

|               |                  |
|---------------|------------------|
| Agenda Item   | <b>13a</b>       |
| Report Number | <b>CIA/29/19</b> |

## HIGHLAND COUNCIL

**Committee:** City of Inverness Area Committee

**Date:** 30 May 2019

**Report Title:** Inverness Common Good Fund Grants

**Report By:** Inverness City Area Manager

### 1. Purpose/Executive Summary

- 1.1 This Report follows on from discussions that have taken place at the Inverness Common Good Fund Sub-Committee and recommends changes to the way discretionary Grants are considered.
- 1.2 The powers of the Inverness Common Good Fund Sub Committee (ICGFSC) were agreed at the City of Inverness Area Committee on 30<sup>th</sup> November 2017. This included power to decide on all administrative matters relating to the operation of the Inverness Common Good Fund excepting decisions affecting Cash or Equity Investments.
- 1.3 The options detailed in this report allow for the development of the process for considering Grants in the knowledge of the changes to the funding environment which means that the ICGF Grants budget is under increasing pressure. The full powers of the ICGFSC are attached at **Appendix1**.

### 2. Recommendations

- 2.1 Members are asked to:
  - i. Consider the options to revise the current Administrative Arrangements for processing applications for financial assistance
  - ii. Agree to revise the current Administrative Arrangements in accordance with proposals agreed and

- iii. Instruct the Inverness City Area Manager to prepare a new Policy and Guidance Notes for approval by the Inverness Common Good Fund Sub Committee at the next appropriate meeting.

### 3. Background

- 3.1 At the last ICGFSC meeting, the number of applications for grant aid vastly outweighed the total budget allocation.(£315,000) There were applications totalling over £400,000 (albeit some were not competent) competing for the relatively small amount available at the end of the financial year.
- 3.2 This is obviously a situation that cannot be sustained. Since the ICGFSC was established, the availability of funds for discretionary spend within the ICGF has become restricted. This is because of the proper focus on investing in ICGF properties such as the Town House and the Victorian Market.
- 3.3 **Appendix 2** details a breakdown of recent applications to the ICGF. The following observations may be of use when considering;

1. Large Grants (over £30,000) – These have been few and far between until 2018/19. However, there are two pending being;
  - WASPS Artists Academy - £130,000
  - Scottish Canals – Carse Hub - £50,000

To date, the ICGF has supported major projects – such as ARCHIE – New Childrens Wing at Raigmore Hospital (£150,000) and the Highlanders Museum – Fort George (£130,000). The Business Plans were able to detail significant benefits for the people who live in the City and the support provided by the ICGF has proved worthwhile.

2. Grants between £10,000 and £30,000 - There are a significant number of Grants awarded within this category. They cover a wide range of activity ranging from Conferences, events, to projects linked with wellbeing of vulnerable sections of our communities.
3. Grants of less than £10,000 – This is easily the largest category and is arguably the most important. Many applicants are small Groups who are fragile and in their infancy. They need the ICGF to give support and creditability so that they can grow, This sector has also been impacted by the reduction in the councils Ward Discretionary budget.
- 3.4 In order that there are always monies available to be disbursed through the ICGFSC at each of its meetings the annual allocation should be split into 4 quarters. This should be used as a guide rather than a definite limit allowing then for discretion by the Committee.
- 3.5 Applying a new Policy will mean that some applicants will undoubtedly feel disappointed that their application has either been refused or deferred with the obvious impact on their respective organisation.
- 3.6 Further, there is also potential reputational damage for the ICGF in not being able to support local organisations who add to the quality of life of local residents – a stated aim of the ICGF.
- 3.7 The analysis (referred to above) of the grants paid out over the last three years by Hilary Tolmie, Administrative Assistant (**Appendix2**) has highlighted a number of

opportunities to re-examine how the criteria of the Common Good Fund could be altered to ensure maximum benefit to as many groups and voluntary organisations as possible. Please see the attached appendices for a detailed breakdown of the distribution of the grant funding.

#### **4. Funding Limits and Future Criteria Suggestions.**

- 4.1 Currently, with no limits on the funding amount that organisations can apply for, there is always the possibility that a worthy application may utilise the vast proportion (if not all) of the funds available thereby leaving a large number of applicants disappointed. If this were to occur at the start of the financial year this leaves the ICGFSC little opportunity to assist organisations throughout the year.
- 4.2 As such, the following suggested criteria are put forward as a basis for discussing the ICGF Grants procedures in future.
- 4.3 The above needs to be assessed in the context of the new Policy currently being considered which will provide for a structure for the ICGF Revenue Budget over the next 5 years, noting the current priorities for the Town House and the Victorian Market.

#### **5. Pre application Clinics.**

In order to assist and advise community organisations with their applications prior to submission, a Drop in Clinic should be arranged 4 weeks before the deadline for applications. The clinics could be advertised through the Councils Corporate Communications Team, using social media rather than incur expense.

#### **6. New Grant Application Limits**

- 6.1 To ensure as wide as possible distribution of funds it is suggested that a maximum % figure for grant aid is set per application at 50% up to a maximum of £30,000. This would require community organisations to ensure that they had also contributed towards their project and not assume outright reliance on the ICGF.
- 6.2 Grants under £10,000 may also receive a higher % than 50% at the discretion of the ICGFSC depending on the merits of the application.
- 6.3 As can be seen from the schedules within **Appendix 2** a high proportion of applications received are already below this suggested criteria and this would not have any impact on them.
- 6.4 In addition, in order to protect the budget for future financial years, it is suggested that the ICGF does not accept applications for funding for other than the current financial year. The project can take place in future financial years with the funds being drawn down for the original allocation.
- 6.5 As part of the review of the ICGF Discretionary budgets, it may be possible to create a new budget line – ‘Reserve Fund’. This could contain a sum of perhaps £100,000 – which could be utilised with the consent of the CIAC for any competent Revenue spend within the financial year. This could provide for the ICGFSC to agree to award at least one ‘Signature’ Application in each financial year. This would provide for those larger projects that have a significantly beneficial impact on the City.

#### **7. Funding Sections**

- 7.1 It is suggested that grant applications in future should be allocated in 5 distinct sections. This would assist in the collection of statistical information, setting priority

areas for funding and future budget setting.

## 7.2 Suggested categories

- Youth
- Adult
- Promoting/developing Inverness
- Discretionary Funding Section
- Community Partnership Projects

7.3 **Youth, Adult and Promoting/Developing Inverness** categories are self-explanatory.

7.4 The ICGF could be instrumental in assisting the **Community Partnership** through providing initial funding to develop projects and activities to help meet the needs identified within the Locality Plans.

7.5 The current City Promotions budget allocation could then be absorbed into the main ICGF grants allocation.

7.6 **Discretionary Funding** - As with all grant schemes there are always applications that do not fit easily into the main categories yet are worthy of receiving grant aid. This category would also be subject to the funding limits.

## 8. **Repeat applications**

8.1 The ICGF and the CIAC have readily supported a number of organisations on a repeat and annual basis. Organisations such as The Northern Meeting Piping Competition, Merkinch Partnership, The Cammanachd Association, Inverness Music Festival and Inverness Wildcats for example should be moved towards a Grant Business Plan which would be of benefit to these organisations going forward and also assist the ICGF with annual budget preparation.

8.2 In addition, to avoid total reliance on the Inverness Common Good Fund, each Grant Business Plan should be subject to a 20% reduction in their allocation per annum. This would be subject to agreement by the ICGFSC.

8.3 Where significant benefit to the City and Inverness Common Good Fund is identified, for example the Ness Angling Club, then the full allocation would be maintained.

8.4 Overall the applicant must prove that the project has a financial goal, or if ongoing that it will not be reliant on ICGF funding in future years.

## 9 **Future Scrutiny of Grant Awards**

9.1 The ICGFSC consists of a large number of Members (11) from Wards across the City.

9.2 In future, as well as scrutinising the grant application form at the quarterly meeting, a selection of grant applicants could be chosen to be visited by 2 Members of the ICGFSC to witness the work of the organisation and verify the validity of the application. ICGFSC members could also make themselves available to advise organisations with their applications subject to the usual Councillors Code of Conduct and Declarations of Interest. (this should not prejudice their involvement with the final decision as this would be an aid to quality decision making through providing the ICGFSC with valuable information on the application).

9.3 They could also follow this up with a presentation of the cheque for any Award granted.

9.4 This process could also assist in the promotion of the availability of ICGF grants, add to

Councillors wider profile and also recognise the work that they carry out on behalf of The City and the ICGF.

9.5 This could also illustrate to the general public the significant level of support given annually to organisations throughout the City of Inverness by the Inverness Common Good Fund.

## **10. Civic Hospitality**

10.1 **Appendix 3** sets out the policy used to manage applications for Civic Hospitality.

## **11. Implications**

Resource - If the expenditure set out in the budget agreed at CIAC 21<sup>st</sup> February is spent, it would total £4.701m. For 19/20, this exceeds income by £2.303m leaving a deficit which will have to be funded by liquidating bond investments. The expenditure proposed will provide the relevant properties, many more years of strength and stability.

Legal -The application of funds will fall within the competency guidelines set out both in statute and in common law in relation to Common Good Funds. Additionally, through the governance being applied by the Corporate Resources Service, funds will remain compliant with all financial regulations. In order to meet revenue expenditure requirements, it may prove necessary to sell equity investments.

Community (Equality, Poverty and Rural) - In the application of funding, whether it be through the provision of improvements to facilities or the supply of funds to third party organisations who are running projects, care is taken to ensure that the relevant projects give close attention to the need to provide facilities for as broad a range of the community as possible, including those who are physically disadvantaged. Also, wherever possible, projects incorporate consideration for the increasing number of people coming to live in our City who will not necessarily have English as their first language. Care is also taken to ensure that any projects targeted at a particular age sector of the population are supported by a strong business case for doing so.

Principal benefit of any grant awards rests with the residents of the former Burgh. However when applications are made which impact areas outside the Burgh, consideration is given as how this reflected benefit impacts the communities within the former Burgh. Projects which improve the wellbeing of communities are looked on favourably so long as they have a strong Business Plan.

Climate Change / Carbon Clever - In the application of funds, in particular relating to the improvement/refurbishment of buildings, attention is given to the need to reduce energy consumption. A balance has to be achieved between the costs of providing additional materials for doing so set against the benefit.

Risk - The decision making process along with the administration of the agreed budgets addresses all known risk implications. There is a risk to the long term sustainability of the ICGF if over reliance is placed on reserves for the financing of capital projects. The current profiling of expenditure over the next two years will leave reserves near the agreed minimum level.

Gaelic – Projects will be undertaken in compliance with the Council's Policies in relation to the promotion of the Gaelic Language and Culture.

Designation: Inverness City Area Manager

Date: 14<sup>th</sup> May 2019

Author: David Haas, Hilary Tolmie

Background Papers:

**Inverness Common Good Fund Sub-Committee**

**Powers Delegated in Full by the City of Inverness Area Committee to the Inverness Common Good Fund Sub Committee**

1. To carry out any duties delegated from the City of Inverness Area Committee in relation to the administration of the Inverness Common Good Fund.
2. All powers delegated shall be exercised as fully delegated powers and be applicable to the operation of the Inverness Common Good Fund.
3. Notwithstanding the above powers specifically delegated are;
  - a. To decide on all administrative matters relating to the operation of the Inverness Common Good Fund excepting decisions affecting Cash or Equity Investments.
  - b. Grants – to decide on all applications for financial assistance where the sum applied for is £10,000 or less. In respect of applications in excess of £10,000, to make recommendations to the City of Inverness Area Committee.
  - c. Other applications for funding – to decide upon all other applications for financial assistance where the sum applied for is £10,000 or less or where the sum requested relates to the provision of Staff
  - d. Project Monitoring – to consider reports from officers on the progress of projects approved by the City of Inverness Area Committee and to make recommendations to the City of Inverness Area Committee as appropriate
  - e. Civic Hospitality – to decide upon all applications for Civic Hospitality where the total cost of the event does not exceed £10,000, including the power to delegate approval of events to the Inverness City Area Manager in consultation with the Chair and the Provost where the cost of the event does not exceed £300.
  - f. Property Maintenance - Power to scrutinise all expenditure from property maintenance budgets where the sum expended exceeds £10,000 on any one project.
  - g. City Promotions - to decide upon allocations to be made from the City Promotions Budget where the sum does not exceed £10,000
  - h. Tenancy Management – to decide upon all applications for lease, Assignment of Lease, Rent Review or any other Tenancy related matter where the Director of Development and Infrastructure has seen fit not exercise Delegated Powers

## APPENDIX 2

### INVERNESS COMMON GOOD FUND GRANTS - OVER £10,000

#### TOTAL FUNDS COMMITTED

| Name of Organisation | Sum Awarded | Total Cost of Project | % CGF |
|----------------------|-------------|-----------------------|-------|
|----------------------|-------------|-----------------------|-------|

#### COMMITTED 2016/17 Over £30,000

|   |         |          |       |
|---|---------|----------|-------|
| Community Action Raigmore Estate (CARE) | £35,000 | £109,200 | 32.1% |
|---|---------|----------|-------|

#### COMMITTED 2016/17 Over £20,000

|                               |         |         |       |
|-------------------------------|---------|---------|-------|
| Visit Inverness Loch Ness Ltd | £20,000 | £48,130 | 41.6% |
| Blythswood Care               | £20,000 | £88,066 | 22.7% |

#### COMMITTED 2016/17 Over £10,000

|                            |         |         |       |
|----------------------------|---------|---------|-------|
| Partnerships For Wellbeing | £10,466 | £32,751 | 32.0% |
| Flow Photography Festival  | £15,000 | £60,364 | 24.8% |



**INVERNESS COMMON GOOD FUND GRANTS - UNDER £10,000**
**TOTAL FUNDS COMMITTED 2016-17**

| Name of Organisation               | Sum Awarded | Total Cost of Project | % CGF |
|------------------------------------|-------------|-----------------------|-------|
| Clachnacuddin FC Youth Development | £2,500      | £ 17,600.00           | 14.2% |
| Inverness Blitz                    | £8,000      | £ 38,180.00           | 21.0% |
| Highland Disabled Ramblers         | £2,000      | £ 3,970.00            | 50.4% |
| Inverness Street League            | £3,500      | £ 15,940.00           | 22.0% |
| For The Right Reasons              | £1,500      | £ 2,000.00            | 75.0% |
| Highland Military Tattoo           | £9,950      | £ 234,971.00          | 4.2%  |
| Merkinch Enterprise                | £7,500      | £ 57,162.00           | 13.1% |
| Music In Hospitals                 | £4,608      | £ 9,216.00            | 50.0% |
| The Camanachd Association          | £6,000      | £ 43,500.00           | 13.8% |
| Dogstar Theatre Company            | £3,500      | £ 7,150.00            | 49.0% |
| Friends of Counselling Inverness   | £3,300      | £ 4,400.00            | 75.0% |
| City of Inverness Youth Pipe Band  | £9,500      | £ 11,700.00           | 81.2% |

| Name of Organisation  | Sum Awarded | Total Cost of Project | % CGF  |
|---|-------------|-----------------------|--------|
| Hilton Parish Church  | £10,000     | £ 27,216.00           | 36.7%  |
| Apex Scotland   | £9,965      | £ 12,004.00           | 83.0%  |
| Highland Council ( Armed Forces Community Covenant Partnerships for Highland and Moray) | £9,800      | £ 44,000.00           | 22.3%  |
| SNAP (special Needs Action Project)   | £480        | £ 480.00              | 100.0% |
| Inverness Science Festival  | £5,000      | £ 19,000.00           | 26.3%  |
| Inverness Festival Association  | £10,000     | £ 28,590.00           | 35.0%  |
| NessBookFest  | £750        | £ 3,950.00            | 19.0%  |
| Scottish Highland Snow Dogs Rescue  | £1,000      | £ 9,860.00            | 10.1%  |
| Inverness Museum & Art Gallery (HighLife Highland)                                      | £9,500      | £ 46,500.00           | 20.4%  |
| Inverness High School   | £9,535      | £ 21,830.00           | 43.7%  |
| Highland Rugby Football Club  | £9,500      | £ 28,624.00           | 33.2%  |

| Name of Organisation                       | Sum Awarded | Total Cost of Project | % CGF  |
|--|-------------|-----------------------|--------|
| Inverness College UHI                      | £9,568      | £ 45,337.00           | 21.1%  |
| Northern Meeting Charitable Piping Trust   | £4,500      | £ 31,630.00           | 14.2%  |
| Inverness Chamber Music Society            | £4,200      | £ 15,638.00           | 26.9%  |
| Inverness Foodstuffs                       | £8,736      | £ 8,736.00            | 100.0% |
| City of Inverness Pipe Band                | £10,000     | £ 35,372.00           | 28.3%  |
| European Highland Dancing Festival         | £4,000      | £ 11,410.00           | 35.1%  |
| Gaelic Society of Inverness                | £350        | £ 7,050.00            | 5.0%   |
| Highland Military Tattoo                   | £9,995      | £ 313,424.00          | 3.2%   |
| Inverness Cathedral Dedicated to St Andrew | £9,800      | £ 12,000.00           | 81.7%  |
| Camachd Association                        | £9,900      | £ 86,500.00           | 11.4%  |
| Inverness Angling Club                     | £9,500      | £ 43,350.00           | 21.9%  |

**INVERNESS COMMON GOOD FUND GRANTS - OVER £10,000****TOTAL FUNDS COMMITTED**

| Name of Organisation | Sum Awarded | Total Cost of Project | % CGF |
|----------------------|-------------|-----------------------|-------|
|----------------------|-------------|-----------------------|-------|

**COMMITTED 2017/18 over £20,000**

|                     |         |         |        |
|---------------------|---------|---------|--------|
| The Shirlie Project | £34,200 | £34,200 | 100.0% |
|---------------------|---------|---------|--------|

**COMMITTED 2017/18 over £30,000**

|                                      |         |         |       |
|--------------------------------------|---------|---------|-------|
| Visit Inverness Loch Ness LTd (VILN) | £20,000 | £39,675 | 50.4% |
| Blythswood Care                      | £20,000 | £87,929 | 22.7% |

**INVERNESS COMMON GOOD FUND GRANTS - UNDER £10,000**

**TOTAL FUNDS COMMITTED**

| Name of Organisation | Sum Awarded | Total Cost of Project | % CGF |
|----------------------|-------------|-----------------------|-------|
|----------------------|-------------|-----------------------|-------|

| <b>COMMITTED 2017/18</b>                             |        |             |        |
|--|--------|-------------|--------|
| ClachnacuddinFC Youth Development                    | £3,500 | £ 19,400.00 | 18.0%  |
| Merkinch Community Centre                            | £2,000 | £ 3,000.00  | 66.7%  |
| The Boys Brigade Highland Battalion                  | £1,360 | £ 3,060.00  | 44.4%  |
| MS Therapy Centre Inverness Ltd                      | £3,750 | £ 3,750.00  | 100.0% |
| Balloan FC   | £3,000 | £ 21,819.00 | 13.7%  |
| The Highlanders' Museum                              | £8,308 | £ 61,557.00 | 13.5%  |
| Inverness Street League                              | £4,000 | £ 16,105.00 | 24.8%  |
| Inverness YMCA                                       | £500   | £ 1,000.00  | 50.0%  |
| Coisir Ghaidhlig Inbhir Nis (Inverness Gaelic Choir) | £1,200 | £ 3,395.00  | 35.3%  |

| Name of Organisation                   | Sum Awarded | Total Cost of Project | % CGF  |
|--|-------------|-----------------------|--------|
| Music In Hospitals                     | £4,743      | £ 9,486.00            | 50.0%  |
| 2nd Inverness (Kingsmills) Scout Troop | £900        | £ 15,200.00           | 5.9%   |
| The Highland Council                   | £5,000      | £ 15,000.00           | 33.3%  |
| Highland Senior Citizens Network       | £2,200      | £ 2,200.00            | 100.0% |
| LEAP Sports Scotland                   | £7,900      | £ 18,500.00           | 42.7%  |
| Merkinch Partnership                   | £7,000      | £ 22,954.00           | 30.5%  |
| Inverness Floral Art Club              | £1,000      | £ 2,750.00            | 36.4%  |
| Arts In Merkinch                       | £9,000      | £ 29,376.00           | 30.6%  |
| Inverness Blitz                        | £7,260      | £ 9,060.00            | 80.1%  |
| Mikeysline                             | £10,000     | £ 90,000.00           | 11.1%  |

| Name of Organisation                            | Sum Awarded | Total Cost of Project | % CGF |
|---|-------------|-----------------------|-------|
| LOC MNR 2020                                    | £3,500      | £ 11,500.00           | 30.4% |
| Highland Literary Salon                         | £2,280      | £ 2,850.00            | 80.0% |
| Chamber Music Tours Scotland                    | £5,000      | £ 6,250.00            | 80.0% |
| Inverness Festival Association                  | £9,750      | £ 25,361.00           | 38.4% |
| Inverness Camera Club                           | £300        | £ 1,700.00            | 17.6% |
| Inverness Science Festival                      | £5,000      | £ 19,000.00           | 26.3% |
| Inverness & District Diabetes UK Scotland Group | £570        | £ 1,040.00            | 54.8% |
| Inverness Shinty Club                           | £500        | £ 1,100.00            | 45.5% |
| The Royal Society of Edinburgh                  | £4,700      | £ 49,997.00           | 9.4%  |
| Inverness Women's Aid                           | £9,110      | £ 14,110.00           | 64.6% |

| Name of Organisation                             | Sum Awarded | Total Cost of Project | % CGF |
|--|-------------|-----------------------|-------|
| ClachnacuddinFC Youth Development (Under17s)     | £4,500      | £ 22,000.00           | 20.5% |
| Clachnacuddin FC Youth Development (Under14/15s) | £5,000      | £ 30,846.00           | 16.2% |
| Inverness High School                            | £8,415      | £ 19,590.00           | 43.0% |
| Gaelic Society of Inverness                      | £700        | £ 6,850.00            | 10.2% |
| Highland Multicultural Friends                   | £4,750      | £ 10,662.00           | 44.6% |
| Inverness Angling Club                           | £9,500      | £ 43,350.00           | 21.9% |
| Northern Meeting Charitable Piping Trust         | £9,800      | £ 32,270.00           | 30.4% |
| NessBookFest                                     | £2,000      | £ 13,409.00           | 14.9% |
| Signpost INC                                     | £9,990      | £ 53,360.00           | 18.7% |
| Partnerships for Wellbeing                       | £9,500      | £ 40,058.00           | 23.7% |



| Name of Organisation                                 | Sum Awarded | Total Cost of Project | % CGF  |
|--|-------------|-----------------------|--------|
| Highland Senior Citizens Network                     | £1,000      | £ 2,000.00            | 50.0%  |
| MS Therapy Centre Inverness Ltd T/A The Oxygen Works | £3,750      | £ 3,750.00            | 100.0% |
| Cycle to Health Inverness                            | £9,191      | £ 18,382.00           | 50.0%  |
| Befrienders Highland                                 | £1,000      | £ 2,450.00            | 40.8%  |
| Polish Saturday School                               | £2,000      | £ 3,100.00            | 64.5%  |
| Inverness Shinty Club                                | £330        | £ 568.00              | 58.1%  |
| City of Inverness Pipe Band                          | £10,000     | £ 25,000.00           | 40.0%  |
| The Archie Foundation                                | £10,000     | £ 20,000.00           | 50.0%  |
| The Archie Foundation                                | £5,000      | £ 80,000.00           | 6.3%   |

**INVERNESS COMMON GOOD FUND GRANTS - OVER £10,000**

**TOTAL FUNDS COMMITTED**

| Name of Organisation                  | Sum Awarded | Total Cost of Project | % CGF |
|---------------------------------------|-------------|-----------------------|-------|
| <b>COMMITTED 2018/19 Over £30,000</b> |             |                       |       |
| The Ledge                             | £50,000     | £985,500              | 5.1%  |
| <b>COMMITTED 2018/19 Over £20,000</b> |             |                       |       |
| Visit Inverness Loch Ness             | £20,000     | £39,580               | 50.5% |
| Mikeysline                            | £25,000     | £100,180              | 25.0% |
| Blythswood                            | £20,000     | £68,071               | 29.4% |
| The Shirlie Project                   | £24,200     | £121,000              | 20.0% |
| <b>COMMITTED 2018/19 Over £10,000</b> |             |                       |       |
| Inverness Museum & Art Gallery        | £15,500     | £23,500               | 66.0% |

**INVERNESS COMMON GOOD FUND GRANTS - UNDER £10,000**

**TOTAL FUNDS COMMITTED**

| Name of Organisation | Sum Awarded | Total Cost of Project | % CGF |
|----------------------|-------------|-----------------------|-------|
|----------------------|-------------|-----------------------|-------|

| COMMITTED 2018/19                         |        |             |        |
|---|--------|-------------|--------|
| Apex Scotland                             | £5,308 | £ 5,308.00  | 100.0% |
| Inverness Blitz (Highland Wildcats)       | £3,990 | £ 10,436.00 | 38.2%  |
| Love Inverness (Inverness Street Pastors) | £8,400 | £ 21,000.00 | 40.0%  |
| HighlandLIT                               | £1,725 | £ 3,520.00  | 49.0%  |
| Music in Hospitals & Care                 | £4,709 | £ 9,418.00  | 50.0%  |
| Inverness Street League                   | £3,500 | £ 14,628.00 | 23.9%  |
| Camanachd Association                     | £6,000 | £ 22,000.00 | 27.3%  |
| Balloan Football Club                     | £4,000 | £ 26,680.00 | 15.0%  |

| Name of Organisation                              | Sum Awarded | Total Cost of Project | % CGF  |
|---|-------------|-----------------------|--------|
| Loch Ness Knit Fest                               | £4,750      | £ 98,625.00           | 4.8%   |
| Highland Award Programme                          | £300        | £ 300.00              | 100.0% |
| High Life Highland                                | £9,800      | £ 41,850.00           | 23.4%  |
| Relationships Scotland- Family Mediation Scotland | £2,500      | £ 19,460.00           | 12.8%  |
| Merkinch Community Council                        | £4,900      | £ 12,240.00           | 40.0%  |
| Inverness Chamber Music Society                   | £4,456      | £ 13,368.50           | 33.3%  |
| Highland Rugby Football Club                      | £9,500      | £ 49,380.00           | 19.2%  |
| Merkinch Partnership                              | £5,000      | £ 11,230.00           | 44.5%  |
| Inverness City Boxing Club                        | £9,500      | £ 11,208.00           | 84.8%  |
| Hilton Parish Church                              | £10,000     | £ 26,608.00           | 37.6%  |

| Name of Organisation                                 | Sum Awarded | Total Cost of Project | % CGF  |
|--|-------------|-----------------------|--------|
| Inverness Military Wives Choir                       | £1,454      | £ 1,654.00            | 87.9%  |
| Eden Court Highlands                                 | £7,949      | £ 15,898.00           | 50.0%  |
| Camachd Association                                  | £5,250      | £ 38,200.00           | 13.7%  |
| 12th Inverness Boys Brigade                          | £4,000      | £ 11,065.00           | 36.2%  |
| Scottish Waterways Trust                             | £4,486      | £ 38,700.00           | 11.6%  |
| For The Right Reasons                                | £8,000      | £ 42,198.00           | 19.0%  |
| Shopmobility Highland SCIO                           | £5,000      | £ 8,562.00            | 58.4%  |
| University of The Highlands and Islands              | £5,000      | £ 25,500.00           | 19.6%  |
| Signpost-Inc   | £9,405      | £ 43,080.00           | 21.8%  |
| MS Therapy Centre Inverness Ltd T/A The Oxygen Works | £3,750      | £ 3,750.00            | 100.0% |

| Name of Organisation                              | Sum Awarded | Total Cost of Project | % CGF  |
|---|-------------|-----------------------|--------|
| Highland Council - Civic Team                     | £4,594      | £ 4,594.00            | 100.0% |
| Highland Hospice                                  | £2,500      | £ 30,000.00           | 8.3%   |
| Flow Photography Festival                         | £5,000      | £ 33,936.00           | 14.7%  |
| Inverness High School                             | £6,000      | £ 18,540.00           | 32.4%  |
| Highland Senior Citizens Network                  | £1,200      | £ 2,400.00            | 50.0%  |
| Chamber Music Tours Scotland (CMTS)               | £2,882      | £ 7,180.00            | 40.1%  |
| Inverness College UHI                             | £3,000      | £ 9,795.00            | 30.6%  |
| Clachnacuddin Youth Football Team Under 13/14/15s | £3,000      | £ 19,805.00           | 15.1%  |
| Clachnacuddin Youth Football Team Under 17s       | £4,000      | £ 14,716.00           | 27.2%  |
| Northern Meeting Charitable Piping Trust          | £9,300      | £ 40,175.00           | 23.1%  |

| Name of Organisation                | Sum Awarded | Total Cost of Project | % CGF |
|-------------------------------------|-------------|-----------------------|-------|
| Inverness Branch RBLs Pipes & Drums | £4,000      | £ 15,000.00           | 26.7% |
| Creativity In Care                  | £1,000      | £ 4,830.00            | 20.7% |
| Inverness Angling Club              | £9,500      | £ 44,102.00           | 21.5% |
| Inverness Cathedral                 | £2,000      | £ 2,800.00            | 71.4% |
| Inverness Festival Association      | £7,000      | £ 22,731.00           | 30.8% |
| The Archie Foundation               | £2,500      | £ 130,000.00          | 1.9%  |

**Inverness Common Good Fund Grants Percentage of Project Costs Granted**

|                    | % of Project Costs/Grant Awarded | Number of Applications Under £10k | Number of Applications Over £10k |
|--------------------|----------------------------------|-----------------------------------|----------------------------------|
| <b>2016 - 2017</b> | Under 10%                        | 3                                 |                                  |
|                    | 10-19%                           | 7                                 |                                  |
|                    | 20-29%                           | 9                                 | 2                                |
|                    | 30-39%                           | 4                                 | 2                                |
|                    | 40-49%                           | 2                                 | 1                                |
|                    | 50-59%                           | 2                                 |                                  |
|                    | 60-69%                           |                                   |                                  |
|                    | 70-79%                           | 2                                 |                                  |
|                    | 80-89%                           | 3                                 |                                  |
|                    | 90-99%                           |                                   |                                  |
|                    | 100%                             | 2                                 |                                  |
|                    | <b>Total Applications</b>        |                                   | 34                               |

3 Applications in 2016/17 requested more than they received

|                    | % of Project Costs/Grant Awarded | Number of Applications Under £10k | Number of Applications Over £10k |
|--------------------|----------------------------------|-----------------------------------|----------------------------------|
| <b>2017 - 2018</b> | Under 10%                        | 3                                 |                                  |
|                    | 10-19%                           | 9                                 |                                  |
|                    | 20-29%                           | 5                                 | 1                                |
|                    | 30-39%                           | 8                                 |                                  |
|                    | 40-49%                           | 7                                 |                                  |
|                    | 50-59%                           | 7                                 | 2                                |
|                    | 60-69%                           | 3                                 |                                  |
|                    | 70-79%                           |                                   |                                  |
|                    | 80-89%                           | 3                                 |                                  |
|                    | 90-99%                           |                                   |                                  |
|                    | 100%                             | 3                                 |                                  |
|                    | <b>Total Applications</b>        |                                   | 48                               |

5 Applications in 2017/18 requested more than they received

|                    | % of Project Costs/Grant Awarded | Number of Applications Under £10k | Number of Applications Over £10k |
|--------------------|----------------------------------|-----------------------------------|----------------------------------|
| <b>2018 - 2019</b> | Under 10%                        | 3                                 | 1                                |
|                    | 10-19%                           | 9                                 |                                  |
|                    | 20-29%                           | 9                                 | 3                                |
|                    | 30-39%                           | 7                                 |                                  |
|                    | 40-49%                           | 5                                 |                                  |
|                    | 50-59%                           | 4                                 | 1                                |
|                    | 60-69%                           |                                   | 1                                |
|                    | 70-79%                           | 1                                 |                                  |
|                    | 80-89%                           | 2                                 |                                  |
|                    | 90-99%                           |                                   |                                  |
|                    | 100%                             | 4                                 |                                  |
|                    | <b>Total Applications</b>        |                                   | 44                               |

11 Applications in 2018/19 requested more than they received



**Inverness Common Good Fund - Repeated Applications 2016 - 2018**

|   |  |                               |         |             |       |
|---|--|-------------------------------|---------|-------------|-------|
| Clachnacuddin FC Youth Development                | Participation in the Dana Cup U17 Football Tournament in Denmark July 2016                         | 09-May-16                     | £2,500  | £ 17,600.00 | 14.2% |
| ClachnacuddinFC Youth Development                 | Participation in the Dana Cup U17 Football Tournament in Denmark in July 2017                      | 27-Mar-17                     | £3,500  | £ 19,400.00 | 18.0% |
| ClachnacuddinFC Youth Development (Under17s)      | Participation in the Dana Cup U17 Football Tournament in Denmark in July 2018                      | 29-Jan-18                     | £4,500  | £ 22,000.00 | 20.5% |
| Clachnacuddin FC Youth Development (Under14/15s)  | Participation in the Barcelona Cup in Salou Spain in March/April 2018                              | 29-Jan-18                     | £5,000  | £ 30,846.00 | 16.2% |
| Clachnacuddin Youth Football Team Under 13/14/15s | Manchester Cup 2019  | 28-Jan-19                     | £3,000  | £ 19,805.00 | 15.1% |
| Clachnacuddin Youth Football Team Under 17s       | Costa Dorado Cup Spain 2019  | 28-Jan-19                     | £4,000  | £ 14,716.00 | 27.2% |
|   |  |                               |         |             |       |
| Inverness College UHI                             | 2017 Inverness Science Festival  | 07-Nov-16                     | £5,000  | £ 19,000.00 | 26.3% |
| Inverness College UHI                             | Scotland's Salmon Festival 2017  | 30-Jan-17                     | £9,568  | £ 45,337.00 | 21.1% |
| Inverness College UHI                             | Inverness Science Festival 2018  | 06-Nov-17                     | £5,000  | £ 19,000.00 | 26.3% |
| Inverness College UHI                             | 2019 Inverness Science Festival  | 29-Oct-18                     | £5,000  | £ 25,500.00 | 19.6% |
| Inverness College UHI                             | Active Botanic Garden - Feasibility Study  | 28-Jan-19                     | £3,000  | £ 9,795.00  | 30.6% |
|   |  |                               |         |             |       |
| The Camanachd Association                         | 2106 Marine Harvest Shinty/Hurling International   | 09-May-16                     | £6,000  | £ 43,500.00 | 13.8% |
| Camanachd Association                             | The MacTavish Cup Final, The Camanachd Cup Final, Shinty/Hurling Internationals all hosted in 2017 | 27-Mar-17                     | £9,900  | £ 86,500.00 | 11.4% |
| Camanachd Association                             | MacTavish Cup Final and promoting shinty during the year of young people                           | 14-May-18                     | £6,000  | £ 22,000.00 | 27.3% |
| Camanachd Association                             | Marine Harvest Shinty/Hurling International Match  | 30-Aug-18                     | £5,250  | £ 38,200.00 | 13.7% |
|   |  |                               |         |             |       |
| Blythswood Care                                   | Highland Foodbank 2016   | 01-Dec-16                     | £20,000 | £88,066     | 22.7% |
| Blythswood Care                                   | Highland Foodbank 2017   | 30-Nov-17                     | £20,000 | £87,929     | 22.7% |
| Blythswood  | Highland Foodbank - Inverness 2018/19  | 22-Nov-18                     | £20,000 | £68,071     | 29.4% |
|   |  |                               |         |             |       |
| Visit Inverness Loch Ness Ltd                     | Promoting Inverness for Business Tourism   | 02-Jun-16                     | £20,000 | £48,130     | 41.6% |
| Visit Inverness Loch Ness LTd (VI                 | Funding support for VILN 2017  | 19-Jun-17                     | £20,000 | £39,675     | 50.4% |
| Visit Inverness Loch Ness                         | Support towards the sales team promoting Inverness for business tourism                            | 31-May-18                     | £20,000 | £39,580     | 50.5% |
|   |  |                               |         |             |       |
| Loch Ness Knit Fest Ltd                           | Loch Ness Knit Festival 2017   | 27-Mar.17                     | £9,500  | £78,642     | 12%   |
| Loch Ness Knit Fest                               | Loch Ness Knit Fest 2018   | 14-May-18                     | £9,500  | £ 98,625.00 | 9.6%  |
| Loch Ness Knit Fest                               | Loch Ness Knit Fest 2019   | To be considered<br>21-Feb-19 | £15,000 | £ 76,140.00 | 20%   |

|  |   |           |         |             |        |
|--|---|-----------|---------|-------------|--------|
|  |   |           |         |             |        |
| Inverness Blitz                                      | Youth Champions   | 09-May-16 | £8,000  | £ 38,180.00 | 21.0%  |
| Inverness Blitz                                      | Youth Champions   | 09-May-16 | £8,000  | £ 38,180.00 | 21.0%  |
| Inverness Blitz (Highland Wildcats)                  | Linking The Highlands Project   | 14-May-18 | £3,990  | £ 10,436.00 | 38.2%  |
|  |   |           |         |             |        |
| Inverness Street League                              | Under13 International Football Tournament in Manchester   | 09-May-16 | £3,500  | £ 15,940.00 | 22.0%  |
| Inverness Street League                              | Under 13 International Football Tournament in Dublin in August 2017                             | 27-Mar-17 | £4,000  | £ 16,105.00 | 24.8%  |
| Inverness Street League                              | Under 13 International Football Tournament in Manchester  | 14-May-18 | £3,500  | £ 14,628.00 | 23.9%  |
|  |   |           |         |             |        |
| Music In Hospitals                                   | Live music in Inverness Care Units  | 09-May-16 | £4,608  | £ 9,216.00  | 50.0%  |
| Music In Hospitals                                   | Live Music in Inverness Care Units  | 27-Mar-17 | £4,743  | £ 9,486.00  | 50.0%  |
| Music in Hospitals & Care                            | Live music in Inverness Care Units  | 14-May-18 | £4,709  | £ 9,418.00  | 50.0%  |
|  |   |           |         |             |        |
| Inverness Festival Association                       | Inverness Music Festival 2017   | 07-Nov-16 | £10,000 | £ 28,590.00 | 35.0%  |
| Inverness Festival Association                       | 2018 Inverness Music Festival   | 06-Nov-17 | £9,750  | £ 25,361.00 | 38.4%  |
| Inverness Festival Association                       | Inverness Music Festival 2019   | 28-Jan-19 | £7,000  | £ 22,731.00 | 30.8%  |
|  |   |           |         |             |        |
| Inverness High School                                | S1 outdoor transition project 2017  | 30-Jan-17 | £9,535  | £ 21,830.00 | 43.7%  |
| Inverness High School                                | S1 Outdoor Transition Project 2018  | 29-Jan-18 | £8,415  | £ 19,590.00 | 43.0%  |
| Inverness High School                                | S1 Outdoor Transition Project 2019  | 28-Jan-19 | £6,000  | £ 18,540.00 | 32.4%  |
|  |   |           |         |             |        |
| Northern Meeting Charitable Piping Trust             | Northern Meeting World Solo Piping Championships 2017   | 30-Jan-17 | £4,500  | £ 31,630.00 | 14.2%  |
| Northern Meeting Charitable Piping Trust             | Northern Meeting Solo Piping Championships at Eden Court Theatre in August 2018                 | 29-Jan-18 | £9,800  | £ 32,270.00 | 30.4%  |
| Northern Meeting Charitable Piping Trust             | Northern Meeting Solo Piping Competitions 2019  | 28-Jan-19 | £9,300  | £ 40,175.00 | 23.1%  |
|  |   |           |         |             |        |
| Inverness Angling Club                               | Financial Support for the continuing management of the Inverness Common Good Fund Town Fishings | 27-Mar-17 | £9,500  | £ 43,350.00 | 21.9%  |
| Inverness Angling Club                               | Financial Support for the continuing management of the ICGF Town Fishings                       | 29-Jan-18 | £9,500  | £ 43,350.00 | 21.9%  |
| Inverness Angling Club                               | Financial Support for the continuing management of the ICG Town Fishings                        | 28-Jan-19 | £9,500  | £ 44,102.00 | 21.5%  |
|  |   |           |         |             |        |
| MS Therapy Centre Inverness Ltd                      | Rent Relief for the MS Therapy Centre   | 27-Mar-17 | £3,750  | £ 3,750.00  | 100.0% |
| MS Therapy Centre Inverness Ltd T/A The Oxygen Works | The Oxygen Works  | 29-Jan-18 | £3,750  | £ 3,750.00  | 100.0% |
| MS Therapy Centre Inverness Ltd T/A The Oxygen Works | Ground Rent for year to 31 March 2019   | 29-Oct-18 | £3,750  | £ 3,750.00  | 100.0% |

|  |  |           |         |              |        |
|--|--|-----------|---------|--------------|--------|
| Highland Senior Citizens Network                   | Annual Conference on 26th April 2017                 | 27-Mar-17 | £2,200  | £ 2,200.00   | 100.0% |
| Highland Senior Citizens Network                   | Annual Conference on 28 April 2018                   | 29-Jan-18 | £1,000  | £ 2,000.00   | 50.0%  |
| Highland Senior Citizens Network                   | Annual Conference in Inverness on 24 April 2019      | 28-Jan-19 | £1,200  | £ 2,400.00   | 50.0%  |
| The Archie Foundation                              | Fresh Air Project - PVC Sails for year round shelter | 09-Apr-18 | £10,000 | £ 20,000.00  | 50.0%  |
| The Archie Foundation                              | Fresh Air Project - Wild Flower Garden               | 09-Apr-18 | £5,000  | £ 80,000.00  | 6.3%   |
| The Archie Foundation                              | Oor Wullie's Big Bucket Trail - Inverness            | 28-Jan-19 | £2,500  | £ 130,000.00 | 1.9%   |
| Highland Rugby Football Club                       | Community Rugby Development Programme 2017           | 30-Jan-17 | £9,500  | £ 28,624.00  | 33.2%  |
| Highland Rugby Football Club                       | Community Rugby Development Programme 2017/20        | 06-Aug-18 | £9,500  | £ 49,380.00  | 19.2%  |
| The Shirlie Project                                | Securing the Shirlie Project's presence in Inverness | 30-Nov-17 | £34,200 | £34,200      | 100.0% |
| The Shirlie Project                                | Bigger Picture School Transition Service             | 22-Nov-18 | £24,200 | £121,000     | 20.0%  |
| Partnerships For Wellbeing                         | Inverness Voluntary Transport Scheme                 | 02-Jun-16 | £10,466 | £32,751      | 32.0%  |
| Partnerships for Wellbeing                         | Inverness Voluntary Transport Scheme (IVTS)          | 29-Jan-18 | £9,500  | £ 40,058.00  | 23.7%  |
| Flow Photography Festival                          | Flow Photgraphy Festival                             | 23-Dec-17 | £15,000 | £60,364      | 24.8%  |
| Flow Photography Festival                          | FLOW Photofest 2019                                  | 29-Oct-18 | £5,000  | £ 33,936.00  | 14.7%  |
| Mikeysline   | The Hive Project                                     | 21-Aug-17 | £10,000 | £ 90,000.00  | 11.1%  |
| Mikeysline   | The Hive Project                                     | 30-Aug-18 | £25,000 | £100,180     | 25.0%  |
| Inverness Museum & Art Gallery (HighLife Highland) | "Valhalla - In Search of the Viking Dead" Exhibition | 07-Nov-16 | £9,500  | £ 46,500.00  | 20.4%  |
| Inverness Museum & Art Gallery                     | Dinosaur Exhibition                                  | 30-Aug-18 | £15,500 | £23,500      | 66.0%  |
| NessBookFest                                       | NessBookFest 2016                                    | 07-Nov-16 | £750    | £ 3,950.00   | 19.0%  |
| NessBookFest                                       | NessBookFest 2018                                    | 29-Jan-18 | £2,000  | £ 13,409.00  | 14.9%  |
| Apex Scotland                                      | Apex Community Challenge Team                        | 08-Aug-16 | £9,965  | £ 12,004.00  | 83.0%  |
| Apex Scotland                                      | Apex Community Challenge Team Donkey Brae Project    | 14-May-18 | £5,308  | £ 5,308.00   | 100.0% |
| Hilton Parish Church                               | Hilton Youth Project: Children and Families Project  | 08-Aug-16 | £10,000 | £ 27,216.00  | 36.7%  |
| Hilton Parish Church                               | Hilton Children and Families Project                 | 06-Aug-18 | £10,000 | £ 26,608.00  | 37.6%  |
| For The Right Reasons                              | Inverness History Book Project                       | 09-May-16 | £1,500  | £ 2,000.00   | 75.0%  |

|  |  |                                   |         |              |       |
|--|--|-----------------------------------|---------|--------------|-------|
| For The Right Reasons                      | First Steps to Recovery  | 29-Oct-18                         | £8,000  | £ 42,198.00  | 19.0% |
| Inverness Chamber Music Society            | Annual Series of Chamber Music Concerts 2017/18                            | 30-Jan-17                         | £4,200  | £ 15,638.00  | 26.9% |
| Inverness Chamber Music Society            | Annual Series of eight Chamber Music Concerts                              | 06-Aug-18                         | £4,456  | £ 13,368.50  | 33.3% |
| City of Inverness Pipe Band                | Community Pipe Band  | 30-Jan-17                         | £10,000 | £ 35,372.00  | 28.3% |
| City of Inverness Pipe Band                | Community Pipe Band  | Circulated Homologated 9 April 18 | £10,000 | £ 25,000.00  | 40.0% |
| Highland Military Tattoo                   | Highland Military Tattoo 2016  | 09-May-16                         | £9,950  | £ 234,971.00 | 4.2%  |
| Highland Military Tattoo                   | Highland Military Tattoo 2017  | 27-Mar-17                         | £9,995  | £ 313,424.00 | 3.2%  |
| Inverness Cathedral Dedicated to St Andrew | Provision of Toilet Facilities for the 2017 Tourist Season                 | 27-Mar-17                         | £9,800  | £ 12,000.00  | 81.7% |
| Inverness Cathedral                        | Assistance with provision of toilet facilities for the 2019 tourist season | 28-Jan-19                         | £2,000  | £ 2,800.00   | 71.4% |
| Gaelic Society of Inverness                | Annual Showcase Concert at Eden Court Theatre                              | 27/03/2017 Homologated)           | £350    | £ 7,050.00   | 5.0%  |
| Gaelic Society of Inverness                | Annual Showcase Concert at Eden Court Theatre in March 2018                | 29-Jan-18                         | £700    | £ 6,850.00   | 10.2% |
| Merkinch Community Centre                  | Celebrating forty years in MCC book  | 27-Mar-17                         | £2,000  | £ 3,000.00   | 66.7% |
| Merkinch Community Centre                  | Purchase of new chairs for the Community Centre                            | 06-Aug-18                         | £4,900  | £ 12,240.00  | 40.0% |
| Balloan FC                                 | Participating in a Football Competition in Manchester in July 2017         | 27-Mar-17                         | £3,000  | £ 21,819.00  | 13.7% |
| Balloan Football Club                      | Trip to International Super Cup Tournament in Manchester                   | 14-May-18                         | £4,000  | £ 26,680.00  | 15.0% |
| Merkinch Partnership                       | Reach for the Future Project   | 21-Aug-17                         | £7,000  | £ 22,954.00  | 30.5% |
| Merkinch Partnership                       | Reach Out Project  | 06-Aug-18                         | £5,000  | £ 11,230.00  | 44.5% |
| Signpost INC                               | Recovery Café  | 29-Jan-18                         | £9,990  | £ 53,360.00  | 18.7% |
| Signpost-Inc                               | Recovery Café  | 29-Oct-18                         | £9,405  | £ 43,080.00  | 21.8% |
| Highland Literary Salon                    | Programme of Events for 2017/18  | 21-Aug-17                         | £2,280  | £ 2,850.00   | 80.0% |
| HighlandLIT                                | 2018 programme of events and new developments for 2019                     | 14-May-18                         | £1,725  | £ 3,520.00   | 49.0% |
| Chamber Music Tours Scotland               | The Masters Piano Recital Series   | 21-Aug-17                         | £5,000  | £ 6,250.00   | 80.0% |
| Chamber Music Tours Scotland (CMTS)        | Inverness Piano Recitals (formally The Masters)                            | 28-Jan-19                         | £2,882  | £ 7,180.00   | 40.1% |

|                       |  |   |        |            |       |
|-----------------------|--|---|--------|------------|-------|
| Inverness Shinty Club | Schools St Andrew's Shinty Festival                    | To be Homologated<br>29 Jan 18          | £500   | £ 1,100.00 | 45.5% |
| Inverness Shinty Club | Inverness Primary Girls Shinty Festival                | Circulated<br>Homologated<br>9 April 18 | £330   | £ 568.00   | 58.1% |
|                       |  |   |        |            |       |
| Befrienders Highland  | Scottish Mental Health Arts Festival, Inverness Events | 29-Jan-18                               | £1,000 | £ 2,450.00 | 40.8% |
| Creativity In Care    | Scottish Mental Health Arts Festival                   | 28-Jan-19                               | £1,000 | £ 4,830.00 | 20.7% |
|                       |  |   |        |            |       |

### GUIDANCE FOR CIVIC EVENTS APPLICATIONS

**Please Note: All applicants must contact the Civic & Facilities Team Leader, Inverness Town House on 01463 785115 or [scott.taylor2@highland.gov.uk](mailto:scott.taylor2@highland.gov.uk) prior to submitting an application. This will be to discuss:**

- the relevancy of your application
- to discuss the most appropriate type of Civic Event to request
- and to consider the availability of the Town House on the date of your event

#### 1.4 Event requested/Type of Event

It is important you discuss this with Civic & Facilities Team Leader, prior to submitting an application.

There are three categories of Civic Hospitality:

- **Civic Reception** – this is an informal drinks reception. This also is for networking or for hosting very large groups.
- **Civic Buffet** – this is an informal event with a hot or cold finger buffet and drinks. This is usually for events where people want to network or for events that are too large to accommodate a dinner.
- **Civic Dinner** – this is a formal sit down meal usually for significant events such as, 20<sup>th</sup>, 25<sup>th</sup>, 50<sup>th</sup> anniversary or for visiting Civic dignitaries. The Civic Officer assists the Provost at this event by acting as Master of Ceremonies.

All of these events are hosted by the Provost or Depute Provost and require the Civic Officer to be in attendance.

#### 1.5 Numbers attending

The occupancy level of the Hall and Chamber will typically allow the following numbers:

- Hall Civic Reception: 180
- Hall Civic Buffet: 180
- Hall Civic Dinner: 60
- Chamber: 60

Please ensure that the number of guests that you require at your event falls within these guidelines.

Failure to comply with these regulations will result in refused entry to any guests exceeding these numbers. Please note this final number includes any speakers, entertainment etc. who may not be on your invitation list.

**Catering** will be provided for the requested number of attendees once approved. Events are priced prior to the submission of an application to the Grants Sub Committee on the number of attendees intimated on the application form. Any increase of 10% or above in numbers attending requires a new application to be submitted. **Any decrease in numbers of 10% or more attending may result in an invoice being raised against you** therefore an accurate reflection of numbers attending must be submitted on the application. The Civic & Facilities Team will contact you 10 working days prior to your event to confirm final numbers.

#### 1.6 Start time/Finish time

Receptions and Buffets normally start at 1900hrs and finish two hours later. Dinners start at 1900hrs for pre-dinner drinks for a 1930hrs start and finish around 22:00hrs. Please discuss with the Civic & Facilities Team Leader, Inverness if you require further information.

## 1.7 Dress Code

Delegates at Civic Events are expected to adhere to a dress code:

- **Smart/Casual Dress** – smart but not overly formal (e.g. a jacket or blazer, flannels, needle cord trousers, or chinos (never jeans), a shirt with a collar (never a t-shirt), and smart shoes for gents; a dress or skirt and top with a jacket or smart cover-up, avoid wearing denim for ladies)
- **Lounge Suits** – Men - suit worn with a shirt and tie, Ladies - a smart, or cocktail, dress (with sleeves or a jacket). For daytime events a day dress, trouser suit, or skirt and jacket or coat.
- **Formal dress** – dinner attire e.g. black tie/white shirt/ dark business suit for gents; evening dress or skirt for ladies) or National Dress

## 1.8 Description of Event

Describe what type of event you are requesting and outline any activities you plan for the event (e.g. providing musicians to entertain the guests).

## 1.9 Connection with and relevance to the City of Inverness

All Civic Events are funded by Inverness Common Good Fund and as such have to be of benefit to the City of Inverness and/or its residents. Please outline the significance to the City of Inverness and/or its residents of your organisation and why you think the Provost should host a Civic Event for your organisation.

## 1.10 Promoted/sponsored by

Please record here if any person or organisation is promoting or sponsoring your event.

## 1.11 Speech makers

It is usual for the Provost to make a short speech at Civic Events. However, some organisations also request that their representatives also make a speech. All speeches must be politically neutral.

## 1.12 VIP Party

It is normally expected that the speechmakers/event organisers/point of contact and or any other relevant VIP is introduced to the Provost 15 minutes before the commencement of the event. This meeting will take place in the Provost's Room and is the point of contacts responsibility to introduce these VIP's to the Civic Officer on duty.

## 2.1 Name and Description of Organisation

Please provide here the name and a detailed description of your organisation including when it started; what its objectives are and where it is located

## 2.2 Name/Position/Address/Tel No/Email

These are important details about the applicant to assist us with processing the application and to enable us to contact you to discuss details.

## 2.3 Point of contact

Please provide the name and contact details of an individual who can act as a point of contact before, during and after the event. The point of contact will be expected to make themselves known to Civic & Facilities team upon arrival at the Town House and be prepared to identify any VIP's that may meet with the Provost prior to the commencement of the event.

## 3 Declaration

Please make sure you read, sign and date the declaration before submitting your application. Any applications unless applying on behalf of a Council service must be signed by two people.

**Please note:** Unless specified that there is not to be any photography at the event, the Civic & Facilities Team may take photographs to record the event.