

## Community Regeneration Funding (CRF)

### Expression of Interest 25/26 - Guidance notes

#### 1. YOUR CONTACT DETAILS

Please add details of someone from the applicant organisation who can be contacted and answer queries about the project. It is important that the email address provided is regularly monitored.

#### 2. PROJECT DETAILS

**Applicant organisation** – Please look at the eligibility criteria on the website [About the fund | Community Regeneration Funding | The Highland Council](#). The applicant organisation named here must have a bank account.

**Project title** – The title of the project can describe either the long- or short-term outcomes of the project.

**Project location** – Location and postcode where the project activity will physically be delivered.

**Start date** - For this round of funding we are looking at projects that would be able to start from May/June 2025. Please note that the date for funding decisions hasn't yet been set and this will be dependent on the date that funding is released/announced from Scottish Government.

**End date of project** - What date would you estimate your project to be completed? For this round of funding project must be concluded and the grant fully claimed by 27<sup>th</sup> February 2026. There is no flexibility in this date. Any project unable to deliver by 27<sup>th</sup> February 2026 will be deemed ineligible.

**Statutory permissions** – If Statutory Permissions are required to allow the project to start, please indicate here whether they have been obtained, applied for and/or an estimated date for final decisions.

**Asset ownership/lease** - This question is to ascertain whether the applicant organisation has authority to carry out the project on site? If the organisation does not own or have a competent lease agreement for the asset, a legally binding partnership agreement would need to be signed between the applicant organisation and the asset

owner. If you are unsure, please contact the CRF team for advice and support on what may be required to satisfy funding requirements.

### **3. PROJECT BUDGET**

#### **3.1 Expenditure**

List all project costs in the table provided. Please note that in this round of funding only Capital costs are eligible. If your project budget includes revenue costs, please list them in the budget table but include appropriate match funding in section 3.2.

The project costs listed here must not include costs that have already been incurred.

#### **3.2 Funding package**

List all match funding required to deliver the project. The Total Funding amount must match the Total Project Costs listed in 3.1.

If some of the funding is unconfirmed at the time of submitting the Expression of Interest to CRF, please include information to clarify whether applications have been submitted or pending submission and when funding decisions may be expected.

Although match funding is not required for this round of funding, it is advised that applicants should justify a request for 100% funding from CRF.

### **4. PROJECT SUMMARY**

#### **4.1 Strategic objectives**

Select **ONE** of the objectives that you feel your project will look to address **the most**. It is expected that some, possibly most, projects will have impacts across all the strategic objectives listed here. However, and in order to avoid over reporting, it is important to look at the project as a whole and estimate what the most valuable long-term impact will be.

#### **4.2 Project activity and outcomes**

Please provide brief but clear information in answer to the questions in this section.

##### **a. Project activity**

Please use this section to describe the project and how it will be delivered.

##### **b. Community-led**

CRF is a fund available for projects that are community-led. It is important to highlight here how the project was born and why. Does it answer a need in the community? How can you evidence this? Please clarify how you know this project is required. Generally, this is done by results from community engagement exercises. Although we do not need

to see evidence of this at Expression of Interest stage, should the project be chosen to proceed to application stage, we will require evidence to be submitted with the full application.

**c. Project main outcome and outputs**

The focus for this section should be on quantifiable outputs and outcomes that can be measured.

The project outcome and outputs must be linked to the Strategic Objective selected in question 4.1.

For any further questions on the funding or the Expression of Interest form, please email [communityregenerationfund@highland.gov.uk](mailto:communityregenerationfund@highland.gov.uk)