

**APPLICATION**

**GUIDANCE**

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**Purpose**

CLLD (Community-Led Local Development) gives rural communities the power to tackle their own local challenges, responding to the needs of their local area and supporting positive change. By building knowledge and skills, supporting new ideas and encouraging cooperation, CLLD helps to create viable and resilient communities.

**HTSI**are working in partnership with **Highland & Islands Climate Hub** to deliver two small grants programmes from April 2025, specifically for third sector organisations, on behalf of The Highland Council Community Regeneration Fund (CRF).

​​What will HTSI fund?

We invite applications of up to £10,000 maximum, to operate community-led local projects aimed at achieving the following two outcomes:

|  |  |
| --- | --- |
| **Themes** | **Key Outcomes** |
| **Enterprising and Growing**  | Connectivity within and between communities |
| Entrepreneurial activity and social enterprise |
| Infrastructure that facilitates work e.g. childcare |
| Employability |
| **Inclusive and Engaged**  | Tackling economic poverty |
| Addressing economic or social inequality |
| Creating inclusive spaces |
| Enhancing understanding of diversity |
| Engaging typically unengaged individuals |

If you wish to apply for funding related to the latter themes of resilience or sustainability, please visit [Community-led Local Development Funding — Highlands & Islands Climate Hub](https://hiclimatehub.co.uk/clld-fund).

|  |  |
| --- | --- |
| Resilient (refer to [Climate Hub](https://hiclimatehub.co.uk/clld-fund)) | Resilience community planning |
| Emergency resilience equipment |
| Measures which address adaptation to climate change e.g. flooding, coastal erosion |
| Infrastructure to support community resilience |
| Sustainable (refer to [Climate Hub](https://hiclimatehub.co.uk/clld-fund)) | Addressing a Just Transition to Net Zero |
| Circular economy |
| Enhancing biodiversity |
| Energy efficiency |
| Active Travel |

Process

You are invited to submit a funding proposal through the [Highland Third Sector Interface JotForm](https://form.jotform.com/221991630805356) https://form.jotform.com/250645117846359.

Applications must be completed by **Friday 30 May at 4.00pm** and will be assessed by a funding panel of staff from Community Regeneration Fund, HTSI and the Climate Hub and members of the Local Action Group.

Funding will be provided in June, within two weeks of successful applicants returning a signed funding agreement, as requested. Projects will be short-term and should be concluded by end December 2025.

Assessment Criteria

Decisions will be based on how well your application demonstrates that you meet the following criteria:

* In line with the themes
* Previous experience operating in the Highlands
* Previous experience working with vulnerable people
* Evidence of community engagement which identified the need for your project
* Evidence of community involvement in shaping project delivery
* Clear outcomes for participants (or the community as a whole) including the methods you’ll use to measure the difference

​Before you complete the questions, review your application against the criteria listed above. Are there potential areas for improvement to demonstrate your understanding of the key criteria?

Try not to make assumptions about prior knowledge on the part of panel members; include everything you think is relevant to your proposed activity.

Be clear, compelling and concise - making effective use of the limited space provided. There are online articles which can help you to limit the number of words required to describe your project.

This is the only application stage, and we have provided a relatively long time for the application to be submitted, so please leave sufficient time for a third party to check your answers for accuracy and proofreading. Once you submit your application, proposals that do not provide enough explanation or clarity will be rejected by the panel.

We recommend that you save your application, as soon as you have entered your contact details, to confirm that you can access the form to review your answers. If you encounter technical issues with JotForm, please email enquiry@highlandtsi.org.uk.

Eligibility check

**Bank account registered in the organisation's name:**

All groups applying must have a bank account and accounts from the previous financial year, which provides evidence of their ability to competently deliver their plans and account for the spend provided through a grant.

**Fair Work First**

All applicants are required to provide a statement describing how the organisation is committed to advancing the Fair Work First Policy including the ‘Real Living Wage’ and ‘Effective Workers Voice’ criteria. You should post this online.

This statement is applicable to all groups and organisations even if you do not directly employ staff or only work with volunteers. Please refer to the [Community Regeneration Funding | Fair Work First summary guidance](https://www.highland.gov.uk/downloads/file/27358/fair_work_first_summary_guidance).

Assets

If you apply for grant funding relating to building/repairs of an asset, please confirm ownership/long-term lease of the asset, or select ‘not applicable’.

Questions

If a question is marked with an asterisk, you are required to complete it.

**Website -** please provide the URL for your preferred digital communication platform if you have one. If you do not have any online communication platform you may leave this blank.

**Select your organisation’s legal structure from the options:**

* Scottish Charitable Incorporated Organisations (SCIO)
* Companies Limited by Guarantee
* Trusts
* Not-for-profit company, asset locked company, or Community Interest Company
* Cooperative and Community Benefit Societies
* Community councils

Unincorporated Associations (UAs) will not be eligible to apply for a grant, but you may collaborate with another organisation which has the infrastructure and safeguards to help minimise risk. In this scenario, the other organisation would be the lead applicant, and the UA would deliver the project in partnership.

**Q1. Tell us about your organisation: you should include your experience operating in Highland.\* (100 words)**

Provide a brief statement about your organisation, which includes experience operating or delivering services in the Highland area, understanding local challenges and needs. If relevant, please include your organisation’s safeguarding measures for staff, volunteers and participants.

**Q2. Provide details about your proposed project. (250 words)**

You should include:

* type of activities
* outputs, e.g. number of participants, sessions, staffing, etc.
* relevant timing, e.g. schedule of activities, duration of each session

Please use formatting to provide a clear, compelling description of your project, including the topics requested above as a minimum.

**Q3. What difference will this make for individual participants or for your community?**

We provide space for a maximum of four outcomes, which should describe changes which you can realistically achieve, due to your proposed activity. Use concise, active language that describes the specific changes you anticipate. These might include e.g. Improvements in wellbeing, or reductions in harm.

Ensure your outcomes are measurable, either for participants or the community you aim to reach. For example, if your project is about employability, your outcome could be ‘improving skills and confidence’. If you project is about social connections, your outcome may be ‘reducing social isolation’. The outcome wording should not include how this improvement will come about, as this should be described in Q2. As a guide, each outcome should be less than 10 words.

Before you decide your outcomes, consider how these would be measured and what would success look like.

**Q4. What methods will be used to measure the changes described in Q3? (200 words)**

How will you identify when changes occur? Consider the most likely indicators of the changes you anticipate and how will you capture them, such as e.g. improvement in confidence, or reduction in harm? This might involve designing a survey that asks people about these changes, or staff may record their observations. You might choose to capture individual levels of understanding and/or perspective before and after your project.

**Q5. To which funding theme does this activity relate?** Select one or both, if applicable.

* Enterprising and Growing
* Inclusive and Engaged

**Q7. How did you identify a need for this activity/service? (250 words)**

Please describe how you have engaged with your community (geographic or thematic) to identify or analyse their needs and indicate whether this need is recognised in any local plans. Please include when this engagement was carried out and estimated number of people engaged.

**Q8 Start/End Dates**

Tell us when you plan to begin and end your project, using the date picker. Activity may not begin until payments reach successful applicants.

Please refer to the funding timeline before selecting a date to begin your project. The deadline for application is Friday 30 May and we need a few weeks for the funding panel to assess applications and we cannot issue grant payments until funding agreements have been returned. The final deadline for spending the grant is 31 December 2025.

**Q9. In which locality will the project be focused?** Choose any that apply from the options or select Highland-wide:

Caithness

Easter Ross

Highland-wide

Inverness-shire (excluding city)

Lochaber

Mid-Ross

Nairnshire

Skye & Lochalsh

Sutherland

Wester Ross

**Neighbourhood/community within the locality you've selected, if relevant?** State the name of the village, town, neighbourhood, etc. within the selected locality or localities.

Financial Breakdown

Please provide a breakdown of the total project costs even if they would not be funded from the amount requested from this fund. You should not attempt to itemise each individual cost. Try to group items together in cost headings, such as staff costs or event costs.

Only type in the white cells of the table. Remove any currency symbols, punctuation, text from the figures and round up to whole numbers. In the final row, you must calculate the total of your grouped items and add to the table.

**Q10. Projected REVENUE expenditure for the project:**

Revenue costs are often associated with staffing costs or regular overheads like room hire, food supplies, tutor hire. This may include, but is not restricted to the following:

* Staff costs (including pensions and employers’ costs)
* Professional fees/Insurances
* Room hire
* Travel costs
* Volunteer expenses

**Q11. Projected CAPITAL expenditure for the project:**

Capital costs refer to the funds used to acquire, upgrade, and maintain physical assets such as buildings and equipment necessary for the project. For this grant programme, examples of capital expenditure include the purchase of land, construction of facilities, major renovations, and procurement of large machinery or significant technology systems. If you are unsure whether project costs are capital or revenue, please contact us to discuss.

**Q12. Match funding (please enter details if applicable)**

If you have match funding, please provide details of the amount, the origin and select yes or no to indicate whether it has been confirmed at the time of this application.

**The amount requested plus match funding should equal the total project costs.**

**Q13. In-kind support**

You may confirm details of ‘in kind’ support that will contribute towards this project. For example, volunteer time, a donation of land or services, loan of equipment, free office space etc. The total value of ‘in-kind’ contributions should not form part of the project budget or match funding, but it may strengthen the application to show that this is included. You may also skip this section.

**Q14. Total project costs -** Confirm the total project costs, which should be the combined revenue and capital costs provided above.

**Q15. Amount requested –** Confirm the amount requested from this fund (maximum £10,000)

**Q16. Please provide income/expenditure details for the period ending 31 March 2024** for your whole organisation, not the department related to this application. Figures should be rounded up to the nearest whole number, with no currency symbols or text.

Please provide information for the financial year (12 months) ending in March 2024, if possible. Ordinarily, this would be the same period as your latest verified accounts cover, but it's not essential if this is not possible. If your organisation's accounts cover a different 12-month period, please complete the figures for that period, confirm the dates and explain.

This information is usually accessible through your organisations balance sheet, but you may need assistance accessing this. Please make sure you build in enough time to access this from the person who handles your finances, especially if this is external to the organisation. Failure to include this may result in your application not being assessed.

We have provided a free text box to provide any explanation required on your accounts. They may cover a different period of time, a previous financial year or contain apparent anomalies you need to explain to the panel.

**Upload accounts** – please attach a copy of your latest independently verified accounts**,** as required by your governance structure.

Sign and Submit

Submit the application by **Friday 30 May at 4.00pm** via the online portal.

**https://form.jotform.com/250645117846359**