

The Highland Council

City of Inverness Area Committee – 22 October 2015

Agenda Item	4
Report No	CIA/56/15

**Inverness Common Good Fund
Applications for funding**

Report by the Inverness City Area Manager

Summary

This report sets out the current applications for grant funding to be determined and the current status of capital projects.

1. Applications for funding

1.1 The current summary of funds available is set out in **Appendix 1**.

1.2 Members are invited to consider the following application:

1) Subsidised parking proposals to enhance the City as a shopping destination in the run-up to the Christmas/Hogmanay holiday period,

1.3 The application is competent as it will bring benefit to the Residents of the Burgh. The promotion will allow parking charges to be reduced to 20p for the first 2 hours at Rose Street Car Park. Arrangements will allow calculations to be made ensuring that the Council does not benefit from any increase in patronage as a result of the promotion.

1.4 The amount of subsidy has been calculated on average occupancy over the same period for the previous 2 years.

Recommendation

The Committee is invited to consider the application for funding;

Designation: Inverness City Area Manager

Date: 12 October 2015

Authors: David Haas, Inverness City Area Manager

APPENDIX 1

**Inverness Common Good Fund
Available Resource for Allocation**

£

2015/16 Budget Balance Available - Grants	350,000
Committed from 2014/15	122,000
	472,000

Committee Date	Category	Award	Total for meeting	
Grants Committed from previous financial years		122,000	<u>122,000</u>	350,000
11/05/15 Grants Sub-Committee	Grants < £10K	99,250	<u>99,250</u>	250,750
17/8/15 Grants Sub-Committee	Grants < £10K	57,366	<u>57,366</u>	193,384
10/9/15 City of Inverness Area Committee	Grants > £10K	4,000	<u>4,000</u>	189,384

Budget Balance Available - Tourism Development and Subvention	40,000
Committed from 2014/15	13,750
	53,750

Committee Date	Category	Award	Total for meeting	
Grants Committed from previous financial years	Subvention	13,750	<u>13,750</u>	40,000
02/06/15 Inverness City Committee	Grants > £10K	20,000	<u>20,000</u>	20,000
17/08/15 Grants Sub-Committee	Grants < £10K	8,145	<u>8,145</u>	11,855
10/9/15 City of Inverness Area Committee	Grants > £10K	8,000	<u>8,000</u>	3,855



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:

Highland Council

Name of Project or Activity Requiring Support:

Subsidised Parking at Rose Street Car Park

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

(Please provide closing date details where applicable)

Inverness Common Good Fund

Is the amount you are applying for:

£5,000 or under Under £10,000

Total amount applied for: £8,119

Estimated cost of funding in kind applied for: £.....None.....

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

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

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

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?

Subsidised parking at Rose Street Car Park

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).....Oct 2015.....

End date (month and year).....Dec 2015.....

Location.....Rose Street, Inverness.....

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

For example:

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

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

This application is to support the provision of subsidised parking at Rose Street Car Park from the fourth weekend of October until the weekend just after Christmas. This will be for each Saturday from 24th October to 26th December and for each Sunday from 6th December to 20th December – 10 Saturdays and 3 Sundays.

Inverness city centre has in recent months experienced some disruption due to the flood alleviation works; the fire at the buildings on Academy Street; and the fire at the buildings on Eastgate. This may have had a detrimental impact on local businesses with some of them reporting a reduction in commercial activity.

Subsidising parking at Rose Street Car Park to reduce the charges from £1.40 to £0.20 for 2 hours is likely to attract additional shoppers to the city centre on the weekends identified and contribute to additional economic activity for businesses, particularly in the old town area of the city and the Victorian Market.

The Administrations programme for 2015 to 2017, “Highland First”, at paragraph 18 is committed to **Enhancing our Town Centres** by *seeking additional opportunities to help address localised economic decline in town centres.*

This initiative supports the Inverness City Vision, which sets out a vision for shaping the future of the city. Overall it points to a number of key themes which will guide how Inverness will grow, including:

- the economy should be at the heart of everything
- strengthening the City Centre

A key element of the City Vision is its emphasis on several areas of the city which are strategically important for the future prosperity of Inverness. The City Centre is one of these priority areas.

The Inverness City Centre Development Brief describes the aspirations of the City Vision as:

- to improve the commercial vitality and viability of the city Centre.
- to make the City Centre the most attractive and desirable place for businesses to locate.

The provision of subsidised parking at Rose Street Car Park from the first weekend in October to the weekend immediately after Christmas will contribute to these key policy aspirations and is likely to contribute to increased economic activity for city centre 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 provision of subsidised parking at Rose Street Car Park will be available to all motoring members of the public.

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:

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	Software reconfiguration for Saturday and Sunday tariff From 24 October to 26 December = 10 Saturdays @ £595 [for average 496 cars at 2 hours @ 20p] From 6 December to 20 December = 3 Sundays @ £223 [for average 186 cars at 2 hours @ 20p]	1,500 5,950 669			
Total Project Cost £		8,119			
Total Funding Request £		8,119			

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 £
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals				

*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

Glen Urquhart Road
Inverness

Postcode IV3 5XX

Website

www.highland.gov.uk

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

Inverness Central (Ward 15)

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: David Surname: Haas

Position in organisation:

City Manager

Address

Town House
High Street
Inverness

Postcode IV1 1JJ

Phone number

Day: 01463 785018 Evening: 07799072061

Email address

david.haas@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? Month.....Year...1996.....
- 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 local authority covers the entire Highland region and represents communities and people of all ages, abilities and ethnicities

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

Set out in the extant Local Government (Scotland) Act

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

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

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

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

Yes **N/A** No

If yes –

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

Year 1:
Year 2:
Year 3:

b) How much funding do/did you receive?

Year 1:
Year 2:
Year 3:

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

Year 1:
Year 2:
Year 3:

PART 5: CHECKLIST AND DECLARATION

Guidance on completing part 5: [CHECKLIST AND DECLARATION](#)

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

Please ensure that you have enclosed the following information:

- a) A copy of your most recent signed and dated constitution
OR
- We have submitted a signed constitution to Highland Council when applying for other funding within the last two years and it has not changed since submission..
- b) Externally verified Statement of Accounts as presented to your latest AGM for the last 3 years where available (see guidance for further information on the level and type of external verification we expect).
OR
- We have submitted our most recent Statement of Accounts to Highland Council when applying for other Highland Council funding
OR
- For new organisations which have been established less than 12 months, please give an estimate of first year's income and expenditure.
- c) A copy of your organisation's last 3 months bank statements (for very new organisations a single bank statement will be sufficient).
- d) Evidence that you have secured three quotes for all goods or services of over £5000 (see guidance notes).
- 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 Complain 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>David Haas</i>	<i>Signature:</i> 	<i>Date:</i> <i>11 September 2015</i>
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Signatory 2

<i>Print Name:</i> 	<i>Signature:</i> 	<i>Date:</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