

**HTSI**

**Frequently Asked Questions**

We will keep this up to date as we receive further enquiries.

**How do I apply?**

You can submit an application through the **HTSI online portal**. The application button can be found on our dedicated webpage after the opening date 8 April 2025.

JotForm is the online platform we use for applications and is set to issue an auto-response when you submit an application, which contains an attachment, which is a PDF of your application form. This email from JotForm contains a hyperlink to edit your submission (located at the end of the message).

This link allows you to return to the form for ongoing completion or edit your submission. You should save this email for future reference. If you can’t find the email, this could be because:

* It has gone to your Junk/Spam folder,
* The email you’ve added contains a typo and is undeliverable.

Please contact us on enquiry@highlandtsi.org.uk if you experience technical difficulties.

**When can I apply and when will a decision be made?**

Applications should be submitted by **Friday** **30 May at 4.00pm**. We will organise a funding panel as soon after that date as possible, after which you will be notified of their decision. We will also let you know if your application is not successful.

**How can I obtain a copy of my application?**

You should receive an automatic response from JotForm (the online portal) with a copy of your application - this is sent to the email address listed in your submission under ‘main contact email’. If you don’t receive this, please check in your junk/spam folder, then contact us for a copy.

**What can I apply for?**

The range of items you can include in your proposal are wide-ranging, so long as you can provide evidence that endorses the need as well as the proposed activity. You must explain the relevancy and anticipated impacts and outputs from your activity.

**What may I not apply for?**

There are a few activities that will not be considered:

* Contingency costs, loans, endowments or interest
* Electricity generation and feed-in tariff payment
* Political or religious campaigning
* Profit-making/fundraising activities
* VAT you could reclaim
* Statutory activities
* Overseas travel
* Alcohol

**What type of projects will the panel be looking for?**

Your proposal should address the following themes which complement the Community Regeneration Funding.

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| --- | --- |
| **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 |

The panel will be looking for proposals that demonstrate a viable, sustainable response to needs identified from recent community engagement alongside evidence of community involvement in delivery of the project.

**Who can apply?**

Any constituted third sector organisation who has access to their own bank account and can demonstrate their ability to competently deliver the proposed activities, outlined in their application.

In addition, you (or one of your partners in a collaborative bid) must have experience operating or delivering services in the Highlands.

Unincorporated organisations may not apply for a grant but can benefit from the funding by collaborating/partnering with an organisation that has the necessary structure and safeguards in place to manage the grant.

**How much can I apply for?**

The maximum grant is £10,000 per proposed project or collaborative bid to be spent between June 2025 and end December 2025. Your request should be driven by the actual cost of what you want to pilot or deliver, rather than designing activity to fit the budget.

**Can one organisation apply for more than one grant?**

Yes, one organisation may apply for more than the maximum amount, if requesting funds for more than one project. However, the funding panel will be seeking to achieve the best value and benefit to communities across the Highland area, so they may choose to avoid awarding multiple funds in one locality.

This will be at the panel's discretion as we cannot predict who will apply, or which localities will benefit from the submitted proposals.

HTSI and Highlands & Islands Climate Hub will be involved in the funding panels for both grant programmes, to ensure oversight of overall funds distribution.

**When does the activity have to start?**

The activity should begin as soon as you receive payment which we aim to deliver by end of June 2025.

**When does the funding have to be spent by?**

The funding should be spent by 31 December 2025.

You must state in your application the proposed timescale for your project.

Successful applicants will be required to submit final reports on the funded activity in January 2026.

**Am I expected to work in partnership?**

The short answer is yes.

You don’t have to submit a collaborative bid, but it is expected that you are engaging with groups and other organisations in your area, because there is clear evidence that collaborative working is more effective.

Additionally, it is important that you can describe how people who will benefit from your proposed activities have been involved in designing the activities and how they are delivered. We are keen to avoid unnecessary duplication and would encourage you to make sure you explain how you are linking into similar services to provide assurance that this is adding value and not duplicating an existing service.

**What reporting and evaluation expectations are there?**

All projects will have to complete a final evaluation report. Successful applicants will be advised of the reporting parameters and schedule.

The final report will expect you to confirm the actual spend and evidence of change against the outcomes stated in your application.

The level of detail should be proportionate to the funding received, meaning the larger your grant sum, we would anticipate a higher level of activity and consequently a higher level of detail.

In a collaborative bid, the lead partner is responsible for submitting the report. You should share the reporting schedule with partner organisations, to ensure that they can provide the relevant data to contribute to the reports. Failure to provide your report on time generates additional work and may influence future funding decisions.

**Who is on the funding panel?**

The panel is made up of members of Highland Community Regeneration Fund, Local Action Group, HTSI and the Climate Hub.

**When will a decision be made?**

We aim to have a panel meeting within three weeks of the closing date, which allows panel members time to assess the proposals. Therefore, we should have notified applicants of the decision by the end of June.

**What should I do if I have not heard from you, by the end of June?**

If you applied by the closing date/time and have not heard back from us, we recommend you contact us without delay in case there was a technical issue delivering our emails. Email funding@highlandtsi.org.uk or call 07826 821 545.

**Once a decision is made, when will the grant be paid?**

If your application is successful, you will be asked to complete a funding agreement. The grant will be paid once HTSI receive your signed funding agreement.

**What if my application was acknowledged but I have not received any update after the panel meeting?**

We notify all applicants whether they are successful or not, so you should check your junk/spam folder for emails from marion@highlandtsi.org.uk. Please contact us without delay if there is no email from HTSI.