



18 MAR 2013

APPLICATION FORM FOR ORGANISATIONS APPLYING FOR GRANT AND DISCRETIONARY FUNDING AND FUNDING IN KIND FROM THE HIGHLAND COUNCIL – Over £10,000 – Common Good Funds

Name of Organisation:

Outlook Adventure Scotland CIC

Name of Project or Activity Requiring Support:

Adventure Activity Programme for children with additional support needs.

Which of the Council's funding streams are you applying to?

(Please provide closing date details where applicable)

Common Good Fund

Is the amount you are applying for:

Over £10,000

Total amount applied for: £...6847 + up to £92975.....

Estimated cost of funding in kind applied for: £.....

Please detail what funding in kind has been applied for e.g. Council staff time, use of premises or equipment, waiving of fees or administration support

What type of organisation are you? (please tick all that apply)

Third Sector (voluntary or community) organisation	<input type="checkbox"/>	Community Council	<input type="checkbox"/>
Registered Charity If yes – Registration number	<input type="checkbox"/>	Company Limited by Guarantee If yes – Company Number	<input type="checkbox"/>
Other - please specify..... Community Interest Company... SC413978.			

**Please remember guidance to completing the application form is available [here](#).
Appropriate links to the guidance are situated throughout the form: [This page](#)**

For official use only			
Application reference number			

PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

Guidance on completing part 1: ABOUT YOUR ACTIVITIES OR PROJECT

1.1 What is the name of your activity or project?

Adventure Activity Programme for children with additional support needs

1.2 When will your activity or project take place? (specifically those for which you are seeking an award from The Highland Council)

Start date (month and year)...April 2013.....

End date (month and year).....September 2013.....(Year 1).....

Location.....Inverness area, evening activities, 4 weekends based in the Highlands.

1.3 What activity or project do you want us to support?

For example:

- *Aims of the project and how you are going to do it*
- *Help with running costs or for a specific project or activity?*
- *Who will benefit*

Please note that the Council will be unable to provide any resources not specified on this form or supporting information.

For the past 12 years we have been involved with The Outlook Trust, working in England and Scotland to provide outdoor activities to young people with disabilities. We are now forming a new organisation in Scotland to be managed locally, and need to raise funds to purchase new equipment and provide a programme of activities.

Outlook Adventure Scotland will work to provide a wide range of adventurous activities to disabled people in Scotland. We are based in Inverness, and our activities will include weekly sessions to sail, kayak and canoe on the Caledonian Canal and Loch Ness, and also tandem riding and climbing and abseiling. We will also offer residential opportunities such as camping trips to the west coast, expeditions, for example through the Caledonian Canal, around the Moray Firth, and on the west coast around the sheltered sea lochs and islands such as Loch Carron, Raasay and The Small Isles. We are hoping to work closely with the Highland Council. Preliminary discussions have been very encouraging, and we have further meetings planned. Karen Darke, who is a well known disabled adventurer and para-olympian, and is from Inverness, has agreed to be our patron.

The aim is to introduce and then develop personal skills in activities such as watersports and climbing. Additional benefits for the young people will include promoting social networking, self awareness and teamwork. We will involve able bodied young people who will participate as 'buddies' and may be working towards the Duke of Edinburgh Award or Millennium Volunteer Award. We need to raise funds to purchase new equipment and provide a programme of activities. Currently we have some equipment available to us from The Outlook Trust, which is still operating in England, but this will have to be returned in the near future, and so we need to obtain our own equipment as a matter of urgency.

Costs:
Activities

Weekly Kayak/canoe sessions in Inverness throughout the summer (charging participants £3/week)

3 hours 10 px	
Instructors 2x 3 hrs @£20/hr	= £ 120
X20 weeks	= £2400
Income 10px @£3 x 20	= <u>£ 600-</u>
Balance	= £1800

4 residential weekends at Loch Carron (charging participants £30/weekend if possible)

Instructors 2 x2days @£140/day	= £ 560.00
Food 2 days @£6/day x 14 px	= £ 168.00
Fuel	= £ 200.00
Minibus hire 2 days	= £ 180.00
Camping 2 x 14 @£4/night	= <u>£ 112.00</u>
Total	=£1120.00
X4	=£4480.00
Income £30 x 10 x4	= <u>£1200.00-</u>
Balance	= £3380.00

Administrative Costs

£600 Website and leaflet production
 £430 British Canoe Union registration(for 2 years)
 £644 Royal Yachting Association registration(for 2 years)
£1674

We have already funded liability insurance and AALA licence with a grant from Scotland Unltd.

Equipment

We eventually need to fund the equipment listed below. Some items we have at present, on loan from The Outlook Trust, others we need to purchase as soon as possible. Our immediate priority is to fund a new RIB, we need this to provide safety cover for all our watersports activities. We are looking for help to fund these items from a number of sources, and would be grateful for any contribution towards this. We have recently purchased a Hunter Sonata sailing boat which we will use to provide a sailing project with Cromarty Youth Club. This project has been funded by the Middleton Trust. We will be able to use this boat with other physically able groups, who have learning or social difficulties. The Drascombe Gig is a sailing boat ideally suited to physically disabled participants, and we used one belonging to The Outlook Trust weekly last year, but unfortunately this has been returned to England.

RIB (new)	£24000	(second hand £12000 - £18000)
Drascombe Gig (new)	£30000	(second hand £6000-£10000)
Canoe equipment	£ 3850	
5 Double Kayaks+trailer	£10000	
10 Sea Kayaks+trailer	£10000	

5 Canoes +trailer	£ 6500
Tandems	£ 5500
Safety equipment	£ 625
Camping Equipment	£ 2500
Total	<u>£92975</u>

Young people with additional learning needs from Highland schools with a recognised additional support need will be invited to attend activities. In the past 2 years pupils from Inverness Royal Academy, Millburn, Charleston and Drummond Schools have taken part. These have taken place on the Caledonian Canal, Loch Ness, River Ness and Loch Carron. We have also obtained expressions of interest from Highland Facilitators Team, and Nansen Highland. We are in the process of discussions with Highland Disability Sport and SNAP. We will therefore be making our activities available to a wide range of people, of all ages and disabilities. We also hope to work with young people at risk of school exclusions, and this is forming part of our discussions with the Education department. We will also be working to develop staff skills, and it is hoped to train interested individuals to BCU Level 1 Coach in kayak and canoe sport activities and provide RYA powerboat training for volunteers.

1.4 Does your activity or project involve building or landscaping work?

Yes No

If yes please answer both a) and b) below.

a) Does your organisation (Please tick):
Have ownership of the land or building

Yes No

OR

Hold at lease of at least 5 years that cannot be ended by the landlord?

Yes No

b) Is planning permission needed for your project? Tick one option below.

Planning permission not required

Planning permission required and has been granted

1.5 Please tell us how your project or activity will help the Council to meet its Public Sector Equality Duty to:

- Get rid of unlawful discrimination, harassment and victimisation;
- Make sure that people from different groups* are treated fairly and have equal chances to use services and that there is more equality between groups*;
- Make sure that people from different groups* get on together.

*Groups are people who have "protected characteristics" in the Equality Act: age, gender reassignment, pregnancy and maternity, religion or belief, sexual orientation, disability, marriage and civil partnership, race and sex.

For example are people with protected characteristics likely to face barriers; how you intend to tackle these barriers; does your project promote inclusion?

Our objects are:

To carry out activities, which benefit the community, and in particular (without limitation):

1. The organisation of recreational activities, with the object of improving the conditions of life for people whose lives are impacted by disability, disadvantage or illness.
2. The promotion of Equality and Diversity by providing opportunities for able-bodied people and people with disabilities to work together as partners in the participation of outdoor activities.

Our "Core Values" are:

1. Promotion of outdoor activities to people with disabilities – "Can do" approach
2. Promotion of inclusion by encouraging able bodied and disabled young people to work together
3. Leisure interests and healthy lifestyles for participants, self-confidence and ambition.
4. Social opportunities and positive role models, building lasting relationships
5. Activities should be managed and run as much as possible by the participants themselves
6. Employment opportunities for young people with disabilities or disadvantage
7. Life style opportunities for all involved

We are developing this company as a Social Enterprise because we want to provide an opportunity for people with disabilities or disadvantage to be involved in running an organisation, which provides leisure and sporting activities for their peers. People who are disabled, or who are disadvantaged in any way (as determined by the directors) will benefit from the activities and opportunities provided by our organisation. Able-bodied and disabled volunteers who assist in the provision of these activities will also benefit by providing a valuable service to the local community as well as gaining useful skills in mentoring and otherwise aiding their disabled peers. The interaction between disabled and able-bodied people will overcome barriers by spreading awareness of disability and its limitations, but also the capabilities which disabled people can demonstrate if given appropriate help. The activities we will provide will enable people with disabilities or disadvantage to develop skills of self-awareness, cooperation and team working, confidence and ambition. By ensuring, that this is delivered over an extended timespan this will also provide leisure interests, social opportunities and health and wellbeing.

Using the outdoors to tackle discrimination is a well known and highly successful strategy. Encouraging young people in small steps into unknown situations can bring out incredible personal changes. Young people can discover skills and learn to accept each other and indeed themselves. They learn new skills, help themselves and each other and improve their confidence and self esteem. They will meet others with different needs, some more problematic than their own, and yet be able to work and play together. It is intended to attract a number of able bodied "buddies" to use double sea

kayaks and tandem bikes.

The current 6 volunteer staff all have backgrounds in teaching, social work and policing and together have over 100 years experience of working with children with additional support needs in both formal and informal settings.

- 1.6 Where relevant and appropriate please describe any contribution your project may make towards promotion of the Gaelic language?

n/a

- 1.7 Please tell us if you have spoken to anyone about your application for advice and support – e.g. Local Highland Council Elected Member, Community Council Member, Council Staff, local Council for Voluntary Service (CVS) – If yes, please provide details:

None

- 1.8 Please tell us about any funding in kind you are seeking from the Council:

Detail i.e. premises, facilities, staff time, waiving of fees	Estimated value

- 1.9 Please provide a breakdown of how much will your activities/project will cost and how much funding you are applying for from The Highland Council:

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Total Staffing (included in costs for activities below)	Instructors @£140/day or £20/hour	£4080*	£4080	£4080	£4080
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Running cost of the evening activities over 20 weeks is	£1800*	£1800	£1800	£5400
	4 residential weekends *includes staff costs	£3380*	£3380	£3380	£10140
	Adventure License Authority annual license.	£720	£0	£720	£1440
	British Canoe Union registration.	£430	£000	£430	£860

	British Canoe Union registration.	£430	£000	£430	£860
	Royal Yachting Association registration.	£644	£000	£644	£1288
	Equipment as listed				Up to £92975**
Total Project Cost £		6974	£5180	£6974	19128**
Total Funding Request £		6974**	£5180**	£6974**	**excludes equipment

1.10 **Other funding relating to this project** Please include other funders and own resources and income. Continue on separate sheet if required.

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Firstport/Scotland Unlimited level 1 grant (successful)	£1600			
Firstport/Scotland Unlimited level 2 grant (running costs and equipment) (awaiting decision)	£18000			
Sailability (equipment) (successful)	£3000			
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Tesco (equipment) (awaiting decision)	£5000			
The Canoe Foundation (equipment)(Awaiting decision)	£5000			
Cash For Kids (awaiting decision)	£20000			
Funds yet to be applied to: Children in Need Comic relief Awards for all				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>				
Totals	£51000			

*See guidance notes for specific funding stream to see if you are able to apply for more than one year of funding.

1.11 Please tell us how you know that there is a need for this activity or project and how your approach will meet this need. This might include:

- a. Community support for your project (e.g. surveys, etc.)
- b. Statistics which show the need for your project (e.g. unemployment figures, crime statistics)
- c. Evidence from similar projects which shows that they have worked (e.g. research from elsewhere or evaluations of previous local work)

We believe there is a need for our organisation because our research indicates that there are very few Highlands based providers of outdoor activities who are resourced for and are competent at providing outdoor activities to people who have disabilities. There is a centre at Badaguish in the Cairngorms where disabled people can go to access respite care and some activities, but this is expensive and not easily accessible to those who are financially disadvantaged. In addition, the experiences offered tend to be 'one off' visits by nature of their expense and location. We are interested in finding ways to provide regular activities to disabled people, thereby offering opportunities to build skills, relationships and confidence, as well as promoting social inclusion.

We have this expertise and experience through our careers and operating The Outlook Trust. We believe that following the positive influence of the Paralympics on society's attitudes towards disability this is an excellent time to promote such activities. We want to expand our work to include people of all ages and backgrounds with a wide range of disability or disadvantage. We also intend to work with able-bodied people who will form partnerships with people who are disabled to participate in adventure activities. We believe this is a valuable social endeavour to promote inclusion and understanding, and as such, a valid cause to attract funding and support.

In terms of support from the community we have informal expressions of interest from several Highland schools, Nansen Highland, Highland Education Vision Support Service, The Shirley Project and the Highland Facilitators team. We have had initial discussions with the Highland Education Additional Support Needs team and have more discussions planned. There are 120 visually impaired pupils in the Highlands, and a large number of young people with other physical disabilities, autism, ADHD and other difficulties. Ian and Simon are both employed as Learning Support teachers at two Inverness secondary schools, and so have a good idea of the need and opportunities which can be met through this project. We will also be making contact with Highland Disability Sport, SNAP, Disability Snowsport and Social Services very soon. Our project is not limited to young people and we are intending to offer our activities to people of any age. Our informal research suggests that older people with disabilities find it extremely difficult to access activities once they leave full time education.

1.12 Is this a new or additional activity or project? – Yes X

If yes, what change will your activities or project make in your community?

We are developing this company as a Social Enterprise because we want to provide an opportunity for people with disabilities or disadvantage to be involved in running an organisation, which provides leisure and sporting activities for their peers. People who are disabled, or who are disadvantaged in any way (as determined by the directors) will benefit from the activities and opportunities provided by our organisation. Able-bodied and disabled volunteers who assist in the course of these activities will also benefit by providing a valuable service to the local community as well as gaining useful skills in mentoring and otherwise aiding their disabled peers. The interaction between disabled and able-bodied people will overcome barriers by spreading awareness of disability and its limitations, but also the capabilities which disabled people can demonstrate if given appropriate help. The activities we will provide will enable people with disabilities or disadvantage to develop skills of self-awareness, cooperation and team working, confidence and ambition. By ensuring, that this is delivered over an extended timespan this will also provide leisure interests, social opportunities and health and wellbeing.

We feel that there is a need for this provision because we know there are many young people in the region who are disabled or disadvantaged, and we are unable to find other organisations who are involved in this work in the region.

We know that young people with disabilities and disadvantage find it difficult to access such activities by themselves, and support groups find it difficult to fund regular activities of this kind. Also, we know that young people with disabilities and disadvantage have many problems finding employment, and we hope to be in a position soon to offer employment to some such people.

If No, how has your activities or project been funded in the last three years?

We have been operating on a lesser scale as part of The Outlook Trust for the past 12 years. The Outlook Trust will continue to operate in England, and prefers that we now form a new organisation for Scotland.

- 1.13 Please tell us how you will know that your activities or project is working and that you are benefiting your community. You only need to provide targets for the years in which your project will operate. See the detailed guidance for examples of targets.

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Fund raising for equipment - Company will be more self-sufficient in equipment	Fund raising for equipment - Company will be more self-sufficient in equipment	Fund raising for equipment - Company will be totally self-sufficient in equipment
Fund raising for Operating costs -The company will operate a range of activities throughout 2013/4	Fund raising for Operating costs -The company will operate an increased range of activities throughout 2014/5	Fund raising for Operating costs -The company will operate an increased range of activities throughout 2015/6
Young people's participation- up to 100 young people with disabilities will participate in activities throughout the year, records will be kept	ongoing	ongoing
Young people participating in organisation and development of the organisation- 'youth forum' established to advise directors, participants annual questionnaire, views and opinions gathered.	ongoing	ongoing

- 1.14 If it is intended that this activity or project continue beyond the period of Council support, how will it be funded?

It is hoped that Outlook Adventure Scotland CIC can eventually be self funding through establishing a supportive network of funders, and achieving service level agreements with organisations such as the Highland Council and others. We will work with young people with disabilities and disadvantage, including those experiencing social and emotional difficulties, using outdoor activities as a vehicle for skills development, in association with education authorities and social services.

We also intend to operate as a commercial activity provider and trainer providing BCU and RYA courses, and skills development in sailing, canoeing and kayaking.

We will also facilitate fund raising expeditions and activities where the participants make a contribution to us in return for providing the activity and supervising, and we will provide corporate programmes and expeditions. As a "Not for Profit" organisation all surplus funds from these activities will be returned to the company to help fund our charitable activities. We also intend to employ some young people with disabilities to help us run the organisation.

**PART 2: SPECIFIC QUESTIONS RELATING TO THE FUNDING
STREAM WHICH YOU ARE APPLYING TO:**

(Common Good Funds)

There are no additional questions for Common Good Fund applications.

Please continue to PART 3 About Your Organisation

PART 3: ABOUT YOUR ORGANISATION

Guidance on completing part 3: ABOUT YOUR ORGANISATION

3.1 What is your organisation's name and address?

Organisation name

Outlook Adventure Scotland CIC

Organisation address

Sandstones, Allan Square, Cromarty

Postcode IV11 8YF

Website

Council Ward (see guidance note to clarify which Council Ward the project or activity will cover)

All Inverness wards and Black Isle

3.2 Who is the main contact for this application? (They must have a good knowledge of the organisation and this application)

Name

Title: Mr Forename/s: Simon

Surname: Sims

Position in organisation:

Director

Address

As above

Postcode

Phone number

Day: 07770 885619

Evening: 01381 600452

Email address

outlookadventure.scotland@gmail.com

Does the main contact have any communication needs? E.g. textphone, sign language, large print? YES NO

If yes, what are they? (maximum 20 words)

- 3.3 a) When did your organisation start? Month...February ..Year 2013.....
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

Inverness and Black Isle . Young people with disabilities and /or disadvantage

- c) Is there any restriction on who can join your organisation?
 Yes No If yes, what are they and why do you have them?

No restrictions exist as any young people with ASN and willing able bodied young adults can take part in the activities in a variety of roles.

- d) How many people are on your governing body or management committee? ...3...
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*
 Yes No

If yes, please provide names:

Highland Council Elected Members	Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other

Community Councillors	Role i.e. Office Bearer, Voting Member, Ex-official, other

Council Officers	Role i.e. Office Bearer, Voting Member, Ex-official, other

3.4 Does or has your organisation receive(d) any other funding from The Highland Council? Please provide information relating to Council funding for the last 3 years:

Yes

No

If yes –

a) What is/was it for, and from which Service or Ward budget was it provided?

Year 1:
Year 2:
Year 3:

b) How much funding do/did you receive?

Year 1:
Year 2:
Year 3:

c) Estimated value of existing funding in kind, and from which Service or Ward budget was/is it provided?

Year 1:
Year 2:
Year 3:

PART 5: CHECKLIST AND DECLARATION

Guidance on completing part 5: CHECKLIST AND DECLARATION

5.1 To ensure that the Highland Council can consider your application, please tick boxes to show what you have enclosed.

Please ensure that you have enclosed the following information:

- a) A copy of your most recent signed and dated constitution
OR
- We have submitted a signed constitution to Highland Council when applying for other funding within the last two years and it has not changed since submission..
- b) Externally verified Statement of Accounts as presented to your latest AGM for the last 3 years where available (see guidance for further information on the level and type of external verification we expect).
OR
- We have submitted our most recent Statement of Accounts to Highland Council when applying for other Highland Council funding
OR
- For new organisations which have been established less than 12 months, please give an estimate of first year's income and expenditure.
- c) A copy of your organisation's last 3 months bank statements (for very new organisations a single bank statement will be sufficient).
- d) Evidence that you have secured three quotes for all goods or services of over £5000 (see guidance notes).
- yes** e) Have you read and agreed to the Standard Conditions of Award which can be found on page 16 of the Guidance document.

The Council may also request other information, depending on the type of application including:

- Business Plan;
- Names of Office Bearers;
- Copy of contents/public liability/employers liability/vehicle insurance where relevant;
- Job description (where funding is required for a post/s);
- Equal Opportunity Policy;
- Child Protection Policy;
- Health and Safety Policy; and Complains Procedure.

Hilary Tolmie

From: Simon Sims - Inverness Royal Academy
Sent: 07 May 2013 11:38
To: Hilary Tolmie
Subject: Outlook Adventure Scotland

Hello again

Further to our conversation a few minutes ago could you please specify that we would be very grateful if you could fund any or all of the following:

- a) A week long residential in the first week of the summer holidays for 10 disadvantaged young people from Inverness at a total cost of £2900.
- b) A new canoe trailer at a cost of £2600
- c) A replacement for the RIB safety boat we currently have on temporary loan, at a cost of £22000 new or £15000 second hand.

Again, can I emphasise that we would be pleased to have support for any combination of the above?

Many thanks again

Simon

Outlook Adventure Scotland



Outlook Adventure Scotland CIC

SC413978



Outlook Adventure Scotland CIC

01134 5

A 'not-for-profit' Community Interest Company

Specialising in outdoor activities with people who have disabilities or disadvantage

Fully insured and (registered with the Adventure Activities Licencing authority)

Qualified and experienced instructors

Quality equipment provided



Outlook Adventure Scotland CIC

We work directly with people with disabilities or disadvantage

- Support Groups
- Schools and Education Authorities
- Social Services
- Individuals

We work with able bodied young people to raise funds and provide training

- Sponsored expeditions
- Duke of Edinburgh Award
- RYA/BCU courses and qualifications
- Corporate training and events



Outlook Adventure Scotland CIC

2011-2016

We can provide activities designed to develop skills and confidence

- Mobility
- Self awareness
- Communication
- Motivation
- Cooperative learning
- Behaviour Modification



We work with schools, youth groups, social services, other registered charities and individuals

We can work on individual sessions, residential experiences or multi day expeditions



Outlook Adventure Scotland CIC
SCOTLAND

Our Activities include:

Canoeing and kayaking





Outlook Adventure Scotland CIC

SC 1139 2

West Coast Sailing aboard “Solace”

“Solace” is a 34’ Bavaria yacht based at Loch Carron in the Scottish West coast. We can sail around the Inner Sound between Skye and the mainland and under the Skye Bridge to the Sound of Sleat





Activities for adults

We can offer taster sessions, corporate events, sponsored events and expeditions, please get in touch to find out more.



Outlook Adventure Scotland CIC

Finance

Outlook Adventure Scotland is a “not for profit” company.

We work to keep costs to a minimum and provide excellent “value for money”.

Our activities are subsidised by our fund-raising and sponsorship.

Our commercial and corporate activities help to put funding into the company.

We work with our clients to set a cost and help them to fund this by applications to various funding bodies.

Please speak to us to discuss your programme and how we can fund this.



Outlook Adventure Scotland CIC

Contacts

If you would like to discuss any of our activities and how these could be used to help your group please do not hesitate to get in touch with us

Email: outlookadventure.scotland@gmail.com

Phone: Simon 07770 885619

Ian

Hussein



Outlook Adventure Scotland CIC
SCOUTS





Outlook Adventure Scotland CIC

501185

Karen Darke supports Outlook Adventure Scotland CIC

*"Becoming paralysed after falling from a cliff in Aberdeenshire, I know just how special it is to be able to escape the man-made world and experience the feeling of wind in your hair, salt water on your face and to have mountains surrounding you. Whilst my wheelchair gives me a lot of freedom, the sensation of being in a kayak or a sailing boat is something else. It's these of sorts of adventures that give me strength and inspire me in everyday life. I believe that **Outlook Adventure Scotland** will bring this kind of experience to many people, no matter of ability or 'dis'ability. I can't wait to join in and get out on the water again!"*

Karen finds much of her inspiration through outdoor adventure. She was a keen runner and mountaineer before becoming paralysed in a rock-climbing accident, and has since pursued alternative ways to access the outdoors – canoeing, sit-skiing and hand-cycling. She has hand-cycled in various corners of the world, including Central Asia and the Himalaya, the Karakoram and the length of the Japanese archipelago. Karen has co-organised expeditions sea kayaking along the coastlines of British Columbia and Alaska, skiing across the Greenland icecap, climbing the kilometre-high vertical rock-face of El Capitan, and kayaking through the fjords of Patagonia.



She is currently on the British Paracycling Team, and recently won a silver medal in the London 2012 Paralympics and is the World Paratriathlon Champion 2012.

Outlook Adventure Scotland CIC

Mission Statement

Outlook Adventure Scotland (OAS) is a Community Interest Company (CIC) registered at Companies House, Edinburgh (Company number 413978) and is governed by the Articles of Association lodged at Companies House on 13th December 2012.

Definitions: for the purposes of this document, 'disability' means "visual impairment and/or any other disability" (ref: equalities Act 2010). 'Outdoor Activities' means any activity, which the directors choose to provide, so long as they are able to do so safely and competently. Examples include sailing, canoeing and kayaking, mountain biking, climbing and abseiling, skiing etc. 'Able Bodied' may include people with some social or other disadvantage, as well as or in addition to a cognitive disability.

OAS will be managed by a board of between 3 and 7 directors. We will try to maintain an odd number of directors. Directors of the company are members of the company, and members are directors. No other persons are involved in the management of the company, i.e. there is no membership other than the board of directors. The board of directors will include a number of persons with a disability, i.e. members of the user group.

The objects of OAS (from section 5 of the Articles of Association) are:

To carry out activities, which benefit the community, and in particular (without limitation):

1. The organisation of recreational activities, with the object of improving the conditions of life for people whose lives are impacted by disability, disadvantage or illness.
2. The promotion of Equality and Diversity by providing opportunities for able bodied people and people with disabilities to work together as partners in the participation of outdoor activities.

We will do this by:

1. Providing outdoor activities to people with a disability from Scotland and beyond.
- And:
2. Providing opportunities for able bodied people to take part in activities as partners with participants who are disabled.

Although the activities will be provided mainly for people living in Scotland, there will be no limitation by way of where a person lives, their age or disability, on their participation in our activities.

OAS will raise funds to enable those people who are disabled to take part in the activities at affordable cost to themselves. This will be done in 3 ways:

- (i) OAS will apply directly to various funding bodies for grants and awards as appropriate to its activities, and to source equipment.
- (ii) OAS will work independently or with other partner organisations to provide opportunities for fund raising activities.
- (iii) OAS will at times provide activities or services to third parties on a commercial basis, as long as the income generated is used to help fund activities for visually impaired

and/or disabled people. Activities with disabled persons must always have priority over such commercial activities.

OAS will conform to all legal requirements. We will maintain employers and public liability insurance for £10m and £5m respectively. As a Community Interest Company, liability to directors/members should the company fold is limited to £1.

OAS will maintain a range of equipment specific to the activities provided, and recruit staff experienced and qualified to work in the outdoors with people who have disabilities.

The equipment required will include double and single kayaks, open canoes, sailing boat(s), tandem and single mountain bikes, climbing and abseiling equipment, a Rigid Inflatable Boat (RIB) and any other equipment the directors determine is necessary. This equipment will belong to OAS and is 'asset locked' to this company. It will be insured and adequately maintained. Some equipment may be loaned or leased from other similar organisations. To assist with the cost of operating this equipment, but only when not required by OAS, any equipment may be loaned to any suitable third party as approved by the directors in return for a donation. The minimum donation required will be set by the directors.

We will hold a licence from the Adventure Activity Licencing Authority (AALA) and maintain membership of other professional bodies as the directors see fit. OAS will undertake comprehensive risk assessments and operating policies for all activities and equipment used. These will follow guidelines from National Governing Bodies (i.e. BCU and RYA) and AALA. There will also be written policies for 'Equality', 'Child Protection' and 'Safety and conduct of staff and volunteers'. No activities will take place outside of these guidelines and policies, and no equipment will be used by persons unless suitably qualified to do so.

All activities will be supervised by appropriately qualified instructors. These may be directors of OAS or freelance instructors. They will be assisted by competent others as required, to ensure a sufficiently high staff/participant ratio. This ratio will depend on the nature of abilities of the participants. Where participants act as partners for people with disabilities due regard will be taken for their capacity to do so safely and competently. All adults involved in working with people under the age of 16 will undergo appropriate checks to comply with child protection requirements. All instructors and staff working on activities may be paid, at a rate decided by the directors. For every activity, the directors will appoint a 'lead professional' who will be suitably qualified to take responsibility for all aspects of the activity.

Directors will not normally be paid for being Directors, but any Director who assumes a specific role within the company may be paid for this service at a rate agreed by the directors, provide that funds allow this. OAS will have a business plan, and aims to operate on a commercial basis and to make a profit, thereby being 'self-financing' as soon as possible. As soon as finances allow OAS will employ young people with disabilities in administrative and assisting posts as required.

Initially OAS will produce a programme of activities scheduled for evenings, weekends and school holidays. As we develop and involve more groups it is hoped we can develop into a full time organisation, and employ more people who will work full time.

All Directors must support the Mission Statement. By agreeing to join the board of Directors an individual will signify acceptance of this by signing the Mission Statement. In the event of a dispute or uncertainty between the directors, we will refer to the Articles of Association and the Mission Statement for guidance. The Directors may make alterations to this Mission Statement at any time provided that a majority of Directors support the change, and that this fits with the aims and objectives of the company.

Signed by the Directors

Name _____ Signature _____ Date _____



Outlook Adventure Scotland CIC

SC413978

Business Plan – February 2013

Business Contact:	Simon Sims
Address:	Sandstones, Allan Square, Cromarty
Post Code:	IV11 8YF
Telephone No:	01381 600452 / 07770 885619
E-mail Address:	outlookadventure.scotland@gmail.com
Website Address	Under Development

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1. Executive Summary

For the past 11 years, we have been providing adventure activities to “Visually Impaired and/or otherwise disabled” young people in England and Scotland through The Outlook Trust, a registered charity. Building on this experience and expertise, we have now formed a Community Interest Company (CIC) to work mainly in Scotland, “Outlook Adventure Scotland CIC”.

The aims of our company are:

To carry out activities, which benefit the community, and in particular (without limitation):

1. The organisation of recreational activities, with the object of improving the conditions of life for people whose lives are impacted by disability, disadvantage or illness.
2. The promotion of Equality and Diversity by providing opportunities for able-bodied people and people with disabilities to work together as partners in the participation of outdoor activities.

We will do this by:

1. Providing outdoor activities to people with a disability or disadvantage from Scotland and beyond.
2. Providing opportunities for able-bodied people to take part in activities as partners with participants who are disabled or disadvantaged.

We will fund this in a number of ways.

1. We will apply directly to various funding bodies for grants and awards as appropriate to its activities, and to source equipment.
2. We will work independently or with other partner organisations to provide opportunities for fund raising activities.
3. We will at times provide outdoor activities or services to third parties on a commercial basis, as long as the income generated is used to help fund activities for disabled and/or disadvantaged people.

Initially we will produce a programme of activities scheduled for evenings, weekends and school holidays. As we grow and involve more groups, it is hoped we can develop into a full time organisation, and employ more people who will work full time. We aim to employ some young people who have disabilities as part of our team and as part of our commitment to providing employment opportunities to young people within the disabled community. We also hope to be financially self-sufficient in time as our commercial activities will provide the funding for our work with those who are disabled or disadvantaged.

At present, our fundraising is focussed on two levels; we are seeking funding to obtain the outdoor equipment we require to offer our activities, and are looking to fund a range of activities to meet our operating costs for the first two years. We have a programme of activity projects planned for 2013 and need to ensure we can finance these and secure the necessary equipment. Some projects have already attracted funding and we are working to secure more. We have some equipment available to us temporarily from The Outlook Trust, but we need to work towards replacing and improving this as soon as possible. For this reason, we are applying to some funders for help with capital expenditure for equipment, and to others for operating costs to provide our first 2 years of activities, and to cover expenses such as insurance and licences required within this sector.

2. Business Overview

Introduction

This Business plan sets out how we intend to develop the Community Interest Company “Outlook Adventure Scotland CIC”. This is an adventure company specialising in providing outdoor activities to people with a disability or disadvantage.

Background

11 Years ago one of our Directors set up “The Outlook Trust”, a registered charity providing adventure activities to “visually impaired and /or otherwise disabled young people”. The Outlook Trust has worked in both the Lake District

and in Scotland to provide a range of activities, including sailing, kayaking and canoeing, climbing and abseiling, and tandem riding. In Scotland, the Outlook Trust has organised weekly sailing on the Caledonian Canal and Loch Ness, kayak expeditions including a crossing of the Caledonian Canal, and camping trips to the west coast. It has now been generally agreed that a separate organisation based in Scotland would be the best way to meet the needs of the young people with disabilities here. We are forming a new organisation in Scotland to be managed locally, and need to raise funds to purchase new equipment and provide a programme of activities.

Legal and Employment Issues

We have formed a Community Interest Company (CIC) called "Outlook Adventure Scotland (OAS) CIC". A CIC has the same ability to seek funding and generate income as a registered charity as it is a 'not for profit' organisation and all surplus funds are returned back to the organisation. Eventually we hope to be financially self-sufficient and to employ as many disabled young people as possible to help us run the company.

The present board of directors are Hussein Patwa (who has a Business Management & Change MSc and e-Business BSc Honours, and who is visually impaired), Ian Bowler, a qualified teacher of pupils with Additional Needs (including a postgraduate qualification in teaching the hearing impaired) and an experienced and highly qualified outdoor activity coach, and Simon Sims, who is also a qualified teacher of pupils with Additional Needs (including a postgraduate qualification in teaching the visually impaired) and holds coaching qualifications in a wide range of outdoor activities. We will recruit up to four further directors, with the aim that some will be young people with disabilities or disadvantage.

Outlook Adventure Scotland will work to provide a wide range of adventure activities to disabled and disadvantaged people in Scotland. This will include weekly sessions in the Inverness area to sail, kayak and canoe on the Caledonian Canal, Loch Ness and the Moray Firth, and also tandem riding, climbing and abseiling. We will also offer expeditions, for example, through the Caledonian Canal, around the Moray Firth, and on the west coast around the sheltered sea lochs and islands such as Raasay and The Small Isles.

We believe there is a need for our company because our research indicates that there are very few Highlands based providers of outdoor activities who are resourced for and are competent at providing outdoor activities to people who have disabilities. We have this expertise and experience through our careers and operating The Outlook Trust. We believe that following the positive influence of the Paralympics on society's attitudes towards disability this is an excellent time to promote such partnerships. We want to expand our work to include people of all ages and backgrounds with a wide range of disability or disadvantage. We also intend to work with able-bodied people who will form partnerships with people who are disabled to participate in adventure activities. We believe this is a valuable social endeavour to promote inclusion and understanding, and as such, a valid cause to attract funding and support.

Location

The company will be based in Inverness. The area is ideal for all our activities. Inverness is ideally placed for easy access to the Caledonian Canal and Loch Ness, and the Moray Firth is close for activities on the sea. It is easy to travel south to the Cairngorm National Park in 40 minutes or to the West Coast in an hour. Inverness has excellent road, rail and air connections to the rest of Britain, with daily flights from Gatwick and Bristol, and regular trains, including a sleeper service, from London and all major Scottish cities. We envisage our clients to come from Inverness and the Highlands, but also from further afield once we advertise our activities.

Objects

The objects of OAS (from section 5 of the Articles of Association) are:

To carry out activities, which benefit the community, and in particular (without limitation):

1. The organisation of recreational activities, with the object of improving the conditions of life for people whose lives are impacted by disability, disadvantage or illness.
2. The promotion of Equality and Diversity by providing opportunities for able-bodied people and people with disabilities to work together as partners in the participation of outdoor activities.

We will do this by:

1. Providing outdoor activities to people with a disability from Scotland and beyond.

And:

2. Providing opportunities for able-bodied people to take part in activities as partners with participants who are disabled.

Although the activities will be provided mainly for people living in Scotland, there will be no limitation by way of where a person lives, their age or disability on their participation. Our activities will include:

Sailing, on both the sea and inland on The Caledonian Canal. We have had use a Drascombe Gig for the past 12 years, this is a 25' Gaff rigged open sailing boat which is excellent for sailing with people with disabilities, but this has now been moved to England and we are seeking funding to obtain another to be based in Scotland. We are also looking to purchase a Hunter Sonata racing yacht, which we will use to sail with physically able young people;

Double and Single Kayaking, using a fleet of double kayaks which can be used by disabled and able bodied people working in partnerships, both for single day sessions and multi-day expeditions;

Open Canoeing – river and loch trips, single day sessions or overnight expeditions;

Mountain Biking, using tandem and single mountain bikes; Climbing and Abseiling; Gorge walking.

Commercial activities

We also intend to operate as a commercial activity provider and trainer providing BCU and RYA courses, and skills development in sailing, canoeing and kayaking.

We will also facilitate fund raising expeditions and activities where the participants make a contribution to us in return for providing the activity and supervising.

We will work with young people experiencing social and emotional difficulties using outdoor activities as a vehicle for skills development in association with education authorities and social services, and we will provide corporate programmes and expeditions.

As a “Not for Profit” organisation all surplus funds from these activities will be returned to the company to help fund our charitable activities.

Current Position

We have been awarded a level 1 Millennium Award by ‘Scotland Unlimited’. We have obtained Public and Employers Liability Insurance and opened a bank account with HSBC. We have made several applications for funding and are actively applying to other organisations for this. We have a corporate logo and letterhead and have started developing a website for advertising and marketing.

We have been contracted by Cromarty Youth Club to provide 72 hours of sailing activities during the summer of 2013 @£50/hour, with the possibility of an extension into 2014. We are exploring working with other organisations. In addition, we have funding to provide an activity week for disadvantaged young people in summer of 2013.

We are operating in a developing industry. The Olympic and Paralympic Games have inspired a wide range of people, able bodied and disabled, to take part in adventure activities. There is a growing awareness of the need to provide equal access to activities for all people, and to promote health and fitness, especially for young people and people with disabilities.

Prior Experience

As a Trustee of The Outlook Trust for the past 11 years, Simon Sims has excellent connections with a number of disability groups, and together we have many contacts throughout the region. Having made a number of informal enquiries, we believe that there is a market for our activities and are designing a brochure (using funding from Scotland Unlimited) to distribute to relevant organisations. We have also researched the availability of providers in the area who cater for disabled participants and found no one who is able to specialise in this way. We have investigated opportunities for commercial activities. We would look to offer qualification courses from National Governing Bodies such as the RYA and BCU. There are a few providers doing this but few in the Inverness area.