



Community Regeneration Funding (CRF) Application Form

(v2 June 2023)

- Please refer to the **Guidance Note** and **Fair Work First Summary Guidance** when completing the application form. There are important supplementary information you need to be aware of when answering some of the questions.
- Supporting documentation **must** be submitted with the application form (see section 8.2).
- Projects must **not** incur expenditure before the project has been approved.

SECTION 1: PROJECT SUMMARY

1.1 Project reference number	CRF2087	
1.2 Organisation	Torridon District Community Association (TDCA)	
1.3 Project title	Feasibility study for repurposing Torridon Primary School (part 1)	
1.4 Project costs	Total cost of project	£17,075
	Match funding	£0
	Grant requested	£17,075
1.5 Start date* (from 1st October 2023)	1 st October 2023	
1.6 End date* (by 1st March 2024)	31 January 2024	

Projects should be able to start incurring expenditure **from 1st October and be completed and fully claimed by **1st March 2024***

1.7 Which of the following strategic objectives will the project meet? Please choose ONE main strategic objective.	
Increasing community resilience	X
Tackling poverty and inequality	
Addressing causes of rural depopulation	
Helping economic recovery and sustaining growth	
Tacking the climate emergency and working towards net zero	

1.8 Privacy Notice
Please confirm you have read and understood the Community Regeneration Funding privacy notice: Privacy Notice
YES X

SECTION 2: CONTACT DETAILS

2.1 Main contact name	Mat Webster
Contact number	07905 314465
Alternative contact number	01445 791361
2.2 Position	Chair, TDCA
2.3 Address	Loch Torridon Community Centre Torridon By Achnasheen Ross-shire
Postcode	IV22 2EZ
2.4 Email address	chair@lochtorridoncentre.co.uk
2.5 Website address	https://www.lochtorridoncentre.co.uk/

SECTION 3: ORGANISATION DETAILS

3.1 Organisation type	Please indicate (x)	Organisation number
Company limited by guarantee	x	SC350453
Constituted group		
Public body		
Charity	x	SC016461
SCIO		
Other (please specify)		

3.2 Are you applying on behalf of a partnership and is your organisation the lead applicant? <i>Please provide partnership agreement with the application if the answer is yes.</i>	NO
--	-----------

3.3 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.	NO
---	-----------

3.4 If the organisation is VAT registered, please quote number.			
3.5 Is the VAT related to the project being reclaimed from HMRC? <i>Provide relevant details i.e. details of exemptions.</i>	Whole	Partial	None
			x

Details:

3.6 Project delivery team	
Name	Job title/area of work
Mat Webster	Chair, TDCA, member of sub-committee
Sally Cook	Member of sub-committee, community volunteer, charity trustee, parent and former solicitor
Alpin Stewart	Solicitor with extensive experience in commercial and housing development, member of sub-committee.
Caroline Hamilton	Chair Torridon and Kinlochewe Community Council, member of sub-committee, senior adviser to leading social investment firm
Chris Johnson	Member of sub-committee, former development worker, strategic planner and senior adviser for the United Nations
Paul Bolton	National Trust for Scotland, Head Ranger, member of sub committee
TBA	Consultant to be appointed

NB. Everyone except the consultant is resident in the area

SECTION 4: PROJECT DETAILS

Please refer to the **Guidance Note** when completing this section. It provides important information, definitions, and examples to ensure you answer each section correctly.

4.1 Project location - Please include postcode.
Torridon, Ross-shire, IV22 2EZ
4.2 Do you own the land/building or have a lease agreement in place? Please provide evidence of ownership/lease with the application. If not in place, what are the arrangements to obtain this and by when?
Not yet, this application is specifically to enable us to commission a feasibility study from a consultant that will provide the information necessary for our bid for a community asset transfer (CAT) of Torridon Primary School and adjacent playpark – see attached Terms of Reference (ToRs). A final decision on the future of the school is expected by February 2024. The TDCA has made a formal expression of interest to the Highland Council on behalf of the community.

4.3 The Project
<p>(a) Please summarise the project, explaining how it will achieve at least one of the funds' strategic objectives as noted in 1.7, and list which outcomes it hopes to achieve.</p> <p>The Torridon area is remote and social isolation is a major problem, particularly for low-income families without transport. The feasibility study, for which funds are being requested, will help the TDCA identify the best way of repurposing the school buildings and bringing back into use the adjacent playpark site in order to help address this issue.</p> <p>TDCA has operated Loch Torridon Community Centre since 2011 but the origins of the organisation go back further. We have developed from running a small simple 'village hall' to our current vibrant modern centre which includes a cafe, Arts & Crafts Gallery, gym and office spaces, as well as the more traditional community hall space for activities and events. To date TDCA's work has almost exclusively concentrated on the centre but our constitution allows for us to undertake a wider community development lead, so having been a key partner in the forming of the Community Development Plan this is an exciting time in our evolution. The development plan identified priorities and the Torridon Primary School project was chosen as the first priority to be worked on, principally</p>

because of the need to take a proactive approach to the likely confirmation of permanent closure of this key property in the heart of Torridon village.

The closure of Torridon Primary School has been a considerable loss in the community and the continuing deterioration of its fabric is seen not only as an eyesore but also as a symbol of the neglect of this remote, rural area. The Loch Torridon Community Centre is well-used and is now operating at near to capacity, while the community's needs remain many and far in excess of what one building can cater for. The loss of the playpark is similarly mourned. The TDCA catchment area now has no facilities for children and this, along with the lack of affordable housing and aspirational work opportunities contributes to the loss of a working-age population.

The feasibility study will look at options for repurposing Torridon Primary School, which has now been mothballed for 13 years, and to productively use the adjacent playpark site as a community outdoor space. The aim is to develop a proposal that would help meet, in a sustainable way, some of the community needs identified in the Torridon and Kinlochewe Development Plan, https://www.tkcc.scot/files/ugd/b1efaf_3f02504567a345fe9acc31ecd991396e.pdf while at the same time realising an income stream that would secure long-term viability. Having such a proposal in place by early 2024 should enable the TDCA to make a strong case to the Highland Council for a CAT. This would preferably be a single CAT for both school and playpark (owned by different parts of the council) but if necessary two CATs could be requested.

Part 1 of the feasibility study (for which funds are being sought from the CRF) will consider three main areas of interest: affordable housing; a broad-based educational facility; and the provision of employment, goods and a local meeting place through creation of one or more small scale businesses that will provide specific benefits to a wide section of the community. The outcome of Part 1 of the feasibility study will be a clear recommendation on the likely best option from these three areas, bearing in mind both community concerns and project viability. This will then be taken to a second stage (part 2), being a detailed feasibility study for which funding is being requested from the Scottish Land Fund (SLF) - discussions are well advanced on this. Further details of what will be covered can be found in the attached ToRs.

(b) How will the project benefit local communities or the local economy?

The feasibility study will ensure that the new use for the school buildings and the reinvigoration of the playpark site meet community needs, as articulated through the community survey and development plan consultations (see details in question 4.3(c) below), and have long-term viability.

If the affordable housing option is taken then it will address the problem that local businesses struggle to get staff as potential staff cannot find housing in the area. If a broad educational centre approach is chosen it will reduce social isolation of key groups, including the elderly and families with children, will increase community well-being and sense of place and will bring revenue to the area through the provision of paid activities, including (but not only) for visitors. If a community business model is seen as the best way forward it will both generate revenue and through the provision of a meeting space, as part of overall development, will again help to reduce isolation and make the community a more attractive place to live in. Both the educational centre and community business model approaches will also generate more diverse employment opportunities and community participation.

The regeneration of the playpark offers an opportunity to reduce the isolation of people with children and make it more possible to attract and retain them in the community, especially if it can be combined with after-school and holiday activities. The site is also large enough potentially to accommodate other activities and thus to be of benefit to a cross-section of the community.

Not all the potential benefits can be provided by one project and the purpose of the feasibility study will be to determine which is overall most beneficial, taking into account community concerns and project viability. Reinvesting any income generated back into the community will be considered as part of the feasibility study, for example if the community business model approach is taken, and sufficient profits are generated, these could be used to help fund community services and/or new and separate projects at other locations.

While the TDCA will also look at other means of meeting community needs, re-purposing the school and adjacent site is seen as a key component of any development as there are no other buildings available. Having the building once again being productively used will also be a sign of confidence in the future of the Torridon area.

(c) What need or opportunity will the project address? How do you know there is local support for the project? *Please provide evidence of community support with the application i.e. letters of support/consultation reports.*

In 2021 an action group was formed made up of TDCA, Torridon and Kinlochewe Community Council, Community Out West Trust, Kinlochewe Hall, National Trust for Scotland, Wester Ross Biosphere and some community members who were not representing groups.

In November/ December 2021, the action group consulted with the community by means of a survey. This was during the Covid-19 pandemic when face to face opportunities were limited. It was therefore mainly online, with paper copies available for anyone who needed them.

The survey asked for people's views on many things, including Torridon Primary School. 160 people, nearly 50% of the population, completed the survey.

In April 2022, results of the survey were shared with the community in a summary report – see attached. The action group analysed the results to understand key priorities and it was clear from this that re-purposing the school and reinvigorating the playpark was a high priority.

After speaking to community groups, public sector agencies, businesses and other stakeholders to come up with actions to address the priorities, in March 2023 a draft community development plan including the above, was put back to the community for comments. It was then amended as necessary before it was published – see link in question 4.3(a) above.

Also in March 2023 the Highland Council commenced its statutory consultation on the potential closure of Torridon Primary School. A public meeting was held which was well attended by local residents and plenty of ideas and opinions were expressed. All supported the idea of the school and playpark being used for the community.

In June 2023, when it became apparent that the school is likely to be closed, the action group asked the community for further specific ideas for the school and playpark. The question of what will happen to these continues to come up regularly in community conversations.

The three broad possible uses for the school buildings that are being investigated through this proposed feasibility study are the three areas that scored most highly in the entire consultation process above.

(d) List the main activities to deliver the project including timescales – this will be the project delivery plan. *Projects must be able to start incurring expenditure from the 1st October and be completed and fully claimed by 1st March 2024.*

Activity name	Achieve by (date)
Appointment of consultant	Early October 2023
Submission of inception report	Mid October 2023
Submission of draft part 1 report	End November 2023
Community meeting on options	Mid December 2023
Submission of final part 1 report to TDCA	End December 2023
Final part 1 report and all claims to CRF	End January 2024

(e) In developing the project, please detail how you have considered the following:

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

The environmental impact of the feasibility study itself will be minimal. Travel will be undertaken when necessary for community engagement and other meetings will be virtual. In relation to the larger project, the preferred option for the school and playpark will be expected to include an environmental assessment and measures to address any negative outcomes. Once the project reaches the implementation stage (not part of this funding application) the design and the building/renovation works will be expected to meet high environmental and energy efficient standards and this will be part of the selection criteria.

Equalities impact – Explain how you have 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 for example?

In considering the options and making their recommendations, the ToRs explicitly ask the consultant to address the question of access to the re-purposed building and reinvigorated playpark for all groups and it will be one of the criteria for selection of the final project. Similarly, any community use of the school or playpark will be required to take those with protected characteristics into account and ensure that no one is excluded or disadvantaged from benefitting from the project. Consultations with the community will take place through multiple channels so that no one is disadvantaged in making their views heard, whether or not they have access to internet or transport, or face other impediments.

Fair Work First – Please provide a statement how your organisation is committed to advancing the [Fair Work First Policy](#) including the 'Real Living Wage' and 'Effective Voice' criteria. The statement should be agreed jointly by the employer and an appropriate workplace representative. This representative should be from the relevant trade union(s) where one or more is recognised, alternatively where there is no union recognition it should be another appropriate workers' representative. This can be provided in a separate supporting document with this form. In addition, can you also confirm if you have the Living Wage Accreditation and/or planning to be certified.

TDCA is committed to ensuring there are fair working practices in place throughout its organisation and adheres to the Scottish Government's Fair Work First policy by ensuring the following:

Effective Voice: We are a small community organisation with a culture of openness and transparency. We provide a safe environment where workers views are sought, listened to and can make a difference. We maintain and follow appropriate policies to address workplace issues including health and safety, discrimination, and grievances. We have zero tolerance of bullying and other forms of abuse or harassment.

Opportunity: We employ a small but valued team and offer flexible and family-friendly working opportunities. All new colleagues are provided with an induction and have regular opportunities to discuss their role and development with their manager and directors.

Security of employment: We do not use zero-hours contracts unless an employee requests. We do not use fire and rehire practices.

Respect: We treat our colleagues with respect. We maintain and follow appropriate policies regarding recruitment, diversity and inclusion and disciplinary action.

Living Wages: We pay the Real Living Wage to all staff and we have no gender pay gap. TDCA has applied for living wage accreditation.

TDCA employs a small staff of 4 and has agreed the contents of this statement in consultation with staff members.

As part of our commitment to fair work, in analysing the financial viability of proposals, the consultant will be instructed to ensure that at a minimum any projects chosen are viable while paying Living Wage rates.

(f) How will the project be supported after CRF funding and what will be the lasting benefits/legacy?

The TDCA sub-committee members will continue to stay engaged with the project and are actively working with COSS to explore all options for funding the follow-on work. As noted in question 4.3(a), discussions are well advanced with SLF regarding funding for part 2 of the feasibility study and a formal application for this will be made by 28th August 2023. In terms of lasting benefits, addressing the long-term sustainability of the project is one of the specific questions the TORs ask the consultant to address. The exact benefits will depend on the option chosen but all of them add to the facilities in the area (eg more affordable housing, better educational facilities for all ages and groups, or improved economic activity and more social space for residents) and meet clearly identified community priorities.

(g) Please outline how the project fits with relevant local plans and strategies.

The project derives directly from the process of producing the Torridon and Kinlochewe Community Development Plan and is key to the implementation of its priorities. The development plan has been shared with the Highland Council, local councillors, health partners and other stakeholders. The plan will in turn inform the local place plan to be developed under Scottish legislation, and thus the project will also be in line with this. Part of the consultant’s brief is to meet with other organisations operating, or interested in operating, in the area and ensure that the recommendations fit with the plans of other organisations. All of these organisations were also consulted as part of the original Community Development Plan consultations. The TDCA sub-committee has met, and will continue to meet on a regular basis, the Communities Housing Trust to ensure any options for affordable housing fit with its plans for the Torridon area.

4.4 Does the project require planning permission or other statutory regulatory consents?	NO (But see below)
---	---------------------------

While the consultancy itself obviously does not need planning permission, in assessing the viability of projects the consultant will be expected to consider whether planning permission is likely to be granted for the proposal under consideration.

Type	Applied – Yes/No <i>(include date)</i>	Granted – Yes/No <i>(include date)</i>

SECTION 5: BUDGET

Delete the example below before completing this section. All posts/salaries/professional fees **must** provide an hourly rate. This section can be provided in a separate excel spreadsheet if preferred.

5.1 Main project expenditure – these should be as accurate and current as possible from recent quotations, price comparisons or advice from professionals.

Budget Heading	Detailed costs	Revenue/Capital	Amount
Consultant days	25 days @£500/day +VAT@20%	revenue	£15,000
Consultant travel	2000 miles @0.45	revenue	£900
Accommodation	7 days @125/day	revenue	£875

Public meetings (venue hire and printing costs)	1 @ £300	revenue	£300
Total revenue expenditure			£17,075
Total capital expenditure			£0
TOTAL PROJECT COST			£17,075
Is VAT included in these costs?			Yes

5.2 Reasonableness of cost – project expenditure as detailed in 5.1 should be from recent comparisons/quotations. If you have been unable to seek current costs, explain how you have obtained these whilst developing the project?

To date, one consultancy firm has tendered for the work. Its quote comes in at under the proposed budget but we feel it does not adequately reflect the days needed for community consultations. The daily rate from this consultancy firm is £400/day plus VAT. We have set the rate at £500/day plus VAT for the purpose of this budget to give us flexibility as we expect further firms to be interested and we would like to choose the best one. Rates for travel are based on HMRC's rates and for accommodation we have budgeted at the maximum allowed under Scottish Community Development Centre rates (B&B prices are high in the Torridon area).

SECTION 6 – MATCH FUNDING

6.1 Please give details of confirmed or pending match funding:

*Match funding **must** be confirmed when submitting the application form - please provide evidence*

Name of funder	Applied YES / NO <i>(include date)</i>	Granted YES / NO <i>(include date)</i>	Amount £
Matched funding has not been requested for part 1 of the feasibility study but an application will be made to the SLF for part 2 of the study.			
Total match funding			£
CRF requested			£
Total project cost			£

6.2 Will the project involve “in kind” support?

This should not form part of the overall budget or counted as confirmed match funding for the project.

YES

There has already been significant involvement of the TDCA sub-committee/action group in undertaking initial consultations, discussing with other organisations, including community organisations that have undertaken similar projects, drawing up the ToRs, and contacting potential consultants for the feasibility study. Going forward, the TDCA sub-committee will support the consultant through sharing of contacts, help in organising interviews, reviewing and commenting on drafts, and helping to resolve any problems that arise in the course of the consultancy. TDCA provides its facilities free of charge.

6.3 Please explain why public funding is required to deliver the project. Will the project happen without funding support?

The project will not happen without public funding support. The community does not have the financial assets to employ consultants, and without a solid technical appraisal from a consultancy firm it will not be possible to move on to the next stage and apply for a CAT; we don't have the expertise ourselves.

SECTION 7 – REVENUE/INCOME GENERATION PROJECTS

To be completed by revenue/income generation projects ONLY. Please submit a business plan with the application if this section applies to your project. If the project does not generate an income, please go to SECTION 8.

7.1 Will the project generate revenue/income? *Please provide a copy of the budget forecast with the application.*

YES / NO

If yes, how will the revenue/income benefit the organisation? Will it be re-invested to help with the long-term sustainability of the project – if so, how?

This specific phase of the project will not itself generate revenue, however one of the key questions the feasibility study will address is how the long-term project itself will generate revenue. The aim of the feasibility study is to identify options that both meet expressed community needs and generate sufficient revenue to be self-sustaining. Revenue generated will pay wages and maintenance costs, with any surplus being invested back into the proposed project or into other community services and projects.

7.2 How will you ensure that local organisations/businesses are not disadvantaged as a result of the project?

Most of the options that have been suggested for the feasibility study to consider do not overlap with existing services or provision. Part of the consultant's work will be to filter out existing or any additional suggestions made to ensure no overlap with current provision and this is one of the criteria that will determine whether suggestions go forward for detailed consideration. The area is generally lacking in facilities.

7.3 Have you considered taking out a loan for the project?

NO

This is an initial consultancy to undertake a feasibility study and it will not therefore generate any income from which a loan could be repaid. Loan financing may be an option for proposals that emerge out of the feasibility study but this would be for later consideration.

7.4 Have you had support from other organisations in developing the project?

For example:	Details
HIE	Several meetings have been held with HIE and Liz Howard is our case officer for developing the SLF proposal

<p>Other: DTAS/COSS</p> <p>Scottish Community Development Centre</p> <p>SLF</p>	<p>Meetings have been held to discuss the proposal and COSS are fully committed to supporting it. COSS provided the list of potential consultants for the feasibility study.</p> <p>Laura MacDonald supported the original development planning process and has continued to work with the TDCA on developing the work on re-purposing the Torridon Primary School and reinvigorating the playpark.</p> <p>We have already had a number of discussions with SLF on the development of this project.</p>
--	---

7.5 Have you previously received public funds for the organisation?

YES

If yes, please provide details of awards for the last 3 fiscal years:

Funding	Year of award	Amount £
Highland Council Covid support	2020-21	50,500
HIE / Tourism Infrastructure (EV chargers)	2020-21	40,845
HIE / Digital Enablement	2020-21	17,700
HMRC / CJRS	2020-21	8,875
Highland Council Covid support	2021-22	2,254
HIE / Tourism Infrastructure (EV chargers)	2021-22	13,586
HIE / Digital Enablement	2021-22	443

SECTION 8 – SIGNATURE

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.

<p>8.1</p>	<p>Main applicant, chairperson or equivalent – the person signing this application has the authority within the organisation to apply for grant funding</p>	
<p>Signature: M Webster</p>	<p>Print: Mat Webster</p>	<p>Date: 8/8/23</p>

<p>8.2 Supporting documents checklist.</p>	<p>YES / NO or Not applicable</p>
---	--

<i>You must enclose the following documents (where applicable) with the application. If they are not available, please state why. Also, please refer to the guidance note how to name/label the documentation when submitting the application form.</i>		
1	Constitution or articles and memorandum	Yes
2	Committee Members or Directors List	Yes
3	Permissions – i.e. planning, building warrants, marine licences	n/a
4	Policies – i.e. child protection, health and safety, equal opportunities, organisational policy, Fair Work First policy	Yes
5	Confirmation of match funding letters	n/a
6	Bank statement – latest available * please provide a statement below declaring what the remaining bank balances are for.	Yes
7	Annual financial accounts – latest available	Yes
8	Evidence of need and demand i.e. letters of support, community consultation reports, photos	Yes
9	Business plan (revenue/income generation projects)	n/a
10	Relevant insurance policies	Yes
11	Job descriptions (CRF funded posts)	n/a
12	Evidence of control/ownership of asset – i.e. lease, title deeds	n/a
13	Partnership agreement	n/a
Reason for missing documentation:		
Items 4: Health and Safety and Risk Assessment policy attached, as is Fair Work First policy. Other policies under review and are to follow		
Declaration what the remaining bank balances are for:		
For the day to day running of Loch Torridon Community Centre		

Completed forms and supporting documentation should be emailed to the following email address quoting your unique project reference number. Please ensure you have labelled the documents as per 8.2 of the guidance note:

communityregenerationfund@highland.gov.uk