	Please explain why public funding is required to deliver the project.	Public funding is required to deliver this project because the installation of lighting and sound equipment represents a significant capital investment that is beyond the financial capacity of the community hall on
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		behalf of its user groups to deliver yet is essential to safeguard and sustain important community activities, in particular, the immediate needs of the local drama and panto groups.
6.5	Please explain what the remaining bank balances are for in your accounts.	The funds in the community centre account are currently restricted for future investments, such as a much a new roof and associated urgently needed infrastructure.
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 Community Centre is applying on behalf of Portree Community Panto Group and Portree Amateur Dramatic Society to ensure their future, however, the community centre has recently invested in the hall with provision of acoustic curtains to assist all users.
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	

#### SECTION 7 – INCOME GENERATION

7.1	Will the project generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7.2	If yes, how will the income benefit the organisation? Will it be re-invested to help with the sustainability of the project – if so, how? A copy of a business plan and/or budget forecast must be provided with the application.	
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	The installation of lighting and sound equipment will not compete with or displace existing local businesses. Rather than replacing commercial services, the project addresses a gap in community infrastructure by enabling a volunteer-run, not-for-profit community hall to function at a basic and appropriate standard. The hall continues to provide affordable access for community use, ensuring it complements rather than undercuts local businesses. It is hoped that local businesses would benefit from the improved facilities and any increased community activity generated by the investment.
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?	
7.6	Have you previously received public funding?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

<b>7.7</b>	<b>If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.</b>			
	<b>Funding</b>	<b>Date</b>	<b>Amount £</b>	<b>Public Subsidy?</b>
		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.

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

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

**Signature:**

**Print: LORNA CORMACK (Secretary–PCCA)**

**Date:**

**27/04/2026**

#### Please Ensure You Also Complete the Attachments Checklist Below

<b>8.2</b>	<b>You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why.</b>	<b>Yes / No / Not applicable</b>
<b>1</b>	<b>Bank statement – please provide a full bank statement with the organisation address. It must be the latest statement at the time of application submission.</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>2</b>	<b>Annual financial accounts – latest available.</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>3</b>	<b>Constitution or articles and memorandum.</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>4</b>	<b>Committee Members or Directors List.</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>5</b>	<b>Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>6</b>	<b>Valid organisation insurance policy.</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>7</b>	<b>Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>
<b>8</b>	<b>Confirmation of match funding letters</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></b>
<b>9</b>	<b>Permissions – i.e. planning, building warrants, marine licences</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></b>
<b>10</b>	<b>Business plan (income generation projects only)</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></b>
<b>11</b>	<b>Job descriptions (for CRF funded posts)</b>	<b>Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/></b>
<b>12</b>	<b>Evidence of control/ownership of asset – i.e. lease, title deeds</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></b>
<b>13</b>	<b>Valid quotations or estimates</b>	<b>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/></b>
<b>14</b>	<b>Partnership agreement</b>	<b>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/></b>

**Reason for missing documentation:**

**Completed forms and supporting documentation should be emailed to [communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk) quoting your unique project reference number.**

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

The application form should follow the naming convention example:

**PORTREE COMMUNITY CENTRE ASSOCIATION –on behalf of Portree Amateur Dramatic Society and Portree Community Panto Group) final application form**

**Supporting documentation**

- PCCA - Constitution
- PCCA – Bank Statement – Virgin Money – 1<sup>st</sup> to 23<sup>rd</sup> April 2026
- PCCA – Accounts
- PCCA - Committee Members List
- Insurance – NFU Mutual- Expiry 21<sup>st</sup> October 2026
- PCCA – Health & Safety
- PCCA- Fair Work Assessment
- Lease Agreement- HC & PCCA
- Quotation 1 – The Stage Group
- Quotation 2- Sound Equipment
- Quotation – Limelights for both Lighting and Sound
- PCCA - Child Protection & Safeguarding Policies

**TO FOLLOW:**

Letters of support from community

Quote 3 from Limelights

Funding in last 3 years PCCA

**Appendix 2 - Project technical assessments - RAG Summary Spreadsheet**

Isle of Skye & Raasay Committee - 1 June 2026

Ref No	Organisation	Project title	Project description	Total project cost	Grant Requested	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality
4242	Portree Community Centre Association	Installation of Lighting and Sound Equipment	Furnish the community centre with modern, professional and accessible lighting and sound equipment, thus enhancing the space for all performances. This project will also lead to more community engagement and hall usage, both locally and by visiting artists.	£40,493.16	£39,493.16	Green	Green	Green	Green	Green	Green	Amber	Green	Green	Green

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