# The Highland Council

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| Agenda Item | **6** |
| Report No | **SR/31/26** |

**Committee:** **Isle of Skye & Raasay**

**Date:** **30 November 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 eleven funding requests to the Isle of Skye & Raasay Community Regeneration Fund (CRF) budget for 2026-27, for discussion and decision by Members. The report also updates Members on the Isle of Skye & Raasay CRF budget position for 2026-27.

The eleven applications are provided as Appendix 1 to this report, and a technical assessment summary is provided as Appendix 2. An update on the Isle of Skye & Raasay 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 Isle of Skye & Raasay;
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** – Isle of Skye & Raasay has available CRF funding of £432,544.32. The applications under consideration make a total request of £346,359.14. Therefore, should the request be approved, it can be accommodated from within the funding currently available.

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 funds are controlled by 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 Isle of Skye & Raasay 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 Isle of Skye & Raasay at Area Committee on 30 November 2026 is as follows:

| **Funding Source** | **Designation** | **Amount** |
|---|---|---|
| Highland Costal Communities Fund (HCCF) – Tranche 7 | Capital or Revenue | £490,391.82 |
| Area Budget 2025-26 underspend – carry forward | Capital or Revenue | £261,824.50 |
| **Total confirmed Isle of Skye & Raasay CRF budget for 2026-27** | | **£752,216.32** |
| Less Awards Made from Isle of Skye & Raasay CRF Budget 2026-27 To Date | | £319,672.00 |
| **Available CRF budget on 30 November 2026** | | **£432,544.32** |

Eleven applications are under consideration by Members today, with a total grant request value of **£346,359.14.**

If Members were to approve all of the applications, there would be **£86,185.18** remaining in the Isle of Skye & Raasay 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.

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| Designation: | Assistant Chief Executive - Place |
| Date: | 16 November 2026 |
| Authors: | Fiona Cameron, CRF Programme Manager<br>Marie-Anne Gray, Project Officer |
| Background Papers: | None |
| Appendices: | Appendix 1 – Project Application Forms<br>Appendix 2 – Project Technical Assessments – 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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF4253 |
| **1.2** | **Organisation** | Skye and Lochalsh Council for Voluntary Organisations ltd |
| **1.3** | **Project title** | Skye and Raasay Community Car Scheme Development |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | This project offers a new approach to community transport in Ward 10. It uses volunteer drivers and their own vehicles to help people attend healthcare appointments.<br><br>Of the 27 Highland Council-supported community transport schemes, only one operates in Ward 10.<br>• Most Skye and Raasay community transport services are 'for hire' minibuses.<br>• Scottish Index of Multiple Deprivation shows Ward 10 communities are among the most deprived for geographic access to healthcare services<br><br>This project will: |

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| | | • Review existing transport information, local evidence and community feedback to identify needs, existing services and gaps.<br>• Establish a multi-agency working group involving key partners, community transport providers and potential service users to guide project development.<br>• Deliver and evaluate a volunteer driver pilot through Skye and Lochalsh Befrienders to test the service model and support access to healthcare.<br>• Develop a community healthcare transport service model including governance, safeguarding and operational systems required for long-term delivery.<br>• Support the development of a wider Ward 10 volunteer bank model.<br>• Produce a funding-ready business plan to support implementation and long-term sustainability of the service.<br><br>Highland Volunteer driver schemes have been successfully supporting communities for more than 25 years. This project will bring a proven model to Ward 10, supporting the ambitions of the Scottish Government, NHS Highland, and Highland Council for more community-led and preventative health and social care support services.<br><br>The funding will enable SLCVO to increase the hours of its existing Community Hub Coordinator, who is funded through a separate project for three days a week, to undertake the Development Officer role for two days per week. Holding a Master's degree and bringing extensive experience in volunteer management and event coordination, he is ideally placed to lead this project. As an established member of the SLCVO team, he will require no recruitment, induction or onboarding period, allowing the project to begin delivery immediately and ensuring momentum from day one. | |
| **1.5** | **Project costs** | **Total project cost** | £24,731 |
| | | **Match funding** | £3,000 |
| | | **CRF grant requested** | £21.731 |
| **1.6** | **Start date** | Click or tap to enter a date.<br>01/01/2027 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | Click or tap to enter a date.<br>31/12/2027 | |
| **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?<br><br>Yes ☒ No ☐ | |

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| | 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** | Skye and Lochalsh Council for Voluntary Organisations (SLCVO) | |
| **2.2** | **Address and postcode** | Tigh Lisigarry, Bridge Road, Portree, Isle of Skye IV51 9UP | |
| **2.3** | **Main contact name** | XXXXXXXX | |
| **2.4** | **Position in the organisation** | Chief Officer | |
| **2.5** | **Contact number** | 01478 612921 | |
| **2.6** | **Email address** | XXXXXXXXX | |
| **2.7** | **Website address** | www.slcvo.org.uk | |
| **2.8** | **Organisation type** | ☒ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☒ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | A Charity Registered in Scotland SC013885<br>Company Limited by Guarantee SC0177372 | |
| **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.**<br><br>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 | | |
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| **3.1** | **Please confirm the location of the project including post code.** | **Ward 10 – IV41, IV42, IV43, IV44, IV45, IV46, IV47, IV48, IV49, IV55, and IV56** |
| **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 ☒ |

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| **3.5** | **Do you own the land or asset?** | Yes ☐ No ☒ |
| **3.6** | **Are you leasing the land or asset?**<br>**If so, what is the term left on your current lease agreement** | Yes ☐ No ☒<br>Years Months |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.** | |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes ☐ 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** | |
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| **4.1** | **List the main activities required to deliver the project including timescales.** |

| **Activity name** | **Achieve by (date)** |
|---|---|
| **Research and Mapping**<br>• Review existing community transport information for Ward 10.<br>• Gather evidence from local engagement, plans and consultations.<br>• Map transport needs, existing services and priority areas. | 31/03/2027 |
| **Partnership Development**<br>• Establish a collaborative project working group to include NHS Highland and Highland Council transport teams, Ward 10 community transport providers and potential users of the service | 30/06/2027 |
| **Befrienders Healthcare Transport Pilot**<br>• Deliver a small-scale 6-month pilot through Skye and Lochalsh Befrienders<br>• Tailor befrienders volunteer training, support and supervision arrangements to reflect a new volunteer option, community driver<br>• Recruit volunteer drivers.<br>• Test the service model.<br>• Evaluate the pilot. | 30/10/2027 |
| **Service Development and Planning**<br>• Work with existing community transport schemes to gain insight of their operations and experience<br>• Identify management, administration, referral, booking, volunteer, safeguarding and governance requirements.<br>• Review volunteer and booking systems<br>• Explore sustainable long-term funding opportunities, including Patient Travel and SDS. | 30/11/2027 |
| **Service Preparation** | 30/12/2027 |

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| • Produce a funding-ready business plan for Year 2 of the SSEN Skye Reinforcement Local Fund (and other funders) | |
| | Click or tap to enter a date. |

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

The 2020 Hi-Trans Skye, Lochalsh & South West Ross Transport & Access Plan identified a need for more community-based transport provision to bridge gaps between public transport, non-emergency ambulance transport, and individual private transport. The report highlighted that much of the area experiences significant access challenges, with many communities falling within the most deprived category of the Scottish Index of Multiple Deprivation 'access to local services' category which includes healthcare.

Six years later Ward 10 still has "weak community transport options" and solutions have focused on community minibus delivery such as Skye and Lochalsh Metal Health Association and the Sleat Community Trust

Through the work of the Skye and Lochalsh Health, Wellbeing, Welfare and Social Care Collaboration (2024-2026) transport is still recognised as a key barrier for people accessing healthcare appointments and services.

The issue is reflected in the Skye and Lochalsh Caring Communities Plan 2025-2030, which highlights long travel times and limited public transport continue to make it difficult for people to access the care and support they need.

Evidence of need can also be seen through a July 2024 Freedom of Information request to the Scottish Ambulance Service, which showed that between 2019 and 2023 more than 300 emergency ambulances were used annually for non-urgent patient transfers between Skye and Raigmore Hospital.

The 2025 Highlands & Islands Health & Transport Action Plan Scoping Review by Hi-Trans highlighted that existing transport services are often not designed around the needs of people accessing healthcare, who must travel to specific locations at fixed times and may face physical, mental health or mobility challenges. In Ward 10, existing community transport provision is largely focused on community minibuses, which are primarily used for group bookings or by specific organisations, such as the Rag Tag and Textile minibus and the Dunvegan Community Bus. While these services provide valuable local transport options, there is currently no dedicated volunteer driver scheme offering flexible, door-to-door transport for individuals attending healthcare appointments.

Barriers are not limited to the availability of transport. Many people, particularly older residents struggle to find information, understand what services are available, book journeys, or navigate unfamiliar destinations. As more information and booking systems move online, and with the closure of the Portree Tourist Information Centre, where many people could previously access information and purchase tickets, these barriers are becoming increasingly significant.

A community transport service could not only deliver a dedicated healthcare service but also provide practical support with journey planning, transport bookings, eligibility checks for patient transport schemes, and information about destinations and appointments. This would reduce stress, improve access to treatment and help people attend appointments on time.

The project is expected to improve access to healthcare services, reduce missed appointments, increase independence, decrease social isolation, strengthen community volunteering, and foster stronger connections between local communities and health services. The long-term vision is to establish a sustainable, evidence-based volunteer healthcare transport network that can be expanded across Skye and Raasay, helping to reduce health inequalities and improve wellbeing for residents.

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

399 words

The need for improved community transport is consistently identified across local and regional plans.

The **Skye and Lochalsh Caring Communities Plan 2025-2030** highlights transport as a key barrier to accessing healthcare, particularly for older people, people with disabilities, those with long-term conditions and residents of remote communities. Similar priorities are reflected in the, **Broadford and Strath Local Place Plan**, **Dunvegan Community Action Plan, Sleat Local Place Plan** and **Uig Local Place Plan** (in development) with all identifying the need for improved transport connections, better access to services, and the expansion of community transport initiatives.

The 2020 **Skye, Lochalsh and South West Ross Transport & Access Plan** identified gaps between public transport, patient transport and private car use, concluding there was scope for new community-led transport services. The **Highland Council Public Transport Strategy 2026-2036** also recognises community transport as an important tool for improving access and inclusion in rural, remote and island communities. Particularly for connections between rural areas and their nearest main village, main town and Inverness

**The Skye and Raasay Future Area Place Plan,** includes priorities relating to Transport Infrastructure, Health and Social Care, and Strengthening Communities. The SARF Plan highlights the need for improved and integrated transport solutions for dispersed rural and island communities, including the expansion of community transport. The proposed project responds directly to these priorities by developing transport service that will enable residents to access healthcare services when public transport is unavailable or unsuitable.

A key theme within SARF is the creation of more resilient communities through community capacity building, collaborative partnerships and volunteering opportunities. This project will recruit, train, and support local volunteer drivers, creating new volunteering opportunities while strengthening local networks and community resilience. The scheme will be developed in partnership with community organisations, the public sector and local residents, reflecting SARF's commitment to collaborative and community-led approaches to service delivery

The project also aligns strongly with the aims and priorities set out in the **Highland Health and Social Care Partnership Adult Services Strategic Plan 2024-27** by improving access to health services, reducing inequalities experienced by rural communities, and helping people remain independent for longer. Through a volunteer-led approach, the project will strengthen community resilience, support preventative healthcare, improve attendance at appointments, and contribute to the Partnership's ambition to work collaboratively with communities and the third sector to achieve better health and wellbeing outcomes for people across Highland.

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| **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 |

492 Words

SLCVO has met with XXXXX from The Highland Council, who expressed strong support for the project and offered to act as a link to NHS Highland and The Highland Council's community and patient transport teams. He has also agreed to advocate for the project at the local transport working group, recognising it addresses a gap in local transport provision. This support has helped shape the project since the original Expression of Interest was submitted. Access to his networks, experience and contacts will reduce the time needed to engage with stakeholders, accelerating feasibility, partnership development and service design.

The Skye Reinforcement Local Fund Consultation Report June 2026 identifies Transport and Connectivity as the second highest priority for residents, with community transport, accessibility and connectivity highlighted as key issues. The consultation engaged around 395 people through events and surveys, including 194 attendees, 201 survey responses and representation from 100 local organisations and community groups.

Respondents highlighted the impact transport has on older people and those without access to a car, stating:

*"The area is remote and I know first hand how difficult transport is without your own vehicle."*

*"We have no public service transport on the island so non car drivers can't get about which particularly impacts our older community members."*

Initial discussions with SSEN's Community Investment Manager regarding start-up funding have been positive, recognising the proposal aligns closely with funding priorities.

SLCVO has also begun discussions with Staffin Development Trust, Staffin Community Council and Staffin Community Hall about local transport options. These groups recognise that limited transport contributes to social isolation and makes it harder for older residents to access services and activities. Early discussions have been positive about developing local community transport services linked to a wider healthcare transport network across Skye and Raasay.

SLCVO regularly hears from residents about the difficulties of travelling to healthcare appointments, particularly at Raigmore and Belford hospitals. Many rely on neighbours, friends or community contacts to attend appointments. One resident receiving longer-term treatment explained that they considered missing an appointment because they could not drive and felt anxious about parking and navigating the hospital until a local person offered support. We are also aware of people travelling regularly to Broadford Hospital for treatments such as chemotherapy, where appointment times do not align with public transport and treatment side effects can prevent people from driving. Although family, friends and local communities often help, many people are reluctant to ask for regular support. A formal healthcare transport scheme would provide a safe, reliable and sustainable solution.

Taken together, recent conversations with stakeholders and residents demonstrate that:

- Transport and connectivity is a top community priority.
- Access to healthcare remains a significant challenge for many residents.
- Transport is a consistent priority across local, regional and national plans.
- There is currently no community transport scheme dedicated to healthcare journeys.
- A volunteer healthcare transport scheme would help reduce health inequalities, social isolation and barriers to accessing care.

**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.**

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| ☒ | 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? |
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265 Words

The project's immediate and short-term outputs will focus on developing the evidence, partnerships, systems and practical learning needed to establish a sustainable community-led healthcare transport service in Ward 10. Progress will be monitored through a combination of completed project outputs, stakeholder involvement, pilot delivery activity and evidence of readiness to secure funding and move to longer-term service delivery.

1. **Community Transport Mapping Report** Review existing community transport information, gather evidence from local engagement, plans and consultations, and map transport needs, existing services and priority areas. Measured by completion of a community transport mapping report and identification of service gaps.
2. **Project Working Group.** Establish a collaborative project working group to include NHS Highland and Highland Council transport teams, Ward 10 community transport providers and potential users of the service. Measured by the number of working group meetings held.
3. **Befrienders Healthcare Transport Pilot.** Deliver a small-scale pilot through Skye and Lochalsh Befrienders, the project will recruit volunteer community drivers, adapt volunteer training, support and supervision arrangements to reflect this new role, test the service model in practice, and evaluate the pilot to inform future development and delivery. Measured by user and volunteer feedback, the number of healthcare journeys delivered and people supported.
4. **Service Delivery Model.** Develop a detailed service delivery model for a community healthcare transport service. Including a governance and safeguarding framework, and identification of administration, referral, volunteer and booking systems required for long-term delivery. Measured by completion of the service model as part of the Business Plan
5. **Business Plan.** Produce a funding-ready business plan. Measured by successful funding for service set-up

| | (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? |
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252 Words

The long-term outcome of this project will be the formation of a community healthcare transport service for Ward 10, improving access to healthcare, reducing transport-related inequalities and enabling more people to attend appointments, treatments and support services.

Outcomes and how they will be measured

1. **Improved access to healthcare services -** Measured through service monitoring data, the number of healthcare journeys delivered, the number of people supported, and feedback from service users about their ability to attend appointments.
2. **Reduced transport-related inequalities** - Measured through service user surveys, feedback from partner organisations and analysis of identified transport gaps before and after the project.
3. **Stronger partnership working** between community organisations and public services. Measured through the number of partner organisations engaged, joint planning activity, referral pathways and continued commitment from key stakeholders including NHS Highland and Highland Council.
4. **Increased local volunteering capacity.** Measured through the number of volunteers recruited and trained, establishment of volunteer management processes and development of the wider volunteer bank model.

5. **Greater community resilience.** Measured through improved collaboration between organisations, increased local capacity to respond to transport needs, and the ability to attract future investment for service delivery.

**Legacy**
The lasting legacy of the project will be a fully developed, funding-ready model for a community healthcare transport service. Alongside this, the project will establish the foundations of a Skye and Raasay Volunteer Management System, creating a central volunteer bank that can support transport services and, over time, a wider range of community opportunities.

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

CRF funding will be used to develop and test the service, establish partnerships, recruit and train volunteers, and produce the evidence, policies and business planning required for long-term delivery. The project is specifically designed as a development phase that will create a sustainable and funding-ready model for future implementation.

Following the CRF-funded period, SLCVO will seek a combination of funding streams to support delivery, including applications to Year 2 of the SSEN Skye Reinforcement Local Fund for service implementation.

The project will also explore opportunities to access Patient Travel funding, Self-Directed Support (SDS) where transport forms part of an individual's assessed support needs, and contributions from individuals receiving the mobility component of Personal Independence Payment (PIP), where appropriate.

The service will operate on a fair and flexible basis. Those who can afford to contribute towards the cost of their journey will be encouraged to do so. This could include voluntary donations, mileage contributions, or the use of mobility-related benefits. We will also work with local community benefit funds and other fundraising groups such as Skye Cancer Care to get support for those who need it.

The service will build on the existing infrastructure of Skye and Lochalsh Befrienders, significantly reducing overhead costs by using established volunteer recruitment, training, safeguarding, supervision and administrative systems. This will enable the service to operate efficiently without the need to create a new organisation or duplicate existing resources.

The healthcare transport service will form part of SLCVO's developing Community Connections Service, bringing together community transport, befriending and wider community support within a single coordinated model. This approach responds directly to priorities identified in the Skye and Lochalsh Caring Communities Plan, the Highland Health and Social Care Partnership Adult Social Care Commissioning Strategy and Intentions 2026-2029, and the Programme for Government 2026-2031, all of which recognise the importance of community-led services.

By embedding the service within a wider programme, core staffing, volunteer management systems, governance arrangements and administrative functions can be shared across multiple services, improving efficiency and strengthening long-term sustainability. This integrated approach will reduce reliance on project-specific funding and provide a stronger foundation for securing ongoing support and investment.

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

To mitigate negative environmental impacts during the 12 months of the project, we will follow sustainable practices This commitment entails:

- Telecommuting and Remote Work: Encouraging telecommuting and remote work options to reduce the need for commuting and office space, thereby lowering carbon emissions associated with transportation and energy use in facilities.
- Eco-friendly Materials: Prioritising the use of environmentally friendly materials in office supplies, equipment, and infrastructure. This includes sourcing recycled or sustainably sourced paper, furniture made from renewable materials, and non-toxic cleaning products.
- Waste Reduction: following established waste reduction strategies such as paperless workflows, recycling programs for paper, plastic, glass, and electronic waste.

Beyond the CRF project we will work with volunteer drivers to reduce environmental impacts by coordinating journeys efficiently, minimising unnecessary mileage and encouraging the use of low-emission vehicles where possible. This will help maximise the social benefits of the service while reducing its carbon footprint.

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

SLCVO work with groups that support individuals with protected characteristic, and some participants of the project may require additional support to take part in activities. To ensure we take into account groups with protected characteristics we will observe the following practices throughout the programme lifecycle:

- **Accessibility Measures:** Throughout programme implementation, we will prioritise accessibility by ensuring that all programme-related information, resources, and services are easily accessible to individuals with disabilities. This includes providing alternative formats for communication, ensuring physical accessibility in facilities, and accommodating diverse needs in event planning and participation.
- **Stakeholder Engagement:** We will engage with diverse stakeholders, including representatives from priority communities and advocacy groups, to gather insights and feedback on how the programme might affect different populations. This collaborative approach allows us to tailor our strategies to better meet the needs of all stakeholders, ensuring inclusivity and equity in decision-making processes.
- **Inclusive Planning:** By understanding the specific needs and challenges faced by third sector groups and the people they support, we will incorporate relevant considerations into project planning.
- **Mitigation Strategies:** Wherever possible, we integrated specific mitigation strategies to address inequalities and promote participation. This might involve targeted outreach and engagement efforts, affirmative action measures to ensure representation and participation, and dedicated resources to support priority groups in accessing programme opportunities.

By systematically considering equalities issues and actively involving groups with protected characteristics in the development and delivery of the programme, we strive to create a more inclusive and equitable outcome that benefits all members of 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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br>FWF statement and decleration template.( |
| **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?** | **4 employees, 24 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<br>☐ Staff /Engagement Surveys<br>☒ Suggestions Schemes<br>☒ Intranet/Online Platforms<br>☐ Staff Forums / Networks<br>☐ 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.**<br><br>**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.**<br>CRF overheads and management fees sun |

| Budget Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|
| Development Officer | • 14 hours a week @ 16.50 per hour = £12,012<br>• National Insurance @13.8% = £1,658<br>• Pension @ 3% = £361 | **£14,031** | |
| Project Management and reporting | • 3.5 hours a week, 182 hours for the year @ 21 per hour = £3,822<br>• National Insurance @13.8% = £528<br>• Pension @ 3% = £115 | **£4,465** | |

| | | | |
|---|---|---|---|
| Travel and accommodation for project team | • General project travel 35 miles a week @0.45 for 12 months = £819.00<br>• Travel to South Wester Ross Community Car Scheme 200 miles @0.45 = 90.00<br>• Accommodation 4 nights (2 members of staff for 2 nights) in Applecross £600.00<br>• Subsistence @ 8 days (2 members of staff for 4 days) 25.00 a day = 200.00 | **£1,709** | |
| Pilot volunteer travel expenses 6 months | • Six trips from skye to Raigmore or Belford 280 miles per trip @ 0.45 126 = 756.00<br>• 26 trips to skye hospital 100 miles per trip 45.00 = 1170 | **£1,926** | |
| Overheads | Incudes: Insurance, Utilities, Telephone and internet, Promotion and postage, Licences and subscriptions, Rates and water, Fire Safety, Payroll fees<br>• 104 days @ 25.00 a day £2,600 | **£2,600** | |

| | |
|---|---|
| Total revenue expenditure | £24,731 |
| Total capital expenditure | £ |
| **TOTAL PROJECT COSTS** | **£24,731** |
| | |
| **Is VAT included in these costs?** | **Yes x No ☐** |
| **Can you confirm that the costs above have not already been incurred or committed to?** | **Yes x 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** x |
| **5.3** | **Please explain how your project will achieve value for money.** | |

Value for money will be achieved by substantial support and expertise from established community transport providers. XXXXX, who has extensive experience in community transport development, will support relationship building with key stakeholders and help guide service development.

Learning visits and ongoing engagement with South Wester Ross Community Car Scheme and Caithness Voluntary Group's transport service will provide access to more than 25 years of practical experience in delivering rural volunteer transport services. Their knowledge will help identify potential challenges at an early stage, highlight proven solutions and reduce the risks associated with establishing a new service. In

addition, experience from Urram's Transport for Essential Appointments project will provide valuable insight into supporting people to access healthcare in remote rural communities.

The majority of the budget is allocated to staff time, recognising that investing in people is key to establishing a sustainable service that can attract future funding and support. By increasing the hours of an existing member of staff, SLCVO will avoid the costs and staff time associated with advertising, recruiting, and appointing a new employee. This approach provides better value for money, enables the project to start more quickly, and ensures delivery is led by someone who already has strong relationships with local communities, partners, and stakeholders.

Volunteer travel expenses directly support the delivery and testing of the pilot service, while travel and accommodation costs enable learning from established services and the transfer of best practice.

SLCVO will contribute £3,000 of match funding towards overheads and accommodation costs, demonstrating organisational commitment and increasing the overall value of the investment. By combining staff expertise, volunteer involvement, partnership working, external specialist support and match funding, the project will deliver a comprehensive feasibility study, pilot and business planning process at a relatively low cost of £24,731.

This approach reduces risk, avoids costly mistakes and ensures that any future investment is based on proven need, tested delivery models and established good practice from successful community transport providers.

**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 £** |
|---|---|---|---|
| SLCVO unrestricted reserves | **Yes x No** ☐ | | 3,000 |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | | **Total match funding** | **£3,000** |
| | | **CRF requested** | **£21,731** |
| | | **Total funding** | **£24,731** |

| | | |
|---|---|---|
| **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.** |
|---|---|

Public funding is required to deliver the project for several reasons:

**Strategic Delivery:** The project directly supports the delivery of national, regional and local priorities and outcomes, including:

- Programme for Government 2026 to 2031
- The 2025 Highlands & Islands Health & Transport Action Plan
- Highland Council Public Transport Strategy 2026-2036
- Highland Health and Social Care Partnership Adult Services Strategic Plan 2024-27
- The 2020 Skye, Lochalsh and South West Ross Transport & Access Plan
- Skye and Lochalsh Caring Communities Plan 2025-2030
- The Skye and Raasay Future Area Place Plan
- The Skye Reinforcement Local Fund Consultation Report June 2026
- Local Community Plans

Public investment will enable a community-based solution that contributes to these.

**Public Good:** The benefits of the project extend beyond SLCVO as an organisation. The service will improve access to healthcare for residents across Skye and Raasay, particularly older people, disabled people, those on low incomes and people living in remote rural communities. By reducing transport barriers, the project will help people attend appointments, maintain their health and wellbeing, remain connected to their communities and reduce social isolation. It will also strengthen community resilience through volunteer involvement and local partnerships.

**Long-Term Investment:** Public funding will support the development of a sustainable model that can be delivered over the long term. The project is not simply a short-term transport initiative; it is the first step towards a wider social care support service that brings together preventative and non-registered social care services, healthcare transport and community resilience through SLCVOs developing Care and Connections Service. This aligns with the Highland Health and Social Care Partnership Adult Social Care Commissioning Strategy and Intentions 2026-2029 and the Programme for Government 2026-2031, both of which highlight the importance of community-based approaches in adult social care.

**Social Equity:** There is currently no dedicated community healthcare transport service operating across Skye and Raasay. Transport is consistently identified as a major barrier to accessing healthcare and participating in community life. Public funding is required because the people most affected are often those least able to access alternative transport options. The project will address an identified gap in provision and ensure that residents are not excluded from healthcare because of where they live, their age, disability, health condition or financial circumstances. By improving access to services for underserved communities, the project will help reduce inequalities and create a more inclusive and equitable community.

| 6.5 | **Please explain what the remaining bank balances are for in your accounts.** |
|---|---|

**Accounts year end 2025 (Copy attached)**

- Total Funds; 243,853 (less endowment)
- Restricted funds = £63,935. For Befrienders Skye and Lochalsh, Metal health a Wellbeing forum and Empower Skye and Lochalsh Programme
- Designated Contingency Funds = £100,600 Due to core funding being awarded on an annual basis, the Designated Contingency Fund has been established to provide financial resilience, allowing the organisation to maintain operations for six months while alternative funding is secured, meet

potential redundancy and sick pay commitments, and cover any costs associated with winding up the organisation, including asset disposal and staffing requirements.
- Unrestricted funds = £79,318

**Account year end 2026 – estimated as still with accountant and not yet published**
- Total Funds: £243,853 (less endowment)
- Income: £278,508
- Expenditure: £107,569
- Surplus= £414792

Of this
- Restricted funds = £207,111. For Befrienders Skye and Lochalsh, Empower Skye and Lochalsh Programme and Skye and Lochalsh Community Outreach Hubs
- Designated Contingency Funds = £100,600 Due to core funding being awarded on an annual basis, the Designated Contingency Fund has been established to provide financial resilience, allowing the organisation to maintain core support operations for six months while alternative funding is secured, meet potential redundancy and sick pay commitments, and cover any costs associated with winding up the organisation, including asset disposal and staffing requirements.
- Unrestricted funds = £107,081

Note: estimated figures are based on SLCVO financial records for 2025/2026 which are to being reviewed by external account. We do not anticipate too much change.

| 6.6 | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |
|---|---|

SLCVOs finance policy allows for unrestricted reserves to cover:
- Working capital for the delivery of SLCVO core work
- Risks such as unforeseen expenditure and building maintenance
- Funding for unexpected opportunities

For the 2026/27 SLCVO's core work is funded through the HTSI Contract income = £57,000
giving an estimated total of £164,081 unrestricted reserves
- Working capital for the delivery of SLCVO core work for 2026/27 is estimated at £72,500.
- Working capital for this projects match funding £3,000.
- Working capital for Befriender's match funding £5,000
- Building maintenance £10,000.
- Leaving an estimated £73,581

The remaining unrestricted reserves are not being used to support the proposed transport project, beyond the £3,000 allocated because:
- We are required to find an estimate £15,000 per annum on top of our HTSI Grant to deliver our Core work and need to ensure we have this secured for the following year.
- Funding for the Skye and Lochalsh Befrienders Service is due to end in March 2028. Given ongoing changes to NHS Highland and wider health and social care structures, there is uncertainty around future funding arrangements. To ensure continuity of support, the organisation intends to designate sufficient funds in the 26/27 accounts to sustain the Befrienders Service should replacement funding not be immediately available. Estimated at £20,000
- With the planned changes to Scottish health boards, local authority structures and social care services, SLCVO cannot guarantee future income as the organisation is predominantly grant funded. The organisation is therefore exploring opportunities to reduce its reliance on grant funding,

including the development of social enterprise activity linked to its services. These unrestricted reserves may be required over the next three years to support this transition and help establish more sustainable income streams.

| | |
|---|---|
| **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?** |

There is no comparable service, as this is a unique community-led project. While there are privately owned transport businesses operating locally, these primarily serve the tourism market, and hire costs prohibit journeys more than 20 miles.

| | | |
|---|---|---|
| **7.4** | **Have you considered taking out a loan for the project?** | Yes ☐ No ☒ |
| **7.5** | **If not, please state why?** | |

It is not our funding model

| | | |
|---|---|---|
| **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? |
|---|---|---|---|
| NHS Highland (befrienders service) | 20/04/2023 | £10,421.00 | Yes ☐ No ☒ |
| NHS Highland (befrienders service) | 27/09/2023 | £10,421.00 | Yes ☐ No ☒ |
| NHS Highland (befrienders service) | 11/04/2024 | £10,421.00 | Yes ☐ No ☒ |
| NHS Highland (befrienders service) | 30/09/2024 | £10,421.00 | Yes ☐ No ☒ |

| | | | |
|---|---|---|---|
| Highland Council CRF2346 (empower S&L) | 28/04/2025 | £9,145.73 | Yes ☐ No ☒ |
| The Highland Council CRF2346 | 15/12/2025 | £17,660.70 | Yes ☐ No ☒ |
| NHS Highland (befrienders service) | 07/01/2026 | £1,613.00 | Yes ☐ No ☒ |
| Highland Council WFWP Element 2 243231 (community outreach hubs) | 30/03/2026 | £131,908.50 | 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:**<br><br>**Print: XXXXXXXX Chief Officer, SLCVO** | **Date:**<br>04/10/2026 |

**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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF |
| **1.2** | **Organisation** | Sleat Community Trust |
| **1.3** | **Project title** | Armadale Stores Community Resilience Project |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | This project is part of a wider Community Resilience Project created in response to a growing need in our community here in Sleat. We plan to develop Armadale Stores and adjacent SCT offices into a community resilience hub, serving the local community in times of need and provide foundational infrastructure, a place of warm and shelter where people can charge devices and maintain communication with family, emergency services and support networks, as well as access to essential services during unplanning power outages caused by climate impact. Phase 1 of the project is to install a back-up generator on site, initially to build the foundation for a wider resilience strategy, which may include additional measures such as battery storage, renewable energy integration, enhanced communications capability and |

| | | | |
|---|---|---|---|
| | | formalised community emergency response planning. The project will particularly benefit those most vulnerable during outages, including older people, individuals living alone, households experiencing fuel poverty, and residents with limited mobility or health conditions. We believe this will strengthen Armadale Stores' resilience as a key part of the infrastructure and services available in Sleat, as well as strengthening the wider community by ensuring that a trusted, central and accessible location remains operational during period of disruption. | |
| **1.5** | **Project costs** | **Total project cost** | £34,198.02 |
| | | **Match funding** | £17,015.30 |
| | | **CRF grant requested** | £17,182.72 |
| **1.6** | **Start date** | 04/10/2026 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | 31/10/2027 | |
| **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?<br><br>Yes ☐ No x | |
| | 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** | Sleat Community Trust | |
| **2.2** | **Address and postcode** | Sleat Community Trust Offices and Armadale Stores IV45 8RS | |
| **2.3** | **Main contact name** | xxxxxxxx | |
| **2.4** | **Position in the organisation** | Community Development Officer | |
| **2.5** | **Contact number** | xxxxxxxx | |
| **2.6** | **Email address** | xxxxxxxx | |
| **2.7** | **Website address** | www.sleat.org.uk | |
| **2.8** | **Organisation type** | ☒ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☒ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | | |

| | | | |
|---|---|---|---|
| | | Chairty: SC035316 Company limited by guarantee: SC264198 | |
| **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.**<br><br>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.** | **Armadale Stores, Armadale** |
| **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?**<br>**If so, what is the term left on your current lease agreement** | Yes ☐ No ☒<br><br>Years Months |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.** | |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes ☒ No ☐ |
| **3.9** | **If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.** | We are currently in the process for planning permission, and buildings warrant for the installation of our generator. A provisional enquiry has been submitted: (PP 26/02935/PDENQ) but no application, drawings etc will be made until funding is secured. |

| **SECTION 4: THE PROJECT PROPOSAL** | | |
|---|---|---|
| **4.1** | **List the main activities required to deliver the project, including timescales.** | |
| **Activity name** | | **Achieve by (date)** |

| | |
|---|---|
| Preparation and submission of planning permission and building warrant applications, including drawings, location plans, elevations, sections and floor plans for the generator and shelter. | 30/11/2026 onwards depending on secured funding. |
| Engagement and appointment of a local contractor to deliver the generator installation and associated works | 01/12/2026 |
| Planning/building warrant approvals and finalisation of technical and installation arrangements. | 30/04/2027 |
| Procurement/Delivery of generator and associated equipment | 30/04/2027 |
| Generator works and associated infrastructure completed | 31/07/2027 |
| Fuel supply arrangements established | 31/07/2027 |
| Operating/maintenance procedures established and handover complete, including testing of infrastructure | 15/09/2027 |
| Final CRF end of project reporting | 30/09/2027 |

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

Our project addresses the need for increased resilience and local capacity, especially in response to climate emergencies, such as storms and unplanned electrical outages, in Sleat.

Armadale Stores is a critical piece of local infrastructure being the only food shop in the south of Sleat, providing several different services, including grocery deliveries, fuel, and Post Office services, as well a place where residents meet, exchange information and access to informal support throughout the year. The Sleat Community Trust offices are co-located on the same site, providing additional community-facing services, coordination capacity, and administrative support for local initiatives.

Over the last two years, we have experienced significant disruption in Sleat as a result of repeated power cuts and unplanned electricity outages. On three occasions, food stored in the shop's chillers and freezers has been lost, resulting in a total of £15,351 in lost and deteriorated stock, additional overtime, and business interruption. This impact is not insular, nor evenly distributed. In a remote, island community, a single point of failure in the electricity network can simultaneously affect households, businesses, transport, communications, and access to essential services. Additionally, a third of Sleat's population is aged 65 and over, an increase of 78% since 2001. Older residents, people living alone, households experiencing fuel poverty, and those with health conditions or mobility challenges can be particularly affected by prolonged unplanned outages, especially when relying on refrigeration, electric heating, or easy access to communication devices. There is currently no designated, powered community space in Sleat, one where residents can reliably access warmth, charging facilities, information or support during these times of need. We wish for Armadale Stores and SCT offices to represent that key accessible service and community asset, that our community can rely on. We already serve a dispersed rural population of 1,000 residents across a large geographic area with limited alternative provision and we wish to continue to do so.

We see this as a growing need, and so we have worked with staff, community members, and local tradespeople to develop a structured resilience response in order to define requirements, access technical options, and develop a phased approach to strengthening our local infrastructure. Large storms and unplanned outages like we have seen over the last two years jeopardise our ability to provide these key services. Installation of a generator will enable critical functions such as fuel pumps, refrigeration, communications, grocery delivery services, core lighting and electrical systems, at Armadale Stores and SCT offices to continue operating, but also provide the foundational infrastructure for a community resilience hub in Sleat that can provide a safe and accessible community space where residents can access a safe, warm, powered space with informal welfare support, essential goods and services, and charging ports.

The project will deliver both immediate operational resilience and long-term community benefit. It will reduce disruption to essential services, help prevent avoidable food waste, support continued access to food for residents who rely on grocery deliveries, and strengthen local capacity to respond to emergencies.

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

In short, yes. This project directly supports three priorities identified in the Sleat Local Place Plan:

1. **Economic Development**

The PP identifies the importance of building a resilient local economy and supporting local business and services. Armadale Stores is a key local service and an important part of Sleat's economic and social infrastructure. As stated above electrical outages can prevent the shop and fuel pumps from operating, disrupt grocery deliveries, resulting in significant financial losses through food spoilage and business interruption. This project will enable Armadale Stores and SCT offices to remain operation during power outages, helping to protect this essential local service, maintain access to food and fuel, support local economic activity, and reduce the financial impact of future disruptions.

2. **Environment and Sustainability**

Environmental protection, climate action and waste management for current and future generations are also priorities in SLPP. Repeated power outages have resulted in the significant loss of quantities of perishable food from the shop's freezers and chillers. Providing reliable back up power will reduce avoidable food waste and associated environmental and financial costs. The project forms the foundation of a wider, phased approach to improving environmental sustainability and energy resilience at the site. Future phases will explore additional measures such as battery storage, potential integration of renewable energy generation, and improved energy management. These phases will build longer-term sustainable capacity, reducing reliance on the grid during outages, and strengthen our site's ability to operate more efficiently and responsibly—addressing immediate resilience needs and progressive transition towards a more sustainable, energy-resilient community asset, better equipped to respond to severe weather and other disruptions.

3. **Infrastructure and Essential Services**

SLPP also identifies energy systems, water security and digital connectivity as fundamental building blocks for community development. This project will directly improve the resilience of the local energy system by providing reliable backup power to Armadale Stores, a key community asset, whilst looking to the future to enhance our infrastructure. During outages, the site will be able to maintain essential services, support communications and provide access to device-charging facilities. It also provides the foundations for a community resilience hub on the main road, A851, for residents to access essential goods and services.

Overall, the project connects these three priorities in our Local Place Plan, to strengthen a key community asset, improve Sleat's ability to maintain these essential services, and support vulnerable residents so we can respond effectively to future power outages, unavoidable severe weather events, and other emergencies that could impact our 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 |
|---|---|

The project has strong community support, demonstrated through verbal encouragement, self-directed fundraising activity and direct donations. There has also been support on our social media pages, especially around the times of the storms, noting that a generator is needed to support Armadale Stores, but to also to support community resilience overall.

Contributions have come from community bake sales, car boot and tabletop sales, and our in-house donation box. Local groups have also supported the project, including Sleat Nature Group, which raised £181.50 from a bird box sale and donated the full proceeds. Local businesses have contributed too: during a no-ferry day, CalMac organised a car wash and café donation event at Armadale Pier, raising £410 for the project. Community donations now total £2,015.30, almost 10% of the funding required for Phase 1. It must be noted that these events have been self-driven from within the community, either through individual or organisational effort, in order to support Armadale Stores, recognising the wider community benefit that our project will bring.

More widely, we've also applied to the SSE Powering Communities to Net Zero Resilience Fund in May this year, which have granted £15,000 of our total to increase our community resilience when dealing with severe weather and prolonged outages. Although this is not local support in itself, it demonstrates that there is

already a recognised, viable and growing need for this project in Sleat. This will be used as match-funding, meaning that we are closer to our goal for Phase 1.

| | |
|---|---|
| **4.4** | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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?**

The main outcome of this project is to increase the resilience of Sleat's community and essential local services, ensuring that Armadale Stores and the Sleat Community Trust offices can continue to operate and support local residents during power outages and severe weather events. The short-term outputs will be:

- Installation of a 38kVA 3-phase backup generator and associated ATS, cabling, electrical infrastructure and concrete plinth.
- Continued operation of essential shop and fuel facilities during power outages.
- Continued operation of refrigeration and freezer systems, significantly reducing the risk of food loss and waste.
- Improved ability to maintain our grocery deliveries for residents who reply on access to essential good and supplies.
- Continued operation of essential lighting, office and communications infrastructure.
- Provide a safe, warm and powered community space with community access to essential services, charging points, maintaining communication and receive informal support during prolonged outages, severe weather or other emergencies.
- Reduced financial losses and business interruption resulting from future power outages.
- Reduced food waste and associated environmental impacts.
- Improved ability for Armadale Stores and SCT to continue operating in severe weather and other disruptive conditions.

Our immediate and short-term outputs are practical deliverables linked directly to the installation and use of the generator at Armadale Stores. They will be measured through confirmation that the generator is installed and operational, and that key services can continue during outages, including the shop, deliveries, fuel pumps, heating, lighting, refrigeration, chillers and a warm community space. This will provide immediate community benefit by maintaining essential services, reducing food waste and stock loss, and limiting the impact of unplanned power outages on local residents.

**(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?**

Phase 1 of the community resilience hub at Armadale Stores will strengthen Sleat's ability to respond to prolonged power outages, severe weather and other emergencies. SCT are aware of how extreme weather events, such as El Niño conditions, and even lower scale storms can have a varying impact on rural, island

communities but also that events like this are predicted to increase in from 2027. Therefore, it is part of our phased plan to prepare for these events now so we can limit the impact on our community.

Within three to six months of the generator being installed, the main measurable outcome will be a reduced impact from future disruption. This will be evidenced by Armadale Stores and the SCT offices remaining operational during outages, maintaining access to essential services, reducing food waste and stock loss, and limiting disruption for local residents and businesses. Ultimately, the long-term outcome of the project will be a stronger, safer and more resilient Sleat community, that responds proactively to the challenges identified as priorities in the Sleat Local Place Plan.

A key outcome will be improved continuity of essential local services. The installation of reliable emergency power infrastructure will enable the building to maintain critical services during outages. This will help reduce disruption to Armadale Stores, protect chilled and frozen stock, and ensure residents can continue to access food, fuel, warmth, communications and other support when normal infrastructure is disrupted, whilst lowering food wastage.

A lasting benefit will be the creation of a local, accessible place where local residents can seek warmth, information, device charging, communications and community support during prolonged disruption. This will help reduce isolation, improve safety and provide reassurance that support is available within Sleat when it is most needed, improving support within our community, especially for our more vulnerable residents.

The success of Phase 1 will lead to another important outcome, increasing local capacity and preparedness by implementing Phases 2 and 3 of our overall plan:

- **Phase 2** looks at developing arrangements for community information, communication, signposting for periods of disruption as well an establishing procedures and arrangements to maintain the essential services secured by Phase 1, not just at Armadale but with other collaborative trusts in Sleat.
- **Phase 3** looks to will explore opportunities to strengthen the long-term energy resilience and sustainability of the building by integrating its existing solar generation with future battery storage so we can continue to increase and secure our community capacity and resilience.

In the longer term, the project will provide a foundation for more sustainable and resilient local energy infrastructure. SCT will review progress throughout each phase and after any emergency event, using lessons learned and community feedback to improve our resilience over time. The project therefore will move Sleat from responding to the consequences of power outages towards being better prepared for them. This will leave a legacy of improved systems, skills and confidence within the community, rather than relying solely on external support.

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

(500 words max limit)

As the generator forms part of a wider phased resilience plan, this stage depends on installing the physical generator on site. Once operational, Phase 1 will be largely self-sustaining, with SCT responsible for routine upkeep and minimal ongoing maintenance.

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

(500 words max limit)

We recognise that using a diesel generator has environmental impacts, and these have been considered in the development of the project. The aim of this phase is to place the essential infrastructure needed to support Armadale Stores and SCT offices, to reduce the impact of food waste and impact of severe weather events. This infrastructure will only run during periods of outages or need as an emergency back-up. It is not

designed to run continuously. Any fuel used will be part of our ongoing diesel supply, should it be needed. No additional fuel for the generator will be stored on the site.

Additionally, the scope of the project looks to mitigate this impact by establishing long-term net-zero solutions such as solar, generation, community battery capacity, and grid flexibility measures to improve sustainability and reduce reliance on diesel backup power.

| 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?** |
|---|---|

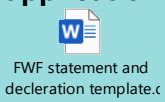
(500 words max limit)

Sleat Community Trust is committed to providing inclusive, accessible services that are available to everyone in the community, regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, or marital status. Equality, dignity and respect underpin the way we deliver our services and engage with our community.

Installing the generator will support our customers and wider community by helping to remove barriers to essential services during outages. It will enable continued access to year-round services such as grocery delivery, essential food supplies, while providing warm shelter and informal support, and maintaining access to critical services when they are most needed. This will be available to all residents and members of our community without discrimination.

All our volunteers and staff are supported by the Trust's Equality Policy, Fair Work Policy and Recruitment of Ex-Offenders Policy, helping ensure that everyone is treated with dignity, fairness and respect.

Through this project, Sleat Community Trust is helping to reduce the isolating impact of unplanned power outages, severe weather events, and other possible emergencies that affect people within our remote, rural community, ensuring that older people, people with disabilities, and others who are faced with barriers when such events happen, have equitable access to essential services and opportunities to participate in community life.

| 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.**<br><br>**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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br><br>FWF statement and decleration template.c |
|---|---|

| | |
|---|---|
| **Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.** | Yes ☒ No ☐ |
| **Can you confirm if you have the Living Wage Accreditation or are planning to be certified?** | Yes ☒ No ☐ Applied ☐ |
| **Is the Fair Work First statement on your organisation's website?** | Yes ☒ No ☐ Do not have a website ☐ |
| **How many people do you employ or how many volunteers do you have?** | 17 employees and 40+ 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<br>☐ Staff /Engagement Surveys<br>☒ Suggestions Schemes<br>☒ Intranet/Online Platforms<br>☐ Staff Forums / Networks<br>☐ 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 |
|---|---|---|---|
| Planning permissions and project management | Cost of planning permission fees, drawing and proposal fees, building warrant fees. | Revenue | £2,222.00 |
| Generator unit | Cost of Hyundai 3 Phase Generator | Capital | £11,160.00 |
| Additional generator sundries | ATS (Automatic Transfer Unit), cabling, Earth spike, solar separation, glands, tails and sundries | Capital | £3,852.00 |
| Contractor cost | Accumulative costs of works including labour, travel, and delivery of generator | Revenue | £4,860.00 |
| Generator Cover/Frame | Costs for generator covering/enclosure kit, including VAT | Capital | £5,764.02 |
| Contractor costs | Kit assembly for generator covering/enclosure, including VAT | Revenue | £3,240.00 |
| Contingency | 10% of project costs | Capital | £3,100.00 |
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|---|---|---|
| | Total revenue expenditure | £10,322.00 |
| | Total capital expenditure | £23,876.02 |
| | **TOTAL PROJECT COSTS** | **£34,198.02** |
| | | |
| | **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 project implementation initially has high outgoing costs, to place essential infrastructure into Armadale Stores, an essential service in the south of Sleat. This should be considered not as simply an energy resilience measure, but as an investment in the resilience and continuity of a key community asset.

As noted above, Sleat has faced major disruption over the past two years due to repeated unplanned power outages and severe weather. Between 2024 and 2025, these incidents caused £15,351 in lost or spoiled stock, additional overtime and wider business interruption, placing significant pressure on our ability to keep essential services open. SCT recognises that climate change and El Niño-related weather patterns may increase the frequency and severity of such events. Installing a back-up generator will allow Armadale Stores to remain open during outages, maintaining access to food, fuel, warmth and other essential services, while reducing food waste, business disruption and impacts on the local economy for years to come.

The value of this project for community wellbeing cannot be overstated. Armadale Stores is a key strategic asset in south Sleat: it is the only food shop for many residents, including vulnerable people who rely on grocery deliveries and other services based there, such as the community EV bus, Post Office, and store. It is also a trusted place where people meet, share information and access informal community support.

By protecting the operation of Armadale Stores and SCT offices, the project will strengthen community wellbeing and resilience across south Sleat. It will help the community move from reacting to unplanned outages to preparing for them, increasing local capacity and safeguarding essential services during future disruption.

Obtaining comparable quotations has been challenging because few contractors serve our local area. Since the project was conceived, we have contacted several contractors on Skye and across the Highlands, both before and after appointing our Community Development Officer. Only xxxxxx was able to undertake a site visit and provide a quotation. Following that visit, xxxxxxx advised that the generator would need to be installed in a publicly visible location to the west of the building because access to the garden is restricted. Discussions with Building Standards then indicated that the installation would require a building warrant and potentially a specialist enclosure because of the generator's proximity to the building. xxxxxxx could not quote for this enclosure, so we sought prices from specialist fabricators across the Highlands and England, as there is no suitable fabrication business on Skye. Based on recommendations from local residents, we contacted several suppliers with a broad specification designed to meet likely building-warrant requirements. Only xxxxxxxx and xxxxxxx, an England-based company that regularly works in the Highlands and Islands, provided formal quotations. To demonstrate a reasonable market estimate, our Community Development Officer also included an online price from xxxxxxx and calculated the median of the three costs in the supporting document 'Evidence – Generator Costs and Estimates'. The estimates are not directly comparable because one excludes travel and installation, but together they represent the best available evidence after wider attempts to obtain quotations received no response. We are continuing to seek comparative quotations for the generator.

xxxxxxxxx is scheduled to conduct a site visit on 16 November, after which it will provide an additional quotation.

**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 £** |
|---|---|---|---|
| Match Funding -- SSE | **Yes** ☒ **No** ☐ | 25/08/2026 | £15,000.00 |
| Community Fundraising | **Yes** ☒ **No** ☐ | 31/08/2026 | £2,015.30 |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | | **Total match funding** | **£ 17,015.30** |
| | | **CRF requested** | **£ £17,182.72** |
| | | **Total funding** | **£ 34,198.02** |

| | | |
|---|---|---|
| **6.2** | **Will the project involve "in kind" support?** | Yes ☐ No ☒ |
| **6.3** | **If yes, please detail.** | |

N/A

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

Sleat Community Trust is a charitable trust, that holds assets for the benefit of the Sleat community. Our funds are limited and a project of this scope, that can benefit our community overall, would be unavailable to us without public funding.

| | |
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| **6.5** | **Please explain what the remaining bank balances are for in your accounts.** |

In our latest available August banking balance, there is £29,183.65 of restricted funds, which holds money several internal groups such as the Sleat Nature Group (£2,161.86), Sleat Hydro Benefit Fund (£662.23), Community Café (£3,578.63), South Skye Table Tennis Group (£412.76) and Tormore Management Group (£1378.90). There is also ringfenced grants for Sleat Renewables (£73.65), Tomore Community Forest CSP Project Grant Award (£2531.66) and DTAS SCP Funding for the Community Development Officer (£16,678.66), as well as additional fundraising such as Bothy Account (£100.00) and our Generator Fund (£1,605.30). There is also £16,140.90 assigned to unrestricted funds and £20,000 of reserves.

| | |
|---|---|
| **6.6** | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |

The unrestricted funds go towards our energy costs, bills, and wages for our Office Administrator.

| | |
|---|---|
| **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?** |

Local business owners have expressed support for the project. As Armadale Stores is the only grocery shop in South Sleat, it does not compete with another local provider. The Trust also supports small businesses by renting office space, and these tenants will benefit once the generator and wider resilience plan are operational. Several Trustees are local business owners and also support the project.

| | | |
|---|---|---|
| **7.4** | **Have you considered taking out a loan for the project?** | Yes ☐ No ☒ |
| **7.5** | **If not, please state why?** | |

As the project is not revenue generating, but rather an investment in community resilience infrastructure, it will not generate sufficient additional income to service loan repayments. Taking on a loan for the project would also place an additional ongoing financial commitment to the Trust and could reduce the resources available for maintaining and developing community services that Armadale Stores and SCT already provide.

Grant funding is therefore considered the most appropriate way to establish this essential community resilience infrastructure while maintaining the Trust's long-term financial sustainability.

| | | |
|---|---|---|
| **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? |
|---|---|---|---|
| DTAS Strengthening Communities Programme | 2026/2027 | £38,601.00 | Yes ☐ No ☒ |
| Community Transport Grant 2024-2027 | 2026 (full amount) | £6000.00 | Yes ☐ No ☒ |
| Species on the Edge | 18/02/2026 | £3000.00 | Yes ☐ No ☒ |
| Flora & Fauna International | 01/02/2026 | £2621.00 | Yes ☐ No ☒ |
| Community Transport Grant 2024-2027 | 2025 (full amount) | £5000.00 | Yes ☐ No ☒ |
| International Tree Foundation | 04/11/2025 | £2050.00 | Yes ☐ No ☒ |
| Highland Council CRF 2165 | 02/12/2024 | £46,531.00 | Yes ☐ No ☒ |
| Highland Council Comfort Scheme | 2024 | £700.00 | Yes ☐ No ☒ |
| Energy Savings Trust | 07/02/2024 | £4,183.23 | Yes ☐ No ☒ |
| HIE | 19/02/2024 | £1,179.00 | Yes ☒ No ☐ |
| Highland Council CRF1196 | 19/02/2024 | £877.76 | 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:**<br><br>**Print: xxxxxxxx** | **Date:**<br>29/09/2026 |

**<u>Please Ensure You Also Complete the Attachments Checklist Below</u>**

| 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:** Planning Documentation has not started or submitted, but I have attached email enquiry as evidence. | | |

**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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF4255 |
| **1.2** | **Organisation** | Broadford and Strath Community Company |
| **1.3** | **Project title** | Broadford Community Woodland Regeneration |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | Our local community has recently become proud owners of Broadford North Wood. Situated in a prominent location on the edge of Broadford village, the wood is currently an inaccessible monoculture plantation. The community's vision is to transform this wood and an adjacent area of woodland that is already in community ownership into an accessible, nature-friendly space (approx. 30ha) that will be a focus for wellbeing and learning for generations to come.<br><br>During the first 3 years of the project we want to:<br>- Develop an inclusive volunteer programme to promote learning, skills, social cohesion and wellbeing. |

| | | | |
|---|---|---|---|
| | | - Promote the expanded woodland through events, learning and public engagement.<br>- Undertake nature restoration work, e.g. tackling invasive species.<br>- Harvest mature timber to generate income and support regeneration work.<br>- Work with partners to develop and deliver learning offers.<br>- Explore the potential of small-scale woodland enterprises e.g. woodfuel.<br>- Progress a project to create at least 3 new footpaths.<br>- Prepare for restocking the woodland with native species.<br><br>To deliver this we will employ a part-time Community Woodland Manager. A key part of their role will be to build capacity among local community members and volunteers to ensure a continued sense of ownership and long-term sustainability for the project.<br><br>We have secured significant funding from the National Lottery and SSE to deliver this work over a 3-year period, with strong indication of additional support from a 3rd funder. We are seeking match funding to complete the funding package. | |
| **1.5** | **Project costs** | **Total project cost** | £131500 |
| | | **Match funding** | £101500 |
| | | **CRF grant requested** | £30000 |
| **1.6** | **Start date** | 01/12/2026 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | 30/11/2029 | |
| **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?<br><br>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** | Broadford and Strath Community Company |
| **2.2** | **Address and postcode** | Correspondence address:<br>XXXXXXXX<br>Registered office: |

| | | | |
|---|---|---|---|
| | | T C Young Solicitors, Merchants House, 7 West George Street, Glasgow, G2 1BA | |
| **2.3** | **Main contact name** | XXXXXXXXXXX | |
| **2.4** | **Position in the organisation** | Community Coordinator | |
| **2.5** | **Contact number** | XXXXXXXXXXX | |
| **2.6** | **Email address** | XXXXXXXXXXX | |
| **2.7** | **Website address** | www.broadfordandstrath.org | |
| **2.8** | **Organisation type** | ☒ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☒ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | Company - SC246279<br>Charity - SC034829 | |
| **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.**<br>Yes ☒ No ☐ | |
| **2.11** | **If the organisation is VAT registered, please provide the number.** | We are part of a VAT group with our trading subsidiary Strath Leisure T/A Camping Skye<br>Group ID is XXXXXXX | |
| **2.12** | **Is the VAT related to the project being reclaimed from HMRC?** | ☐ | Whole |
| | | ☐ | Partial |
| | | ☒ | None |
| **2.13** | **Provide details of VAT exemptions.** | Following a detailed independent examination of all of the charity's activities by the VAT specialist VITA, it was decided that where we provided a service for a fee just that activity might be liable for VAT even if the turnover was less than £5k. All other activities are deemed exempt.<br><br>We await further clarification of the VAT position regarding the woodland but it is probable that the process of a timber sale and associated extraction costs will involve VAT but the wider process of community engagement and wider benefit, the subject of this proposal, will not. | |

| **SECTION 3: PROJECT DETAILS** | | |
|---|---|---|
| **3.1** | **Please confirm the location of the project including post code.** | Land north of Pairc Nan Craobh, Broadford IV49 9AP |
| **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?**<br>**If so, what is the term left on your current lease agreement** | Yes ☐ No ☐<br>Years Months |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.** | |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes ☐ 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) |
|---|---|
| Nature restoration Year 1: complete habitat surveys, remove invasive/non native species, harvest mature timber as per plan agreed with Scottish Forestry | 30/11/2027 |
| Volunteering, learning & communications Year 1: Develop and deliver programme of regular volunteer activities and engagement events with opportunities for diverse groups; regular communication with local community; scope learning activities with partners | 30/11/2027 |
| Development projects Year 1: Scope potential for woodland enterprises identified in feasibility study, consulting with community | 30/11/2027 |
| Nature restoration Years 2 & 3: Undertake restoration of peatland/wetland areas; refine plans for replanting with native species | 30/11/2029 |
| Volunteering, learning & communications Years 2 & 3: Deliver learning activities with partners; continue to develop and deliver volunteering, engagement and communication activities as above | 30/11/2029 |
| Development projects Years 2 & 3: Build on Y1 scoping, deliver projects where feasible | 30/11/2029 |
| Paths & leisure: Oversee creation of initial access paths and scope additional paths and recreation infrastructure | 30/11/2029 |
| Fundraising: Secure follow on funding to deliver native tree planting, completion of paths network and continuation of volunteer programme | 30/11/2029 |

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

(500 words max limit)

The community-owned asset provides an ideal opportunity to address both environmental and community needs – supporting the health & wellbeing and resilience of people and planet.

Environmental need

We are in a climate and biodiversity crisis, globally and locally. We know that native trees can help by removing CO2 from the atmosphere, protecting against extreme weather, and providing habitats to support diverse ecosystems. Yet the UK is one of the least wooded nations in Europe, and Scotland is falling short of its tree-planting goals.

Native tree cover in Skye is sparse. Only a few isolated patches of Atlantic rainforest remain, covering c.2% of the island. The 2024 Broadford Biodiversity Audit and Action Plan identified habitat and species loss as a major issue, with monoculture commercial plantations and Invasive & Non-Native Species (INNS) being among the causes. A community survey undertaken as part of the Biodiversity Audit demonstrated local appetite for more learning and capacity-building to respond to environmental threats.

Community
Our remote rural community faces many challenges. Our population is disproportionately older, a trend that is increasing. Physical and mental health are pressing issues: prescribing rates for depression-related illness are high and increasing (Public Health Profile), and nearly 30% of south Skye adults have at least one long-term health condition (Population Needs Assessment).

There is a need therefore for activities to promote health and wellbeing, especially amongst the older generation. We know from community feedback that there is a need locally for accessible green spaces and paths. We also need opportunities for young people and activities that will encourage families with school-aged children to stay in or move to our area.

Access to green space, especially woodland, has been proven to have a beneficial impact on mental health and wellbeing. Woodland-based leisure and learning activities are attractive to families. A range of volunteering opportunities will enable local residents of all ages and abilities to take part in meaningful social activities that will contribute to improved civic pride and social cohesion.

This project therefore presents an excellent opportunity for community wealth-building in the widest sense.

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

(500 words max limit)

1 West Highland and Islands Local Development Plan – Westplan:
Placemaking priorities for Broadford include:

- Expansion of recreational tourism activity to the west of the village including extension of green networks.
- Promote active travel links to the village centre.

The regenerated woodland and planned paths network will support this.

2 Area Place Plan (Skye & Raasay Future - SARF):
Our proposals align closely with SARF priorities, including:

- Climate Action and Resilience – carbon sequestration and resilience to extreme weather.
- Strengthening Communities – capacity building, taking ownership of local assets, encouraging inclusive participation and recreational opportunities.
- Diverse and Green Economy – climate-driven changes in land use, sustainable tourism
- Transport Infrastructure – active travel (paths network).

3 Broadford and Strath Local Place Plan - LPP
The development and regeneration of Broadford Community Woodland and Broadford North Wood is highlighted as a specific community priority in the Broadford & Strath LPP, validated in 2024. (See e.g. p.18; and Proposal 5, Broadford North, ‘Potential community acquisition … Proposals may include recreation and amenity, timber processing, wood fuel, woodland crofts.’ Proposal 6, Broadford Community Woodland: ‘Restructure woodlands to promote biodiversity and support amenity in line with Forest Plan.’)

The LPP also highlights people's need for accessible green spaces, especially important for families with young children, and a shared desire to protect and restore the natural environment (p.24). It also demonstrates that at a time of significant change for our area, many people are feeling disempowered and fearful of community disintegration (p.32). The project will address this by giving people from diverse backgrounds the opportunity and capacity to shape the future of community-owned land. LPP consultation also identified a desire for more paths /active travel routes, which this project will help deliver.

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

(500 words max limit)

We have evidence of support through extensive community consultation, success in related projects, and feedback from other organisations.

1 Community consultation
There has been extensive community consultation to get us to this stage.

The project is rooted in BSCC's consultation with the community back in 1995, which in 2011 led to the purchase of 23ha of former forest plantation for community use. Part of the site was developed into our highly successful Growers Hub and Camping Skye projects. A forest plan was agreed for the remaining 19ha of mixed forestry and open habitats.

In 2023 BSCC commissioned a feasibility study to revisit the forest plan. Community consultation highlighted interest in woodland volunteering and improved access to the forest. The acquisition of neighbouring Broadford North Wood was identified as critical in unlocking its potential. Consultation for the 2024 Local Place Plan likewise indicated strong interest in community-led woodland regeneration.

With this endorsement, BSCC embarked on the process to acquire the additional Broadford North woodland. This was achieved in March 2026 with support from the Scottish Land Fund and Highlands and Islands Enterprise. The local community was involved throughout, e.g. thorough BSCC's liaison with the Community Council, sharing ideas at community events, and eliciting feedback from volunteers. During this time we also developed a management plan which was shared and endorsed at a community event in April 2026. At that time we also established a Community Liaison Group which now meets regularly to help shape our plans.

2 Related projects
The project builds on the success of previous and ongoing BSCC community projects, particularly two woodland-related ones: the Community Tree Nursery and Woodland Restoration programme.

In the Community Tree Nursery, we have been working with volunteers from all backgrounds to grow trees from locally gathered seed, with the aim ultimately of planting them in the Community Woodland. Participants tell us they have found it very rewarding from both an environmental and social perspective – and are very keen to be involved in the next stage of the 'seed to forest' journey. See https://www.broadfordandstrath.org/project/tree-nursery/ including a short film.

With support from the Highlands & Islands Environment Foundation, in 2025 we evolved the Tree Nursery into a Woodland Restoration volunteer programme. Volunteers have developed skills in habitat surveying, tree planting, and informal path creation. All participants are keen to 'scale up' this work through the proposed project. The success of community events, such as a 2025 Community Woodland Day and 2026 Nature Festival woodland walk, demonstrates local enthusiasm and support.

Other related BSCC projects include community path building, outdoor learning and community growing.

3 Local organisations
Working with other organisations is fundamental to how BSCC operates, and we can demonstrate extensive support for this project. We attach letters of support from Broadford and Strath Community

Council, local youth environmental group Team Otter, XXXXXXXX, local environmental expert XXXXXXXXX, and the Community Woodlands Association. Further evidence can be supplied on request.

| 4.4 | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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)

1 Outputs in Years 1-3 will be

- Project management: Community Woodland Manager recruited (Y1); ongoing reporting and evaluation.
- Volunteering and learning: Programme of regular volunteer activities delivered with opportunities for diverse groups. Learning activities scoped with partners and delivered.
- Nature restoration: Y1: Habitat surveys completed, invasive & non-native species removed, timber harvested in mature areas as per woodland management plan. Y2-3: restoration of peatland/wetland areas undertaken, plans refined for replanting with native species following fallow period.
- Communications and engagement: Regular communication and engagement with local community and stakeholders including Community Liaison Group; engagement events delivered e.g. walks, talks, hosted visits.
- Paths & leisure: Y2-3: Initial access path network created (based on timber access routes); additional paths/recreation infrastructure scoped for delivery Phase 2.
- Development projects: Y1: Small-scale woodland enterprises scoped (e.g. wood fuel, Christmas trees, commemorative trees); Y2-3: projects underway where feasible.
- Fundraising: Y3: Funding raised for Phase 2 (i.e. project years 4 & 5), to include native tree planting and completion of paths network. Note: A fallow period is required following timber extraction so planting cannot take place within Phase 1.

2 How we will measure this

Our quantitative evaluation will include

- Number of volunteers.
- Diversity of volunteers involved according to target criteria
- Numbers of events and activities delivered, and number of attendees
- Quantity of media coverage achieved
- Recording key outputs e.g. lengths of path created, INNS removed
- Success in securing funding for follow-on phase

The above will be measured by observation, record-keeping and reporting.

We will also undertake qualitative evaluation from participants and the local community. This will include project awareness, learning and impacts. Methodologies will be developed appropriate to each target group.

| | |
|---|---|
| | **(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 outcome after 3 years will be improved community capacity to protect and enhance the natural environment, and preparatory work completed to enable restructuring of the woodland in favour of native species in Phase 2. The longer-term outcome will be improved nature and biodiversity across a prominent 30 hectare site on the edge of Broadford, and a community able and willing to sustain this.

Outcomes envisaged:

1 Local residents from diverse backgrounds have the opportunity and capacity to shape the future of community-owned land.

- Measured by: Numbers and diversity of volunteers; number of active Community Liaison Group members; number of activities and events delivered; qualitative feedback on levels of awareness, perceptions, sense of ownership, willingness to become involved.
- Methodology: Observation, record-keeping, informal feedback, community survey, press/PR, events.

2 A viable business model is achieved that will support the long-term management of woodland and associated community activity.

- Measured by: Net surplus achieved for timber harvesting in line with targets; income targets achieved for grant applications; proposed development projects demonstrate sufficient viability to support future woodland management / activity.
- Methodology: Regular reporting against budget projections; independent expert review of business plans for development projects; benchmarking against performance of other community woodland groups and businesses.

3 Local residents, workers and visitors enjoy improved access to local amenity and associated health & wellbeing benefits

- Measured by: Metres of paths completed; quantity of facilities installed e.g. seating, signage, play areas; numbers and diversity of users; qualitative feedback on facilities.
- Methodology: Record keeping, observation, informal and formal feedback from users; benchmark assessment against authoritative studies (NHS, academic institutions etc.) linking outdoor access and health & wellbeing.

4 Biodiversity and nature is improved in Community Woodland area.

- Measured by: Quantity of invasive species removed; quantities of native trees planted; success rate of newly planted trees; areas of peatland and wetland restored, increase in species biodiversity
- Methodology: Baseline and annual surveys; record keeping; assessment by independent experts.

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

(500 words max limit)

Our plans are founded in a robust and detailed feasibility study by an independent woodland consultant. The study and related business plan were validated by the Scottish Land Fund and Highlands & Islands Enterprise as part of our successful funding applications to purchase Broadford North Wood.

We have costed the project over a 3-year period to give the Community Woodland Manager sufficient time to deliver the community's immediate priorities while establishing funding for follow-on work. This will be through income generation and/or grants/own funding (see below). In years 4-5 (Phase 2) we anticipate

that a continuation Manager role will be required to oversee the replanting and continue volunteer & learning activities. From Year 6, additional work may be needed to lead the volunteer group and maintain the wood and facilities. The size and nature of any post will depend on the scale of projects that the community wishes to deliver, and what additional funding can be secured. BSCC is accustomed to working flexibly in this way.

Income generation:
The feasibility study identifies the following potential income generating projects which will be investigated by the Community Woodland Manager:

- Woodfuel: as an in-house business; contracting out to a local firewood merchant; or a hybrid. The manager will assess the market and identify the most appropriate option, ensuring no negative impact on local businesses.
- Commemorative trees: We will seek to develop a business selling commemorative trees. A suitable area will be identified, and a marketing and promotional strategy devised. There is potential for partnership working with the community tree nursery.
- Other: The feasibility study identifies Christmas trees, woodland crofts, glamping pods, ashes burials and a wind turbine as additional possible income generating or self-financing activities. The manager will undertake further investigations and take forward any viable projects.

Grants and own funding:
We anticipate that external grants will be needed to support the continuation or development of some projects, such as learning activities and path building. BSCC has an excellent 22-year track record in raising significant amounts of grant funding from public and private sources. Our volunteer directors and Community Coordinators will continue this work.

BSCC is an entrepreneurial organisation with a proven ability to deliver self-sustaining and income generating projects. Our community campsite, Camping Skye, generates a surplus of approx. £120,000 per year through our trading arm Strath Leisure Ltd. This is invested in BSCC's core charitable activity and used as match funding to lever in external project grants.

Volunteers and partnerships:
The involvement of volunteers and partner organisations will ensure that the local community is 'invested' in the woodland. Volunteers and partnerships will continue to play an important role beyond project completion, ensuring efficient use of resources as well as continued community engagement.

| 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)

A commitment to the environment is core to BSCC's mission. We have a Carbon Reduction Plan in place setting out the steps we are taking to achieve Net Zero, and an Environmental Policy and Action Plan setting out wider environmental commitments.

While the project will specifically address climate change issues, we will also take steps to mitigate any negative environmental impacts in delivery.

1 Addressing climate change issues
A key driver of the project is to deliver environmental improvements. We will do this through promoting ecological awareness (through learning and engagement); building knowledge and capacity (though volunteering and learning); undertaking initial environmental improvements (removing INNS, small-scale nature restoration) and in the longer term contributing to enhanced biodiversity through replanting with native species.

While acknowledging that trees are only part of the journey to net zero, it is widely recognised that we need urgently to increase the UK's woodland cover and harness Nature Based Solutions. According to the Woodland Trust a young wood with mixed native species can lock up over 400 tonnes of carbon per ha,

giving a potential carbon sequestration of 4800 tonnes for our site. Moreover the woodland will be accessible from Broadford by foot, thus supporting active travel and its carbon reduction benefits.

We know from our Community Tree Nursery that there is something very powerful about nurturing and planting trees. Our volunteers report that they find it especially rewarding. The project thus has the potential to be a catalyst for environmental action, inspiring and equipping people with the knowledge and skills to make environmental change happen and support the journey to net zero.

2 Mitigating impacts
During project delivery, we will make every effort to mitigate any negative environmental impacts. We are working hard to reduce BSCC's environmental impact through our Carbon Reduction Plan, which has included the recent installation of renewable energy at the campsite. Timber harvesting will adhere to the robust environmental protection measures set out in UK Forestry Standard.

In line with BSCC's environmental policy we will use recycled / repurposed materials wherever possible, including using crushed glass (from our campsite recycling facility) for path construction if possible. We will encourage volunteers and event participants to walk, cycle or use public transport to our site. We will look to continually improve our environmental performance, seeking advice from other community woodland groups, and through our membership of the Community Woodlands Association and Highlands & Islands Climate Hub's Sustainable Spaces programme.

| 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)

BSCC strives to be an inclusive organisation and our projects are for all the community to enjoy. We believe that no one should suffer less favourable treatment on the grounds of age, race, class, gender, gender identity, religion / belief, sexuality and disability. Our Equal Opportunities Policy set out the steps we are taking to promote equality of opportunity and access, eliminate discrimination, and provide positive action.

In consulting for this project we worked hard to ensure we reached all sectors of the community. Public events were designed to be accessible both physically and intellectually. They were held in accessible locations and were publicised using a variety of channels, including non-digital, and through partners.

Looking forward, we will take the following steps to ensure that no one is excluded or disadvantaged:

- Volunteer and learning activities will be free of charge and we will have budgeted to offer travel expenses where that may be a barrier to participation.
- A variety of activities will be offered to meet diverse needs. As the woodland is not currently fully accessible for those with mobility issues we will ensure there are alternative activities on offer e.g. tree nursery activities in our Growers Hub accessible polytunnels.
- Publicity (online and print) will use Plain English and strive to represent a diverse cross-section of participants.
- Staff delivering learning / volunteering activities will be trained to be sensitive to the needs of diverse audiences/participants.
- We will check on any access requirements in advance of activities (where possible, e.g. for bookable activities) and take steps to accommodate all needs.
- We will work with partner organisations to reach diverse sectors of the community.

The project will include public consultation on future development plans, including the proposed paths network. We will work hard to ensure that everyone has the opportunity to contribute to ensure accessibility and a sense of ownership.

In addition to the above, certain activities will target specific groups, such as older people, young people, and those facing health challenges. For these groups we will meet them where and when they feel comfortable, working with partners as appropriate. BSCC has a network of strong relationships and has built up a huge amount of trust over the years. For example, to reach older people we will work with South Skye Men's Shed, a project we helped set up which has now become an independent charity. To meet the needs of people experiencing mental health challenges we will build on the experience and contacts of our successful Flourish Together horticulture therapy project. Likewise to engage young people we will build on the success of our Corry Capers outdoor learning programme, which is co-designed with the young participants.

We will continue to encourage diverse membership of our Community Liaison Group to support the above. We will regularly review and strive towards continual improvement.

| | |
|---|---|
| **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.**<br><br>**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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br><br>FWF statement and decleration template.( |

| | |
|---|---|
| **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 |
| **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<br>☐ Staff /Engagement Surveys<br>☒ Suggestions Schemes<br>☐ Intranet/Online Platforms<br>☒ Staff Forums / Networks<br>☐ 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.**<br>CRF overheads and management fees sun |

| Budget Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|
| Staff | Community Woodland Manager 0.6 FTE, starting salary £32,000 pro rata; covers recruitment, salary, NI, pension for 3 years | Revenue | 69300 |
| Volunteer expenses | Subsistence, training, sundry expenses, 3 years | Revenue | 12900 |
| Activities | Engagement and learning activities – promotion and delivery, 3 years | Revenue | 7500 |
| Overheads & internal management/admin | Includes: contribution to insurance, accountancy, IT, admin support staff, 3 years | Revenue | 13000 |
| Equipment | Includes computer for Manager, PPE for volunteers, 3 years | Capital | 5300 |
| Access paths infrastructure | Groundwork, materials | Capital | 23500 |
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| | | | |
| | | Total revenue expenditure | £102700 |
| | | Total capital expenditure | £28800 |
| | | **TOTAL PROJECT COSTS** | **£131500** |
| | | | |
| | | **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?<br>Please provide any quotes as supporting documents to this application .** | **Yes ☒ No ☐** |
| **5.3** | **Please explain how your project will achieve value for money.** | |
| | | |

BSCC has extensive experience of managing diverse projects and has processes in place to ensure effective use of public funds. We will be providing over 75% of the project costs, so every £1 of public funding invested delivers significantly more value.

**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 £ |
|---|---|---|---|
| SSE Sustainable Development (note – funding award £37,500, of which £6k allocated to current work, so project contribution is £31.5k) | **Yes** ☒ **No** ☐ | 29.4.26 | 31500 |
| National Lottery Community Action Fund | **Yes** ☒ **No** ☐ | 29.8.26 | 50000 |
| Swire Charitable Trust | **Yes** ☒ **No** ☐ | 14.10.26 | 20000 |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | | **Total match funding** | **£101500** |
| | | **CRF requested** | **£30000** |
| | | **Total funding** | **£131500** |

**6.2 Will the project involve "in kind" support?** Yes ☒ No ☐

**6.3 If yes, please detail.**

Estimates over 3 years of project:

- Management input by volunteer directors: 450 hours @£30 = £13,500
- Project volunteers, 3000 hours @£15 = £45,000
- Support from other team members / BSCC resource in addition to overheads in budget (e.g. publicity, web, admin, collaborations with other projects): £15,000

Total estimate £73,500

Budget note: timber harvesting costs and income will be managed as a separate self-contained budget, i.e. not included in the budget supplied with this application. Based on feasibility studies it is anticipated that outturn from timber sales will be sufficient to meet the costs of access road construction, plus restocking and fencing to be delivered in Phase 2. Due to uncertainty around current timber prices we do not

anticipate any additional profit but if any excess is generated this will be invested in future woodland community activities and thus provide an additional 'in kind' contribution.

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

BSCC works very hard to raise funds from a variety of sources and will continue to do so. We have already raised significant sums to support this project and are seeking to complete the funding package. While BSCC raises income through the Community Campsite this income is needed to support a wide variety of projects, many of which are difficult to fund as they are core and/or continuing activity.

| 6.5 | **Please explain what the remaining bank balances are for in your accounts.** |
|---|---|

We have four bank accounts:
1 General Funds: minimal balance, a float used for fundraising and events.
2 Savings: Used as a feed for the Designated account to gain some meagre interest to go towards bank charges.
3 Designated: This is used for our core costs, legal, Statutory, insurance, banking, accounting, match funding, project officers and running costs of our core projects, repairs and maintenance.
4 Restricted: These are ring-fenced funds (from external funding or committed BSCC match) to be spent on specific projects including Broadford and Elgol Public Toilets, Defibrillators, Community Garden, Corry Capers outdoor learning, Skye Cycle Way, Flourish Together horticulture therapy, Woodland Restoration, and Community Woodland funding raised to date.

| 6.6 | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |
|---|---|

Our projected core costs for 2026-27, £151,888 covered by the Designated Funds, are:

- Legal, statutory, insurance, banking and accounting: £31317
- Statutory Audit £10200
- Capital obligations: £14670
- Match funding: £5106
- Project officers: £84035
- Repairs & maintenance to date: £6670

| 6.7 | **If you are applying for 100% funding for your project, please explain why no match funding is available.** |
|---|---|

n/a

## SECTION 7 – INCOME GENERATION

| 7.1 | **Will the project generate income?** | Yes ☐ 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.** | |

n/a

| 7.3 | How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project? |
|---|---|

There are no direct competitors. In developing a potential woodfuel business we will take steps to ensure that we do not compete with or undercut local suppliers. We plan to consult with local woodfuel businesses and invite them to collaborate e.g. by acting as intermediary seller.

Any capital works e.g. for path construction will be put out to tender in line with BSCC's procurement policy to ensure that no local suppliers/businesses are disadvantaged.

| 7.4 | Have you considered taking out a loan for the project? | Yes ☐ No ☒ |
|---|---|---|

| 7.5 | If not, please state why? |
|---|---|

This type of activity is not typically debt funded. The decision not to take out a loan is in line with our Risk Management policy.

| 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? |
|---|---|---|---|
| Community Led Local Development – CRF 6071 (Corry Capers Outdoor Learning) | 29/07/2026 | 9700 | Yes ☐ No ☒ |
| Highland Nature Restoration Fund - NRF222 | 13/03/2026 | 2620 | Yes ☐ No ☒ |
| Highlands & Islands Enterprise (woodland acquisition) | 16/03/2026 | 55,080 | Yes ☒ No ☐ |
| Highland Nature Restoration Fund – NRF201 | 28/11/2025 | 8500 | Yes ☐ No ☒ |
| Scottish Land Fund (woodland acquisition Stage 2 grant) | 19/11/2025 | 29,620 | Yes ☐ No ☒ |
| Scottish Forestry Community Fund Grant | 01/09/2025 | 5000 | Yes ☐ No ☒ |
| Community Regeneration Fund – CRF4100 (campsite renewables) | 09/09/2025 | 50,000 | Yes ☐ No ☒ |
| Children and Young People's Mental Health and Wellbeing Fund – CYPMHWB11 | 14/07/2025 | 9800 | Yes ☐ No ☒ |
| Community Led Local Development – hospital path | 23/06/2025 | 6500 | Yes ☐ No ☒ |
| Children and Young People's Mental Health and Wellbeing Fund | 01/04/2025 | 4000 | Yes ☐ No ☒ |
| Scottish Land Fund (Stage 1 woodland acquisition) – ID 20307285 | 27/03/2025 | 7760 | Yes ☐ No ☒ |
| Whole Family Wellbeing Fund | 07/11/2024 | 9765 | Yes ☐ No ☒ |
| Community Regeneration Fund – CRF3099 | 19/05/2024 | £6136 | 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:**<br><br>**Print: XXXXXXXXXXXXXX** | **Date:**<br>28/09/2026 |

**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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF4256 |
| **1.2** | **Organisation** | Edinbane and Communities Company |
| **1.3** | **Project title** | Edinbane Shop – Tender readiness |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | The project is to advance design of the proposed community shop at Edinbane through to RIBA Stage 4a – production of tender documentation and issue of building warrant. Until last year we had been progressing a concept of a mixed commercial/community redevelopment of the whole 0.2ha site. However in 2025 ECC took the decision to focus on the delivery of the community shop element as a stand-alone facility. This was partly due to affordability concerns in the light of recent construction cost increases, and also a recognition that the shop element was the primary service that the local community wanted to see realised. We have since reconfigured the design to create a single-storey shop unit of approximately 160 m² which has been submitted for planning application. We now want to |

| | | | |
|---|---|---|---|
| | | take that more achievable first phase forward to tender readiness stage so that we are in a position to bid for major capital funds in 2027-28. This will mean progressing through technical design, gaining building warrant, and preparing tender documents, to RIBA 4a – tender readiness. | |
| **1.5** | **Project costs** | **Total project cost** | £36,390 |
| | | **Match funding** | £16,390 |
| | | **CRF grant requested** | £20,000 |
| **1.6** | **Start date** | 11/01/2027 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | 31/07/2027 | |
| **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?<br><br>Yes ☐ No X☐ | |
| | 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** | Edinbane and Communities Company | |
| **2.2** | **Address and postcode** | c/o XXXXXXXXXX | |
| **2.3** | **Main contact name** | XXXXXXXXX | |
| **2.4** | **Position in the organisation** | Development Officer | |
| **2.5** | **Contact number** | XXXXXXXXX | |
| **2.6** | **Email address** | XXXXXXXXX | |
| **2.7** | **Website address** | www.edinbaneandcommunitiescompany.org | |
| **2.8** | **Organisation type** | ☒ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☒ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | SC318756<br>SC040297 | |
| **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.** | XXXXXXX | |
| **2.12** | **Is the VAT related to the project being reclaimed from HMRC?** | ☒ | Whole |
| | | ☐ | Partial |
| | | ☐ | None |
| **2.13** | **Provide details of VAT exemptions.** | **Exemption on professional fees related to construction** | |

| **SECTION 3: PROJECT DETAILS** | | |
|---|---|---|
| **3.1** | **Please confirm the location of the project including post code.** | **Edinbane village Isle of Skye IV51 9PW** |
| **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?<br>If so, what is the term left on your current lease agreement** | Yes ☐ No ☐<br>Years Months |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.** | |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes ☒ No ☐ |
| **3.9** | **If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.** | Planning consent pending ref. 26/01701/FUL |

| **SECTION 4: THE PROJECT PROPOSAL** | |
|---|---|
| **4.1** | **List the main activities required to deliver the project including timescales.** |

| **Activity name** | **Achieve by (date)** |
|---|---|
| Completion of technical design package for Building Warrant | 31/05/2027 |
| Submission of Building Warrant | 20/06/2027 |
| Production of tender documentation | 01/07/2027 |
| Identification of prospective tender list invitees | 31/07/2027 |
| | 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? |
|---|---|

The project will open the way for the redevelopment of the entire 0.2 ha site, which sits in a key location at the entrance to Edinbane village. The redevelopment will benefit all 280 residents of Edinbane settlement, as well as people living outwith our community, but who are still closer to Edinbane than to either Dunvegan (8 miles away), or Portree (12 miles away) – estimated to number 330. In addition the 9 businesses in the area with approximately 58 staff and employees will benefit from increased trade, longer stays and more over-night stays. Residents will benefit by having access to key local services in Edinbane for the first time in nearly 20 years – food shop, post office, and café. There will also be direct creation of new employment opportunities in these businesses – estimated at 2.8 FTEs. There will also be indirect economic impacts through the retention of an estimated £112,000 p.a. within the local economy and a new outlet for local food producers.

Local tourism businesses (two hotels, approx.20 self-catering and a large campsite) will stand to benefit from having better local facilities available to guests staying in the area. The shop itself will also re-establish a key focal point for social interaction within the village, with a large vestibule specifically designed to facilitate informal community events (eg: fundraising, bake sales, pop-up promotions and local information events).

This is a key community-led regeneration project for Edinbane which emerged from the 'Atlas of Edinbane' community planning process in 2019. It is part of ECC's strategy to use windfarm benefit money to create the foundations for the long-term regeneration of the community.

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

The 'Atlas of Edinbane' identified 10 key priorities for the settlement, of which the shop project addresses aspects of five;

- **Edinbane Gateway**: Edinbane needs to promote itself better, attracting more passing trade and becoming a destination in its own right. The shop site is located prominently on the A835 at the entrance to the village and can attract passing trade and visitors.
- **Brand & Identity**: used by both businesses and the community, a distinctive identity to help the settlement stand out in North-West Skye. The shop will be a very visible 'signpost' for Edinbane and will include visitor information/directions.
- **A Village Centre**: creating a central focal point for social interaction while also improving traffic/pedestrian access and amenity spaces in the village. The site sits on the proposed new active travel path linking the village to outlying settlements.
- **Community Shop**: re-establishing a local food and grocery store and ancillary facilities.
- **More housing**: with 20+ new homes proposed for Edinbane in coming years we need to provide local services to attract new residents and retain families.

The loss of key local facilities impacts efforts to retain population and expand outlying settlements in North Skye. Currently residents and visitors must travel 8 miles to Dunvegan or 12 miles to Portree for all their food shopping. This imposes extra travelling costs on local residents, higher carbon footprint and a missed opportunity for more spend within the local economy.

These issues are recognised in the adopted West Plan, whose placemaking priorities for Edinbane settlement are;

- To support the retention, improvement and expansion of tourism assets such as local archaeological trails and the core path network to expand/underpin local tourism employment in turn to help reduce commuting dependency and assist in the retention of local community and commercial facilities.
- To support the role of community initiatives in……. any proposal to re-use vacant buildings in the heart of 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 |
|---|---|

The loss of food and grocery shop and post office services is a recurring theme in community consultations. Residents see a lack of local facilities as a hindrance to the settlement's growth and regeneration, as well as imposing additional travel/time costs. In 2026 ECC undertook a community survey to inform our business planning for the shop proposal. The overwhelming majority of respondents (86%) rated having a community shop as important or very important to their lives. In addition 77% of respondents thought the shop would provide an important social hub for the village.

Over the past 5 years as ECC has first worked towards the acquisition of the site, and then developed proposals for it, the shop has been confirmed as our priority project by community members at successive AGMs.

| 4.4 | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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?**

The immediate output will be a fully consented design for the new community shop with planning approval and building warrant in place and tender documentation prepared – a shovel ready project for capital development. This will enable ECC to take advantage of capital funding opportunities in 2027-28 to undertake the development.

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

The longer-term outcome will be to re-establish key local services in the Edinbane area, and the creation of a new community-owned enterprise and asset. Managing this enterprise will be a new undertaking for ECC, developing our organisation's capacity and creating our first income generating asset. It will contribute to economic recovery and sustainable growth by creating 2.8 FTE local employment for adults and work experience opportunities for youngsters, while increasing

the circulation of money within the local economy, estimated at £112,000 p.a. by Year 3. It will also provide more opportunity for visitor spend to contribute directly to the local community and provide a retail outlet for local producers.

There will also be social impact created by more opportunities for social interaction in the shop itself and due to the ancillary activities. This is expected to improve community cohesion over time.

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

After completion the shop will be leased by ECC to a wholly-owned trading subsidiary, ensuring that ownership of the asset remains with the community, while protecting the parent charity from any potential losses. The trading body will have primary responsibility for ensuring the centre is well run and financially viable. Surplus income will be remitted back to the parent charity (ECC) to create a sinking fund for cyclical repairs and renewals.

The trading company will recruit and employ a Shop Manager and assistants, with oversight and line management being provided by volunteer directors. In addition there will be opportunities for volunteers to be directly involved in running the shop, as is often the case in community-run enterprises.

The facility is intended to be self-sustaining in the long term, both financially and operationally. The business plan demonstrates that the shop will be able to generate sufficient income through trading activities to cover normal operating costs and accumulate reserves to cover on-going maintenance. It is well located on the main Portee - Dunvegan tourist route and we expect seasonal footfall to be a significant part of the business income.

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

The building fabric is designed to be as energy efficient as possible, minimising embodied energy and maximising carbon sequestration by making as much use of timber as possible, and minimal concrete. Space heating will be provided by heat pumps, with the design intended to maximise solar gain through south-facing fenestration. Landscaping will include native tree/shrub planting to improve bio-diversity.

The shop will itself contribute to a long-term reduction in car use by local residents, and visitors. By providing key local services in Edinbane we will reduce the need for people to travel 8 miles to Dunvegan, or 12 miles to Portree for all their food shopping. In addition the centre will sit on a new all-user cycling/walking path being created with support from Paths for All, which links Edinbane village with the outlying townships to the north. This new path will encourage people to use active zero-carbon transport options to access services at the Edinbane Centre, and in the village, including the local Primary School.

| 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?** |
|---|---|

Facilities at the community shop will be open and available to all members of the community and the general public. During the project development process ECC engaged with the whole community to ensure all groups had an opportunity to shape the design of the proposed facilities and services to be provided therein. This took the form of a users survey, on-line responses to design proposals, and a public consultation events in Edinbane Hall. Having local services available within the community will be of particular benefit to some of our residents who are less able to access facilities in Portree or Dunvegan; older people, children & teenagers, disabled people and those without access to a vehicle (addressing transport poverty)

ECC is in regular communication with the community through newsletters, bulletins and word of mouth. We also hold at least one open community meeting each year, so everybody in the local area has an opportunity to get involved and ask questions. Users will be regularly surveyed once the new facilities are operating so that we can ensure we continue to meet the needs of the whole community and all groups within it.

| 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.**<br><br>**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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br><br>FWF statement and decleration template.c |
|---|---|

| | |
|---|---|
| **Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.** | Yes ☒ No ☐ |
| **Can you confirm if you have the Living Wage Accreditation or are planning to be certified?** | Yes ☐ No ☒ Applied ☐ |
| **Is the Fair Work First statement on your organisation's website?** | Yes ☐ No ☐ Do not have a website ☐ |
| **How many people do you employ or how many volunteers do you have?** | |
| **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<br>☐ Staff /Engagement Surveys<br>☐ Suggestions Schemes<br>☐ Intranet/Online Platforms<br>☐ 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.**<br><br>**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.**<br>CRF overheads and management fees sun |

| Budget Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|
| Professional fees | Architect | Capital | 13,500 |
| Professional fees | Structural engineer | Capital | 9,650 |
| Professional fees | M&E Engineer | Capital | 7,240 |
| Professional fees | Landscape architect | Capital | 2,500 |
| Consents | Building Warrant fees | Capital | 3,500 |
| | | | |
| | | | |
| | | Total revenue expenditure | £ |
| | | Total capital expenditure | £36,390 |
| | | **TOTAL PROJECT COSTS** | **£36,390** |
| | | | |
| | | **Is VAT included in these costs?** | **Yes ☐ No X☐** |
| | | **Can you confirm that the costs above have not already been incurred or committed to?** | **Yes X☐ No ☐** |

| | | |
|---|---|---|
| **5.2** | **Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided?<br>Please provide any quotes as supporting documents to this application .** | **Yes X☐ No ☐** |
| **5.3** | **Please explain how your project will achieve value for money.** | |

The original commission to design and manage the former shop site redevelopment was subject to tender in October 2022, with 4 bid proposals received. The lowest tender by XXXXXXXX was accepted and the design team appointed on that basis. Following the decision to scale back the initial phase to a stand-alone shop, XXXXXXXX re-quoted RIBA Stage 4 design team fees for the reduced scale development.

| 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 £ |
|---|---|---|---|
| Edinbane & Communities Company | Yes X☐ No ☐ | 15.06.26 | 16,390 |
| | Yes ☐ No ☐ | | |
| | Yes ☐ No ☐ | | |
| | Yes ☐ No ☐ | | |
| | Yes ☐ No ☐ | | |
| | Yes ☐ No ☐ | | |
| | Yes ☐ No ☐ | | |
| | | **Total match funding** | **£16,390** |
| | | **CRF requested** | **£20,000** |
| | | **Total funding** | **£36,390** |

| | | |
|---|---|---|
| **6.2** | **Will the project involve "in kind" support?** | Yes ☒ No ☐ |
| **6.3** | **If yes, please detail.** | |

ECC development officer time liaising with design team and administering Stage 4 appointment and contracts.

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

ECC's windfarm income is limited and around £80,000 p.a. in total. This needs to be applied across a number of different community benefit projects, and its impact maximised by seeking match funding where possible.

| | |
|---|---|
| **6.5** | **Please explain what the remaining bank balances are for in your accounts.** |

A range of on-going community projects including small grants fund, educational & training grants fund, village amenity maintenance, Development Officer and Administrator posts.

| | |
|---|---|
| **6.6** | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |

ECC needs to accumulate reserves in order to contribute significant own funds to anticipated major capital projects, including the redevelopment of the shop site.

| | |
|---|---|
| **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.** | |

This project advances the shop development to shovel ready stage but does not in itself result in income generation at this stage. The business plan however demonstrates potential future income generation capacity which should create a modest surplus available to support ECC's wider charitable objectives.

| | | |
|---|---|---|
| **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 in Edinbane are supportive of the project as it enhances their own (mostly tourism based) offering by providing additional local services to their guests. There will be some limited displacement of spend from food shops in Dunvegan, but most of the displacement will be from the larger supermarket chains, both in physical stores and via deliveries. On the whole the new facility will increase spend and circulation within the local economy.

| | | |
|---|---|---|
| **7.4** | **Have you considered taking out a loan for the project?** | Yes ☐ No ☒ |
| **7.5** | **If not, please state why?** | |

Not for this project as there will not be any income generated at this stage. We have however looked at the possibility of loan funding for the establishment of the trading operation, especially a working capital loan to support initial stock purchases and equipment costs. The business plan assumes that this loan (probably from ECC) will be repaid over the first three years.

| | | |
|---|---|---|
| **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? |
|---|---|---|---|
| CRF 4024 Edinbane Shop RIBA stage 3 | 22/07/2025 | £15,000 | Yes ☐ No ☒ |
| CLLD 3062 Edinbane shop demolition | 03/09/2024 | £24,000 | 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.***<br>***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:**<br><br>**Print: XXXXXXXXXXX** | **Date:**<br>Click or tap to enter a date.<br>**22/9/26** |

**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:**

Constitution: Memo & Articles supplied with previous application
Planning permission: application currently under consideration 26/01701/FUL
Evidence of ownership: Copy of Title supplied with previous application
Quotation: copy of original fee tender supplied with previous application

**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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF 4257 |
| **1.2** | **Organisation** | Community of Raasay Retail Association (CORRA) |
| **1.3** | **Project title** | Raasay Community Stores |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | In 2025, CORRA (Community of Raasay Retail Association), on behalf of Raasay Community Stores, were overwhelmingly supported by the community to purchase the Free Presbyterian Church and with a private legacy, HIE, SLF & CRF funding for the feasibility and actual purchase, CORRA were successful in securing ownership. Since then, with significant consideration based on the feasibility studies and a resulting QS report, CORRA have appointed XXXXXXXXX, to design and renovate the Church into our new community stores (an additional |

| | | | |
|---|---|---|---|
| | | 30% of costs were a major factor if we had appointed contractors from off the island). XXXXXX have already completed stage 1 (Feasibility & Concept Design) & stage 2 (Design development) & have commenced stage 3 (Planning application preparation and submission). The next stage is Building Warrant & Technical Design. A budgeted cost for this stage has been quoted at £25,000 and it is for this amount that we are applying for (with match funding). The next and final stage would be the construction stage which would be a full turnkey build project and is forecast for a late Autumn, 2027 start to allow for any delays with planning permission and/or Building Warrant and design. | |
| **1.5** | **Project costs** | **Total project cost** | £25,000 |
| | | **Match funding** | £7,500 |
| | | **CRF grant requested** | £17,500 |
| **1.6** | **Start date** | 01/02/2027 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | 01/06/2027 | |
| **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?<br><br>Yes ☐ No X ☐ | |
| | 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** | Community of Raasay Retail Association (CORRA) |
| **2.2** | **Address and postcode** | XXXXXXXXXXXX |
| **2.3** | **Main contact name** | XXXXXXXXXXXX |
| **2.4** | **Position in the organisation** | Chair |

| | | | |
|---|---|---|---|
| **2.5** | **Contact number** | XXXXXXXXXXX | |
| **2.6** | **Email address** | XXXXXXXXXXX | |
| **2.7** | **Website address** | | |
| **2.8** | **Organisation type** | ☐ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☐ | Charity |
| | | ☐ | SCIO |
| | | ☒ | Other (please specify):Community Benefit Society |
| **2.9** | **Organisation registered number** | FCA registration number 2762RS | |
| **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.**<br><br>Yes ☒ No ☐ | |
| **2.11** | **If the organisation is VAT registered, please provide the number.** | XXXXXX | |
| **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.** | **Raasay Free Presbyterian Church, Raasay, IV40 8PB** |
| **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?**<br>**If so, what is the term left on your current lease agreement** | Yes ☐ No ☒<br><br>Years Months |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.** | |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes ☒ No ☐ |

| | | |
|---|---|---|
| 3.9 | **If consents are required, please provide details if applied and/or the arrangements to obtain these and by when.** | Planning permission submitted 24 September with estimated outcome by end of January, 2027. |

**SECTION 4: THE PROJECT PROPOSAL**

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

| Activity name: | Achieve by (date) |
|---|---|
| **Raasay Community Stores Building Warrant and Technical Design** | 01/06/2027 |
| | |
| | |
| | |
| | |
| | |

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

Raasay Community Stores currently serves a community of 190 residents together with visiting tourists on the Isle of Raasay. Unfortunately, the current shop is located in the main village within two houses on Inverarish terrace and has steep steps which makes access for those with mobility issues very difficult. In addition, we have a growing population and our shop needs to meet increasing demand but this is challenging with very limited storage space. Our community consists of all ages with varying needs and taking the above challenges into consideration, the community were fully supportive in investigating new premises to improve and enhance what the current shop tries to provide. It would ultimately help economic recovery of the island and sustain growth. Following successful purchase of the Free Presbyterian Church, CORRA have now appointed the local builders, XXXXXXXXXX, to perform the renovation. Furthermore, as local builders this is an opportunity for creating as well as sustaining employment on the island and encouraging young islanders to develop their skills and remain on the island.

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

Raasay Community Stores is the only shop on the island. Access to essential services is paramount and the new store can contribute towards this, particularly for a growing population of young families and an aged population. Furthermore, with increased storage space it is envisaged that there will be increased opportunities for bulk buy and refillery options that will help to reduce higher costs for goods and services on the island. High energy costs and fuel poverty is being considered with the provision of a hybrid shop vehicle which will transport both deliveries and customers to and from the shop thanks to a legacy specifically addressing this issue. We shall qualify for 100% grant for EV chargers at the new shop. The positioning of the new shop should also be attractive to visitors to the island and our intention is to promote island produce and crafts, thereby sustaining growth, as well as exhibiting heritage artefacts. The new design of the shop allows for an allocated gathering room where customers may enjoy a hot drink and chat. It has become evident that especially during the winter months when other facilities are closed, many individuals who live in isolation do not have the option for meeting other than in one another's houses. It is therefore hoped that by providing this facility along with their shopping, peoples' wellbeing will be enhanced. In addition, provision of digital resources will enable all ages to benefit from the facilities alongside buying their provisions. Ultimately, CORRA wishes to ensure that the

new shop will be a resilient, inclusive facility for the community with resources that they can easily access unlike it is at present.

| 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 |
|---|---|

In 2024, a public meeting consisting of 47 members representing individuals as well as various community groups (Community Council, the local Development Trust, organisations that own and operate assets on Raasay) wholeheartedly supported the purchase of the Free Presbyterian Church for it to become the new community shop. Furthermore, the meeting was followed up by offering the community the opportunity to add their name to a list of supporters and this gathered over 90 signatures. In 2025, CORRA (Community of Raasay Retail Association), with the support of a private legacy, HIE, SLF & CRF funding for the feasibility and actual purchase, were successful in securing ownership. Fundraising has since been a major focus for the community for the renovation into a new shop. Contributors include RHCC (Raasay House Community Council), Raasay Community Council, Raasay Gala, Raasay Craft Fairs, the local primary school, the Isle of Raasay Distillery & customers, a summer concert (held in Raasay Walled Garden with Skye Wind Band & composer Sarah Watts who all donated their time for free) & individual donors (through book sales, art sales, second hand stall as well as simple donations). Pews have also been bought by islanders on Raasay and Skye. The Raasay diaspora is also in evidence with donations from overseas as well as in the UK as many individuals have lifelong contacts with the island. It is envisaged to launch an official crowdfunding scheme in the New Year. Collaboration is key and there has been significant and overwhelming support from all committees as well as individuals on the island.

| 4.4 | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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?** |
|---|---|

Following significant consideration based on the feasibility studies and a resulting QS report, CORRA have appointed the local island building contractors, XXXXXXXX, to design and renovate the Church into our new community stores (an additional 30% of costs were a major factor if we had appointed contractors from off the island and consultation with our HIE advisor supported this consideration). XXXXXXXX have already completed stage 1 (Feasibility & Concept Design) & stage 2 (Design development). Stage 3 (Planning application preparation and submission) is currently in place. The next stage in the design process after planning is Building Warrant & Technical Design. A budgeted cost for this stage has been quoted at £25,000 and it is for this amount that we are applying for (with match funding). We would receive, at the completion of the Building Warrant & Technical Design an updated, full cost. At the moment it is projected at £1.5million (this includes a 30% contingency). CORRA have allowed for rising costs of materials and delivery of goods to the island which are prohibitive. The aim for the short-term is to devote considerable time and attention to the technical design ensuring that the community and

CORRA's aims of a sustainable and ecofriendly renovation are upheld whilst also remaining empathetic to the history of the building. It should also be noted that XXXXXXXX, as our local builders, employ local islanders thus creating new jobs and new skills. This stage is also an opportunity to demonstrate how, if funding for the project is successful, hard-earned fundraising achieved by the community may then be devoted to the final build instead.

| | |
|---|---|
| | **(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?** |

It is both hoped and envisaged that following the successful outcome of stage 3, Building Warrant and Technical Design, that the next and final stage would result in a full turnkey build project and is forecast for a late Autumn, 2027 start. Long term, CORRA have no option but to provide a community shop which can sustain growth, be competitive in price and tackle rising costs for our community. CORRA also wishes to provide enhanced working conditions for a very dedicated shop team who go beyond the call of duty. It will also provide job opportunities due to the increased size of the shop as well as a communal gathering place for shoppers whereby they can chat and enjoy light refreshments. The winter months in particular, lead to a high degree of self-isolation for many and it is vital to address this. Tourism is a growth area on the island with two major businesses accommodating them. A more accessible, larger community shop situated in a far more visible, prominent place will provide opportunities for growth and thus enhance community resilience. Furthermore, careful attention to future proofing the building will enable potential changes should there be a considerable increase in demand if the population and island-based employment continues to grow. Once installed in the renovated property, CORRA members have expressed the wish to sell the current shop for conversion into local, affordable housing. Two properties could be developed.

CORRA have been extremely fortunate in receiving a legacy specifically for the community shop in recognition of the support that the staff have provided. It is sincerely hoped that by renovating a significant, historical building on the island to an accessible and welcoming community shop that this will in turn, be a legacy for the future through encouraging economic recovery and growth.

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

CORRA have specifically requested that the renovation be a phased project thus ensuring that each stage of the build is properly funded. With CRF funding, it would allow CORRA to allocate funds raised so far, together with remaining funds from the legacy towards the final build. Applications for further grants continue and a programme of crowdfunding (£600k) is envisaged for early 2027. In addition, further fundraising events have been planned following successful local events this year. It is also anticipated that a loan, whilst the current shop is placed on the market following the move, will be necessary in order that initial start up costs and a maintenance plan may be followed. It is not envisaged to increase staff posts initially (although is certainly intended/planned) as CORRA is a Living Wage employer and it is essential that turnover can uphold annual salary increases. Despite rising global costs and local island challenges (eg deliveries, ferry services), previous and current year trading is sufficiently robust but CORRA is mindful of potential extra costs and a 30% contingency amount has been included in the quoted estimate of the build accordingly.

| 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.** |
|---|---|

One of CORRA's priorities with the build design is to mitigate environmental impact through consideration of our designation as one of the Carbon Neutral islands. This is a Scottish Government initiative, which hopes to see Raasay carbon-neutral in advance of the government target and to provide learning to help other communities achieve net zero.
Plans include renovating the Church building in such a way to reduce its carbon footprint and EPC rating. This will include upgrading services such as heating and electrics, windows and insulation. Consideration is also being given to the materials used and the disposal of construction waste during the renovation. It is also CORRA's intention to reuse and recycle materials currently on site. High energy costs and fuel poverty is being considered with the provision of a hybrid shop vehicle which will transport both deliveries and customers to and from the shop thanks to a legacy specifically addressing this issue. We shall qualify for 100% grant for EV chargers at the new shop.

| 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?** |
|---|---|

The project does not target specific groups. However, the current shop is inaccessible to those with mobility issues and it is one of the priorities to ensure that the new shop shall be accessible to all. Inaccessibility currently not only reduces access to food supplies but also limits access to the post office and banking services. These challenges will be met. In addition, a gathering area specifically set aside for informal social interactions whereby customers may help themselves to refreshments shall be provided to try and help reduce isolation and provide opportunities for social welfare where needed.

| 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.**<br><br>**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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br>FWF statement and decleration template.( |
|---|---|

| | |
|---|---|
| **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?** | **5 employed. 2 volunteers at shop. 4 volunteer Board members.** |
| **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<br>☒ Staff /Engagement Surveys<br>☒ Suggestions Schemes<br>☐ Intranet/Online Platforms<br>☒ Staff Forums / Networks<br>☒ 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 |
|---|---|---|---|
| **Raasay Community Stores** | **Building Warrant and Technical Design** | **Capital** | |
| | Architect design fee for warrant application | | 10,000 |
| | Highland council Building Warrant Fees | | 3,000 |
| | Structural Engineer fees | | 5,500 |
| | Mechanical and Electrical engineers | | 3,000 |
| | Fire Strategy Consultant | | 2,000 |
| | Energy Perfomance Calculations | | 1,500 |
| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |
| | | Total revenue expenditure | £ |
| | | Total capital expenditure | £25,000 |
| | | **TOTAL PROJECT COSTS** | **£25,000** |
| | | | |
| | | **Is VAT included in these costs?** | **Yes ☐ No x☐** |

| | | |
|---|---|---|
| | **Can you confirm that the costs above have not already been incurred or committed to?** | **Yes x☐ 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 x☐ No ☐** |
| **5.3** | **Please explain how your project will achieve value for money.** | |

Collective community learning through previous projects on the island has driven CORRA to really focus on providing the island with a building that not only meets current needs but is also fully future proofed. Lessons have been learned and whilst value for money has to be a priority we need to ensure that a balance is also drawn in the choice of materials chosen. It is imperative that attention is paid to not only, for example, incorporating sustainable materials (net zero being a priority, solar, air source heat pumps, EV charging etc) but also ensuring that should a need be identified to further develop the property (due to an ever greater expanding population), then the infrastructure is already in situ. This particular part of the project being the Building Warrant and Technical Design is therefore a critically important stage to get right and provide value for money.

**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 £** |
|---|---|---|---|
| XXXXXXXXX Legacy | **Yes x☐ No ☐** | Donated July 2024 | £7500 |
| | **Yes ☐ No ☐** | | |
| | **Yes ☐ No ☐** | | |
| | **Yes ☐ No ☐** | | |
| | **Yes ☐ No ☐** | | |
| | **Yes ☐ No ☐** | | |
| | **Yes ☐ No ☐** | | |
| | | **Total match funding** | **£7,500** |
| | | **CRF requested** | **£17,500** |
| | | **Total funding** | **£25,000** |

| | | |
|---|---|---|
| **6.2** | **Will the project involve "in kind" support?** | Yes ☒ No ☐ |
| **6.3** | **If yes, please detail.** | |

The volunteer Board of CORRA provide 'in kind' support (4 members). In addition, members of the community have kindly volunteered support and this includes pro bono support from an interior architect

with 20+ years' experience. Current working professionals and retired members of the community also consistently offer support when requested.

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

As a community benefit society, we are not for profit and so have limited reserves. We were fortunate to receive a legacy which is to be used towards the renovation project and have allocated a percentage of this towards match funding but we will require considerably more funds to complete the overall project.

| 6.5 | **Please explain what the remaining bank balances are for in your accounts.** |
|---|---|

As a community benefit society, we are a not-for-profit organisation with limited reserves. Remaining bank balances in our accounts are therefore for the running of the current shop (e.g. ongoing staff costs, overheads relating to the current shop) and in addition, fundraising to go towards the estimated £1.5m cost of the complete renovation.

| 6.6 | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |
|---|---|

Renovating and/or building on an island costs c30% more than building in urban areas and we wish to retain any unrestricted funds to help cover the renovation costs.

| 6.7 | **If you are applying for 100% funding for your project, please explain why no match funding is available.** |
|---|---|

**N/a**

## SECTION 7 – INCOME GENERATION

| 7.1 | **Will the project generate income?** | Yes ☐ 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?** |
|---|---|

We own and operate the only shop and post office on Raasay and as such; by developing a new, more accessible and better stocked facility, this will be an advantage not only to existing businesses but also to the community as a whole.

| | | |
|---|---|---|
| **7.4** | **Have you considered taking out a loan for the project?** | Yes ☐ No ☒ |
| **7.5** | **If not, please state why?** | |

Depending on the amount raised through fundraising, it is envisaged that we will realistically require a loan once the renovations have begun. It is therefore preferred and would be prudent not to incur any loans at this stage of the overall project.

| | | |
|---|---|---|
| **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?** |
|---|---|---|---|
| Scottish Land Fund Stage 1 (Development grant prior to purchase of FP Church) | 10/09/2024 | £6662 | Yes ☒ No ☐ |
| CRF Fund (secondment of LDO for 7 months) | 05/09/2024 | £5608.85 | Yes ☐ No ☒ |
| HIE (Contribution towards purchase of Free Presbyterian Church) | 25/03/2025 | £67780 | 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:**<br><br>**Print: XXXXXXXXXX** | **Date:**<br>28/09/2026 |

**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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF4258 |
| **1.2** | **Organisation** | Raasay Development Trust |
| **1.3** | **Project title** | Raasay Pontoon - Independent Marine Investigation |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | RDT secured funding for the installation of a pontoon, to support marine tourism to Raasay and provide an income stream. Construction was completed in the spring of 2023.<br>At this stage issues became apparent, as the pontoon suffered severe damage prior to handover and again within weeks of installation. Remediation works were carried out; alternative connections have been tried and failed. The pontoon has continually failed to weather local conditions and requires continuous maintenance, above and beyond what should be expected. RDT have lost income due to reduction in |

| | | | |
|---|---|---|---|
| | | projected capacity.<br>Following additional damage last winter, RDT made an insurance claim and instructed repairs (paying an insurance excess of £1500); this repair was damaged within the month, and RDT made the decision to not make any further claims due to the excess costs. Current repairs are having to be made on a voluntary basis, and RDT have had to severely restrict the use of the pontoon.<br><br>RDT received free legal advice via DTAS, from a solicitor. He advised an independent marine investigation and has provided a quote for this and for the initial legal costs to review the independent report, contract papers and give RDT an opinion on next steps. | |
| **1.5** | **Project costs** | **Total project cost** | £22,800 |
| | | **Match funding** | £13,800 |
| | | **CRF grant requested** | £9,000 |
| **1.6** | **Start date** | Click or tap to enter a date.<br>Dec 2026 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | Click or tap to enter a date.<br>June 2027 | |
| **1.8** | **Please confirm you have read and understood the CRF privacy notice** | ~~☐ Yes~~<br>☐ No | |
| **1.9** | **Artificial Intelligence Assistance Declaration** | Have you used any form of AI assistance in the preparation of this application?<br><br>☐ Yes<br>~~☐ 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** | Raasay Development Trust |
| **2.2** | **Address and postcode** | Raasay Community Hall, Isle of Raasay, IV40 8PA |
| **2.3** | **Main contact name** | |
| **2.4** | **Position in the organisation** | |
| **2.5** | **Contact number** | |
| **2.6** | **Email address** | |

| | | | |
|---|---|---|---|
| **2.7** | **Website address** | https://raasay.com/development-trust/ | |
| **2.8** | **Organisation type** | ☐ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☒ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | SC045185 | |
| **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.**<br><br>Yes ☐ No ☒ | |
| **2.11** | **If the organisation is VAT registered, please provide the number.** | n/a | |
| **2.12** | **Is the VAT related to the project being reclaimed from HMRC?** | ☐ | 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.** | Raasay Pontoon, Clachan Pier, Isle of Raasay IV40 8PB |
| **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?**<br>**If so, what is the term left on your current lease agreement** | Yes ☒ No ☐<br><br>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.** | Own the infrastructure but lease the sea-bed from the crown estate. |
| **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.** | **Marine Licence. This has been granted and is renewed every few years. It is currently under renewal.** |

| SECTION 4: THE PROJECT PROPOSAL | |
|---|---|
| **4.1** | **List the main activities required to deliver the project including timescales.** |

| Activity name | Achieve by (date) |
|---|---|
| Independent investigation by a marine engineer, including report | April 2027 |
| Legal instruction, investigation, briefing and advice on above report/ next steps | June 2027 |

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

(500 words max limit)

**The original business plan identified the following opportunities for the pontoon however, none of the below is possible in the pontoons current state. This funding will provide the first steps in getting the pontoon back up and running and allow the full benefits of the project to be realised.**

- **Enhance sustainable tourism,**
- **Provide safe berthing and facilities for lifeboat medical evacuations,**
- **Potential employment opportunity,**
- **Allow RDT to be self-sufficient in funding it's own development officer.**

**None of this is possible in the current state.**

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

(500 words max limit)

Skye & Raasay Futures Place Plan- The Raasay pontoon fits with two of the priorities listed in the Plan:

a. Diverse & Green Economy: Provision of a pontoon allows easier access to some of Raasay's best natural assets, as well as supporting sustainable tourism. The pontoon is frequently used for boat trips and visitors specifically seeking to experience the wildlife and scenery provided by Raasay's coastline. This project would help RDT to identify a way forward in finding a solution to the current issues with the pontoon and work towards reaching its full potential and capacity (we are currently only able to operate a much reduced size of pontoon for short visits for only part of the year, and at times are both turning boats away and also experiencing boats refusing to use the pontoon due to its current issues).

b. Strengthening Communities: Through provision of a pontoon, RDT are continuing and supporting the generations of community links to the sea, as a source of employment and sustenance (the pontoon is also used by local fishermen). If the pontoon is able to work at full capacity once a solution to current issues has been found, it will also help RDT to become more sustainable through regular income generation.

| 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)

RDT carried out extensive community consultation leading up to the publication of the 2018 and 2023 5-year plans for the organisation. In 2018 the development of the pontoon was strongly supported and identified by the community as a main priority project for the trust.

During consultation for the 2023 development plan, the pontoon remained an area of focus for the community with the following being included in the most recent RDT 5 year development plan:

- Long lease of ferry terminal building in process from Highland Council to provide facilities.
- Continue working on provision of onshore facilities, management and marketing in 2023 and beyond.

RDT originally had longer term plans to seek a community asset transfer of the ferry terminal building to develop shore facilities to complement the pontoon. This work has been paused for the present due to the issues with the pontoon.

| 4.4 | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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 and short term outputs are:

- Professional marine investigation report on the issues with the pontoon by an expert
- Legal advice as to next steps after reviewing the report and a possible solution and a timeframe.

Measurement:
Both are tangible reports by the relevant experts - allowing RDT to follow advice and look to the next steps.

| | **(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)

This project has the potential to improve RDT's income generation, contributes to protecting the significant public sector investment to date (approval £650,000), and makes RDT more sustainable so that it can continue to develop assets in Raasay to sustain and grow the population. A solution for the pontoon that allows it to work at full capacity as was originally intended, will increase marine tourism to Raasay- increasing visitor numbers and spend to Raasay businesses including craft makers, artists, the distillery, food outlets and accommodation. It will also support marine based businesses including local fishermen, boat tours, kayaking and other water sports.

Measurement:

- Pontoon traffic numbers and berth rental income

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

(500 words max limit)

The stage CFR would fund will come to a close and not need sustained. However, the project itself will allow RDT to pursue the relevant action to reinstate the full operating capacity of the pontoon. The increased capacity will allow the initial business plan to be realised where the berth rental income covers the maintenance costs of the pontoon.

| 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 project aims to support sustainable marine tourism. The long-term aim is to develop shore facilities with solar and EV charge points. Raasay is one of the Scottish Governments six Carbon Neutral Islands and as such, the board have signed up to an environmental policy which ensures every development project they undertake is to be compatible with a net-zero future.**

| 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)

RDT has a robust equalities and diversity policy in which all projects abide to. The pontoon is available for use by anyone within or outwith the community. The pontoon is wheelchair accessible and discounted rates are available for community members.

| 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.**<br>FWF statement and decleration template.c |
| **Have you provided a Fair Work First statement in a separate document with this application? Please ensure it is signed by an appropriate workplace representative.** | Yes ☒ No ☐ |
| **Can you confirm if you have the Living Wage Accreditation or are planning to be certified?** | Yes ☐ No ☒ Applied ☐ |
| **Is the Fair Work First statement on your organisation's website?** | Yes ☒ No ☐ Do not have a website ☐ |
| **How many people do you employ or how many volunteers do you have?** | **2 Employees, 5 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? Budget** | ☒ Line Management Relationship<br>☐ Staff /Engagement Surveys<br>☐ Suggestions Schemes<br>☐ Intranet/Online Platforms<br>☒ Staff Forums / Networks<br>☐ 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.**<br><br>**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.**<br>CRF overheads and management fees sun |

| Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|
| Investigation | Independent investigation by a marine engineer, including report | **Revenue** | **£18,000** |
| Legal Fees | *Legal costs for initial legal instruction, investigation, briefing and advice on above report/ next steps* | Revenue | £4,800 |
| Total revenue expenditure | | | £22,800 |
| Total capital expenditure | | | £0 |

| | | | |
|---|---|---|---|
| **TOTAL PROJECT COSTS** | | | **£22,800** |
| | | | |
| **Is VAT included in these costs?** | | | ☐ ~~Yes~~<br>☐ **No** |
| **Can you confirm that the costs above have not already been incurred or committed to?** | | | ☐ ~~Yes~~<br>☐ **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~~ ☐<br>☐ **No** ☐ |
| **5.3** | **Please explain how your project will achieve value for money.** | |

**This funding will help RDT ensure that approximately £650,000 of the public funding awarded to instate the Pontoon isn't wasted. It is vital that RDT secure the resources to conduct the investigation and explore legal routes to hold contractors accountable for the errors made.**

**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** |
|---|---|---|---|
| DTAS – Development Trust Association of Scotland | ☐ ~~Yes~~<br>☐ **No** | September 2026 | £4800 |
| Highlands and Islands Enterprise | ☐ **Yes**<br>☐ ~~No~~ | November 2026 (rolling basis) | £9,000 |
| | | **Total match funding** | **£13,800** |
| | | **CRF requested** | **£9,000** |
| | | **Total funding** | **£22,800** |

| | | |
|---|---|---|
| **6.2** | **Will the project involve "in kind" support?** | Yes ☒ No ☐ |
| **6.3** | **If yes, please detail.** | |

Volunteer hours from the development trust board to carry the project forward.

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

**The Pontoon was a publically funded infrastructure project and support is needed from the funders and organisations involved to hold contractors to account and ensure the project is properly executed as RDT is not currently in the financial position to cover these costs.**

| 6.5 | Please explain what the remaining bank balances are for in your accounts. |
|---|---|

**As can been seen on the bank statement provided, the RDT account balance at the end of September 2026 is circa £9k. The company is awaiting a retrospective funding payment of circa £72,000 however the majority of this is restricted funding designated to the housing development project. Any unrestricted funds left are for account audit and existing asset maintenance.**

| 6.6 | Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding. |
|---|---|

**The unrestricted funding we do have is currently needed to meet additional audit and accountancy costs, as a result of reaching the threshold for audit for our 2025 accounts (due to large capital works during that year)**

| 6.7 | If you are applying for 100% funding for your project, please explain why no match funding is available. |
|---|---|

**n/a**

| SECTION 7 – INCOME GENERATION | | |
|---|---|---|
| 7.1 | Will the project generate income? | Yes ☒ 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. | |

**Once the pontoon is restored to full operating capacity, the increased income from the berth rental will add to the organisations unrestricted reserves allowing RDT to become a more resilient organisation. The second phase of the project – developing shore facilities – can then resume, providing further income for the organisation as detailed in the business plan submitted with this 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 are supportive of the project.

During the planning stage, a number of local stakeholders were interviewed, and their views sought on the proposed facility. Consultees included the local shop owner, the proprietors and managers of Raasay House, local boat owners, local residents and the skipper of the CalMac ferry.

Other consultations have been undertaken with local fishermen and cruise boat operators, the Portree & Raasay Harbour Master, the Highland Council Harbours Manager, RNLI and local businesses on Skye.

| | | |
|---|---|---|
| **7.4** | **Have you considered taking out a loan for the project?** | Yes ☐ No ☒ |
| **7.5** | **If not, please state why?** | |
| Taking out a loan currently exceeds the financial capacity of RDT. | | |
| **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?** |
|---|---|---|---|
| Housing Development Project (Rural and Island Housing Fund, Scottish Land Fund and Carbon Neutral Islands Project) | 2023 | £974,221 | ☒ ~~Yes~~<br>☐ No |
| Housing Development Project (Raasay House Community Company, Quakers Housing Trust) | 2025 - 2026 | £66,000 | ☐ Yes<br>☒ ~~No~~ |
| Carbon Neutral Islands Project | 2023-2026 | £495,148 | ☒ ~~Yes~~<br>☐ No |
| Adaption Scotland – wood fuel equipment | 2023 | £1,500 | ☐ Yes<br>☒ ~~No~~ |
| Paths for all – path maintenance | 2023-2025 | £2250 | ☐ Yes<br>☒ ~~No~~ |
| HIE – community hall renovations | 2023 | £91,154 | ☒ ~~Yes~~<br>☐ No |
| Communities Woodland Association | 2023 | £1600 | ☐ Yes<br>☒ ~~No~~ |
| Pontoon – (Highland Council coastal communities grant, Regeneration Capital Grant Funding and HIE) | 2023 - 2025 | £675,246 | ☒ ~~Yes~~<br>☐ No |
| HIE – development officer funding | 2025 | £22,647 | ☒ ~~Yes~~<br>☐ 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.***<br>***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:**<br><br>**Print:** | **Date:**<br>Click or tap to enter a date. |

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

| 8.2 | You must enclose the following supporting documents (where applicable) with the application. If they are not available, please state why. | Yes / No / Not applicable |
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| 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:**<br>The Marine Licence is currently up for renewal, and we expect it to come in a few days after this application has been submitted. | | |

**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**

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# Community Regeneration Funding (CRF)
# Application Form

(May 2025 – CRF Area Funds)

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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.

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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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF4260 |
| **1.2** | **Organisation** | Broadford and Strath Community Company |
| **1.3** | **Project title** | Renovation of Old Broadford Public Toilets – Development Works |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | Broadford and Strath Community Company will renovate the former Broadford public toilets and repurpose the building as a mixed community and commercial facility. When the facility is complete it will provide a permanent community space alongside affordable incubator workspace for young and start-up businesses. This project responds to identified local need for affordable community and business space in the area.<br><br>Income from the commercial space will subsidise the community facility and support ongoing costs, creating a sustainable community asset rather than a facility dependent solely on grant funding. |

| | | | |
|---|---|---|---|
| | | The project is ready to go: statutory permissions are in place, BSCC have been through the procurement process and identified potential contractors subject to funding and there is already interest in the commercial space. | |
| **1.5** | **Project costs** | **Total project cost** | £141,042 |
| | | **Match funding** | £15,000 |
| | | **CRF grant requested** | £126,042 |
| **1.6** | **Start date** | 01/01/2027 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | 01/06/2027 | |
| **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?<br><br>Yes ☐ No x | |
| | 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** | Broadford and Strath Community Company | |
| **2.2** | **Address and postcode** | Correspondence address:<br>xxxxxxxxx<br><br>Registered office:<br>T C Young Solicitors, Merchants House, 7 West George Street, Glasgow, G2 1BA | |
| **2.3** | **Main contact name** | xxxxxxxxxx | |
| **2.4** | **Position in the organisation** | Community Coordinator | |
| **2.5** | **Contact number** | xxxxxxxxxx | |
| **2.6** | **Email address** | xxxxxxxxxx | |
| **2.7** | **Website address** | www.broadfordandstrath.org | |
| **2.8** | **Organisation type** | ☒ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☒ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |

| | | | |
|---|---|---|---|
| **2.9** | **Organisation registered number** | Company - SC246279<br>Charity - SC034829 | |
| **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.**<br><br>Yes ☒ No ☐ | |
| **2.11** | **If the organisation is VAT registered, please provide the number.** | We are part of a VAT group with our trading subsidiary Strath Leisure T/A Camping Skye<br>Group ID is xxxxxxxxxx | |
| **2.12** | **Is the VAT related to the project being reclaimed from HMRC?** | ☐ | Whole |
| | | ☒ | Partial |
| | | ☐ | None |
| **2.13** | **Provide details of VAT exemptions.** | We are currently undergoing a detailed independent examination of all of the charity's activities by a VAT specialist VITA. We will seek advice on the VAT implications. | |

| **SECTION 3: PROJECT DETAILS** | | |
|---|---|---|
| **3.1** | **Please confirm the location of the project including post code.** | Broadford, IV499AP |
| **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?<br>If so, what is the term left on your current lease agreement** | Yes ☒ No ☐<br><br>Years Months Rolling lease |
| **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.** | All statutory consents are in place. |

| **SECTION 4: THE PROJECT PROPOSAL** | | |
|---|---|---|
| **4.1** | **List the main activities required to deliver the project including timescales.** | |

| Activity name | Achieve by (date) |
|---|---|
| Full renovation of Old Broadford Public Toilets | 01/06/2027 |
| Tenants in place in commercial space | 01/07/2027 |
| Community space in use | 01/07/2027 |
| | 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 old public toilet building in Broadford sits on the A87, the main road through Skye, and is also on the route up to the new Broadford Primary School which is due for completion in November 2027.

The development plan is for the building to be effectively split in two with one side being used for charitable purposes such as a food / information share and reuse / recycling space. The other side will be used for "incubator" business space. Any income made from the commercial space will be used to support charitable work on the community side. The "incubator" business space will be available to a young and start-up business.

Food Insecurity:
Through the COVID pandemic, BSCC developed a successful Community Fridge which distributed waste food from the local COOP, excess fresh produce from the Growers Hub and provided storage and distribution space for the Skye and Lochalsh Foodbank. It also had a small clothes recycling space. The "Community Fridge" was a huge success and facilitated the reduction in huge amounts of food waste whilst supporting those more vulnerable in our area. However, its location was only ever temporary so BSCC see the old public toilets as an ideal opportunity to make the "Community Pantry or Fridge" a permanent asset in the area. It also enables the ethos of the Community Fridge to be developed into other areas of community support. It should be noted that within the Trussell community*, most food share organisations now have advice and support services working directly with food assistance. BSCC will work with partners to ensure that there is provision for support services.

Living Costs:
We are a remote rural community that relies heavily on tourism. Despite the perception that Skye is relatively affluent, Broadford & Strath displays several indicators for deprivation, including a higher than average incidence of food bank referrals and high numbers of children living in poverty. Our area also ranks in the most deprived 10% for geographic remoteness, which is estimated to result in living costs 15-30% higher than in urban Scotland. Pockets of deprivation can be hidden in rural areas and are not identified in Scottish Index of Multiple Deprivation (SIMD) assessments. It is recognised by Scottish Government and other public bodies that SIMD does not work for rural areas. The Child Poverty Map evidences that over 30% of children in some areas of South Skye are living in poverty after housing costs – this aligns with "on the ground" knowledge. BSCC will work with partners to offer community support and knowledge in a bid to reduce costs such as energy costs.

Lack of affordable premises:
Lack of affordable and available business space for fledging businesses has also been raised in consultation over the years. With the various infrastructure developments in the pipeline for the area, land and buildings are at a premium making it unaffordable for many especially younger businesses. Our population is ageing and school roll dropping dramatically and we must promote opportunity. It is essential that we encourage and support local enterprise at an affordable rate.

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

(500 words max limit)

The need to redevelop the old public toilets has been recognised in both the **Broadford and Strath Local Place Plan** and the **Skye and Raasay Futures Plan (SARF)**.

The Broadford and Strath Local Place Plan specifically identifies the old public toilet building and notes:

“Old toilet block – Current proposal is for a mixed-use facility including business and community space.”

This directly reflects the proposed development, which will provide both community/charitable space and affordable space for local enterprise.

https://www.broadfordandstrath.org/wp-content/uploads/2024/11/Broadford-Strath-LPP-2024-34-Final-v0.2.pdf

The Skye and Raasay Futures Plan (SARF) also specifically references the project:

“Broadford Public Toilets: Development of new toilets and redevelopment of old building by BSCC.”

https://storymaps.arcgis.com/stories/7e9f34271d324a189b581e3e7547c405

These references provide evidence that the redevelopment of the old public toilets has been identified within local place plans and has also been identified as a local priority for community and business space.

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

(500 words max limit)

There is clear evidence of local support for the redevelopment of the old Broadford public toilets as a mixed community and commercial facility. The proposed uses reflect feedback received through previous community consultation, where the building was identified as an opportunity to provide facilities for local people, including a community space and affordable incubator business space.

Consultation feedback included comments such as:

• “It would be great to see the old public toilets utilised for the benefit of local people, whether that is laundrette or food-bank or some form of space that would benefit local people.”

• “Old Public Toilets – bring back the community fridge!”

• “The old public toilets should be repurposed for a community space, possibly a fridge or pantry, a multi-purpose commercial space for local enterprise.”

• Support for greater community ownership of land and buildings.

The proposal is also supported by the Broadford and Strath Local Place Plan, which specifically identifies the old toilet block and states: “Current proposal is for a mixed-use facility including business and community space.” The redevelopment is also referenced in the Skye and Raasay Futures Plan (SARF), which identifies the redevelopment of the old Broadford public toilets by Broadford and Strath Community Company.

This project responds directly to previously identified community priorities and will bring an existing local asset back into productive use for the benefit of residents, community organisations and local businesses.

| 4.4 | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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 renovated Old Broadford Public Toilets will provide a community managed space that can support local people and businesses. The combination of community provision and affordable commercial space will strengthen the community's ability to respond to local needs while generating income to help sustain the community space.

- Increased community access to a locally managed community facility.
- Improved local food security through the redistribution and sharing of surplus food.
- Increased opportunities for reuse and recycling, helping to reduce waste.
- Affordable space available for local and start-up businesses.
- Stronger networks between community organisations, businesses and other local partners through shared use of the facility.

Progress will be measured through the number of users accessing the community space, a successfully rented commercial space, the number of partner organisations involved, and records of food-sharing and reuse activity.

**Improved access to essential community activities**

The Old Broadford Public Toilets are well located for the local community. The building is on the route to the new Broadford Primary School, close to housing and accessible by foot, public transport and car. Renovating the building will bring an existing community asset back into use and provide a convenient location for community activities and support.

- Increased use of the facility by local people.
- Improved access to food-sharing, information, advice and other community support.
- Increased opportunities for local organisations and partners to use the space to support the community.

Usage will be monitored through a people counter and the number and type of activities taking place. We will also record the number of partner organisations using the space.

**Stronger community connection and wellbeing**

Our previous Community Fridge demonstrated how a shared community facility can bring people together and enable the community to support those most in need. Volunteers, local partners and community members worked together to share food, information and practical support. The new facility will provide a permanent, inclusive space where these connections can be rebuilt and strengthened.

- Increased opportunities for volunteering and community participation.

- Stronger relationships between local people, volunteers, community organisations and businesses.
- Improved access to information and practical support for people who may otherwise be isolated or struggling.
- Stronger partnership networks through the sharing of information, resources and support.

We will measure this through the number of users, volunteers and partner organisations involved, together with records of activities and community initiatives delivered from the space.

| | **(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 lasting outcome of the project will be a sustainable community asset that strengthens the ability to respond to local needs and any future challenges. The renovated building will provide a permanent community space alongside affordable enterprise space, with income from the commercial space helping to support the charitable and community provision.

Broadford is one of the fastest growing villages outwith Inverness and our infrastructure is not currently in keeping with the pace of development. Partners are working together to change this and the development of the new Broadford Primary School will have a significant positive impact locally. The South Skye Community Campus is also working towards desperately needed recreational and sporting facilities which are severely lacking in South Skye. However, enterprise also needs to be encouraged and facilitated and this is a clear opportunity. That it will also support charitable work is an added and essential bonus in the current funding climate.

The project will contribute to:

- Community ownership and long-term use of an existing local asset.
- Improved access to community space and activities.
- Increased opportunities for local and start-up businesses to establish and grow.
- Improved local food security through ongoing food-sharing and community support.
- Reduced waste through reuse, recycling and redistribution of surplus resources.
- Stronger connections between community organisations, businesses, volunteers and local people.
- A sustainable information and support hub where people can access information, advice and signposting.

We will monitor the longer-term impact through:

- Number of people using the community facility.
- Business using the commercial space.
- Number of community organisations and partners using or working with the facility.
- Number of volunteers involved.
- Number of food-sharing, reuse and recycling activity and redistribution activities.
- Income generated through the commercial space.
- Feedback from users, volunteers, tenant and partner organisations on the benefits of the facility.

These measures will help us demonstrate that the project is creating a lasting, sustainable community asset rather than simply just delivering a building renovation.

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

(500 words max limit)

The project will be sustained through a combination of income generated by the commercial space, community fundraising and ongoing management of the asset**.**

Rental income from the commercial space will contribute towards the ongoing running costs of the building and help subsidise the community provision. This will create an ongoing income stream with funds ring fenced to support the charitable purposes of the project rather than relying solely on grant funding.

The project will also benefit from BSCC's existing experience of managing community assets and projects. BSCC will continue to manage the facility and oversee its operation, maintenance and community use. BSCC will continue to look for funding opportunities where required to develop community activities while it is anticipated that the core running costs of the facility will be supported through the income raised on the commercial space.

This approach will allow the renovated building to remain a sustainable community asset beyond the period of CRF funding, providing long-term community benefit while also supporting local enterprise.

| 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)

A commitment to the environment is core to BSCC's mission. We have a Carbon Reduction Plan in place setting out the steps we are taking to achieve Net Zero, and an Environmental Policy and Action Plan setting out wider environmental commitments.

Renovating an old building has its challenges however BSCC will work with contractors, colleagues in the Highland Community Waste Partnership, Highland Climate Hub and local waste groups where feasible to explore ways to make use of recycled and repurposed materials in the development stage of the project.

Renovating and reusing an existing building will also bring an underused community asset back into use. There are also environmental benefits to renovating rather than building a new structure.

BSCC will work with CARES to identify appropriate energy-saving technologies and measures. Subject to funding BSCC will implement these measures helping to reduce the building's ongoing energy consumption and running costs.

Through these steps, the project will support BSCC's wider environmental objectives while creating a more energy-efficient and sustainable community asset.

| 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)

Broadford and Strath strives to be an inclusive community and projects are for all of the community to enjoy. BSCC believe that no one should suffer less favourable treatment on the grounds of age, race, class, gender, gender identity, religion / belief, sexuality and disability. BSCC's Equal Opportunities Policy set out the steps

they are taking to promote equality of opportunity and access, eliminate discrimination, and provide positive action.

Accessibility is something which BSCC will pay particular attention to as previous projects have highlighted that this is not always something that is picked up through planning and building control process. BSCC will seek to ensure that the completed community and commercial spaces are welcoming and accessible to as wide a range of people as possible.

BSCC will consider accessibility in relation to physical access, movement around the building, entrances and facilities, as well as how people with different needs can access and use the community services and information provided.

| | |
|---|---|
| **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.**<br><br>**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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br>FWF statement and decleration template.d |

| | |
|---|---|
| **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** |
| **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<br>☐ Staff /Engagement Surveys<br>☒ Suggestions Schemes<br>☐ Intranet/Online Platforms<br>☒ Staff Forums / Networks<br>☐ 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.**<br>CRF overheads and management fees sun |

| Budget Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|
| Building Works | • Supply all labour and materials<br>• Oversee all works on site to completion<br>• Liaise with PO to provide all completion documentation<br>• Adhere to health and safety regulations whilst carrying out works | Capital | **128,220** |
| Overheads | Includes: contribution to insurance, accountancy, IT, admin support staff. | Revenue | 12822 |
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| | | | |
| | | Total revenue expenditure | £12822 |
| | | Total capital expenditure | £128220 |
| | | **TOTAL PROJECT COSTS** | **£141042** |
| | | | |
| | | **Is VAT included in these costs?** | **Yes ☐ x No ☐** |
| | | **Can you confirm that the costs above have not already been incurred or committed to?** | **Yes ☐ x No ☐** |

| | | |
|---|---|---|
| **5.2** | **Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided?<br>Please provide any quotes as supporting documents to this application .** | **Yes ☐ x No ☐** |
| **5.3** | **Please explain how your project will achieve value for money.** | |

BSCC has extensive experience of managing diverse projects and has processes in place to ensure effective use of public funds.

**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 £** |
|---|---|---|---|
| BSCC – Own funds | **Yes** ☐x **No** ☐ | | 15000 |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | | **Total match funding** | **£15,000** |
| | | **CRF requested** | **£126,042** |
| | | **Total funding** | **£141,042** |

| | | |
|---|---|---|
| **6.2** | **Will the project involve "in kind" support?** | Yes ☐ x No ☐ |
| **6.3** | **If yes, please detail.** | |

- Management input by volunteer directors
- Support from other team members / BSCC resource (e.g. publicity, web, admin, collaborations with other projects)

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

BSCC works very hard to raise funds from a variety of sources and will continue to do so. While BSCC raises income through the Community Campsite this income is needed to support a wide variety of core costs and projects, many of which are increasingly difficult to fund as they are core and/or continuing activity.

| | |
|---|---|
| **6.5** | **Please explain what the remaining bank balances are for in your accounts.** |

We have four bank accounts:
1 General Funds: minimal balance, a float used for fundraising and events.
2 Savings: Used as a feed for the Designated account to gain some meagre interest to go towards bank charges.
3 Designated: This is used for our core costs, legal, Statutory, insurance, banking, accounting, match funding, project officers and running costs of our core projects, repairs and maintenance.
4 Restricted: These are ring-fenced funds (from external funding or committed BSCC match) to be spent on specific projects including Broadford and Elgol Public Toilets, Old Broadford Toilets, Defibrillators, Community Garden, Corry Capers outdoor learning, Skye Cycle Way, Flourish Together horticulture therapy, Woodland Restoration, and Community Woodland.

| | |
|---|---|
| **6.6** | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |

Our projected core costs for 2026-27, £151,888 covered by the Designated Funds, are:

- Legal, statutory, insurance, banking and accounting: £31317
- Statutory Audit £10200
- Capital obligations: £14670
- Match funding: £5106
- Project officers: £84035
- Repairs & maintenance to date: £6670

| | |
|---|---|
| **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.** | |

Any income will support BSCC's charitable purposes in particular the running of the adjacent community space. Any additional funds will be ring fenced for the ongoing maintenance and upkeep of the building.

| | |
|---|---|
| **7.3** | **How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?** |

There are not enough business premises in the area and there is a demand for additional spaces at affordable rates.

| | | |
|---|---|---|
| **7.4** | **Have you considered taking out a loan for the project?** | Yes ☐ No ☒ |
| **7.5** | **If not, please state why?** | |

We have considered a loan as we do with all our activity. The decision not to take out a loan is in line with our Risk Management policy.

| | | |
|---|---|---|
| **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? |
|---|---|---|---|
| Community Led Local Development – CRF 6071 (Corry Capers Outdoor Learning) | 29/07/2026 | 9700 | Yes ☐ No ☒ |
| Highland Nature Restoration Fund - NRF222 | 13/03/2026 | 2620 | Yes ☐ No ☒ |
| Highlands & Islands Enterprise (woodland acquisition) | 16/03/2026 | 55,080 | Yes ☒ No ☐ |
| Highland Nature Restoration Fund – NRF201 | 28/11/2025 | 8500 | Yes ☐ No ☒ |
| Scottish Land Fund (woodland acquisition Stage 2 grant) | 19/11/2025 | 29,620 | Yes ☐ No ☒ |
| Scottish Forestry Community Fund Grant | 01/09/2025 | 5000 | Yes ☐ No ☒ |
| Community Regeneration Fund – CRF4100 (campsite renewables) | 09/09/2025 | 50,000 | Yes ☐ No ☒ |
| Children and Young People's Mental Health and Wellbeing Fund – CYPMHWB11 | 14/07/2025 | 9800 | Yes ☐ No ☒ |
| Community Led Local Development – hospital path | 23/06/2025 | 6500 | Yes ☐ No ☒ |
| Children and Young People's Mental Health and Wellbeing Fund | 01/04/2025 | 4000 | Yes ☐ No ☒ |
| Scottish Land Fund (Stage 1 woodland acquisition) – ID 20307285 | 27/03/2025 | 7760 | Yes ☐ No ☒ |
| Whole Family Wellbeing Fund | 07/11/2024 | 9765 | Yes ☐ No ☒ |
| Community Regeneration Fund – CRF3099 | 19/05/2024 | £6136 | 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:** | **Date:** 05/10/2026 |

| | |
|---|---|
| **Print:** xxxxxxxxxx | |

**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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF4261 |
| **1.2** | **Organisation** | Broadford and Strath Community Company |
| **1.3** | **Project title** | Marble Line Bridge and Strath Suardal Bridge repairs |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | **Repairs to the Marble Line Bridge, Broadford, and the Strath Suardal Bridge, Old Corry**<br><br>The Marble Line Bridge is a vital link in the existing path network in the heart of Broadford. It is also an integral part of The Highland Council's Core Paths Plan (SL03.07).<br><br>The Strath Suardal Bridge is another well-used bridge in South Skye. It forms part of the circular route around Old Corry, linking into the wider Broadford path network. |

| | | | |
|---|---|---|---|
| | | BSCC has been funding surveys and carrying out remedial repairs as required of both the Marble Line Bridge and Strath Suardal Bridge. However, the time has now come for more extensive refurbishment of the Marble Line Bridge, together with some smaller repairs to the Strath Suardal Bridge.<br><br>BSCC has undertaken an extensive procurement process, with support from structural and civil engineers xxxxxx, who originally designed the Marble Line Bridge. xxxxxxxxxx also carry out the ongoing inspections of the bridges. A preferred contractor has been identified subject to funding being secured. | |
| **1.5** | **Project costs** | **Total project cost** | £35,626.99 |
| | | **Match funding** | £6000 |
| | | **CRF grant requested** | £29,626.99 |
| **1.6** | **Start date** | 01/01/2027 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | 31/05/2027 | |
| **1.8** | **Please confirm you have read and understood the CRF privacy notice** | Yes ☒ No ☐ | |
| **1.9** | **Artificial Intelligence Assistance Declaration** | Have you used any form of AI assistance in the preparation of this application?<br><br>Yes ☐ No x | |
| | 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** | Broadford and Strath Community Company |
| **2.2** | **Address and postcode** | Correspondence address:<br>xxxxxxxxxxxxxxxx<br><br>Registered office:<br>T C Young Solicitors, Merchants House, 7 West George Street, Glasgow, G2 1BA |
| **2.3** | **Main contact name** | xxxxxxxxxxx |
| **2.4** | **Position in the organisation** | Community Coordinator |
| **2.5** | **Contact number** | xxxxxxxxxxx |

| | | | |
|---|---|---|---|
| **2.6** | **Email address** | xxxxxxxxxxx | |
| **2.7** | **Website address** | www.broadfordandstrath.org | |
| **2.8** | **Organisation type** | ☒ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☒ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | Company - SC246279<br>Charity - SC034829 | |
| **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.**<br><br>Yes ☒ No ☐ | |
| **2.11** | **If the organisation is VAT registered, please provide the number.** | We are part of a VAT group with our trading subsidiary Strath Leisure T/A Camping Skye<br>Group ID is xxxxxxxxxxx | |
| **2.12** | **Is the VAT related to the project being reclaimed from HMRC?** | ☐ | Whole |
| | | ☐ | Partial |
| | | ☒ | None |
| **2.13** | **Provide details of VAT exemptions.** | The bridge repairs fall under "non-business activity" for VAT purposes. | |

| **SECTION 3: PROJECT DETAILS** | | |
|---|---|---|
| **3.1** | **Please confirm the location of the project including post code.** | **IV49 9AB**<br>**https://maps.app.goo.gl/WWsGFmXkrvWLoGzWA** |
| **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?**<br>**If so, what is the term left on your current lease agreement** | Yes ☐ No ☒<br><br>Years Months |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.** | |

| | | |
|---|---|---|
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes ☐ 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) |
|---|---|
| Maintenance carried out and Marble Line and Strath Suardal Bridges reopened. | 31/05/2027 |
| | 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?**

(500 words max limit)

The bridges are an important part of our local infrastructure, supporting active travel, recreational walking and access to the outdoors, while providing links to the wider path network.

The Marble Line Bridge, in the heart of Broadford, is a vital link connecting paths within the local network and is an integral part of The Highland Council's Core Paths Plan (SL03.07). It also forms part of the Broadford Bay Heritage Trail, a project developed to raise awareness of the area's archaeological, industrial, maritime and cultural heritage and to enable more people to access and engage with it. The approximately three-mile trail around Broadford Bay links key heritage sites and themes and includes paths, interpretation panels, the restoration of an archaeological site and a footbridge.

The importance of the Marble Line Bridge is demonstrated by its high level of use. Over a nine-month period a path counter has recorded more that 79000 crossings providing clear evidence that the Marble Line Bridge is an essential part of the local path network for both residents and visitors.

The Strath Suardal Bridge at Old Corry is also an important and well-used link, forming part of the circular route around Old Corry and connecting with the wider Broadford path network.

Without the necessary repairs and maintenance, use of the bridges may need to be restricted or, ultimately, the bridges may have to close. This would disrupt established active travel and recreational walking routes and reduce safe access to the countryside, heritage sites and wider path network.

This project provides an opportunity to safeguard these well-used routes for the future, improve the safety and reliability of the bridges, and ensure that residents and visitors can continue to access and enjoy the local countryside and heritage.

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

(500 words max limit)

The "Getting About" element of our Broadford and Strath Local Place Plan articulated our key priorities in terms of our path network:

- Well-maintained routes
- Accessible network
- Safe walking

Traffic was highlighted as a concern on the A87 and our Marble Line Bridge allows a respite from the traffic and offers an alternative active travel route to the local hospital, health centre, industrial estate, Growers Hub as well as local viewpoints and places of interest. Strath Suardal Bridge also offers an alternative off road route.

Our path network contributes to our community health and wellbeing. Our area's peace and quiet, natural environment and accessible paths network were all highlighted as contributors to physical and mental well-being.

The planned bridge repairs will contribute to addressing our Broadford and Strath Local Place plan priorities by supporting well maintained routes.

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

(500 words max limit)

There is strong evidence of local support for the repair of the Marble Line Bridge and Strath Suardal Bridge, demonstrated through significant use of the existing path network, community consultation, and identified local priorities for improved and maintained walking and active travel infrastructure.

In February 2025, with funding from the Scottish Government Community Regeneration Fund via The Highland Council and Paths for All, BSCC commissioned Alan Jones Associates to carry out a feasibility study of the existing path network in Broadford and Strath and the potential for additions to the network.

The purpose of the study was to ensure that the path network in Broadford and Strath met the needs and aspirations of the community. The work included community and stakeholder engagement, a physical audit of the existing network, management and maintenance requirements and looking at the potential for additional projects.

The consultation identified a number of common themes that are directly relevant to this project, including:

- Better maintenance and promotion of paths.
- Improved connections within the network for active travel and recreation.
- Safer traffic-free access, including pavements and off-road paths.
- Better provision for walkers, cyclists, prams, mobility scooters and wheelchair users.
- More functional access to schools, the hospital and housing.
- Helping people to enjoy nature and landscapes while safeguarding biodiversity.

The consultation also demonstrated a desire for increased opportunities for walking and reduced reliance on cars. **86% of respondents said they would like to be able to walk more for day-to-day journeys, while 73% indicated that they would like to use their car less for day-to-day journeys.**

The proposed repair of the Marble Line and Strath Suardal bridges directly responds to these identified community priorities. Both bridges are established links within the local path network and maintaining them will help protect safe, traffic-free routes for walking, recreation and active travel.

| 4.4 | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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 and short-term output of the project will be the completion of essential repair works to two important bridges within the local path network: the Marble Line Bridge in Broadford and the Strath Suardal Bridge at Old Corry.

The project will achieve the following outputs:

- **2 bridges repaired:** The works identified through the xxxxxxxx bridge condition survey will be completed on both bridges, improving their condition, safety and reliability.
- **2 important path links maintained:** The bridges will continue to provide active travel and recreational links within the wider Broadford and South Skye path network, including The Highland Council's Core Paths Plan.
- **Public access:** Residents and visitors will be able to continue using the bridges for active and recreational travel.
- **Continued access to local heritage:** The Marble Line Bridge will continue to provide an important link within the Broadford Bay Heritage Trail.
- **Reduced risk of route closure:** Completing the necessary repairs will help prevent further deterioration leading to restrictions or closure of the bridges.

The successful completion of the project will be demonstrated by two bridges repaired as per the bridge condition survey and continued safe access to active travel and recreational routes on the path network.

We will monitor usage of the Marble Line Bridge with the continued use of a path counter. We have already established a base line over a 9-month period which highlights just how vital the bridge is and how important this maintenance is.

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

(500 words max limit)

The long term outcome of the project will be the continued availability of two safe, reliable and well-used bridges within the local path network, providing lasting benefits for residents and visitors to Broadford and South Skye.

The repairs will extend the life of the Marble Line Bridge and Strath Suardal Bridge, protecting important community assets and ensuring that established walking, recreational and active travel routes remain accessible for years to come. This will help maintain connectivity within the wider path network and reduce the risk of routes being restricted or lost due to deterioration of the bridges.

A key lasting benefit will be continued access to the countryside and local heritage. The Marble Line Bridge is an important part of the Broadford Bay Heritage Trail, enabling residents and visitors to access and engage with the area's archaeological, industrial, maritime and cultural heritage. Maintaining this link will help ensure that these opportunities remain available to future generations.

The project will also support longer-term health and wellbeing by maintaining safe opportunities for walking, outdoor recreation and active travel. Continued access to attractive natural environments and walking routes can encourage physical activity, social connection and positive mental wellbeing.

We will measure the outcomes through:

- Ongoing monitoring of bridge condition and maintenance requirements including photographic and inspection records.
- Both bridges remain open and accessible
- Path-counter data, where available, to monitor continued use. The Marble Line Bridge has already recorded more than 79,000 users over a nine-month period, providing a strong baseline.

The lasting legacy of the project will be two restored and more resilient community assets that continue to connect people with the local path network, countryside and heritage. The investment will protect these important links for future generations and ensure that the benefits of the project continue well beyond the completion of the repair works.

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

(500 words max limit)

The proposed works will provide a long-term investment in the two bridges and significantly extend their lifespan. The repairs will address the issues identified through the bridge condition survey and ensure that the bridges can continue to provide safe and reliable access.

A key part of the proposed works is the use of ekki hardwood. Ekki has a high natural durability rating and is well suited to harsh outdoor environments and areas subject to heavy foot traffic. It does not require additional chemical preservatives, reducing the need for ongoing treatment and maintenance. The use of ekki is expected to provide a lifespan of at least 25 years, reducing the need for major repair works being required again in the short to medium term.

When works are completed BSCC will continue to engage Campbell of Doune to monitor the condition of the bridges and will address routine maintenance requirements. These regular inspections allow for smaller issues to be identified and addressed at an early stage, helping to prevent early deterioration and more significant repair costs in the future.

| 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)

A commitment to the environment is core to BSCC's mission. We have a Carbon Reduction Plan in place setting out the steps we are taking to achieve Net Zero, and an Environmental Policy and Action Plan setting out wider environmental commitments.

BSCC will work with the appointed contractor to ensure that repair works are carried out responsibly and that any potential environmental impacts are minimised. This will include:

- **Minimising waste:** Existing materials will be repurposed and reused where possible. BSCC will work with the contractors on recycling opportunities.
- **Materials:** A long-lasting hard wood ekki will be used on the Marble Line Bridge to maximise life span and reduce the need for future repairs.
- **Minimising disturbance:** Works will be planned to minimise disturbance to path users, wildlife and the surrounding environment. We are liaising with the Highland Council regarding best practice on the closure of core path routes for maintenance to ensure the safety of workers and to keep access restrictions to the minimum.
- **Completion:** On completion we will ensure the area is cleared of any waste materials.

This project also supports wider environmental objectives by providing safe and useable bridges keeping local path networks open reducing the use of cars.

| 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)

BSCC strives to be an inclusive organisation and our projects are intended to be accessible and available for the whole community to enjoy. We believe that no one should receive less favourable treatment on the grounds of age, race, class, gender, gender identity, religion or belief, sexuality or disability. Our Equal Opportunities Policy sets out the steps we take to promote equality of opportunity and access, eliminate discrimination and, where appropriate, provide positive action.

As an existing project, the proposed works will largely be carried out on a like-for-like basis. However, there will be one important improvement to the Marble Line Bridge: we will install non-slip boarding, which it does not currently have.

The addition of non-slip boarding has been requested by members of the community over a number of years. It will provide a safer and more secure surface, particularly during wet or poor weather conditions, and will give users greater confidence when crossing the bridge. This improvement will benefit a wide range of users, including those who may feel less confident using the bridge in slippery conditions.

Overall the proposed improvements to the bridges will help ensure that no group is excluded or disadvantaged from accessing the routes, countryside, recreation and local heritage that these bridges connect.

| | |
|---|---|
| **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.**<br><br>**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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br><br>FWF statement and decleration template.d |

| | |
|---|---|
| **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** |
| **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<br>☐ Staff /Engagement Surveys<br>☒ Suggestions Schemes<br>☐ Intranet/Online Platforms<br>☒ Staff Forums / Networks<br>☐ 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.**<br><br>**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.**<br><br>CRF overheads and management fees sun |

| Budget Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|
| Bridge repairs labour and material | Marble Line Bridge, Broadford | Capital | £32,554.80 |

| | | | |
|---|---|---|---|
| | 1. Replacement of parapet posts on both approaches to the bridge – entire replacement<br>2. Replacement of deck and timber parapets' lower and top rails, 50mmx50mm side rails and posts– entire replacement<br>3. Replacement of deck timbers (non-slip) and supporting timber bearers – entire replacement<br><br>Strath Suardal Bridge,<br><br>1. Replacement of transverse timber deck board at the lefthand abutment<br>2. Replacement of parapet post head steel cover plates<br><br>Contractor will:<br>• Supply all materials including stainless steel fixings to match existing and specified wood - ekki<br>• Oversee all works on site to completion<br>• Ensure safe disposal of material removed - BSCC will reuse as much timber as possible<br>• Adhere to health and safety regulations whilst carrying out works | | |
| Overheads | Includes: contribution to insurance, accountancy, IT, admin support staff. | Revenue | £ 3,072.19 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total revenue expenditure | £3,072.19 |
| | | Total capital expenditure | £32555.8 |
| | | **TOTAL PROJECT COSTS** | **£**35626.99 |
| | | | |
| | | **Is VAT included in these costs?** | **Yes** x **No** ☐ |
| | | **Can you confirm that the costs above have not already been incurred or committed to?** | **Yes** x **No** ☐ |

| | | |
|---|---|---|
| **5.2** | **Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided?<br>Please provide any quotes as supporting documents to this application .** | **Yes** x **No** ☐ |
| **5.3** | **Please explain how your project will achieve value for money.** | |

BSCC has extensive experience of managing diverse projects and has processes in place to ensure effective use of public funds.

**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 £** |
|---|---|---|---|
| Ian Findlay Path Fund | **Yes** x **No** ☐ | 1st October 2026 | 5000 |
| BSCC – own funds | **Yes x No** ☐ | 1st October 2026 | 1000 |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | | **Total match funding** | **£6000** |
| | | **CRF requested** | **£29626.99** |
| | | **Total funding** | **£35626.99** |

| | | |
|---|---|---|
| **6.2** | **Will the project involve "in kind" support?** | Yes ☒ No ☐ |
| **6.3** | **If yes, please detail.** | |

- Significant time has already been spent on the project by staff and volunteer directors including liaising with xxxxxxxxxxxxxxxxx on the Invitation to Quote and liaising with potential contractors.
- Management input by volunteer directors and BSCC staff when works are being carried out in addition to the overhead costs.

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

BSCC works very hard to raise funds from a variety of sources and will continue to do so. While BSCC raises income through the Community Campsite this income is needed to support a wide variety of core costs and projects, many of which are increasingly difficult to fund as they are core and/or continuing activity.

| 6.5 | **Please explain what the remaining bank balances are for in your accounts.** |
|---|---|

We have four bank accounts:
1 General Funds: minimal balance, a float used for fundraising and events.
2 Savings: Used as a feed for the Designated account to gain some meagre interest to go towards bank charges.
3 Designated: This is used for our core costs, legal, Statutory, insurance, banking, accounting, match funding, project officers and running costs of our core projects.
4 Restricted: These are ring-fenced funds (from external funding or committed BSCC match) to be spent on specific projects including Broadford and Elgol Public Toilets, Old Broadford Toilets, Defibrillators, Community Garden, Corry Capers outdoor learning, Skye Cycle Way, Flourish Together horticulture therapy, Woodland Restoration, and Community Woodland.

| 6.6 | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |
|---|---|

Our projected core costs for 2026-27, £151,888 covered by the Designated Funds, are:

- Legal, statutory, insurance, banking and accounting: £31317
- Statutory Audit £10200
- Capital obligations: £14670
- Match funding: £5106
- Project officers: £84035
- Repairs & maintenance to date: £6670

| 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? |
|---|---|

Community wealth building is extremely important to BSCC. As per our procurement policy we sent our Invitation to Quote to 9 contractors including local contractors and contractors recommended by xxxxxxxxxxxxxxx

| 7.4 | Have you considered taking out a loan for the project? | Yes ☐ No ☒ |
|---|---|---|
| 7.5 | If not, please state why? | |

This type of activity is not typically debt funded. The decision not to take out a loan is in line with our Risk Management policy.

| 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? |
|---|---|---|---|
| Community Led Local Development – CRF 6071 (Corry Capers Outdoor Learning) | 29/07/2026 | 9700 | Yes ☐ No ☒ |
| Highland Nature Restoration Fund - NRF222 | 13/03/2026 | 2620 | Yes ☐ No ☒ |
| Highlands & Islands Enterprise (woodland acquisition) | 16/03/2026 | 55,080 | Yes ☒ No ☐ |
| Highland Nature Restoration Fund – NRF201 | 28/11/2025 | 8500 | Yes ☐ No ☒ |
| Scottish Land Fund (woodland acquisition Stage 2 grant) | 19/11/2025 | 29,620 | Yes ☐ No ☒ |
| Scottish Forestry Community Fund Grant | 01/09/2025 | 5000 | Yes ☐ No ☒ |
| Community Regeneration Fund – CRF4100 (campsite renewables) | 09/09/2025 | 50,000 | Yes ☐ No ☒ |
| Children and Young People's Mental Health and Wellbeing Fund – CYPMHWB11 | 14/07/2025 | 9800 | Yes ☐ No ☒ |
| Community Led Local Development – hospital path | 23/06/2025 | 6500 | Yes ☐ No ☒ |
| Children and Young People's Mental Health and Wellbeing Fund | 01/04/2025 | 4000 | Yes ☐ No ☒ |
| Scottish Land Fund (Stage 1 woodland acquisition) – ID 20307285 | 27/03/2025 | 7760 | Yes ☐ No ☒ |
| Whole Family Wellbeing Fund | 07/11/2024 | 9765 | Yes ☐ No ☒ |
| Community Regeneration Fund – CRF3099 | 19/05/2024 | £6136 | 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:**<br><br>**Print: xxxxxxxxxxxxxxxxxx** | **Date:**<br>05/10/2026 |

**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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF4264 |
| **1.2** | **Organisation** | Elgol Village Hall SCIO |
| **1.3** | **Project title** | Hall Kitchen and Roof Refurbishment |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | Elgol village hall has a long history of being host to all kinds of people, groups, visitors and plays a vital part of the local community. The hall was built nearly 30 years ago and has been well used ever since, to the point that the regular maintenance isn't really covering every job. Some elements of the building are now coming to the end of their life and need replaced or a major overhaul. In particular the kitchen and the roof is starting to leak and urgent need of replacing to meet the new environmental standards. This in turn will hopefully reduce ongoing maintenance and energy costs and make the building more environmentally sustainable. As part of our 30 year anniversary |

| | | | |
|---|---|---|---|
| | | celebrations coming up in the next couple of years the Hall committee is starting a major fundraising drive to help raise the funding that we can hopefully match fund from grants | |
| **1.5** | **Project costs** | **Total project cost** | £38,772.80 |
| | | **Match funding** | £2,500 |
| | | **CRF grant requested** | £36,272.80 |
| **1.6** | **Start date** | 01/01/2027 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | 01/06/2027 | |
| **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? No<br><br>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** | Elgol Village Hall Asscoiation (SCIO) | |
| **2.2** | **Address and postcode** | Elgol Village Hall, Elgol, Isle of Skye IV499BJ | |
| **2.3** | **Main contact name** | xxxxxxxxxxx | |
| **2.4** | **Position in the organisation** | Vice Chair | |
| **2.5** | **Contact number** | xxxxxxxxxxxx | |
| **2.6** | **Email address** | xxxxxxxxxxxx | |
| **2.7** | **Website address** | | |
| **2.8** | **Organisation type** | ☐ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☐ | Charity |
| | | ☒ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | **SC055459** | |

| | | | |
|---|---|---|---|
| **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.**<br><br>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.** | **Elgol Village Hall, Elgol, IV499BJ** |
| **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?**<br>**If so, what is the term left on your current lease agreement** | Yes ☐ No ☒<br><br>Years Months |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.** | |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes ☐ 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)** |
| Take out old kitchen, reinstate with new kitchen, including rewiring, tiling, plumbing etc. | | 01/06/2027 |
| | | 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? |
|---|---|

Elgol Hall is the centre of the village and has been a focal point for many cultural and amenity activities in the Hall. It has been a vital school facility and for elections, sporting and musical events and local church since the church closed a few years ago. The kitchen is now very old and the committee feel it is in urgent need of upgrade. The hall roof is another funding project we wish to address as it is near its useable life end and has been repair over the years. We have identified weddings as a good income stream as Elgol is very popular for weddings and with a modern updated kitchen we are able to offer more of these and attract a greater surplus each year. The hall hosts many local coffee mornings and groups and fund raisers, a recent RNLI gala used the kitchen for soup and sandwiches so it is vital it is modernised and safe. A recent environmental health inspection identified it as being at the limit of safe use.

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

It was identified as a Key Priority and Proposal for Infrastructure & Facilities in the Broadford and Strath Community council local plan. Upgrades to local assets including the Elgol village hall, public toilet facilities, and local path networks.

| 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 |
|---|---|

Recent Environmental health inspectors told us it was not compliant and would benefit from an upgrade, this was shared at our AGM and at various committee meetings and the feeling was we need to press on with a fundraising for both the kitchen and the roof which is in very poor condition now and leaking.

| 4.4 | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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?** |

**With a new kitchen, the hall can continue to operate safely and effectively by offering a modern safe facility for community coffee mornings, for dances and other community activities etc.**

**Measured by hopefully helping to increase our fundraising.**

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

The old kitchen has been in place for 30 years and is now extremely tired and a new kitchen will give a real boost to the community. We hope it will help make the hall viable and modern for the next 30 years. Increase income especially from professional outside caterers who wish to hire the hall for food events. We have in the village 2 catering companies and cake makers who would be able to offer there services along with a wedding planner locally. We have lots of musicians so we who can also offer a whole package deal.

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

Our annual surplus which we generate through activities and this will help maintain the kitchen. At the moment we average about 5K surplus and we hope with a new kitchen it will allow us to attract increased usage and income streams.

| | |
|---|---|
| **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 will like to install much more efficient appliances, lighting and heating system which will reduce our carbon footprint and overheads.

| | |
|---|---|
| **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?** |

It will be designed to benefit all users within the community. The kitchen will have improved access and be safer from a hygiene perspective. The community hall has always been for all

users within the community and further afield. Our policy and constitution states no one should be excluded from using the hall or kitchen for any reason.

| | |
|---|---|
| **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.**<br><br>**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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br><br>FWF statement and decleration template.( |

| | |
|---|---|
| **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?** | **6 committee members** |
| **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<br>☐ Staff /Engagement Surveys<br>☒ Suggestions Schemes<br>☐ Intranet/Online Platforms<br>☐ Staff Forums / Networks<br>☐ 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.**<br><br>**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.**<br><br>CRF overheads and management fees sun |

| Budget Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|

| | | | |
|---|---|---|---|
| New kitchen | **Includes rewiring, plumbing, tiling flooring and some Joinery work, installation of kitchen, removal of old kitchen. Purchase of new kitchen.** | **Capital** | **£35,272.80** |
| | 10% Contingency | Capital | £3,500.00 |
| | | | |
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| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total revenue expenditure | £38,772.80 |
| | | Total capital expenditure | |
| | | **TOTAL PROJECT COSTS** | **£38,772.80** |
| | | | |
| | | **Is VAT included in these costs?** | **Yes** ☐x **No** ☐ |
| | | **Can you confirm that the costs above have not already been incurred or committed to?** | **Yes x**☐ **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 x**☐ **No** ☐ |
| **5.3** | **Please explain how your project will achieve value for money.** | | |
| **Replacement of old kitchen and reconstruction of kitchen with slightly different layout much needed by the hall.** | | | |
| **SECTION 6 – MATCH FUNDING (if applicable)**<br><br>**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 £ |
|---|---|---|---|
| Mowi | Yes ☒ No ☐ | Spring 2027 | 1000 |
| Gofundme page | Yes ☐ x No ☐ | confirmed | 1500 |
| | Yes ☐ No ☐ | | |
| | Yes ☐ No ☐ | | |
| | Yes ☐ No ☐ | | |
| | Yes ☐ No ☐ | | |
| | | **Total match funding** | **£2,500** |
| | | **CRF requested** | **£36,272.80** |
| | | **Total funding** | **£38,772.80** |

| | | |
|---|---|---|
| **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 village hall make a small surplus each year and has built up money both the roof and the kitchen require some extra public funding so as we do not use up our reserve. Recently we had to upgrade our fire alarm system £7000 and a new floor another £8000 to be a safe and usable facility. The metal roof is now in a very poor conditions and over the years we have patched it up ourselves and done some painting ourselves but these 2 much needed projects will require extra funds.**

| | |
|---|---|
| **6.5** | **Please explain what the remaining bank balances are for in your accounts.** |

**For emergency repairs and general upkeep. Some money in our account is ringfenced for the children's play area.**

| 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 need to keep an emergency fund which has taken over 30 years to build up in case of roof emergencies which pose a major threat to the hall, the roof is beyond it life expectancy and windows are leaking and gutters have blown off.**

| 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. | |

**A modern safe and approved kitchen will allow us to host weddings and private parties thereby generating much needed income. We get several enquiries each year but the kitchen is unusable in these circumstances so upgrading would provide a better means of increasing income and sustainability of the hall. If we can host 3 weddings a year that would provide £3000 income which would nearly double our surplus each year.**

| 7.3 | How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project? |
|---|---|

All local business attend our AGM and fully supportive of the halls aims and the existing kitchen is a vital part of the Hall structure.

| 7.4 | Have you considered taking out a loan for the project? | Yes ☐ No ☒ |
|---|---|---|
| 7.5 | If not, please state why? | |

Do not want the risk.

| | | |
|---|---|---|
| **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? |
|---|---|---|---|
| | 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 ☐ |
| | 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.***<br>***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:**<br><br>**Print: xxxxxxxxxxxxx** | **Date:**<br>27/09/2026 |

**<u>Please Ensure You Also Complete the Attachments Checklist Below</u>**

| 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:**<br>Not applicable | | |

**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**

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- Permissions – Planning granted July 2022
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- 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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | |
|---|---|---|
| **1.1** | **Project reference number** | CRF4265 |
| **1.2** | **Organisation** | Minginish Community Association |
| **1.3** | **Project title** | Portnalong Pier Community Housing Project |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | MCA are seeking funding to appoint a Quantity Surveyor to undertake pre-contract works for the Portnalong Pier Community Housing Project.<br><br>This is the critical next step in delivering six homes (2× two-bed and 2× three-bed affordable rent, 2× three-bed low-cost home ownership) plus one self-build plot at Portnalong Pier. These properties will directly address the demonstrated local demand and will support local businesses and service providers. |

| | | | |
|---|---|---|---|
| | | The pre-contract works will provide<br>● A Bill of Quantities, projecting project costs<br>● A legally compliant Tender Package sent to a wide geographical network of contractors<br>● Assessment and reporting to MCA on tender returns, including recommendations<br>● Value engineering and cost reduction negotiation<br>● Contract negotiation and preparation<br><br>The outcomes of the Employer's Agent pre-contract works will be<br>● Safeguarded public funds through due diligence and fair and transparent procurement.<br>● Competitively priced contract ensuring value for money<br><br>This essential stage of the project will safeguard public funds, manage risk, and secure competitive contractor pricing.<br><br>The Employer's Agent role will then expand to cover contract administration and project management throughout construction until the End of Defects period, subject to the construction phase securing funding.<br><br>MCA aims to submit the planning application and appoint the Employer's Agent during the last quarter of 2026. Construction will commence once tendering for a contractor and the funding package is secured. | |
| **1.5** | **Project costs** | **Total project cost** | £12240.00 |
| | | **Match funding** | £4039.20 |
| | | **CRF grant requested** | £8200.80 |
| **1.6** | **Start date** | 07/12/2026 | |
| **1.7** | **End date** ***(max 12 months from start date)*** | 07/06/2027 | |
| **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?<br>Yes X 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** | Minginish Community Association | |
| **2.2** | **Address and postcode** | Minginish Community Hall, Portnalong, Carbost, Isle Of Skye IV47 8SL | |
| **2.3** | **Main contact name** | xxxxxxxxxxxxx | |
| **2.4** | **Position in the organisation** | Housing Project Officer | |
| **2.5** | **Contact number** | xxxxxxxxxxxxx | |
| **2.6** | **Email address** | xxxxxxxxxxxxx | |
| **2.7** | **Website address** | https://minginishhall.co.uk/ | |
| **2.8** | **Organisation type** | ☒ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☒ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | SC028093 – OSCR<br>SC187465 – Companies House | |
| **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.**<br><br>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.** | Land Adjacent to MOWI yard, Portnalong Pier, Isle of Skye – no postcode as yet |
| **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?**<br>**If so, what is the term left on your current lease agreement** | Yes ☐ No ☒<br><br>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.** | MCA owns the land the houses will be built on, and a servitude and access agreement for the road and drainage infrastructure is being progressed. |
| **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.** | Feasibility and design work complete<br>Planning Permission submitted – 18/09/2026 |

| **SECTION 4: THE PROJECT PROPOSAL** | |
|---|---|
| **4.1** | **List the main activities required to deliver the project including timescales.** |

| **Activity name**<br><br>**QS/Employer's Agent Pre-Contract Outputs** | **Achieve by (date)** |
|---|---|
| Bill of Quantities/Indicative costs | 26/12/2026 |
| A legally compliant Tender Package sent to a wide geographical network of contractors | 11/01/2027 |
| Assessment and reporting to MCA on tender returns, including recommendations | 08/02/2027 |
| Value engineering and cost reduction negotiation | 15/02/2027 |
| Contract negotiation and preparation | 29/03/2027 |
| | Click or tap to enter a date. |

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

(500 words max limit)

Minginish is experiencing a significant shortage of affordable, suitable housing, which is contributing to the out-migration of younger people and families, threatening the long-term sustainability of the community.

The 2021 Communities Housing Trust (CHT) Housing Needs & Demand Survey provides clear evidence of local need. Of 105 permanent residents responding, 60 were considering moving home within five years and 74% had tried to find alternative housing locally. A further 25 potential future household leavers were identified, with 12 potentially requiring housing in Minginish within five years. The survey found strongest demand for low-cost home ownership, followed by low-cost rent and self-build, with two- and three-bedroom homes particularly sought after.

The Highland Council's Housing Prospects tool identified that there is high demand for smaller properties on the Highland Housing Register (HHR), low housing stock and no relets within Portnalong and Carbost over the past year. This project would help address the highlighted lack of available and affordable housing stock within the area.

The table below is correct as of 08/09/2026
https://self.highland.gov.uk/service/Housing_prospects?noLoginPrompt=1

| **Portnalong** | **on HHR** | **Housing Stock** | **Relets within the last year** |
|---|---|---|---|
| 1 bed | 29 | 2 | 0 |
| 2 bed | 3 | 2 | 0 |
| 3 bed | 0 | 2 | 0 |
| | | | |
| **Carbost** | | | |
| 1 bed | 45 | 1 | 0 |
| 2 bed | 8 | 9 | 0 |
| 3 bed Bungalow | 1 | 1 | 0 |
| 3 bed House | 1 | 1 | 0 |

This need has wider implications for the community as a lack of affordable housing is directly affecting the local economy and the ability of businesses and essential services to retain their workforce. The business section of the CHT survey identified a direct impact on local employers. Four businesses reported difficulties recruiting and retaining staff because of a lack of suitable housing, with their full-time employees requiring housing locally. Three businesses stated that the lack of housing could result in reduced operations or staffing.

The proposed development of six affordable homes at Portnalong Pier, comprising both affordable rented and low-cost home ownership properties, will provide an immediate opportunity to address a proportion of this identified demand. The proposed mix reflects the preferences identified through the housing research and is intended to help people who have a local connection to remain in, or return to, Minginish. The wider housing project also supports the longer-term opportunity to retain younger people, families and economically active residents within the community.

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

(500 words max limit)

Yes. The need for affordable housing in Minginish is recognised through local, regional and Highland Council housing strategies.

The Highland Council Strategic Housing Investment Plan (SHIP) 2026/27–2030/31 specifically lists 6 houses in Minginish within its Skye & Lochalsh programme. This demonstrates that a six-home affordable housing project in Minginish has been recognised within the Council's strategic investment programme. The SHIP identifies affordable housing investment as a key mechanism for addressing housing pressures and supporting rural and island communities.

The need is also recognised through Skye and Raasay Future, the Skye and Raasay Area Place Plan, which identifies access to suitable and affordable housing as a major issue affecting communities, businesses and services, particularly in relation to retaining young people and families and supporting the local workforce.

The importance of this need has been reinforced through the Minginish Community Action Plan 2025–2035, which identifies the lack of affordable housing and its impact on the local population as a key issue. The Plan specifically identifies supporting the Community Housing Project and undertaking further work to increase the supply of affordable homes as a priority, alongside the need to sustain local services such as the school, GP and Post Office. Carbost Primary's roll has fallen from twenty-four pupils (2016) to 16 today, projected to fall to thirteen by 2030. Carbost Medical Practice has struggled to recruit a full-time GP for the practice, with it being noted in 2024 that the post had been vacant for three years and advertised 7 times.

The project therefore represents an opportunity not only to provide much-needed homes, but to contribute to population retention, local employment, the sustainability of community services and the long-term resilience of Minginish. The development has already been identified as appropriate for the community, with the technical feasibility work confirming the Portnalong Pier site is suitable for housing.

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

(500 words max limit)

There is evidence of both longstanding community support for affordable housing in Minginish and specific support for the proposed Portnalong Pier development.

The 2021 Communities Housing Trust (CHT) Housing Needs and Demand Survey found clear local support for additional affordable housing. The survey of 105 permanent residents concluded that local opinion was supportive of the need for additional affordable housing and strongly favoured prioritising local people in the allocation of new homes. The report recommended continued community engagement as the housing proposals developed.

Further consultation was undertaken by MCA and CHT in July 2024. Around 30 people attended the community drop-in event, where the proposed site and the potential for a community-owned housing development were discussed. Feedback was reported as very positive, with many attendees being local people in immediate housing need, including young people working locally.

Since then, MCA has continued to communicate the project to the community. The indicative designs were presented at the MCA AGM in November 2025, with plans subsequently made available at the Community Hall for people to view, and progress has continued to be shared through MCA's social media channels. This provides opportunities for residents to remain informed as the project has developed.

There is also formal support from Minginish Community Council, which wrote in October 2024 supporting the MCA Community Housing Project and recognising the growing need for affordable housing, particularly to enable local young people and families to remain in the area. The Community Council is continuing to support the project by submitting the planning application on MCA's behalf, enabling the project to benefit from the reduced planning application fee available to Community Councils.

Support is also evidenced by local businesses. The CHT research identified businesses experiencing recruitment and retention difficulties because of the shortage of suitable housing, while letters of support have been received from local businesses, including xxxxxxxxx and xxxxxxxxxxxxxx.

| 4.4 | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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 CRF funding will deliver the pre-contract stage of the QS/Employer's Agent appointment, taking the Portnalong Pier Community Housing Project from completed design and feasibility towards a tender-ready construction project.

The immediate and short-term outputs will be:

1. Detailed project cost plan/Bill of Quantities. The QS will prepare a robust cost plan and Bill of Quantities based on the developed design, providing MCA with an up-to-date assessment of the anticipated construction cost. This will be measured by receipt and approval of the completed cost plan/BoQ by MCA and the Housing Project Officer.
2. Agreed procurement strategy. The QS/EA will advise MCA on the most appropriate procurement route, taking account of the projected construction value, funding requirements and Scottish public procurement requirements. This will be evidenced through written advice and MCA Board approval of the recommended procurement approach.
3. Tender-ready construction documentation. The QS/EA will prepare the necessary tender documentation, including an appropriate Design and Build contract, enabling the project to be competitively tendered to contractors. The output will be measured by completion of a compliant tender package ready for issue. The brief specifically requires preparation of tender documentation and a Design and Build contract for use in Scotland.
4. Competitive tender exercise and evaluation. The tender package will be issued to a wide geographical network of contractors, with returned tenders assessed and reported to MCA, including recommendations. This will be measured by the number of contractors invited, tenders received, completion of the tender evaluation and submission of a formal recommendation to the MCA Board.
5. Value engineering and cost review. The QS/EA will identify opportunities to reduce costs or improve value while maintaining the quality and objectives of the housing project, including technical review if requested by the Rural and Island Housing Fund. This will be evidenced through documented cost reviews, recommendations and any agreed changes.

6. Contract negotiation and preparation. Following tender evaluation, the QS/EA will support MCA with contractor negotiations and preparation of the construction contract. Achievement will be measured by completion of the contract documentation and a clear recommendation to MCA on the preferred contractor, subject to the wider project funding package being secured.

These outputs will provide MCA with a fully costed, tender-ready and professionally procured project, significantly reducing financial and procurement risk and providing the information required to progress towards construction funding. The current application identifies the same pre-contract outputs and recognises that this stage is essential to safeguard public funds, manage risk and secure competitive contractor pricing.

| | **(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 appointment of a Quantity Surveyor/Employer's Agent will provide the professional cost, procurement and contract management expertise required to move the affordable housing project towards construction with greater certainty and reduced risk.

The key outcomes will be:

1. Greater financial certainty and value for money. The project will have a robust Bill of Quantities and detailed cost information, enabling MCA to understand and manage the likely construction costs and identify opportunities for value engineering before committing to construction.
2. Reduced financial and procurement risk through an appropriately structured and legally compliant tender process. This will ensure that contractor procurement is transparent, competitive and appropriate to the scale and value of the project, helping to safeguard public and community funding.
3. A viable and tender-ready housing project. Through completion of the pre-contract stage, MCA will be provided with the costed and procurement-ready information required to progress the six-home development to construction, subject to planning approval and securing the wider construction funding package.
4. Improved ability to secure construction funding. Having an independently prepared cost plan, competitive tender information and clear evidence of the anticipated construction cost will strengthen MCA's position when approaching funders for the remaining capital required to deliver the homes.
5. Reduced risk of cost escalation during construction as early cost review and value engineering will allow potential cost pressures to be identified and addressed before construction, rather than when the project is on site.
6. Increased confidence for the community and project partners. Professional management of the pre-contract process will provide MCA, funders and partners with greater confidence that the project is being progressed on a robust, transparent and financially responsible basis.

Overall outcome: the CRF investment will de-risk the next stage of the project and create a strong, professionally costed and competitively procured platform from which MCA can secure the remaining funding and progress towards construction of six affordable homes at Portnalong Pier.

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

(500 words max limit)

The CRF funding will support the pre-contract stage of the affordable housing project, providing the professional cost and procurement expertise needed to move the project towards construction. Once this stage is complete, MCA will use the detailed cost plan, Bill of Quantities and competitively tendered construction information to strengthen applications for the remaining capital funding required to deliver the six affordable homes. The QS/Employer's Agent input will therefore provide a clear and robust basis for progressing the project beyond the period of CRF funding and towards construction.

The longer-term benefit will be the creation of six affordable homes in Minginish, comprising affordable rented and low-cost home ownership properties. These homes will help address the identified local housing shortage and provide opportunities for people to live and work locally, supporting the sustainability and resilience of the community.

Following construction, the affordable rented properties will generate rental income for MCA. This income will contribute towards ongoing management, maintenance and other property costs, helping to ensure that the housing remains a sustainable community asset in the long term. The financial model will be updated once the final project costs are established through the QS process.

The project will therefore leave a lasting legacy beyond the CRF investment: the funding will de-risk and advance a community-led housing project which, once constructed, will provide long-term affordable housing and an ongoing community asset for Minginish.

| 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 affordable housing project is being developed with environmental sustainability and long-term energy efficiency embedded within the design. The development will comply with the relevant requirements of National Planning Framework 4 (NPF4), including requirements relating to biodiversity and biodiversity enhancement/net gain, as well as applicable Building Regulations and housing standards.

The homes will be designed to meet Building Regulations, and where possible, Housing for Varying Needs and Firm Foundations standards. This ensures that the development provides high-quality, energy-efficient and adaptable homes that are appropriate for their intended occupants.

As a minimum, the homes will incorporate air-source heating and a high level of insulation. These measures will reduce energy demand and help reduce carbon emissions and ongoing household energy costs. The project will seek to maximise energy efficiency through the building fabric and specification rather than relying solely on heating technology.

The project will also seek to minimise the environmental impacts associated with construction. The QS/Employer's Agent will work with the existing design team to ensure that environmental considerations are incorporated into the cost plan, Bill of Quantities and tender documentation. This will include consideration of:

- efficient use of materials and minimisation of construction waste;
- durable materials and construction methods which reduce the need for future replacement and maintenance;
- opportunities to source materials, contractors and services locally where practical, helping to reduce transport impacts while supporting the local economy;
- minimising unnecessary disturbance to the site during construction;
- appropriate management, reuse and recycling of construction waste; and
- ensuring relevant planning and environmental requirements are clearly identified within the tender documentation.

Biodiversity will be considered as part of the development in accordance with NPF4, with opportunities for biodiversity enhancement incorporated into the site design. The detailed approach will be informed by the planning process and the requirements arising from the development's assessment and approval. Opportunities to partner with local groups such as Growing Minginish on the landscaping and any tree planting requirements will be considered.

The QS/Employer's Agent will also support value engineering and technical review. MCA will seek to ensure that cost-saving decisions do not simply transfer costs into higher energy consumption, maintenance requirements or environmental impacts over the lifetime of the homes. Whole-life value will therefore be considered alongside initial capital cost when reviewing options.

As the CRF funding is specifically supporting the pre-contract stage, this work provides an important opportunity to ensure that environmental requirements are properly reflected in the cost plan and procurement documentation before construction begins. This will help MCA balance affordability with energy efficiency, biodiversity, durability and long-term sustainability.

Overall, the project will deliver affordable homes that are designed to meet current regulatory and housing standards while incorporating measures to reduce energy consumption, carbon emissions and environmental impacts and to enhance biodiversity.

| 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)

Equalities have been considered throughout the development of the affordable housing project, both in identifying local housing need and in considering how the completed homes will be allocated. MCA's approach is to provide affordable housing where it is most needed while ensuring that allocation decisions are fair, inclusive and sensitive to the different circumstances and needs of applicants.

The final allocation policy for the homes has not yet been agreed. MCA expects to develop this with input from the local community and relevant partners and is likely to use the principles contained within the Communities Housing Trust's draft Allocations Policy for Community-Led Housing. The draft policy states that local allocation priorities should be inclusive and balance individual household circumstances with local community priorities.

The project is intended to benefit people who are unable to access suitable housing locally, rather than being targeted exclusively at a particular protected characteristic group. The proposed mix of two- and three-bedroom homes, affordable rented properties and low-cost home ownership will provide different housing options for households with different circumstances and financial means.

The draft CHT policy includes consideration of homelessness or risk of homelessness, insecure/unsuitable accommodation, changes in family circumstances, medical or care needs, and the need to relocate for employment or family support, ensuring that the allocation process considers actual housing need and individual circumstances, rather than applying a single definition of who should benefit.

The project does have a particular focus on addressing the disadvantage experienced by local households, younger people and families, and people who need to live locally for employment or other community connections, reflecting the housing need identified through the community's housing survey. However, the intention is not to exclude people based on a protected characteristic. The allocation process will be transparent, evidence-based and designed to ensure that eligible applicants have a fair opportunity to benefit.

The draft allocation approach explicitly recognises equal opportunities and states that applicants should not be treated unfairly because of characteristics including race, ethnic background, religion, sex, age, disability, mental health, sexuality or family circumstances. MCA will ensure that the final policy and allocation process reflect appropriate equality and legal requirements.

Accessibility will also be considered in the marketing and application process, helping to avoid excluding people who may have differing access needs. MCA will seek to use a range of communication channels when the homes are eventually marketed.

| | |
|---|---|
| **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.**<br><br>**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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br><br>FWF statement and decleration template.d |

| | |
|---|---|
| **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 ☐<br>Short statement on website and full statement attached |
| **How many people do you employ or how many volunteers do you have?** | MCA employ 3 part-time self-employed members of staff and c43 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<br>☐ Staff /Engagement Surveys<br>☐ Suggestions Schemes<br>☒ Intranet/Online Platforms<br>☐ Staff Forums / Networks<br>☐ Trade Union Recognition/Collective Bargaining |

## SECTION 5: PROJECT BUDGET

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

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

CRF overheads and management fees sur

| Budget Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|
| QS / Employer's Agent pre-tendering contract | • Attend future online design team meetings.<br>• Prepare Cost Plan for entire project.<br>• Advise MCA on the most appropriate procurement route, taking into consideration the projected construction value, funding requirements and Scottish public procurement requirements.<br>• Preparation of tender documentation.<br>  ○ Design and Build Contract for use in Scotland - DB/Scot (2016 Edition) or similar.<br>• Tender evaluation and reporting.<br>• Support with value engineering and technical review if requested by Rural and Island Housing Fund. | Revenue | £12,240.00 |
| | | Total revenue expenditure | **£12,240.00** |
| | | Total capital expenditure | **£12,240.00** |
| | | **TOTAL PROJECT COSTS** | **£12,240.00** |
| | | | |
| | | **Is VAT included in these costs?** | **Yes ☒ No ☐** |
| | | **Can you confirm that the costs above have not already been incurred or committed to?** | **Yes ☐ No ☒** |

| | | |
|---|---|---|
| **5.2** | **Reasonableness of cost – Are the project costs listed in 5.1 based on valid quotes as per the procurement guidance provided?<br>Please provide any quotes as supporting documents to this application .** | **Yes ☒ No ☐** |
| **5.3** | **Please explain how your project will achieve value for money.** | |

Minginish Community Association have undertaken a competitive tender process and has agreed on a preferred Quantity Surveyor/Employer's Agent for the pre-contract stage of the Portnalong Pier Community Housing Project.

Four suitably experienced companies were approached and invited to submit proposals. Two compliant submissions were received and assessed against the criteria set out in the procurement brief:

- Relevant experience and track record – 10%
- Methodology and approach – 20%
- Cost – 70%

Both submissions demonstrated appropriate experience and were considered in detail against the published assessment criteria.

xxxxxxx were the highest-scoring submission, achieving 94.2/100, compared with 88.13/100 for xxxxxxxxx. xxxxxxxx demonstrated particularly strong relevant residential, affordable/community housing and rural experience, together with a detailed methodology covering pre-tender cost planning, procurement and tendering, Employer's Agent services, cost/risk/change management and communication/reporting.

Cost was assessed using the agreed 70% weighting. xxxxxxxx's proposed pre-contract fee was £12,240 including VAT, compared with £12,324 including VAT from xxxxxxxxx, a difference of only £84. The very small difference in cost means that the quality and suitability of the proposals were important factors in determining the preferred supplier.

The assessment therefore demonstrates that MCA has sought to achieve best value rather than simply selecting the lowest-cost provider. xxxxxxxxxx's higher quality score, relevant experience and stronger methodology provide confidence that the appointment will help MCA manage project costs, procurement and risk effectively and maximise the value of the wider investment in the housing project.

The proposed CRF contribution of £8,200.80 towards the £12,240 pre-contract fee will enable MCA to secure this professional expertise and progress the project to a fully costed and tender-ready position. MCA will contribute £4,039.20 of match funding, demonstrating its own financial commitment to delivering the project.

Overall, the procurement exercise provides evidence that the proposed expenditure is competitive, proportionate and represents value for money, while giving MCA the professional support needed to protect the significant investment already made in developing the project.

**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 £** |
|---|---|---|---|
| Minginish Community Association | **Yes** ☒ **No** ☐ | | £4,039.20 |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | | **Total match funding** | **£4,039.20** |
| | | **CRF requested** | **£8,200.80** |
| | | **Total funding** | **£12,240.00** |

| | | |
|---|---|---|
| **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.** |

MCA is a charitable company with an income stream through the Fairy Pools Carpark and the hire of the community hall. This income stream is utilised to employ a community project coordinator and to cover governance, management and maintenance costs.

MCA have allocated £100,000 of their own funds towards the development of the affordable housing at Portnalong Pier. Through covering feasibility and design work to date, c40% of the allocated funds have already been spent. MCA has allocated £4,039.20 towards the QS for pre-contract consultancy work.

MCA is keen to retain the remaining funds to provide match funding towards the construction costs.

| | |
|---|---|
| **6.5** | **Please explain what the remaining bank balances are for in your accounts.** |

As at 31.08.26, the balance of funds available in the MCA bank accounts is £142,246.48, with £134,384.29 as unrestricted funds.

MCA has committed the following from their unrestricted funds

- Grants from car park fund: £14,808
- Community Housing Project: £68,738.74
- Repairs and maintenance £7.960

**Unrestricted funds available to MCA: £42,877.55**

It should be noted that the majority of MCA's income is received in the period May to September (approx. 85% of car park income); therefore, the income/balance shown includes the majority of those months. This income has to sustain MCA operations over the leaner months, including the MCA Community Project Coordinator role.

| 6.6 | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |
|---|---|

MCA is a charitable company with an income stream through the Fairy Pools Carpark and the hire of the community hall. This unrestricted income stream is utilised to employ a Community Project Coordinator and to cover governance, management and maintenance costs.

Reserves policy – figures as of 31/03/2026 (from annual accounts)

The sum of £15,000 is set aside for unexpected maintenance of the Minginish Hall. The board has always been clear that there is a need to ensure funds are available to cover any unexpected repair or maintenance costs that may arise. This is responsible contingency planning.

The on-going Community Project Coordinator costs will be met from the Fairy Pools car park income, therefore no reserve figure is shown against this budget line.

The sum of £3,000 is reserved for the cost of operating the hall (approximately three months) to ensure running costs can be met in the event of reduced income or if the hall is forced to close, such as during the Covid pandemic.

The Community Housing Project has progressed during 2024/25 with Minginish Community Association contributing £9,628 towards the initial land purchase costs. The Board of Directors approved a total commitment of £100,000 towards the project with the expectation that the majority of this expenditure will occur in the twelve months to 31.03.26. As a result, the sum added to identified reserves is the balance of £90,372.

A total of £108,628 is therefore the total reserves for the organisation. This sum will be held in a separate reserves bank account.

The MCA Board believes this reserves policy protects vital functions that enable it to meet charitable activities in the next twelve to eighteen months. It also assures potential funders and creditors that the charity can meet its financial commitments. Looking back to the disruptions to income during the Covid pandemic, the Board believes that this reserves policy increases and demonstrates the charity's resilience.

| 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.** | |

Once constructed, the houses, after taking management, maintenance and voids etc, into account, will generate a small income from rent which will be reinvested into community projects.

An indicative budget forecast was prepared by the Communities Housing Trust and is presented within the business plan. This indicates that once management, maintenance and a contingency for voids is accounted for, the income will be c£7000 in year 3 of the houses being tenanted. The financial model will be updated once the QS provides a Bill of Quantities based on the final design submitted to planning.

| | | |
|---|---|---|
| **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 are supportive of the project to provide much needed affordable housing in Minginish. Staff recruitment and retention will be supported by the addition of 6 more houses in the area.

| | | |
|---|---|---|
| **7.4** | **Have you considered taking out a loan for the project?** | Yes ☒ No ☐<br><br>A loan will be required for the construction phase |
| **7.5** | **If not, please state why?** | |
| | | |
| **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.** | |

| **ing** | **Date** | **Amount £** | **Public Subs** |
|---|---|---|---|
| **e see separate spreadsheet** | 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 |
| | 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.***<br>***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:**<br><br>**Print: xxxxxxxxxxxxxxx** | **Date:**<br>30.09.26. |

**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 10am on Monday 4th October.**

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

| **Application Guidance** | **Assessment Criteria Matrix** |
|---|---|
| CRF_Application_Guidance (v1 MC 2025 CRI | CRF Assessment Criteria (v1 MC May 2 |

| **SECTION 1: PROJECT SUMMARY** | | | |
|---|---|---|---|
| **1.1** | **Project reference number** | CRF4266 | |
| **1.2** | **Organisation** | Uig Community Trust (UCT) | |
| **1.3** | **Project title** | Uig Filling Station upgrade | |
| **1.4** | **Summary of project you wish to be funded (max 250 words)** | The Uig Community Trust would like to upgrade the filling station at the pier to make the building suitable for future use and support 6 or more new jobs in the local area. | |
| **1.5** | **Project costs** | **Total project cost** | £96,627.39 |
| | | **Match funding** | £65,824.56 |
| | | **CRF grant requested** | £30,802.83 |

| | | |
|---|---|---|
| **1.6** | **Start date** | 14/12/2026 |
| **1.7** | **End date** ***(max 12 months from start date)*** | 31/03/2027 |
| **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?<br><br>Yes ☐ No X |
| | 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** | Uig Community Trust | |
| **2.2** | **Address and postcode** | XXXXXXXXXXXX | |
| **2.3** | **Main contact name** | XXXXXXXXXXX | |
| **2.4** | **Position in the organisation** | Local Development Officer | |
| **2.5** | **Contact number** | XXXXXXXXXXX | |
| **2.6** | **Email address** | XXXXXXXXXXXX | |
| **2.7** | **Website address** | www.uigskye.co.uk | |
| **2.8** | **Organisation type** | ☒ | Company limited by guarantee |
| | | ☐ | Constituted group |
| | | ☐ | Public body |
| | | ☐ | Charity |
| | | ☐ | SCIO |
| | | ☐ | Other (please specify): |
| **2.9** | **Organisation registered number** | SC041733 | |
| **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.**<br><br>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.** | **Uig Pier UV51 9XX** |
| **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?<br>If so, what is the term left on your current lease agreement** | Yes ☐ No ☒<br>Years Months |
| **3.7** | **If ownership or lease agreements are not in place, please provide details if applied for and/or the arrangements to obtain these and by when.** | |
| **3.8** | **Does the project require planning permission or other statutory regulatory consents?** | Yes ☐ 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)** |
|---|---|
| Replace all doors and windows, including fire doors. | 31/03/2027 |
| Complete painting of the premises exterior and interior | 31/03/2027 |
| Electrical upgrade | 31/03/2027 |
| Plumbing upgrade | 31/03/2027 |
| Flooring upgrade throughout | 31/03/2027 |
| | 31/03/2027 |

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

The filling station at Uig pier is in need of an upgrade as the current tenancy ends. Upgraded facilities at the filling station will provide:-

1. Fuel security to local communities in the north end of Skye.
2. Increased local employment from 2 jobs to 8+ jobs by the end of 2027
3. Reduced fuel prices for locals (at a time of generally increased energy costs) through a local loyalty scheme.
4. Reduced grocery costs at the filling station through a local loyalty scheme.
5. Improved continuity of service for locals, visitors and ferry passengers

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

(500 words max limit)
All of these needs are recognised in the 2026 Community Consultation survey that was undertaken by the Uig Community Trust in Q2 2026.

The Trust is working together with the Community Council to develop a formal Place Plan, but the Community Council has been in abeyance and will be reconstituted in late October. A Place Plan will be submitted once the Community Council is back up and running.

| | |
|---|---|
| **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)
Local support for the outcomes of the project is expressed in the 2026 consultation survey that will be provided separately. The specific outcomes from the survey include:-

1. The need for more local employment opportunities
2. Significant concerns about the rising costs of running a car, which is essential to everyday life in the Uig area
3. Significant levels of fuel poverty within the local community
4. Strong support for future clean power generation

| | |
|---|---|
| **4.4** | **Outputs and outcomes – Please refer to the application guidance for further information and a definition of what constitutes "outputs" and "outcomes".**<br><br>**(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 short term outputs of the project are:-

1. Availability of fuel for locals at a reduced price through a local loyalty scheme
2. An immediate increase in local employment from 2 people to 4+ people
3. An immediate decrease in grocery costs from the filling station through a local loyalty scheme
4. An immediate improvement in the professional, working environment of the filling station

Points 1 – 3 are provisos of awarding the filling station lease to a new tenant. Point 4 is self evident.

| | |
|---|---|
| | **(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 filling station premises will go from employing two people to eight or more people. The new jobs will not be seasonal, which will provide job security for locals throughout the year. There is a current lack of non-seasonal work in the community.

The filling station is also an important resource for visitors to the community and ferry passengers. Calmac will be increasing the ferry capacity in Uig in 2027 and beyond and it is essential that the local community can cater to this increased traffic and also benefit economically from the extra trade that this traffic will generate.

The previous tenant at the filling station did not invest in the upkeep of the premises. The filling station is a significant premises in the local community and an improvement in the environment will have a positive effect on local sentiment as the community considers wider development opportunities around the pier.

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

(500 words max limit)

The Local Development Officer will support all aspects of the project in the short and medium term. Thereafter there will be significant obligations placed on the new tenant in the premises to manage and maintain upgraded fixtures and fittings to a high standard. The new lease will also give the Uig Community Trust the right to inspect the premises on a regular basis and intervene in situations where the tenant is not fulfilling their obligations.

| | |
|---|---|
| **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)

There only negative environmental impact from the project is the potential for increased sales of fuel at the filling station. However, the Trust has engaged a contractor through Local Energy Scotland to carry out an extensive feasibility study to explore clean energy generation and storage at the filling station and in other sites in the community. These projects will all reduce grid energy usage, which will mitigate some of the environmental impacts of increased fuel sales and will also reduce the associated costs of grid usage.

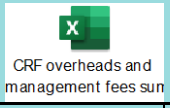
| | |
|---|---|
| **4.7** | **In developing the project, explain how you have considered equalities issues and taken groups with protected characteristics into account in the development/delivery of the project. How will you ensure that no one is excluded or disadvantaged from benefitting from the project?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

(500 words max limit)

The project will not target specific groups, but the upgrade premises will be more accessible to locals and other visitors with disabilities.

| | |
|---|---|
| **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.**<br>**Complete the following Fair Work First Statement and Declaration form and submit with the application. Double click the icon to download.**<br><br>FWF statement and decleration template.( |
| **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?** | **UCT employs one person** |
| **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<br>☐ Staff /Engagement Surveys<br>☐ Suggestions Schemes<br>☐ Intranet/Online Platforms<br>☐ Staff Forums / Networks<br>☐ 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.**<br><br>**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.**<br><br>CRF overheads and management fees sun |

| Budget Heading | Detailed Costs | Revenue/Capital | Amount |
|---|---|---|---|
| Painting | Shop and Front exterior | Capital | £11,490 |
| Fuel supply | Pump and tank cleaning and servicing | Capital | £18,000 |
| Scoping | Initial site clearance and service checks | Capital | £5,893.90 |
| Flooring | Initial flooring of the filling station | Capital | £7,140.66 |
| Doors & Windows | Replace and upgrade all doors & Windows | Capital | £27,484 |
| Painting | Former kitchen, café and rear of the building | Capital | £6,000 |
| Electrical | Upgrade to ensure electrical compliance | Capital | £3,763.48 |
| Plumbing | Check and upgrade all plumbing | Capital | £5,769.87 |

| | | | |
|---|---|---|---|
| Flooring | Flooring the former café and kitchen | Capital | £5,465.09 |
| PM | UCT Staff project management | Revenue | £5,620.39 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total revenue expenditure | £5,620.39 |
| | | Total capital expenditure | £91,007 |
| | | **TOTAL PROJECT COSTS** | **£96,627.39** |
| | | | |
| | | **Is VAT included in these costs?** | **Yes** X **No** ☐ |
| | | **Can you confirm that the costs above have not already been incurred or committed to?** | **Yes X 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** X **No** ☐ |
| **5.3** | **Please explain how your project will achieve value for money.** | | |

Multiple quotes have been obtained wherever possible. Where a formal quote is not available the Trust Directors have a formal process for approving costs, based on their collective local experience. Additional quotes will be sought in all cases where only one quote is currently available.

**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 £** |
|---|---|---|---|
| Highlands & Islands Enterprise | **Yes** X **No** ☐ | 18th Sep 2026 | 25,000.00 |
| Uig Community Trust | **Yes** X **No** ☐ | 17th Aug 2026 | 40,824.56 |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |
| | **Yes** ☐ **No** ☐ | | |

| | | | |
|---|---|---|---|
| | Yes ☐ No ☐ | | |
| | | **Total match funding** | **£65,824.56** |
| | | **CRF requested** | **£30,802.83** |
| | | **Total funding** | **£96,627.39** |

| | | |
|---|---|---|
| **6.2** | **Will the project involve "in kind" support?** | Yes ☒ No ☐ |
| **6.3** | **If yes, please detail.** | |

The Trust will be providing extensive support for the project through the commitment of time by the Trust Directors, the Local Development Officer and volunteers from the local community.

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

Public funding is required to deliver the project, because the scale of the required will exceed the reserves that the Trust holds.

| | |
|---|---|
| **6.5** | **Please explain what the remaining bank balances are for in your accounts.** |

Remaining Trust funds will be used to invest in other projects that will increase the financial resilience of the Trust, including:-

1. Reopening the public toilet block at Uig pier
2. Transferring ownership of moorings in Uig Bay from Highland Council to UCT
3. Redeveloping the former primary school site in Uig
4. Redeveloping the former ferry terminal and surrounding area at Uig pier

| | |
|---|---|
| **6.6** | **Please explain why unrestricted funding in your annual accounts cannot be used to deliver the project and/or used as match funding.** |

UCT is using a significant portion of the Trust's reserves to part fund the project.

| | |
|---|---|
| **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.** | |

The expected rental income for the filling station will be £25,000 per year. This income will allow the Trust to meet it's obligations to maintain the premises and also rebuild the Trust reserves to meet future investment needs.

| | | |
|---|---|---|
| **7.3** | **How will you ensure that local organisations/ businesses are not disadvantaged because of the project? Are they supportive of the project?** | |

The filling station at Uig pier is the only local fuel service in the area. The fuel service and adjacent shop provide an essential resource that caters to ferry passengers, visitors and locals. The existing supermarket in the community, Rankins, won the tender to operate the filling station, allowing them to offer ranging and pricing that works in tandem with their existing business, rather than cannibalising it.

| | | |
|---|---|---|
| **7.4** | **Have you considered taking out a loan for the project?** | Yes ☐ No ☒ |
| **7.5** | **If not, please state why?** | |

The short term income from the filling station will not be sufficient to support a commercial 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? |
|---|---|---|---|
| HIE funding of the LDO from the Strengthening Communities Fund in 25/26 | Click or tap to enter a date. | £27,000 | Yes ☒ No ☐ |
| DTAS Recovery & resilience funding for the LDO role in 26/27 | Click or tap to enter a date. | £25,000 | Yes ☐ No ☐ |
| HIE top up for the LDO role in 26/27 | Click or tap to enter a date. | £5,000 | 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:**<br><br>**Print: XXXXXXXXXXXXXXXX** | **Date:**<br>05/10/2026 |

**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

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

**Isle of Skye & Raasay Committee - 30 November 2026**

| Project Ref | Organisation | Project title | Project description | Total project cost | Grant Requested | Intervention rate | Project robustness | Engagement and Support | Meeting a need/demand | Legacy and Exit strategy | Equality | Environmental Impact | Value for Money | Match Funding | Meets local priorities | Additionality |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 4253 | Skye & Lochalsh Council for Voluntary Organisations | Skye and Raasay Volunteer Healthcare Transport Scheme – Feasibility Study | Development project to establish a volunteer-led healthcare transport scheme across Skye and Raasay. The project will research need, build partnerships, recruit and train volunteers, deliver a 6 months pilot and produce a business plan for a sustainable long-term service improving access to healthcare. | £ 24,731.00 | £ 21,731.00 | 87.87% | | | | | | | | | | |
| 4254 | Sleat Community Trust | Armadale Stores Community Resilience Project: Phase 1 | Sleat Community Trust is seeking funding to install a backup generator and associated infrastructure at Armadale Stores Community Resilience Project. The project will protect essential services during power outages, reduce disruption and food waste, and create the foundation for a community resilience hub providing warmth, communications, support and access to vital services during emergencies. | £ 34,198.02 | £ 17,182.72 | 50.24% | | | | | | | | | | |
| 4255 | Broadford and Strath Community Company | Broadford Community Woodland Regeneration | Funding will support a part-time Community Woodland Manager, volunteer programme, habitat restoration, path development and community engagement, building long-term environmental resilience, biodiversity and community capacity. The Broadford and Strath Community Company project will regenerate 30 hectares of community-owned woodland into an accessible, nature-friendly asset for recreation, learning and wellbeing. | £ 131,500.00 | £ 30,000.00 | 22.81% | | | | | | | | | | |
| 4256 | Edinbane and Communities Company Ltd. | Edinbane Community Shop – Tender readiness | This project will progress the proposed Edinbane and Communities Company community shop development to tender-ready stage by completing technical design, securing a building warrant and preparing tender documentation. | £ 36,390.00 | £ 20,000.00 | 54.96% | | | | | | | | | | |
| 4257 | Community of Raasay Retail Association | Raasay Community Stores | To complete the building warrant and technical design stage for converting the former Raasay Free Presbyterian Church into a new community shop. | £ 25,000.00 | £ 17,500.00 | 70.00% | | | | | | | | | | |
| 4258 | Raasay Development Trust | Raasay Pontoon- Independent Marine Investigation | Raasay Development Trust's project will fund an independent marine engineering investigation to identify solutions for ongoing structural failures affecting the Raasay Pontoon. | £ 22,800.00 | £ 9,000.00 | 39.47% | | | | | | | | | | |
| 4260 | Broadford and Strath Community Company | Renovation of Old Broadford Public Toilets – Development Works | Broadford and Strath Community Company will turn a disused public toilet building into a community space and small business units. The project will bring an empty building back into use, give local groups somewhere to meet, support new businesses and create opportunities for jobs and economic activity in Broadford. | £ 141,042.00 | £ 126,042.00 | 89.36% | | | | | | | | | | |
| 4261 | Broadford and Strath Community Company | Marble Line Bridge and Strath Suardal Bridge repairs | Broadford and Strath Community Company is seeking funding to repair the Marble Line footbridges. The project will address defects identified through bridge inspections, ensuring continued safe access to a popular walking route, local heritage features and outdoor recreation opportunities for residents and visitors. | £ 35,626.99 | £ 29,626.99 | 83.16% | | | | | | | | | | |
| 4264 | Elgol Village Association (SCIO) | Elgol Village Hall Kitchen and Roof Refurbishment | Elgol Village Hall Association is seeking funding to replace and modernise the hall kitchen, improving food preparation facilities, supporting greater community use, increasing income-generating opportunities, and helping secure the long-term sustainability of this important community asset. | £ 38,772.80 | £ 36,272.80 | 93.55% | | | | | | | | | | |
| 4265 | Minginish Community Association | Portnalong Pier Community Housing Project | Minginish Community Association is seeking funding to progress a community-led housing project at Portnalong by completing pre-contract work such as technical surveys, design work and development activities needed to move affordable homes towards construction, helping address local housing shortages. | £ 12,240.00 | £ 8,200.80 | 67.00% | | | | | | | | | | |
| 4266 | Uig Community Trust | Filling Station Upgrade | Uig Community Trust seeks CRF support to upgrade the Uig Pier filling station building, improving facilities for a new tenant, safeguarding local fuel provision, creating year-round employment opportunities and supporting the long-term sustainability of an important community asset. | £ 96,627.39 | £ 30,802.83 | 31.88% | | | | | | | | | | |

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