



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

Name of Organisation:

Blythswood Care

Name of Project or Activity Requiring Support:

Highland Foodbank - Inverness

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

Inverness Common Good Fund

Is the amount you are applying for:

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

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

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

Please detail what funding in kind has been applied for e.g. Council staff time, use of premises or equipment, waiving of fees or administration support

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number SC021848.....	[✓]	Company Limited by Guarantee If yes – Company Number	
Other - please specify.....			

Please remember guidance to completing the application form is available [here](#). Appropriate links to the guidance are situated throughout the form: [This page](#)

For official use only

Application reference number			
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PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

Guidance on completing part 1: **ABOUT YOUR ACTIVITIES OR PROJECT**

1.1 What is the name of your activity or project?

Highland Foodbank - Inverness

1.2 When will your activity or project take place? (specifically those for which you are seeking an award from The Highland Council)

Start date (month and year) On-going.....

End date (month and year) On-going.....

Location... The Foodbank is the on-going provision of a service in Inverness through the Foodbank Centres in Madras Street (opened in 2005) and Hilton (opened in 2014) and the ongoing warehousing operation which was established within Blythswood Care's Harbour Road premises in 2014.

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.

Foodbank was launched in 2005 with the opening of the Foodbank Centre in Madras Street, Inverness. A second Foodbank Centre was opened at Hilton Village in 2014 to provide easier access to clients in the Ness-side, Inverness South and Millburn Wards of the city. One of the two centres is open each day Monday to Friday.

These Foodbank Centres are part Highland Foodbank which has a Highland-wide reach, but the Inverness operation is managed from the Hilton Foodbank Centre, and a new food warehouse serving the Inverness Foodbank Centres was set up in 2014 in the Blythswood facility in Harbour Road

The Foodbank exists to provide emergency food supplies to local people suffering financial crisis – these come from a wide cross-section of the community including people awaiting benefits, people on low incomes, and people who have been made redundant. The food distributed by Highland Foodbank is donated by members of the local community, including groups such as churches and schools. Clients are referred to Foodbank by one of the 100 partner agencies who work with Foodbank in Inverness including the Highland Council's Care Health & Social Care Service, the Inverness and

Hilton Service Points, the Highland Council's Housing Services, the Scottish Welfare Fund, local branches of the Citizens' Advice Bureau and the local Women's Refuge. The Foodbank Centres aim to offer a welcoming space where besides getting food, client can discuss their current issues should they wish to do so, and be sign poste to other appropriate agencies should this be necessary and should they wish.

Usage of Highland Foodbank remains high – 2710 people from the Inverness area were provided with food in financial year 2014/15.

The £20,000 being sought from the Common Good Fund will contribute to the total running costs of the Inverness element of the Project, - the Madras Street, Hilton and warehouse facilities.

1.4 Does your activity or project involve building or landscaping work?

Yes No [

If yes please answer both a) and b) below.

a) Does your organisation (Please tick):
Have ownership of the land or building

Yes No [

OR

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

Yes No [

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

Planning permission not required [

Planning permission required and has been granted

1.5 Please tell us how your project or activity will help the Council to meet its Public Sector Equality Duty to:

- Get rid of unlawful discrimination, harassment and victimisation;
- Make sure that people from different groups* are treated fairly and have equal chances to use services and that there is more equality between groups*;
- Make sure that people from different groups* get on together.

*Groups are people who have "protected characteristics" in the Equality Act: age, gender reassignment, pregnancy and maternity, religion or belief, sexual orientation, disability, marriage and civil partnership, race and sex.

For example are people with protected characteristics likely to face barriers; how you intend to tackle these barriers; does your project promote inclusion?

The service provided in Inverness by Highland Foodbank addresses in an equitable way the needs of people in the community who are facing financial crisis. The

Foodbank service is available to everyone in need, and clients are referred by one of the local partner organisations, of which there are about 100, including the Highland Council's Care and Learning Service the Inverness and Hilton Service Points, the Highland Council's Housing Services, the Scottish Welfare Fund, the local branches of the Citizens' Advice Bureau and the local Women's Refuge. These partner organisations are responsible for assessing the need of the clients before referring them. The opening of a second Foodbank Centre in Hilton, Inverness has enabled people in the south of the city to access the service more easily. In addition its opening days and hours co-ordinate with those of the Madras Street Centre, so that the Hilton Centre (open initially 6 hours per week) will be open when the Madras Street Centre (open 8 hours per week) is closed and vice versa – the opening of the Hilton Centre has therefore increased the number of hours per week when the Foodbank service is accessible in Inverness.

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

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

I was invited by Highland Council to submit an application in support of funding of £20,000 which the Inverness Committee of Council have agreed in principle, for which we are extremely grateful.

1.8 Please tell us about any funding in kind you are seeking from the Council:

Detail i.e. premises, facilities, staff time, waiving of fees	Estimated value
N/A	

1.9 Please provide a breakdown of how much will your activities/project will cost and how much **Funding you are applying for from The Highland Council:**

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing	<p>This figure is the total salary costs of (a) the part-time Foodbank Co-ordinator for Inverness and Nairn, (b) the post of administrative assistant based at Hilton Food Bank Centre.</p> <p>One third of the salary of (a) the full-time Warehouse manager, and (b) the part-time Warehouse assistant; one tenth of the salary cost of the Foodbank Development Officer; and an element for head office management.</p>	£43,265			
Other Costs e.g. property costs, transport, equipment, insurance, marketing	<p>Vehicle and transport expenses (including expenses of minibus for moving food.)</p> <p>Cost of purchasing food when donated stocks of particular items run low. (NB this is funded by donations from the public earmarked for purchasing food.)</p> <p>Stationery and office expenses</p> <p>Phones and wifi</p> <p>Warehouse and utilities costs Cost of Harbour Road food warehouse and a quarter of the cost of the food warehouse at Deephaven.</p>	<p>£4,386</p> <p>£2,000</p> <p>£500</p> <p>£350</p> <p>£6,000</p>			

	Madras Street rent	£2,000			
	Hilton Village rent (Highland Council premises)	£6,150			
	Trussell Trust fee (the franchiser) which covers resources, support and access to an on-line database for recording donations and distribution of food.	£360			
Total Project Cost £		65,011			
Total Funding Request £		20,000			

1.10 **Other funding relating to this project** Please include other funders and own resources and income. Continue on separate sheet if required.

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
The annual costs of the Foodbank project, other than those which have been met by the Common Good Fund are met from the funds of Blythwood Care and from personal donations from individuals.				
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.

1.11 Please tell us how you know that there is a need for this activity or project and how your approach will meet this need. This might include:

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

Over the 10 years since Highland Foodbank was established, there has been a steady increase in demand for its services and all indications suggest that a high level of usage both of the Madras Street Foodbank Centre and the Hilton Foodbank Centre is likely to continue. This reflects national trends.

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

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

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

Funded by Blythwood Care with, in addition, generous donations from the Common Good Fund.

- 1.13 Please tell us how you will know that your activities or project is working and that you are benefiting your community. You only need to provide targets for the years in which your project will operate. See the detailed guidance for examples of targets.

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Foodbank Centres and Madras Street and Hilton Village and the warehousing facility in Blythwood's Harbour Road premises will continue in operation		
New volunteers will be recruited and trained as required		
The number of volunteers at the two Foodbank Centres and the food warehouse in Harbour Road will remain adequate		
3,000 clients will be supported at both Inverness Foodbank Centres in the course of the year		
Records of the total weight of donated and distributed food will be maintained.		
There will be evidence of regular communications with donors		

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

The major source of funding for the Foodbank project as a whole will be Blythwood Care which is itself largely dependent on donations from the public. There are also smaller fund-raising initiatives held throughout the year.

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- 3.3 a) When did your organisation start? Month September.....Year 2005.....
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

The Highland Foodbank's parent organisation Blythswood Care was launched in 1966. Blythswood Care is committed to providing holistic care for people marginalised and in need, chiefly in Eastern Europe and India, but also through the Foodbank Project in the Scottish Highlands. The Highland Foodbank was launched in 2005 with the opening of the Foodbank Centre in Madras Street, Inverness. The Foodbank exists to provide emergency food supplies to local people suffering financial crisis – these come from a wide cross-section of the community including people awaiting benefits, people on low incomes, and people who have been made redundant. The food distributed by Highland Foodbank is donated by members of the local community. The Foodbank has a Highland-wide reach (and a Foodbank Development Officer is developing Foodbanks in other parts of the Highland Council Area) but a majority of clients come from the Inverness Wards, where they contact the service either at the Madras Street or Hilton Foodbank Centres. The Foodbank Centres, staffed by trained volunteers who work with supervision from the Foodbank Co-ordinator seek not simply to provide food, but to offer a welcoming, supportive environment where clients can feel comfortable, and, should they wish, can talk about their current issues and be referred to other appropriate agencies as required.

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

Highland Foodbank is not a membership organisation.

- d) How many people are on your governing body or management committee? The ultimate governing body is the group of Trustees of Blythswood Care of whom there are 3.

e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*

Yes No

If yes, please provide names:

Highland Council Elected Members	Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other

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

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

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

Yes No

If yes –

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

Year 1: We received a £10,000 contribution to the general running costs of the project from the Inverness Common Good Fund in 2012/13
Year 2: We received a £20,000 contribution to the general running costs of the project and funding to support the setting up of the Hilton Village Foodbank Centre from the Inverness Common Good Fund in 2013/14
Year 3: We received a £20,000 contribution to the general running costs of the Project, including the Hilton Foodbank Centre and a contribution towards the Salary of a part time Administration Assistant from the Inverness Common Good Fund in 2014/15.

b) How much funding do/did you receive?

Year 1: £10,000
Year 2: £20,000
Year 3: £20,000

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:

Group statement of financial activities (Including income and expenditure account)

for the year ended 31 December 2014

	<i>Unrestricted funds 2014</i>	<i>Restricted funds 2014</i>	<i>Total 2014</i>	<i>Total 2013</i>
<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<i>Incoming resources</i>				
Incoming resources from generated funds				
Voluntary income:				
Donations	4,908,140	364,853	5,272,993	5,596,836
Legacies	2 141,009	-	141,009	147,842
Capital grants	-	10,810	10,810	50,000
Incoming resources from charitable activities:				
Trading income	2,318,020	-	2,318,020	2,229,765
Investment income	8,792	-	8,792	2,125
<i>Total incoming resources</i>	7,375,961	375,663	7,751,624	8,026,568
<i>Resources expended</i>				
Costs of generating funds				
Costs of generating voluntary income	147,134	-	147,134	134,889
Fundraising trading: costs of goods sold	2,026,962	28,954	2,055,916	2,074,410
Charitable activities:				
Costs of activities	4,679,449	707,932	5,387,381	5,567,601
Support costs	293,266	-	293,266	287,296
Governance costs	8,250	-	8,250	8,200
<i>Total resources expended</i>	7,155,061	736,886	7,891,947	8,072,396
<i>Net incoming/(outgoing) resources before transfers</i>	220,900	(361,223)	(140,323)	(45,828)
Gross transfers between funds	(95,216)	95,216	-	-
<i>Net incoming/(outgoing) resources for the year</i>	125,684	(266,007)	(140,323)	(45,828)
<i>Total funds brought forward at 1 January</i>	394,635	670,618	1,065,253	1,111,081
<i>Total funds carried forward at 31 December</i>	520,319	404,611	924,930	1,065,253

Charity statement of financial activities (Including income and expenditure account)

for the year ended 31 December 2014

	<i>Unrestricted funds 2014</i>	<i>Restricted funds 2014</i>	<i>Total 2014</i>	<i>Total 2013</i>
<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<i>Incoming resources</i>				
Incoming resources from generated funds				
Voluntary income:				
Donations	4,908,140	364,853	5,272,993	5,596,836
Legacies	2 141,009	0	141,009	147,842
Investment income	281,097	0	281,097	199,665
<i>Total incoming resources</i>	5,330,246	364,853	5,695,099	5,944,343
<i>Resources expended</i>				
Costs of generating funds				
Costs of generating voluntary income	147,134	-	147,134	134,889
Charitable activities:				
Costs of activities	4,679,449	707,932	5,387,381	5,567,601
Support costs	293,027	-	293,027	286,150
Governance costs	5,250	-	5,250	5,200
<i>Total resources expended</i>	5,124,860	707,932	5,832,792	5,993,840
<i>Net incoming/(outgoing) resources before transfers</i>	205,386	(343,079)	(137,693)	(49,497)
Gross transfers between funds	(95,216)	95,216	-	-
<i>Net incoming/(outgoing) resources for the year</i>	110,170	(247,863)	(137,693)	(49,497)
<i>Total funds brought forward at 1 January</i>	744,614	492,246	1,236,860	1,286,357
<i>Total funds carried forward at 31 December</i>	854,784	244,383	1,099,167	1,236,860

Group balance sheet

at 31 December 2014

	Notes	2014 £	2013 £
Fixed assets			
Tangible assets	7	1,042,201	1,072,714
Current assets			
Stocks		14,814	14,189
Debtors	9	275,879	363,342
Cash at bank and in hand		265,592	370,968
		<u>556,285</u>	<u>748,499</u>
Creditors: amounts falling due within one year	10	(392,052)	(448,117)
Net current assets		<u>164,233</u>	<u>300,382</u>
Total assets less current liabilities		<u>1,206,434</u>	<u>1,373,096</u>
Creditors: amounts falling due after more than one year	11	(259,261)	(291,379)
Provision for liabilities	13	(22,243)	(16,464)
Net assets		<u>924,930</u>	<u>1,065,253</u>
Funds			
Unrestricted funds	16	520,319	394,635
Restricted funds	16	404,611	670,618
		<u>924,930</u>	<u>1,065,253</u>

Chairman

Date 25 August 2015

Charity balance sheet

at 31 December 2014

	<i>Notes</i>	<i>2014</i> £	<i>2013</i> £
Fixed assets			
Tangible assets	7	726,651	764,934
Investments	8	350,002	350,002
		<u>1,076,653</u>	<u>1,114,936</u>
Current assets			
Debtors	9	340,590	376,428
Cash at bank and in hand		245,655	349,608
		<u>586,245</u>	<u>726,036</u>
Creditors: amounts falling due within one year	10	(304,470)	(312,733)
Net current assets		<u>281,775</u>	<u>413,303</u>
Total assets less current liabilities		<u>1,358,428</u>	<u>1,528,239</u>
Creditors: amounts falling due after more than one year	11	(259,261)	(291,379)
Net assets		<u><u>1,099,167</u></u>	<u><u>1,236,860</u></u>
Funds			
Unrestricted funds		854,784	744,614
Restricted funds	15	244,383	492,246
		<u>1,099,167</u>	<u>1,236,860</u>

Chairman

Date 25 August 2015



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

Name of Organisation:

Calman Trust

Name of Project or Activity Requiring Support:

Live, Learn Work

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

(Please provide closing date details where applicable)

Inverness Common Good Fund, closing date 16 October 2015

Is the amount you are applying for:

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

Total amount applied for: £21,308

Estimated cost of funding in kind applied for: £N/A

Please detail what funding in kind has been applied for e.g. Council staff time, use of premises or equipment, waiving of fees or administration support

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

Third Sector (voluntary or community) organisation	<input checked="" type="checkbox"/>	Community Council	
Registered Charity If yes – Registration number SC027878	<input checked="" type="checkbox"/>	Company Limited by Guarantee If yes – Company Number 184887	<input checked="" type="checkbox"/>
Other - please specify.....			

Please remember guidance to completing the application form is available [here](#). Appropriate links to the guidance are situated throughout the form: [This page](#)

For official use only
Application reference number

PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

Guidance on completing part 1: [ABOUT YOUR ACTIVITIES OR PROJECT](#)

1.1 What is the name of your activity or project?

Live, Learn Work

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) 1 January 2016

End date (month and year) 31 July 2016

Location: From base at 17a Hilton Village, extending across Inverness city and wider Inverness area

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

For example:

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

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

The aim is to enable vulnerable young people to learn how to manage their first home and to develop essential skills for work, in a manner that they can take into the future. The project involves training leading to delivery of a qualification that our staff can teach to young people in their homes, in work, training or at school, through a structured programme covering:

- What is required to keep a home, attending appointments, independent travel, dealing with mail, paying bills on time, living on a budget, keeping their home clean, laundering clothing, engaging with their landlord, setting up a Bank account, connecting utilities, registering with doctor, dentist etc, understanding what risky behaviours should be avoided and why, and knowing where to go for help if required in future; and
- How to work alongside others, communicating appropriately at work; attending work on time, managing breaks appropriately, following instructions, following holiday and absence procedures, meeting workplace dress code, understanding their performance at work, understanding the skills and behaviour that are important to employers, and the consequences of not meeting these, using appropriate tools or equipment, preparing and managing a safe workplace, and complete tasks on time.

Based on our experience of working with vulnerable and disadvantaged young people in Highland, Calman has developed a customised award which has been accredited by SCQF and placed on the framework at Level 4. This award incorporates units that teach young people the core employability skills identified above, combined with the ability to keep a roof over their heads. To achieve the qualification, young people in a work setting or in their home have to demonstrate that they have these abilities, and in the process they build up a personal portfolio of evidence. This record of practical achievement, delivered in the real life setting of their home, school or work, is evidenced

by achievement of a qualification. This qualification demonstrates to the young person, to landlords and to future employers that the young person has the knowledge, skills and understanding that are essential to managing independent living and having a job, which increases their chances of finding or keeping a home or job in future. Because the qualification is achieved through real practical experience it gives the young person a track record of what they have managed to do consistently that they can draw upon in future, when they are on their own.

There is scope to require that young people work towards the qualification when they are allocated accommodation, so that they can learn how to manage and keep their home even as they settle in. In addition, young people referred to Calman for employability training will work towards achievement of the Live, Learn, Work qualification to evidence their ability to manage their accommodation, whilst moving towards employment.

Having constructed a qualification that gives young people this real, transferable experience, we now need to train our staff to deliver the qualification, and pilot it, using young people's feedback and experience to revise the structure and content to ensure it meets most effectively the needs of young people at risk of future homelessness or unemployment, including potentially school leavers.

The help we are looking for is to meet the costs of training the Calman staff team to deliver this qualification to young people on the ground, to assess feedback from staff and young people, and finalise the qualification, which can then be used with young people across Inverness, and potentially people of other ages to address the challenges of homelessness or unemployment.

After the six month period covered by this application, involving development and initial roll out and testing of the programme, it is planned that it will be offered to other organisations working with vulnerable young people and future young people coming through homelessness at Calman. This will ensure sustainability of the project beyond the six-month timescale, whilst also extending the benefit more widely, to vulnerable individuals of other ages and needs.

In the period of the project, government funding does not exist to make this happen, or enable the participation of the young people involved. As indicated above there is the prospect that once completed this programme can be delivered in future to individuals on training programmes. This is additionality that the project can deliver, by extending the learning available to young people or others in these circumstances to include how to manage their personal circumstances.

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?

One of the recognised strengths of Calman Trust has been our ability to reach out to, and gain the trust and confidence of, vulnerable and marginalised young people who are hardest to reach.

The design and development of the project will be constantly reviewed and adapted to ensure that it reaches the young people effectively, and a way that is meaningful.

Examples of the methods we use in this regard include:

- Marketing of our services, tailored to meet the needs of the range of stakeholders we communicate with, including young people who live in all areas of Inverness;
- Digital media and social media/networks;
- Word of mouth;
- Building relationships and referral channels with stakeholders and agencies;
- Ensuring our service provision is accessible and does not inadvertently discriminate or put up barriers to access;
- Recognise socio/economic challenges and barriers to access, and put in place support to address this (e.g. support for travel);
- Provide support for child care provision wherever possible; and
- Regular training and development of staff.

The project will include training of our staff team in understanding the barriers that could prevent young people affected by protected characteristics or particular needs from participating successfully, and how to overcome these.

Learning materials will be developed to take account of young people’s literacy and numeracy needs, and sensory impairments and any non-English language requirements, for example through use of different formats, or non verbal means of communication. This includes use of translators or signers where appropriate.

Because delivery of the qualification is individualised around the needs of each young person, and delivered in their home, school or workplace, all coaching, assessment and feedback is individual, focused on the young person’s particular needs and abilities, and confidential.

The entire project is designed to equip young people at risk of exclusion with the ability and opportunity to have a sustainable life in the community, living to their potential. The primary target audience is young people who are homeless or at risk of homelessness and/or unemployment, which is the client group with whom Calman work on a daily

basis, i.e., young people affected by barriers that place them at risk of exclusion. A snapshot of the circumstances of the 199 young people in Inverness who used our housing support service last year demonstrates the context:

Had a Live Homeless Claim	77%
Mental Health Issues	37%
Learning Difficulties	12%
Health issues	33%
Social work involvement	23%
Addictions	14%
Chaotic lifestyle	55%
Previously looked after	3%

Inasmuch as delivery of the qualification is a means to improving the life chances of these young people it is fundamentally a means to achieving equality.

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

In the event that any young person working towards this qualification is a Gaelic speaker and in need of Gaelic language materials, a translation service will be engaged.

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

At an early stage, David Goldie, Head of Housing.

1.8 Please tell us about any funding in kind you are seeking from the Council:

Detail i.e. premises, facilities, staff time, waiving of fees	Estimated value
N/A	

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	Initial staff training (17 staff,5 days) Delivery of pilot programme (1 day/ week for 24 weeks, 17 staff)	7,008 33,638			
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Trainer costs (16 days@ £300/day) Travel to attend training (1 week) Training materials Assessment of young people's progress Internal verification of qualification External verification of qualification SQA Accreditation requirements Rent and utilities Higher management	4,800 500 2,500 1,500 1,500 1,500 2,000 500 2,180			
Total Project Cost £		57,626			
Total Funding Request £		21,308			

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 £
Calman Trust, own income (Project costs will be met through funds raised by Calman Trust from charitable sources, not through funding for employability, housing support or other Council funding) Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	36,318			
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	36,318			

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

1.11 Please tell us how you know that there is a need for this activity or project and how your approach will meet this need. This might include:

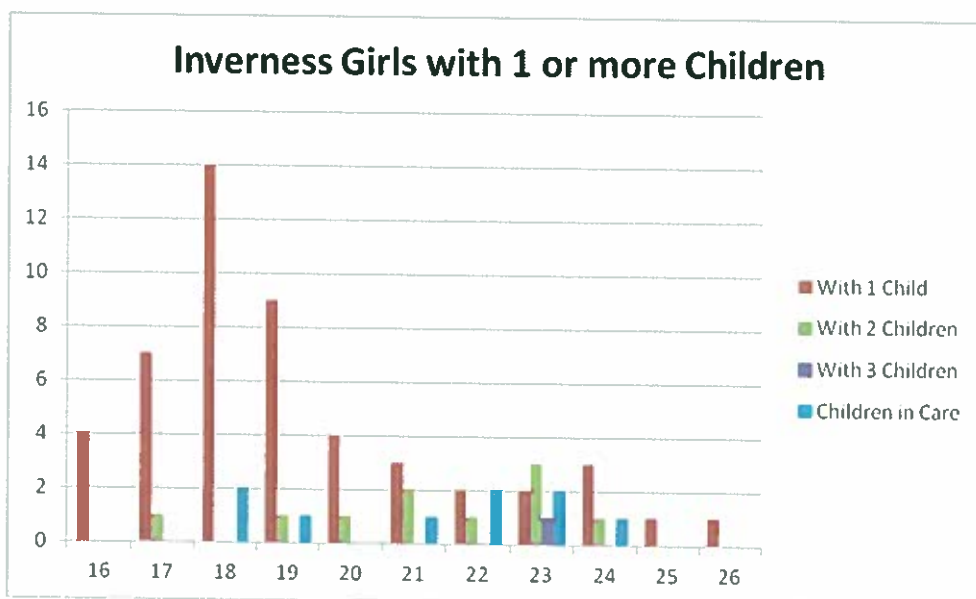
- a. Community support for your project (e.g. surveys, etc.)
- b. Statistics which show the need for your project (e.g. unemployment figures, crime statistics)
- c. Evidence from similar projects which shows that they have worked (e.g. research from elsewhere or evaluations of previous local work)

Annually, Calman provides support to approximately 200 young people in Inverness, aged 16-25 who are referred as homeless or at risk of homelessness (199 in 2014-15, average age 19). These are young people who are affected by a range of barriers that make them vulnerable to repeated breakdown in their personal circumstances. The following table describes their identified vulnerability.

Had a Live Homeless Claim	77%
Mental Health Issues	37%
Learning Difficulties	12%
Health issues	33%
Social work involvement	23%
Addictions	14%
Chaotic lifestyle	55%
Previously looked after	3%

A snapshot taken during the year of young people using Calman support to manage independent living found that of 69 young people in Inverness being supported on that day, only 19 were in any form of work or training.

Of 128 girls supported in Inverness last year, 64 have one or more dependent children, a total of 76 children, of whom 9 were taken into local authority care.



Of the 37 young people from Inverness engaged in training in March, 20 had an issue with their living circumstances, which they received support to address from the Calman support service.

As Welfare Reform takes effect, it becomes increasingly important that young people are able to progress towards employment, managing their accommodation needs at the same time, to avoid sanctions and exposure to changes in benefit entitlement.

It is in this context that the need for the project arises:

- An easily followed structure for learning through practice, teaching vulnerable young people in unstable housing circumstances how to manage independent living and keep a roof over their head;
- A crossover programme of learning how to manage independent living combined with taking first steps towards employment, enabling young people identified as homeless or at risk of homelessness also to prepare for the world of work, where the qualification provides an easily accessible and meaningful learning programme;
- A programme of learning leading to a qualification that can be offered to young people who are engaged in employability training, that simultaneously enables them to learn how to keep their home, or prepares them for the time when they will have an independent home, and how to manage this;
- A programme that can be taken into schools or a residential setting, to teach young people about the practical reality of finding or having a home or job, as a means of preventing youth homelessness and unemployment.
- By gaining a qualification at the end of their learning programme, delivered in the practical setting of their own home, work or learning environment, young people can evidence their learning to landlords or employers, thereby improving their chance of accessing accommodation or employment. They can also take confidence from this concrete evidence of their learning, to progress further.
- As Highland Council seeks to prevent youth homelessness and unemployment, the Live, Learn, Work qualification offers an effective tool to this end, especially effective if linked to the offer of accommodation.

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

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

Training the Calman support staff and trainers to deliver this qualification will enable the delivery of a holistic practical learning activity to young people in Inverness, addressing independent living requirements and employment expectations within one programme, accessible to young people in a home setting or at work, enabling their progression on both fronts.

This will enable vulnerable young people in the area who have to transition into independent adulthood with little or no support from family networks to learn the skills to hold down a job and keep a home, in a practical manner that makes sense to them, and is therefore applied. The fact that their practical learning is evidenced in a qualification attaches transferability to the experience, potentially evidence that the young person can take to future housing or employment choices.

This is a new qualification, devised by Calman to meet the needs specifically of young people who are homeless or at risk of homelessness and/or unemployed, lacking a plan for the future. By training the Calman staff to deliver this programme, to a plan whereby feedback will be used to revise and refine the structure and content, leading to SQA accreditation, two outcomes are achieved: a qualification that can be used in schools, residential settings etc, to prevent youth homelessness and unemployment; and a

qualification that enables the progression of young people experiencing youth homelessness or unemployment.

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

- 1.13 Please tell us how you will know that your activities or project is working and that you are benefiting your community. You only need to provide targets for the years in which your project will operate. See the detailed guidance for examples of targets.

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
17 staff trained to deliver the qualification.		
<p>In six-month period, Calman staff deliver the programme to 30 young people who are homeless, at risk of homelessness or unemployed, and lacking the skills for work.</p> <ul style="list-style-type: none"> • January 2016: recruitment of trainer • January 2016: initial staff training • February-May, with support from trainer, staff learn how to deliver the programme on the job with young people • June 2016, review programme delivery and adapt programme content • July-August 2016, engage with SQA re-programme accreditation 		
15 young people achieve the SCQF accredited qualification, Live, Learn Work		
Qualification reviewed and revised in light of young people's feedback.		
Qualification accredited by SQA, and Calman offer training to other homelessness services in Inverness, extending the benefit.		

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

The project will be completed within year 1, after which trained Calman staff will offer training to clients of other homeless services in the future, with a view to enabling vulnerable adults to develop the skills to sustain an independent home and take first

steps to employment, evidenced in achievement of the Live, Learn, Work qualification.

- 3.3 a) When did your organisation start? Month: April Year: 1998
- 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?

Young people aged 16-25 who are homeless or at risk of homelessness and/or unemployed and lacking a plan for the future. These are young people who live in an area from Nairn to Golspie, the majority in Inverness.

- 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? 5
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*
 Yes No

If yes, please provide names:

Highland Council Elected Members	Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other

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

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

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

Yes No

If yes –

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

<p>Year 1: Contract for delivery of Housing Support to young people (Housing budget) Contract to deliver Go4It Employability Programme to hard to reach young people (Employability budget) Framework agreement to deliver Activity Agreements for hard to reach young people (Education service, Opportunities for All)</p>
<p>Year 2: Contract for delivery of Housing Support to young people (Housing budget) Contract to deliver Go4It Employability Programme to hard to reach young people (Employability budget) Framework agreement to deliver Activity Agreements for hard to reach young people (Education service, Opportunities for All)</p>
<p>Year 3: Contract for delivery of Housing Support to young people (Housing budget) Framework agreement to deliver Activity Agreements for hard to reach young people (Education service, Opportunities for All)</p>

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

Year 1: £392,616
Year 2: £481,980
Year 3: £329,652

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

Year 1: N/A
Year 2: N/A
Year 3: N/A

Hilary Tolmie

Subject: FW: Calman Trust
Importance: High

From: Isobel Grigor [<mailto:isobel@calman.org>]

Sent: 19 November 2015 16:54

To: David Goldie

Subject: RE: Calman Trust

Hello David

Thank you for your message below. I've answered your questions in black.

I hope this will meet your needs.

Kind regards.

Isobel

From: David Goldie [<mailto:david.goldie@highland.gov.uk>]

Sent: 18 November 2015 12:58

To: Isobel Grigor (isobel@calman.org)

Cc: Stewart Wardlaw

Subject: FW: Calman Trust

Importance: High

Isobel

Stewart has asked for my comments on your application.

On the face of it this appears to describe a service very close to the existing housing support service you are providing under the current housing support contract.

Would it be possible to describe how the service for which you are seeking funding via the Common Good Fund is different to the support provided under the current contract.

I'd be particularly interested in:

The object of the application is to cover the costs of developing a new qualification, called Live, Learn, Work, for young people preparing to take their first steps into work and an independent home, testing the content preparatory to SQA accreditation, and training various staff across the organisation to deliver this qualification. It comes from our experience of working with young people around the time of leaving home, with a focus on developing capability/prevention of future difficulties.

It is not to deliver housing support, rather the development of a qualification that can be offered to young people in schools, or potentially young people leaving care or prison, in order to prepare them for the future.

This is designed firstly to be a preventative initiative that can avoid future need for housing support.

(If appropriate however the qualification could be offered to young people receiving housing support to evidence their progress in developing the capability to keep a home of their own, linked to their introduction to the world of

work. This would not be duplication of housing support, but a way of structuring the actual delivery of housing support, linked to employment, and of evidencing the young person's progress on both fronts in a manner that is potentially valuable in the context of Universal Credit.)

In working towards the Live, Learn, Work qualification, young people in schools, residential care or prison etc would undergo structured learning activity, plus work placements to demonstrate their consistency over time, and in terms of their accommodation enabled to learn basic housekeeping skills within their current living setting, in a manner that will transfer to a home of their own.

- **Referral arrangements**

No new referral process is involved. Young people in schools and the other settings above can be offered the opportunity to work towards the Live, Learn, Work qualification in the context of the Curriculum for Excellence. The staff trained in the qualification can support them and their teachers etc to do this. If a young person receiving housing support were offered the chance to work towards the qualification this would be within their housing support plan, not additional, a way in which they can evidence to themselves and others what they have learnt. By linking the accommodation module to employability and workplace skills the young person can be enabled to understand the world of work at the same time.)

- **Type of support involved (ie main support tasks)**

The independent living module is designed to enable the young person to develop capability in core areas which are essential to managing independent living, again very much as a preventative measure. Young people achieving this module will have demonstrated skills, confidence, knowledge and understanding required to sustain independent living. Areas covered will include:

Attending appointments on time;

Communicating with others and managing mail;

Managing money;

Managing a tenancy (e.g. Follow a routine to keep their space clean and tidy, Laundering clothes and bedding, Following a routine for recycling and disposing of refuse, Describing how to be a good neighbour, Maintaining a positive relationship with a landlord); and

Health and wellbeing (e.g. How to register with Dentist and Doctor, The importance of eating regularly, Behaviours that put the individual at risk and how to avoid these, Where to go for help.)

- **Outcomes expected**

The outcomes from the project are that:

The qualification will be accredited and available for wider use (potentially with older adults as well as adolescents);

A core staff team is trained in delivery of the qualification and able to support others to do this in future; Young people undertaking the qualification will have had a practical learning experience that prepares them in key aspects of independent living and the workplace, with evidence of their learning reflected in the qualification. As a result, young people can leave school, residential care or prison with a good practical preparation for a first job or home of their own.

The qualification can evidence the young person's ability to prospective employers or landlords, and in the process prompt confidence that the individual has made significant preparation to take on a job/tenancy.

I'm afraid any feedback would need to be quick to meet the current round of bidding. Could you get something back tomorrow?

Regards
David

Unless related to the business of The Highland Council, the views or opinions expressed within this e-mail are those of the sender and do not necessarily reflect those of The Highland Council, or associated bodies, nor does this e-mail form part of any contract unless so stated.

Mura h-eil na beachdan a tha air an cur an cèill sa phost-d seo a' buntainn ri gnothachas Chomhairle na

Calman Trust

Balance Sheet
At 31 March 2014

	Notes	Group 2014 £	Group 2013 £	Charity 2014 £	Charity 2013 £
FIXED ASSETS					
Tangible assets	12	579,687	625,586	536,943	572,050
Intangible assets	13	39,000	7,500	-	-
Investments	14	-	-	1,000	1,000
		618,687	633,086	537,943	573,050
CURRENT ASSETS					
Stocks		17,025	16,580	2,422	2,559
Debtors: amounts falling due within one year	15	219,118	187,327	264,667	224,291
Cash at bank and in hand		176,435	233,803	124,660	180,475
		412,578	437,710	391,749	407,325
CREDITORS					
Amounts falling due within one year	16	188,835	162,422	156,699	149,264
NET CURRENT ASSETS/(LIABILITIES)					
		223,743	275,288	235,050	258,061
TOTAL ASSETS LESS CURRENT LIABILITIES					
		842,430	908,374	772,993	831,111
CREDITORS					
Amounts falling due after more than one year	17	161,555	160,306	161,554	160,306
NET ASSETS					
		680,875	748,068	611,439	670,805
FUNDS					
Unrestricted funds					
General fund	19	93,872	95,337	24,433	18,074
Designated funds	19	159,650	159,650	159,650	159,650
Restricted funds					
	19	427,353	493,081	427,356	493,081
		680,875	748,068	611,439	670,805

The notes form part of these consolidated financial statements

Calman Trust

Notes to the consolidated financial statements – continued
For The Year Ended 31 March 2014**2. FINANCIAL PERFORMANCE OF THE CHARITY**

The consolidated statement of financial activities includes the results of the charity's wholly-owned subsidiary. A summary of the financial performance of the charity alone is shown below:

	Notes	Unrestricted funds £	Restricted funds £	Year Ended	
				31.03.14 Total funds £	31.03.13 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	4	85,557	-	85,557	131,715
Activities for generating funds					-
Investment income	5	25,071	-	25,071	25,118
Incoming resources from charitable activities:					
Charitable activities	6	968,411	82,293	1,050,704	766,699
Total incoming resources		1,079,039	82,293	1,161,332	923,532
RESOURCES EXPENDED					
Costs of generating funds		10,735	2,473	13,208	-
Charitable activities	6	1,042,921	107,205	1,150,126	1,096,120
Governance costs	7	21,852	35,512	57,364	4,500
Total resources expended		1,075,508	145,190	1,220,698	1,100,620
NET INCOMING/(OUTGOING) RESOURCES before transfers					
		3,531	(62,897)	(59,366)	(177,088)
Gross transfers between funds		2,828	(2,828)	-	-
Net incoming/(outgoing) resources		6,359	(65,725)	(59,366)	(177,088)
RECONCILIATION OF FUNDS					
Total funds brought forward		177,724	493,081	670,805	847,893
TOTAL FUNDS CARRIED FORWARD	19	184,083	427,356	611,439	670,805