

Agenda Item	5
Report No	CC/17/26

The Highland Council

Committee: Caithness

Date: 3 August 2026

Report Title: Community Regeneration Fund Assessment of Applications

Report By: Assistant Chief Executive - Place

1 Purpose/ Executive Summary

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

The four applications are provided as **Appendix 1** to this report, and a technical assessment summary is provided as **Appendix 2**. An update on the Caithness CRF budget is provided below in 5.4.

2 Recommendations

- 2.1 Members are asked to:-

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

3 Implications

- 3.1 **Resource** – Caithness has available CRF funding of £784,533.21. The applications under consideration make a total request of £231,407.69. Therefore, there are no resource implications in approving the funding awards as requested.
- 3.2 **Legal** - When managing external funding it is imperative that the risks to The Highland Council are assessed / mitigated and any back-to-back grant award letters with third parties, and financial claims management, protect The Highland Council's financial and reputational interests.
- 3.3 **Risk** - A balanced approach to risk is necessary when disbursing grant funds as sometimes it is necessary if a community led project is to proceed, to forward grant payment. Factors such as past knowledge of and project experience of the grant recipient; release of funds related to invoices / works completion certificates etc are considered in such assessments.
- 3.4 **Health and Safety (risks arising from changes to plant, equipment, process, or people)** – No risks arising directly from this report. Risks within projects are identified and managed on a project by project basis by the applicant organisation.
- 3.5 **Gaelic** - Consideration given within individual project applications in line with the Council's policy.

4 Impacts

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

5 Background

5.1 Community Regeneration Funding is an umbrella term for a number of funds that are available for communities / organisations to access in Highland. At Local Area Committee level, where decision making rests with local Members, it is currently comprised of the Highland Coastal Communities Fund (HCCF). This is a Scottish Government funding stream to support economic regeneration and sustainable development in Highland. In previous years, Scottish Government Place Based Investment Programme (PBIP) funds have also been available at Local Area Committee level. No PBIP funding has been made available by the Scottish Government for 2026/27. Area Committees are awarded devolved allocations of HCCF funds according to an approved formula, and decision making on which projects should receive funding sits with elected Members.

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

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

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

Projects should be able to demonstrate that they are:-

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

5.3 Applications brought to this committee have been identified by Members as addressing priorities set out in the Caithness Area Place Plan. This is in line with the policy direction set by the CRF Strategic Sub-Group in February 2025.

5.4 In summary the CRF budget position in Caithness at Area Committee on 3rd August 2026 is as follows:-

Funding Source	Designation	Amount
Highland Coastal Communities Fund (HCCF) – Tranche 7	Capital or Revenue	£397,317.45
Highland Coastal Communities Fund (HCCF) – Tranche 6	Capital or Revenue	£387,215.76
Total confirmed Caithness CRF budget for 2026-27		£784,533.21
Less Awards Made from Caithness CRF Budget 2026-27 To Date		£0
Available CRF budget on 03 August 2026		£784,533.21

Four applications are under consideration by Members today, with a total grant request value of **£231,407.69**.

If Members were to approve all of the applications, there would be **£553,125.52** remaining in the Caithness CRF budget for 2026-27.

5.5 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. The application presented is 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: 14/07/26

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

Background Papers: None

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12 noon on Friday 19th June 2026

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

<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	CRF4235
1.2	Organisation	Castletown drill hall committee
1.3	Project title	Disability access improvements and car park painting
1.4	Summary of project you wish to be funded (max 250 words)	This part of our project is concentrating on the final repair of our hall that includes, the repair of the mezzanine area, front access and toilets/stores. This has shown that we are short in modern disability access and the carparks/walkways into the hall are now in a dangerous condition, not only for people with mobility issues but the general public as well, we are looking for funding to assist with the disability access and the safe walkways/carparking. We have match funding for the mezzanine and toilets. We have already completed the repair of the hall roof, that caused a lot of internal damage and damp.

1.5	Project costs	Total project cost £83,000
		Match funding £42,000
		CRF grant requested £41,000
1.6	Start date	04/05/2026
1.7	End date (<i>max 12 months from start date</i>)	21/12/2026
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒
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	Castletown drill hall committee
2.2	Address and postcode	Main street Castletown, KW14 8TU
2.3	Main contact name	[REDACTED]
2.4	Position in the organisation	[REDACTED]
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	N/A
2.8	Organisation type	☐ Company limited by guarantee
		☐ Constituted group
		☐ Public body
		☐ Charity
		☒ SCIO
		☐ Other (please specify):
2.9	Organisation registered number	SCO25259
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 ☐	No ☒
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?	☐	Whole
		☐	Partial
		☐	None
2.13	Provide details of VAT exemptions.		

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Main street Castletown, KW14 8TU
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☐ No ☒
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ 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.	The hall is held in trust for the village and we have 2 highland councillors who sit as trustees Ron Gunn Matthew Reiss
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒
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)
Re-tarring of the hall front to create a sloped access which will also repair existing walk way.		14/12/2026
Automatic , widened front door , to allow easy access to the foyer.		14/12/2026
Widen access door into main hall and create an easy open door.		14/12/2026
Painting of car park area for disabled car parking at to show safe walkways.		14/12/2026
Minor alterations to internal bathroom doors to make more accessible		23/10/2026
		Click or tap to enter a date.

4.2	(a) What local need or opportunity will the project address? We are in the process of re-establishing the hall as a central hub of in the village supporting various clubs and activities, we have also created an outreach project “Castletown Connections” that has created a safe space for people to meet, through a breakfast and lunch club, that supports mental wellbeing through conversation and activities, we also have community cafes on each month through the summer that are tied in with local artisans to promote their products and also ,again have a space people can meet in for social interaction. All of the above has gone from strength to strength , with the added on outcome that the hall is now being used by more local groups and businesses than ever before.
	(b) Has this need been recognised in a local place plan? We commissioned a couple of local plans in the past 6 years , the last one was done as part of the Demonstrator project 2 years ago , this highlighted the need for the central hub to be saved and regain a role in the community.
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 Part of the above engagement with the demonstrator project promoted 2 workshops to gauge people’s interest and ideas on what they would want from the hall, we also did the same thing last year when we started the Castletown connections project. Another good tool we use is our Facebook page, where we have regular feedback and is followed by over 700 people, which gives us a fantastic platform for feedback.
4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”. (a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.

☒	Increasing community resilience
☐	Tackling poverty and inequality
☐	Addressing causes of rural depopulation
☐	Helping economic recovery and sustaining growth
☐	Tackling the climate emergency and working towards net zero
(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?	
Immediate and short-term outputs include the establishment of a warm safe place for all in our village and wider community, not only perceived as being a safe environment for well being , but also a physically safe place , by repairing the ageing building and creating a safe access for all. This will be measured by the hall usage, uptake of our outreach programmes and continued monitoring through our community engagement night and cafes. The intent is also have another community feedback session this winter once we have progressed the upgrades, to measure locals expectations going forward.	
(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?	
A community hub that is fit for purpose for the foreseeable future, that will be self-funding, and with the major works we are undertaking that it will be future proofed. The measure of this ,as we are already seeing, is the engagement of locals /wider Caithness area, the renewed club activities, outreach programme has already developed into a games night , we as a committee will ensure that we keep promoting community feedback, through this we have already attracted a younger demographic onto our committee , which has also future proofed this area as well.	
4.5	How will the project be supported/maintained/sustained after CRF funding?
We are and have, put a lot of effort into fund raising over a 2 year period , and as I have said this is to future proof the hall , this will allow us to self-fund , build up a fighting fund for unexpected costs and cover costs through rentals of the 2 halls. Regular usage each week = main hall £10hr (£100) , small hall £8hr (£64). Also on average both halls are hired 3-4 days over the weekend any given month ,these are block bookings of on average 5 hours , so £50 for the big hall and £40 for the smaller hall. I have sent our treasurers update , which shows short term income over a couple of month duration , which we get at each committee meeting.	

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.
	We have already fitted more sustainable heating system , we are in for grants to support solar panels and have also undertaken replacing all our lighting with LED units, so during all work we undertake , we consider the environment, any contractor doing major works is expected to do a environmental risk assessment.
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?
	Our main ethos is open and inclusive , which is reflected in our out reach project and our activities we promote during the week (2 bowls night open to all abilities, not competitive) we also encourage this through our engagement with our sub-contractors /suppliers. The accessibility to the hall has been a big concern to us since we took over the running of the hall committee, one of the first issues we had to deal with was the problem that a lot of our patrons have mobility issues , including OAPs , who are a great support to the hall , the access to the front of the hall has disintegrated due to age , and this hinders walking frames and sticks, because of our success of our events we have a greater number of wheel chair users as well , so not only do they struggle with this tarred area , generally the door ways , entrance's , steps etc, because again the hall isn't to a modern standard, hence the need to do the tarred area , to create a graded /sloped access to the front door, widening said door , also to make this door and the inner door to the main hall automated, this door also requires widening as a wheel chair barely fits through it , we also require to have disabled parking and safe walkways marked out ,as at the moment , it is a first come first served in the car park, which is not acceptable in this day and age, we also will look to improve our toilet accesses , we have disabled toilets but the doors were designed over 30 years ago and need to be upgraded to a modern standard.
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.docx

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☐ No ☒
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☐ No ☐ Applied ☒
Is the Fair Work First statement on your organisation's website?	Yes ☐ No ☐ Do not have a website ☒
How many people do you employ or how many volunteers do you have?	12 Committee members , 3 volunteers that help with Castletown connections.
Do you currently pay the Real Living Wage hourly rate?	Yes ☐ No ☐ NA ☒
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☒ Suggestions Schemes ☐ Intranet/Online Platforms ☒ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.  CRF overheads and management fees summary
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Budget Heading	Detailed Costs	Revenue/Capital	Amount
Car park works	Tarring front of the hall, also creating a assessable ramp to front door, disabled car parking.	Capital	£12,000
Car park works	Painting of carpark spaces and marking of safe walking area	Capital	£1,000
Building works	Automatic external front door	Capital	£10,000
Building works	Widening of internal door into main hall, through existing stone wall	Capital	£8,000
Building works	Moving rehanging toilet doors to allow better access	Capital	£2,000
Professional fees	Architect	Capital	£3,000
Contingency	Contingency	Capital	£5,000 on above
Building works	Mezzanine strip out, damp proofing and lining	Capital	£15,000
Building works	Toilet repairs , decorating and decorating entrance way	Capital	£4,000

Roof repairs complete	£23,000 already complete	Capital	£23,000
Total revenue expenditure			
Total capital expenditure			£83,000
TOTAL PROJECT COSTS			£83,000
Is VAT included in these costs?			Yes ☐ No ☒
Can you confirm that the costs above have not already been incurred or committed to?			Yes ☒ No ☐
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .		Yes ☒ No ☐
5.3	Please explain how your project will achieve value for money.		
We have experience in our committee who are all project professionals so will project manage said project to the highest standard , as we did with our roof repairs , which had an initial cost expectation of nearly £40,000 , but was delivered for £23,000 , a combination of good project management , doing some of the work ourselves under the supervision of our sub-contractor.			
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
Caithness demonstrator fund (roof repair)		Yes ☒ No ☐	20/05/25
Caithness demonstrator fund (Mezzanine and toilets etc)		Yes ☐ No ☒	31/07/26
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	
		Yes ☐ No ☐	

		Yes ☐ No ☐		
			Total match funding	£42,000
			CRF requested	£41,000
			Total funding	£83,000
6.2	Will the project involve “in kind” support?		Yes ☐ No ☒	
6.3	If yes, please detail.			
6.4	Please explain why public funding is required to deliver the project.			
The hall has undertaken the modernisation of electrical /lighting systems , fire systems , decorating of the main hall from our own funds and continue to raise money for future projects and out reach programmes.				
6.5	Please explain what the remaining bank balances are for in your accounts.			
Day to day running costs , insurances , electricity charges , ongoing building maintenances that come with a hall that is over 100 years old.				
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.			
As above , we have a number of project and maintenance costs we cover ourselves , also we fund free events for the community in these difficult financial times , as well as being a community hub that supplies facilities and events at affordable rate for all incomes , also as we have found in the past we can be hit with unexpected cost at any time, again because of the age of our building , which we are trying to future proof.				
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 ☐ No ☒																				
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?																					
Again through our community engagement we have had tremendous support and encouragement from our local businesses, we also go out of our way to include said businesses in any opportunities that come through the hall.																						
7.4	Have you considered taking out a loan for the project?	Yes ☒ No ☐																				
7.5	If not, please state why?																					
As a charity and a trust we don't not believe this is the right approach, as all members of the committee are volunteers.																						
7.6	Have you previously received public funding?	Yes ☒ No ☐																				
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Funding</th> <th style="width: 15%;">Date</th> <th style="width: 15%;">Amount £</th> <th style="width: 25%;">Public Subsidy?</th> </tr> </thead> <tbody> <tr> <td>Caithness demonstrator, roof repair</td> <td>15/05/2025</td> <td>£23,000</td> <td>Yes ☒ No ☐</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> </tbody> </table>			Funding	Date	Amount £	Public Subsidy?	Caithness demonstrator, roof repair	15/05/2025	£23,000	Yes ☒ No ☐		Click or tap to enter a date.	£	Yes ☐ No ☐		Click or tap to enter a date.	£	Yes ☐ No ☐		Click or tap to enter a date.	£	Yes ☐ No ☐
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SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION CHECKLIST

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<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> <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>		
Signature: Print:		Date: 15/06/2026

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

14	Partnership agreement	Yes ☐ No ☐ NA ☒
Reason for missing documentation:		

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

The deadline for application submission is 12 noon on Friday 19th June 2026

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SECTION 1: PROJECT SUMMARY

1.1	Project reference number	CRF4236
1.2	Organisation	Wick Development Trust
1.3	Project title	Wick Riverside Lighting
1.4	Summary of project you wish to be funded (max 250 words)	Wick Riverside is one of the most popular path networks in Wick, used year-round by residents and visitors. While the north side of the river is already lit, the south side has no lighting, significantly limiting its use during the darker months of the year when access to outdoor spaces is especially important for physical and mental wellbeing This project proposes the installation of high-level street lighting along the south side of the Wick Riverside core path network. This will increase safety, by illuminating an area which is right next to the river, and encouraging residents to maintain healthy outdoor routines, reduce social isolation, and benefit from improved wellbeing during the darkest months. The works will complement the wider accessibility

		and surface improvements already delivered at Wick Riverside by the Trust and community partners, ensuring the whole circular route can be safely enjoyed by all throughout the year.	
1.5	Project costs	Total project cost	£93,257.37
		Match funding	£0
		CRF grant requested	£93,257.37
1.6	Start date	24/08/2026	
1.7	End date (max 12 months from start date)	01/12/2026	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☒	
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	Wick Development Trust	
2.2	Address and postcode	Wick River Campsite, Riverside Drive, Wick, KW1 5SP	
2.3	Main contact name	[REDACTED]	
2.4	Position in the organisation	[REDACTED]	
2.5	Contact number	[REDACTED]	
2.6	Email address	[REDACTED]	
2.7	Website address	https://www.wickdt.co.uk/	
2.8	Organisation type	☒	Company limited by guarantee
		☐	Constituted group
		☐	Public body
		☒	Charity
		☐	SCIO
		☐	Other (please specify):
2.9	Organisation registered number	Company number SC647148, Charity number SC051307	
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 ☒ No ☐
2.11	If the organisation is VAT registered, please provide the number.	449616070
2.12	Is the VAT related to the project being reclaimed from HMRC?	☒ Whole ☐ Partial ☐ None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS		
3.1	Please confirm the location of the project including post code.	Riverside, KW1 5
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☐ No ☒
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ 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.	The lighting would be installed on Wick Common Good land, Trustees of the Wick Common Good granted permission on the 15 th of June 2026 for this project to commence TBC .
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒ The provision of street lighting falls under the Highland Councils permitted development remit.
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	Following discussions with the Highland Council Street Lighting Department they have agreed to adopt the street lighting post installation. See copy of e mail in supporting evidence.

SECTION 4: THE PROJECT PROPOSAL	
4.1	List the main activities required to deliver the project including timescales.
Activity name	Achieve by (date)
Groundworks, supply, installation and connection of 17 x new lamp posts at the South side of the river	17/01/2027
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.
	Click or tap to enter a date.

4.2	(a) What local need or opportunity will the project address?
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(500 words max limit)

Wick Riverside is a central, much-loved green space used daily by walkers, runners, cyclists, families, wheelchair users and visitors. It also provides the setting for major community events including the Caithness County Show, Wick Gala, fun fairs, fireworks displays and seasonal celebrations, attracting thousands of attendees each year. People counters installed by the Royal Burgh of Wick Community Council in July 2025 have recorded 127,335 actual uses from July 2025 to June 2026, exceeding the estimated 125,000 annual users of the riverside path network, with still 1 month of data to collect for a total annual usage.

Installing lighting strongly aligns with priorities in the Caithness Local Place Plan by improving:

- Access to wellbeing spaces
- Opportunities for active travel
- Evening and winter use of a key recreational route

Lighting the south side of the river will make a well-used and central community space safer, more accessible and more inviting throughout the year. Lighting this area will enable people to access a circular route on the riverside networks in the darker months of the year and will assist with accessing the outdoors, exercising, health and well-being, socialising and social interaction.

The resurfacing of the Wick Riverside path network by the Trust and community partners in summer 2025 has already delivered significant benefits for the local community. The improved paths have made the area accessible to people of all ages and abilities, its been heartwarming to see all generations using the paths again, from learning to ride a bike to taking grandparents out for the afternoon.

There has also been an upswell in participation in running clubs. In addition to the long-standing use of the riverside by Highland Harriers, two new beginner-focused running groups have been established, placing an emphasis on social connection, accessibility, and encouraging people to take part in outdoor exercise.

Building on this success, the introduction of improved lighting will be key to sustaining and extending these benefits throughout the darker months. By enabling continued use of the paths during winter, the project will support year-round physical activity, help reduce seasonal isolation, and promote ongoing health and wellbeing within the community.

Initially 3 sections of potential lighting were discussed (as can be seen in the social media supporting evidence) but reduced to 2 sections on feasibility and adoption discussions. The installation in this application is for 17 lighting columns on the South side of the river and will be phase 1. It was identified that additional lighting on the North side of the river on the bleaching green would also be welcomed by the community, but due to the costs involved this would need to be a phase 2 project should future funding become available to carry that out.

See Wick Riverside South Lighting Plan Drawing for the 17 lighting column positions.

The survey results, social media interactions and comments and supporting evidence detailed in section 4.3 further demonstrate the need for riverside lighting on the South side of the river.

	(b) Has this need been recognised in a local place plan?
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(500 words max limit)

Installing lighting strongly aligns with priorities in the Caithness Local Place Plan by improving:

- **Access to wellbeing spaces** (People) – this project would enable people continue to access the riverside paths and areas for longer in the darker winter months.
- **Evening and winter use of a key recreational route** (People) – this project would support use of the pathways and the riverside playpark on darker evenings and during winter months to access recreational activities throughout the whole year.
- **Opportunities for active travel** (Place) – this project would assist people to be able to use the riverside paths for walking, wheeling and cycling as alternatives to using vehicles.
- **Improved Street Lighting** (Place) - Improved street lighting to help people feel safer when they move about their communities.

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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(500 words max limit)

The lack of lighting on the south side of the river has been a known issue for many years, and has been on the Highland Council's Ancillary Works List for a number of years, however due to this area not falling within the Highland Council's area of statutory responsibility, there has never been an available budget to carry out this work and has remained an open item on the list.

While the riverside is well used during the summer months, many people stop using it in winter due to the lack of lighting. Improving lighting has been a consistent piece of feedback from the community over a number of years, with many highlighting the difference it would make to year-round use.

Launching a formal community support survey in May 2026 confirmed this having received overwhelming support for the project, with over 400 responses in the first 48 hours of posting the survey. The survey was also launched by a news feature printed in the John O'Groat Journal.

A summary of the survey is bullet pointed below and is also submitted as supporting evidence.

- 531 people completed the survey
- 520 people are in support of the installation of lighting
- People use the route for a range of activities
- 199 people used the route daily
- There was representation from all age groups across the survey that used the riverside.

Comments received on the project are included in an excel spreadsheet as supporting evidence, many of which highlight the identified need for the lighting project.

Additional comments of support from social media have also been provided as supporting evidence.

Letters of support have been received from varying groups that use the riverside – **see letters of support as supporting evidence** from -

Royal Burgh of Wick Community Council – *‘The Royal Burgh of Wick Community Council would like to offer our strong support for your plans to install additional lighting at the Wick Riverside’.*

Wick Paths Group – *‘Most of the people using the Riverside paths do so in the daylight which is fine in the lighter summer months but in the darker winter months usage drops off dramatically. The WDT proposals for improved lighting would greatly benefit those who wish to use the paths in the darker evenings and mornings and would improve security.’*

Rua Running Club – *‘Improved lighting infrastructure would substantially increase sure-footedness, awareness of surroundings, and additionally feelings of security in this area during hours of darkness (not just for Rua Running, but for the general public who regularly use this route, myself included).’*

North Highland Harriers Running Club – *‘We believe this work will be greatly improve the riverside, not just for our runners, but for the whole community. We feel it will encourage more people to take part in outdoor activities, and we hope it will have a direct impact on our own membership and increased participation.’*

Social Strides Running Club – *‘I feel the whole community would benefit from lighting in this area as the riverside is such a huge part of our town every month of the year and should be able to be used during the winter months. Not only in support for the run club but also for my 2 little boys who love to be outside the riverside has a great wee park for kids and when its dark after school time not one single swing park around town has any lighting so again this would be beneficial for families.’*

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

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

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

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

(500 words max limit)

Our immediate outputs would be an increased usage of the path on the south side of the riverside path during the darker months of the year as well as an increased use of playpark by families on nice evenings. The installation of street lighting will, create a well-lit, safer environment for outdoor enjoyment and activities.

Our short-term outputs will be to create an area where people will feel more secure to use in darker months. Street lighting will discourage anti-social behaviour in this area of the riverside and will allow people to feel less anxious when using it in the dark, ultimately improving physical health

and mental health, not only through decreased anxiety and nervousness, but also through being able to participate in exercise throughout the year.

Measuring Outputs

We will be able to measure our immediate outputs by analysing figures obtained from the people counters located at the Coghill Foot Bridge, and comparing these to data obtained for the same period during 2025/2026. This will enable us to identify any increase in foot fall in the area following the installation of the street lighting.

Our immediate and short-term outputs will also be measured through Social Media posts, requesting comments and feedback following the installation of the street lighting as well as a post project survey 12 months after the installation of the lighting to obtain feedback from the community, to enable us to measure if our project has lived up to the expectations of the community, and to enable us to identify if anything could have been done differently so we can learn for any future projects.

(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)

We envisage that the long-term outputs of this project will be an increased footfall and usage of the south side of the riverside throughout the year, which will likely increase year on year for the next few years until confidence has built up within the community, that the south side of the river is a safe and secure area to use during the darker months of the year..

The completion of the project will demonstrate to locals and visitors to the area that there is considerable community investment into public spaces in Wick, to help make Wick a better place to live, work and visit. This will also help to encourage families to move into the area, when coupled with all of the other community investment already undertaken, or planned for the future, and will help to slow or reverse the trend of depopulation in the area.

All of these things will be lasting benefits for the community and will create a legacy which will be in use for generations to come.

Data obtained during the measurement of our immediate and short-term outputs as well as information obtained from future police reports, future NHS Health Statistics, and future Population & Demographics Statistics provided by the National Records of Scotland for Wick will be required to measure the long-term success of the project.

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

(500 words max limit)

The development of the project has been carried out in conjunction with the Highland Council Street Lighting Department to ensure that it will comply with the standards required for them to adopt the street lighting upon project completion.

We have also taken into consideration how any operating costs, and maintenance will be paid for in the future, and whilst it has been agreed this will come out of the Street Lighting Departments

budget, we have been sympathetic to the budgetary constraints that they face year on year, and have selected the following to enable them to keep any operating and maintenance costs to a minimum:

- Fixed hot dip galvanized lamp posts, 6m in height where the Highland Council Street Lighting Engineers will be able to access the top of the lamp post utilising an Aerial Work Platform (AWP) or Mobile Elevating Work Platform (MEWP).
- Where an AWP or a MEWP will not be able to access the top of the lamp post, 5m high hinged hot dip galvanized lamp post will be installed.
- Galvanized lamp post have been agreed upon due to the tidal nature of the river , salt spray, and potential flood risk along the riverside which would cause accelerated deterioration of standard aluminium lamp posts.
- Standard LED light units will be installed which are relatively cheap to repair or replace opposed to much more expensive heritage style light fixtures.
- The LED units fitted will be standard 4000K "Neutral White" lamps rather than the optional 3000K "Warm White" lamps.

Please see e-mail evidence as per section 3.9.

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)

The lighting has been chosen for it's energy efficiency and to comply with Highland Council specifications and meets their net zero aims. Lighting lumens will be reduced by 50% from midnight each night for additional savings (in line with the rest of the street lighting in Wick) when less people will be accessing the route, the lighting is compliant with the newly launched Highland Council Dark Skies Policy. There are already lighting corridors to either side of where the new lighting is proposed.

Discussion with contractors has taken place regarding respecting the environment and returning it to how it was prior to commencing with the project. Using the least disruptive access possible for the project. The time of year the work is undertaken will not impact on the disturbance of nesting and breeding birds. Trunking and trenching equipment will be utilised and future proofing has been taken into account for the upgrade or potential future installations to limit future environmental disturbance.

This project will enhance the access to active travel opportunities.

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 project has been developed with the following in mind:

- Improved safety for walkers, runners, families and mobility-impaired and visually impaired users, especially during darker months and early evenings.
- Extended usable hours, supporting active travel, recreation, dog walking and exercise outside of daylight hours.

- Increased participation in evening community events, group activities and local clubs. The North Highland Harriers Running Club and other running clubs use the route weekly in lighter months, this would expand the use of the route to all year round.
- Enhanced accessibility, ensuring the entire riverside route is inclusive all year round.
- Stronger community pride through visible investment in a highly valued public space.
- While Wick River Campsite is closed during the winter months, the lighting would improve the visitor experience during April & October, enabling visitors at Wick River Campsite to safely walk or cycle into town, supporting local businesses.
- Surveys were also available in print.

This project will be of benefit to all users of the riverside , both local and visitor, including groups with protected characteristics for generations to come.

- 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.doc

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☒ No ☐ Applied ☐
Is the Fair Work First statement on your organisation's website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	9
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☐ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

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

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



CRF overheads and management fees sun

Budget Heading	Detailed Costs	Revenue/Capital	Amount
Riverside Lighting installation	Groundworks, supply, installation and connection of 17 x new lamp posts at the South side of the riverside.		93,257.37
Total revenue expenditure			£
Total capital expenditure			£93,257.37
TOTAL PROJECT COSTS			£93,257.37
Is VAT included in these costs?			Yes ☐ No ☒
Can you confirm that the costs above have not already been incurred or committed to?			Yes ☒ No ☐
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .		Yes ☒ No ☐
5.3	Please explain how your project will achieve value for money.		

We have consulted with other contractors to obtain quotes, but they have declined to quote for the work, with only one contractor indicating any interest in taking on the project. We will continue to seek additional quotes however, due to the nature of the project and our location in the north of Scotland, it's proving challenging. Securing multiple quotes has been a recurring issue for the Trust across a number of projects, largely due to limited contractor availability and those further afield unwilling to travel, particularly if the job requires a site visit ahead of quoting as it does in this case.

In order for the Highland Council to adopt the lighting once installed, it's a condition for the works to be carried out as per the standards and specification set by the Highland Council Street Lighting Department. Part of this means that the choice of lighting installation has been based around columns and parts are easily replaceable and have low ongoing maintenance costs, therefore achieving both short and long term value for money.

Materials and goods are to be sourced locally and where possible.

E mails provided as supporting evidence.

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 £
N/A	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
Total match funding			£0.00
CRF requested			£93,257.37
Total funding			£93,257.37

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

6.3 If yes, please detail.

Project management by the Trusts Development Manager will be in-kind towards the project, as will follow up monitoring and evaluation exercises following its completion

6.4 Please explain why public funding is required to deliver the project.

Whilst this project is on the Highland Council Ancillary Projects wish list, due to budgetary constraints, it is never likely to happen.

Whilst the provision of Community Street Lighting is not the normal type of project that Wick Development Trust would undertake; following the success of our resurfacing of the riverside paths network project last year, we are responding to feedback and suggestions from the community, who have asked us to take on this project.

Whilst there are other Third Sector Organisations within Wick who have a vested interest in the Wick Riverside, none of these organisations currently have the capacity to take on a project of this scale.

All of Wick Development Trusts funds are tied up in other projects within the town, and this is not the type of project where the Trust would consider taking on a loan to carry out the work as it would not generate any sort of income to help make any repayments, therefore public funding is required to enable us to deliver this project which will have a massive benefit to the community.

6.5	Please explain what the remaining bank balances are for in your accounts.	
Any remaining balances in our bank account are restricted for current other projects or the continuation of previous projects, the salaries of staff, and for the operation of the Trust.		
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	
£65,000 - (Restricted SSE Funds) Community Development Plan and Building Options Appraisal £2,000 - (Restricted SSEN Shetland HVDC Funds) - Riverside Viking Sculpture £9,230 - (Restricted SSEN Shetland HVDC Funds) - Town Projects £15,000 - Ringfenced for HMRC VAT Payment £17,600 - Campsite Repairs & Maintenance £45,000 - Ringfenced for Campsite operating costs contingency - 3 months		
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	
As outlined, the proposed lighting improvements will be delivered in phases. This application relates specifically to Phase 1, which will install 17 lighting columns along the south side of the river. To ensure this initial phase can be delivered ahead of the darkest winter months when it will have the greatest impact, the Trust is seeking 100% funding through the CRF. For subsequent phases, the Trust will work with local stakeholders to secure match funding and continue delivery of the wider lighting scheme. Alongside this project, the Trust is progressing a number of other key initiatives on behalf of the community, including a Community Development Plan and a Buildings Options Appraisal, both of which are likely to generate further priority projects requiring investment. This application focuses on delivering a clearly identified and widely supported community need, with strong backing from local residents and stakeholder groups.		
SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes ☐ No ☒
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?	
Local businesses will not be disadvantaged and will likely benefit from people being able to use the networks into Town to access businesses in the darker periods.		
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	
This project will not generate any revenue to repay a loan.		
7.6	Have you previously received public funding?	Yes ☒ No ☐

7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.		
Funding	Date	Amount £	Public Subsidy?
Caithness and North Sutherland Fund 2023	2023	£16,000	Yes ☐ No ☒
SPR Caithness Communities Fund 2023	2023	£2,487	Yes ☐ No ☒
Dounreay Socio-Economic Fund	2024	£125,000	Yes ☐ No ☒
HIE	2024	£175,000 (Single Award Justification)	Yes ☐ No ☒
Community Regeneration Fund 2024	07/07/2025	£52,329.24	Yes ☐ No ☒
Nature Restoration Fund 2026	March 2026	£9,100	Yes ☐ No ☒
CLLD small grants 2026	18/05/2026	£4,474.08	Yes ☐ No ☒

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION CHECKLIST			
8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.		
<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> <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>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none; vertical-align: top;"> Signature: Print: [REDACTED] </td> <td style="width: 30%; border: none; vertical-align: top; padding-left: 10px;"> Date: 16/06/2026 </td> </tr> </table>		Signature: Print: [REDACTED]	Date: 16/06/2026
Signature: Print: [REDACTED]	Date: 16/06/2026		

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 ☒ No ☐
2	Annual financial accounts – latest available.	Yes ☒ No ☐
3	Constitution or articles and memorandum.	Yes ☒ No ☐
4	Committee Members or Directors List.	Yes ☒ No ☐

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

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12 noon on Friday 19th June 2026

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

<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	CRF4237
1.2	Organisation	Wick Paths Group
1.3	Project title	Paths Around Wick – Access Improvement Project
1.4	Summary of project you wish to be funded (max 250 words)	1. What do you want to do? (Clearly list the activities you need funding for) Wick Paths Group are a voluntary community organisation responsible for the care and maintenance of approximately 7.5 miles of public paths within the town of Wick. Our group works year-round to keep these well used routes clean, safe, accessible and welcoming for residents and visitors alike. We are seeking funding for a series of essential improvement works that have become increasingly urgent due to weathering, erosion, corrosion and

		general wear. These paths form key active travel and recreational links across the town and their condition is now impacting public safety and accessibility. These are: 1) Old Coastguard Steps/Path Realignment – Approximately 140m requires to be realigned with the addition of better steps and safety handrails to provide safe access from upper path level to shore level which forms part of the much-used John O’Groat Trail. 2) North Head Path Improvement – Renew the deteriorated tarred surface from Soldiers Tower in an easterly direction for a distance of 172m at 1m width. This will improve the walking surface and make it safe in keeping with the standard of the remainder of the North Head Path. Again, this path forms part of the JOG trail. 3) Small Coghill Bridge Refurbishment Phase 1 – Renew bridge deck walking surface and handrails to replace the current heavily decaying structure to ensure that this access across Wick River is maintained and safe for use. <u>Currently over 127,000 people a year use the bridges to gain access to both sides of Wick River.</u>	
1.5	Project costs	Total project cost	£59,191.93 excluding VAT
		Match funding	£0
		CRF grant requested	£59,191.93 excluding VAT
1.6	Start date	01/09/2026	
1.7	End date (<i>max 12 months from start date</i>)	01/04/2027	
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐	
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☒ No ☐	

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	Wick Paths Group
2.2	Address and postcode	[REDACTED]
2.3	Main contact name	[REDACTED]
2.4	Position in the organisation	[REDACTED]
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	NA
2.8	Organisation type	☐ Company limited by guarantee ☒ Constituted group ☐ Public body ☐ Charity ☐ SCIO ☐ Other (please specify):
2.9	Organisation registered number	NA
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 ☐ No ☒
2.11	If the organisation is VAT registered, please provide the number.	NA
2.12	Is the VAT related to the project being reclaimed from HMRC?	☐ Whole ☐ Partial ☒ None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	There are three locations 1) Coastguard Station, South Head, Wick KW1 5TN, 2) North Head Path KW1 4PQ, 3) Coghill Bridge, Wick River KW1 5SP
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐

3.5	Do you own the land or asset?	Yes ☐ No ☒
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☐ No ☒ Years Months
3.7	If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.	NA
3.8	Does the project require planning permission or other statutory regulatory consents?	Yes ☐ No ☒
3.9	If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.	None required

SECTION 4: THE PROJECT PROPOSAL

4.1	List the main activities required to deliver the project including timescales.	
	Activity name	Achieve by (date)
	Old Coastguard Steps/Path	01/04/2027
	North Head Path	01/04/2027
	Small Coghill Bridge Refurbishment	01/04/2027
		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) The improvements would conserve and promote the history and heritage of the town and surrounding area to help create a positive image and attract more visitors. This project would contribute towards the delivery of the priority actions identified in the Council's Wick Active Travel Audit and riverside rejuvenation, including greater accessibility for all and identified in the Caithness and Sutherland Local Development Plan etc. • Old Coastguard Steps/Path – Realignment - 140m The steps have suffered over the years from an initial poor design and installation, weather damage and are no longer fit for purpose for many local walkers who state that the steps are no longer safe to use. They now require realigned, stabilised and resurfaced along with improved hand railings to ensure safe access to the coastal path network. This is an important heritage route and a valued view for the community and walkers of the John O'Groat trail. • North Head Path – Resurface Path – 172m The path forms part of the Wick Path circular network and is widely used by locals and tourists alike. The path heads east from the town towards Proudfoot where many watch for Orcas and various sea life along the coast. With the drive to get people active this well-trodden path is a key route to use for walking, running and cycling. The area that requires resurfacing would not only enhance the route but also remove the hazardous walking on this section of path, particularly in winter.	

• **Small Coghill Bridge Refurbishment**

The Coghill Bridges again are vital links in getting around Wick Riverside, providing walking, running and cycling circular routes and is widely used by many people (**over 127,000/year**). The bridge is now decaying badly and the short section bridge deck walking surface improvements would maintain unrestricted access to this river crossing for years to come.

As a volunteer group, we contribute significant time, labour and local knowledge to the upkeep of Wick's path network. However, the scale and technical nature of these repairs exceed what can reasonably be achieved through volunteer effort alone. Support from Highland Council - whether through funding or partnership working - would allow these essential works to proceed and ensure the long-term safety and sustainability of these important community assets.

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

The project supports several community priorities in the Caithness Area Place Plan including:

- Active Travel & Connectivity
- Health & Wellbeing
- Heritage & Natural Environment
- Inclusive Access

Without intervention, sections of the network are becoming unsafe and inaccessible, undermining community cohesion and discouraging active lifestyles

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)

Wick Paths Group, a voluntary community organisation formed in 2018 are responsible for the care and maintenance of approximately 7.5 miles of public paths within the town of Wick. Our group works year-round to keep these well-used routes clean, safe, accessible and welcoming for residents and visitors alike.

It is clear from the positive press, motion raised in Scottish Parliament for our work on Coghill Bridges, Facebook comments, verbal thanks and letters of support that our work is greatly appreciated by both locals and visitors alike. We were also awarded the Highland Third Sector Interface Award in 2020 for the work we carry out.

We are also very fortunate to receive donations from many businesses, locals, funeral collections, other organisations etc. and this freely given support is another measure of the support we receive locally.

Please see letters of support from Councillor Raymond Bremner, John o 'Groat Trail, Wick Development Trust and the Royal Burgh of Wick Community Council.

In addition, since our inception many other-like minded groups have sprung up around the county and we would like to think we have influenced and helped others to care for their own areas in a similar way for the betterment of all.

4.4	Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes “outputs” and “outcomes”. (a) Please select below ONE of the CRF main strategic objectives that you believe your project’s outputs and outcomes will best align with.
☒	Increasing community resilience
☐	Tackling poverty and inequality
☐	Addressing causes of rural depopulation
☒	Helping economic recovery and sustaining growth
☐	Tackling the climate emergency and working towards net zero
	(b) What are the immediate and short-term outputs that your project will achieve? How will you measure them?
(500 words max limit) The immediate outputs is an increase in numbers of people that can safely access the paths and the work will ensure that the paths remain open and usable for the medium to long term. Repairing degraded surfaces, steps and bridge railings will reduce hazards and prevent accidents. Wider, safer paths will allow more people, including older residents and organised walking groups, to use these routes confidently. Better-quality infrastructure will support everyday walking and cycling, promoting low-carbon travel across Wick. Regular outdoor activity contributes to physical and mental health, benefiting the community year-round. Well-maintained riverside and coastal paths improve the visitor experience and support local businesses with additional tourism. The alternative is path/bridge closures which would be very disappointing to many and would affect both physical and mental health of the people using the path network not to mention the bad publicity from tourists.	
	(c) What do you think the outcomes of your project will be and how will you measure them? Please note an outcome is the longer-term change that your project will achieve. What will be the lasting benefits and legacy?
(500 words max limit) The longer-term outcomes will be a resilient path network open to all, with good safe access to enjoy the natural habitat we have in the area encouraging tourism and people to stay longer in the area. Timely repairs will prevent further deterioration, reducing future maintenance costs.	

4.5	How will the project be supported/maintained/sustained after CRF funding?
(500 words max limit) The project will be supported and maintained by Wick Paths Group who raise funds to cover the ongoing costs, insurances and requirements of the path network. We are also blessed with support from businesses who provide many “in kind” contributions i.e. goods, machinery and equipment.	
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) As a voluntary organisation responsible for 7.5 miles of public paths in Wick we recognise our duty to protect the natural environment and to minimise disturbance to wildlife and habitats. We also ensure that all improvements are sustainable, resilient and aligned with good environmental practices. For each of the proposed projects below we will apply the following principles: • Minimise disturbance to land, vegetation and wildlife during works • Use durable, sustainable and low-maintenance materials to reduce long-term environmental footprint • Protect watercourses and coastal environments from pollution or erosion • Enhance public access in a way that supports responsible outdoor recreation • Work with local partners (Highland Council, JOGT volunteers, environmental bodies) to ensure compliance with best practice Project Specifics: • For the Old Coastguard Steps realignment, we will follow the existing desire line, avoid sensitive periods for coastal wildlife and use long-life materials such as galvanised steel and recycled plastic/FSC-certified timber to reduce future interventions and prevent erosion on the coastal slope. • For the North Head Path resurfacing, we will recycle the existing surface where possible and use sustainable locally produced surfacing options such as asphalt. All works will remain within the current 1m width to protect surrounding vegetation etc. • For the Small Coghill Bridge refurbishment, we will follow formal guidance to protect the Wick River, avoid any in-river works and replace the decaying deck with long-life low-maintenance materials such as readily available FSC-certified marine grade hardwoods. This ensures safe and sustainable access for the 127,000 annual users who rely on this low-carbon enhanced active travel route. Across all projects, we prioritise local contractors, ensure responsible waste management, minimise machinery use and schedule works to avoid sensitive wildlife periods. Our aim is to maintain safe accessible routes while safeguarding Wick’s natural environment for future generations.	

The majority of our work involves maintaining or upgrading existing paths and whilst we do not usually create new paths, we work with statutory bodies where appropriate e.g. we have just employed a local contractor to restore the long path on the North side of Wick river to its original width by scraping away the encroaching vegetation, this involved getting the permission of several landowners, liaising with the Highlife Highland Rangers and obtaining the permission of Nature Scot before the work was carried out on this SSSI area.

We also carry out numerous litter picks which benefits the local environment.

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

(500 words max limit)

The Wick Paths Group is committed to ensuring that all improvements to local paths and bridges are designed and delivered in a way that is inclusive, accessible and beneficial to everyone in the community. In developing these projects, we have considered the needs of people with particular needs including older people, disabled people, families with young children and individuals with mobility, sensory, or health-related access requirements.

Inclusive Design Across All Projects

- Safe, predictable surfaces and gradients help older people, those with balance or mobility challenges and families with children to use the routes confidently.
- Improved handrails, steps and bridge edges support users with limited mobility or visual impairments.
- Maintaining existing path widths and alignments ensures continued access for walkers of all abilities.
- Clear, unobstructed routes reduce barriers for people who may struggle with uneven or deteriorated surfaces.
- Avoiding exclusion by ensuring all works remain free to access, open to the public and suitable for a wide range of users.

Project-Specific Equality Considerations

- 1) Old Coastguard Steps / Path Realignment The current route is steep, eroded and difficult for many users. Realignment, improved steps and secure handrails will make this section safer for older people, those with mobility limitations and anyone who currently avoids the route due to instability or risk. This supports inclusive access to the John O'Groat Trail.
- 2) North Head Path Improvement Renewing the deteriorated tarred surface will remove trip hazards and uneven sections that disproportionately affect disabled users, older adults and people with prams or balance issues. A smooth, consistent surface ensures that this part of the JOG Trail is accessible to a wider range of walkers.
- 3) Small Coghill Bridge Refurbishment – Phase 1 Replacing the decayed deck and handrails will ensure safe crossing for all users, including those with mobility impairments, visual impairments, or balance difficulties. Given that over 127,000 people use the bridges annually, maintaining this safe, level crossing is essential for inclusive access to both sides of the Wick River.

Ensuring No One Is Excluded:

- All routes remain free, public and non-discriminatory.

- Works will be communicated clearly to the community, with temporary diversions designed to minimise disruption for people with mobility challenges.
- We will continue to work with local groups, including disability and older-person organisations, to ensure improvements meet real access needs.
- The projects do not target specific groups, but they benefit groups who are often disadvantaged by poor path conditions, including older adults, disabled people and families.

Our Commitment:

These improvements will make Wick's paths safer, more accessible and more welcoming for everyone. By addressing barriers that disproportionately affect people with protected characteristics, the projects actively promote equality of access and support inclusive outdoor recreation across the community.

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

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



FWF statement and declaration template.doc

Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation's website?	Yes ☐ No ☐ Do not have a website ☒
How many people do you employ or how many volunteers do you have?	Zero employees. 20 – 30 volunteers
Do you currently pay the Real Living Wage hourly rate?	Yes ☐ No ☐ NA ☒
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ☒ No ☐
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☒ Staff /Engagement Surveys ☐ Suggestions Schemes ☒ Intranet/Online Platforms ☒ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET

5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.  CRF overheads and management fees sum		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
1) Old Coastguard Step Realignment	See attached quotation from GMR Henderson however breakdown as follows:	Capital	
	Labour	10,845.58	
	Plant and Equipment	3,505	
	Survey	650	
	Materials (stone, timber, concrete etc.)	3,930	
	Handrail	4,500	
	Contingency	2,343.06	
	Subtotal ex VAT	25,773.64	25,773.64
2) North Head Path	See attached quotation from John Gunn and Son	Capital	
	Supply, lay and compact 50mm layer of dense Bitmac over prepared pathway 172m long x 1m wide		
	Subtotal ex VAT	12,520	12,520.00
3) Small Coghill Bridge Refurbishment	See attached quotation for GMR Henderson	Capital	
	Labour	6,801	
	Plant and Vehicle	400	
	Scaffold	5,199	
	Timber Bearers and Fixings	4,152	
	Handrail	2,046.49	
	Consumables	400	
	Contingency	1,899.80	
	Subtotal ex VAT	20,898.29	20,898.29
Total revenue expenditure			£0

Total capital expenditure		£59,191.93
TOTAL PROJECT COSTS		£59,191.93
Is VAT included in these costs?		Yes ☐ No ☒
Can you confirm that the costs above have not already been incurred or committed to?		Yes ☒ No ☐
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .	Yes ☒ No ☐
5.3	Please explain how your project will achieve value for money.	
WPG has a good working relationship with and we will work closely with the contractors should we be successful in securing funds in order to ensure that all parties will provide value for money for all elements of the project. WPG will monitor and meet regularly with each contractor to ensure that all decisions and any issues are worked through fully and expedited at the best possible cost. The project where possible is building where possible on existing foundations and structures to ensure that the costs for achieving these massive improvements are kept as low as possible.		
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 £
NA		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
Total match funding		£
CRF requested		£
Total funding		£
6.2	Will the project involve “in kind” support? Yes ☒ No ☐	

6.3	If yes, please detail.	
Certain plant and equipment to complete some preparatory works will be provided free of charge and will be operated by trained members of the Wick Paths Group who are fully insured to operate the machines.		
6.4	Please explain why public funding is required to deliver the project.	
In order for Wick Paths Group to complete the works in question and maintain the paths network we require public funders to support the voluntary work we carry out as we have no access to regular funding streams. Also there has been massive cutbacks by Highland Council in terms of numbers of personnel employed to carry out work to paths and grass cutting which has resulted in greater work loads covered by the Third Sector thus requiring additional public support.		
6.5	Please explain what the remaining bank balances are for in your accounts.	
Insurances, expenses and unplanned maintenance that crops up.		
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	
Simply put we have insufficient funds to carry out the works in question.		
6.7	If you are applying for 100% funding for your project, please explain why no match funding is available.	
We do not have access to any match funding.		
SECTION 7 – INCOME GENERATION		
7.1	Will the project generate income?	Yes ☐ No ☒

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.																						
NA																							
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?																						
NA																							
7.4	Have you considered taking out a loan for the project?		Yes ☐ No ☒																				
7.5	If not, please state why?																						
As a voluntary group we do not have the means or the security to be able to arrange a loan from financial institutions.																							
7.6	Have you previously received public funding?		Yes ☒ No ☐																				
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.																						
<table border="1"> <thead> <tr> <th>Funding</th> <th>Date</th> <th>Amount £</th> <th>Public Subsidy?</th> </tr> </thead> <tbody> <tr> <td>Royal Burgh of Wick Community Council</td> <td>01/04/2024</td> <td>£350</td> <td>Yes ☐ No ☒</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> <tr> <td></td> <td>Click or tap to enter a date.</td> <td>£</td> <td>Yes ☐ No ☐</td> </tr> </tbody> </table>				Funding	Date	Amount £	Public Subsidy?	Royal Burgh of Wick Community Council	01/04/2024	£350	Yes ☐ No ☒		Click or tap to enter a date.	£	Yes ☐ No ☐		Click or tap to enter a date.	£	Yes ☐ No ☐		Click or tap to enter a date.	£	Yes ☐ No ☐
Funding	Date	Amount £	Public Subsidy?																				
Royal Burgh of Wick Community Council	01/04/2024	£350	Yes ☐ No ☒																				
	Click or tap to enter a date.	£	Yes ☐ No ☐																				
	Click or tap to enter a date.	£	Yes ☐ No ☐																				
	Click or tap to enter a date.	£	Yes ☐ No ☐																				

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION CHECKLIST	
8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.

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

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

Signature:  Print: 	Date: 17/06/2026
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Please Ensure You Also Complete the Attachments Checklist Below

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

Reason for missing documentation:

A more current Bank Statement will be forwarded once received from the WPG Treasurer. Insurance Policy – again once I receive this from Treasurer/Secretary the document will be forwarded. We are insured with Zurich for Public Liability etc. and the Policy No. is XAO1220735093.

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

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

The application form should follow the naming convention example:

(Name of organisation) final application form

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

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

Community Regeneration Funding (CRF) Application Form

(May 2025 – CRF Area Funds)

Key considerations

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

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

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

The deadline for application submission is 12 noon on Monday 15th June 2026

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

<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	CRF4241
1.2	Organisation	Wick Golf Club
1.3	Project title	167 Acres of Joy
1.4	Summary of project you wish to be funded (max 250 words)	Wick Golf Club has been given the opportunity by our current landlord to purchase the 167 acres where the course has been situated since 1873. Taking ownership of the land will remove any uncertainty over the future of Wick Golf Club as we will not be reliant on the lease being extended in 2030 when our current agreement expires.

1.5	Project costs	Total project cost £146,120
		Match funding £120,000
		CRF grant requested £26,120
1.6	Start date	Click or tap to enter a date. Dec 2025
1.7	End date (max 12 months from start date)	Click or tap to enter a date. Sept 2026
1.8	Please confirm you have read and understood the CRF privacy notice	Yes ☒ No ☐
1.9	Artificial Intelligence Assistance Declaration	Have you used any form of AI assistance in the preparation of this application? Yes ☐ No ☐
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	Wick Golf Club
2.2	Address and postcode	Reiss Links, Wick, Caithness, KW1 4RW
2.3	Main contact name	[REDACTED]
2.4	Position in the organisation	[REDACTED]
2.5	Contact number	[REDACTED]
2.6	Email address	[REDACTED]
2.7	Website address	Wickgolfclub.org.uk
2.8	Organisation type	☐ Company limited by guarantee
		☐ Constituted group
		☐ Public body
		☐ Charity
		☐ SCIO
		☒ Other (please specify):CASC
2.9	Organisation registered number	CH11281
2.10	Is the organisation VAT registered?	By confirming this, you are declaring the organisation VAT status as per HMRC. If this changes at any time during the project, you must notify the CRF Team as this may affect the offer of grant. Yes ☐ No ☒

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?	☐ Whole ☐ Partial ☒ None
2.13	Provide details of VAT exemptions.	

SECTION 3: PROJECT DETAILS

3.1	Please confirm the location of the project including post code.	Wick Golf Club, Reiss Links, Wick, KW1 4RW
3.2	Are you applying on behalf of a partnership project?	Yes ☐ No ☒
3.3	Is there a partnership agreement in place?	Yes ☐ No ☒
3.4	Is your organisation the lead applicant?	Yes ☒ No ☐
3.5	Do you own the land or asset?	Yes ☐ No ☒
3.6	Are you leasing the land or asset? If so, what is the term left on your current lease agreement	Yes ☒ No ☐ 4 Years 6 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 ☐ No ☒
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.														
<table> <tr> <th>Activity name</th><th>Achieve by (date)</th></tr> <tr> <td>Raise necessary funds</td><td>31/08/2026</td></tr> <tr> <td>Complete legal purchase</td><td>30/11/2026</td></tr> <tr> <td></td><td>Click or tap to enter a date.</td></tr> <tr> <td></td><td>Click or tap to enter a date.</td></tr> <tr> <td></td><td>Click or tap to enter a date.</td></tr> <tr> <td></td><td>Click or tap to enter a date.</td></tr> </table>		Activity name	Achieve by (date)	Raise necessary funds	31/08/2026	Complete legal purchase	30/11/2026		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.
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	Click or tap to enter a date.														
4.2	(a) What local need or opportunity will the project address?														

Wick Golf Club provides a safe and welcoming facility for members and visitors alike. We have a strong junior section with regular organised sessions, and these members may also make use of the course anytime outwith organised club competitions to practice their skills and spend time with their friends. Our Senior section also has their own times set aside for twice weekly competitive rounds after which they make use of the clubhouse to socialise. The Senior section is also very involved in some aspects of the repair and maintenance of both the course and the clubhouse area. Their input and expertise are much appreciated by members and staff alike.

The position of WGC is important for maintaining the dune system of Sinclair Bay as it stretches from the beach road to the Wester River. Keeping it as a golf course will ensure that the local flora and fauna will remain one of our priorities. We regularly transplant some of the marram grass throughout areas where there has been damage due to storms or unwarranted vehicle use in the dunes. The John O'Groats Walking Trail utilises the recognised pathways along the dunes, and we have worked with their members to provide safe passage along with signage.

At present our Premises Licence does not let us allow entry to non-golfers but once we have ownership of the whole course, we intend to remedy this. At present we do own the clubhouse and the acre of ground that it sits on but until we are guaranteed continued occupation of the whole course, we cannot offer the franchise for the catering side of the business to a local entrepreneur to develop a potentially lucrative business. We have had discussion with the local licencing officer about this matter and have discussed his comments in committee. We would be ready and willing to advertise for franchise applicants as soon as the sale is completed. With the minimum wage rises along with the NI and pensions costs causing reduced revenue, many of the golf courses have successfully outsourced their catering arrangements with Reay Golf Club and Durness Golf Club both having entered into such agreements recently. This would provide a comfort and hospitality service to beachgoers and golfers alike.

Securing the land will ensure the club's survival for the next 150 years, protecting it from commercial development and allowing for long-term ecological and facilities investment.

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

Looking at the Local Place Plan and the three core pillars of the Highland Council and Community Planning Partnership: People, Place and Prosperity we can present a clear need for the community investment.

A major focus of the Caithness Plan is making the area an attractive place to live and play. Our Junior development programme (with very low entry costs and free equipment loans) directly supports the goal of providing high quality recreation for young people. The club also serves as a critical social hub for Wick's senior population directly contributing to the mental health and wellbeing of the elderly. Our membership ages range from 5 years old to our current Club President who celebrated his 90th birthday this year and is still to be seen out on the course on a regular basis. One of our newer members only took up the game in Spring 2025 but managed to get his official handicap from Scottish Golf before he turned 81 in December.

The Place Principle encourages communities to take control of their assets to improve quality of life. By acquiring the land, the club will move from a vulnerable leasehold to Community Asset Ownership allowing us to act as long-term guardians of the dunes and protecting Reiss Links against future degradation or non-recreational development.

As a historic links course on the NC500 the club is a destination that brings outside wealth into the local economy. Ownership would allow the club to make long-term capital improvements ensuring that 'golf tourism' will continue to benefit Wick's and indeed Caithness' hotels, shops and restaurants. Transitioning the land to club ownership ensures that revenue stays within the Caithness economy rather than being exported to an external landowner.

The acquisition of the Reiss Links land by Wick Golf Club directly supports the Caithness Area Place Plan (2024-2027). By securing this asset we are delivering on the strategic priorities of People (by providing lifelong health opportunities and youth engagement), Place (through community-led land stewardship) and Prosperity (by anchoring a key tourism asset that supports the local NC500 economy)

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

As a club we have been in existence for 156 years and have always enjoyed the support of local members, suppliers and businesses. We are often approached for donations for various fundraising activities by local groups and charities which we give to freely. We also hold in-club competitions where the proceeds are all donated to local charities and some national events. We host team building days for local sports groups, businesses and clubs which are always well attended and have many returning groups. We are not just a golf club but an important social hub and with securing ownership of the land we would hope to expand our commitment to providing a safe, welcoming and affordable amenity to locals and visitors alike.

Supporting documents at 8.2 as requested.

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

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

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

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

Removing the concern of the land being sold to a third party for development would be the immediate impact of raising the necessary funds to conclude the purchase. Once the legal transfer of the title from the current estate owners has been finalised, we will be able to guarantee our workforce their employment and look to expanding the greens staff with the hiring of an apprentice greenkeeper. We will have more confidence to plan for the future knowing that we have control of our own land. The way to measure the impact of this milestone? Maintaining and growing our membership especially among the younger people of our area. Making plans to develop our business to provide a 'must play' course along with better hospitality and catering facilities for all visitors to our area.

(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?

Longer term?

Implementing a 10-year dune stabilization plan that we had previously identified as something that needed doing.

Some of the current golf holes are at threat from flooding and again this is something we will address after completion of the purchase.

Launching a project to upgrade the clubhouse energy efficiency.

Refurbishment of the kitchen and the lounge areas to provide a better experience for members and visitors.

Franchising the hospitality side of the business to allow for longer opening hours. At present we are relying on volunteers to man the kitchen and bar areas and this is not practical.

The buying of the land does not just help the golfers but improves the whole of Wick and the surrounding area.

The financial impact of owning the land will remove having the annual expense of rent to having an asset on our balance sheet. Ownership of the land will also unlock more opportunities to receive major national grants that will have been unavailable to us with the short-term lease. (Nov 2030).

For many local residents, and not just our members, Reiss Links is a place of mental respite, and our ownership will ensure that this space remains a quiet, managed area for exercise and fresh air. Also, WGC is one of the few places in Caithness where a 10-year-old and a 70-year-old can interact as equals. It is always heartwarming to see the younger ones out playing with their parents or grandparents and we must protect this important social bridge.

A club-owned course can market itself with the confidence of a permanent fixture on the NC500. Every visitor attracted to the course is a potential customer for Wick's hotels, b&bs, shops and filling stations. Ownership also allows the club to offer permanent, secure contracts to greenkeeping staff and for us to plan for future staff levels. We will strive to have the franchise agreement with a suitable local business in place as soon as it is viable. This would provide employment for their staff while improving the hospitality at the clubhouse.

Lasting benefits?

Peace of mind for the club members that their course cannot be closed by a landlord. Another local course, which has been in existence for 100 years, is under threat at present as their landlord is not renewing their lease in November this year. This has had an effect on our members as well and there is concern that if we cannot raise the funds to buy our land, we may find ourselves in a similar predicament in 4 years' time.

Continued access to low-cost sport for the youth of the area for the next 150 years.

Preservation of an historic landmark and 167 acres of green space.

As the 'Oldest Club in the Highlands' the purchase is a symbolic act of pride for the town. It ensures that 156 years of history aren't erased by a future change in land use.

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

WGC will continue as normal after funding is received. Our Sponsors and members will still all be there to support us as they have done over the years. We will need to make changes both on the course and in the business, but we do have a younger generation of committee members who are eager and able to see us safely through future plans.

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.

We don't envisage any negative environmental impacts. We are replacing our machinery with more habitat friendly vehicles as and when they need changed. We do not use any chemicals that are harmful to the environment, and we leave our surroundings as natural as possible.

Our clubhouse was completed in 1995 and is due for some refurbishment so solar/heat pumps options will be investigated. New windows and doors will be on the wish list as well.

At present our lease has the property extending to the Spring Tide High Water mark on the seaside of the course so we will have the honour of guarding the high dunes of that stretch of Sinclair Bay.

We are implementing a new bin system for the course so that recyclable items will be separate from the general bins. We do separate all kitchen and bar waste including glass which we take to one of the bins at Tesco on a regular basis.

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? Our Constitution specifically states that 3.2. The Club shall include within its Rules and Byelaws the process for any person seeking membership of the Club. This process shall reflect that membership is open to all and no application shall be refused on grounds of gender, gender reassignment, age, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity or disability. The Management Committee may refuse membership or remove it, only for good reasons such as conduct or character, which is likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.' We do have a dearth of female members at present although we did have 4 new ladies sign up last year. The Ladies section is presently hosting Come and Try sessions on Tuesday evenings and this will progress into those showing an interest in continuing in the sport being accompanied out onto the course by current Lady members. At present there are between 10 and 14 ladies attending of the Tuesday evenings so hopefully many of them will remain with us. As golf is a sport operating on a handicap system players of all abilities can compete against each other on a fair basis. We do have members who are registered disabled. We also have 2 golf buggies that are available for use by members and visitors should medical conditions or current injuries impede their ability to walk the course. We have people who are members from all walks of life from Primary school to well past retirement age and we try to maintain our fees at affordable levels. We moved our membership year from 1st January/31st December to 1st April/31st March as we discovered that some people were unable to afford their fees after Christmas purchases. We have also implemented a monthly fee-paying arrangement without any extra charges and this has been well received with about 33% of our current 243 members using this option.
4.8	All applicants are required to provide a statement on how the organisation is committed to advancing the Fair Work First Policy including the 'Real Living Wage' and 'Effective Workers Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative or a trade union representative if one is in place. PLEASE NOTE- This statement is applicable to all groups and organisations even if you do not employ staff and/or only work with volunteers. Projects cannot progress without a signed statement - refer to the Fair Work First guidance for more information. Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.

 FWF statement and declaration template.x	
Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.	Yes ☒ No ☐
Can you confirm if you have the Living Wage Accreditation or are planning to be certified?	Yes ☐ No ☒ Applied ☐
Is the Fair Work First statement on your organisation's website?	Yes ☒ No ☐ Do not have a website ☐
How many people do you employ or how many volunteers do you have?	2 employed full time. 2 volunteers providing catering. About 12 volunteers for course work
Do you currently pay the Real Living Wage hourly rate?	Yes ☒ No ☐ NA ☐
As part of your procurement assessment process, do you ensure that traders/suppliers also pay the Real Living Wage hourly rate?	Yes ☐ No ☒
How do you provide channels for Effective Voice in the workplace for staff and/or volunteers?	☒ Line Management Relationship ☐ Staff /Engagement Surveys ☒ Suggestions Schemes ☐ Intranet/Online Platforms ☐ Staff Forums / Networks ☐ Trade Union Recognition/Collective Bargaining

SECTION 5: PROJECT BUDGET			
5.1	Main project expenditure – costs should be as accurate and current as possible from recent quotations or price comparisons. Please refer to the guidance note on eligible expenditure. Only download and complete the overheads and management fees summary spreadsheet below, if you would like to claim more than 10% of total project costs as overheads.		
	 CRF overheads and management fees sun		
Budget Heading	Detailed Costs	Revenue/Capital	Amount
Valuation Costs	Surveyors Fees	Capital	3120
Purchase Price	As accepted by Board of Trustees	Capital	140 000
Legal fees	As quoted by BBM Solicitors	Capital	3000

Total revenue expenditure			£
Total capital expenditure			£146 120
TOTAL PROJECT COSTS			£146 120
Is VAT included in these costs?			Yes ☒ No ☐
Can you confirm that the costs above have not already been incurred or committed to?			Yes ☐ No ☒
5.2	Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided? Please provide any quotes as supporting documents to this application .		Yes ☒ No ☐
5.3	Please explain how your project will achieve value for money.		
The Board of Trustees have verbally accepted our offer of £140 000 as per the valuation by Bidwells of Inverness			
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 £
Caithness & North Sutherland Fund	Yes ☒ No ☐	3 rd June 2026	47 500
SportScotland	Yes ☐ No ☒	Mid to late June	70 000
Club cash	Yes ☒ No ☐	3 rd June 2026	2 500
	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
	Yes ☐ No ☐		
Total match funding			£120 000

CRF requested		£26 120
Total funding		£146 120
6.2	Will the project involve “in kind” support?	Yes ☐ No ☒
6.3	If yes, please detail.	
6.4	Please explain why public funding is required to deliver the project.	
WGC is a small member run club. We do not have the money available to fund this important purchase. We provide a valued and needed sports facility that is available to all and the purchase of the course land from our present landlord is necessary for us to continue to exist in this manner. Should we be unsuccessful in our purchase the course land would be put on the open market and we would have no say in what would happen after our current lease expires in November 2030.		
6.5	Please explain what the remaining bank balances are for in your accounts.	
Our bank funds are necessary to pay wages and purchase the feeds and chemicals required by our greens staff to keep the course in optimal condition. Our balances are healthy at present but we never know when we may have a machinery issue or clubhouse repairs requiring money spent.		
6.6	Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.	
We are using some of our unrestricted funding to assist in the purchase. CNSF asked how much we could reasonably afford to put towards the purchase. After discussion with the Committee we indicated that we could set £7500 aside and this is why we are receiving £47 500 from them instead of the £50 000 that we had requested.		
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 ☒ No ☐
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.	
All of our income and profits are re-invested in the club. We have been growing our visitor numbers over previous years and would hope to continue to see these numbers rising. We do think that a more organised catering set-up would benefit both members and visitors. We often have feedback from visitors stating that they enjoyed the course but were disappointed in not being able to have something to eat and drink after their round. The increase in visitor numbers would also help in keeping our membership fees at an affordable level.		
7.3	How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?	
The other golf courses in Caithness at Lybster, Thurso and Reay are all supportive of our purchase of the course land as we were of Reay when they bought their course in 2017. We do not impact negatively on any other type of business. On the contrary we attract visitors to the area who make use of the shops, hotels, b&bs, camping sites and petrol stations while in the area. Although we intend to open up our catering facilities to beach visitors as well as members and visiting golfers this should not make much difference to the businesses in town and will be giving someone the opportunity to start their own business.		
7.4	Have you considered taking out a loan for the project?	Yes ☐ No ☒
7.5	If not, please state why?	
Given the uncertainty of financial matters during these turbulent times, we did not consider that loading the future generations of the club with a huge debt would be a sensible business decision. We are mindful that circumstances can change quite rapidly and although we have survived two world wars (the second of which saw the course lined with land mines to deter enemy landings) and Covid we are aware that we do not know what is around the corner. Our visitor numbers have been good so far this year but overseas visitor numbers are down and that does reflect in our income stream. On the plus side we do seem to be having more visitors from other parts of the UK.		
7.6	Have you previously received public funding?	Yes ☒ No ☐
7.7	If yes, please provide details of awards for the last 3 fiscal years and if any were awarded under Public Subsidy.	

SECTION 8 – SIGNATURE AND SUPPORTING DOCUMENTATION CHECKLIST

8.1	Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding.	
<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> <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>		
Signature:		Date: Click or tap to enter a date
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 ☒ No ☐
2	Annual financial accounts – latest available.	Yes ☒ No ☐
3	Constitution or articles and memorandum.	Yes ☒ No ☐
4	Committee Members or Directors List.	Yes ☒ No ☐
5	Policies – relevant organisational policies applicable to the project such as child protection, health and safety, equal opportunities, Fair Work First policy.	Yes ☒ No ☐
6	Valid organisation insurance policy.	Yes ☒ No ☐
7	Evidence of need and demand i.e. letters of support, community consultation reports, photos, feasibility study	Yes ☒ No ☐
8	Confirmation of match funding letters	Yes ☒ No ☐ NA ☐
9	Permissions – i.e. planning, building warrants, marine licences	Yes ☐ No ☐ NA ☒
10	Business plan (income generation projects only)	Yes ☐ No ☐ NA ☒
11	Job descriptions (for CRF funded posts)	Yes ☐ No ☐ NA ☒
12	Evidence of control/ownership of asset – i.e. lease, title deeds	Yes ☒ No ☐ NA ☐
13	Valid quotations or estimates	Yes ☒ No ☐ NA ☐
14	Partnership agreement	Yes ☐ No ☐ NA ☒
Reason for missing documentation: None		

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

CRF ref	Organisation	Project title	Project description	Total project cost	Grant Requested	CRF % rate	Project Robustness	Engagement & Support	Meeting a need/demand	Legacy & Exit Strategy	Equalities issues/ Impacts	Environmental sustainability	Value for Money	Match funding	Meets Local Priorities	Additionality	Score	Project Officers Comments
4235	Castletown Drill Hall	Disability access and car park improvements	The project will complete remaining hall repairs, including the mezzanine, entrance, toilets and storage areas. It will improve disabled access and upgrade unsafe walkways and parking areas. Previous roof repairs have been completed, and match funding is already in place for some elements.	£ 83,000.00	£ 41,000.00	49.4%	2	3	3	3	3	2	3	3	3	3	28	This application seeks to improve accessibility and safety at Castletown Drill Hall through better disabled access, upgraded facilities and clearer car park arrangements. The project addresses need identified by hall users and is supported by substantial match funding. While the evidence provided could be stronger in some areas, the project should deliver long term community benefits by making a key local facility more accessible, welcoming and sustainable for people of all ages and abilities.
4236	Wick Development Trust	Wick Riverside Lighting	The project will install lighting along the unlit south side of the Wick Riverside path network. This will improve safety, encourage year-round use, and support health and wellbeing. The work will complement recent accessibility improvements, helping make the full route accessible throughout the year.	£ 93,257.37	£ 93,257.37	100.0%	3	3	3	3	3	3	2	2	3	3	28	The application presents a strong case for improving safety and accessibility along the Wick Riverside path network through the installation of lighting on the south side of the river. The project is well developed, enjoys very strong community support, and addresses a clearly demonstrated need. While no match funding is offered for this phase, the Trust are retaining funds to extend lighting on the north side of the river around the Bleaching Green. The project will deliver lasting benefits through increased year-round use of the riverside, improved wellbeing, and enhanced access to a popular amenity area.
4237	Wick Paths Group	Paths Around Wick – Access Improvement Project	The project seeks funding for a series of essential improvement works that have become increasingly urgent due to weathering, erosion, corrosion and general wear. These paths form key active travel and recreational links in and around Wick	£ 71,030.32	£ 71,030.32	100.0%	2	3	3	3	3	3	3	2	3	3	28	The application addresses essential maintenance, safety and accessibility issues on well-used paths in Wick. The project has clear community support, aligns well with local priorities and will provide lasting benefits for residents and visitors. Although no match funding is secured, significant volunteer support strengthens the proposal. Amber for robustness as the applicant needs to provide confirmation of consent to undertake the works from the land owner.
4241	Wick Golf Club	167 Acres of Joy	Wick Golf Club has the opportunity from their current landlord to purchase the 167 acres where the course has been situated since 1873. Taking ownership of the land would remove any uncertainty over the future of Wick Golf Club as they will not have to negotiate the lease being extended in 2030 when the current agreement expires.	£ 146,120.00	£ 26,120.00	17.9%	2	2	3	3	2	3	3	3	3	3	27	This is a good application which would help to secure a long-standing community sports asset and delivers social, economic and environmental benefits within the community. The proposal aligns well with local priorities and demonstrates strong value for money, supported by significant match funding. While some areas such as formal evidence of support and timescales could be strengthened, overall the application presents a strong case for support.
				Caithness CRF allocation following January 2026 Committee		£ 387,215.76												
				Caithness CRF allocation from HCCF Tranche 7		£ 397,317.45												
				Total Caithness CRF available at August 2026 Committee		£ 784,533.21												
				Total applied for at August 2026 Caithness Committee		£ 231,407.69												
				Remaining funding if all applications are approved		£ 553,125.52												
All projects are given a rating of red, amber or green against key assessment criteria. As part of the application paperwork applicants are made aware of the criteria for these. These ratings are then converted into scores as follows: Red = 1; Amber = 2; Green = 3. This allows a total score for each project to be provided. Ratings are based on information provided during the application process and are provided as a guide only.																		
All projects presented are eligible but if Members wish to approve projects that have red or amber ratings it would usually suggest that additional conditions will be attached to the award to address these concerns.																		

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