

Scottish Land Fund

Ionmhas Fearainn NA H-Alba

Delivered by

THE NATIONAL LOTTERY
COMMUNITY FUND



Funded by



Scottish Government
Riaghaltas na h-Alba
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Stage One

December 2021

Important information to check before you start your application

Completing the form

- Once you have answered every question email your completed form and accompanying documents to scottishlandfund@tnlcommunityfund.org.uk putting the name of your organisation into the email subject line.
- We prefer to receive application forms by email, however if you don't have access to email please post your application to:
Scottish Land Fund
The National Lottery Community Fund
Pacific House
70 Wellington Street
Glasgow
G2 6AU

Deadline for applications

- There are no closing dates for the Scottish Land Fund. Applications can be made at any time. You should send us your application no less than 4 months before you expect to start your project, however, if you need stage 1 development funding, you should apply earlier, and no less than 6 months before you expect to start your project.
- We may be able to process applications for time sensitive applications more quickly; you should discuss options with your Scottish Land Fund Adviser if you have limited time to make a purchase.

Help with your application form

- If you have any questions about the Scottish Land Fund or completing this application form, you can discuss this with your Scottish Land Fund Adviser. If you need the form in a different format (for example large print), please contact our Advice Team by email at advicescotland@tnlcommunityfund.org.uk by phone on 0300 123 7110
- Our website <http://www.tnlcommunityfund.org.uk/scotland> has further information, advice and tips to help you complete your application.

Part one: Organisation details

1. What is the full legal name of your organisation, as shown on your governing document?

Please check this - if the full legal name is incorrect it may delay your application.

Torridon District Community Association (TDCA)

2. If your organisation uses a different name in your day-to-day work, what is it?

[Click here to enter text.](#)

3. What is the main or registered address for your organisation?

If we offer you a grant, this is the address we'll send our offer letter to, so make sure you can safely receive post at this address. We recommend this to be your organisation's office address, but if you don't have an office your registered address may be a home address.

Organisation name

Torridon District Community Association (TDCA)

Address

Loch Torridon Community Centre
Torridon
By Achnasheen
Ross-shire

Postcode

IV22 2EZ

Phone number one

[Click here to enter text.](#)

Phone number two or text phone

01445 791361

4. What is the main email address for your organisation?

This should be the email address people use to contact your organisation. It can be a personal email address if your organisation doesn't have an email address.

manager@lochtorridoncentre.co.uk

5. Does your organisation have a website?

Yes

If yes, what is its address?

<https://www.lochtorridoncentre.co.uk>

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6. What type of organisation are you?

Select all options that are relevant to you.

Company or mutual society

Company - Limited by Guarantee

Other

Click to select

Is your organisation a registered charity?

Yes No

Give any reference or registration numbers you have:

Office of the Scottish Charity Regulator

SC016461

Companies House

SC350453

Other reference or registration numbers

Click here to enter text.

Please give details:

Click here to enter text.

7. When was your organisation set up?

Give the date when your organisation adopted its current legal status. You should be able to find this on your governing document. All organisations need to provide this. If you don't know the exact day or month, please give us an approximate date.

Date

15/09/2009

8. What is your VAT status?

For more information on VAT see the [HM Revenue & Customs website](#).

[Not VAT registered](#)

If you are VAT registered, what is your VAT registration number? Select the country that issued the VAT number from the options provided. Your VAT number should be between 9 and 12 numbers long and have no spaces.

VAT number:

GB - United Kingdom

Click here to enter text.

9. Tell us about the membership and governance of your organisation.

How many people are on the board or committee that runs your organisation?	6
How many people are registered as members of your organisation?	30
How many of your members are voting members?	30

10. Does your current governing document meet Scottish Land Fund stage two eligibility requirements?

Details of our eligibility requirements are in the programme guidance booklet. If you have any queries about eligibility you can discuss this with a Scottish Land Fund Adviser.

Yes

If you have answered no, please detail the changes you will need to make before submitting your stage 2 application. For example, you may plan to adopt a new legal status (SCIO, company limited by guarantee, CIC) or amend your membership clauses.

Write up to 400 characters (about 50 words)

Click here to enter text.

11. What is the population size of the geographic area that your organisation operates in?

The membership catchment area is approx 200, although our articles allow us to undertake activities that serve a wider population, which is typically 500+.

12. What is your organisation's current financial position?

Select one option and fill in the amounts from your accounts or projection.

- Information from the latest accounts approved by your organisation
- 12 month projection because you've been running less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

All organisations need to provide this information.

Accounting year ending		30/04/2022
Total income for the year	£	65840.00
Total expenditure for the year	£	96484.00
Surplus or deficit at the year-end	£	-30644.00
Total savings or reserves at the year-end	£	50644.00

You should send a copy of your accounts with your application.

Part two: Contact details

We use the information provided below to carry out some basic identity checks as part of our standard fraud prevention process. All organisations need to provide this.

Our identity check may appear on a credit report, but it's not a credit check and can only be seen by the person we're checking, so their credit rating **will not** be affected. You can find out more in our [Guide to risk analysis, available at on our website](#).

We need personal details for **two different people** involved in your application - a **main contact** (the person we'll usually deal with) for your application and a **senior contact** (who must be an office bearer of your organisation).

Main contact

13. Who should we contact if we have questions about your application?

They must be someone who works or volunteers for your organisation.

Title	Ms
Forenames	Sally
Surnames	Cook
Date of birth	Click here to enter a date.
Job title or position	Sub Committee Member

Home address:

Address	
Postcode	IV22 2EZ

If they have lived at the above address for less than three years please give their previous address.

Address	Click here to enter text.
Postcode	Click here to enter text.

Daytime phone	Click here to enter text.
Evening phone	Click here to enter text.
Mobile number	Click here to enter text.

Email	Click here to enter text.
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The email address should be one they use for your organisation. We'll use this whenever we get in touch about your project.

Does the main contact have any communication needs? [Click to select](#)

If other, please give details:

Click here to enter text.

Which address should we use for any correspondence?

[Click to select](#)

If another address, what should we use?	Loch Torridon Community Centre Torridon By Achnasheen Ross-shire
Postcode	IV22 2EZ

Senior contact

14. Please provide details of a senior contact for your application.

This needs to be a different person and they must be over 18 years old. This person is responsible for ensuring that this application is supported by the organisation applying, the funded activity is delivered and that the organisation keeps us updated on progress.

Title	Mr
Forenames	Mat
Surnames	Webster
Date of birth	Click here to enter a date.

What is their job title or position?

The senior contact must hold one of the following positions. Tick just one box:

Company

director

company secretary

All other types of organisations

chair

vice chair

treasurer

Home address:

Address

Postcode

IV22 2EW

If they have lived at the above address for less than three years please give their previous address.

Address

Postcode

IV22 2EZ

Daytime phone

Click here to enter text.

Evening phone

Click here to enter text.

Mobile number

Email

chair@lochtorridoncentre.co.uk

The email address should be one they use for your organisation. We'll use this whenever we get in touch about your project.

Does the senior contact have any communication needs? Click to select

If other, please give details:

Click here to enter text.

Part three: Proposed project

15. What would you like to call your project?

Give your project a short title, something we can use in publicity if you are successful.

Write up to 70 characters (including spaces).

Repurposing Torridon Primary School and rejuvenating the playpark

16. What do you plan to do?

Please provide a brief description of the land, land asset, or building you plan to purchase

Write up to 2,000 characters (about 300 words).

On behalf of the community TDCA wishes to acquire Torridon Primary School buildings and the adjacent site, part of which forms a disused playpark. The school buildings comprise the school itself, a single storey classroom and attached nursery, plus an attached schoolhouse, kitchens, bathrooms and storage. The school has been mothballed for 13 years and little maintenance has been undertaken. The school buildings are owned by the Highland Council Education Department. To the side and rear of the school premises is land owned by the Highland Council Housing Department, part of which has previously been used as a playpark. Access to the school buildings is via the playpark site.

Please describe how you propose to use the land, land asset, or building you plan to purchase

Write up to 2,000 characters (about 300 words).

The proposal is to repurpose the school buildings and to bring the playpark and its (larger) site back into use in order to help meet some of the needs identified in the Torridon and Kinlochewe Community Development Plan. The intention is to benefit the 500+ people who are resident in the near vicinity. Options being considered for the school are grouped into three categories: 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. These are the main areas of interest that emerged from the community consultations that underpin the Development Plan, including a survey that was completed by nearly 50% of the population.

Part four: stage one development

17. Development funding

We can provide funding to help you to develop your project to the point where you will be ready to submit your stage two application for funding to purchase an asset.

Is development funding required?

Yes

If yes please briefly detail how you will use this funding and how it will help you develop your project/application. Write up to 2,000 characters (about 300 words).

Application is being made for funding for the second part of a consultancy to undertake a feasibility study to look at options for repurposing the school and bringing the playpark back into use. Funding for the first part has been requested from the CRF and a decision is expected early September. The overall aim is to develop a sustainable proposal that would help meet some of the community needs identified in the Development Plan, including realising an income stream that would secure its long-term viability. Having such a proposal in place by early 2024 should enable TDCA to make a strong case to the Highland Council for a community asset transfer and at the same time would give us the required information to make a Stage 2 application to the SLF. The first part of the consultancy will look at the three main areas of interest for the school that have emerged from the community consultations - as set out in Q16 - as well as options for the playpark site. It will analyse their viability and produce an options paper, which will be put to a community meeting. The TDCA will then make a decision on which option to take forward. The SLF is being requested to fund the second part which will be a detailed feasibility study for the preferred option. This will include likely capital and revenue costs, revenue generation potential, and proposed management structures and operating modalities. This will again go to a community meeting for discussion before TDCA makes the final decision on how to move forward. Further details of what will be covered can be found in the attached ToRs for the consultancy.

If yes, how much development funding do you need?

The development costs you can ask us for are explained under **What can you apply for?** in our guidance notes.

- Include the costs of everything you will need to do to develop your project, even if you're not asking us to fund it. However, only include VAT in your costs if you can't recover it from HM Revenue and Customs
- Be as detailed as you can, using clear headings followed by a short description.
- Use a different row for each heading.

Item or activity	Total cost (£)	Amount from us (£)
Feasibility study for re-purposing school and playpark-professional fees	£22,000.00	£9,500

Travel (2,000 miles @ 45p)	£900.00	£0
Accommodation (10 nights @ £110)	£1,100.00	£225.00
Public meeting expenses (3 events)	£600.00	£300.00
VAT @ 20%	£4,920.00	£2,005.00
Click here to enter text.		
Total development costs	£29,520.00	£12,030.00

If you will need more development funding than you have requested from us please detail where you will get this funding from, and if it is already secure. Write up to 2,000 characters (about 300 words).

The overall development funding required is for a two part consultancy. Application has been made to the Community Regeneration Fund for funding for part 1 and it is expected that a decision will be communicated to us shortly after the CRF meeting on 7th September. Discussions were held with the CRF prior to submitting the application and we received a favourable response to our suggestion of splitting the consultancy in this way.

Part five: stage two acquisition

18. Project timescales

These dates are not fixed and can be changed later. We need to know the approximate dates when you would expect to use our grant to purchase the asset, and when you would finish the work we fund. The expected purchase date for the land, land asset, or building you want to buy will usually be your start date.

Remember to allow time to complete any development work you have planned between stage one and stage two when you estimate your start date. We will take approximately 8 weeks to process your stage one application and make a decision on development funding, and up to 4 months to assess and make a decision on your stage two application. We can process time sensitive applications more quickly, please discuss this with your Scottish Land Fund Adviser.

Start date	01/04/2025
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Finish date	31/03/2027
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19. What are your expected total project costs?

This should be indicative of the grant you expect to request in the second stage of the application process. This should not include any development funding you have requested in question 16.

	Total cost (£)	Amount from us (£)	How many years is this funding for?
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Capital	£100,000.00	£100,000	1 year
Revenue	£96,000.00	£96,000.00	2 years
Total	£196,000.00	£196,000.00	

Data protection

The National Lottery Community Fund is a public body with a duty to distribute National Lottery and other money in grants for good causes. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

We may share your personal data with organisations which help us with our grant making activities or others which have a legitimate interest in our work or have funded your grant. We will only share personal data which they need to carry out their work and subject to appropriate safety measures.

We may keep in contact with you throughout the life of your grant and send you advice about your grant by email. This will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

Our Data Protection and Privacy Notice gives more information about how we store and use personal data and the lawful basis for this. Please read the [full Notice which is published on our website](#) or contact us to request a hard copy. The Notice may be updated from time to time.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders and contractors. [Please read our full policy published on our website](#). This policy may be updated from time to time.

If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may seek your opinion on. Personal information would be withheld subject to the requirements of data protection laws.

Our approach to fraud

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants.

The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can be found in [our full Data Protection and Privacy Notice which is published on our website](#). Contact us to request a hard copy.

Check your application is complete

By submitting this application you confirm that:

- you have secured quotes for each item within your application
- the senior contact named in question 13 and the board or committee that runs the organisation named in Part one, have authorised this application
- you've read the Standard Terms and Conditions of grant for the programme which you will be required to meet if you receive a grant
- you agree we may use the information you have provided for the purposes described under Data Protection above
- you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our [Freedom of Information Policy which you can find on our website](#).

You have emailed the following information with your application:

- your latest accounts, or a projection if you've been running for less than 15 months, if we don't already have these.
- an updated copy of your governing document if you are:
 - an unincorporated association **and**
 - not registered with OSCR **and**
 - your constitution has changed if you have sent it to us previously