

Policy No 3644

CAF/13/0006



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

**Name of Organisation:**

Hands Up for Trad

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

The Scots Trad Music Awards

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

*(Please provide closing date details where applicable)*

Gaelic Funds (Budget)

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

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

**Total amount applied for: £ 26,800**

**Estimated cost of funding in kind applied for: Please see 1.8 regarding Venue fees**

**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**

Equipment and Resources to stage The Scots Trad Music Awards in Inverness in December 2014

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number	X 035 190	Company Limited by Guarant If yes – Company Number	X SC 236 428
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?

The Scots Trad Music Awards

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)	Thursday 4 <sup>th</sup> December 2014 (Get In) Friday 5 <sup>th</sup> December 2014 (Fit Up) Saturday 6 <sup>th</sup> December 2014 (Technical Rehearsals and Event)
End date (month and year)	Sunday 7 <sup>th</sup> December 2014 (am Get Out)
Location	Inverness Leisure Centre

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 MG ALBA Scots Trad Music Awards, produced by Hands Up for Trad in partnership with our Media partners MG ALBA, is a major, national cultural event who's aim is to highlight Scotland's wonderful traditional music in all its forms and to create a high profile opportunity, bringing Scottish traditional music and the music industry into media spotlight resulting in increased public attention. The Scots Trad Music Awards provide a glittering "Oscars" like performance showcase, with 18 Awards selected following a rigorous public voting system, which attracts over 100,000 votes from across the world.

The Scots Trad Music Awards have been broadcast for the last six years on BBC ALBA, (as a bilingual presentation in both Gaelic and English). They are also available on BBC iPlayer and Freeview. We can confirm that the Scots Trad Music Awards are one of the most viewed broadcasts on BBC ALBA, with viewing figures in excess of 500,000.

Hands Up for Trad has a strong commitment to present the Scots Trad Music Awards outwith Scotland's central belt, ensuring that we reach audiences from a wide geographical spread as well as placing the event at the heart of the communities where Scottish Traditional is thriving, placing a unique distinctive cultural emphasis from our host area.

In recent years the Scots Trad Music Awards have taken place in:  
Dumfries -2009  
Perth - 2010 & 2011  
Fort William – 2012  
Aberdeen – 2013

Since it's inception 12 years ago, the Scot's Trad Music Awards have grown hugely, helping to present Scottish Gaelic culture as a mainstream presentation by bringing together high profile musicians, policy makers, audiences and other leading agencies. The event requires venues which can offer an increased capacity which was what has underpinned our choice regarding The Inverness Leisure centre (along with a longstanding ambition the bring The Awards to Inverness and the Highland region). However, as an empty shell, Hands Up for Trad will have to hire and install a full lighting rig, staging, audio equipment including a large PA system which can accommodate complex Live sound mixes, as well as transplanting and accommodating staff and artists over three days in December 2014. This is hugely expensive and therefore we seek additional funding from the Highland Council in order to produce this high profile event in Inverness.

The Scots Trad Music Awards will benefit Inverness directly by bringing an increased footfall of visitors to the City, who will all require services and accommodation. Each year the event sells out and even in Aberdeen in 2013, it was a challenge for people to find accommodation. As part of the television broadcast, Inverness will be presented as the Highland's vibrant capital in the lead up to Christmas in 2014. The broadcast is shown on BBC ALBA each month throughout the following 12 months as well as a special features programme, both of which get sold to international broadcasting companies, further ensuring that Inverness is benefited further from hosting The Scots Trad Music Awards.

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?

Hands Up for Trad is committed towards producing and presenting events which adhere strictly to our equal opportunities policy, a summary of which is detailed below:

Hands Up for Trad aims to implement an equal, collective and ensemble approach to the work it does, where all voices are valued to enable a sense of collective ownership in the company. This extends not only in its approach managerially but also creatively across the board. The company aims to foster a sense that what it produces belongs to everyone. This is transferred to its audiences as a celebration of the spirit in which the company works.

- Hands Up for Trad strives to operate a policy of Equal Opportunity in all aspects of its work. The company values the contribution of the individual regardless of sex, age, disability, race, colour, religion, sexual orientation, social background or marital status.
- Hands Up for Trad applies an equal opportunities policy to all areas of its work; this includes the recruitment of staff, committees and Board members.
- All members of the company have a responsibility to follow this policy. Hands Up for Trad is committed to making this policy effective by encouraging staff awareness of the policy and codes of good practice.
- Hands Up for Trad undertakes periodic monitoring to assess and review the effective implementation of this policy. This is the responsibility of the Company Secretary.
- Any complaints regarding the breach of this policy are fully investigated by the Company Secretary.
- Hands Up for Trad endeavours to market its work to all members of the community and strives to make its work as accessible as possible.
- Hands Up for Trad ensures that publicity material does not contain sexist or racist language or imagery.
- Hands Up for Trad seeks to employ/contract a workforce which reflects the diverse community at large as a reflection of the individual and unique contribution of the people in that community irrespective of age, sex, race, marital status, disability, sexuality, colour, religion, ethnic or national origin, history of illness, needs of dependants and/or parenthood as well as political beliefs.

- Hands Up for Trad is committed to a policy of equality of opportunity in all areas of its work. In particular, Hands Up for Trad aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of age, sex, race, marital status, dependants and/or parenthood.

Hands Up for Trad places inclusion and equalities at the heart of all its activities. Music is an activity and language without barriers, which exists to unite communities. We work with individuals and groups from diverse backgrounds and with differing beliefs as well as with individuals who have special needs. We select venues with disabled access as well ensuring that our presentations are bilingual. Our website [www.scottishcultureonline.com](http://www.scottishcultureonline.com) has features for those with visual impairment.

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

The Scots Trad Music Awards contribute hugely towards the promotion of Gaelic in a contemporary Scottish cultural context. The use of Gaelic language is more than an additional extra at the Scots Trad Music Awards, Gaelic is interwoven throughout the planning and presentation processes. The bilingual presentation will be presented by Mary Ann Kennedy and Tony Kearney as well as broadcast live on BBC ALBA, BBC Scotland's Gaelic language digital channel. The broadcast will also be available on BBC iPlayer further presenting access to the Gaelic language for wider audiences. All press releases are issued in English and Gaelic and many of the staff who work on the event use Gaelic routinely as their primary language. Importantly, The Scots Trad Music Awards also celebrate the success and achievements of artists who use Gaelic as their primary creative source.

Additionally, the Awards themselves recognise the contributions to Gaelic specifically through two of the awards, including Gaelic Singer of the Year and Gaelic Services to the Community as well as a heavily influenced Gaelic programme of performers.

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:

- Morag Anna Macleod Mitchell, Gaelic Development Officer
- Mr K Murray, Gaelic Development Manager, Education, Culture and Sport Service
- Rob Gibson, MSP

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
We seek, as part of this application the fees towards the hire of Inverness Leisure Centre. We have included it as a fee detailed in budget rather than In Kind Support	£1500 x 3 + VAT

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 £ 2014	Year 2* £ 2015	Year 3* £ 2015	Total £
Staffing	Security	700	Not	Not	<b>700</b>
	Lighting Designer	1800	Applicable	Applicable	<b>1800</b>
	Technical Manager	3000			<b>3000</b>
	Artists	7500			<b>7500</b>
	Project Management	10000			<b>10000</b>
	Additional Staff	1000			<b>1000</b>
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Marketing	7000	Not	Not	<b>7000</b>
	Venue hire (inclusive VAT)	5400	Applicable	Applicable	<b>5400</b>
	Staging	3000			<b>3000</b>
	Masking/Blacks	1500			<b>1500</b>
	Lighting Hire	9000			<b>9000</b>
	Sound Hire	5000			<b>5000</b>
	Awards	1700			<b>1700</b>
	Chairs/Linen etc	2000			<b>2000</b>
	Table Dressings	1800			<b>1800</b>
	Wine	2500			<b>2500</b>
	Catering	1700			<b>1700</b>
	Accommodation for artists	6000			<b>6000</b>
	Insurance	700			<b>700</b>
Subsistence	500			<b>500</b>	
<b>Total Project Cost £</b>					<b>71,800</b>
<b>Total Funding Request £</b>					<b>26,800</b>

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 £
Creative Scotland (anticipated)	15000	Not	Not	<b>15000</b>
MG ALBA (unconfirmed (anticipated)	10000	Applicable	Applicable	<b>10000</b>
Other Sponsorship (anticipated)	17000			<b>17000</b>
Ticket sales (anticipated)	3000			<b>3000</b>
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>				
<b>Totals</b>				<b>45000</b>

\*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)

Over the Last 12 Years, the Scots Trad Music Awards have become a major, cultural, annual event, celebrating the success of established and emerging Scottish Traditional Musicians. The event attracts leading industry practitioners, artists, audiences, stakeholders, representatives from the Scottish Government and other leading agencies as well as national press and broadcast interest. It is the one event which brings together the industry. It is fair to say that over the last 12 years, The Scots Trad Music Awards have contributed hugely towards turning Scottish Traditional Music and Gaelic culture into a mainstream and highly recognised cultural and vibrant activity in Scotland.

The annual Media report for the Scots Trad Music Awards 2013 in Aberdeen will be available in the new year.

- 1.12 Is this a new or additional activity or project? – Yes  No

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

The Scots Trad Music Awards will present a distinct Highland cultural identity in Inverness, showcasing artists and music which originates from the host area. At this early stage, we are in negotiations with Shooglenifty, Fiddler's Bid, Julie Fowlis and Adam Sutherland for The Scots Trad Music Awards in 2014.

This will be our first visit to Inverness and although the logistics of staging an event of this size are challenged both practically and financially, we are confident that Inverness is the perfect location for the Scots Trad Music Awards in 2014. As the event has grown in size and by being broadcast on BBC ALBA, The Awards offer a really high profile opportunity to promote our host area through widespread marketing and press coverage ahead of the evening. Scottish Traditional Music has deep cultural significance to the Highland region and with strong Gaelic traditions, The awards, (which are presented as a bi-lingual presentation) will highlight Inverness and the Highland region at the forefront of Scotland's cultural identity in 2014.

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

Not Applicable

- 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
To Present The Scots Music Awards In Inverness, attracting a minimum of 500 new Audience Members from the Highland region	Not Applicable	Not Applicable
<p>To increase Gaelic usage in mainstream media, although at early planning stages, we would like to work alongside Gaelic Officers to establish contact with Gaelic speaking groups and perhaps feed into workshops. (These details are unconfirmed at time of submitting application, but would aim to develop further into 2014 and identify measurable and achievable outcomes).</p> <p>Additionally, we will aim to provide workshops and possibly also FOH performances with local Traditional music organisations, for example: Feis Rois.</p>		

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

Not Applicable



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

**There are no additional questions. 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

Hands Up for Trad

Organisation address

Suite 4  
Melville Drive  
70 Drymen Road  
Bearsden  
Glasgow

Postcode G61 2RH

Website

<http://projects.scottishcultureonline.com/scotstradmusicawards/>

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

The Activity will take place in Inverness but will benefit all council wards in the Highlands.

#### 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: Thoumire

Position in organisation:

Creative Director

Address

Suite 4  
Melville Drive  
70 Drymen Road  
Bearsden  
Glasgow

Postcode G61 2RH

Phone number

Day: 07775 854 572

Evening: 07775 854 572

Email address

[info@handsupfortrad.co.uk](mailto:info@handsupfortrad.co.uk)

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)

Not applicable

- 3.3
- a) When did your organisation start? Month February . Year 2002
  - 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?

Hands Up for Trad exists to promote Scottish Traditional Music through education, information and advocacy underpinned by an open, inclusive policy across our programme. Our projects attract artists, participants and audiences from across Scotland. Our programme includes a carefully constructed and interconnected programme of events which offers a lifelong relationship with Scottish Traditional Music, including:

**Tinto Summer School**, which provides a series of residential Traditional Music residential schools to young people with little or no experience of music making.  
<http://projects.scottishcultureonline.com/tinto/>

**BBC Scotland Young Traditional Musician of the Year**, where shortlisted young people receive professional development and intensive mentoring before competing for this highly coveted award which helps to launch professional careers.  
<http://www.scottishcultureonline.com/groups/bbc-radio-scotland-young-traditional-musician-of-the-year-award/>

**Scots Trad Music Awards (see above)**  
<http://projects.scottishcultureonline.com/scotstradmusicawards/>

**Distil** provides professional traditional musicians from across Scotland to collaborate with leading musicians from other genres as part of an intensive professional and creative development residential retreat.  
<http://projects.scottishcultureonline.com/distil/>

**Scottish Traditional Music Hall of Fame** which recognises the contribution made by individuals to the industry throughout their lifetime.  
<http://projects.scottishcultureonline.com/hall-of-fame/>

**Scotland Sings** provides training and performance opportunities across Scotland for community singing groups, Now in it's third year, Scotland Sings forms part of The Scottish Governments Winter Festival's initiative and is an established part of St Andrew's Day celebrations.

<http://projects.scottishcultureonline.com/scotlandsings/>

**The Big Song Relay, in 2014**, Hands Up for Trad will produce the Big Song Relay as part of the Big Big Sing, produced by Glasgow UNESCO City of Music, where community singing groups will accompany the Queen's Baton Relay as it travels across Scotland ahead of the Commonwealth Games in 2014.

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

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

Not Applicable

d) How many people are on your governing body or management committee? 4

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: 2013 No funding received from The Highland Council</b>
<b>Year 2: 2012 Yes, The Highland Council contributed towards The Scots Trad Music Aw Awards 10<sup>th</sup> Anniversary in Fort William. (Fort William and Adnamurchan Ward)</b>
<b>Year 3: 2011 No funding received from The Highland Council</b>

b) How much funding do/did you receive?

<b>Year 1: 0</b>
<b>Year 2: £8,000</b>
<b>Year 3: 0</b>

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

<b>Year 1: Not Applicable</b>
<b>Year 2: Not Applicable</b>
<b>Year 3: Not Applicable</b>

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 29 FEBRUARY 2012

	Note	Unrestricted Funds £	Restricted Funds £	2012 Total £	2011 Total £
<b>INCOMING RESOURCES</b>					
Grant income	3	-	89,485	89,485	45,500
Ticket sales	4	50,576	-	50,576	52,536
Interest received		-	-	-	39
		<u>50,576</u>	<u>89,485</u>	<u>140,061</u>	<u>98,075</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating income	5	4,154	-	4,154	2,545
Costs of charitable activities	5	47,399	89,485	136,884	98,045
Costs of governance	5	2,799	-	2,799	1,212
		<u>54,352</u>	<u>89,485</u>	<u>143,837</u>	<u>101,802</u>
<b>NET REDUCTION IN FUNDS</b>				(3,776)	(3,727)
Fund balances brought forward				11,529	15,256
<b>FUNDS BALANCES CARRIED FORWARD</b>				<u>7,753</u>	<u>11,529</u>



BALANCE SHEET  
FOR THE YEAR ENDED 29 FEBRUARY 2012

	Note	2012 Total £	2011 Total £
<b>CURRENT ASSETS</b>			
Cash at bank		7,753	11,529
<b>NET ASSETS</b>		7,753	11,529
<b>RESERVES</b>			
Restricted Funds	7	-	-
Unrestricted Funds	7	7,753	11,529
<b>TOTAL FUNDS</b>		7,753	11,529

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 29 February 2012.

The members have not required the company to obtain an audit of its financial statements for the period ended 29 February 2012 in accordance with Section 476 of the Companies Act 2006.

The Trustees and Directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 17 May 2012 and were signed by:

  
Simon Thoumire

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 29 FEBRUARY 2012

## 3. GRANT INCOME

All grants received are treated as restricted funds.

	2012	2011
	£	£
<b>Grants received</b>		
Creative Scotland	68,000	-
PRS Foundation	15,210	-
Community Force	6,275	-
Scottish Arts Council	-	45,500
	<u>89,485</u>	<u>45,500</u>

	2012	2011
	£	£
<b>Grants received against charitable activities</b>		
The Scots Trad Music Awards	20,000	14,000
The BBC Radio Scotland Young Traditional Musical Awards	22,000	2,000
The Tinto Summer School	12,275	4,000
The Scottish Traditional Music Forum	-	5,500
Scottish Culture Online	10,000	-
The Distil Project	25,210	20,000
	<u>89,485</u>	<u>45,500</u>

## 4. TICKET SALES

	2012	2011
	£	£
The Scots Trad Music Awards	34,467	37,683
The BBC Radio Scotland Young Traditional Musical Awards	5,600	5,365
The Tinto Summer School	10,509	9,488
	<u>50,576</u>	<u>52,536</u>

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 29 FEBRUARY 2012

## 5. RESOURCES EXPENDED

	Core Funds £	Project Funds £	2012 Total £	2011 Total £
<b>Costs of generating income</b>				
Heat, light and power	114	-	114	125
Telephone and internet	646	-	646	811
Office expenses	3,394	-	3,394	1,609
	<u>4,154</u>	<u>-</u>	<u>4,154</u>	<u>2,545</u>
<b>Costs of charitable activities (see also note 6)</b>				
Support costs	414	26,888	27,302	4,703
Venue hire	12,230	24,497	36,727	31,564
Performers	9,868	19,766	29,634	18,856
Marketing	6,413	11,274	17,687	3,668
Training costs	-	-	-	900
Travel and subsistence	2,046	4,060	6,106	406
Music Forum	1,000	-	1,000	16,188
Trustees' remuneration	14,507	3,000	17,507	21,446
Trustees' expenses	921	-	921	314
	<u>47,399</u>	<u>89,485</u>	<u>136,884</u>	<u>98,045</u>
<b>Costs of governance</b>				
Professional fees	716	-	716	555
Office costs	713	-	713	-
Financing	1,370	-	1,370	657
	<u>2,799</u>	<u>-</u>	<u>2,799</u>	<u>1,212</u>
<b>Total</b>	<u>54,352</u>	<u>89,485</u>	<u>143,837</u>	<u>101,802</u>



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

**Name of Organisation:**

Inverness Tattoo Committee

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

Highland Military Tattoo

**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

**Total amount applied for: £ 9,900**

**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**

Occasional use of Town House Committee rooms

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

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

**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 Military Tattoo

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) 4 September 2014.....

End date (month and year) 7 September 2014.....

Location...Fort George.....

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 Committee has conducted a feasibility study culminating in the submission of an application to Events Scotland for a £10 k grant from the Highland Homecoming Fund. This included business and marketing plans and budget. This work was supported by the Common Good Fund to the tune of £5 k.

The aim of the Tattoo is to provide a superb event in a magnificent setting. It will benefit the audience, local acts, accommodation and caterers, and local contractors and businesses. The Tattoo will bring International and Armed Forces displays to the Highlands. It will also raise the profile of Fort George - one of the key outcomes demanded of the Highlanders' Museum Upgrade Project which was so generously supported by the Highland Council and the Common Good Fund.

This further £10 k will enable pre-production activities to take place: setting up a website and ticketing system, marketing the event, administration, organising the production and rehearsals, and setting up a 'company limited by guarantee'-and charity- to takeover the responsibility for the Tattoo from the Inverness Tattoo Committee.

It is the intention that this Tattoo will become an annual 'must see' event which will bring enormous benefit to the greater Inverness area. It is most important that this first year is a success to ensure its sustainability. An essential part of establishing the Tattoo will be the demonstrable support of The Highland Council and Inverness Common Good Fund, and of such organisations as HIE and Events Scotland. Not only will this be a necessary assistance with start up costs, but it will encourage local and national businesses and individuals to sponsor elements of the Tattoo.

**This particular Application is designed to 'match fund' an offer by HIE of £15 k which is conditional on The Highland Council or the Common Good Fund granting**

an additional £10 k on top of the original £5 k..

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 event is designed to be equally accessible to all. No one should face any barriers.

Indeed there is an aspiration to have disabled Servicemen taking part in a competitive challenge during the Tattoo.

A 'Sustainability Policy' was submitted to Events Scotland as part of the Application to Highland Homecoming.

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

The historical vignettes may involve Gaelic speakers and it will certainly be highlighted that many soldiers spoke Gaelic in the 19<sup>th</sup> Century when they joined Highland Regiments.

There will be piping, fiddlers and singing which will highlight the Gaelic language.

The Gaelic media will be actively engaged.

- 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:

Yes.

We have spoken to David Haas, City Manager ,and to Gerry Reynolds, Events Officer.

- 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
Attendance of Councillor and staff at Committee Meetings	Not known
Occasional use of Committee Rooms in the Town House.	Not known

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	PLEASE SEE ATTACHED BUDGET SPEADSHEET				
Other Costs e.g. property costs, transport, equipment, insurance, marketing					
<b>Total Project Cost £</b>		208,000			
<b>Total Funding Request £</b>		9,900			

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 £
Inverness Common Good Fund-successful	£ 5 k			£30k
Events Scotland – awaiting Decision	£ 10 k			
Highlands and Islands Enterprise – awaiting Decision	£ 15 k			
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>	£30K			£30K

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

**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**



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...November.....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?

Highlands and Moray

Military and local community interests

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

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

d) How many people are on your governing body or management committee? ...12...

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
Cllr Glynis Sinclair	Board member

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



<b>Council Officers</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>
David Haas	Board Member
Gerry Reynolds	Board member

**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:</b> Inverness Common Good Fund
<b>Year 2:</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1:</b> £5k
<b>Year 2:</b>
<b>Year 3:</b>

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

<b>Year 1:</b>
<b>Year 2:</b>
<b>Year 3:</b>

Please fill out boxes in green.

Date / Version:

Event Name & Year:

Description	Funding Source (Income Only)	Actual for last Event	Budget for this Event	Confirmed/Unconfirmed (Income)	% Spread
<b>INCOME</b>					
Local Authority	5000		£5,000.00		2.4%
Other Public Sector Funding					0.0%
Amount requested from Homecoming	10000		£10,000.00		4.8%
Trusts / Foundations					0.0%
Sponsorship	50000		£30,000.00		14.4%
Ticket Sales	160000		£160,000.00		76.6%
Merchandising	1500		£1,500.00		0.7%
Other Income	2500		£2,500.00		1.2%
<b>Total Income</b>		<b>£0.00</b>	<b>£209,000.00</b>		<b>100.0%</b>
<b>EXPENDITURE</b>					
<b>Administration</b>					
· General Administration			£1,000.00		0.5%
· General Insurance			£800.00		0.4%
· Travel & Accommodation					0.0%
· Staff Salaries & Fees			£11,000.00		5.3%
· Management Fees (if applicable)			£15,000.00		7.2%
· Other Administration Expenses			£3,500.00		1.7%
<b>Subtotal Administration</b>		<b>£0.00</b>	<b>£31,300.00</b>		<b>15.0%</b>
<b>Event Costs</b>					
· Event Evaluation/Bid Costs			£2,500.00		1.2%
· Sanction Fees (if appropriate)					0.0%
· Facility/Venue			£10,000.00		4.8%
· Other Production Costs (Plant, Equip, Hire, Crew, Security etc)			£85,762.00		41.2%
· Health & Safety			£2,000.00		1.0%
· Insurance			£2,000.00		1.0%
· Ceremonies					0.0%
· Entertainment /Artistic Programme (fees and costs)			£20,000.00		9.6%
· Hospitality			£2,400.00		1.2%
· Cost of Merchandising			£3,000.00		1.4%
· Travel, Accommodation & Services			£5,000.00		2.4%
· Communication (Radios etc)			£400.00		0.2%
· Ticket Production			£8,000.00		3.8%
· Other Event Expenses			£5,000.00		2.4%
<b>Subtotal Event Costs</b>		<b>£0.00</b>	<b>£146,062.00</b>		<b>70.2%</b>
<b>Marketing and Promotion Expenses</b>					
· Advertising			£3,000.00		1.4%
· Design Fees & Print Production			£6,000.00		2.9%
· Direct Mail / Distribution / Display			£1,500.00		0.7%
· Internet			£5,000.00		2.4%
· Promotions			£638.00		0.3%
· Market Research			£1,500.00		0.7%
· Other Marketing & Promotions Expenses			£3,000.00		1.4%
<b>Subtotal Marketing and Promotion</b>		<b>£0.00</b>	<b>£20,638.00</b>		<b>9.9%</b>
<b>TOTAL EXPENSES</b>		<b>£0.00</b>	<b>£198,000.00</b>		<b>95.2%</b>
<b>ADD CONTINGENCY</b>			<b>£10,000.00</b>		<b>4.8%</b>
<b>TOTAL EXPENSES + CONTINGENCY</b>		<b>£0.00</b>	<b>£208,000.00</b>		<b>100.0%</b>
<b>Surplus / Deficit</b>		<b>£0.00</b>	<b>£1,000.00</b>		

**Highland Home Coming 2014**

**HIGHLAND MILITARY TATTOO  
FORT GEORGE  
INVERNESS  
5-7 September 2014**

**Business Plan**

## **Purpose and Objective**

No other country in the world will have more interest placed on it than Scotland, with the Commonwealth Games, Ryder Cup and Homecoming all taking place in 2014. Inverness through its many years of events experience is taking a major role in these celebrations and has a much anticipated role within the Homecoming calendar with the creation of Highland Homecoming, celebrating the attractions, the people, established events and a host of new events within this fantastic and flourishing area.

The Highland Military Tattoo sees itself as a part of that programme and has ambition to be a long term feature within the Highlands and Inverness area.

The event itself will present a mixed programme of military, local and international events in order to add to the attraction in the Highlands and further promote Homecoming, Inverness and the incredible venue and Historic Scotland attraction of Fort George. The event would like to establish itself in the area as a key element of the on going Highland and Inverness Events Calendar, attracting interest from international visitors and creating media and economic impact to the City.

## **Event**

This new Highland Military Tattoo (HMT) would draw on local, national and international performers. It would thus be different to its predecessor included in the Highland Year of Culture Tattoo held at Fort George in 2007. It will seek acts representative of Highland culture and from regular, reserve and cadet elements of all three services. It will have a distinctive Highland flavour but will also draw on some of the acts which appear at the Edinburgh Royal Military Tattoo. The event will also have a Vignette depicting the recruiting of soldiers for World War One at Fort George, which will have synergy with the national World War One commemorations.

The HMT will take place over the weekend of 5-7 September and will host 2000 guests per evening, with a 90 minute high impacting performance, supported by local providers of food and drink. The event will not only include a dramatic impacting programme of bands it will include an ariel display, highland dancers, disabled service men, local cadets and international guest bands.

The programme has been created by Major Bruce Hitchings MBE, BEM who has an outstanding reputation and experience for producing some of the most acclaimed Tattoos around the world including the much acclaimed Las Vegas Tattoo and has a fantastic relationship with the Edinburgh Tattoo and has forged great links between that and the HMT.

## **Venue**

Fort George, with its recently upgraded Highlanders' Museum-and which already hosts one of Historic Scotland's key annual events- has the potential to be a tremendous venue for what should become a high class annual event with a world wide reputation.

A working barracks the Fort has incredible history as well as an ideal back drop to the drama and pageantry of the HMT.

From a practical sense the venue provides key elements integral to create an outdoor event including external power supply, catering and accommodation facilities all of which will support the delivery of the event.

Historic Scotland have given their full support of the event and realise the potential to attract additional interest and footfall to the Museum and Fort.

## **Support**

The HMT has received unpreceted support from local and national bodies including the Highland Council, Highland and Island Enterprise, Historic Scotland, Donald Cameron of Lochiel the Lord Lieutenant of Inverness, Grenville Johnstone Lord Lieutenant of Moray and the Inverness Chamber of Commerce.

## **Tourism**

It is understood that this event will attract another level of interest both within the area and out with attracting visitors to the City and particularly to Fort George. A proportion of the marketing of the event will be directed to the travel trade attracting people to come to visit the City and incorporate the event as well as a visit to the Museum, therefore extending their stay within the City.

As this event has a long term sustainable ambition it is thought that through time this event will position itself within the Scottish and Inverness Tourism calendar and organisers would work with travel companies, hoteliers and restaurateurs to create long term packages and offerings to make this an attractive proposition as part of a longer stay within the area.

There is an appetite for an event of this nature out with the Main Tattoo in Edinburgh, which we have seen through their high demand in ticket sales over the years. The HMT not only gives visitors an element of such an event but also allows them another dimension by having the event in a live working barracks and highlighting local performers.

Due to the realistic approach in which the HMT Committee and IGCE see this event working it is felt that in year 1 there will be 2000 visitors per night with an annual growth estimated of

between 1000 – 1500. The capacity of the barracks and arena would allow for this and this would sit in line with a growth in reputation and marketing and PR coverage.

### **Environment**

Due to the nature of the event venue, the event must be sympathetic to the environment and surroundings. The contracted Event Manager currently works with Positive Impacts a non profit organization which educates and teaches best practice within the events industry on sustainability and ISO 20121. She has also worked with EventScotland on behalf of Positive Impacts to deliver various events sustainability seminars to their partners. Therefore all contractors and products used to deliver this event will be asked to provide their sustainability plans and credentials as part of the contract process.

In delivering the event the event team will utilize and refer to the appropriate Event Safety Guides as well as the Sustainable Sport and Event Toolkit to develop a sustainable event plan.

### **Image and Identity**

The HMT will have a comprehensive Branding, Marketing and PR plan attributed to it, which will align itself to the Highland Homecoming PR messaging and will attract an international interest due to the nature of the participants within the event.

Due to the programme elements of the event there are a lot of PR opportunities, which stem from the event including profiles of the bands, the local aspect of participants, the museum and impact of the event and Highland Homecoming as well as profiles on those associated with the event including Major Hitchings a widely recognised figure within both the Tattoo and Military fraternity.

There is no doubt that an event in this nature set within such an interesting venue has great synergy with national and international initiatives and works within the Inverness Festival strategy, Homecoming and Visit Scotland objectives and will add to the commemorative activity for major historical events.

## **Media**

As per the above there is great scope to attract medial profile for the area, the venue and the Museum as well as highlight the positive investment from Historic Scotland.

The event will be supported by a comprehensive media strategy, which will include a number of outlets attributed to the event including a comprehensive digital presence as well as traditional outlets such as:

- Dedicated Website which will incorporate regular blog
- Links to National Marketing Website
- Links and features within Inverness Festivals Website and blog
- Links and features within dedicated Piping and Military websites including the National Piping Centre
- Press Releases to local and national print and online media
- Dedicated radio releases and interviews with market identified programmes including national and local radio
- Features in Whats On Guides throughout Scotland
- Invitations to TV broadcasters including BBC Alba, The Culture Show and local news stations such as STV and Reporting Scotland
- Gaelic Outlets

All media coverage will be assessed during and post event, in order to create a media impact evaluation following the event, which would form the ongoing business plan for sustaining and advancing within its long term strategy and goals.

## **Business Opportunities**

Due to the nature of the event and the long term goals of the organisers there are multiple business opportunities that will be sought around the event these will include the following;

- Ticket Revenue
- Income from programme sales
- Income from Catering and Drink Concessions
- Income from branded merchandise
- Hospitality Packages

In order to maximize the revenue potential within the event it is envisaged that local food and drink producers would be utilised and showcased for the catering at the event as well as providing a hospitality ticket package with pre event catering and post event entertainment on site.



The event has had incredible support from the Chamber of Commerce and this support would be looked upon to generate interest from local businesses to align themselves with the event via advertising and sponsorship opportunities. The Highlanders Museum and Officers Mess at Fort George will be used to host sponsors and dignitaries.

The impact of such an event is one that will benefit local businesses in the main with transport providers, hoteliers and the museum all benefitting from the additional footfall created by the event. The event should also participate within the wider community on a cultural basis as the programme highlights key historical elements including Vignettes that represent the Clans, Cullodden, the Watch Companies and the building of Fort George. There is also a commitment to utilize local cadets, musicians and dancers as well as military personnel. Thus offering great volunteering opportunities as well as protecting, maintaining and informing people of key aspects of Scotland's culture both the national and local culture.

The event will contribute to a local economic impact not only by attracting visitors to the area, the event will use local suppliers in producing the event and work with experienced professionals, that have contributed to the success of the Inverness Festivals including fireworks, production, seating, PA and lighting companies.

### **Event Viability and Event Management Experience**

Within the Highland Military Tattoo organization there is a wealth of experience as well as support from local and national organisations and agencies.

In order to deliver this event, the organization have contracted a dedicated events management manager Claire McCauley whom has over 20 years in events management and has managed an extensive portfolio of out door events including the World Pipe Band Championships, BBC Proms in the Park, Glasgow's Hogmanay and Winter Festival and Pedal for Scotland. Ms McCauley has also worked for the Olympic Organising Committee as part of London 2012 and has been contracted by the Commonwealth Games 2014 organising committee on several occasions to deliver feasibility studies as well as the 2 and 1 year to go campaigns.

Ms McCauley has worked to budgets in excess of £2.5 million and has delivered numerous Homecoming and EventScotland elements to events including Glasgow's St Andrews Day Celebrations, Scotland's Food and Drink showcase to the World Pipe Band Championships, Riverside Seafood Festival, Skyride Family Ride in the year of Active Scotland.

Ms McCauley and her organization are also ISO20121 Accredited deliverers and work with

Positive Impacts and Sustainable Events Ltd to deliver ISO 20121 training and seminars across the uk and abroad.

To support the event management and HMT Organising Committee there will be dedicated support from Major General Seymour Monro CBE, LVO, Events Director and Major Bruce Hitchings MBE, Creative Director all of whom have extensive risk and financial administration experience.

**Budget (See Appendix A)**

The event will be largely funded by ticket sales although a financial contribution from the the Inverness Common Good Fund of £5k has been received and further funding from Highlands Homecoming of £10K has been included in the budget this has obviously not been confirmed or achieved to date. Other income is being sourced through a proactive fundraising and sponsorship campaign.

There is also both financial and In Kind support from Highland Council through the following outlets;

- Inverness Common Good Fund - £5K Financial Contribution
- Inverness Festivals - Inclusion in Media and PR
- Highland Council – In kind support from various officers including Events Officer in attendance at various meetings

There are a number of organisations and stakeholders that will provide in kind support to the event. These have been realised due to the overwhelming support for the event;

- Cadet and Veteran Stewards/Car park attendants: 40 (combined) @ £8 ph. @ 4 hrs. per night for 4 days = £5,120
- 2 Committee Members (less SM,BH and C McC) : 9 @ £ 20 ph @ 5 hrs per month for 10 months (Dec to Sep) = £9,000
- 3 Performers (those not charging but receiving transport costs and a donation): 6 local bands at 15 pers per band = 90 pers @£10ph;@4hrs per night for 6 days (incl rehearsals)=£21,200
- Soldiers taking part in Vignette and Fort George administrative duties to the sum of £16,000

## **Long Term Strategy**

As part of the planning for this event a comprehensive research strategy will be introduced in synergy with the guidelines from EventScotland in order to produce a full and comprehensive economic impact report to gauge the outcomes of the event.

This research will form the basis for the ongoing business support to create a long term plan for sustaining the event beyond 2014.

## **5 Year Plan**

It is anticipated that The Highland Military Tattoo will be a success for many: the audience, the performers, local businesses and community, the Armed Forces and the producers.

Such success, including a profit margin to be ploughed back into the Tattoo, would indicate the long term sustainability of the HMT at Fort George – and there are real similarities here with the Royal Edinburgh Military Tattoo and Edinburgh Castle.

The intent therefore would be for the HMT to become an annual event.

Each year there would be the opportunity to learn from the previous year's event and also plenty opportunity to change the acts: the themes, historical vignettes, bands and local cultural performances. The Tattoo would provide an important stage on which to promote Highland heritage and modern culture.

A successful Tattoo would attract further support and sponsorship from local and national businesses. Local statutory bodies would also be encouraged to continue to give regular support and assistance. The Tattoo would in effect become 'owned' by the wider local community.

It would become a regular feature of the Highlands and Scottish Events programme which would encourage visitors from all over the UK and from abroad to attend the Tattoo and perhaps on a regular, returning basis.

The vision is thus for a sustainable Highland Military Tattoo which will be a spectacular 'must see' event in Fort George –an iconic location yet to realise its potential, and which will be of enormous benefit to the Highlands, Moray and Inverness.

## DRAFT OUTLINE PROGRAMME HIGHLAND MILITARY TATTOO 5-7 SEP 2014

1. Fly Past – RAF Typhoon
2. Fanfare and Beating of Retreat – Massed Pipes and Drums (Ps and Ds) and Military Brass Bands.
3. Historical Vignette 1746 to 1778 – Culloden, Black Watch Companies, building Fort George, raising of the Seaforth Highlanders.
4. International Act
5. Parade of Clans-with Ps and Ds.
6. Local artists-fiddlers, clarsach players, dancers.
7. Reserve Forces Ps and Ds and Cadet Ps and Ds.
8. Inter Forces competition
9. Historical vignette – 1914-recruiting, training and depart for France from Fort George including overfly by Tiger Moth.
10. Local Ps and Ds
11. International Act
12. Massed Brass Bands
13. Closing Sequence: All cast on including RRS Quarter Guard
14. Lone /solo piper(s) and Evening Hymn
15. Grand Finale with Massed Bands, Ps and Ds and all artists.
16. Fireworks Display.

### Notes:

1. Timings. Main Performances 5-7 Sep: 1930 to 2115.  
Dress Rehearsal 4 Sep: 1900 to 2100
- 2 Bands: One or 2 Military Brass Bands;3 or 4 Military Ps and Ds, one Army Cadet Ps and Ds,5 Reserve Forces and local Ps and Ds, Highland Youth Pipe Band.Gurkha Brass Band and Ps and Ds also possible. International Band to be confirmed.
- 3 Vignettes performed by local re-enactment cast supported by The Black Watch and Royal Engineer soldiers.
- 4 Quarter Guard provided by The Royal Regiment of Scotland.
- 5 Commentator: Alasdair Hutton, Royal Edinburgh Military Tattoo etc.
- 6 Salute Takers: Member of the Royal Family, Service Chiefs and Provost of Inverness.
- 7 International Act may be Italian Alpini Band

Revise 12 March 14.



## **An Application Form for Organisations Applying for Grant and Discretionary Funding from The Highland Council**

Please note that all applications must fund activities  
that contribute to the Council's priorities

**PLEASE READ APPLICATION GUIDANCE AND  
GRANT CRITERIA BEFORE BEGINNING TO  
COMPLETE THIS FORM.**

### **IMPORTANT**

Please use this form to apply for grant or discretionary funding or  
funding in kind (for example, Council staff time, use of premises or  
equipment, waiving of fees or administration support )

Part 1: To be completed by all applicants.

Part 2: To be completed by all applicants apart from questions 2.11 to  
2.15 which only require to be completed by applicants requesting  
£10,000 or more of support.

Part 3: To be completed by applicants where applicable. For some  
funding schemes you may not have additional questions to complete.

Part 4: For all applicants to complete.

Part 5: For all applicants to complete.

For official use only Application reference number			
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**Which of the Council's Grant Funds are you applying to? (tick and use a separate form for each grant applied for)**

- Ward Discretionary Fund : Name of ward?.....
- Common Good Fund: Name of fund?.....
- Village Halls.....
- Arts Promoters.....
- Sports Council Grant Scheme.....
- Tenant Participation.....
- Highland Culture Programme.....
- Climate Change .....
- Mental Health and Wellbeing .....
- Community Transport .....
- Tourism .....
- Other (please specify).....

**Is there a closing date for the fund you are applying to? If yes when is it?.....**

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

- £3,000 or under
- Under £10,000
- £10,000 or over

**Total amount applied for .....£60,000**

**Estimated cost of funding in kind applied for.....Nil.....**

**What type of organisation are you?**

Third Sector (voluntary or community) organisation    
Community Council

Other  please specify.....

a) Are you a registered charity? Yes  No   
If yes, what is your registration number?.....

b) Are you a company limited by guarantee? Yes    
If yes, what is your company number? SC413230

## PART 1: ABOUT YOUR ORGANISATION

### 1.1 What is your organisation's name and address?

Organisation name

Inshes Community Association

Organisation address

8 Drummond Road  
Inverness

Postcode IV2 4NA

Website

N/A

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

Inverness South

### 1.2 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: Roy Surname: Pedersen

Position in organisation:

Chairman

Address

8 Drummond Road  
Inverness

Postcode IV2 4NA

Phone number

Day: 01463 241107

Evening 01463 241107

Email address

rnpedersen@o2.co.uk

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

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



## PART 1: ABOUT YOUR ORGANISATION

- 1.3 a) When did your organisation start? Month December 2011
- 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?

We represent all sections of local community in the provision of amenity facilities for Inverness South.

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

- 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:

<b>Highland Council Elected Members</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other</b>
Cllr Thomas Prag	Ex Officio

<b>Community Councillors</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>
Bob Roberts	Voting member
Janet Home	Voting member
Jean Pumford	Voting member
Kevin Findlay	Voting member

<b>Council Officers</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>
Charles Stephen	Ex officio



1.4 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:Ward Budget £5k set up costs and legal fees</b>
<b>Year 2:Common Good Fund £150,000 Phase 1 Inshes Park</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1:£5,000</b>
<b>Year 2:£150,000</b>
<b>Year 3:</b>

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

<b>Year 1:Nil</b>
<b>Year 2:</b>
<b>Year 3:</b>

## **PART 2: ABOUT YOUR ACTIVITIES OR PROJECT**

### **2.1 What is the name of your activity or project?**

Inshes Park Play Area

### **2.2 When will your activity or project take place? (specifically those for which you are seeking a grant from The Highland Council)**

Start date (month and year) May 2014

End date (month and year) July 2014

Location.....Inshes Park, Inverness

### **2.3 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.

This application relates to phase 2 of Inshes Park which is for the provision of toddlers and disabled equipment which could not be provided in phase 1 as there was a restriction by Active Places on their funding that it had to be for Adventure Play equipment linked to taking up a sport. As a result there was no provision for younger children, toddlers nor disabled.

The aims of the project are to fill the gap in play equipment provision for younger children and disabled. In all council parks only a token gesture is made towards disabled equipment and Inshes Community Association want to make phase 2 of Inshes Park much more disabled orientated with at least 50% of the phase 2 funding being allocated to good quality disabled play equipment.

In April/May 2012 a household survey of all 2500 households in Inverness South was carried out. We also surveyed Inshes Primary School, Milton of Leys Primary School and the Gaelic Primary school. The results were overwhelmingly in favour of new innovative play equipment.

Phase 1 of the park(applied for in December 2012) was completed in October 2013. The second phase is now under consideration which following feedback from phase 1 provision clearly identifies the need for younger children and toddlers and disabled equipment.

Our project will meet this need by providing equipment geared towards meeting these specific needs and which will be available every day of the year and at no cost to use.

The whole project is designed to be sustainable. By the very nature of play it is a healthy inexpensive sustainable activity. The whole development is planned to take place in a designated public space area and as such every aspect of the project will meet high sustainable measures.

By participating in play people of all ages and abilities(including disabled people) exercise more regularly and by doing so become healthier. By participating in play activities can lead to these people taking up other sports which will make them healthier. Healthy people lead to healthier communities.

We also have letters of support from the 4 local members, the 3 primary schools, the community

council and the Northern Constabulary.

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

### 2.4 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 (Tick one option below):

Have ownership of the land or building No

or

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

Yes  We have a 25 year lease

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

Planning permission not required

Planning permission required and has been granted

### 2.5 Please tell us if:

- excluded, under represented and vulnerable groups are likely to face barriers to benefit from your project; and,
- how you intend to tackle these barriers.

In particular, please indicate whether you think there are likely to be any barriers in relation to equalities issues (i.e. in relation to age, disability, faith, gender, race or sexual orientation) and how you intend to tackle these barriers:

Our population of Inverness South is just over 11,000 with nearly 4000 of these being young people in the age categories we are hoping to help. It should be noted that in our consultation representations were also made to include play equipment suitable for adults and older people and people with a disability.

In many other areas of Inverness the council has provided much needed play areas for residents. The vision for a District- wide Inshes Park is that it will be a park accessible to everyone from Inverness, not only those from Inverness South.

We want to give our local residents to have the same quality of play facilities that those in other areas have.

Our project also meets all of the requirements of the Highland Council's Play Strategy.

**The Highland Council Play Strategy: 'All to Play For'**

Children's right to play is to ensure all children have access to rich, stimulating play

experiences, with safeguards from inappropriate risk, but full of challenge, offering them opportunity to explore, through freely chosen play, both themselves and the world.

The strategy has six key objectives:

- promoting a child/family friendly ethos
- access to play for all children
- incorporating appropriate challenge in play
- encouraging outdoor play
- encouraging community involvement in play areas
- ensuring consultation with children

In terms of addressing **Equality issues** our project subscribes to the following;

**Promoting accessibility**

Our project will promote accessibility and all sections of the community will be able to use the new facilities with relative ease, and at no cost.

**Valuing cultural diversity**

People have different needs, beliefs, values and abilities and these differences need to be respected and promoted. This will be achieved by providing facilities suitable for everyone.

**Promoting participation**

We have a close understanding of the needs of the community through our consultation exercises. In this way we have involved local people in the design of the play areas and in selecting the type of equipment to meet their needs. Our project is all about promoting participation.

**Promoting equality of opportunity**

We believe that we should create a level playing field for everyone and this will be reflected in the final designs for our project. We had representations from older people and disabled so these will be accommodated in the final designs.

**Promoting inclusive communities**

We want to help build strong communities, in which:

people feel they belong

their lives are appreciated and valued

people have similar life opportunities, and

strong, positive relationships develop between people of different backgrounds.

Our project aims to achieve all of these things.

**Reducing disadvantage and exclusion**

We feel as a community we have been disadvantaged by the lack of play provision in Inverness South. We hope to redress this imbalance through our project and promote inclusion of the most disadvantaged and excluded.

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

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

We will put up signs in Gaelic and we consulted the Gaelic Primary School who have also given us a letter of support(see attached feasibility study appendix)

- 2.7** 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:

This has been discussed with the local members as well as at Community Council meetings where there have been elected members, officers and community council members. It has also been discussed with the head teachers of the 3 primary schools and the Community Police Officer from the Northern Constabulary.

- 2.8** 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
Nil	

- 2.9** Please tell us about any funding in kind you have accessed or are seeking from other organisations

Detail	Organisation	2014/5
Purchase and installation of play equipment	SITA Trust	£50,000
Purchase and installation of play equipment	Ward Discretionary Budget	£10,000
Purchase and installation of play equipment	Awards for All	£10,000
		£70,000

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

- 2.10** How much will your activities or project cost and how much do you require from The Highland Council? Please give a breakdown of costs and tell us what your organisation is contributing, or either have applied for or received from anyone else for this project?

Item or Activity	Breakdown of Total Costs	Year 1	Year 2*	Year 3*	Total
<b>Staff</b>	N/A				
<b>Other Costs e.g. property costs, transport, equipment, insurance, marketing</b>	Purchase and installation of play equipment	130,000			
<b>Total Project Cost</b>		130,000			
<b>Other Funding relating to this project (including own resources and income) Continue on separate sheet if required</b>	SITA Trust Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>	50,000			
	Awards for All Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>	10,000			
	Ward Budget Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision	10,000			
	Ward Discretionary Budgets  Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>				
<b>Total Funding Request The Highland Council</b>	<b>How much is being applied for within this application?</b>	60,000			

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



## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

**PLEASE COMPLETE QUESTIONS 2.11 TO 2.15 ONLY IF YOU ARE APPLYING FOR £10,000 OR MORE RESOURCES PER YEAR (cash / reduced lets, in kind)**

**2.11 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)

### **Community Support**

We have carried out a survey of every household in Inverness South (2500 households) as well as the 3 local primary schools. We have also held workshops in the primary schools to ask the young people what types of play equipment they would like and to input into the design process.

We have used the basis of the consultation exercises as a key component of the feasibility study we have. This is enclosed.

The greatest need identified was to equip the new Inshes Park with play equipment. The survey showed that there are virtually no facilities in the area for young people.

This is further supported by letters from the 4 local members, 3 primary school head teachers, Inverness South Community Council and the Northern Constabulary.

### **Need for the Project**

Inverness South is one of 22 wards within the Highland area and is served by 4 councillors. Although mainly a rural ward it contains the main Inverness expansion areas of Westhill, Inshes, Milton of Leys and Slackbuie.

Inverness South is one of the fastest growing areas of the Highlands. The area's population grew by 50.9% over a 5 year period between 2005 and 2010. In this period over 1,600 new homes were constructed in the area. Inverness South now has a total population of 13,487 making it the second most populated ward in the Highlands, with a population density that is just above the Highland average. The area also possess a higher proportion of people under the age of 50 than the Highland average, the highest proportion of children and the lowest proportion of over 64's in its population in comparison with the other Highland wards.

Although there has been rapid expansion in housing areas in the Inverness South ward this has not been reflected in the development of community infrastructure and facilities needed to support this growth. This is acute in terms of lack of investment for major play areas.

Too much emphasis was placed on the development of housing at the expense of community infrastructure and services, leaving these expanded communities severely lacking in these

amenity facilities. The feasibility completed in July 2012 proves the community support for such new play facilities and evidence of need for these.

### **Inshes District Park Development**

The development of the Inshes District Park was first proposed at a Highland Council Inverness South Ward Forum held on the 27th of February 2008. The planned 29 hectare development would create a much needed usable green space for the local population. It was also suggested that this development would be beneficial to the area in terms of health, social and environmental factors whilst also supporting the City of Inverness's Greenspace Strategy.

Work began on the infrastructure park development including drainage, footpath construction and structural planting in September 2011. The development of the park is planned to take place over 3 phases;

**Phase 1:** We successfully completed phase 1 in October 2013. On the opening day we have 6,000 users(children and families)

Following this the need was identified to provide toddler and younger children's equipment and special emphasis on creating a hub for the best disabled play equipment in Inverness. This is what phase 2 now comprises.

### **Evidence of similar projects**

There is evidence of the value of play equipment provision from communities throughout the UK. To summarise these values the benefits of play provision are listed below.

Play has many benefits for children and young people, their families and the wider community:

- It is through play that children and young people learn and understand the world around them.
- Play contributes to the physical and mental health of children and young people, and contributes to social, physical, intellectual, cultural, emotional and psychological development.
- Positive play experiences can help to reduce anti-social behaviour and levels of crime.
- Through play, children can test their boundaries and challenge themselves.
- Play is known to develop children's confidence and self esteem all of which will lead to higher educational aspirations leading to better job prospects.
- Play services can provide opportunities for community involvement and social interaction.
- Play provisions bring economic benefits through jobs and training for the local community.
- Good play provision enables parents to return to work or undertake training. This leads to a better-trained workforce, lower unemployment levels and higher household incomes.
- Play provision often acts as a focal point for parents and carers to meet, giving them an opportunity to socialise with other adults.

2.12 Is this a new or additional activity or project? – Yes  Phase 2 is a new phase to an existing project. No



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

Play provision adds to the quality of life for local people, it provides low cost healthy activity and diverts young people from the temptations of anti social and self harming behaviour. It increases the ambience of communities making them more desirable to live and work in and it encourages visitors to the area in which they are located.

Play spaces, play services and provision can contribute towards local and national policy objectives across a range of areas. The inclusion of play in law and national policy documents underlines the importance of a play provision which integrates social, environmental and economic objectives.

Scottish Planning Policy (SPP) is the statement of the Scottish Government's policy on nationally important land use planning matters. It values play and states: "the Planning system has a role in helping to create an environment where physical wellbeing is improved and activity made easier. Providing play space and other opportunities for children and young people to play freely, explore, discover and initiate their own activities can support their development." SPP places responsibility with local authorities to support, protect and enhance open space and opportunities for sport and recreation, which includes outdoor play spaces.

**Let's Make Scotland More Active: A Strategy for Physical Activity**

This strategy, prepared by the Physical Activity Task Force for the Scottish Executive and NHS Scotland and published in 2003, is strong on both promoting physical activity and improving the environment to encourage activity. This strategy cites play as one of many types of physical activity that can contribute towards the goal of increasing and maintaining the proportion of physically active people in Scotland.

The strategy recommends that all children and young people, including children with disabilities, should accumulate at least one hour of moderate physical activity on most days of the week. The national strategy sets targets to achieve 80% of all children aged 16 and under meeting the minimum recommended levels of physical activity by 2022.

Active play can significantly contribute towards the national targets. The Scottish Health Survey details that 'playing' accounts for the greatest proportion of children and young people's physical activity. Even in early teenage years, young people 'play' more than they take part in formal sports or exercise.

One objective of the strategy is to develop and maintain long-lasting, high quality environments to support inactive people to become active. It recognizes that all children and young people, including those with disabilities, should have the opportunity to be physically active and have access to a range of physical activities including play.

It promotes well designed, safe and accessible parks and play areas, use of school facilities by communities, play activities and clubs, changes to the built environment, such as traffic-calming and safe routes for active travel, as ways in which better local services could contribute towards encouraging young people to be more physically active.

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

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

- 2.13 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.**

Service you are providing	How you will know you have made the change		
	Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Creation of equipped toddlers and disabled play areas	Increased Numbers of younger users and for people with a disability.	Increased user numbers on year one	Feedback from 3 local schools on the value of getting youngsters more physically active

- 2.14 How will the grant help the Council achieve its goals and objectives? (as stated in guidance):**

We meet all the aims of the Council's Play Strategy. It links to the Community Plan and the Council's Single Outcome Agreement, as well as the Council's Play Policy "All to Play For"

**It also links to the Scottish Government's National Outcomes**

- Wealthier and Fairer**    Enable businesses and people to increase their wealth and more people to share fairly in that wealth.
- Safer and Stronger**    Help local communities to flourish, becoming stronger, safer place to live, offering improved opportunities and a better quality of life.
- Smarter**    Expand opportunities for Scots to succeed from nurture through to lifelong learning ensuring higher and more widely shared achievements
- Greener**    Improve Scotland's natural and built environment and the sustainable use and enjoyment of it
- Healthier**    Help people to sustain and improve their health, especially in disadvantaged communities, ensuring better, local and faster access to health care.

Good quality amenity facilities adds to everyone's quality of life and improvements to their health.

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

The council has agreed to adopt the areas for maintenance and health and safety checks in **perpetuity**. The project will therefore be supported in this way after the initial funding.

**PART 3: SPECIFIC QUESTIONS RELATING TO THE GRANT FUND WHICH YOU ARE APPLYING TO (*Name of fund to be inserted*)**

**3.1  
Inverness Common Good Fund**

## Hilary Tolmie

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**From:** alanjonesassociates@btopenworld.com  
**Sent:** 06 May 2014 16:47  
**To:** David Haas  
**Subject:** Re: Inshes Community Association

Hi David one application is still under consideration. This is Awards for All £10,000 and we should know within a month to six weeks of the outcome. Sita Trust rejected our application.

We have secured £23,000 from Families and Communities and the Ward budget, so if we get the Awards for All we should have £33,000 matched funding secured. If matched by Common Good it would make it up to £66,000 and we benefit from the VAT to the value of £13,200 by procuring through the council so we could get a project valued at £69,200.

Regards

Alan

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**From:** David Haas <David.Haas@highland.gov.uk>  
**To:** "alanjonesassociates@btopenworld.com" <alanjonesassociates@btopenworld.com>  
**Cc:** David Haas <David.Haas@highland.gov.uk>; Hilary Tolmie <Hilary.Tolmie@highland.gov.uk>  
**Sent:** Tuesday, 6 May 2014, 16:36  
**Subject:** Inshes Community Association

Dear Alan

Further to my letter of 8<sup>th</sup> April 2014 it would be helpful if you could supply me with a full list of potential funders with confirmation of the status of each application.

Should you have any queries please do not hesitate to contact me.

Kind regards  
David

David Haas  
Acting Head of Community and Democratic Engagement  
Highland Council  
Town House  
Inverness  
IV1 1JJ

Telephone Number **[REDACTED]**

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Mura h-eil na beachdan a tha air an cur an cèill sa phost-d seo a' buntainn ri gnothachas Chomhairle na Gàidhealtachd, 's ann leis an neach fhèin a chuir air falbh e a tha iad, is chan eil iad an-còmhnaidh a' riochdachadh beachdan na Comhairle, no buidhnean buntainneach, agus chan eil am post-d seo na phàirt de chunnradh sam bith mura h-eil sin air innse.

Listening \* Open \* Valuing \* Improving \* Supporting \* Partnering \* Delivering  
Èisteachd \* Fosgailte \* Luach \* Leasachadh \* Taic \* Com-pàirteachas \* Libhrigeadh

## **Comments from Community Services on Inshes Play Park Phase 2**

I now understand that within Phase 2 of Inshes Park it is intended to create a "disabled specific" play hub.

Generally play areas may have an odd piece of equipment that can be "disabled friendly", such as a basket swing, or the ground level roundabout at Bellfield Park, but there is certainly no play area within INBS (or maybe even the Highland Council area) that has multiple disabled specific/inclusive items and thus is intended as a destination park for the disabled community.

Having such a "hub" requires space, parking and accessibility with decent footpaths – Inshes Park certainly has all these factors and maybe this is a fantastic opportunity to give a specific play destination for the disabled community of Inverness, the wider spread community, and visitors alike. What a coup it could be for the marketing of the City of Inverness as a visitor destination to be able to boast such a facility.

Community Services would be supportive of this application and any improved facilities installed would be maintained by the Council

**INSHES COMMUNITY ASSOCIATION  
COMPANY LIMITED BY GUARANTEE**

**PROFIT AND LOSS ACCOUNT**

**PERIOD FROM 15 DECEMBER 2011 TO 31 DECEMBER 2012**

	Note	Period from 15 Dec 11 to 31 Dec 12 £
<b>TURNOVER</b>		14,120
Cost of sales		12,000
<b>GROSS PROFIT</b>		<u>2,120</u>
Administrative expenses		2,122
<b>OPERATING LOSS</b>	2	(2)
Interest receivable		2
<b>PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<u>—</u>
Tax on profit on ordinary activities	3	148
<b>LOSS FOR THE FINANCIAL PERIOD</b>		<u>(148)</u>

The notes on pages 4 to 5 form part of these financial statements.

**INSHES COMMUNITY ASSOCIATION  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 DECEMBER 2012**

	Note	£	31 Dec 12 £
<b>CURRENT ASSETS</b>			
Cash at bank		1,733	
<b>CREDITORS: Amounts falling due within one year</b>	<b>4</b>	<u>1,881</u>	
<b>NET CURRENT LIABILITIES</b>			<u>(148)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>(148)</u>
<b>RESERVES</b>	<b>6</b>		
Profit and loss account			<u>(148)</u>
<b>DEFICIT</b>			<u>(148)</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors and authorised for issue on 6 August 2013, and are signed on their behalf by:

MR R N PEDERSEN

Company Registration Number: SC413230

The notes on pages 4 to 5 form part of these financial statements.

**INSHES COMMUNITY ASSOCIATION  
COMPANY LIMITED BY GUARANTEE**

**DETAILED PROFIT AND LOSS ACCOUNT**

**PERIOD FROM 15 DECEMBER 2011 TO 31 DECEMBER 2012**

	Period from 15 Dec 11 to 31 Dec 12	
	£	£
<b>TURNOVER</b>		<b>14,120</b>
Feasibility Study		<u>12,000</u>
<b>GROSS PROFIT</b>		<b>2,120</b>
<b>GROSS PROFIT PERCENTAGE</b>	<u>15.0%</u>	
<b>OVERHEADS</b>		
Printing	211	
Stationery and postage	17	
Donations	300	
Legal and professional fees	997	
Accountancy fees	<u>597</u>	
		<u>2,122</u>
<b>OPERATING LOSS</b>		<b>(2)</b>
Bank interest receivable		<u>2</u>
<b>PROFIT ON ORDINARY ACTIVITIES</b>		<u><u>-</u></u>