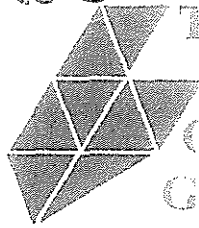
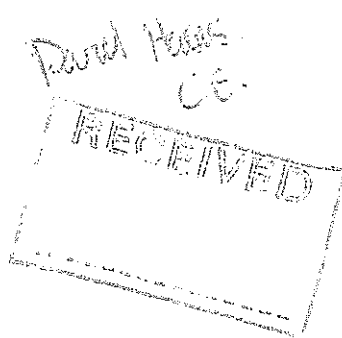


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The Highland Council  
Comhairle na Gàidhealtachd

**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:**

Inverness Tennis and Squash Club

**Name of Project or Activity Requiring Support:**

Replacement of tennis courts

**Which of the Council's funding streams are you applying to?**  
*(Please provide closing date details where applicable)*

Inverness Common Good Fund

**Is the amount you are applying for:**

- £5,000 or under
- Under £10,000
- £10,000 or over

**Total amount applied for: £14,000.....**

**Estimated cost of funding in kind applied for: £...0.....**

**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**

0

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

Third Sector (voluntary or community) organisation	X	Community Council	
Registered Charity If yes – Registration number ... SC044150.....	x	Company Limited by Guarantee If yes – Company Number .....	
Other - please specify.....			

**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			
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## 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?

Construction of 3 tennis courts

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)..... September 2013.....

End date (month and year)... October 2013.....

Location... Bishops Road, Inverness.....

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.

Financial assistance towards the capital cost of constructing 3 new tennis courts

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?

The Club is open to all members of society, without discrimination on the basis of sex, sexual orientation, colour, race, religion, cultural background, disability or any other divisive criteria. It is comparable in that respect to most other sporting organisations in Inverness (such as football, rugby, bowling, golf, etc). Temporary membership is available for visitors, guests and occasional players.

Club membership is a broad cross-section of Inverness society, with balanced representation of gender, age, occupation and income categories. The Club's sporting and social programmes foster inclusion, mixing and fellowship.

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

This has not arisen as an issue, and the Club has no policy on the matter. However, it would be willing to consider any suggestions about this.

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:

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 £
Staffing					
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Complete renewal of 3 tennis courts at Bishops Road, including replacement of court foundations/substrate and artificial grass playing surface, and associated works.	98,500			
<b>Total Project Cost £</b>		98,500			
<b>Total Funding Request £</b>		14,000			

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 £
Tennis Scotland (LTA)	14,000			14,000
Robertson Trust	10,000			10,000
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/> (both)				
Own resources	10,000			10,000
Borrowings (bank, club members loan scheme)	50,500			50,500
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
<b>Totals</b>	84,500			84,500

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)

The existing tennis courts are worn out, and becoming dangerous. There is increased court usage because of growing numbers, particularly young people.

- o The courts suffered serious damage 7 years ago from air-born debris arising from the demolition of the old Eden Court Theatre buildings, located close by. No compensation was provided, in spite of request.
- o Court usage is increasing, particularly from young people, increasing the pressure and deterioration on the courts. Club membership has been growing steadily, particularly in the tennis section. This is partly due to the 'Andy Murray' factor, but also the Club's very successful youth coaching programme. Outreach work in primary schools has been very successful in opening up sporting opportunities to many.
- o Youth membership at the Club currently stands at over 100 and is growing at about 10% annually. In addition, numerous non-members participate in the Club's coaching programmes, approximately 150 during 2012. Free introductory coaching, and 'Cardio-Tennis, have seen rapid increases in court usage. And at the competitive end, success and enthusiasm are reflected in the Highland area competitive leagues, which have been dominated in recent years by the Club's youth teams at all age groups.
- o Adult membership and court use also stand at a very high level, with strong participation in competitive and social activity programmes.
- o Inevitably, this increasing volume of court use has led to accelerated deterioration of the already vulnerable court surfaces, which are now no longer fit for purpose and are becoming dangerous in places.

1.12 Is this a new or additional activity or project? – Yes  No  X  
If yes, what change will your activities or project make in your community?

Replacement of the Tennis courts will enable the Club to continue its successful activity programmes, with a particular focus on youth coaching and development. These programmes have brought growing number of young people and adults into the sport of and stimulated a strong tennis culture in the city. The Club's tennis coach was designated "Scottish Tennis Coach of the Year" in 2012, primarily for his work with youngsters.

Without the court replacement, this activity would cease, and the sporting loss to Inverness would be very significant. With the replacement, the programmes may look forward to continuing successful expansion, bringing real benefits to the sports, fitness and social welfare of the city.

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

Courts were last upgraded 12-15 years ago. They are now badly in need of restoration.

- 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
Continued operation of all tennis activities, including youth coaching and competitive matches	Increase in membership and participation in youth coaching programmes	Further increase in membership and participation

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

The new courts will have an expected life-span of 12-15 years, possibly more with full maintenance.

There has been some discussion (and press coverage) about a possible relocation of the Club after sale of its existing property. Some talks have been held with Highlands & Islands Enterprise and University of the Highlands & Islands about a possible co-location at a proposed sports complex at the new university campus at Beechwood, in the eastern suburbs of Inverness.

However, many uncertainties attach to this possibility. The sports complex has comparatively low priority in the campus development project, and the business case for its funding will not be completed until mid 2014. Even if the substantial public funding from Scottish Government required for its implementation is promptly agreed (an unlikely outcome) the earliest date for its opening is likely to be 2016.

Any relocation of the Tennis Club to that complex would depend upon sufficient funds being realised from the sale of its present site to enable it to negotiate a 'buy in' to the new complex to secure a sufficient level of playing facilities (both tennis and squash), assured playing time access, and preservation of the club's identity and ethos within the complex, to satisfy the Club's needs and ambitions. While the Club must investigate this option while the possibility exists, these negotiations will be complex and the outcome highly uncertain.

Meanwhile, the tennis courts must be replaced, or the tennis section of the Club will cease to exist.

In these most unusual circumstances of acute need and genuine uncertainty, the Club will provide a firm undertaking that, should it decide to relocate within the next 10 years, it will repay grant monies it may now receive towards the cost of the present court replacement project. This would be a first call on the funds received from any future sale of its existing property and would be repaid on the date of relocation on a straight line reducing basis (e.g. if the Club moved in 5 years time, half of the grant would be repayable, etc).



The Club is straining every financial sinew at its disposal to provide over 60% of the project cost from existing resources and borrowings. Without the grant assistance now sought in this and the other 2 applications, it will be extremely problematic that the Club could carry the burden of bank borrowing which the project would then require.

## 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

Inverness Tennis and Squash Club

Organisation address

5 Bishops Road  
Inverness

Postcode IV3 5SB

Website

www.invernesstennisandsquash.org

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

Inverness West

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

Name

Title: Dr      Forename/s: Michael      Surname: Gregson

Position in organisation:

Management Committee Member/Trustee

Address

Inverness Tennis and Squash Club  
5 Bishops Road  
Inverness

Postcode IV3 5SB

Phone number

Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email address

\_\_\_\_\_

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

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

3.3 a) When did your organisation start?  
 Month.....?.....Year...1888.....

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 surrounding area.

All age groups. Strong youth and senior sections.

All sections of the community

c) Is there any restriction on who can join your organisation?

Yes  No  If yes, what are they and why do you have them?

Club membership is open to all, without restriction. Visitors, guests and occasional players are welcomed on a temporary membership basis.

d) How many people are on your governing body or management committee? ...7...

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

Brigitte Johnstone	Secretary

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 4: YOUR BANK DETAILS AND OTHER INFORMATION**

Guidance on completing part 4: YOUR BANK DETAILS AND OTHER INFORMATION

4.1 **Name of Bank**

\_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Title of Bank Account:**

Inverness Tennis & Squash Club

**Account Number:**

\_\_\_\_\_

**Sort Code:**

\_\_\_\_\_

4.2 **Please show other bank or building society accounts held:**

<b>Name of Bank</b>	<b>Type of Account</b>
_____	_____
<b>Name of Bank</b>	<b>Type of Account</b>
_____	_____
<b>Name of Bank</b>	<b>Type of Account</b>
_____	_____
<b>Name of Bank</b>	<b>Type of Account</b>
_____	_____

4.3 **Please list everyone who can authorise transactions from the accounts:**

<b>Name</b>	<b>Position on Organisation</b>
David Henderson	Chair
Colin Burke	Vice-chair
John Kynoch	Treasurer
Michael Gregson	Committee Member/ Trustee

## 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:

- X 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..
- X 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.
- X c) A copy of your organisation's last 3 months bank statements (for very new organisations a single bank statement will be sufficient).
- X d) Evidence that you have secured three quotes for all goods or services of over £5000 (see guidance notes).
- e) Any other documentary evidence which is available to support your answer to Q 1.11
- X f) 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.

**INVERNESS TENNIS AND SQUASH CLUB**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2012**

	2012		2011
	£	£	£
<b>INCOME</b>			
Entrance fees		760	340
Members' subscriptions [year to 31.03.2013]		70,545	64,464
Visitors' fees		2,244	1,289
Booking fees		1,562	4,526
Tokens		5,768	522
Studio		4,274	4,286
Miscellaneous		202	10,694
Profit/(Loss) from shop		4,029	4,782
VAT adjustment		1,624	1,008
Donations		-	952
Big Lottery grant		-	2,000
Sponsorship		4,919	1,110
		<u>95,927</u>	<u>95,973</u>
<b>LESS: EXPENDITURE</b>			
Management	42,558		26,767
Heat and light	16,097		14,360
Rates and insurance	4,526		3,919
Upkeep and repairs	10,021		6,171
Website costs	840		-
Telephone	1,224		1,474
Affiliation fees	2,862		2,949
Postage, stationery, advertising and sundries	824		2,457
Professional fees	1,704		26,696
Donations	283		-
Bank interest and charges	2,365		2,638
Depreciation of furniture and equipment	2,080		1,713
		<u>85,384</u>	<u>89,144</u>
<b>SURPLUS FOR YEAR</b>		<u>10,543</u>	<u>6,829</u>



**INVERNESS TENNIS AND SQUASH CLUB**

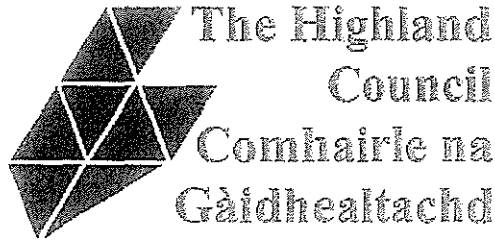
**BALANCE SHEET**

**AS AT 31 DECEMBER 2012**

	Note	2012		2011	
		£	£	£	£
<b>FIXED ASSETS</b>	2		260,577		259,679
<b>CURRENT ASSETS</b>					
Stock for resale		5,668		8,059	
Debtors/Prepayments		12,600		11,674	
Cash in bank		4,890		9,489	
Cash on hand		250		684	
		<u>23,408</u>		<u>29,906</u>	
<b>CURRENT LIABILITIES</b>					
Creditors/Accruals		4,711		8,731	
Bank loans/overdrafts		-		6,300	
		<u>4,711</u>		<u>15,031</u>	
<b>NET CURRENT ASSETS/ (LIABILITIES)</b>			18,697		14,875
<b>LONG TERM LIABILITIES</b>					
Bank loan			-		(5,250)
<b>GRANTS</b>	3		(2,293)		(2,866)
<b>NET ASSETS</b>			<u>276,981</u>		<u>266,438</u>
<i>Reconciled as follows:</i>					
Net assets at 31 December 2011			266,438		259,609
Surplus for year			<u>10,543</u>		<u>6,829</u>
			<u>276,981</u>		<u>266,438</u>

These financial statements were approved by the committee of management on ..... and are signed on their behalf by:

JOHN KYNOCH  
TREASURER



**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:**

Blythswood Care

**Name of Project or Activity Requiring Support:**

Highland Foodbank

**Which of the Council's funding streams are you applying to?**  
(Please provide closing date details where applicable)

Inverness Common Good Fund

**Is the amount you are applying for:**

£5,000 or under     Under £10,000     £10,000 or over

**Total amount applied for: £20,000.....**

**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 checked="" type="checkbox"/>	Community Council	
Registered Charity If yes – Registration number SC021848.....	<input checked="" type="checkbox"/>	Company Limited by Guarantee If yes – Company Number .....	
Other - please specify.....			

**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?

Highland Foodbank

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) On-going plus extension of the service to a a second site in Inverness. The launch date is dependent upon the receipt of funding, but we hope to launch in early 2014.

End date (month and year).....

Location. The Foodbank is an on-going project. However a significant part of the funding we are seeking will be used to launch a second Foodbank distribution centre in Hilton, Inverness and maintain the service there in its first year.

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.

The Highland Foodbank was launched in 2005 with the opening of the Foodbank Centre in Madras Street, Inverness. The Foodbank exists to provide emergency food supplies to local people suffering financial crisis – these come from a wide cross-section of the community including people awaiting benefits, people on low incomes, and people who have been made redundant. The food distributed by Highland Foodbank is donated by members of the local community. The Foodbank has a Highland-wide reach, but the vast majority of clients come from the Inverness Wards, and the operation is co-ordinated from the Inverness Foodbank Centre. Usage of Highland Foodbank remains high – 2379 people were provided with food from 1<sup>st</sup> January – 15<sup>th</sup> September 2012; the total for the corresponding period in 2013 was 2765 – an increase of 16.2%.

The £20,000 being sought from the Common Good Fund will contribute to the total running costs of the Inverness element of the Project, which amount to £40,620 per year (See detailed figures below) and will also enable the opening of a second Foodbank Centre in Hilton, Inverness, serving the southern part of the City.

Donated food is warehoused at the Blythswood Depot at Deephaven, Evanton, from where it is distributed to the Foodbank Centre and to partner agencies throughout the Highlands.

In the last four months a Foodbank Development Officer has been in post, with responsibility for developing Foodbank in parts of the Highland Council area other than

Inverness and Nairn.

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?

The service provided by Highland Foodbank addresses in an equitable way the needs of people in the community who are facing financial crisis. The Foodbank service is available to everyone in need, and clients are referred by one of the local partner organisations, of which there are about 90, including the Highland Council's Social Work Service, the Inverness Service Point, and the local Women's Refuge. These partner organisations are responsible for assessing the need of the clients before referring them. The opening of a second Foodbank Centre in Hilton, Inverness will enable people in the south of the city to access the service more easily. In addition its opening days and hours will co-ordinate with those of the Madras Street Centre, so that the Hilton Centre (open 6 hours per week initially) will be open when the Madras Street

Centre (open 8 hours per week) is closed and vice versa – this will increase the number of hours per week when the Foodbank service is accessible in Inverness.

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

- 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:

I have been in contact via email with Hilary Tolmie at the Town House about this application, and Councillor Jimmy Gray is aware that we are making this application.

- 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
N/A	
N/A	
N/A	

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 £
Staffing	<p>The total salary cost for the Inverness element of the Highland Foodbank project. Inverness City accounts for 59% of the activity of the total Project. Salary of part-time Foodbank Co-ordinator for Inverness and Nairn, and 59% of the salary of the full-time Warehouse manager, and the part-time Warehouse assistant</p> <p>Additional hours for the new Hilton Foodbank Centre.</p> <p><b>Set-up:</b> Hours required to set up new centre, liaise with facility provider, liaise with partner agencies, train staff member, identify and train volunteers, set up administrative procedures. 40 hours</p> <p><b>On-going:</b> 9 hours per week for opening/closing the Centre and supervising volunteers during opening hours, plus 3 hours per week additional admin costs = 12 hours per week. 624 hours for the first year</p>	<p>£26,000</p> <p>£500</p> <p>£7,500</p> <p><u>£34,000</u></p>			
Other Costs e.g. property costs, transport, equipment, insurance, marketing	<p><b>Total costs for continuation of existing project:</b></p> <p>Vehicle and transport expenses (59%)</p> <p>Administration and Office Expenses for Inverness element of the total Project</p> <p>Warehouse costs (59%)</p> <p>Madras Street rent</p> <p><b>Costs for expansion to Hilton</b></p> <p>Vehicle and transport expenses</p>	<p>£5,310</p> <p>£3,000</p> <p>£5,310</p> <p>£1000</p> <p><u>£14,620</u></p> <p>£500</p>			

	Administration and Office Expenses	£500			
	Warehouse costs				
	Hilton Premises rent	£1000			
		£1000			
		<u>£3,000</u>			
<b>Total Project Cost for the Inverness element of the Project £</b>		51,620			
<b>Total Funding Request £</b>		20,000			

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 £
The annual costs of the Foodbank project are met from the funds of Blythswood Care and from personal donations from individuals.				
Annual cost of Inverness element of the existing Project (ie excluding Hilton development) assuming this application to the Common Good Fund is successful	£31,620			
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
<b>Totals</b>	£31,620			

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

Over the 8 years since Highland Foodbank was established, there has been a steady increase in demand for its services and all indications suggest this increase is likely to continue. This reflects national trends. Within Inverness although there are more clients from the Central Ward than from any other part of Inverness, there continues to be high levels of demand from areas which would be best served by provision in the Hilton area – for example, between 1<sup>st</sup> January and 15<sup>th</sup> September 2013, 297 people from Ness-side, Millburn and Inverness South Wards were helped at Foodbank. Some of these clients have actually not taken their full quota of food – not because they didn't require it, but because the food they had received was too heavy to be carried up to the Hilton side of town and they had no resources to pay for bus or taxi. In addition, it is anticipated that once provision is open in Hilton, partner agencies working in that area will refer more clients to the service, knowing that they will be able to access it easily. Finally, by co-ordinating opening hours with those at Madras Street, the new project will enable Foodbank provision to be available to Inverness citizens as a whole for a greater span of hours each week.

- 1.12 Is this a new or additional activity or project? – Yes  No  **It is an existing project, but with a significant additional element – the launch of the Foodbank Centre in Hilton**

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

See above. The development in Hilton will

- Provide ease of access to the Foodbank service in the Ness-side, Inverness South and Millburn Wards of the city
- Increase the number of hours the Foodbank service is available in the city
- Allow the Foodbank service to be available in the city Monday-Friday, whereas at present it is available Tuesday-Friday

The Hilton Foodbank Centre will make it easier and less stressful for people in financial crisis in Inverness, and particularly in the Ness-side, Inverness South and Millburn Wards to access a Service which makes a significant contribution to people's lives at a difficult time.

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

Funded by Blythswood Care with, in addition, generous donations from the Common Good Fund. Within the last three years we have also received £1,000 from the Ross-shire Free Masons and £1,000 from the Richard Fraser Charitable Trust.



- 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
Premises secured for Hilton Foodbank Centre		
6 volunteers identified and trained for working at Hilton Foodbank Centre		
Partner agencies notified of the opening of the Hilton Foodbank Centre		
500 clients assisted at the Hilton Foodbank Centre in the first year of operation		
50 clients referred to other agencies for support with issues identified during their visit to the Hilton Foodbank Centre		
Current operation of the Madras Street Foodbank Centre continues		

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

The major source of funding for the Foodbank project as a whole will be Blythswood Care. At the end of a year of successful operation of the new Hilton Foodbank Centre we will consider seeking additional funding from the Common Good Fund, seeking other sources of funding, or meeting the on-going costs from within the Blythswood Care budget.

## 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

Blythswood Care

Organisation address

Highland Deephaven, Evanton, Ross-shire

Postcode

Website

www.blythswood.org

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

Our project covers all Wards in Inverness. The proposed new Hilton Foodbank Centre will serve the Ness-side, Inverness South and Millburn Wards

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

Name

Title: Mrs Forename/s: Lorna Surname: Dempster

Position in organisation:

Highland Foodbank Co-ordinator (Inverness and Nairn)

Address

Blythswood Care, Highland Deephaven, Evanton, Ross-shire

Postcode IV16 9XJ

Phone number

Day: Evening: . . . . .

Email address

foodbank@blythswood.org
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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)

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3.3

- a) When did your organisation start? Month.....Year 2005
- 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?

<p>The Highland Foodbank's parent organisation Blythswood Care was launched in the mid-1960s. Blythswood Care is committed to providing holistic care for people marginalised and in need, chiefly in Eastern Europe and India, but also through the Foodbank Project in the Scottish Highlands. The Highland Foodbank was launched in 2005 with the opening of the Foodbank Centre in Madras Street, Inverness. The Foodbank exists to provide emergency food supplies to local people suffering financial crisis – these come from a wide cross-section of the community including people awaiting benefits, people on low incomes, and people who have been made redundant. The food distributed by Highland Foodbank is donated by members of the local community. The Foodbank has a Highland-wide reach, but the vast majority of clients come from the Inverness Wards, and the operation is co-ordinated from the Inverness Foodbank Centre. This current proposal envisages opening a second Foodbank Centre in Inverness, in the Hilton area.</p>
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- c) Is there any restriction on who can join your organisation?

Yes  No  If yes, what are they and why do you have them?

<p>The Food Bank is not a membership organisation. The service it provides is available to everyone in need, and clients are referred by one of the local partner organisations, of which there are about 70, including the Highland Council's Social Work Service, the Inverness Service Point, the Homeless Day Centre and the local Women's Refuge. These partner organisations are responsible for assessing the need of the clients before referring them.</p>
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- d) How many people are on your governing body or management committee? The ultimate governing body is the group of Trustees of Blythswood Care of whom there are 5.

- 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?

<b>Year 1: We received a contribution to the general running costs of the project from the Inverness Common Good Fund in 2010/11</b>
<b>Year 2: We received no funding from the Council in 2011/12</b>
<b>Year 3: We received a contribution to the general running costs of the project from the Inverness Common Good Fund in 2012/13</b>

- b) How much funding do/did you receive?

<b>Year 1: £5,000 in winter 2010/11</b>
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<b>Year 2:</b>
<b>Year 3: £10,000 in 2012/13</b>

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

<b>Year 1: None</b>
<b>Year 2: None</b>
<b>Year 3: None</b>

## PART 4: YOUR BANK DETAILS AND OTHER INFORMATION

Guidance on completing part 4: YOUR BANK DETAILS AND OTHER INFORMATION

4.1 **Name of Bank**

**Address:**

**Title of Bank Account:**

**Account Number:**

**Sort Code:**

4.2 **Please show other bank or building society accounts held:**

**Name of Bank**

**Type of Account**

Name of Bank	Type of Account
Name of Bank	Type of Account
Name of Bank	Type of Account

**4.3 Please list everyone who can authorise transactions from the accounts:**

Name	Position on Organisation
Paul Davidson, Financial Controller at Blythswood Care	

## 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).
- e) Any other documentary evidence which is available to support your answer to Q 1.11
- [✓] f) 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.

## 5.2 Declaration

We confirm that we are allowed to submit this application on behalf of:

**Name of Organisation:**

Blythswood Care (Highland Foodbank)

We undertake to ensure that all the necessary enclosures are included, that the information is, to the best of our knowledge, accurate and that this application complies with the Highland Council's Conditions of Award.

The data you have provided in the application and claim forms will be recorded on an electronic data base and are subject to the provisions of the Freedom of Information Act (Scotland) Act 2002, the Data Protection Act 1998.

Please provide 2 signatures. Signatory 1 should be the Chairperson of the Organisation and signatory 2 should be the person who has filled out the form. If these two people are the same, signatory 2 should be another member of your organisation's committee.

**Hilary Tolmie**

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**From:** Lorna Dempster  
**Sent:** 29 August 2013 11:08  
**To:** Hilary Tolmie  
**Subject:** Highland Foodbank

Hello Hilary,

Thank you for your recent telephone call. Please find below the information requested.

Between the beginning of January 2012 and the 22<sup>nd</sup> August 2012 we helped 2174 people throughout Highland - just under half of that figure came from Inverness wards. For the same period this year we have helped 2373 - 1015 of these people came from Inverness wards.

Inverness Central Ward has always been, and remains our highest area of need, and Inverness Ness-side has been our second highest.

The vision for Highland Foodbank is to develop other areas of the Highlands and this process began earlier this year when Blythswood care appointed a Foodbank Development Officer for areas out-with Inverness and Nairn.

The plan is to open a Foodbank distribution centre in Nairn sometime in the future.

Currently we are looking to open a second distribution centre in the Hilton area of Inverness. As this is our second highest ward where people are referred to Foodbank from, we believe that it would make Foodbank more accessible to people living in other areas of Inverness. We often see people struggling to carry the bags of shopping we give some distance back home, after having already walked to the Centre in Madras Street.

This would involve

- locating suitable premises to rent
- Set up costs including travel and salary
- On-going salary for the supervision of this new Centre
- Administration costs

This is likely come to a total of somewhere in the region of £11,500

£2000 for rent of premises (assuming we can use a church)

£2500 for set up costs including travel and salary

£4000 for on-going salary for the supervision of the new centre

£3000 for admin costs

If we are successful in receiving £20,000 from the Inverness Common Good Fund we would be able to take this development forward much sooner than anticipated. We have not received grants of funds from any other source.

Please get in touch if there is any other information you need.