

The Highland Council

City of Inverness Area Committee – 4 March 2014

Agenda Item	4
Report No	CIA/02/14

Carbon CLEVER City

Report by Head of Policy and Reform

This paper proposes a vision of a Carbon CLEVER City. It further updates Members on a number of current projects in the Inverness area, and outlines a number of prospective projects for the city. Two applications to the Inverness Common Good Fund are attached to this report for consideration by this committee.

1. Background – Carbon CLEVER

- 1.1 At a meeting of the Highland Council in June 2013, Members agreed to an initiative to achieve a carbon neutral Inverness in a low carbon Highlands by 2025, Carbon CLEVER. This initiative was launched at a conference held at the Council headquarters, Inverness on November 8th, 2013. Achieving such an ambitious target will require strong engagement from a wide range of stakeholders across the private, public, and third sectors, and the residents and communities of Inverness.
- 1.2 Carbon CLEVER has the aim to capture, co-ordinate and promote the good work that is being conducted across the Highland region to reduce carbon emissions and to identify a programme of work to meet the ambitions of the initiative. By doing this it will attract investment to the region, accelerating the transition to a low carbon economy.
- 1.3 The Carbon CLEVER Action Plan is currently being drafted by Council Officers and will be presented at future meetings of the Highland Council beginning in March 2014. Council Officers will work to align Carbon CLEVER to important Council strategies such as the Land Use and Transport Strategy, Green Transport Strategy, and Development Plans.

2. Carbon neutral Inverness

- 2.1 It would be helpful to describe what a carbon neutral Inverness would look like. It is proposed that this could be:

“By 2025 Inverness is a city where residents and visitors can move around the city easily by bicycle, on foot and public transport. The city is attractive, well designed and sociable. Buildings in the city have been energy renovated, and new buildings are energy efficient. Energy will be generated from a range of renewable sources in the city, and excess energy can be transmitted to surrounding areas through a smart regional grid. Land and resources in the city are utilised for optimal economic, social, and environmental gains. Communities across the city are engaged, are highly active, and empowered.”

2.2 An initial focus of the Carbon CLEVER initiative in Inverness has been on promoting and enabling cycling in the city for a number of pertinent reasons. It is highly visible in terms of promoting a shift in behaviours, it will require a series of investments, and a number of relevant opportunities have arisen. Reducing carbon emissions from transport across Scotland and Europe over the last twenty years has proved a lot more difficult than reducing emissions from energy production. It is therefore important to recognise the challenge that this poses, and take immediate action.

3. **Project Updates**

A report on [Cycling in a Carbon CLEVER City](#) was brought to a meeting of this committee in December 2013. Updates on the priority projects as outlined by Members at this meeting are detailed below.

3.1 Arterial Cycling Routes for Inverness

£250,000 funding allocation from the Carbon CLEVER budget for the Millburn Road cycling corridor was approved at the Finance, Housing and Resources Committee, 22nd January 2014. This scheme is currently out for tender and is expected to be complete by the end of Summer 2014. A strategy for developing subsequent routes across the city centre will be developed as part of the Carbon CLEVER Action Plan, in-line with other Council Strategies, and in consultation with expert stakeholders.

3.2 Carbon CLEVER Cycles

As a contribution to the Carbon CLEVER initiative, SSE made an offer to install a pilot electric bicycle hire scheme in Inverness, Carbon CLEVER Cycles. A working group of Council officers and relevant expert stakeholders have been developing this project over the course of the past three months with the aim for the scheme to be operational by late Spring 2014. A public event on the scheme is planned at the Town House, Inverness on the 27th February 2014.

3.3 The total capital costs of the scheme will be in the region of £40,000, which SSE will procure at no cost to the Council. There are, however, upfront revenue costs of the scheme totalling £15,000 to be met. A report to Finance, Housing and Resources committee is to be considered on the 26th February seeking approval for a contribution to the scheme in 2013/14 of £10,000, made up of £5,000 from a budget in the CEX policy team and subject to a successful application for £5,000 from the Inverness Central Ward Discretionary Budget. An application to the Common Good Fund is attached to this report for the consideration of Members to approve, Appendix 1. This application includes more details on the proposed scheme. Until this funding is approved, the scheme cannot be progressed.

3.4 Etape Loch Ness

The Etape Loch Ness is a 67 mile closed road cycling challenge around Loch Ness. Sponsorship of this event by the Carbon CLEVER initiative would cost £15,000, and this was supported at the last meeting of the City of Inverness Committee.

3.5 A report to Finance, Housing and Resources committee is to be considered on the 26th February seeking approval for a contribution to the sponsorship of the

Etape Loch Ness of £10,000 in 2013/14, made up of £5,000 from a budget in the CEX policy team and £5,000 from the Highland Culture Fund for events. An application to the Common Good Fund is attached to this report for the consideration of Members to approve, Appendix 2. This application includes more details on the proposed sponsorship.

4. Prospective projects

- 4.1 There are a number of Carbon CLEVER projects under development for Inverness and across the Highlands. These projects will be developed with partners, stakeholders, communities and residents, and will target match funding from a range of European, national, and regional funds. These will be brought to relevant committees as appropriate.
- 4.2 It is vital that Members are involved in the development of projects at all stages, especially in terms of directing project development. Outlined below are a number of potential projects that could be explored for Inverness. Members are asked to provide their views on taking these forward.
- 4.3 An Inverness Car Club
A city car club can reduce the perceived demands on households to own cars. Reducing car ownership, understandably, is the most successful way to reduce mileage. Vehicles are typically small with a modern engine specification and have very low associated carbon emissions. Such schemes are operated in many of the major cities across Scotland. Car clubs can be operated using commercial or not for profit models.
- 4.3 Transport Hub
Linking up, and simplifying transport into and around Inverness could be achieved through the development of an integrated transport hub in the city centre. Such a hub would provide a central point linking sustainable and active transport choices.
- 4.4 Common Good Fund Strategy
The transition of Inverness to a Carbon CLEVER City will bring a number of exciting opportunities for the city. Members are asked to consider the potential strategic role of the Inverness Common Good Fund and the opportunities for the fund and Carbon CLEVER to work together to bring benefits to the city. As part of the Common Good Fund Strategy, income generation from renewable energy generation on the Longman former waste site could be scoped out.
- #### **5. Implications**
- 5.1 Resource Implications: Two applications to the Inverness Common Good Fund are attached to this report for Members to consider, each for £5,000.
- 5.2 Legal Implications: The Council has a duty to assist Scotland achieve its national carbon emission reduction targets as set out by the Climate Change (Scotland) Act 2009.
- 5.3 Equalities Implications: The implementation of Carbon CLEVER Cycle will assist those unable to use push bikes to travel using an electric bicycle at a low cost. The Etape Loch Ness is specifically aiming to encourage more females and a wide demographic to cycle. Future projects will be screened for

equalities implications as they are developed.

5.4 Climate Change / Carbon CLEVER Implications

All the projects listed in this report directly support the Carbon CLEVER initiative and will lead to reductions in carbon emissions, helping the region to mitigate its impact on climate change.

- 5.5 Risk Implications: There are no risks associated with sponsoring the Etape Loch Ness identified at this stage. There is a risk attached to the Carbon CLEVER Cycles that bicycle hire rate is low. However, the project is significantly de-risked through the investment by SSE. The costing strategy will be reviewed regularly to ensure utilisation is high, and that it is sustainable. The project has been carefully consulted on with stakeholders from its commencement to ensure it is successful. Future projects will be analysed for risk implications.

Recommendations

1. Members are asked to consider and agree the vision statement of Inverness as a Carbon CLEVER City, based on the description provided at paragraph 2.1.
2. Members are asked to approve the applications to the Inverness Common Good Fund for:
 - i. a contribution of £5,000 towards the Carbon CLEVER Cycles Scheme as outlined at paragraphs 3.2-3.3 and Appendix 1; and
 - ii. a contribution of £5,000 towards the sponsorship of the Etape Loch Ness as outlined at 3.4-3.5 and Appendix 2.
3. Members are asked to discuss and agree the suitability of the prospective projects outlined in section 4 of the report.
4. Members are asked to consider and agree the potential strategic role of the Inverness Common Good Fund and Carbon CLEVER working together to bring benefits to the city.

Designation: Head of Policy and Reform

Date: 19/02/2014

Author: Stephen Carr, Principal Policy Officer – Climate Change

Background Papers: [Carbon CLEVER Capital Project 2014-15](#); [Cycling in a Carbon CLEVER City](#);



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:

The Highland Council

Name of Project or Activity Requiring Support:

Carbon CLEVER Cycles

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

(Please provide closing date details where applicable)

Common Good fund.

£5,000 has already been secured from the Policy Team budget, Chief Executive's Service, The Highland Council; and a further £5,000 is being applied for from the Ward Discretionary budget.

Is the amount you are applying for:

£5,000 or under Under £10,000

Total amount applied for: £5,000

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

N/A

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

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

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?

Carbon CLEVER Cycles

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) - May 2014

End date (month and year) - May 2016 (two year pilot initially)

Location - Inverness (various locations)

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.

Carbon CLEVER Cycles is a two year pilot of an electric bicycle hire scheme for Inverness due to be launched in late Spring 2014. It will aim to encourage more people to cycle in Inverness in line with the Council's Local Transport Strategy and Scottish Government targets.

In November 2013, SSE made an offer to the Highland Council to install the infrastructure required for a pilot of 12 electric bicycles (e-bikes) in Inverness. SSE is the contracting authority, and is running the procurement process for the e-bikes. Highland Council has an on-going advisory role in this process.

The infrastructure which will be installed is still being finalised, but each bicycle will be held in individual secure lockers, which have smart card operated locks. These lockers will be located in clusters in strategically selected areas of Inverness. The total capital cost of the project will be approximately £40,000, which SSE will procure. Upfront revenue costs of £15,000 will be required for leasing the bicycles, maintenance, operator costs, insurance and a 24 hour support helpline. SSE has identified a scheme operator, Co-wheels, who will supply the e-bikes and operate the scheme.

The project has been designed to have multiple outcomes and benefits to Inverness and the Highlands, including:

- An increase in active travel across the city, with associated health benefits;
- Low cost option for independent travel, and cost effective for those with restricted budgets;
- An increase in sales of bicycles and related services in the region;
- Maintenance contract for local businesses;
- Opportunities for businesses – bicycle lockers act as journey start/ end points in the city. Also, bikes will be supplied with charging equipment – users can stop to recharge batteries at local businesses;
- Bicycles will only be available in adult sizes. Opportunities for local businesses to hire out supplementary children's bikes;

- Promotion of Inverness as a cycling destination;
- Added momentum for Inverness' transition to a cycling city;
- Innovative project – exposure for Inverness as Scotland's Cycling City;
- Helping the region reach its goal of a carbon neutral Inverness by 2025; and
- High visibility of the cycles to promote the Carbon CLEVER brand

To summarise, the project will benefit the people of Inverness, as it will promote cycling, reduce congestion and associated carbon emissions, and provide a convenient, affordable means of getting around the city. It will also provide multiple opportunities for local businesses.

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 project has the central aim to encourage and promote cycling to all within Inverness. Electric bikes allow those who do not own their own bike to hire one, and will encourage those who would ordinarily be put off by cycling (as a result of hills, head-winds, lack of fitness etc.) to cycle. People of all ages (14+) and abilities can use the service, which will be offered at a reduced rate to locals and business users.

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

N/A

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

We have primarily engaged with: The Leader of the Council, Cllr. Drew Hendry; City Leader, Cllr. Ian Brown; City Manager, David Haas; and Ward Manager, Jimmy Flint in relation to this project.

Relevant expertise from the following Council Services have been involved in the development of this project: Chief Executive’s Service; Finance; TECs; and P&D.

All of the above have provided welcome advice and support.

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	Capital costs of the project, including, supply and installation of cycling infrastructure (lockers, charging points).	40,000			
	Revenue costs of the project, including, supply of e-bikes, maintenance, operational costs, 24-hour helpline, and insurance.	15,000			
Total Project Cost £		55,000			
Total Funding Request £		5,000			

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 £
SSE Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	40,000			
Policy Team budget, Chief Executive's Service, The Highland Council. Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	5,000			
Ward Discretionary budget Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>	5,000			
Totals	50,000			

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

**PART 2: 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

The Highland Council

Organisation address

Glenurquhart Road, Inverness

Postcode IV3 5NX

Website

www.highland.gov.uk

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

Inverness Central

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: Stephen

Surname: Carr

Position in organisation:

Principal Policy Officer – Climate Change

Address

Glenurquhart Road, Inverness

Postcode IV3 5NX

Phone number

Day: 01463 702543

Evening:

Email address

Stephen.carr@highland.gov.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)

- 3.3 a) When did your organisation start? Year 1995
- 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?

The entire Highland region, and all of its citizens.

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

N/A

- d) How many people are on your governing body or management committee? 80 elected Members

- 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: N/A

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

Internal transfer

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

Name	Position on Organisation

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. N/A

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) 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:

The Highland Council

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.

Signatory 1

<i>Print Name:</i> <i>Stephen Carr</i>	<i>Signature:</i> <i>Stephen Carr</i>	<i>Date:</i> <i>17/02/2014</i>
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Signatory 2

<i>Print Name:</i> <i>Keith Masson</i>	<i>Signature:</i> <i>Keith Masson</i>	<i>Date:</i> <i>14/02/2014</i>
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- **Completed applications and documentation should be sent to:**
The Highland Council Grant and Discretionary Funding Applications
The Chief Executive's Office,
Highland Council Headquarters,
Glenurquhart Road,
Inverness,
IV3 5NX
Fax: 01463 702830
E-mail: policy6@highland.gov.uk



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:

The Highland Council

Name of Project or Activity Requiring Support:

Sponsorship of Etape Loch Ness by the Carbon CLEVER initiative.

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

(Please provide closing date details where applicable)

Common Good Fund

Is the amount you are applying for:

£5,000 or under Under £10,000

Total amount applied for: £5,000

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

NA

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

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

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?

Sponsorship of the Etape Loch Ness by the Carbon CLEVER initiative.

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) 4th May, 2014

End date (month and year) 4th May, 2014

Location - Loch Ness

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.

Etape Loch Ness is a new, closed road cycle sportive that will take participants around the shores of the loch. The event will provide a challenging ride with spectacular views, and is now fully subscribed (1,000 participants), 3 months ahead of the event. The aim of the Etape is to create an iconic and professionally organised road cycling event which will appeal to UK and international cyclists.

The Carbon CLEVER initiative has been identified as a potential sponsor of the event. Sponsorship will cost a total of £15,000; £5,000 of this has been allocated from the Policy Team budget, Chief Executive's Service, The Highland Council; and £5,000 has been awarded from the Highland Culture Fund. This application seeks the remaining £5,000 required from the Common Good Fund.

The event will provide the following benefits for the Council, and the Highlands in general:

- The venue is iconic and has international appeal, associated press and media attention will promote the region as a destination for cycling tourism;
- The event targets female cyclists with a 60:40 male/female split;
- A wide demographic has been targeted (35% 31-40; 30% 41-50);
- There will be significant economic benefits to the region associated with the event – accommodation, hospitality, etc;
- Expands the appeal of cycling to Highland residents, leading to a modal shift in terms of cycling;
- Exposure and increased brand awareness of Carbon CLEVER; and
- An opportunity to sign people up to Carbon CLEVER Cycles (an electric bicycle hire scheme in Inverness) ahead of its launch in early Summer.

As part of the sponsorship package, an information stall would be provided. This would be ideal for informing participants and spectators of the Carbon CLEVER Cycles scheme just a few weeks ahead of its launch date. An e-bike would be available on the day for people to try, and representatives from SSE and Co-wheels would be on hand to answer questions and sign people up for Smart Cards, which will be required for e-bike rentals.

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 Etape aims to encourage people of all ages and abilities to cycle. Furthermore, the event is not about winning, but more importantly, taking part. This will promote a spirit of inclusion and cycling for fun – a message which we will look to feed through to the Carbon CLEVER Cycles project.

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

NA

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:

We have primarily engaged with: Leader of the Council, Cllr. Drew Hendry; City Leader, Cllr. Ian Brown; City Manager, David Haas; and Ward Manager, Jimmy Flint in relation to this project.

Relevant expertise from the following Council Services have been involved in the development of this project: Chief Executive’s Service; and Education, Culture & Sport.

All of the above have provided welcome advice and support.

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	Event sponsorship	15,000			
Total Project Cost £		15,000			
Total Funding Request £		5,000			

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 £
Policy Team budget, Chief Executive's Service, The Highland Council Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	5,000			
Highland Culture Fund Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	5,000			
Totals	£10,000			

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

PART 2: 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

The Highland Council

Organisation address

Glenurquhart Road, Inverness
Postcode IV3 5NX

Website

www.highland.gov.uk

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

Aird & Loch Ness

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: Stephen Surname: Carr

Position in organisation:

Principal Policy Officer – Climate Change

Address

Chief Executive's Office, Glenurquhart Road, Inverness
Postcode IV3 5NX

Phone number

Day: 01463 702543 Evening:

Email address

Stephen.carr@highland.gov.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)

3.3 a) When did your organisation start? 1995

- 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?

The entire Highland region, and all of its citizens.

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

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

NA

- d) How many people are on your governing body or management committee? 80
Elected Members

- 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 N/A

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: N/A

Yes No

If yes –

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

Year 1:
Year 2:
Year 3:

e) How much funding do/did you receive?

Year 1:
Year 2:
Year 3:

f) 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

Internal transfer

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**

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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. N/A

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) 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:

The Highland Council

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.

Signatory 1

<i>Print Name:</i> <i>Stephen Carr</i>	<i>Signature:</i> <i>Stephen Carr</i>	<i>Date:</i> <i>17/02/2014</i>
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Signatory 2

<i>Print Name:</i> <i>Keith Masson</i>	<i>Signature:</i> <i>Keith Masson</i>	<i>Date:</i> <i>14/02/2014</i>
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- **Completed applications and documentation should be sent to:**
The Highland Council Grant and Discretionary Funding Applications
The Chief Executive's Office,
Highland Council Headquarters,
Glenurquhart Road,
Inverness,
IV3 5NX
Fax: 01463 702830
E-mail: policy6@highland.gov.uk