

BOOKLET A

THE HIGHLAND COUNCIL COMHAIRLE NA Gàidhealtachd

The accompanying papers are circulated
relative to the Agenda for the Meeting of the

CITY OF INVERNESS AREA COMMITTEE COMATAIDH SGÌREIL CATHAIR-BHAILE INBHIR NIS

on / air

**THURSDAY 30 NOVEMBER 2017
DIARDAOIN 30 SAMHAIN 2017**

at/ aig

10.30 am



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:

The Shirlie Project

Name of Project or Activity Requiring Support:

Securing The Shirlie Project' s Presence in Inverness 2017-2020

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

Common Good Fund - (12/10/17)

Is the amount you are applying for:

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

Total amount applied for: £34,200

Estimated cost of funding in kind applied for: £...0

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

0

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

Third Sector (voluntary or community) organisation	X	Community Council	
Registered Charity If yes – Registration number SC029968	X	Company Limited by Guarantee If yes – Company Number SC191975	X
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?

Securing The Shirlie Project' s Presence in Inverness 2017-2020
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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) September 2017

End date (month and year) August 2020

Location: 40 Longman Drive, Inverness IV1 1SU

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 Shirlie Project is a supported employment agency based in the Highlands experienced at helping people connect with the job market. We are committed to providing a professional service to people of all ages who have been out of work due to a variety of reasons and who are keen to change their lives.

We have 23 years' experience as a specialist employment organisation working to assist those with support needs such as Autism, Learning Disabilities, Young People/School Leavers, Physical Impairment and Mental Health issues to find and gain open paid employment. Over the years we have endeavoured to develop programmes that encourage those furthest removed from the work place, including young people leaving school who are at risk of no positive destination to engage with their communities through open, paid employment. As a Supported Employment Agency, we actively encourage participation from these groups and we have had a lot of success supporting people from these groups into employment. Provided customers are suitably ready and committed to moving forward, the Shirlie Project will do everything it can to remove any barriers and provide a smooth transition into the work place. All of our work is person centred and support will be tailored to the individual, in a professional and sensitive manner.

The Shirlie Project have a team of highly trained job coaches who are based throughout the Highlands and who are warm, engaging and highly motivated to move our clients forward in their lives and maximise their potential. Over the years, we have developed many tools and techniques which have proven to be extremely successful in moving our clients into work and we will provide training in the following techniques;

- I Plans
- Vocational Profiling
- Undertaking Job and Task Analysis
- The use of Graphic Facilitation
- Explore long term aspirations and action plan towards them
- Job matching
- Inductions, supervision, appraisals and natural supports
- Workplace culture, communication and procedures
- Developing a job analysis
- Developing positive support strategies
- Job coaching techniques
- Understanding inclusion and confidence in the workplace

Our service is designed to ensure that inclusive employment is a positive experience for all involved and provides a wide coverage to support an inclusive employment. Bearing in mind the geographical size of the Highlands, it is essential that we encourage good practice through using local job coaches to minimise mileage costs and harmful omissions and make use of technology such as Skype, facetime, mobile telephones and the use of an effective Case Management System to produce a comprehensive reporting system.

Over the years, The Shirlie Project has demonstrated a genuine commitment to working within local communities. Our programmes actively involve local communities, supporting isolated people to re-engage and become part of the community. Our Job Coaches go into communities and engage with people where they feel most comfortable and can best relate to the work being done. We work from action plans and take time getting to know our clients taking into account their dreams, aspirations and understanding what makes a good working environment for them in order to make employment a successful and prolonged, sustained experience.

The Shirlie Project's work is both proactive and preventative in interventions assisting people who would otherwise be at risk of requiring more intensive long-term additional support.

Shirley's intervention at an early stage and continued support network allows and creates positive outcomes which, without doubt, saves the Scottish Government, Highland Council, NHS and other agencies considerable sums of money.

Why do we need support now?

Funding at the moment is highly competitive with most funders looking for quick outcomes within a restricted criteria. This is not designed to invest in the longer term support required by a large proportion of our clients to genuinely move forward in their lives. Significant financial shortages and budget reductions in available funding has caused additional pressures when trying to raise income. We are currently revising our financial strategy to include a more localised and inclusive approach that better suits our needs. We would expect that this would begin to paying dividend towards the middle of 2018.

There has also been a substantial increase in overheads over the past 6 years with additional demands being made on detailed analysing and reporting of work per contract / programme. This has become essential due to European and funding requirements and adds a considerable cost and workload with no additional funds available to cover these.

We require support to cover this cost in our business support and deliver a high quality, sustainable service.

What will be achieved with the money

Support the Co-ordinator to focus on the quality and development of service delivery

The Business Support Team will review progress against targets and consider innovative techniques to generate continuous improvement of the service.

They will provide detailed monthly progress reports and trends on the numbers of referrals, training, job outcomes and other progress, broken down by area, target group, strand, Key Development Areas, etc.

The Business Support Team will:

- Identify areas of service delivery that are not meeting targets
- Agree and implement any remedial action required
- Consider new approaches
- Ensure delivery staff are fully engaged and receive appropriate feedback, training, and support.
- Review the customer feedback (both positive and negative) which will be collected weekly, and assess any areas where change or improvement is required.
- Implement a system of feedback to continuously review how service could be improved or costs reduced.

Cover contract and performance management.

This funding will support us to:

- Automatically schedule reminders, reports and checks to optimise delivery and help ensure full compliance with funders.
- The Co-ordinator will provide targeted advice and caseload support to any job coaches to ensure all clients are receiving the minimum standard
- Gathering feedback from job coaches on effective employment and engagement strategies that can be cascaded to others.

- Gathering more strategic level data and cost / benefit analysis to assess the longer-term benefits for service users and authorities based on the improvements in customer health, mental resilience, general well-being, as well as the fiscal benefits of employment vs unemployment and benefits.
- Monitoring and trying to maximise travel costs for customers and job coaches, encouraging the use of public transport, use of bicycles, walking etc.

Provide high quality management and performance management information to support an extensive programme of quality assurance and performance development

The Shirlye Project will develop a Quality Framework specific to the requirements of the Supported Employment across the Highlands to support a consistent quality of delivery of service across the area. This will include training in Supported Employment Techniques, ensuring Job Coaches work towards and demonstrate excellence in delivery of all aspects of their Employability Activity including workforce engaged in its delivery. We will also incorporate Equality and Diversity requirements.

Tell us who will benefit from the activities that your organisation is going to carry out?

Individuals with support needs requiring employability support, including current and future clients of the Shirlye Project. We have a growing waiting list which shows that there is a demand for a service who provides in-depth job coaching and monitoring support. We have also found, in our experience, the families of individuals with support needs, also benefit from the increased independence and quality of life achieved by our clients. In the longer term, communities and individuals who become involved in active support groups set up by clients, benefit from having people in their community who are motivated, engaged and willing to contribute.

We also find that employers need guidance to take on staff with special support needs and are more receptive to taking on members of staff with support needs when there is a professional service who can give training, guidance and support when needed.

Tell us how many people the project will benefit and the different ways they might get involved.

(1) Ongoing Employability Support:-

We support about 300 beneficiaries per year of whom around 47% are in Inverness. (2016/17 over 106 clients in Inverness)

On average there are about 30 client visits per week from Shirlye Project job coaches for Employability and transition support covering a wide range of issues. We have 7 Job Coaches and additional support staff in our Inverness team, all of whom have a busy caseload working with people in and around the Inverness area. Through this investment we believe that the support and focus of the work can be significantly enhanced. Caseload support to our job coaches will be based on quality information provided by the Business Support team, which will in turn enhance the quality of the support experienced by our clients. As a business this will result in our most experienced people sharing their knowledge in a far more beneficial way.

(2) As part of our investment in high quality services to people who have support issues in Inverness we will be better placed to train our team to a SCQF level 8 qualification in Supported Employment and Personal Development

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 Shirlie Project's main focus is to help those with additional needs, of whatever age, gender, race or creed, to achieve progression towards open, paid employment. We work with individuals, businesses, schools and professionals across a wide range of services and promote activities to help raise awareness and understanding, to promote inclusion, and to eliminate discrimination and isolation.

Our activities are consistent with and contribute to the Highland Council's Fairer Highland Plan including the general and specific public sector duties of the Equality Act (2010), ensuring that people are treated fairly and with respect.

We promote payment of the Living Wage and compliance with equal opportunities legislation by employers taking on Shirlie Project clients.

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:

n/a

- 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	Funding to assist in covering Business Support staffing costs	51,641			51,641
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Funding to assist in covering Business Support overheads Detailed schedule attached	16,759			16,759
Total Project Cost £		68,400	0	0	68,400
Total Funding Request £		34,200	0***	0***	34,200

*** NOTE: Subject to a review of the company and its finances after one year, the Shirly Project may request consent to apply to the Common Good Fund again in 2018 for 2019 funding.

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

The Shirly Project is continually fundraising to meet general operating and staff costs that are not covered by other funding streams, but is facing a significant potential deficit in 2017 and has insufficient remaining reserves to provide a buffer as in previous years.

- 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:

n/a

- 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	Funding to assist in covering staffing costs in Business Support	25,816			25,816
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Funding to assist in covering Business Support overheads	8,384			8,384
Total Project Cost £		34,200	0	0	34,200
Total Funding Request £		34,200	0***	0***	34,200

*** NOTE: Subject to a review of the company and its finances after one year, the Shirlye Project may request consent to apply to the Common Good Fund again in 2018 for 2018/19 rental funding.

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

The Shirlye Project is continually fundraising to meet general operating and staff costs that are not covered by other funding streams, but is facing a significant potential deficit in 2017 and has insufficient remaining reserves to provide a buffer as in previous years.

Applications have recently been made to a wide range of other organisations as outlined below for general (unrestricted) funds which would include a contribution to Business Support costs, but given the very significant competition for donations, these are not expected to generate sufficient funds to meet the current deficit.

The 2016 Shirle Project Statutory Accounts are still being finalised by Ritsons, the Company accountant, but an extract of the draft is attached for information showing projected results and reserves.

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
SSEN (Scottish & Southern Electricity Networks) £20,000, Lintel Trust £2,000 Greggs Charitable Trust £2,000 The Whitaker charitable trust £1,000 The Nancie Massey Charitable Trust £2,000 Stephens Bakery Foundation £2,000 Dromintee Trust £3,000 Various other Charitable Trusts (£100,000) Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision X	Applications are for general and staff costs to cover an expected 2017 operational deficit.			
Hugh Fraser Foundation £3,000 Cruden Foundation £500 Successful X Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	Contribution to general funds. £3,500			
Totals	£3,500			

*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:
- 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 Scottish Government has an agenda which is fully committed to equality for disabled people and is striving to create a Scotland that is fair and inclusive to all. People with a disability make up approximately one fifth of Scotland's population, however only half of this percentage (50%) are in employment compared with 80% of non-disabled people. The levels of inequality increases once you further examine the detail of these statistics and the variations become even greater (The Scottish Government).

- Nearly **one in five** people of working age (1 million, or 19%) in Scotland are disabled
- Only about **half of disabled people of working age are in work** (50%), compared with 80% of non-disabled people of working age
- Employment rates vary greatly according to the **type of impairment** a person

has. Disabled people with **mental health problems** have the lowest employment rates of all impairment categories at only 21%. The employment rate for people with learning disabilities is 26%.

The Shirlie Project is a supported employment agency delivering employment focussed and personal development programmes to people facing challenges such as:

- Autism
- Learning difficulties
- Acquired brain injury
- Mental ill health
- Long Term unemployed
- Young people with emotional and behavioural issues
- Young people facing social isolation on leaving school
- Physical and sensory impairments
- People managing long term health conditions

The Shirlie Project has maintained an office in Inverness since it was established in 1994, providing an accessible centre for clients to obtain advice and training, as well as a secure base for our Inverness job coaching team. We have computers and facilities available for use by those seeking work and for training purposes as well as interview rooms providing the privacy and security required for vulnerable clients.

Reducing unemployment and supporting those with disabilities and additional needs is a key Highland Council objective and the work done by the Shirlie Project is designed to help deliver these services in the most effective and cost efficient manner.

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?

The Shirlie Project's earnings from various contracts including Employability Fund (Skills Development Scotland) and Activity Agreements (Highland Council Employability) are expected to include a contribution towards core office and administration expenses. In 2017, due to difficulties in accessing expected European Social Fund contributions, we are expecting a shortfall that will have to be met from additional fundraising and our remaining core reserves.

We have an ongoing fundraising programme, including corporate and private trust sources, Big Lottery etc, and are also developing an individual donor programme as part of our wider social awareness-raising and community engagement work.

- 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
<p>The Business Support Team monitoring progress against targets and innovative techniques to generate continuous improvement of the service.</p> <p>Business Support to providing detailed monthly progress reports on trends, referrals, job outcomes and other progress, broken down by area, target group, strand, Key Development Areas, etc.</p> <p>Identified areas of service delivery that are not meeting targets are recorded and remedial action monitored</p> <p>Review of feedback (both positive and negative) recorded and actions monitored.</p>		
<p>Reports produced to show compliance with funders.</p> <p>Information provided to the Co-ordinator to improve caseload support to job coaches.</p> <p>Strategic level data and cost / benefit analysis to recorded</p>		
<p>Quality Framework specific to the requirements of the Supported Employment across the Highlands in place</p>		

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

The Shirlie Project's earnings from various contracts including Employability Fund (Skills Development Scotland) and Activity Agreements (Highland Council Employability) are expected to include a contribution towards core office and administration expenses. We have an ongoing fundraising programme, including corporate and private trust sources, and are also developing an individual donor programme as part of our wider social awareness-raising and community engagement work. We are currently revising our financial strategy to include a more localised and inclusive approach that better suits our needs. We would expect that this would begin to paying dividend towards the middle of 2018.

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? October 1994
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, and people from an ethnic minority background) does your organisation cover?

Our work covers the whole Highland Council area, but almost half our client base at any time is likely to be in Inverness, based on population. Our head office is in Inverness, which supports our Inverness Job Coach Team and other satellite offices across Highland.

The Company is established solely for the following charitable purposes—

(a) To assist people who need support as a result of:

- any form of learning difficulty or disability
- mental health and / or physical problem
- medical condition or disorder
- youth
- Any behavioural, social, educational, personal or other circumstance with a view to enabling them to obtain or sustain employment (including self-employment), and that without distinction of gender, age, race or political, religious or other opinions or beliefs.

(b) The prevention or relief of poverty, particularly through the provision of personal financial advice to beneficiaries of the Company to assist them to become more financially secure and independent.

The Shirle Project's aims are to provide an environment in the Highlands that encourages people with support issues to be confident, outward looking and ambitious in all aspects of their lives. We work with the communities and families around those with support needs, to increase understanding, positive involvement and support.

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

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

no

- d) How many people are on your governing body or management committee? **6**
- 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

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

<p><u>Year 1:</u> The payments from Highland Council were for staff time / costs to deliver cont work under various Council employability /programmes (HC Education budget). -Activity Agreements <i>(Focuses on 16-17 year olds leaving school, not ready for further education or employment. Helps them develop skills &hands on work experience. (35 clients in 2015)</i> Try It Out <i>(provision of Employability Services)</i> Work It Out <i>(Employability Workshops)</i></p>
<p><u>Year 2:</u> Activity Agreements Try It Out Work It Out</p>
<p><u>Year 3:</u> Activity Agreements Try It Out Work It Out Positive Pathways</p>

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b) How much funding do/did you receive?

<p>Year 1: Activity Agreements... 2013 - £42,226 Try it Out... 2013 - £197,210 Work it Out... 2013 - £3,814</p>
<p>Year 2: Activity Agreements... 2014 - £52,257 Try it Out... 2014 - £200,360 Work it Out... 2014 - £40,558</p>
<p>Year 3: Activity Agreements... 2015 - £72,298 Try it Out... 2015 - £64,760 Work it Out... 2015 - £1,457 Positive Pathways... 2015 - £3,316</p>

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

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

**The Shirie Project
Business Support Expenditure - 12 months to 31st December 2018**

**Requested from
Common Good Fund
(50%)**

	Total	
Direct Costs		
Salaries	48,790	24,390
National Insurance	2,630	1,315
Pensions	221	111
Allocation of General Overheads (17.4%)		
Property Rent	5,951	2,976
Water Rates	204	102
Commercial Insurance	1,145	573
Electricity	531	266
Fuel Oil	183	92
Office Supplies	1,426	713
Postage	240	120
Audit Fees	914	457
Photocopier Rental	1,077	539
Photocopier Charges	428	214
Training	72	36
Cleaning & Hygiene	89	45
IT Support	2,247	1,124
Fees & Subscriptions	906	453
Minor Equipment	44	22
Equipment Repairs & Maintenance	179	90
Telephone Costs	585	293
Building Maintenance	230	115
Bank Interest Expense	308	154
Total Costs	68,400	34,200

The Shirlie Project
Company Limited by Guarantee
Statement of Financial Activities
(including income and expenditure account)

31 December 2016

		Unrestricted funds £	2016 Restricted funds £	Total funds £	2015 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	137,811	245,364	383,175	281,311
Charitable activities	6	161,952	–	161,952	253,380
Other income	7	3,251	–	3,251	12,590
Total income		<u>303,014</u>	<u>245,364</u>	<u>548,378</u>	<u>547,281</u>
Expenditure					
Expenditure on charitable activities	8,9	(359,996)	(184,244)	(544,240)	(650,790)
Total expenditure		<u>(359,996)</u>	<u>(184,244)</u>	<u>(544,240)</u>	<u>(650,790)</u>
Net income/(expenditure)		<u>(56,982)</u>	<u>61,120</u>	<u>4,138</u>	<u>(103,509)</u>
Transfers between funds	13	7,336	(7,336)	–	–
Net movement in funds		<u>(49,646)</u>	<u>53,784</u>	<u>4,138</u>	<u>(103,509)</u>
Reconciliation of funds					
Total funds brought forward		22,027	79,347	101,374	204,883
Total funds carried forward		<u>(27,619)</u>	<u>133,131</u>	<u>105,512</u>	<u>101,374</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

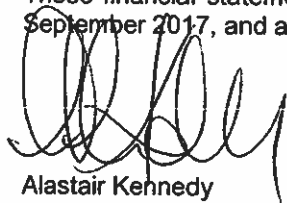
The notes on pages 19 to 30 form part of these financial statements.

The Shirlie Project
Company Limited by Guarantee
Statement of Financial Position
31 December 2016

		2016		2015
		£	£	£
Fixed assets				
Tangible fixed assets	14		69,100	68,730
Current assets				
Debtors	15	72,587		57,182
Cash at bank and in hand		1,199		25,697
		<u>73,786</u>		<u>82,879</u>
Creditors: amounts falling due within one year	17	<u>(37,374)</u>		<u>(50,235)</u>
Net current assets			<u>36,412</u>	<u>32,644</u>
Total assets less current liabilities			<u>105,512</u>	<u>101,374</u>
Net assets			<u>105,512</u>	<u>101,374</u>
Funds of the charity				
Restricted funds			133,131	79,347
Unrestricted funds			(27,619)	22,027
Total charity funds	19		<u>105,512</u>	<u>101,374</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 28 September 2017, and are signed on behalf of the board by:



Alastair Kennedy
Trustee

The notes on pages 19 to 30 form part of these financial statements.

The Shirly Project
Company Limited by Guarantee
Statement of Cash Flows
Year ended 31 December 2016

	Note	2016 £	2015 £
Cash flows from operating activities			
Net income/(expenditure)		4,138	(103,509)
<i>Adjustments for:</i>			
Depreciation of tangible fixed assets		13,446	16,993
Interest payable and similar charges		319	311
Accrued (income)/expenses		(28,268)	88
<i>Changes in:</i>			
Trade and other debtors		(15,405)	78,046
Trade and other creditors		5,498	(8,323)
Cash generated from operations		<u>(20,072)</u>	<u>(16,394)</u>
Interest paid		(319)	(311)
Net cash used in operating activities		<u>(20,591)</u>	<u>(16,705)</u>
Cash flows from investing activities			
Purchase of tangible assets		(13,825)	(2,655)
Proceeds from sale of tangible assets		9	-
Net cash used in investing activities		<u>(13,816)</u>	<u>(2,655)</u>
Net decrease in cash and cash equivalents		(34,407)	(19,360)
Cash and cash equivalents at beginning of year		25,697	45,057
Cash and cash equivalents at end of year	16	<u>(8,710)</u>	<u>25,697</u>

The notes on pages 19 to 30 form part of these financial statements.

The Shirlie Project
Company Limited by Guarantee
Detailed Statement of Financial Activities
31 December 2016

	2016 £	2015 £
Income and endowments		
Donations and legacies		
Donations	14,250	7,100
European Social Fund	114,765	112,537
Access to Employment	5,796	-
Highland Cross	-	10,000
Bigger Picture	169,357	15,000
Lottery Fund	56,310	111,221
Deprived Area Fund	-	8,971
Johnson & Johnson Corporate Citizen Trust	19,697	11,482
Miss M E Swinton Paterson's Charitable Trust	-	1,000
Souter Charitable Trust	3,000	2,000
STV Children's Appeal	-	2,000
	<u>383,175</u>	<u>281,311</u>
Charitable activities		
Activity agreements	35,116	72,298
Ingeus work programme	6,896	32,208
Positive Pathways	476	3,316
SDS Employability Fund	119,464	79,341
Try it Out	-	64,760
Work it Out	-	1,457
	<u>161,952</u>	<u>253,380</u>
Other income		
Other income	<u>3,251</u>	<u>12,590</u>
Total income	<u>548,378</u>	<u>547,281</u>

The Shirlie Project

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

31 December 2016

	2016 £	2015 £
Expenditure		
Expenditure on charitable activities		
Wages/salaries	(308,690)	(381,716)
Employer's NIC	(19,306)	(26,546)
Pension costs	(9,010)	(9,046)
Operating leases	(5,641)	(3,912)
Rent	(44,200)	(44,644)
Rates & water	(1,761)	(1,904)
Light & heat	(3,767)	(3,882)
Repairs & maintenance	(4,911)	(16,552)
Insurance	(9,709)	(15,396)
Cleaning	(1,190)	(1,075)
IT Support	(13,149)	(11,699)
Audit Fees	(5,189)	(4,944)
Legal fees	(657)	(3,937)
Telephone	(9,683)	(13,228)
Stationery & training materials	(6,902)	(5,129)
Depreciation	(13,446)	(16,993)
Beneficiary Travel	(1,607)	(1,529)
Beneficiary Costs	(1,305)	(18,323)
Interest payable	(319)	(311)
Bank charges	(967)	(959)
Advertising	(1,702)	(200)
Staff travel	(15,657)	(21,206)
Staff training	(1,008)	(6,615)
Sundry expenses	(7,873)	(7,160)
Employability Fund expenses	(54,592)	(30,996)
Try it Out expenses	(1,999)	(2,700)
Bad Debts	-	(188)
	<u>(544,240)</u>	<u>(650,790)</u>
Total expenditure	<u>(544,240)</u>	<u>(650,790)</u>
Net income/(expenditure)	<u>4,138</u>	<u>(103,509)</u>

The Shirlie Project

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

31 December 2016

	2016 £	2015 £
Expenditure on charitable activities		
Unrestricted		
<i>Activities undertaken directly</i>		
Wages/salaries	(308,690)	(381,716)
Employer's NIC	(19,306)	(26,546)
Pension costs	(9,010)	(9,046)
Operating leases	(5,641)	(3,912)
Rent	(44,200)	(44,644)
Rates & water	(1,761)	(1,904)
Light & heat	(3,767)	(3,882)
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Bad Debts	-	(188)
	<u>(544,240)</u>	<u>(650,790)</u>
Expenditure on charitable activities	<u>(544,240)</u>	<u>(650,790)</u>



9th October 2017

To whom this may concern

For more than 20 years the Shirlie Project has provided an invaluable service and in many cases a life line to those who have support issues. This help does not stop with the individual, their families or those who are significant in a person's life, are also taken on their journey, ensuring the benefits are as far reaching and as rewarding as possible. With the services that Shirlie offers, it promotes independence and enhances the quality of life of the individuals served, gaining great potential for employment.

In the years that Shirlie has worked in the Highlands, more and more, employers are coming back to the project to recruit new staff, train existing staff in new procedures or to talk about issues with regards supporting those with additional needs. Shirlie is even able to provide training to employers, ensuring that their client has the best support on the job. This is testimony to the expertise and knowledge of the Shirlie team.

This is a much needed, well established professional service with benefits to:

- The individual
- Significant people in the individual's life (i.e. family)
- Employers
- The workplace
- The community

I would hope that those who are making decisions around funding understand the worth of Shirlie and the work it does. With the services provided, it is clear that the project demonstrates an excellent value for money.

Kindest regards

June Macleod

Please reply to:

5/7 Tomnahurich Street, Inverness IV3 5DA Tel 01463 711393 Nairn Community & Art Centre, King Street, Nairn IV12 4BQ Tel 01667 455234
Email june.macleod@signpost-inc.org Web www.signpost-inc.org

The Shirlie Project
40 Longman Drive
Inverness
IV1 1SU

10/10/17

Developing the Young Workforce
Metropolitan House
31-33 High street
Inverness
IV1 1HT

Dear Neil,

Shirlie Project: Highlands & Islands

I first became involved with the Shirlie Project 18 years ago as a host employer. Over that time I have met many young people and families whose lives have been transformed by the support Shirlie are able to offer. Support that is person centred, builds confidence and delivers increased independence and quality of life, as well as employment.

Most recently in my role for the Scottish Governments Developing the Young Workforce Initiative (DYW) I have been impressed by the number of employers already involved with the Shirlie Project. It's clear there are many more employers who would like to get involved but are perhaps unsure on how they might cope. It's a real benefit to be able to recommend the Shirlie Project in these cases.

With the ever-increasing demand for a skilled workforce in the Highlands, the employer community recognises the benefit in accessing the talented workforce that the Shirlie Project develop. It is important that the employer community can continue to be helped by the Shirlie Project and their professional service that give's training, guidance and support when needed.

Your Sincerely



Andy Maxtone
Programme manager
Developing the Young Workforce
Inverness & Central Highland



40 Longman Drive
Inverness
IV1 1SU

10th October 2017

Neil

I thought that it would be good to give you some feedback on the solid support that The Shirlie Project has offered to both Matthew and Alex. The very positive feedback that I have received from our clients about their attitudes is great, in particular their attention to detail. You are aware that we work with young people from various backgrounds by supporting them with work experience and hopefully give them a positive destination including employment with The Apprentice Store. I have to say that the young people we have assisted from The Shirlie Project come with a positive attitude to work.

Matthew has been with us for 6 months now and he has impressed me greatly in this time and is coming to the end of Modern Apprenticeship to achieve his first formal qualification. He always talks about the great opportunity that The Shirlie Project created for him and he often wonders where he might have been if he didn't happen to bump into one you're the team in the local library. He loves being able to put something back to The Shirlie Project like the recent talk he did to the Continuous Improvement Group meeting at The Highland Hospice where he spoke with confidence and passion about that support to a group of over 30 people.

Alex is the recent addition to our team and as an employer and with the support from The Shirlie Project we have been able to jointly create the opportunity to break the cycle for Alex and get him into employment. The extended length of work experience gave Alex the opportunity and confidence to make a decision to change his life for the better and that support did not stop when he started working with us. The transition period for Alex required support from the employer and his family and The Shirlie Project has been instrumental in putting in place a framework to support Alex during this difficult transition period.

We really enjoy working with the team at The Shirlie Project and speaking with other local employers I know that they all support the fantastic work that your team do. We greatly value the fantastic work of The Shirlie Project and will continue to look for opportunities for us to work together to improve the lives of those people that live at the margins through social, medical or perceived conditions. I know that we share common goals in allowing them to make a valuable contribution to their local community.


David Massey
Managing Director



To whom it may concern

Dear Sirs

10th October 2017

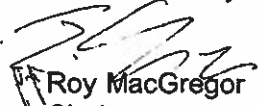
I write in support of the importance of the work carried out over many years by the SHIRLIE Project in the Highlands.

The assistance provided by the highly trained SHIRLIE Job coaches provides the right balance of encouragement and support for many of those less fortunate individuals within our society who can suffer from a range of medical or support issues. Many of these individuals fall into an area where either medical or social work intervention can be inappropriate or unavailable, alongside the lack of confidence or the ability to know where to turn next, or seek help.

SHIRLIE offer these specialised and bespoke services to move people on the journey of assisting with their confidence and self esteem to allow them value their lives and to better themselves and offer something to society. This move back into a work situation involves the SHIRLIE Job Coaches working hand in hand with many employers willing to provide opportunities for those people to gain work experience and the opportunity for work.

In summary, SHIRLIE provides an essential service to the Highland community in working in these "hard to help" areas which are in many ways difficult for the public sector establishments to handle. Funding support is essential if they are to continue their suite of services and I would commend them to you for funding support.

Yours sincerely


Roy MacGregor
Chairman



Shirlie Project

Supporting People into Employment

Business Plan

~~Prepared by Neil MacLeod~~

40 Longman Drive
Inverness
IV1 1SU

T ~~01463 710077~~
F ~~01463 710077~~
E admin@shirlie.co.uk
W www.shirlie.co.uk

Registered Charity No: SC029968
Company Number: SC191975

Updated November 2017

~~Neil MacLeod~~ – Updated November 2017

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The Shirlie Project - Company Information

Name	The Shirlie Project Ltd 40 Longman Drive Inverness, IV1 1SU.	
Telephone Contact	01463 716179 Neil MacLeod	
Bankers	Bank of Scotland 35D Harbour Road Longman Road South Inverness IV1 1UA	
Telephone	0845 300 0268	
Solicitors	Stronachs LLP, Camas House, Pavilion 3, Fairways Business Park, Inverness IV2 6AA	
Telephone Contact	01463 713225 Colin Sandilands	
Auditors	Ritsons 27 Huntly Street Inverness IV3 5PR	
Telephone Contact	01463 717273 Daniel Palombo	
Company Secretary	Munro and Noble 26 Church Street, Inverness IV1 1HX	
Telephone	01463 221727	
Board of Directors	Kathryn Logan Mairi MacKenzie Stromberg June MacLeod Alastair Kennedy Neil MacLeod	Chairperson Director Director Director Director

1. EXECUTIVE SUMMARY

The Shirlie Project (TSP) has a successful 23 year history in providing services to people in the Highlands who are not achieving their potential and need support to enter the field of employment. We also assist employer organisations to take on, train and integrate people with additional needs within their regular workforce. Our support also benefits the families and communities around each person. TSP thus represents a key delivery mechanism for Scottish Government and Local authorities to promote equality and inclusion for disabled people.

We have 21 staff involved in delivering three main service areas that support around 350 people per year across all age groups:

- Personal Development Service
- Employment Support Service
- School Transition Service

In addition, we provide essential continuing support to past clients and their employers as and when required, for which no specific funding is available.

Our turnover is around £588,000 pa, and we lever in around £35,000 in European and other funding to benefit the Highlands area.

Supported employment organisations such as TSP have been facing increasing challenges and cutbacks over the last few years. However, our projections indicate relatively stable income for the year ahead (including some reasonable assumptions about contract renewal). Over the last 5 years TSP has taken steps to diversify our income streams and avoid grant dependency. We have a successful record in securing new sources of contract income and we have considerable expertise in setting up new services to meet requirements.

Over the next three years we plan to consolidate and diversify income streams, such as picking up new business from holders of Individual Living Funds and enhancing our Brief Intervention approach using specialised visual graphicing techniques to help clients develop personalised action plans.

TSP stands out from the crowd due to its integrated holistic approach in moving people on a journey of confidence and skills-building to ultimately provide them with better health, better skills and a supportive working environment, which saves public sector work and money in the longer term. No other company or organisation in the Highlands has the combination of knowledge, skills and trained workforce to support those people within our society who face exclusion and real challenges in fully engaging with their communities and the opportunities that this presents.

If TSP were unable to secure funding support these vital services, and the additional funding that we lever into the local economy, would be lost to the Highlands. This would create increased isolation and exclusion and add to the burden on already overloaded public services. The Shirlie Project offers the Scottish Government and related public services a vital delivery mechanism and value for money across the range of supported employment services that we provide.

As has been the case for many years, much of our funding is paid retrospectively and is dependent on the timing of client outcomes. Our financial results can therefore vary considerably year on year and makes it difficult to manage cash-flow. We consequently rely on an overdraft facility to finance our working capital requirements. As part of our ongoing fundraising strategy, we are seeking additional longer-term loan finance to help us through difficult periods. By the end of 2018 we expect our bank position to have stabilised and to show a small credit balance. This will provide a stable position with which to start 2019.

2. ORGANISATIONAL SUMMARY

Since its formation in 1994, The Shirlie Project (TSP) has evolved into a highly effective, streamlined, cutting-edge organisation in the field of Supported Employment. Through continual staff development, working closely with partner organisations and employers and by clearly focusing on the needs of a client group with wide-ranging issues and support needs, we have developed a range of services that have put TSP at the forefront of this sector in the Highlands, and at UK level. Due to the retrospective nature of funding for most of this work, the long lead-in times for training job coaching staff, and the commitment to supporting individuals long-term, TSP faces a range of issues re longer-term development, which we aim to address within the business plan.

TSP aims to provide an environment in the Highlands that encourages people with support issues to be confident, outward looking and ambitious in all aspects of their lives.

In order to achieve this we work with:

- people with support needs who wish to find employment and to develop their personal capacity, employability and quality of life
- employers who require quality staff, trained and willing to do the job
- employers who may want additional support in providing for employees with particular support needs
- communities and families around those with support needs, to increase understanding, positive involvement and support

The Services offered by the project are:

- Employment Support Services
- Personal Development Services
- Schools Transitions Service.

Governance

The Shirlie Project is a company Limited by Guarantee number SC191975 and a registered charity number SC029968. It is managed by a board of trustees (Directors) who are voluntary and unpaid. Neil Macleod, the Head of Services, is an employee of the company but receives no remuneration for his work as a director.

The board of trustees sets the strategic direction of the company and is responsible for its good governance, safe operation, financing, staffing and remuneration, within the overall strategic and charitable aims of the company. Only the non-executive directors determine the level of staff remuneration.

The Head of Service, in conjunction with the Management Team, has delegated authority to manage the day-to-day affairs of the company, including staff management, and to negotiate funding agreements and contracts within the limits set by the board of trustees and the strategic aims and objectives. The board of trustees meets regularly to develop and oversee the strategic development of the company.

Project Background

The Shirlie Project (TSP) provides individually tailored employment support for people who face significant barriers when accessing mainstream employment. TSP is also a registered SQA centre.

TSP's key aim is to help the people we represent to secure open, paid employment. To do this successfully we take a long term holistic approach to ensure our clients are emotionally and practically prepared for entering work.

TSP provides person-centred approaches for people, empowering and assisting them to identify clear ambitions, to plan and then actively move forward in their lives. This innovative and entrepreneurial approach to exploring "support and employment solutions" accesses a wide range of activities within communities and presents real opportunities for a sustainable community-based approach and life changing opportunities. No other organisations in the Highlands offer this comprehensive package of support.

3 INDUSTRY BACKGROUND

Supported employment is widely recognised as a major way of helping disabled people get and sustain work. This approach was developed in the 1970s to help people with significant learning disabilities to access ordinary employment, and has since been recognised as an effective model of service for other excluded groups e.g. people with mental health issues.

An important element of the process is vocational profiling which, along with job-tasting opportunities, helps to determine the type of employment that is best suited to the client and meets personal preferences.

Over time, supported employment has evolved from a model of "training and placing" people in work to one of "place and train". "Place and train" builds on supports that are already available in the workplace. A Job Coach provides well-structured support to the client to aid them in finding, learning and retaining a job. Where clients require more comprehensive support to start work, our job coach enters the work-place to learn the tasks required, then provides support to the client (and the employer) while they learn the job. A detailed job and task analysis is developed which is used to prepare an individually- tailored training plan specific to the needs of the client, and the employer.

There is now overwhelming international evidence that 'place and train' models are much more effective than traditional approaches such as vocational training and sheltered work in successfully getting people into sustained employment.

More info: www.scmh.org.uk/employment/ips.aspx

Fair Start Scotland (April 2018)

Fair Start Scotland is a new Scottish Government Employability Support initiative due to start in April 2018. It aims to help disabled people and those at risk of becoming long-term unemployed to find and retrain for work. This is a voluntary programme and participants must be in receipt of a reserved UK out of work benefit, unless they are disabled, and will be either: aged 18 years old and over, out of work and living in Scotland; or aged 16 or 17 years old and are either disabled or in receipt of Employment and Support Allowance.

The Shirlie Project made a bid to lead the FSS contract for the prescribed area covering Highland, Moray, Orkney, Shetland, Western Isles and Argyle & Bute in partnership with existing delivery agencies in the other areas. The contract was however awarded to a large National organisation (People First, formerly A4E), which has no track record of working in this area. Managing this

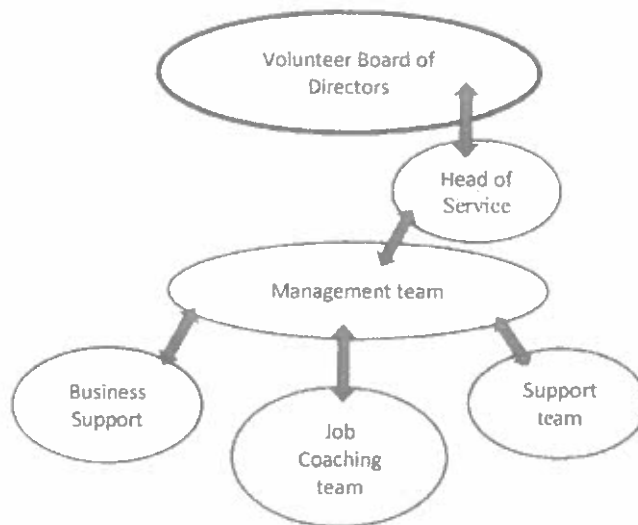
contract and the wider partnership across such a huge area could have brought significant benefits to TSP and the partner organisations by helping to sustain local, quality supported employment services across the whole area and keep benefits within the Highlands.

The TSP focus has therefore reverted to delivering a range of high quality opportunities that will genuinely support our more vulnerable client groups to succeed in communities across the Highlands.

4. PROJECT RESOURCES

The Shirlie Project already has the staff, structures and systems in place to deliver a community-based approach across the Highlands.

Management Structure:-



Board of Directors

The Board is responsible for the overall management of the company in line with relevant legislation, and for overseeing its strategic development and financial control. Board Members are unpaid volunteers, and represent a wide range of professional expertise across other sectors, enabling a broad perspective to complement the specific needs of the supported employment service. The Board has regular independent advisers and calls in additional advice as required.

Management Team

The staff management team comprises the Head of Service, Finance Manager, Business Support Co-ordinator, Quality Assurance Co-ordinator, and Delivery Co-ordinator. This team is responsible to the Board for the day-to-day running of the company and developing service delivery proposals as well as providing a key support and delivery role across the organisation. The team is also responsible for staff training and development.

Staff and Volunteers

The Business Support staff form a key delivery element of the overall services to clients, including Benefits Advice.

Job Coaches

At October 2017 we have 12 job coaches in local area teams with bases in Inverness, Ross-shire, Caithness and Lochaber. Teams have a team leader, sharing the workload, knowledge and expertise, as well as full support from the TSP support teams.

Shirlie Project Job Coaches are trained and highly experienced in working with individuals who are furthest removed from the labour market. The support we provide can be on a 1:1 basis or delivered to groups and reflects the needs and ambitions of the client.

Training a job-coach is a long-term undertaking, with an initial induction and assessment period of six months, followed by continuous on the job learning and formal training. It can take several years for job coaches to build up expertise to support the wide range of needs evidenced by our clients.

Taking on new contract work is therefore limited by our capacity to supply trained staff and we may have to recruit and train additional staff several months in advance of a new contract starting, which is not generally covered by the contract funding.

SCQF level 8 programme in Supported Employment and Personal Development

The Shirlie Project in conjunction with the Scottish Qualifications Authority has developed an SCQF level 8 programme in Supported Employment and Personal Development which all TSP job coaches are now working towards. On completion of this programme the Shirlie Project will have the most highly qualified team working in this specific field in the area.

Premises

To provide a staff base and drop-in centre for clients across the Highlands, we have one main office in Inverness together with small satellite offices:-

1. Main office: 40 Longman Drive, Inverness (leased) - office, client drop in and training
2. Ross-shire office : Flat 4, 40 High St, Alness (owned by TSP)
3. Lochaber office: at Nevis Centre, Fort William (leased)
4. Skye office : at 3 Douglas Row, Portree (leased)
5. Thurso office: Naver House, Thurso (leased)

IT infrastructure

The IT infrastructure was substantially upgraded in 2015/16 and is maintained under contract. This bespoke system provides an effective and secure data management system, with off-site access via encrypted data to allow job coaches and other staff to work remotely, covering the Highlands. The system has the capacity to allow funders or contract providers remote access to pass-controlled data in real-time relative to each contract.

5. FINANCIAL OVERVIEW

Financial Plan for the year to 31st December 2018

Our objective for 2018 is to generate income in excess of £580,000, and to make an operating profit of at least £20,000. Income will come from the following sources:

Highland Council Employability (ESF) – Expected to generate £173,000 in the year. The ESF intervention rate of 50% means that the contribution is less than in previous years, reflecting the challenge of securing sufficient eligible match funding in the current economic climate.

Employability Fund – Contract due for renewal 1st March and will generate approximately £56,000 in the year.

Bigger Picture – Autism Development Fund expected to be extended by Scottish Government and will contribute £80,000.

Activity Agreements – anticipated to generate £112,000

Lot 1 Workshops – anticipated to generate £36,000

The balance of funding is largely expected to come from a range of charitable / sporting events from which we will be seeking direct sponsorship. Examples include The Baxters Marathon, Loch Ness Half Marathon and Loch Ness Etape. This funding will all be unrestricted and will therefore provide much needed match funding for the ESF programme.

Cash Flow 2018

As has been the case for many years, much of our funding is paid retrospectively and we consequently rely on an overdraft facility to finance our working capital requirements. Our projected overdraft is high at certain times of the year and we are seeking additional loan finance to help us through difficult periods. By the end of the financial year we expect our bank position to have stabilised and to show a small credit balance. This will provide a stable position with which to start 2019.

**SHIRLIE PROJECT LTD
PROFIT & LOSS ACCOUNT**

	12 Months Dec-16	12 Months Dec-17	12 Months Dec-18	12 Months Dec-19	12 Months Dec-20
Income					
Highland Council - ESF	57,907				
Highland Council - Employability	56,857	175,411	173,000	228,000	198,000
Big Lottery	56,310				
Employability Fund	73,076	65,523	56,000	56,000	56,000
Bigger Picture	169,357	112,591	80,000	80,000	80,000
Activity Agreements	35,116	82,417	112,000	112,000	114,000
Access to Work		2,340	7,020	7,020	7,020
Positive Pathways	476				
Work Programme	6,896	1,327			
Making it Real - Lifescan	19,697	18,000			
DAF Lochaber		4,610			
Access to Employment	5,796	6,798	6,000		
Dingwall Academy	3,000				
STV Children's Charity		2,000			
Common Good Fund		34,000			
Auction		4,000	4,000		
Charitable Trusts	14,250	5,500	43,000	43,000	9,000
Global Highland Event		3,200			
Lot 1 Workshops		4,000	36,000	36,000	36,000
Payroll Scheme			6,200	9,600	9,600
ILF			18,500	18,500	18,500
Football Collections			2,800	2,800	2,800
Ceilidh			6,000	6,000	6,000
Loch Ness Half Marathon			4,000	4,000	4,000
Loch Ness Etape			6,000	6,000	6,000
Bungee Jump			2,000	2,000	2,000
Tesco Events			4,000	4,000	4,000
Tough Mudder			4,000	4,000	4,000
Beast Race			4,000	6,000	8,000
Baxters Marathon			6,000	6,000	6,000
Other Income	3,250	5,658	7,600	7,600	7,600
	501,988	527,375	588,120	638,520	578,520
Expenditure					
Payroll	337,006	402,154	387,630	384,840	387,630
Running Costs	119,595	132,000	135,600	135,600	135,600
Beneficiary Costs	8,101	7,996	10,800	10,800	10,800
Staff Travel	19,703	27,831	19,452	19,452	19,452
Depreciation	13,446	12,840	12,840	9,156	7,452
	497,851	582,821	566,322	559,848	560,934
Net Surplus (Deficit)	4,137	(55,446)	21,798	78,672	17,586

SHIRLIE PROJECT LTD
BALANCE SHEET

		Dec-16	Dec-17	Dec-18	Dec-19	Dec-20
Fixed Assets	Brought Forward	68,730	69,100	65,017	54,177	49,021
	Additions	13,825	8,757	2,000	4,000	4,000
	Net Disposals	(9)	0	0	0	0
	Depreciation	(13,446)	(12,840)	(12,840)	(9,156)	(7,452)
Total Fixed Assets		69,100	65,017	54,177	49,021	45,569
	Highland Council - TIO	56,858	14,000	19,000	19,000	14,000
	Activity Agreements	3,064	9,500	9,000	9,500	9,500
	Access to Work	0	0	0	0	0
	Access to Employment	0	0	0	0	0
	Employability Fund	2,594	2,500	1,500	1,500	1,500
	Lifescan	0	0	0	0	0
	Others	1,198	500	500	500	500
Total Debtors		63,714	26,500	30,000	30,500	25,500
Cash at Bank and in hand		0	0	1,000	86,000	114,000
Creditors	PAYE / NI	(5,986)	(6,800)	(6,800)	(6,800)	(6,800)
	Bank overdraft	(9,909)	(28,500)	0	0	0
	Funding pre-paid - Lottery	0	0	0	0	0
	Others	(11,408)	(6,152)	(6,514)	(8,186)	(10,148)
Total Creditors		(27,303)	(41,452)	(13,314)	(14,986)	(16,948)
Long Term Creditor						
NET ASSETS (LIABILITIES)		<u>105,511</u>	<u>50,065</u>	<u>71,863</u>	<u>150,535</u>	<u>168,121</u>
FUNDS BROUGHT FORWARD		101,374	105,511	50,065	71,863	150,535
SURPLUS (DEFICIT) DURING YEAR		4,137	(55,446)	21,798	78,672	17,586
TOTAL FUNDS		<u>105,511</u>	<u>50,065</u>	<u>71,863</u>	<u>150,535</u>	<u>168,121</u>
LIQUIDITY RATIO :		2.33	0.64	2.33	7.77	8.23
LIQUIDITY CHECK :	Cash	0	0	1,000	86,000	114,000
	Overdraft Facility	40,600	16,300	50,000	50,000	50,000
	Debtors	63,714	26,500	30,000	30,500	25,500
	Creditors	(17,394)	(12,952)	(13,314)	(14,986)	(16,948)
	Long Term Creditor	0	0	0	0	0
	Net	<u>86,920</u>	<u>29,848</u>	<u>67,686</u>	<u>151,514</u>	<u>172,552</u>

2018 Cash Flow Report
INCOME

Prepared 10 October 2017

2018

Income	Jan Plan	Feb Plan	Mar Plan	Apr Plan	May Plan	Jun Plan	Jul Plan	Aug Plan	Sept Plan	Oct Plan	Nov Plan	Dec Plan	Total
Highland Council - ESF	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	168,000
Big Lottery													0
Bigger Picture	9,000	9,000	9,000	9,000	9,500	9,500	40,000	9,500	9,500	9,500	40,000	9,500	80,000
Activity Agreements													112,000
Work Programme	3,000	3,000	3,000	3,000	7,000	8,000	5,000	5,000	5,000	5,000	5,000	4,000	56,000
Employability		1,170		1,170		1,170		1,170		1,170			7,020
Access to Work		2,000						2,000			2,000		6,000
Common Good Fund													0
Payroll Scheme	200	200	200	400	400	400	400	800	800	800	800	800	6,200
Beast Race									4,000				4,000
Loch Ness Half Marathon				4,000									4,000
Loch Ness Etape					6,000								6,000
Baxters Marathon								1,200					6,000
Football Collections			600	1,000			4,000		6,000				6,000
Tough Mudder													2,800
Parachute Jump				2,000									4,000
Tesco Events						2,000		2,000					2,000
Cellidh			3,000						3,000				4,000
Auction													6,000
Individual Learning Fund	500	1,000	1,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	1,000	1,000	18,500
Trust Funds	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	35,500	43,000
Lot 1 workshops	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000
Other Income	500	500	500	500	600	600	600	600	800	800	800	800	7,600
NHS???													
TOTAL INCOME	30,200	35,370	34,300	41,570	42,500	42,170	78,500	42,770	52,100	37,770	76,100	69,770	583,120

Expenditure

Payroll Cost	34,860	32,070	32,070	32,070	32,070	32,070	32,070	32,070	32,070	32,070	32,070	32,070	387,630
Staff Travel	1,621	1,621	1,621	1,621	1,621	1,621	1,621	1,621	1,621	1,621	1,621	1,621	19,452
Client Expenses	900	900	900	900	900	900	900	900	900	900	900	900	10,800
General Overheads	11,174	11,611	7,310	11,738	10,234	11,545	13,059	9,195	10,187	18,356	9,515	9,742	133,666
Capital Expenditure	0	0	0	0	0	0	1,000	0	0	1,000	0	0	2,000
TOTAL EXPENDITURE	48,555	46,202	41,901	46,329	44,825	46,136	48,650	43,786	44,778	53,947	44,106	44,333	553,548
Balance Brought Forward	(29,187)	(47,542)	(58,374)	(65,975)	(70,734)	(73,059)	(77,025)	(47,175)	(48,191)	(40,869)	(57,046)	(25,052)	(29,187)
Balance Carried Forward	(47,542)	(58,374)	(65,975)	(70,734)	(73,059)	(77,025)	(47,175)	(48,191)	(40,869)	(57,046)	(25,052)	385	385

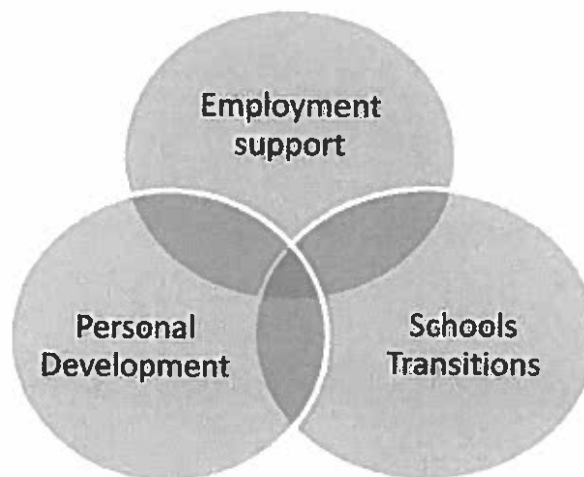
7. TSP SERVICES

Our wide-ranging services fall within three main areas:

- Personal Development Service
- Employment Support Service
- Schools Transition Service

Feedback from our clients and customers indicate the benefits of our services include:

- Open, friendly, trusted and accessible organisation to all who use our services
- A person-centred, individually tailored service
- Working with local communities to ensure people feel safe and confident to access services
- Working with employers to ensure high quality access to diverse recruitment and support



Readiness to enter work and personal growth

- Confidence building
- Awareness of prior skills and existing abilities
- Sessions or workshops
- Managing personal change
- Identifying personal goals and ambitions
- Energisers and Drainers
- Positive and negative influences and environments
- Supportive personalities

Practical skills and preparation for work

- 1:1 support from a dedicated job coach
- Individually tailored, Person-Centred action plan
- Employability support
- Work Experience or tasters
- Support in sourcing vacancies and applying for jobs
- in depth job analysis
- Specialist, on-the-job training with a Job Coach
- In work support

Seamless and supportive transitions based on young person's ambitions

- create an individually tailored plan
- become more independent
- have a purpose and direction in their lives
- Feel more in control and less anxious about their future
- Recognise their own skills
- Feel listened to
- Feel they can achieve their ambitions
- Feel more part of local community

8. BUSINESS DEVELOPMENT

TSP Business goals for 2018 – 2021

The Shirlie Project covers a huge geographical area across the Highlands, so we have to be innovative and creative to reach and help our clients to move forward.

TSP aims to capitalize on its expertise and resources and continue to develop its services to be :-

- The first choice for young people with support issues and their families when looking for advice about moving forward after leaving school
- The first choice for people with support needs who want to get back to work, develop their personal capacity and increase their quality of life
- The first choice for employers when they need advice before taking on a member of staff with a support issue.
- Recognised as a strong part of the community
- Known and respected locally and nationally as a quality service that delivers for all people involved.
- Involved in raising the profile of supported employment in Scotland

Options to be explored over the next 12 months

- Offering Person Centred Planning sessions to a wider public that need help in moving forward in their careers or lives.
- Graphic facilitation service for business and employment strategy reviews. This is a service that we have delivered successfully a number of times to both start-up and successful, established businesses. We will explore the option that these might be marketable to business, possibly through HIE or Business Gateway in the future.
- Delivering the SQA Level 8 qualification in Supported Employment and Personal Development to a wider public as well as Shirlie Project Job coaches. On the back of our successful transitions programme we could potentially develop a marketable option through the first 2 units. These are about person centred approaches and personal development and could be delivered stand-alone over a much shorter time frame.

The Shirlie Project works with all major stakeholders in the Highlands including the Scottish Government, Highland Council, NHS Highland, Skills Development Scotland, Jobcentre Plus, Developing the Young Workforce, Chambers of Commerce and individual employers.

The following table indicates our main contracts and target numbers of clients for 2017, showing the range of work we do across the Highlands.

Employment service

Contract	Duration	Area	No	Outcomes	Funded by
Try It Out	3 years	Highlands	90	25 py	ESF & Shirlie Project
Employability Fund	1 year	Highlands	40	25 py	Skills Development Scotland
Work It Out	3 years	Highlands	72	Varied	Highland Council & ESF
		Totals	202	50	

Personal Development

Contract	Duration	Area	No	Outcomes	Funded by
Activity Agreements	3 years	Highlands	30	Varied	Education Service
Bigger Picture	1 years	Highlands	64	Varied	Scottish Government
Making it Real	1 year	Highlands	60	Varied	Johnson & Johnson
		Totals	154		

Who are our future customers?

Our future customers are:-

- **People living in the Highlands who have multiple barriers and are looking for employment.** They may have substantial challenges and need long term support to achieve their goal, or require a series of short-term interventions to gain employment.
- **Young people about to leave school and who are looking for employment but require a brief intervention to assist them in achieving their goals.** These young people may have a disability and require more specialist support.
- **Employers who want a diverse workforce and are looking to employ someone with a support need but who need advice to implement any special support mechanisms required.** These could be small employers who have no dedicated HR team and who would benefit from our job coach service, as well as larger organisations looking for advice on best practice and developing a plan involving existing staff to achieve smooth integration and support.

In total we expect to work with over 1182 participants on all programs for the period 2018 to 2010

How do we know there is a demand?

- At October 2017 we have a **waiting list** of nearly 60 clients who have asked for our full job coaching service.
- In 2017 we have worked with over 50 young people through Activity Agreement, a number which is increasing each year.
- The feedback from our transition service shows a real need for a high quality service throughout the Highlands to support young people leaving school with support needs. Consistent indications are that of all pupils with Autism leaving school in the Highlands, approximately 65, or 85% have been identified as those who will benefit from support when they leave school. Our feedback shows that 100% of participants benefitted from their community based core support team and that the approach worked well. This means that significant numbers of people from within the young people's communities are engaged and involved.

- ILF Scotland report that following extensive consultation they have been told by many people that the young people involved in the new Transition fund would greatly benefit from support from a critical/supportive friend in talking through their ideas to help create a good understanding of what their goals look like and where an award from ILF Scotland might support them. TSP is in discussion with ILF Scotland and has piloted some work which we expect will result in TSP playing a key role in supporting young people to apply to the new fund starting in late 2017

Who are our future Funders?

- **Scottish Government** is committed to Autism strategy until 2022.
- **Individual customers** In March 2017 the Scottish Government committed £5 million per year to open a new scheme of ILF support. This new ILF scheme will be a broad discretionary fund to support disabled people to live independently. Within its first phase, this will be focused on supporting young disabled people, aged between 16 and 21, who are at an important transitional stage in their lives. This supports the Scottish Government Disability Delivery Plan, which includes actions to tackle the inequalities and barriers faced by disabled young people, including overcoming social isolation, improving lives at points of transition, and improving outcomes and is due to go live in December 2017.
- **Highland Council**
 - The Highland council are the custodians of the ESF funding in the Highlands, which has been committed until June 2020. This covers both our TIO (Try It Out) and WIO (Work It Out) service objectives. While the TIO funding is match funded through the HC lot 2 ESF provision at a level of 50% in 2018 we hope that this will increase to 70 % in December 2018 for the next phase of ESF.
 - The Lot 1 ESF provision would match up to an individual and group service for people who have multiple barriers to employment but who require more short-term interventions. This provision is match funded by the Highland Council and we would expect this to align with to a certain extent to meet with Deprived Area objectives in the Highland area. We would work with the Highland Council and tailor our service to ensure we are meeting the required objectives.
 - Activity Agreements is part match funded by Highland Council, Opportunities for All and ESF until June 2020 and we fully expect this excellent service to continue to be funded throughout this period.
- **Employers**
 - **Sponsorship for events.** We aim to engage on a range of fundraising events and will work to seek open up sponsorship opportunities with employers.
 - **Payroll giving scheme.** We are currently working with selected employers on the option of a payroll giving scheme.
 - **Contributions** to programmes through employment opportunities, corporate sponsorship and responsibilities.

Industry Competition

People Plus (Fair Start Scotland contractor) – New Contract starting April 2018

The impact of this new contract on demand for TSP services is not yet known but we have made provision within our estimates for a reduction of around 30 clients

9 BUSINESS DEVELOPMENT – ACTION PLAN

The following actions have been identified to ensure that TSP has the capacity and capability to deliver current contracts and is best placed to secure new contracts and additional funding

Action	Measure
Continue to develop as an End to End holistic service thats responsive to Highland needs	Ensure the service is based in communities and meets needs of clients from engagement to employment
Continue to invest in our IT infrastructure to efficiently deal with contract performance.	-Review IT requirements through management team. --- -Review database performance against future requirements / reporting criteria by April 2018
Invest in the resources/team to deal with Contract/Performance management	Needs assesment to be carried out for each new contract proposal and bi-annual review by end March 2018.
Develop our service to clients recovering from a condition to enable earlier engagement as part of their recovery plan	-All job coaches working towards Level 8 qualification -Ensure quality assurance measures are in place -Maintain a community based approach and ensure active community- based profiling.
Ensure that staff are working towards qualification at SQA Level 8 in Supported Employment and Personal Development.	-Continue to ensure training programme is in place, including any new job coaches. -Maintain and review quality assurance measures
Evaluate new business development option to offer SVQ to external candidates (two work elements re personal planning and person-centred approaches	Identify market demand, costs and delivery options by end of 2018
Evaluate options to deliver Graphic facilitation service for business and employment strategy reviews	Gather testimonials and identify market demand and delivery options by June 2018.
Evaluate options for delivering person-centred planning workshops to external candidates needing help to move on in career	Before end 2018
Develop a new personal planning service through ILF transitional fund	Develop Nov, 2017 and review progress against target March 2018
Develop a new "Work it Out" brief intervention service through Lot 1 ESF funding	Initial programme start November 2017 Review progress against targets March 2018

Generate additional funding, sponsorships and donations per annual targets:-

- Individual donor fundraising
- payroll giving scheme
- events and activities
- social media and awareness raising

Secure additional £50k long-term loans/ facilities to supplement short-term bank overdraft and ease cashflow peaks.

Maximise return from existing contracts

- Develop and train in-house fundraising team
- Encourage employers to adopt payroll giving scheme
- Enhance public profile via social media and wider community events and engagement
- Develop new social media film
- Issue quarterly news bulletins

Review options by end December 2017

Ensure effective review measures are in place for each contract.

Ensure quality improvement plans are regularly updated

10 STRENGTHS AND RISKS

General Strengths analysis

- Effective work practices, refined from over 20 years of experience in Supported Employment
- Well trained and loyal staff
- Good networks across the Highlands
- Support of Employers, Highland Council, NHS, Job Centres, local organisations
- Bespoke Database and Information Management system providing remote access, secure encryption of data and quality management reporting information, compliant with EU reporting requirements. Options for funders to access report level data independently in real time
- SQA centre, offering training to SVQ level 8
- UK -wide recognition through National and innovative programmes
- Able to react swiftly to accommodate changing circumstances, so flexible and cost-effective
- 4 Office bases providing local advice and drop-in support centres for clients
- Links with Supported employment organisations across Scotland

Risk analysis

TSP has a full Business continuity plan, incorporating a Disaster recovery plan, in place, last reviewed in September 2017.

Appendix 1 – The Shirlie Project Business Plan 2018-2020
Maintaining existing Business

Maintain existing business

Try It Out

We currently deliver Supported Employment through a co-investment approach with Highland Council and the European Social Fund. This funding meets 50% of our specialized Supported Employment programme and is in place until the middle of 2020.

Employability Fund

The Employability Fund is funded through Skills Development Scotland and helps unemployed people aged 16 to 24 to access a wide range of training and valuable work experience. The aim is to develop people's confidence and basic skills to enable them to move into paid employment

Activity Agreements

Activity Agreement is based around a plan of learning and activity and is funded through Highland Council Employability through a combination of ESF and Opportunities for All. It can include volunteering, short courses, supported learning and practical experience - including work experience placements. Each agreement is individually tailored to the person. Activity Agreements are normally supported by a professional working with young people.

How we will reach target customers

Through our links with our existing networks we should be in an ideal position to reach and promote a high quality Supported Employment Service. Previously on Try it Out we have achieved 120 participants, however with ESF now looking for a more stringent eligible criteria and the development of the Fair Start Scotland programme we have reduced this to 90 per year. On Employability fund and Activity Agreements we have seen a strong or increased demand. In 2017 we reached our overall allocated numbers for the year in under 6 months and we have worked with more Activity Agreements than any previous year.

In engaging with clients we had moved over a number of years from a formal referral process to more of a "warm" handover. As services in the community have slowly disappeared or their workloads have increased this has / is subsequently changing to more of a signposting approach. With this approach the person has more of a responsibility to take things forward and we are more and more engaging with people on their own. Subsequently there can be little or no support around the person in terms of that initial support moving forward or for gathering ESF evidence.

The fact that we are community based across the Highlands should make a significant difference to people engaging with us on a voluntary basis and we continue to look at how we engage within communities to ensure we are more accessible and easily approachable. We are looking at all aspects from Social Media, newsletters and direct community engagement. Obviously this is a major issue across such a huge geographical area. This is a combination of a slight reduction in numbers and claims, and also a slight alteration in working practice to make the initial 6 weeks more dynamic.

Resources

At October 2017 we have 12 job coaches based in communities supported by the TSP Business Support team. We also have office provision in Inverness, Ross-shire, Caithness and Lochaber.

Work stream	Program end date	Delivery Partners	Client Group	Clients p.a. target	Target Income p.a.	Est. Delivery Costs i p.a.	Job Coach (JC) alloc'n
Try It Out	Mid 2020	HC / ESF fund	Employment focused Minimum 2 barriers as defined by ESF	90	169,000 ESF Remainder 169k to be fundraised	338,000	11 JC
Employability Fund/	Annual	Skills Dev't Sc. funded	16-24 yrs	40	60,000	55,000	3 FTE
Activity Agreements	Mid 2020	HC Employ'y /ESF/ Opportunities for all	16 – 19 yrs with support issues	40	112,000	100,000	4 FTE

Secure new customers for existing services

We will take the following steps to secure new customers

1. Track and maintain a strong focus on both Local and National tender opportunities through Public Contracts Scotland
2. Where desirable join a consortium of organisations where we could be part of a larger contract requiring our specialist skills 1) in helping people into work 2) assisting individuals with complex needs, learning disability, ASD, acquired brain injury and mental illness
3. Regularly scan national and local policy developments including any associated Scottish Government / UK Government bid opportunities
4. Be proactive during the integration of services between Highland Council and NHS and ensure that the services provided by TSP are represented at every opportunity.
5. Seek to encourage our extensive base of existing and new employers to help with successful delivery of our inclusion program and assist with fundraising activities where they can.

Appendix 2 – The Shirlie Project Business Plan 2018-2020
Secure new Contracts and Funded Workstreams

Work it Out (New funds starting November 2017)

Work it Out would be a new programme funded through Highland Council's Lot 1 provision. This is an ESF fund matched by the Highland Council themselves and is based on a short-term employability support 'self-help' model, for individuals or groups to encourage them to engage in positive employability activity. This will help address barriers to employment and enable clients to acquire new skills to enable them to improve their competency level in the labour market.

Strategic fit

The Shirlie Project can provide tailored support services and activities to meet the needs of participants at each stage of the Highland Council's employability pipeline, and to reflect their individual abilities and requirements. The degree of support provided is based on a brief intervention model and the content and timing is flexible to reflect new opportunities to meet changing employment requirements and opportunities

Implementation

Targets

4 – 6 individuals per month

Minimum.. 36 per year

How we will reach target customers

We have been delivering Workshops and individual engagement programmes across Highland since 2000. As a result we have excellent links with the trusted professionals and networks throughout Highlands. Through our links with our existing networks we should be in an ideal position to reach and promote a high quality brief intervention planning service to people. At November 2017 have 36 clients that we are in the process of registering that we should be able to work with through a Work it Out approach. These include

Individual service

Area	People	Potential income
Inverness	24	24 x £440 = £10,560
Ross-shire	3	3 x £440 = £1,320
Caithness	4	4 x £440 = £1760
	Total	£13,640

Workshop service

Area	No. of workshops	Potential income
Inverness	5	5 x £1,800 = £9,000
Ross-shire	1	1800
Caithness	1	1800
	Total	£12,600

Overall total based on numbers at November 2017: £26,240

Minimum projection for 2018: £36,000

How this will be delivered

We propose to deliver an Individual Planning Service in Highland. I-Planning is a vehicle to provide person centred planning for people in a way that offers an empowering and supportive process to assist them in planning and actively moving forward in their lives.

Over a number of meetings the Shirlie Project team will support each person to:

1. Complete the application and evidence requirements for ESF
2. Develop a clearly defined plan and steps they are required to take to meet their individual goals.

Based on these individual plans we will also follow up with the delivery of workshops tailor made to meet needs of up to 6 participant per group at a separate cost.

Individual Living Fund Transitional Fund (New funds starting December 2017)

The new ILF transitions fund is aimed at being a broad discretionary fund that will provide short term awards to support disabled people to live independently. In its first phase, the scheme will focus on supporting young disabled people, aged 14 to 25, who are at an important transitional stage in their lives.

The scheme aims, in this initial phase, to provide an opportunity for young disabled people to achieve goals, which empower them to actively contribute to their communities and facilitate their participation in society, creating a lasting impact on their lives.

Strategic fit

The Scottish Government recently endorsed The Principles of Good Transitions as a framework to inform, structure and encourage the continual improvement of support for young people with additional needs between the ages of 14 and 25 who are making the transition to young adult life. The Principles started in the Highlands with a local Person Centred Transitions group, that the Shirlie Project played a significant role. Association for Real Change Scotland then developed this approach across the rest of Scotland, while in the Highlands the Shirlie Project developed the Bigger Picture. We should therefore be in an ideal position to take this forward.

*Implementation***Targets**

2 – 4 individuals per month

Minimum 36 per year

How we will reach target customers

We have been delivering Bigger Picture and School transitions programmes across Highland for well over 10 years. As a result we have excellent links with schools and their networks in communities' right across the Highlands. Through existing networks we should be in an ideal position to reach and promote a high quality brief intervention planning service to people. In 2016/17 we worked with over 65 young autistic people leaving school.

Individual planning service

Expected minimum Volume	Potential income per person
36	£920
Total	£33,120

Individual follow-up support service

Expected minimum Volume	Potential income per person
20	£600 (average)
Total	£12,000

Overall projected income: £45,120

How this will be delivered

I-Planning is a vehicle to provide person centred planning for people in a way that offers an empowering and supportive process to assist them in planning and actively moving forward in their lives. To develop a process that engages individuals and encourages them to think about and plan their futures. The process challenges people to think about their situation and where they would like to be in the future. The approach will be successful if people can approach planning and succeeding in their lives with more confidence and direction.

Over a number of meetings the Shirlye Project team will support each person to:

1. Complete the application and evidence requirements for Individual Living Fund
2. Develop a clearly defined plan and steps they are required to take to meet their individual goals

Based on these we will also deliver individual support tailored to meet needs individuals at a separate cost.

Appendix 3 – Shirlie Project Business Plan 2018 - 2020
Additional fundraising Targets– Individual Donors and Events

Target for 2018 (in addition to grants, trust funds etc.): £42,000

At the heart of all good fundraising is an effective case for support. This will include a powerful and engaging argument as to why people should support the work that we do. In achieving this we must develop an honest, concise and compelling narrative. Most importantly we need to explain this in a simple, outward looking, memorable and emotionally engaging terms.

In doing this we should

1. Celebrate the people we represent and their abilities
2. Celebrate the difference and impact we make
3. Make it all about people
4. Celebrate the people who help us to achieve this

In achieving this we must:

- Make full use of our community and business contacts in an engaging and appropriate way
- Take a whole organisation approach to promoting and celebrating our successes
- Engage honestly and genuinely with the people who would want to support us
- Maximise our “free promotional space” through social media, Chamber of Commerce, business partners and our community networks
- Be specific on how the money raised will be spent and the impact achieved
- Celebrate our whole teams successes, including the fundraising team
- Build relationships for the longer term

Shirlie Fundraising team targets 2018

<i>Event</i>	<i>Target £</i>	<i>Key actions</i>
Bungie jump	£2000	Task list for developing community Fundraising: 1. Build a database of Shirlie Project “Fundraisers” 2. Build and maintain the database of supporters / fundraisers 3. Maintain contact and support “Fundraisers” 4. Build and maintain the Subscribers database 5. Develop and Circulate a 2 monthly newsletter. 6. Maintain our Just-Giving page 7. Maintain profile and promote activities through Social Media, business and community networks 8. Support applications to Fundraising events 9. Celebrate success
Half Marathon	£4000	
Etape	£6000	
Tough Mudder	£4000	
Beast Race	£4000	
Baxters Marathon	£6,000	
<i>Ceilidh x 2</i>	£6000	
<i>Additional</i>	10,800	
<i>Total</i>	£42,000	

Appendix 4 – The Shirlie Project Business Plan 2018-2020
Summary of marketing and Communications Plan

Stakeholder	Current contact	New contact opportunities
Clients	1:1 service Word of Mouth Community networks Professional networks	Youth Groups & Young Carers Jobcentre plus Facebook Community radio stations Community advertising
Employers	Network of Job coaches across Highlands Jobcentre plus Chamber of Commerce Developing the Young Workforce Word of Mouth locally	Local press & Marketing Education links for school work experience Community radio stations Local and strategic links with engineering and renewable energy sector (Nigg, Invergordon port and Kishhorn) Building on existing strong relationships across Highlands Building links through partnership with Jobcentre plus
Skills Development Scotland	Good relationship at all levels Employability Fund Activity Agreements	Continue with good relationship Modern Apprenticeships
Communities	Word of Mouth Community networks Professional networks Working with Schools	Facebook Community networks and forums Supermarket notice boards Community centre notice boards Community radio stations
Highland Council	Good relationships with Employability teams Good relationships at various levels	Meetings and forums at strategic level Internal website notice boards Newsletter and circulating reports Feedback reports to Lead officers & Councillors Strong links with Ward Managers
NHS Social work	Good relationship across Highland	Advertising via local networks & HC internal notice boards Meet with social workers regularly. Word of mouth
Jobcentre plus	Good relationships at all levels Flexible Grant Funding	Continue with good relationship Localised Funding Initiatives
NHS CMHT	Good relationship with CMHTs across Highland	Press & Posters Link with NHS Health Promotions team Community groups and networks Community Nurses and support agency
Self- Directed Support	Good relationship with SDS team	Maintain good relationship with SDS team Further develop through Personal development
Funders	Highland Council Big lottery ESF Jobcentre Plus Skills Development Scotland Education Scottish Government SSE Trust Funds	Personalised budgets Localised Discretionary Funding NHS integrated Services Additional grant funds and trust organisations Procured contracts Professional payments for our services Insurances and Staff support to employers Various Bank schemes and initiatives Local funding initiatives

From: [Neil MacLeod](#)
To: [Hilary Tolmie](#)
Subject: Re: Application to the Inverness Common Good Fund
Date: 14 November 2017 15:05:09
Attachments: [image001.png](#)
[image002.png](#)

Hi David

At a meeting this morning one of the things discussed was our application to the Common Good fund. Following this I have updated our figures slightly. The main issue is our data for the Inverness area returned all participants worked with by the Inverness team. This actually includes outlying areas (Nairn & Glen Urquhart), which may be different from information required by yourselves for the Common Good Fund. For example the Bigger Picture figures included 10 Pupils from Nairn Academy and 2 from Glen Urquhart High School as these are covered by our Inverness team.

Apologies for this and please see below our updated information for the Inverness area.

In the last year the Shirlie Project has moved 48 people from the Inverness area into paid employment.

In addition to gaining employment we deliver a range of other programmes / services, which are not focused specifically on employment outcomes. These include:

Activity Agreements

Activity Agreement is aimed at young school leavers who are furthest from the employment market and need substantial support to progress. The Shirlie Project engage with the young person and over a period of time build a learning and development plan based around their ambitions, skills and talents. It can include volunteering, short courses, supported learning and practical experience - including work experience placements and over a period of time the young person can grow and develop quite significantly. Each agreement is individually tailored to the person. In the last year we have worked with 23 young school leavers through Activity Agreements in the Inverness area.

Bigger Picture

Bigger Picture has been running since 2012 and provides person centred planning for young people in an empowering process assisting them and their families/carers plan and actively moving forward in their lives.

This innovative and entrepreneurial approach to exploring "support solutions", while accessing a wide range of activities within communities, presents real opportunities for a sustainable community based approach to transition. This year we expect to work with around 60 young autistic people covering all 32 secondary schools across Highlands. This could mean more than 500 people in communities supporting people to live and meet ambitions in their own communities.

Currently as part of the Scottish Governments National Autism strategy, we are working with the Highland Autism Strategy Group for transitions from school and employment, Chaired by myself. This includes representatives from NHS Highland, DYW –Inverness and Central Highland, Highland Council's Education Transitions co-ordinator, Opportunities for All, several Schools in

the Inverness area plus individuals with the aim of developing a sustainable model for young people who have autism in transition from school. This includes developing a self-evaluation and QA framework based around the Principles of Good Transitions and delivering a Best Practice Conference in Inverness during May 2018 focussed on positive transitions for young people with support issues leaving school in Highland. We feel that we are just opening a new chapter in person centred community based support in the Highlands, which is innovative, energising and exciting. We are working with young people in a way that genuinely engages them and allows them to grow and develop.

To date 58 young autistic people and their families have engaged with us through Bigger Picture in the Inverness Area.

Making it Real

The aim of Making It Real is to deliver a gateway programme aimed at creating more community involvement for people with Mental Ill Health issues and supporting them on their journey towards employment. Making it Real allows people to take greater control of their future and put in place a plan encouraging them to move forward with activities that allow them to engage more with their community, gain personal confidence and more independence in their life.

In Inverness 26 people have engaged with Making it Real

In addition to the attached plan please note that we are working on our application to the Lottery and have our first draft completed by end of November. We are working closely on this and other initiatives with Inspiring Scotland to explore a range of options for sustainable funding.

We also have an initial draft application almost completed for the SSE Highland Development fund. We talked to them earlier this year and they felt at the time that match funding for our Try it Out program would be a good fit. SSE would be around £80k for 1 year and Lottery approx.. £100k per year over 4 years.

We will also be continuing to explore funding and financial avenues throughout 2018 (and beyond)

We are exploring financial support options with local businesses.

If you require any additional information or have any further questions please don't hesitate to get in touch.

Kind regards

Neil

Neil MacLeod

Head of Service



neilmacleod@shirlie.co.uk

01463 716179

07879 618654

www.shirlie.co.uk

Search for 'Shirlie Project' on



Support us! Click on **JustGiving**

 **Please consider the environment before printing this email**

From: Hilary Tolmie [<mailto:Hilary.Tolmie@highland.gov.uk>] **On Behalf Of** David Haas
Sent: 07 November 2017 09:17
To: Neil MacLeod <n.macleod@shirlie.co.uk>
Cc: David Haas <David.Haas@highland.gov.uk>; Hilary Tolmie <Hilary.Tolmie@highland.gov.uk>
Subject: Application to the Inverness Common Good Fund

Hi Neil

At the Grants Sub Committee yesterday Members considered the Shirlie Project application. They have agreed to recommend approval of your application to the City of Inverness Area Committee on submission of the following further information:

Information be provided on the outcomes of the project to date i.e. how many of your clients are now in employment?

Submission of a revised business plan to provide assurance of sustainability in future.

I will need the above information by Wednesday 15th November at the latest. Should you wish to discuss please do not hesitate to contact me.

Kind Regards
David

David Haas
City Area Manager
Highland Council
Town House
Inverness
IV1 1JJ

Telephone Number 01463 785018

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 Gàidhealtachd, 's ann leis an neach fhèin a chuir air falbh e a tha iad, is chan eil iad an-còmhnaidh a' riochdachadh beachdan na Comhairle, no buidhnean buntainneach, agus chan eil am post-d seo na phàirt de chunradh sam bith mura h-eil sin air innse.

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

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



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:

The Royal Society of Edinburgh (Scotland's National Academy)

Name of Project or Activity Requiring Support:

RSE@Inverness

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

(Please provide closing date details where applicable)

Common Good Fund - Inverness (closing 13 October 2017)

Is the amount you are applying for:

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

Total amount applied for: £15,000.....

Estimated cost of funding in kind applied for: £0.....

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

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 ...SC000470.....	✓	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?

RSE@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)...Jan 2018.....

End date (month and year)...Dec 2018.....

Location...Inverness and nearby.....

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.

In collaboration with the local community, the RSE and other experts will deliver inspirational talks, discussion forums and workshops, for school-aged children and the wider public across Inverness. These will complement existing local activities and will be free and open to all to attend.

The full programme runs from October 2017 – September 2019. It will directly benefit around 7,000 people in Inverness and surrounding areas like Moray, Nairn, Black Isle and Dingwall. Many of the 100,000 people, including 18,000 children, living in these areas will also benefit through messaging, increased access to activities where possible, and enhanced cultural and community understanding across their region.

There will be around 30 activities throughout the year including public talks, family events, school talks and author events. The RSE is asking the Common Good Fund to support activities in the seven Inverness wards.

The content is being developed with local stakeholders and will remain flexible to allow the RSE to take advantage of opportunities and public interest. As such, there is not a programme of events but they will be updated on our website:

www.rse.org.uk/events/rse-at/.

Activities will focus on historical and contemporary themes that are relevant to the area, including history and identity, science and environment, literature and the arts, local industry and entrepreneurship. Activities for school children will have strong links to the curriculum, which will be enhanced by giving children access to experts that they otherwise probably would not meet.

To give you a better idea, the activities taking place in November 2017 include:

- A public talk on technology and society to discuss how Scotland could and should respond to changes. Featuring Chris van der Kuyl, developer of the hugely successful Minecraft video-game series, and the Rt Hon Ken Macintosh MSP, the Scottish Parliament's Presiding Officer, as part of Scotland's Futures Forum's Scotland 2030 Programme. *Location: An Lochran, Inverness Campus.*
- A public talk with former Commonwealth cyclist, Roddy Riddle, who was diagnosed with Type 1 Diabetes at the age of 40. The talk will focus on his persistence and determination to continue his active lifestyle. *Location: UHI's Centre for Health Science.*

Future events, which could be supported by the Common Good Fund, include:

- Ian Rankin will judge a children's writing competition.
- A talk by a top forensics expert who will exhume remains to investigate a 270-year-old mystery over the final resting place of a clan chief beheaded after the Battle of Culloden.
- A family day exploring the chemistry of whisky.
- A family day on marine science.
- A public talk at the Belladrum Tartan Heart Festival - music and arts festival attracting 18,500 people.

The RSE is working with Inverness-based partners to deliver these events. These include the UHI Centre for Health Science, Highland Wildlife Park, Centre for Health Sciences, UHI Institute of Physics and venues like Eden Court.

All events will be advertised to local organisations including schools, colleges, UHI, museums and libraries. There will be radio adverts, press adverts, an editorial in the local paper, flyers, and local event listings. The RSE has a mailing list for the area and has publicised the programme at the Eastgate Centre.

All schools and regions in the seven Inverness wards are included in this programme and the RSE aims to involve all schools in the area. Some have already requested school talks and all have been sent a brochure and been invited to public events.

In planning this programme, the RSE has met with Highlife Highland, which has been helpful in providing and suggesting venues. Its library service has distributed RSE@ flyers.

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 public talks and discussion forums will take place at venues in towns and villages across the region, which shouldn't prevent anyone from attending. They are all free of charge. All primary schools, secondary schools and colleges will also be invited to participate in talks and workshops, which will be specifically tailored for them.

By working with local partners, the RSE is taking advantage of their accessibility provisions.

By using video-conferencing technology we also hope to be able to extend our programme to other regions of the Highlands and Islands, and to people who cannot attend the events in person.

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

As it stands, we don't have events that promote Gaelic, but the programme is flexible. We could look at using Gaelic on materials/signs.

- 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:

n/a

- 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	Outreach Officer – 65% of salary	15,912	15,912		31,824
	RSE support costs	1,500	1,500		3,000
Other Costs e.g. property costs, transport, equipment, insurance, marketing	School talks (x 40)	4,700	4,700		9,400
	Family events (x 10)	15,650	15,650		31,300
	Public talks (x 8)	8,360	8,360		16,720
	Author events (x 6)	375	375		750
	Christmas event (x 2)	3,500	3,500		7,000
Total Project Cost £		49,997	49,997		99,994
Total Funding Request £		15,000			

- 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 £
James Weir Foundation	8,911			8,911
Scottish Historical Review Trust	1,000			1,000
Lydia Michael Trust	500			500
RSE Fleck Bequest Fund	5,000			5,000
Individual donor	250			250
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	15,661			15,661
Robertson Trust	14,539			14,539
Royal Celtic Society	500			500
Ryvoan Trust	5,000			5,000
Big Lottery Fund	10,000			10,000
Crerar Hotels Trust	14,454			14,454
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>				
Totals	44,493			44,493
Cappgemini Welsh Family Trust				
Successful <input type="checkbox"/> Unsuccessful <input checked="" type="checkbox"/> Awaiting Decision <input type="checkbox"/>				

*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)

The RSE@Inverness initiative follows similar projects in The Scottish Borders (2015-16), Lochaber (2012-13), Dumfries and Galloway (2010-11) and Arbroath (2008-09) which increased local understanding of these areas' past and present lives and helped to regenerate a sense of civic pride, particularly amongst young people.

Parts of Scotland often find it difficult to access expertise and educational events that are usually confined to the 'central belt'. RSE@ brings these experts to more remote areas.

RSE@ is held in areas experiencing some level of deprivation so that it can add value where it is needed most. Inverness Central has a child poverty rate of 31%, the second highest in the Highlands, and several areas here rank in the top 20% most deprived neighbourhoods in Scotland.

"We need to inspire and empower our children as to what goes on in the wider world and what they might aspire to. These [activities] present a wonderful opportunity to do that." Previous RSE@ participant.

A scoping study was done to ensure the suitability of the programme for the area.

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?

RSE@Inverness aims to enhance the understanding and appreciation that people, particularly school children, have of their local community by encouraging a sense of belonging to an area rich in natural, cultural and human resources.

Because of the programme:

1. People will have a greater understanding of the area's past and present life, as a community, existing within the context of Scotland, the UK and the wider world.
2. The community will better understand current issues related to its future development and continuing prosperity.
3. Young people living in Inverness will have an enhanced educational experience.

The RSE seeks to ensure that outcomes realised from the programme will provide lasting benefit to the region and the local community. The RSE will do evaluation surveys and produce an end of programme report that will be shared with stakeholders.

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
Target: at least 50% of survey respondents agree that they have a greater understanding of the area's past and present life.	Target: at least 50% of survey respondents agree that they have a greater understanding of the area's past and present life.	
Target: at least 50% of survey respondents agree that they better understanding of current issues related to the community and its future development.	Target: at least 50% of survey respondents agree that they better understanding of current issues related to the community and its future development.	
Target: at least 50% of survey respondents (young people or teachers) agree that young people have learned something new or been inspired by the activities.	Target: at least 50% of survey respondents (young people or teachers) agree that young people have learned something new or been inspired by the activities.	

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

The RSE will continue applying to organisations for funding for the duration of the programme. It is a flexible programme which allows for more or fewer events based on funding.

3.3 a) When did your organisation start? Month...01.....Year...1783.....

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 RSE is Scotland's National Academy for public benefit across all of Scotland. It runs activities that have different audiences/beneficiaries, but there are no exclusions.

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

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

The RSE's activities are open to everybody – it exists for public benefit.
The organisation was established by Royal Charter in 1783 and there is an election process to become a Fellow (FRSE). Nominations are open to all.

d) How many people are on your governing body or management committee? 15

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:
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:

Job Title	OUTREACH OFFICER
Grade Hours	26.5 hours per week - to be reviewed annually in line with the requirements of the RSE. Actual weekly hours may vary depending on workload.
Role	<ul style="list-style-type: none"> To develop and administer the delivery of RSE outreach programmes and legacy activities.
Key Tasks	<ul style="list-style-type: none"> To develop and deliver a programme of activities and events for each outreach project and identify potential delivery partners To coordinate the day-to-day running of outreach programmes in liaison with delivery partners and within delegated budget parameters To work closely with Fellows and Committees involved in overseeing RSE outreach projects To market and publicise the outreach programmes To maintain outreach programme registrations and contact records To assist with attracting and securing funding to support the outreach projects. To make recommendations on possible locations for future RSE @ programmes and assess their suitability To undertake visits to chosen RSE @ regions to assess interest and commitment from schools / councils / funders / community groups. To identify potential partners for future outreach programmes, both long and short term. To develop and deliver legacy activities in previous RSE @ regions. To produce regular progress reports for funders and RSE Committees To produce an end of programme evaluation report for each outreach project

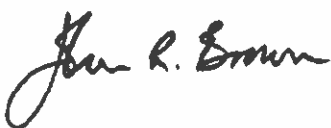
General Competencies /Skills	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> Experience in organising and promoting science communication and / or cultural topic events Awareness of Child Protection Issues Knowledge of outreach providers working across Scotland An understanding of the Scottish Primary & Secondary Education system and curriculum Good written and interpersonal skills Clean driving license 	<ul style="list-style-type: none"> Previous experience in supporting and working with committees and academics Post-graduate qualification in Education / Science Communication or similar experience Experience in developing educational resources

IT Skills	<p style="text-align: center;">Word</p> <p>Intermediate level</p> <p style="text-align: center;">Outlook</p> <p>All skills</p> <p style="text-align: center;">Integra Database</p> <p>General procedure level Misc procedure level Role specific procedure level</p>	<p style="text-align: center;">Excel</p> <p>Basic level</p> <p style="text-align: center;">PowerPoint</p> <p>All skills</p> <p style="text-align: center;">Others</p> <p>In Design Publisher Web site content management system</p>
Staff Management Responsibilities	<p>None</p>	
Responsible to	<p>Head of Events and International Relations</p>	
Customer Groups	<p>External: Schools, Universities, Local Authorities, other education providers, Holywood Trust, other funders and the wider community of the regions of Scotland selected for the individual projects.</p> <p>Internal: RSE staff and Fellows, members of the RSE Organising Committees, Young People Committee and Meetings Committee.</p>	

Balance Sheets at 31 March 2017

	Note	GROUP		RSE	
		2017 £'000	2016 £'000	2017 £'000	2016 £'000
Fixed assets					
Tangible fixed assets	13(a)	3,211,740	3,259,824	1,769,911	1,827,680
Heritage assets	13(b)	46,920	42,920	46,920	42,920
Investments at fair value	14	23,273,293	20,265,222	13,573,330	8,836,273
Total fixed assets		26,531,953	23,567,966	15,390,161	10,706,873
Current assets					
Loans		-	-	1,423,056	1,469,864
Debtors	15(b)	451,302	310,788	364,012	211,950
Cash at bank and in hand		181,244	151,054	98,466	69,334
Deposits – Restricted funds		970,267	919,673	970,267	919,673
Deposits – Unrestricted funds		1,329,606	1,420,546	1,329,606	1,420,546
Total current assets		2,932,419	2,802,061	4,185,407	4,091,367
Current liabilities					
Creditors: amounts falling due within one year	16	(1,117,742)	(1,075,811)	(2,137,576)	(2,032,058)
Net current assets		1,814,677	1,726,250	2,047,831	2,059,309
Net assets excluding pension fund		28,346,630	25,294,216	17,437,992	12,766,182
Defined benefit pension schemes liability	21	(883,000)	(559,000)	(883,000)	(559,000)
Net assets after pension fund liability		27,463,630	24,735,216	16,554,990	12,207,182
Funds					
Restricted Funds	19	13,334,679	14,625,111	2,426,039	2,097,077
Unrestricted Funds		-	-	-	-
Designated Funds	18	13,880,785	9,974,087	13,880,785	9,974,087
General Fund	17	248,166	136,018	248,166	136,018
		14,128,951	10,110,105	14,128,951	10,110,105
Total funds	20	27,463,630	24,735,216	16,554,990	12,207,182

The accounts were approved by the Council on 12 September 2017 and signed on its behalf by:



Dr John Brown CBE FRSE
TREASURER

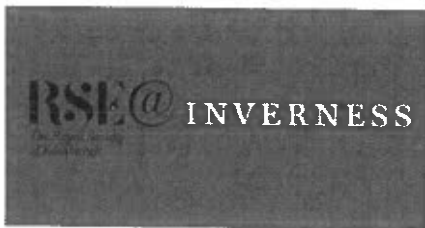
RSE Statement of Financial Activities

(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)
FOR YEAR ENDED 31 MARCH 2017

	Note	Unrestricted £'000	Restricted £'000	2017 Total £'000	2016 Total £'000
Income					
Donation from BP Trust		3,021,200	-	3,021,200	-
Other donations and legacies	4	284,208	64,571	348,779	369,722
Total donations and legacies		3,305,408	64,571	3,369,979	369,722
Charitable activities	5	91,862	4,140,628	4,232,490	4,097,227
Investment income		439,046	73,298	512,344	416,080
Total income		3,836,316	4,278,497	8,114,813	4,883,029
Expenditure					
Raising funds		(300,650)	(32,751)	(333,401)	(198,496)
Charitable activities		(689,932)	(4,203,394)	(4,893,326)	(4,639,467)
Total expenditure	6	(990,582)	(4,236,145)	(5,226,727)	(4,837,963)
Net operating surplus/(deficit)		2,845,734	42,352	2,888,086	45,066
Gains/(losses) on investment assets					
Realised gains/(losses)	14	372,056	73,586	445,642	(27,750)
Unrealised gains/(losses)	14	1,077,056	213,024	1,290,080	(977,789)
Net income/(expenditure)		4,294,846	328,962	4,638,321	(960,473)
Transfers between funds	18	-	-	-	-
Other recognised gains/(losses)					
Actuarial gains/(losses) on Lothian Pension Fund	21	(276,000)	-	(276,000)	384,000
Net movement in funds		4,018,846	328,962	4,347,808	(576,473)
Reconciliation of funds					
Balance brought forward at 1 April 2016		10,110,105	2,097,077	12,207,182	12,783,655
Balance carried forward at 31 March 2017		14,128,951	2,426,039	16,554,990	12,207,182

There were no acquired or discontinued activities in the year. The notes on pages 37 to 59 form part of these financial statements.

CONFIRMED EVENTS



RSE@Inverness: Highland Wildlife Park Family Event

Thursday 19 October 2017

Interactive displays and activities for all the family including information on animal welfare, enrichment activities, touch-tables, opportunities to meet wildlife organisations and the Wild About Scotland Bus.

[Read more](#)



RSE@Inverness: Scotland 2030 – Technology & Society

Friday 10 November 2017

Join Chris van der Kuyl, developer of the hugely successful Minecraft video-games, to horizon scan and discuss how Scotland could and should respond to the big future changes.

[Read more](#)



RSE@Inverness: Scotland's Parliament 2030

Friday 10 November 2017

Join the Rt Hon Ken Macintosh MSP, as he reflects on 20 years of devolution and looks ahead at the changing political landscape, his ambitions for parliamentary reform, and the trends that will shape our future.

[Read more](#)



RSE@Inverness: 'Finishing Unfinished Business'

Saturday 11 November 2017

Former Commonwealth cyclist, Roddy Riddle, was diagnosed with Type 1 Diabetes at the age of 40. Although he describes the initial diagnosis as 'gut-wrenching', through determination he has continued his active lifestyle. Join us at UHI's Centre for Health Science to hear Roddy's story.

[Read more](#)



RSE@Inverness – Public Engagement Awards: 'A Trillion Frames Per Second: Imaging at the Speed of Light'

Thursday 30 November 2017

At this event Professor Faccio, recipient of the RSE Senior Prize for Public Engagement will discuss how we are on the verge of a new technological revolution based on the wonders of quantum physics.

[Read more](#)



RSE@Inverness: Dino Digs & Monster Myths

Saturday 3 February 2018

Join us at the Inverness Town House for the RSE New Year Family Event. The theme of this year's New Year Event is 'Dino Digs and Monster Myths' and will consider how myths, legends and scientific enquiry have combined to fascinate and inspire our ancient ancestors through to current generations.

[Read more](#)



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 for 2018.....

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 numberSC021848.....	[✓]	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			
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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 of the Highland Foodbank which has a Highland-wide reach, but the Inverness operation is managed from the Hilton Foodbank Centre. 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 signposted to other appropriate agencies should this be necessary and should they wish to be referred.

Usage of Highland Foodbank remains high – 3,017 people from the Inverness area were provided with food in financial year April 2016 to March 17.

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. This will help us provide support and will be a massive benefit to Inverness people suffering real hardship.

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 will be open when the Madras Street Centre 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:

The Highland Council have been very supportive of the Highland Foodbank over many years and we value the continued commitment in helping us make a difference to people struggling in times of crisis.

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	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 in Inverness. One third of the salary of (a) the full-time Deephaven, Evanton, Warehouse manager, and (b) the part-time Warehouse assistant	£59,819			
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Vehicle and transport expenses (including expenses of minibus for moving food.)	£7,600			
	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.)	£2,500			
	Stationery and office expenses	£2,000			
	Phones and Wi-Fi	£500			
	Warehouse and utilities costs. Cost of Harbour Road, Inverness, food warehouse and a quarter of the cost of the food warehouse at Deephaven, Evanton.	£7,000			
	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 £		87,929			
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 £
<p>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.</p> <p>Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/></p>				
<p>Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/></p>				
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:
- 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)

Over the 12 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 Blythwood 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 received 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 £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.

Year 2: 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 2015/16.

Year 3: We again received a £20,000 contribution to the general running costs

of the project, including the Hilton Foodbank Centre and a contribution towards salary of a part time Administration Assistant from the Inverness Common Good Fund in 2016/17.

b) How much funding do/did you receive?

Year 1: £20,000
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: £0
Year 2: £0
Year 3: £0

Blythwood Care

Group balance sheet

at 31 December 2016

	<i>Notes</i>	<i>2016</i> £	<i>2015</i> £
Fixed assets			
Tangible assets	10	995,305	1,019,804
Current assets			
Stocks		8,570	14,466
Debtors	12	94,343	150,749
Cash at bank and in hand		246,519	192,084
		<u>349,432</u>	<u>357,299</u>
Creditors: amounts falling due within one year	13	<u>(332,332)</u>	<u>(286,090)</u>
Net current assets		<u>17,100</u>	<u>71,209</u>
Total assets less current liabilities		1,012,405	1,091,013
Creditors: amounts falling due after more than one year	14	(209,591)	(234,517)
Provision for liabilities	16	(22,451)	(22,451)
Net assets		<u>780,363</u>	<u>834,045</u>
Funds			
Unrestricted funds		451,167	511,134
Restricted funds	18	329,196	322,911
		<u>780,363</u>	<u>834,045</u>

The trustees have prepared group accounts in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by



D Vardy

Chairman

Date: 16 May 2017

The notes on pages 16 to 31 form part of these financial statements.

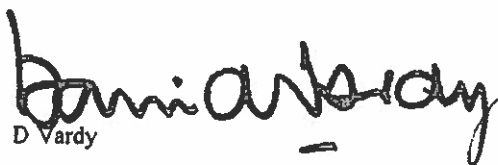
Blythwood Care

Charity balance sheet

at 31 December 2016

	<i>Notes</i>	<i>2016</i> £	<i>2015</i> £
Fixed assets			
Tangible assets	10	684,192	695,288
Investments	11	350,002	350,002
		<u>1,034,194</u>	<u>1,045,290</u>
Current assets			
Debtors	12	188,552	207,851
Cash at bank and in hand		202,735	164,287
		<u>391,287</u>	<u>372,138</u>
Creditors: amounts falling due within one year	13	(261,279)	(180,503)
Net current assets		<u>130,008</u>	<u>191,635</u>
Total assets less current liabilities		<u>1,164,202</u>	<u>1,236,925</u>
Creditors: amounts falling due after more than one year	14	(209,591)	(234,517)
Net assets		<u>954,611</u>	<u>1,002,408</u>
Funds			
Unrestricted funds		804,489	848,570
Restricted funds	18	150,122	153,838
		<u>954,611</u>	<u>1,002,408</u>

The financial statements were approved and authorised for issue by the board and were signed on its behalf by



D Vardy

Chairman

Date: 16 May 2017.

The notes on pages 16 to 31 form part of these financial statements.

Group statement of financial activities

for the year ended 31 December 2016

		<i>Unrestricted</i>	<i>Restricted</i>	<i>Total funds</i>	<i>Total funds</i>
		<i>funds</i>	<i>funds</i>	<i>2016</i>	<i>2015</i>
	<i>Notes</i>	<i>2016</i>	<i>2016</i>	<i>2016</i>	<i>2015</i>
		<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Income from:					
Donations and legacies	2	5,498,189	551,387	6,049,576	5,673,706
<i>Income from other trading activities:</i>					
Commercial trading operations	3	2,269,952	-	2,269,952	2,320,898
Income from Investments	4	6,668	-	6,668	6,528
Total income		7,774,809	551,387	8,326,196	8,001,132
Expenditure on:					
<i>Costs of raising funds:</i>					
Commercial trading operations	3	2,030,264	35,824	2,066,088	2,006,400
Fundraising		147,769	-	147,769	159,285
<i>Expenditure on Charitable activities:</i>	5	5,437,502	728,519	6,166,021	5,926,332
Total expenditure		7,615,535	764,343	8,379,878	8,092,017
Net income/(expenditure)		159,274	(212,956)	(53,682)	(90,885)
Transfers between funds		(219,241)	219,241	-	-
Net movement in funds		(59,967)	6,285	(53,682)	(90,885)
Total funds brought forward at 1 January		511,134	322,911	834,045	924,930
Total funds carried forward at 31 December		451,167	329,196	780,363	834,045

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

Charity statement of financial activities

for the year ended 31 December 2016

		<i>Unrestricted funds</i>	<i>Restricted funds</i>	<i>Total funds</i>	<i>Total funds</i>
		2016	2016	2016	2015
	<i>Notes</i>	£	£	£	£
Income from:					
Donations and legacies	2	5,498,189	505,562	6,003,751	5,632,448
Income from Investments	4	259,142	-	259,142	353,310
Total income		<u>5,757,331</u>	<u>505,562</u>	<u>6,262,893</u>	<u>5,985,758</u>
Expenditure on:					
<i>Costs of raising funds:</i>					
Fundraising		147,769	-	147,769	159,285
<i>Expenditure on Charitable activities:</i>	5	5,434,402	728,519	6,162,921	5,923,232
Total expenditure		<u>5,582,171</u>	<u>728,519</u>	<u>6,310,690</u>	<u>6,082,517</u>
Net income/(expenditure)		175,160	(222,957)	(47,797)	(96,759)
Transfers between funds		(219,241)	219,241	-	-
Net movement in funds		<u>(44,081)</u>	<u>(3,716)</u>	<u>(47,797)</u>	<u>(96,759)</u>
Total funds brought forward at 1 January		848,570	153,838	1,002,408	1,099,167
Total funds carried forward at 31 December		<u>804,489</u>	<u>150,122</u>	<u>954,611</u>	<u>1,002,408</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Agenda Item	5
Report Number	GSC/11/17

HIGHLAND COUNCIL

Committee: Inverness Common Good Fund Grants Sub-Committee

Date: 6 November 2017

Report Title: Inverness BID

Report By: Inverness City Area Manager

1. Purpose/Executive Summary

1.1 This report invites Members to consider applications from Inverness BID.

2. Recommendations

2.1 The Sub-Committee is invited to consider the applications from Inverness BID as detailed in the Appendices to this report and to make a recommendation to the Area Committee either to accept or refuse the applications for funding.

3. Background

3.1 Inverness BID have submitted six applications for funding from the Inverness Common Good Fund.

1. The City of Inverness Annual Floral Displays 2018 see Appendix 1
2. Operation Respect Task Team Easter/Summer 2018 see Appendix 2
3. Inverness Community Safety Partnership 2018 see Appendix 3
4. Inverness Gull Project 2018 see Appendix 4
5. Coach Ambassador 2018 see Appendix 5
6. Inverness Street Festival 2018 see Appendix 6

3.2 Appendix 7 contains up to date accounts and bank statements.

3.2 A total of £101,575 is being applied for (as detailed in Appendix 8) compared with £98,340 in 2017/18 due to extra costs relating to the extra provision of floral displays.

4. Partnership Working

4.1 The Partnership with BID is now well established. A specific cost centre to fund Partnership Projects was created. In financial year 2017/18 the agreed budget for "Partnership Working – BID" is £109k.

5. BID Projects 2018/19

5.2 In February 2017 the anticipated percentage contribution for the six projects in Paragraph 1.1 from the Common Good Fund was 55% with the increase highlighted Paragraph 3.3 this will increase to 56% for 2018/19.

5.3 The 2018/19 application seeks total funds of £102k compared with expenditure of £98k last year. Comparative costs per project are set out in Appendix 9.

5.4 BID's contribution to the Floral Displays Summer project represents 6% of their total levy income.

6. Implications

6.1 Resource – The cost to the Inverness Common Good Fund will be £101,575. Members will be invited to approve the inclusion of a Partnership Working Budget when the 2018/19 Inverness Common Good Fund Budget is presented at the City of Inverness Area Committee set for 22nd February 2017.

Legal – Grant conditions require recipients to meet all legal obligations ensuring that the funds allocated are applied to the relevant project.

Community (Equality, Poverty and Rural) – The Grant conditions require compliance with Council policy where appropriate.

Climate Change/Carbon Clever – None

Risk – None

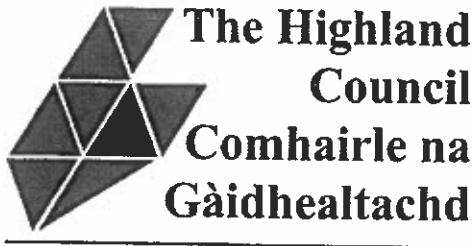
Gaelic – Where appropriate, projects are required to meet with the Councils policy in respect of supporting Gaelic language and culture.

Designation: Inverness City Area Manager

Date: 27 October 2017

Author: David Haas

Background Papers



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:

Inverness BID

Name of Project or Activity Requiring Support:

The City of Inverness Annual Floral Displays

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: £..... 57,800.....

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

N/A

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 SC339914.....	✓
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?

The City of Inverness Annual Floral Displays

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).....June 2018.....

End date (month and year).....October 2018.....

Location..... City of 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.

Project Details

The City of Inverness Annual Floral Displays have been a major feature within the city centre since 1993. They were originally co-ordinated by The Inverness Project with the total cost of the displays fully funded by the Inverness Common Good Fund.

The displays 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 it requested (with the Highland Council's agreement) that BID agree to take on the role of co-ordinating the city wide displays.

This role involves liaising with display venues, organising for the purchase of plants, their propagation, installation, watering (at least twice weekly) and at the end of the term their removal and disposal

BID also joined with the Inverness Common Good Fund by making a contribution towards the cost of the displays.

In 2015 the floral displays were, at the request of the Highland Council, extended to include Bank Street and Huntly Street which have both had new lampposts installed as part of the streetscaping element of the flood alleviation works - these lampposts hold 2 baskets per lamppost.

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

Proposals for 2018

As explained earlier BID is responsible for co-ordinating all the arrangements for the existing 770 displays.

The equipment used to present the displays (supports/tubs/baskets/brackets/chains etc) was originally provided by Inverness Common Good Fund and until the Highland Council's Nursery closed in March 2017, the replacement and renovation of these items was met from the Council's budget.

It is necessary to replenish these items annually which is the responsibility of the equipment owner. It is therefore proposed that an additional sum of £2k should be provided by the Common Good Fund to meet this cost.

The ICGF has recently invested in the upgrading of Drummond & Lombard Streets. As part of this upgrade it was envisaged that the floral displays would be extended to this the area which would require 12 extra displays) at a cost of £1k.

Whilst the 2018 core floral project costs would continue to be met jointly by ICGF and BID, it is requested that ICGF's contribution be increase from the 2017 cost of £54,800 to £57,800 to meet the cost of the additional Lombard/Drummond Street displays (£1k) and replacement/renovation of equipment (£2k).

It should be noted that displays at the front of the Town House are scheduled to be reintroduced as part of the 2018 programme.

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?

There are no barriers to any group benefiting from the Project.

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:

Advice has been sought from David Haas, Inverness City Area Manager

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	
N/A	
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		£2,300			£2,300
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Plants	£28,750			£28,750
	Installation/Removal of Displays	£15,700			£15,700
	Watering	£36,350			£36,350
	Repair/Installation of baskets etc	£2,000			£2,000
	Sundry	£900			£900
		£86,000			£86,000

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 £
Traders outside the BID area Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£12,400			£12,400
Inverness BID Limited Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£15,800			£15,800
Totals	£28,200			£28,200

*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:
- 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 Project has received Common Good Funding for the past 3 years as follows:

2017 £54,800

2016 £54,800 (funding increased as budget of £7,000 for purchase & cultivation of plants deleted from HC departmental budget)

2015 £50,250

- 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?

In the same way as is proposed for 2018

- 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
Feedback from individuals, businesses and other users		

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

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. They will also further enhance the newly re-furbished exterior of the Town House



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:

Inverness BID Limited

Name of Project or Activity Requiring Support:

Operation Respect - Task Team Easter & Summer 2018

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: £6025.00

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

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 SC339914....	✓
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?

Operation Respect - Task Team Easter & Summer 2018

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 ...29th March 2018

End date Saturday 1st September 2018

Location... Inverness City Centre.

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

For example:

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

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

The Operation Respect – City Centre Programme has operated in the Easter, Summer and Winter holiday periods for the past 8 years. The project meets the objectives of the current Single Outcome Agreement in that it acts to reduce crime, the fear of crime and anti-social behaviour.

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, in support of Businesses and the General Public 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 Task Team in the Easter and Summer 2017 holidays when they dealt with a total of 307 recorded incidents. The majority of these were either reported via the Shop Safe Radio system or from the Task Team through their pro-active patrols. These incidents have covered criminal activity, anti-social behaviour, preventative actions as well as generally assisting the public.

The continuance of this project is supported by Police Scotland who acknowledge the assistance provided by the BID Task Team to business, the general public and to the Police and other Emergency Services at reported incidents.

The Task Team are seen as an integral part of Operation Respect and they work in partnership with the relevant Agencies to provide support, assistance and public reassurance to businesses and those who use the City Centre, with the collective aim to reduce street violence, disorder, anti-social behaviour and the Task Team are invaluable with their local knowledge.

With tourism being such a major industry for Inverness & the Highlands such a programme in the Spring/Summer of 2018 continues to offer 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 to the City.

The operating period would again be focused on both the two week Easter holiday break and the extended eight week Summer holiday period covering the UK School holiday periods of July, August and September.

The total cost of this year's scheme is £12,050.

In previous years this has been met 50% by the Inverness Common Good Fund and 50% by BID and thus support is requested of £6,025.

The balance of £6,025 would be contributed by Inverness BID Limited from the levy collected from the 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?

N/A

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:

Advice has been sought from David Haas, the City Manager

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	Security Task Team	£11,250			£11,250
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Clothing	£400			£400
	Sundry	£400			£400
Total Project Cost £		£12,050			£12,050
Total Funding Request £		£6,025			£6,025

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Inverness BID Limited Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£6,025			£6,025
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£6,025			£6,025

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



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:

Inverness BID Limited

Name of Project or Activity Requiring Support:

Inverness Community Safety Partnership

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: £9,000.

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

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 SC339914....	✓
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?

Inverness Community Safety Partnership

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)... 1st April 2018.....

End date (month and year)... 31st March 2019.....

Location... City of 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.

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;

- Police Scotland
- Highland Council

- Inverness BID
- The Voluntary Sector
- Highlands & Islands Fire and Rescue Service
- NHS Highland
- Crimestoppers
- Inverness Drug & Alcohol Forum
- Street Pastors
- Inverness Prison

ICSP appoints a Chair and Vice-Chair from its partners on an annual basis. The current Chair is Ms Suzi Calder, NHS Highland, Head of Service, Drug & Alcohol Recovery Service, Osprey House, Inverness.

Highland Council are represented by a nominated elected member, Councillor Janet Campbell, and Mr David Haas, Inverness City Area Manager.

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 30 years working at a senior level with Northern Constabulary.

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, liaising with Retailers Against Crime (RAC) and the Scottish Business Resilience Centre (SBRC), and co-ordinating the Inverness Retail Security Group, which has recently been re-established.

ICSP support the vital night time economy and encourages participation in the Inverness Pub Watch and the Best Bar None Awards which promotes excellence in staff welfare, training, performance, community support and the customer experience in the licensed trade, with BID acting as Secretariat and Co-ordinator for both.

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 £20,000 making a total cost of the project of £29k

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. Through the Partnership full support is given to the Safe Inverness Crime Reduction Partnership and to the regular Operation Respect programmes throughout the year.

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?

There are no barriers to groups benefiting from this Project.

- 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:

Advice has been sought from David Haas, Inverness City Manager

- 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	Employment Costs	£19,000			£19,000
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Programme Costs	£10,000			£10,000
Total Project Cost £		£29,000			£29,000
Total Funding Request £		£9,000			£9,000

- 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 £
Inverness BID Limited - Confirmed	£20,000			£20,000
Successful <input checked="" 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	£20,000			£20,000

*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:
- 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 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:

2016/17	£9,000
2015/16	£12,000
2014/15	£14,000

- 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?

Jointly funded by Inverness Common Good Fund & BID

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

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

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



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:

Inverness BID Limited

Name of Project or Activity Requiring Support:

Inverness Gull Project

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: £12,000

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

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 SC339914....	<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			
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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?

Inverness Gull Project

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)..... 1st April 2018.....

End date (month and year)..... 31st July 2018.....

Location..... City of 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.

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, in late 2011 Scottish Natural Heritage were 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 13th February 2012 on the options for managing urban herring gulls in Inverness.

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

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 other gull management schemes including liaising with the successful project in Dumfries. BID were asked to deliver the project of egg and nest removal in both Inverness city centre and the Longman and as part of that 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.

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.

Programmes in the Summers of 2013 to 2017:

Following receipt of annual applications, the Donations Working Group have supported the continuation of the programme with contributions of:

2013:	ICGF £15k & BID £5k	TOTAL £20k
2014:	ICGF £12k & BID £4k	TOTAL £16k
2015:	ICGF £12k & BID £4k	TOTAL £16k
2016:	ICGF £12k & BID £6k	TOTAL £18k
2017:	ICGF £12k & BID £6k	TOTAL £18k

Over the years the project has been extended to include additional properties in Carsegate as well as the city centre and the Longman.

A total of 9,984 eggs have been removed over the 6 years of the project.

To put this in context, from the modelling that SNH carried out in 2016 the 2433 eggs that were removed in that year prevented between 659-1095 gulls being fledged i.e. reared to an age at which they can fly.

Based on a survival rate of 65% of gulls achieving breeding age (normally their 4th year) from being fledged, the 2016 egg removal programme has thus stopped from between 428 - 712 gulls joining the breeding pool.

To put these figures into further perspective if the gulls prevented in 2016 had reached breeding age, then SNH project that over their expected 8 year breeding life they would have produced between 3,650 and 6,464 fledged chicks.

Proposed Summer 2018 Programme

As stated It has always been accepted that to control and seek to reverse the growth in the gull population over so many years, intervention in the gull breeding cycle by continuously removing nests and eggs would need to be undertaken for the long term.

The SNH Scientific Adviser believes that it is essential that action is taken annually to reduce the problems caused by gulls and that failure to do so will mean that the population will revert to increasing by 7% per annum.

The six years of the programme has reversed the trend of an annual increase in the gull numbers.

It is estimated that £18k per annum should again be sufficient to cover the programme for the Summer of 2018.

BID proposes that this cost be met with £6k being met from the BID levy paid by the city centre businesses with the Common Good Fund being asked to contribute the balance of £12k.

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?

N/A

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:

Advice has been sought from David Haas, Inverness City Manager

- 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		£1,500			£1500
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Egg & Nest Removal Programme	£15,000			£15,000
	Census	£1,000			£1,000
	Sundry	£500			£500
Total Project Cost £		£18,000			£18,000
Total Funding Request £		£12,000			£12,000

- 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 £
Inverness BID Limited - Confirmed	£6,000			£6,000
Successful <input checked="" 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	£6,000			£6,000

*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)

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

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?

The project received part funding from Inverness Common Good Fund in the Summers of 2012 to 2016 as well from BID.

- 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
Through the level of eggs and nests removed.		

- 1.14 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



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:

Inverness Business Improvement District

Name of Project or Activity Requiring Support:

Coach Ambassador 2018

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: £9,750

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		Company Limited by Guarantee If yes – Company Number SC339914	✓
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?

Coach Ambassador 2017

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) April 2017

End date (month and year) October 2017

Location: Inverness City Centre

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

For example:

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

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

The joint Report of the Director of Community Services and the Inverness City Manager to the City of Inverness Area Committee on 28th January 2016 on "Developing Inverness as a Coach Friendly City" reported on the success of the use of Ardross Street as a Coach/Drop Off/Pick up point during 2015 and the important role played of the Coach Ambassador to:

"Act as liaison between residents and businesses on Ardross Street with the Coach Operators to ensure that any concerns are addressed timeously and effectively."

"Welcome people to the city, provide directions, answer questions visitors may have and encourage our guests to visit the many points of interest in the city centre."

At the request of the Highland Council, Inverness BID agreed to staff and manage the Coach Ambassador Scheme initially on the basis of the costs being fully funded by the Inverness Common Good Fund.

This involved having a Coach Ambassador to welcome coaches and visitors on a 7-day basis increasing to 2 or 3 ambassadors when a large number of coaches from large cruise liners were due to come to Inverness.

Such has been the success of the welcome offered, the numbers of coaches accommodated and the effective management of the street, that following a joint BID/HC application, in October 2016 Inverness was awarded Coach Friendly status by The Confederation of Passenger Transport UK (CPT) in recognition of "the commitment made by Inverness to meet the needs of coaches, their drivers and their passengers to the city centre".

The 2017 arrangements were again a great success with the 11 bay drop off/pick up point in Ardross Street being used by more than 2,240 visitor coaches – an increase of 18% on the 2016 figure which was itself 20% up on the previous year.

And on 23rd August we had the highest ever one day total of 54 coaches use the facility up from the previous figure of 42.

It is worth noting that market research in 2016 reported that 93.64% of visitors surveyed said that the welcome offered to them was excellent.

For 2018 it is again proposed that BID provides the Coach Ambassador service daily (i.e Monday to Sunday) between April and October. Staffing is budgeted together with a further provision for maps, clothing, communications and other sundry items to total £16,500 which is in line with 2017 costings.

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?

There are no barriers to any group benefitting from the project

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:

Advice has been sought from David Haas, The City Area Manager

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		£14,500			£14,500
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Maps, Clothing, Communications etc	£2,000			£2,000
Total Project Cost £		£16,500			£16,500
Total Funding Request £		£9,750			£9,750

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Inverness BID Limited - confirmed	£6,750			£6,750
Successful <input checked="" 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	£6,750			£6,750

*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:
- 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)

Requested by Highland Council Officers and demonstrated by response from local businesses and Coach users Proposed in Report to City of Inverness Area Committee

- 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?

Project part funded with ICGF grant of £17k in 2015, £11,250 in 2016 and £9,750 in 2017.

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
Positive feedback from local businesses, coach passengers and coach companies		

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

BID feels that there will be a future need for these services and will look to jointly fund with Inverness Common Good Fund.



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

Name of Organisation:

Inverness Business Improvement District

Name of Project or Activity Requiring Support:

Inverness Street Festival 2018

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: £7.000

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

None

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 SC339914.....	X
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?

Inverness Street Festival 2018

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)... 18th October 2018.....

End date (month and year)... 20th October 2018.....

Location..... City of 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.

Inverness BID Limited

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

Project Details

The Ninth Inverness Street Festival will be held in Inverness city centre from Thursday 18th to Saturday 20th October 2018.

As in previous years the event is scheduled for the October school holidays period.

The Festival will again be organised Inverness BID who has agreed to contribute the sum of £10,000 from the BID Levy collected from the city centre businesses towards the overall event cost.

Eastgate Shopping Centre has agreed to continue to support the event with sponsorship of £7,000.

The Inverness Common Good Fund is requested to again support the festival as they did in 2017 with a contribution of £7,000.

Performers will again be programmed over the 3 days in the same venue as previous years - Inverness High Street, Victorian Market and Eastgate Centre.

As the festival, has developed it has attracted increasing public and media interest with last year's event being featured in all of the local media outlets.

The benefit of this ever-increasing marketing and profile was demonstrated by the 2016

customer survey which showed that 92% of those interviewed had come specifically to the city centre to see the festival.

The festival has built up an excellent reputation with the artists in this field who have all enjoyed working in the city and the welcome they have received from the public. As the festival is outside the traditional street entertainment period it has been possible to attract top quality performers from within the limited event budget.

The Inverness Street Festival has now developed as an attraction to visitors and residents alike and research shows that it brings people to the area.

It compliments the programme of events run by the Highland Council and it part of creating a vibrant feel to the city centre.

Since the Festival first started to receive funding support from Inverness Common Good Fund in 2013 this has been used to establish a community performance project with Eden Court as well as increasing the event marketing and strengthening overall level of the performers.

Eden Court has been delighted with the chance to programme and profile their outreach performers alongside professional artists at the festival. In 2017 the group performed as Little Bo Peep and her sheep and the public reaction to their "show" was again very positive.

Eden Court have agreed to run a similar community project should similar funding again be available from the ICGF. The balance of the Common Good Fund contribution would again be used to improve the marketing for the event and for programme content.

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 Festival is open to all and there are no barriers to any group benefiting from this Project

- 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:

Advice has been sought from David Haas, Inverness City Manager

- 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 or Activity	Breakdown of Total Costs	Year 1	Year 2*	Year 3*	Total
Staff	Event Stewards	£1,200			£1,200
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Marketing	£3,500			£3,500
	Entertainment Programme	£15,500			£15,500
	Community Project	£1,250			£1,250
	Staging	£2,550			£2,550
Total Project Cost		£24,000			£24,000
Other Funding relating to this project (including own resources and income) Continue on separate sheet if required	Eastgate Shopping Centre - Sponsorship	£7,000			£7,000
	Inverness BID	£10,000			£10,000
Total Funding Request The Highland Council	How much is being applied for within this application?				
	Inverness Common Good Fund	£7,000			£7,000

- 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 £
Eastgate Shopping Centre - CONFIRMED Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£7,000			£7,000
Inverness BID - CONFIRMED Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£10,000			£10,000
Totals	£17,000			£17,000

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

- 3.3 a) When did your organisation start? Month... March.....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
Provost Helen Carmichael	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

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: See Appendix A
Year 2:
Year 3:

b) How much funding do/did you receive?

Year 1: See Appendix A
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: See Appendix A
Year 2:
Year 3:

APPENDIX A

PROJECT FUNDING FROM INVERNESS COMMON GOOD FUND		
DATE	FOR	AMOUNT
	COMMUNITY SAFETY - CGF	
May & Sept 17	Easter Summer 2017 Task Team	£5,790.00
May & Sept 16	Easter/Summer 2016 Task Team	£5,790.00
May & Sept 15	Easter/Summer 2015 Task Team	£5,500.00
Apr-17	Inverness Community Safety Partnership period 1.4.17-31.3.17	£9,000.00
Apr-16	Inverness Community Safety Partnership period 1.4.16-31.3.17	£10,000.00
Jun-15	Inverness Community Safety Partnership period 1.4.15-31.3.15	£12,000.00
	CIVIC AMENITY - CGF	
April & Sept 17	Gull Project 2017	£12,000.00
April & Sept 16	Gull Project 2016	£12,000.00
Jun & Dec 15	Gull Project 2015	£12,000.00
May & Sept 17	Floral Displays Summer 2017	£54,800.00
Sep-16	Floral Displays Summer 2016	£54,800.00
Jun-15	Floral Displays Summer 2015	£50,250.00
	MARKETING - CGF	
Oct-17	Inverness Street Festival 2017	£7,000.00
Sep-16	Inverness Street Festival 2016	£7,000.00
Nov-15	Inverness Street Festival 2015	£7,000.00
	COACH AMBASSADOR - CGF	
April & Sept 17	COACH AMBASSADOR - Summer 2017	£9,750.00
April & Sept 16	COACH AMBASSADOR - Summer 2016	£11,250.00
May 15 & Nov 15	COACH AMBASSADOR - Summer 2015	£17,000.00

Inverness BID Limited
Profit and Loss Account
for the year ended 31 March 2016

	Notes	2016 £	2015 £
Turnover		382,696	353,789
Administrative expenses		(382,417)	(355,095)
Operating profit/(loss)	3	279	(1,306)
Interest receivable		113	77
Profit/(loss) on ordinary activities before taxation		392	(1,229)
Tax on profit/(loss) on ordinary activities	4	(23)	(68)
Profit/(loss) for the financial year		<u>369</u>	<u>(1,297)</u>

Inverness BID Limited
Balance Sheet
as at 31 March 2016

	Notes	2016 £	2015 £
Current assets			
Debtors	6	6,366	3,411
Cash at bank and in hand		<u>39,957</u>	<u>28,558</u>
		46,323	31,969
Creditors: amounts falling due within one year			
	7	(16,791)	(7,806)
Net current assets			
		<u>29,532</u>	<u>24,163</u>
Total assets less current liabilities			
		29,532	24,163
Creditors: amounts falling due after more than one year			
	8	(30,000)	(25,000)
Net liabilities			
		<u>(468)</u>	<u>(837)</u>
Capital and reserves			
Profit and loss account	9	(468)	(837)
Members' funds			
		<u>(468)</u>	<u>(837)</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Peter Strachan
 Director

Approved by the board on 24 October 2016

Inverness BID Applications

		Amount Requested	Total Project Costs	%
1	Floral Displays 2018	£57,800.00	£86,000.00	67.21%
2	Operation Respect Easter/Summer 2018	£6,025.00	£12,050.00	50.00%
3	Inverness Community Safety Partnership 2018	£9,000.00	£29,000.00	31.03%
4	Inverness Gull Project 2018	£12,000.00	£18,000.00	66.67%
5	Coach Ambassador 2018	£9,750.00	£16,500.00	59.09%
6	Inverness Street Festival 2018	£7,000.00	£24,000.00	29.17%
		£101,575.00	£185,550.00	54.74%

All Applications are subject to the Budget for 2018/19 towards Partnership Working being in place

Inverness Common Good Fund Applications 2018/19 - (with 2017/18 as comparison)											Appendix 9
	Project Cost	2018/19			2017/18			Other	Notes		
		ICGF	BID	Other	ICGF	BID	Other				
										Project Cost	
Task Team Easter/Summer 2018	£12,050	£6,025	£6,025		£11,580	£5,790	£5,790				
ICSP year to 31.3.19	£29,000	£9,000	£20,000		£29,000	£9,000	£20,000				
Gull Project 2018	£18,000	£12,000	£6,000		£18,000	£12,000	£6,000				
Floral Displays Summer 2018	£86,000	£57,800	£15,800	£12,400	£84,000	£54,800	£15,330	£13,870	Equipment £2k & Lombard/Drummond Str £1k		
Inverness Street Festival 2018	£21,000	£7,000	£7,000	£7,000	£21,000	£7,000	£7,000	£7,000			
Coach Ambassador 2018	£16,500	£9,750	£6,750		£16,500	£9,750	£6,750				
	£182,550	£101,575	£61,575	£19,400	£180,080	£98,340	£60,870	£20,870			
		56%	34%	11%		55%	34%	12%			