



## 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?.....Inverness CGF.....
- 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?....NO....**

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

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

**Total amount applied for ...£12,000.....**

**Estimated cost of funding in kind applied for.....None.....**

**What type of organisation are you?**

Third Sector (voluntary or community) organisation

Community Council

Other  please specify.....Business Improvement District .

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

b) Are you a company limited by guarantee? Yes  No  If yes, what is your company number?.....SC339914.....

## PART 1: ABOUT YOUR ORGANISATION

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

Organisation name

Inverness BID Ltd

Organisation address

111 Academy Street  
Inverness

Postcode IV1 1LX

Website

www.invernessbid.co.uk

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

Inverness Central

### 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: Mike Surname: Smith

Position in organisation:

Inverness BID Manager

Address

111 Academy Street  
Inverness

Postcode IV1 1LX

Phone number

Day: 01463 714550

Evening: 07836 526001

Email address

BIDmanager@inverness.uk.com

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

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

## PART 1: ABOUT YOUR ORGANISATION

1.3 a) When did your organisation start? Month...April ....Year...2008...

b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

Inverness BID Limited (a not-for-profit company) was established in 2008 to assist the marketing and economic development of the city centre area.

Businesses in the city centre/BID area pay an extra 1% on their business rateable value to BID to help fund programmes of activity which are focused on generating economic vibrancy for the city. This investment compliments that of the Highland Council and the other city centre stakeholders to the benefit of the users and the economy of the city centre.

Normally BID operates in the Inverness City Centre area but for this project it includes premises in the wider Inverness area

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

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

Under statute Inverness BID Limited (a not for profit company) restricts its membership to those businesses based in Inverness city centre who pay BID levy or who apply for voluntary membership.

d) How many people are on your governing body or management committee? ... 17

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 Ian Brown	Director

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

Council Officers	Role i.e. Office Bearer, Voting Member, Ex-official, other
David Haas Inverness City Manager	Advisor to the Leader of the City of Inverness Area Committee

**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: See Appendix A</b>
<b>Year 2:</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1: See Appendix A</b>
<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: See Appendix A</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?**

Inverness Gull Project

### **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)..... 1<sup>st</sup> April 2014.....

End date (month and year)..... 31<sup>st</sup> July 2014.....

Location..... City of 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.

#### **Background and Project Update**

In response to concerns expressed by the public, councillors and businesses at the number of gulls in the Inverness area and the mess and disturbance they were causing Scottish Natural Heritage were in late 2011 asked for advice on what could be done to reduce the problems. There followed a joint report from the Policy and Advice Manager of Scottish Natural Heritage with the Inverness City Manager to the Inverness City Committee on 13<sup>th</sup> February 2012 on the options for managing urban herring gulls in Inverness.

The report noted the significant increase of the gull population since the last census and that without intervention numbers were projected by SNH to grow by 7% per annum. It concluded that the problems that the gull population were causing could be managed by direct intervention to the breeding cycle by nest & egg removal.

In approving the report the committee agree to:

- 1) delegate power to the City Manager, in consultation with the Members of the Donations Working Group, to formulate a course of action based on the actions recommended by (the) report which will include a programme of nest and egg removal within the BID area;
- 2) a budget of up to £30,000 for the pilot (project in ) 2012 Summer to be drawn from the large grants budget of the Common Good Fund

Inverness BID had undertaken the original review of gull management schemes including liaising with the successful project in Dumfries. BID offered funding of up to £10k towards the 2012 project in Inverness and BID were asked to deliver the project of egg and nest removal in both the city centre and the Longman.

BID took responsibility for the delivery of the project of egg and nest removal in both the city centre and the Longman.

As part of the intervention programme a total of 661 nests and nearly 1400 eggs were removed in the May-July 2012 breeding period.

In his review of the 2012 programme SNH Advisor Andy Douse supported the success of the work undertaken and concluded that "it is thus essential that the programme of control work is maintained if management of the city centre gull problem is to be effective".

Mr Douse went on to say that the project had established that access to the majority of nesting roofs was possible and this means that the programme is likely to be viable and effective in controlling the gull population in the long term.

Regarding a future programme he recommended that a census survey was repeated in May 2013 although he noted that because gulls do not breed until they are 4-5 year age, the total number of returning adult breeding gulls is unlikely to change significantly in the short term. Although the Dumfries project has been successful in reducing numbers over a number of years, their second year census actually recorded an increase in breeding birds.

Although a budget of £40k (ICGF £30k & BID £10k) was set aside for the 2012 Gull Project based on the costs of the similar project in Dumfries, the total costs incurred were limited to £18k which was funded in the agreed proportions.

#### **Summer 2013 Programme**

The Donations Working Group supported the continuation of the programme for the Summer of 2013 agreeing a contribution of up to £15k from Inverness Common Good Fund to be added to £5k from Inverness BID with the work again being organised by BID.

In May 2013 a census was carried out by an independent consultant which showed that there had been no increase in the gull nesting population over 2012 when without intervention, it would have been expected there to be an estimated annual 7% increase.

The 2013 programme was a great success – a number of additional nesting sites were identified in the Longman and a total of 831 nests and 1786 eggs removed.

#### **Summer 2014 Programme**

It has always been accepted that to reverse the growth in the gull population over many years, intervention in the gull breeding cycle by continuously removing nests and eggs would need to be undertaken for a number of years.

The first 2 years of the programme has reversed the trend of an annual increase in the gull numbers. Additional areas for intervention have been identified.

The Scientific Adviser to the project believes that it is essential that action is taken annually to reduce the problems caused by gulls.

From the work undertaken in 2013 it is estimated that a budget of £18k per annum should be sufficient to cover the programme for the Summer of 2014.

BID proposes that this be met in the same proportion as 2013 with its contribution of up to £4k being met from the BID levy paid by the city centre businesses with the Common Good Fund being asked to contribute the balance of up to £12k.

An independent consultant will again undertake a population census in May 2014.

## 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 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

**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:

There is no barriers to any group benefiting from the Project

## 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?**

N/A

**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:**

Advice has been sought from David Haas, Inverness City Manager

**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
N/A	



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

Detail	Organisation	Estimated Value
N/A		

## 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
Staff					
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Cost of Census	£1600			£1600
	Nest & Egg Removal Programme	£13,000			£13,000
	Co-ordination	£ 1,000			£1,000
	Sundry	£400			£400
<b>Total Project Cost</b>		£16,000			£16,000
Other Funding relating to this project (including own resources and income) Continue on separate sheet if required					
	Inverness BID Limited	£4,000			£4,000
Total Funding Request The Highland Council	How much is being applied for within this application? 1				
	Inverness Common Good Fund	£12,000			£12,000

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

The report to Inverness City Committee from the Inverness City Manager and the Policy and Advice Manager, Scottish Natural Heritage on 13<sup>th</sup> February 2012 established the need and benefits of this project.

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

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

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

The project was funded in the Summers of 2012 and 2013 by the Inverness Common Good Fund and BID

- 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
Gull Egg & Nest Removal	Through the level of eggs & nests removed and an annual census of the Gull Population		

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

The project has reversed the growth in the gull population and looks to in due course reduce the gull population thus improving the amenity and attractiveness of Inverness for residents and visitors alike.

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

The report by Scottish Natural Heritage established that it would be necessary for a number of years to intervene in the gull breeding cycle by egg and nest removal to reverse the increase in the existing population and then reduce numbers. BID has committed budget to the project for future years and it is proposed that a future application for funding be made to ICGF

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

**3.1**

## +Funding Applications to Inverness Common Good Fund

### Gull Project May to July 2014

- Project started in 2012 following a joint report City Committee by Andy Douse of Scottish Natural Heritage and David Haas
- Always recognised that to make a difference this project needed to run for a number of year's
- Without intervention gulls increase at 7% per annum - per Andy Douse SNH
- Report recommended disruption of breeding cycle through egg and nest removal as nothing else is effective
- Based on egg & nest removal Dumfries Project has been successful in reducing numbers over a period of years – project had initial funding from Scottish Government for one year only
- 2012 Budget approved (based on Dumfries's figures) was ICGF £30k and BID £10k = total £40k.
- Census undertaken in May 2012 before first years programme started established 500+ nesting pairs
- Summer 2012 removed 661 nests and 1391 eggs removed
- 2012 Total expenditure £17,961 of which ICGF contributed £13,471
- Budget agreed for 2013 was ICGF £15k and BID £15k = total £20k.
- Census undertaken in May 2013 showed 500 nesting pairs which meant that first year programme had stopped projected 7% increase
- Summer 2013 removed 831 nests and 1786 eggs which was more than 2012 as further groups of nests were found in Longman building
- 2013 Total expenditure £14169 of which ICGF contributed £10627
- Census to be undertaken in May 2014 before project starts
- 2104 would be further extended to take in breeding groups at the old B&Q and Midmills College
- Projected cost of 2014 programme is £16k of which ICGF is requested to pay £12k



## 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			

**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?.....Inverness CGF.....
- 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?....NO....**

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

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

**Total amount applied for ...£114,900 covering the next 3 years .....**

**Estimated cost of funding in kind applied for.....N/A.....**

**What type of organisation are you?**

Third Sector (voluntary or community) organisation

Community Council

Other  please specify.....Business Improvement District .

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

b) Are you a company limited by guarantee? Yes  No  If yes,  
what is your company number?.....SC339914.....

## PART 1: ABOUT YOUR ORGANISATION

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

Organisation name

Inverness BID Ltd

Organisation address

111 Academy Street  
Inverness

Postcode IV1 1LX

Website

www.invernessbid.co.uk

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

Inverness Central

### 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: Mike Surname: Smith

Position in organisation:

Inverness BID Manager

Address

111 Academy Street  
Inverness

Postcode IV1 1LX

Phone number

Day: 01463 714550

Evening: 07836 526001

Email address

BIDmanager@inverness.uk.com

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

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

## PART 1: ABOUT YOUR ORGANISATION

- 1.3** a) When did your organisation start? Month...April ....Year...2008...
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

Inverness BID limited (a not-for-profit company) was established in 2008 to assist the marketing and economic development of the city centre area

The City of Inverness Annual Floral Displays have been a major feature within the city since 1993. They are an important part of creating an attractive and welcoming city for the benefit of residents of the burgh and visitors alike.

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

Businesses based within Inverness City Centre who pay BID levy are automatically eligible for membership and entitled to vote at General Meetings. Other businesses are entitled to apply for voluntary membership.

- d) How many people are on your governing body or management committee? ...17
- 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 Ian Brown	Director

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

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



**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: See Appendix A</b>
<b>Year 2:</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1: See Appendix A</b>
<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: See Appendix A</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?**

The City of Inverness Annual Floral Displays

**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).....June 2014.....

End date (month and year).....October 2014 .....

Location..... City of 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.

### **Project Details**

The City of Inverness Annual Floral Displays have been a major feature within the city since 1993. They were started by Inverness Project and are an important part of creating an attractive and welcoming city for the benefit of residents of the burgh and visitors alike.

Inverness BID Limited (a not for profit company) was established in 2008 to assist the marketing and development of Inverness City Centre.

When in 2009 the Directors of Inverness Project decided to retire, BID agreed to take on the role of providing the city wide displays, co-ordinating all the arrangements and joining the Inverness Common Good Fund in contributing to the installation of the displays.

The project is to install and maintain a large number of attractive floral displays (circa 700) throughout the City of Inverness for the Summer of 2014.

These well designed floral displays have always had a dramatic effect on the appearance of the city. As previously there will be a large range of flowers used to make colourful, exciting and interesting displays. Particular care is taken to choose plants that provide a wide range of colours but are also hardy to the elements. Native cultivators, grown from seed in the Highlands will be used to ensure that the plants look their best for the full June-October period.

The displays are concentrated to create maximum impact and to ensure that the Common Good Fund and BID investment gives the maximum value for money

### Financial Details

The 2014 project cost is budgeted to cost in total £62,500 which is the same as for 2012 & 2013

ICGF is asked to support the project with a grant of £37,700 which is the same as for the Summer of 2012 and 2013.

Inverness BID Ltd would contribute (from the levy collected from the city centre businesses) the sum of £13,000 plus providing the resources free of charge to organise the project.

The balance of the cost (£11,800) will be contributed by traders taking displays outside the BID area of Inverness – this is in line with their contribution for 2013.

As with previous years the actual payment of the ICGF funding would be based on actual expenditure consistent with the above proportions and ICGF's contribution would not exceed the funding requested.

### Benefit of Project

The City of Inverness Annual Floral Displays is a major focal point of making the city of Inverness attractive during the summer period to residents and visitors alike. The displays are recognised to be an important element in showing off the attractiveness of the city to residents and visitors alike

## 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 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

**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:

There is no barriers to any group benefiting from the Project

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

N/A

**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:**

Advice has been sought from David Haas, Inverness City Manager

**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
N/A	

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

Detail	Organisation	Estimated Value
N/A		

## 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>	Voluntary	0			
<b>Other Costs e.g. property costs, transport, equipment, insurance, marketing</b>	Plants	£18,000			£18,000
	Installation/Removal of Displays	£13,500			£13,500
	Watering	£29,000			£29,000
	Repair/installation of baskets etc	£2,000			£2,000
	Contingency				
<b>Total Project Cost</b>		<b>£62,500</b>			<b>£62,500</b>
<b>Other Funding relating to this project (including own resources and income) Continue on separate sheet if required</b>	Traders outside the BID area Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£11,800			£11,800
	Inverness BID Limited Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£13,000			£13,000
	Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
<b>Total Funding Request The Highland Council</b>	How much is being applied for within this application? I	£37,700			£37,700
	Inverness Common Good Fund				

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

<b>The Project has received Common Good Funding for the past 3 years as follows:</b>	
<b>2013</b>	<b>£37,700</b>
<b>2012</b>	<b>£37,700</b>
<b>2011</b>	<b>£36,000</b>

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

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

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

The Project has been funded by grants from the Inverness Common Good Fund, from BID as well as payments made by traders outside the city centre.

- 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
Making the area more attractive	From feedback from individuals, businesses and other users		

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

The Floral Displays are part of making Inverness an attractive and welcoming & attractive place for residents and tourists alike. They improve the city centre ambience which has a long term effect of improving the local economy.

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

The floral decorations are an annual project which has received funding from the Inverness Common Good Fund for the past 10 years and Inverness BID is committed to continuing to support it.

## Applications to Inverness Common Good Fund

### Floral Decorations Summer 2014

- Supported by ICGF since mid 1990's
- Originally 100% funded by ICGF
- Budget for 2014 same as 2013 i.e. £62.5k in total
- ICGF Grant requested £37.7k – same as 2013
- Value of project is recognised by Inverness Hotels Association, Federation of Small Businesses and Visit Scotland – letters of support can be supplied
- Watering – We appreciate that the biggest cost element is watering and our advice from Peter Kelly, Highland Council Horticultural Officer is that:
  - To achieve a good flowering basket is more technical than many would admit and once the basket is planted correctly, the most important stage is the watering and maintenance which requires individual attention and observation.
  - Our watering team are trained to recognise various symptoms that may affect the health of a basket and these include, drought, over-watering, aphids, mildew, requirement of feed, environment(windy area)
  - Climate also has a bearing on the requirements. The summer season can be cold and wet or very warm and dry or windy and wet/dry. These can change from week to week and the team have to adjust their watering schedule to suit.
  - Knowing how much feed to give a basket and when is often directed by the Horticultural Officer by means of feedback from the team. What we also offer is a weekly check on every container in the city, some twice a week. Vandalism or theft would require replacements which our team deal with.
  - The equipment we use is specific for the purpose. Many of the containers are set high above businesses shop fronts or high up on lamp-posts. We utilise a powered water bowser to reach these baskets and provide enough water in a short time to be able to cover all the containers in a week. We are also able to mix feed within the water. We work in the evening and through the night as many businesses would not be happy with water dripping from the containers through the day.
  - We also cover all the baskets that are set on poles and lamp-posts and areas that, although on a building, are not near any business.
  - The placement of the containers in the city is at the discretion of the BID which takes into consideration the access issues and of what benefits the city most in its dressing up with floral displays. Although a container may be above a certain business, it does not belong to that business, it is just coincidence that the placement suits.
  - Finally, if businesses were to be involved in watering containers, there would be no guarantee that all would agree to do so and the novelty for those that do would soon wear off when they have to consider the elements in the beginning of this guide. It is doubtful, under those circumstances, that individual maintenance and watering would be sustainable.



Policy No 3659  
CGF/13/0018



## 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?.....Inverness CGF.....
- 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?....NO....**

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

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

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

**Estimated cost of funding in kind applied for.....None.....**

**What type of organisation are you?**

Third Sector (voluntary or community) organisation

Community Council

Other  please specify.....Business Improvement District .

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

b) Are you a company limited by guarantee? Yes  No  If yes,  
what is your company number?.....SC339914.....

## PART 1: ABOUT YOUR ORGANISATION

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

Organisation name

Inverness BID Ltd

Organisation address

111 Academy Street  
Inverness

Postcode IV1 1LX

Website

www.invernessbid.co.uk

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

Inverness Central

### 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: Mike Surname: Smith

Position in organisation:

Inverness BID Manager

Address

111 Academy Street  
Inverness

Postcode IV1 1LX

Phone number

Day: 01463 714550

Evening: 07836 526001

Email address

BIDmanager@inverness.uk.com

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

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

## PART 1: ABOUT YOUR ORGANISATION

- 1.3 a) When did your organisation start? Month...April ....Year...2008...
- 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 Inverness Community Safety Partnership was established in 2010 creating a multi agency approach to community safety Inverness wide.

Inverness BID limited is the nominated servicing agency for the Inverness Community Safety Partnership.

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

Whilst Inverness BID Limited (a not for profit company) restricts its membership under statute to those businesses in Inverness city centre who pay BID levy or who apply for voluntary membership, in this role with Inverness Community Safety Partnership, BID is acting on behalf of the designated partnership agencies

- d) How many people are on your governing body or management committee? ... 17
- 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 Ian Brown	Director

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

Council Officers	Role i.e. Office Bearer, Voting Member, Ex-official, other
David Haas Inverness City Manager	Advisor to the Leader of the City of Inverness Area Committee

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: See Appendix A</b>
<b>Year 2:</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1: See Appendix A</b>
<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: See Appendix A</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?**

Inverness Community Safety Partnership

### **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)..... 1<sup>st</sup> April 2014.....

End date (month and year)..... 31<sup>st</sup> March 2015.....

Location..... City of 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.

#### **Project Details**

The Scottish Government funded the work of the original Crime Reduction Partnership for an initial 3 year basis. The Highland Council then asked BIDs predecessor, Inverness City Centre Management (ICCM) to take over this role and duties with support funding from the Inverness Common Good Fund.

With the dissolution of ICCM in December 2008, BID was asked to take over this role with funding & support from Inverness Common Good fund. That funding was at a reduced level compared with that given by ICGF to ICCM.

This application follows the creation of the ICSP pursuant to a decision taken by the Inverness City Committee (ICC) in April 2010.

As part of its core activity, BID has taken responsibility for the provision of administrative support and programming of the Inverness Community Safety Partnership (ICSP) which co-ordinates community safety initiatives in the wider Inverness area. It is also responsible for a number of community safety projects specific to the BID area.

As explained since 2010 the Inverness Community Safety Partnership has taken over an expanded roll for community safety in the wider Inverness. ICSP partners include representatives from;

- Northern Constabulary
- Highland Council
- Inverness BID
- The Voluntary Sector
- Highlands & Islands Fire and Rescue Service
- NHS Highland
- Crimestoppers

- Inverness Drug & Alcohol Forum
- Street Pastors

ICSP appoints a Chair and Vice-Chair from its partners on an annual basis. The current Chair is Jim Ferguson of Crimestoppers and the Vice-Chair is Superintendent Graeme Murdoch of Northern Constabulary.

The activity and programmes of ICSP is co-ordinated and implemented by Inverness BID through its Community Safety Manager who has very significant experience in community safety having previously spent 10 years working in this area with Northern Constabulary and for the past 3 years in this role with Inverness BID.

As part of its remit, ICSP is responsible for;

- Acting on behalf of ICSP, Inverness BID will be responsible for delivery/co-ordination of a wide range of community safety programmes for residents and visitors including Operation Respect - a jointly funded programme with the Scottish Government, Highland Council, Northern Constabulary, BID and other stakeholders including the Street Pastors, Stagecoach, NHS.
- Oversight of Community Safety initiatives that may be undertaken by any of the partner agencies within the boundaries of the geographical remit of the Inverness Partnership, being the 7 City Wards.
- co-ordination of the activity of the partners of the Inverness Partnership in relation to all Community Safety / Business Crime initiatives;
- formulation and review of objectives for Community Safety / Business Crime initiatives on an annual basis;
- Where practicable to assist with the delivery of Community Safety initiatives;
- co-ordinate good practice and make best use of funding opportunities;
- deliver an annual report to the Inverness City Committee on the activities of the Crime Reduction Partnership and its proposals for the forthcoming year; and
- the management of media engagement in all supported activity.

Inverness BID will also service the business community through a number of Community Safety Initiatives. Safeinverness (now managed by BID as a project) operates as a Business Crime Reduction Partnership, sharing information between its members in the Inverness Business Community

Best Bar None works with the vital night time economy and encourages excellence in training and performance in the licensed trade.

### **Financial Details**

In its role as servicing agent for the ISPC, BID is responsible for the staffing/overhead costs of the designated Community Safety Manager and will be contributing to the programme budget for ICSP of £12,000 making a total cost of the project of £32k

### Benefit of Project

The Inverness Community Safety Partnership will be responsible for the delivery of community safety projects for the benefit to residents, visitors and businesses in Inverness. It seeks through its programmes to reduce crime and the fear of crime in conjunction with working with its partner agencies.

## 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 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

### 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:

There is no barriers to any group benefiting from the Project

## 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?

N/A

### 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:



Advice has been sought from David Haas, Inverness City Manager

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
N/A	

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

Detail	Organisation	Estimated Value
N/A		

## 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>	Employment Costs	£22,000			£22,000
<b>Other Costs e.g. property costs, transport, equipment, insurance, marketing</b>	Programme Costs	£10,000			£10,000
<b>Total Project Cost</b>		£32,000			£32,000
<b>Other Funding relating to this project (including own resources and income) Continue on separate sheet if required</b>					
	Inverness BID Limited	£18,000			£18,000
<b>Total Funding Request The Highland Council</b>	How much is being applied for within this application? 1	£14,000			£14,000
	Inverness Common Good Fund				

**\*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)

The need for this Project was recognised by the Inverness City Committee in 2010 and its role continues to be supported by the member organisations.

The Project has received funding from the Common Good Fund as follows

2013/14	£14,000
2012/13	£17,000
2011/12	£17,000

£

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

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

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

With funding from ICGF

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
Community Safety	Achievement of business objectives as set down by ICSP – Response from member agencies – Interaction with public		

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

The Inverness Community Safety Partnership helps the Council achieve its goals and objectives in community safety for residents and visitors alike

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

This Project has received funding from the Inverness Common Good Fund for the past 8 years. It is anticipated that an application for funding will be made in future years.

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

3.1



## 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?.....Inverness CGF.....
- 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?....NO....**

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

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

**Total amount applied for .....£5,790.....**

**Estimated cost of funding in kind applied for..... N/A**

**What type of organisation are you?**

Third Sector (voluntary or community) organisation

Community Council

Other  please specify.....Business Improvement District .

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

b) Are you a company limited by guarantee? Yes  No  If yes, what is your company number?.....SC339914.....

## PART 1: ABOUT YOUR ORGANISATION

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

Organisation name

Inverness BID Ltd

Organisation address

111 Academy Street  
Inverness

Postcode IV1 1LX

Website

www.invernessbid.co.uk

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

Inverness Central

### 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: Mike Surname: Smith

Position in organisation:

Inverness BID Manager

Address

111 Academy Street  
Inverness

Postcode IV1 1LX

Phone number

Day: 01463 714550 Evening: 07836 526001

Email address

BIDmanager@inverness.uk.com

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

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

## PART 1: ABOUT YOUR ORGANISATION

- 1.3 a) When did your organisation start? Month...April ....Year...2008...
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

Inverness BID Limited (a not-for-profit company) was established in 2008 to assist the marketing and economic development of the city centre area.

Businesses in the city centre/BID area pay an extra 1% on their business rateable value to BID to help fund programmes of activity which are focused on generating economic vibrancy for the city. This investment compliments that of the Highland Council and the other city centre stakeholders to the benefit of the users and the economy of the city centre.

- 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? ... 17

- 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 Ian Brown	Director

<b>Community Councillors</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>

<b>Council Officers</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>
David Haas Inverness City Manager	Advisor to Leader of City of Inverness Area Committee



**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: See Appendix A</b>
<b>Year 2:</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1: See Appendix A</b>
<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: See Appendix A</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?**

Operation Respect – Easter and Summer 2014

### **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).....5<sup>th</sup> April 2014

End date (month and year).....6th September 2014

Location..... Inverness City Centre

### **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.

The Operation Respect – City Centre Programme has operated in the Easter, Summer and Winter holiday periods for the past 4 years. The project meets the objectives of the Single Outcome Agreement in that it acts to reduce crime and the fear of crime.

It has demonstrated the benefits and value of a crime prevention and public reassurance scheme at these peak times of City Centre activity by residents & visitors alike.

Integral to the success of these programmes has been the operation of a Security Task Team on the city centre streets.

The value of the Task Team is demonstrated by the results recorded by the 2013 Task Team (attached).

The project is supported by the Police as is demonstrated by the Community Beat Officers Report for December 2013 which stated:

*“Again the BID Task team have been successful in detecting and deterring various crimes within the City Centre and along with the Shop Safe radio system have assisted Police and shop staff. The feedback from shop staff is that BID patrols are seen as an asset. In several cases these patrols are often on scene prior to Police arrival and give staff support if the suspect is threatening or unruly”.*

With tourism being such a major industry for Inverness & the Highlands such a programme in the Spring/ Summer of 2014 offers both positive benefits for the visitors to the area as well as underpinning this vital economic sector in the Easter & Summer holiday periods when Inverness attracts the peak number of visitors.

The operating period would again be focused on both the 2 week Easter holiday break and the longer Summer holiday period of July and August.

The total cost of such a scheme would be £11,580, which is slightly higher than for 2013 (£11,100) due to in the main to an extra day being covered.

In previous years this has been met 50% by the Inverness Common Good Fund and 50% by BID and support is thus requested of £5,790.

The balance of £5790 would be contributed by Inverness BID Limited from the levy collected from the city centre businesses.

## 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 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

### 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:

There is no barriers to any group benefiting from the Project

## 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?

N/A
-----

**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:

Advice has been sought from David Haas, Inverness City Manager
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**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
N/A	

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

Detail	Organisation	Estimated Value
N/A		

## 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>	Security Task Team	£10,780			£10,780
<b>Other Costs e.g. property costs, transport, equipment, insurance, marketing</b>	Clothing	£400			£400
	Sundry	£400			£400
<b>Total Project Cost</b>		£11,780			£11,780
<b>Other Funding relating to this project (including own resources and income) Continue on separate sheet if required</b>	Inverness BID Ltd	£5,790			£5,790
<b>Total Funding Request The Highland Council</b>	How much is being applied for within this application? 1				
	Inverness Common Good Fund	£5,790			£5,790

**\*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)

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

## 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
<b>There will be evaluation on the project</b>			

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

<p><b>By making the City Centre an even safer and more appealing place to visit, this activity will assist in underpinning one of the principal objectives of the Inverness City Vision which is to support the economic vibrancy of the City.</b></p>
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- 2.15 If it is intended that this activity or project continue beyond the period of Council support, how will it be funded?**

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

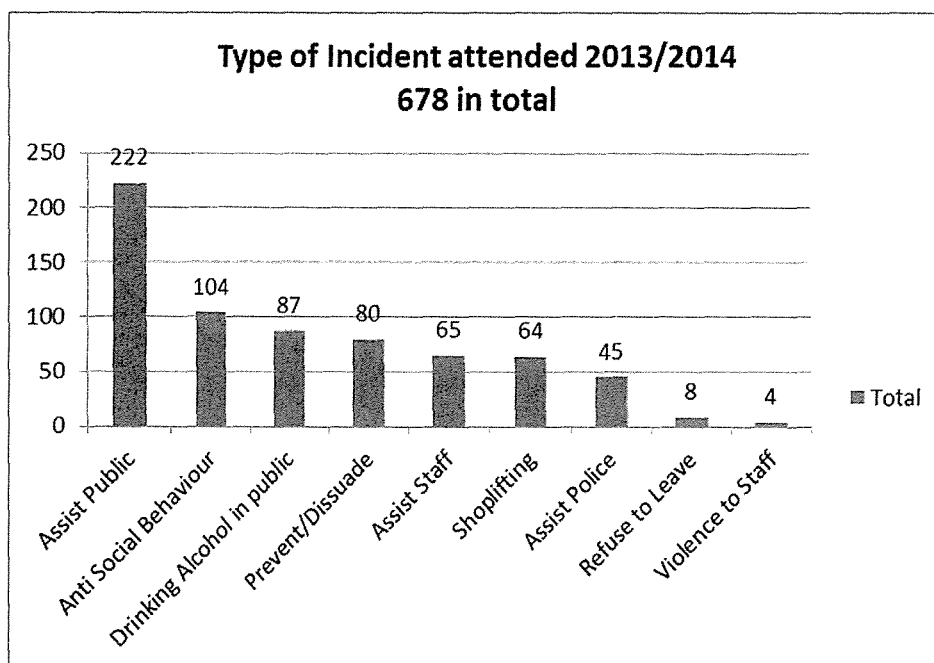
3.1



## Inverness BID Security Task Team

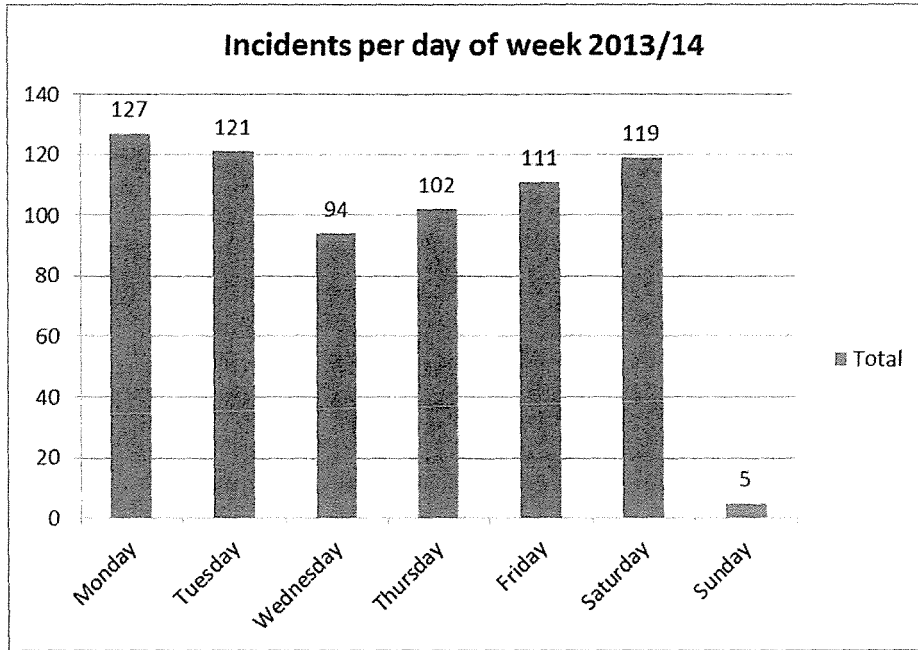
### 2013/14 Analysis

1. The Inverness BID Security Task Team mission is to deliver a Crime Prevention and Reassurance support team for the public using and business in Inverness City Centre.
2. Their Aims are to
  - to work closely with the City Centre Business Partners, Police Scotland, Highland Council, Safeinverness and any other relevant agencies to ensure a co-ordinated response to tackling, anti-social behaviour, improving public reassurance and crime and disorder.
  - to deliver high visibility patrols to provide a reduction in crime and disorder and improve public reassurance.
3. The BID Security Task Team comprises of one team of two SIA trained personnel.
4. Their Duties are to be proactive as well as responding to calls for assistance via Radio Link System and/or a dedicated mobile phone number. Give physical presence and moral support to retailers and licensees during hours of operation. Provide increased protection for Staff and Customers.
5. In 2013/2014, the team were deployed during the following periods
  - 30<sup>th</sup> March to 13<sup>th</sup> April 2013 13 days
  - 28<sup>th</sup> June to 31<sup>st</sup> August 2013 57 days
  - 7<sup>th</sup> October to 4<sup>th</sup> January 2014 76 days (includes Operation Respect Period)
  - Total of 146 days
6. In total they attended 678 incidents, broken down as per the chart below



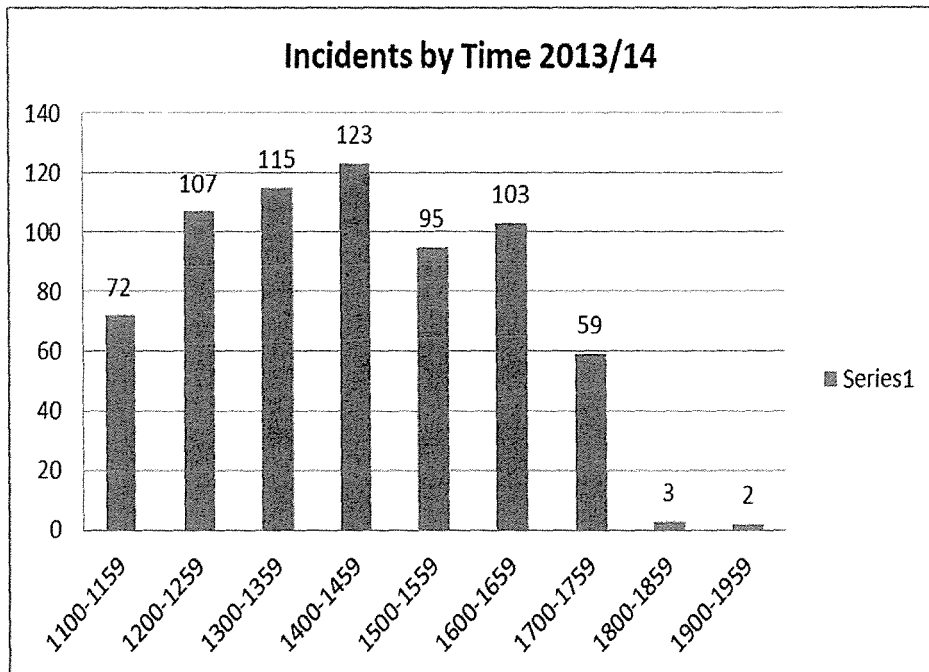
As can be seen from the figures, the team has now developed a public information/assistance role which enhances their main aims and security function.

7. The incidents attended by day of the week are as follows



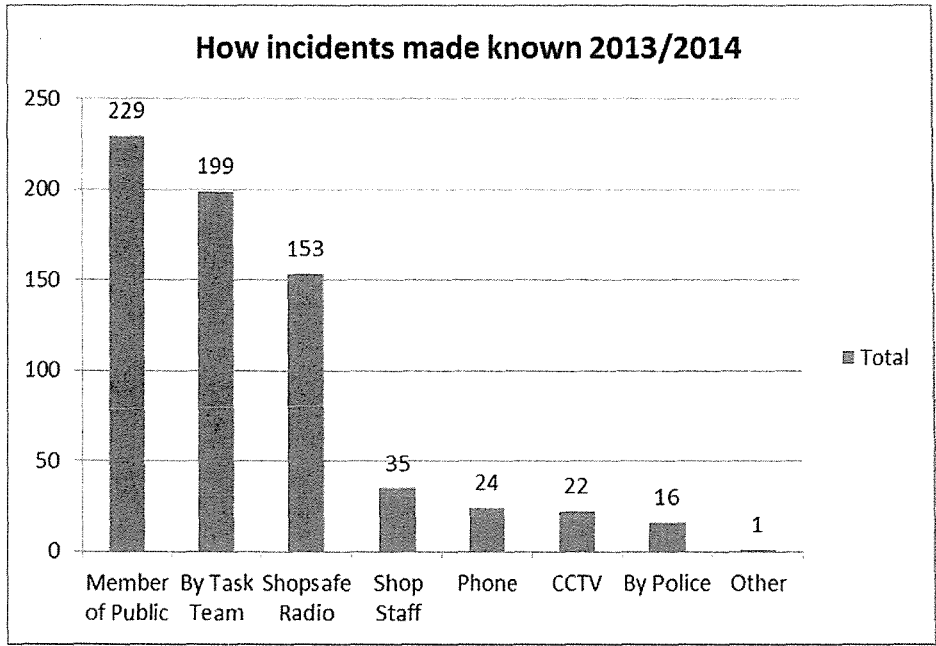
The Sunday figures represent only two Sunday deployments prior to Christmas day during the Operation Respect period.

8. Incidents attended by time of the day



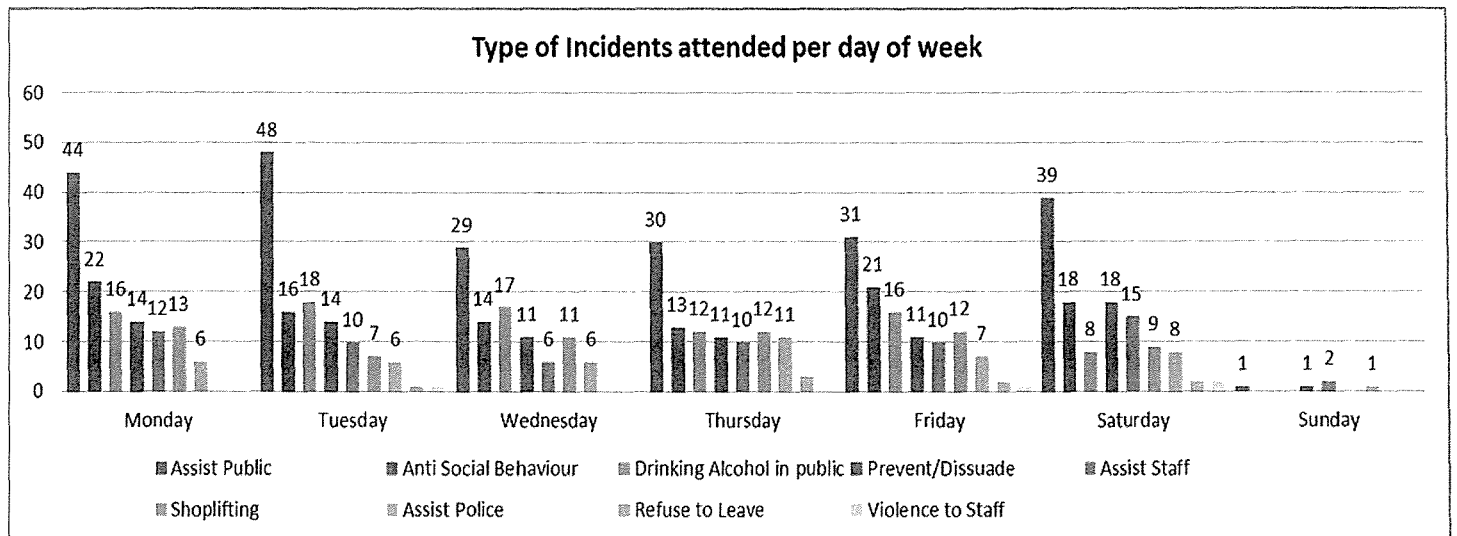
For the first time, in 2013 during the Operation Respect Period, the duty times were extended on a Thursday to 8pm. As can be seen by the low number of incidents, the repeat of this extension will have to be weighted against the cost.

9. These incidents the team attended were made known as follows

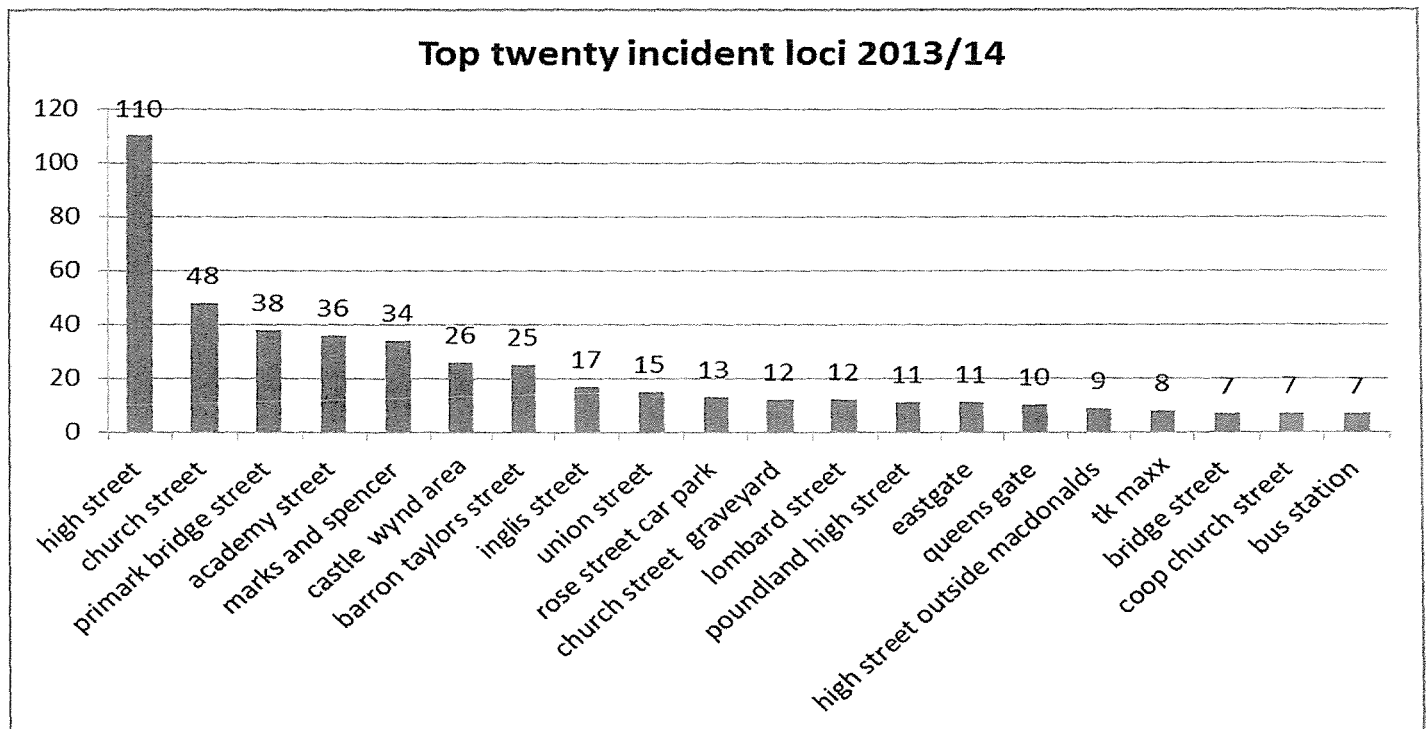


These results confirm that the team continues to carry out proactive patrols/duties and that the Shop safe radio is a vital communication tool allowing almost instant communication between the business, the police and the team.

10. A breakdown of the Type of Incidents attended per day of the week is as per the following graph



12. The top twenty loci of incidents are as below :



It is not surprising that High Street comes out on top, nor that two business - Primark and Marks and Spencer are in top 5, both of these business are targeted by shoplifters, which is known by the businesses concerned, they have instigated proactive security measures, which themselves discover incidents which would have gone unknown and therefore unreported.

13. Some notable incidents are

- Male assaulted the service point security guard. Task team informed and attended and restrained male until police arrived.
- Male concealed items and left the store on seeing the Task team approaching, he ran off, however he was followed and quickly was detained and restrained on Union Street in possession of items from two different stores.
- CCTV control room radioed Task team with request to assist Marks and Spencer staff member as he was struggling with a shoplifter in the street. Task team attended and detained the female till police arrived.
- A known shoplifter entered shop, Task team followed and subject quickly left
- Assisted with Theft from Poundland involving male and female. Police attended and detained both persons.
- Back door to restaurant open with their store/cloak room open. Management informed to prevent repetition of a previous theft.
- Task team informed that male had assaulted a female in licensed venue and departed, description of male given, Task Team located the male in the train station. British Transport Police arrested the male
- 2 males concealed shoes and left store without paying. Task Team informed and saw males at another shop and detained both until police arrival

- Known male was asked to leave the store but refused and became aggressive and threatening to staff, Task Team attended male quickly calmed down and left store.

14. Overall the Task Team is without doubt a successful initiative. It is apparent that not only do the Task Team make a significant input to increasing the safety of the City Centre but they also positively contribute to staff safety and crime reduction/prevention in the business sector.

15. In conclusion, the vast majority of the City Centre businesses are pleased that the Task Team has again this year been provided. They believe that the Team contributes to keeping the City Centre a safe place.

## Funding Applications to Inverness Common Good Fund

### Security Task Team - Easter & Summer 2014-01-31

- Has been provide at these peak visitor times in each of the past 4 years
- Benefit is shown by the supporting documentation
- Cost projected for 2014 is £11,780 with ICGF & BID each contributing £5,790 (2013 £5,550)

## Contributions Received from Inverness Common Good Fund to BID Projects

Payment Date	Project	Total Project Cost	Amount
	<b>Community Safety (Joint Projects with Inverness BID)</b>		
Feb 10	Inverness Community Safety Partnership 2010-11		£21,870.00
Feb 11	Inverness Community Safety Partnership 2011-12	£38,000.00	£17,000.00
Apr 11	Easter/Summer 2011 Task Team	£9,826.00	£4,913.00
Oct 11	Operation Respect – Winter 2011-12 - Contribution		£6,690.00
May 12	Inverness Community Safety Partnership 2012-13	£38,000.00	£17,000.00
Oct 12	Easter/Summer 2012 Task Team	£11,068.00	£7,305.00
Nov 12	Operation Respect - Winter 2012-13 – Contribution		£10,453.00
Dec 12	Inverness Community Safety Partnership 2013-14	£38,000.00	£14,000.00
Dec 12	Easter /Summer 2013 Task Team	£11,100.00	£5,500.00
Sept 13	Operation Respect – Winter 2013-14 - Contribution		£7881.00
	<b>Civic Amenity</b>		
Feb 09	Floral Displays – Summer 2009		£23,000.00
Feb 10	Floral Displays – Summer 2010		£36,000.00
Nov 10	Floral Displays – Summer 2011		£36,000.00
May 12	Gutter Project	£24,000.00	£16,000.00
Oct 12	Gull Project - Contribution	£18,000.00	£13,461.00
Oct 12	Floral Displays Summer 2012	£62,500.00	£37,700.00
Dec 12	Floral Displays Summer 2013	£62,500.00	£37,700.00
Dec 12	Gull Project	£20,000.00	£15,000.00
	<b>Marketing</b>		
Oct 12	Street Festival	£21,000.00	£7,000.00
May 13	Street Festival October 2013	£21,000.00	£7,000.00
	<b>Total</b>	<b>374,994.00</b>	<b>£341,473.00</b>

## Contributions Received from Inverness Common Good Fund to BID Projects

Payment Date	Project	Total Project Cost	Amount
<b>2009</b>	Floral Displays – Summer 2009		£23,000.00
<b>2010</b>	Floral Displays – Summer 2010		£36,000.00
	Inverness Community Safety Partnership 2010-11		£21,870.00
	Floral Displays – Summer 2011		£36,000.00
<b>2011</b>	Inverness Community Safety Partnership 2011-12	£38,000.00	£17,000.00
	Easter/Summer 2011 Task Team	£9,826.00	£4,913.00
	Operation Respect – Winter 2011-12 - Contribution		£6,690.00
<b>2012</b>	Inverness Community Safety Partnership 2012-13	£38,000.00	£17,000.00
	Gutter Project	£24,000.00	£16,000.00
	Easter/Summer 2012 Task Team	£11,068.00	£7,305.00
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	Floral Displays Summer 2013	£62,500.00	£37,700.00
	Gull Project	£20,000.00	£15,000.00
<b>2013</b>	Street Festival October 2013	£21,000.00	£7,000.00
	Operation Respect Winter 2013/14 - Contribution		£7881.00
	<b>Total</b>	<b>£374,994.00</b>	<b>£341,473.00</b>