



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:

Loch Ness Knit Fest

Name of Project or Activity Requiring Support:

Loch Ness Knit Fest 2019 Event

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

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: £.....15,000.....

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

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

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number		Company Limited by Guarantee If yes – Company Number SC552946	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](#)

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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?

Loch Ness Knit Fest

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)...04.02.2019...- Work has already started in preparation of a Loch Ness Knit Fest 2019. Work started 31.10.2018.....
 End date (month and year)...31.10.2019.....
 Location.....Inverness Leisure 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 Loch Ness Knit Fest is now in its fourth year attracting over 2000 visitors from all over the world to Inverness, where the festival takes place each year. The event is designed to celebrate the rich crafting heritage and history that proudly comes from within the Highlands and Islands community. For the 2019 event our aims and how we look to achieve them are below:

AIMS OF THE PROJECT	HOW THIS WILL BE ACHIEVED
To showcase Inverness as a destination to an international audience that will encourage repeat visits and to be a legacy event rather than a short term festival.	We have over 10,000 followers across social media and online platforms who are specifically interested in The Loch Ness Knit Fest, this database has been built by attending events, gathering emails and through promotion of the festival - these are unique followers. 2018 saw the Loch Ness Knit Fest welcome over 22 countries to Inverness for the Loch Ness Knit Fest. We are currently in talks with over 6 travel tour operators looking to take international groups of visitors to Inverness for the 2019 event. Many of our visitors are returning guests – please see video attachment which showcases a Texas lady that has attended for the last three years with her husband. They have never visited Scotland prior to attending the Loch Ness Knit Fest.
Welcome over 2500 visitors to the Loch Ness Knit Fest	In 2019 we have extended the Knit Fest to 5 days which will consist of sightseeing tours, workshops, evening events and a marketplace. 2018 saw

	<p>2000 visitors attend the Knit Fest over a 3 day period. From feedback we have decided to extend the festival so that our visitors can attend the festival and the Inverness area with family and friends. Having the additional days allows visitors to stay longer (take out second 'area') and see more of the area.</p>
Offer a cultural experience	<p>During Knit Fest we have arranged for Highland dancers, local musicians and storytelling to be part of the main event programme. This allows visitors to understand the area and experience all that we have to offer while giving the opportunity to local businesses to (take away) showcase at this international event. Activities include Blazin Fiddles, Feis Rois, Cheryl Heggie School of Dance, whisky tasting, and much more from local talent. This then allows visitors to see what Inverness and the Highlands has to offer as a destination.</p>
Educating Scottish Knitting Traditions	<p>Knitting techniques and yarn are the primary focus, we offer a platform where we have over 12 Scottish teachers showing visitors key skills to keep historical ways very much in the present. Knitting techniques available are Fair Isle, Spinning Classes, Dorset Button Making, Double Knitting and Brioche. This festival allows us to keep alive the story and skills of craft we have in the Highlands and Islands for future generations.</p>
Provide opportunities for local businesses, more specifically yarn producers and crafters, to share their offering with a worldwide audience	<p>Over the 5 days we will include a two day marketplace where vendors/exhibitors can come along and sell their yarn to our international audience. In 2016 we had 25 yarn producers in our market and in 2018 due to the size of the venue we have now reached capacity of over 60 vendors selling yarn and yarn related products to the Loch Ness Knit Fest attendees.</p>
Increase Economical Growth from the Loch Ness Knit Fest year on year. Economical Benefit estimated at over £600,000 for 2018.	<p>We have estimated that as our audience is 60% from out with the Highlands and Islands the economical benefit to the area is over 600K for 2018. Our top 5 visitors to the Knitting Festival are UK, USA, Norway, Germany and France. It is shown by Visit Scotland that 44% of international visitors stay for 7 days or more. The economical growth has been worked on by using the Visit Scotland Report that has highlighted (remove second 'that') the average spend from an international audience is £673.00 and a domestic visitor spending £252.00. We know from research that our audience falls into the 44% that stay more than 7 nights when visiting Inverness and the Highlands of Scotland. With the anticipated growth in the Loch Ness Knit Fest we see the</p>

	<p>festival having an economical benefit to the area of over £800,000 by 2020. This comes from continuing with our international marketing campaign, converting our audience to visitors and strengthening the relationship with tour operators.</p>
<p>Increase bed nights in shoulder months (Off-peak)</p>	<p>From the initial Knit Fest in 2016 where the event was held in September we received a lot of feedback about the lack of accommodation and the high cost of what was available. In year two-four we have changed the event to take place in October where the occupancy levels of hotels fall to 77% in hotels and 55% in Bed and Breakfast showing this is a good time to increase bed nights to the area.</p>

Support Request

We are applying for support for the management costs to run this event in Inverness for the 4th year. The festival aims to attract visitors from throughout the UK and international markets. This event is a 12 month project as we start the preparation for the year ahead straight after the festival finishes.

Management Costs include but are not limited to

- **Please see attached list.**

Who will benefits from the Loch Ness Knit Fest?

<u>Direct Benefit from Knit Fest</u>	<u>Indirect Benefit from Knit Fest</u>
<p>Charities – 2018 saw us have 1 nominated charity, SCBU Inverness, where over 400 knitted items were donated to the SCBU Baby Unit in Raigmore Hospital. A further 6 partnerships with other charities who raised awareness through showcasing their services at Knit Fest – Birchwood Highland, Knitting for All, Barra Bear & Carly Cat, Knitted Knockers, Knitted Teddy Police Scotland, Knitted Poppy Appeal</p>	<p>Accommodation Providers All visitors, if not travelling as part of an organised tour, book their own accommodation. From feedback they tell us that they stay in Bed and Breakfasts, Hotels, Campsites and with friends and family in the area.</p>
<p>Local Accommodation Providers – We create a list on our website of preferred places to stay, we also book direct accommodation for international groups coming to the festival, accommodation for the teachers and offer a preferential rate for any vendors exhibiting at the festival. Previous direct bookings from Knit Fest to accommodation providers include the</p>	<p>Yarn Suppliers Yarn suppliers have went on to supply to yarn producers internationally from meeting at the Loch Ness Knit Fest. This year we attended the Strikkefest Fano Festival where on one of the stands stood a display of Scottish Yarn (remove been) sold by a Scandinavian Shop. The lady had met the Scottish Producer at Knit</p>

Westbourne Guest House and the Mercure Hotel.	Fest and now sells her yarn in her shop.
Local Print and Print Supplies – HOE and James Dow receive all print/office supplies from Knit Fest	Tourism Attractions Although we organise tours through the Knit Fest many visitors organise their own tours. From feedback forms we know they visit Culloden Battlefield, Inverness Museum and the local book shops.
Design and Website Cost – Itworx Highland – all printed marketing material and website costs are paid to local business	Transport Providers Public buses, Rail Travel and Car Hire have all been noted to be used as well as the local taxi companies.
Musicians – working with the local musicians to showcase their talent on our main stage. 2018 saw over 8 local performers aged from 8 years to 61 years old.	Restaurants During Knit Fest we hold a number of evening functions to enhance the festival and we know from research that people stay in Inverness either side of the event and book into restaurants. The Kitchen has come up on many surveys when we have asked visitors where they dine when staying in the area.
Yarn Teachers – 2018 saw over 30 workshops and presentations take place equating to 14 teachers invoicing the festival for Knitting classes.	Local Shops Victorian Market, Eastgate Centre Mention our shop window within the Victorian Market? Was there not someone who had thousands of followers who tweeted about this? Providing content to the Market in place of an empty shop shell?
Venue Hire – Inverness Leisure Centre is our main Knit Fest Hub, with the Inverness Rugby Club, Archive Centre, Ice Centre and Mercure Hotel function room all being hired also for workshop space. Venue hire cost alone is over £7000.00.	Additional Locations From previous research we can see that our visitors have went onto explore further destinations such as NC500 and The Isle of Skye.
Destination – 2018 saw over £75,000 amount in press coverage for the Inverness area while promoting Knit Fest. The festival was covered within The Scotsman, Press and Journal, STV News, BBC Highland News, MFR and SPP Editions, BBC Alba and Radio Scotland. We are also working (remove second 'with') directly with Visit Inverness Loch Ness who hold a number of events in Inverness to promote the festival to their increasing audience.	
Transport Providers – Although we work indirectly with transport providers we also work directly with: -Scotrail as they support the festival with	

<p>30% off rail travel to and from Inverness for a 7 day period over the festival from all over Scotland.</p> <ul style="list-style-type: none"> - Flight routes – 2018 saw a partnership with Loganair who offered a discount on the Bergen to Inverness Route by quoting Knitting Festival - Inverness Taxis also worked with us directly on sponsorship - Inverness Airport – This year we had yarn stormed the airport luggage rack and also displayed the knitted world map to all visitors coming through arrivals for the week of the Loch Ness Knit Fest. 	

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?

Partnering with a number of charities while bringing the Loch Ness Knit Fest to Inverness allows us to work alongside key strategies that charities are working toward to meet their goals.

This year while working with Birchwood Highland we showcased mindfulness and the importance of taking time out of the busy day and how Knitting can support taking the stress out of day to day life. We also worked with Knitting For All who were teaching young children in the marketplace to knit giving them valuable skills that they can continue to learn from.

The Loch Ness Knit Fest brings a range of individuals together from across the globe, whether they are a beginner or at intermediate level, all are welcome at the Loch Ness Knit Fest. To reduce the cost for low income families we encourages locals to bring the children along and established a 'kids go free' policy. To promote this we added Knit Fest flyers to local children's school bags to encourage the whole family to come along to the event and enjoy many of the free things to do in our crafting village.

In 2019 we hope to work with the schools closer, in which we partner up with local knitting groups and arrange visits to schools allowing elderly ladies to showcase their fantastic skills and teach the children how to knit. We will also provide patterns that the children can have to take away should they wish to knit at home, even passing the skill along to their parents too!

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

Official Programme has Gaelic headings, all press releases are sent to BBC Alba to promote the event and throughout the weekend on the main stage there is a wide range of entertainment which includes a welcome in Gaelic and a brief story from Willie Cameron about the Gaelic language. We were also featured in a Gaelic film which has now been nominated for an award – see press coverage.

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

I have had meetings previously with David Haas, Gerry Reynolds and most recently Colin Simpson. These meetings have given me a clear understanding on the application process and ways to improve the event planning and logistics of the festival to support the key objectives set by the Highland Council.

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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
We have approached the Inverness Leisure Centre to request to reduce their fee *(Currently £6500) but unfortunately they have declined.	

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 £ 2019	Year 2* £	Year 3* £	Total £
Staffing	Please see budget on attached spreadsheet				
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Please see budget on attached spreadsheet				
Total Project Cost £					
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 £
HIE have committed to a further two years funding for 2018 and 2019. They have said they do not support events normally and have offered £18,000 over the 2 year period to be put towards the management costs of the event. Management Costs include Christel Seyfarth Designer Programme Fee, Willie Cameron Hosting Fee and Planit Scotland Management Fee – full list of services provided by Planit Scotland included with application.	£10,000	£8000		18,000 (8,000 for 2019 to go towards management costs) HIE will support 33% of management costs to the value of up to £8000.
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				

<p>Sponsorship – We will be seeking sponsorship of £6000 to support with costs of the event. We will be approaching previous sponsors Inverness Taxis, Visit Inverness Loch Ness, Loganair and Heathrow Airport.</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)

<p>Community Support</p>	<p>Please see letters of support from Mercure Hotel, Birchwood Highland, Knitted Knockers and SCBU Raigmore</p> <p>Event Management Students - the Loch Ness Knit Fest allows us to work with students from the Inverness College UHI to not only promote the Knit Fest prior to the event but to also allow the students to gain experience for their Event Management modules.</p> <p>Please see attached letter from a student who has gained experience of event management through the Loch Ness Knit Fest. Also attached is press coverage of another student who crocheted Nessies for each of our marketplace vendors, allowing them to promote the festival and the Scottish legend at all the events they attended with their bespoke monster.</p> <p>Please also see Survey Monkey Stat Report from our latest mailshot – Attached</p>
<p>Statistics which show need for project</p>	<ul style="list-style-type: none"> - Event Scotland have stated that they have supported over 1000 events over 10 years which have in turn generated over £763 million of income to Scotland. As part of the Event Scotland Strategy they have aimed to support cultural events as they see this as long term investment. - From our website it shows that over 60% of our visitors are from international markets that of which the top 5 match the Visit Scotland International visitor increase report (USA, GERMANY, FRANCE, GERMANY, NORWAY). What is also encouraging to see is that over 75% of our website visitors

	<p>are new visitors to lochnessknitfest.com</p> <ul style="list-style-type: none"> - Visit Scotland bed nights show that there is a decrease in bed nights in October. Allowing us to continue with the festival we can work with hotels and bed and breakfasts and make the booking process easier for the visitor.
Evidence	Please see increase report from 2016 to 2018 for Loch Ness Knit Fest
	SurveyMonkey – please see highlights
	Charity Engagement Letter attached
	Local Hotel Directly benefits Letter
	Student Letter
	Feedback from Visitors

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?

Through Sponsorship and support from Inverness Common Good Fund, HIE and In kind Support from Planit Scotland above the cost of the management fee, 1st and 2nd year also saw financial support from Event Scotland.

- 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 (2018)	Year 2 Measurable Outcome (2019)	Year 3 Measurable Outcome
Increase in Market Vendors 2016 we had 25 vendors 2018 saw the marketplace have over 60 vendors.	Market Vendor space reaching capacity as per 2018	Additional confirmed groups coming through tour operators – working alongside our international marketing plan with focussing on key locations ie USA
Increase in day tickets – Year on year increase of day ticket numbers	Increase in day tickets	
Increase in International Markets	Increase in international markets with percentage of top 5 going up each year.	

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

We work towards the festival resulting in a sustainable event in the Highlands. For this to happen we need to increase the ticket sales for workshops and increase day tickets to the event. We have now reached capacity for marketplace vendors as we cannot fit anymore in the Inverness Leisure Centre and have yet to find larger venue to cater to a larger volume within the area. Any money over and above what the costs are for the Knit Fest will be re-invested into the following year.

The Loch Ness Knit Fest has become a recognised event in the Knitting Calendar and we are positive that year on year we will receive more interest in tour operators bringing more visitors to Inverness for the festival. Every year the event is getting stronger with an increase in visitors from international markets.

The stronger the festival gets in the Highlands the more likely we will be able to make a strong case for sponsorships and collaborate with brands that have an international audience. In previous years we have received sponsorship from Heathrow Airport and Loganair, both of whom are keen to show support in 2019 although this might be in kind support where we can use their platform to showcase the festival to their audience.

- 3.3 a) When did your organisation start? Month...**October**.....Year...**2017**...
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

Young people, elderly into the community, engaging with charities who work with vulnerable children, Inverness is the main area of interest for the Loch Ness Knit Fest.

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

- d) How many people are on your governing body or management committee? 3
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*
 Yes No

If yes, please provide names:

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

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

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

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

Yes No

If yes –

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

Year 1:£10,000 – 2017 – Management Costs
Year 2:£9500 – 2018 – Management Costs
Year 3:We are requesting for £15,000 for the festival in 2019 to be possible

b) How much funding do/did you receive?

Year 1: As Above
Year 2: As Above
Year 3:

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

Year 1: Heathrow Airport £4000 Visit Inverness Loch Ness £15,000
Year 2: Planit Scotland £5000 – additional time spent on project that was not charged, attending exhibitions, recruiting vendors (please see full Planit Scotland brief of support given)
Year 3:None confirmed as yet but expressions of interest from Inverness Taxi, Inverness Airport, Loganair but without support from Highland Council we will not be able to operate for 2019.

Knit Fest Forecast	
	2019
Cost	
HCVF - Staging	£4,000
Venues Fee Leisure Centre/Rugby Club/Archive Centre/Museum	£8,500
Planit Scotland Fee	£25,000
Christel Seyfarth	£3,000
Willie Cameron	£2,000
Teachers Fee & Expenses	£9,000
Marketing Material & Website Costs/Advert Campaigns online and offline & Additional Staffing for ie event	£7,000
Highland Feast (130*£15)	£2,340
Knitting Cruise £22*50	£1,100
Musicians	£2,500
Marketing Exhibition Cost & Attendance/Material	£5,000
Accountant	£1,200
Staffing	£1,500
Event Décor	£3,000
Contingency	£1,000
Total Cost	£76,140
Income	
Day Ticket (£10*800 Tickets)	£8,000
Weekend Ticket (£18*300 Tickets)	£5,400
Workshops (30*12 pax average)	£16,200
Highland Feast £35*130 attendees)	£4,550
Knitting Cruise 50 pax x £40	£2,000
Funding - HIE	£8,000
Funding - Highland Council	£15,000
Funding - Event Scotland	
Sponsorship	£3,000
Income Vendor (Max 60 Vendors)	£14,000
Total	£76,150
Total Profit	£10

Planit Scotland | Loch Ness Knit Fest | Service Overview

1. Event Management

1.1 Venue –

- Deciding on and confirming dates for festival.
- Sourcing venue whilst considering location, price, space for marketplace, workshops, presentations, offloading access, catering, wifi abilities, atmosphere, lighting, electric power, health and safety requirements.
- Insurance: festival liability insurance, marketplace operating license.
- Aesthetics: sourcing staging, lighting, audio system, branded signs for entrance way, knitted items throughout the hall and reception desk (sourcing knitters and fibre artists to carry out this and payment of), thinking of creative ways to ensure a nice atmosphere for attendees (sourcing furniture for Knit & Natter lounge through new Start Highland and Skye Skyns).
- Security needs to be considered when choosing the venue. Arrangement of additional security services take place if not up to standard.

1.2 Vendors –

- Researching potential vendors with an offering that would suit our audience (Jan-Oct).
- Outreach to potential vendors via social media, telephoning, emailing, networking, events whilst contact vendors from previous years too (constant Jan-Oct).
- Liaising with confirmed and potential vendors, expanding where necessary to get them on board.
- Providing confirmed vendors with marketing materials and social media graphics to spread awareness of the festival whilst expressing interest in their news for festival social media content.
- Chasing and confirming vendor application forms, public liability insurance for each and risk assessments.
- Creating and maintaining Facebook vendor group to ensure all are kept up to date and communication is frequent, solidifying relationships.
- Creation of vendor information pack, making sure to include key aspects such as fire alarm procedures, health and safety, area information, venue information and organising pre-order lunch form.

1.3 Teachers –

- Actively promoting workshops on social media, creating graphics for each teacher to share on their social media channels to further raise awareness.
- Creating contracts for each adhering to their agreed terms with Knit Fest directors.
- Liaising with all teachers to give regular updates on class numbers as customers are booking.
- Organisation of individual travel needs – many calls and emails required to secure the right days and times at the right price. Actioning these requirements and booking for all teachers.
- Securing classrooms and all required materials for teachers ahead of the event. Making sure each classroom is sign posted and set up correctly on the day of the festival.

1.4 Sponsorship –

- Meetings and presentations are conducted to potential sponsors. With relation to LNKF 2018 this included sponsorship and support from The Highland Council, LoganAir, HIE, Inverness Taxis, Visit Inverness Loch Ness and Red Box Coffee.

2. Entertainment

2.1 Festival Activities –

- Sightseeing tours are included in the Knit Fest programme as an additional extra. To be able to operate and host these tours we must plan an itinerary we believe best to showcase the area to knitters who will be interested in the places we take them and the activities they'll take part in. We liaise with all local businesses who might be able to offer this, securing in specific timings and prices. Promotion of the tours are conducted over social media, in our newsletters and by the providers of tour elements.

- Knitting cruise – as a festival extra, the cruise is organised and confirmed with Loch Ness by Jacobite.
- Highland Feast – organised with a local hotel to provide an evening of Scottish hospitality. A menu is confirmed, alongside venue space, timings, suitable entertainment for the evening and marketing promotions of the feast.
- Highland Ceilidh – the team communicate with the Blazin Fiddles in order to organise the ceilidh into our festival offering. Transport to and from Beauly is arranged as well as marketing the event.
- Civic reception – an evening reception for all vendors and teachers to be welcomed to the event and area. This includes organisation of a venue, catering, music and promotion to all encouraging attendance.

2.2 Pop-Up Events –

- To engage members of the local community before the festival in order to raise awareness of the event, the team will host pop-up events. Events previously have taken place at Inverness Botanical Gardens, Holm Mill Shopping Complex, Heathrow Airport and on Cal Mac Ferries. These will tie into knitting venues/ national days and require venue organisation, gathering of materials for the knitters who attend, staffing and promotional marketing.

2.3 Main Stage –

- Reaching out to numerous local musicians, industry figures and individuals associated with the festival with a story to share, charities, influencers, models, fashion designers, highland dancers and bagpipers to get the involved with the programme. This helps to add value to the tickets of LNKF and to create an atmosphere within the venue. It gives a stage to those who would like to promote themselves whilst delivering entertaining and relevant information to attendees.
- Organisation of timings for each performer and slot, ensuring all relevant equipment etc is available and sourced.
- Promotion of acts and the main stage programme as a whole on social media, in our newsletter, in the festival handout programme and to attendees as they arrive.

Photographer sourced to take images of and document all of the above.

3. Marketing

3.1 Attending Events –

- LNKF will try to attend other knitting events and festivals around the country and the globe to encourage footfall. Such as Yarningham (Birmingham), Wool At Portsoy (Aberdeenshire), Yarnfolk (Whitehead, Northern Ireland), Strikkefest Fanoe (Denmark), Bergen Strikkefestival (Norway) and the Knitting & Stitching Show (London). All locations provide direct flights or travel options to Inverness.
- Organisation of travel, accommodation, staffing, engaging stall content, and marketing materials is required. Planning of attendance into the LNKF calendar is considered along with location of the festival.
- Contra deals are often offered to the organisers of each to help keep costs down, whilst adding value to both festivals.

3.2 Festival Programme –

- Marketing of vendors, supporters and local businesses through advert space in Knit Fest official programme handed to all festival attendees.
- Organisation of space for adverts, outreach to all involved with the festival and local business and attractions to be undertaken as part of this.
- Design planned and actioned. Content written for the programme including of places to see, eat, things to do.

3.3 Materials –

- Flyers, compliment slips, posters, outside banners, outside boards, pop-up banners, branded graphics. Sent to vendors, knitting groups, teachers, community centres, local business and accommodation providers and tourist hotspots to be circulated with their attendees and local networks to raise awareness of the festival.

3.4 Press –

- Press release to local publications, tourism bids and knitting magazines on the festival and its supporters.
- Content creation and script written for each release. Distributing to contacts. Following up to ensure publication. Encouraging collaborations with influencers and industry magazines. Invitation to attend the festival.

3.5 Online –

- Social media campaign running months ahead of the festival. Social media advertising and utilising our channels to increase brand awareness and promotions of festival events, vendors, supporters, tips and tricks, tickets, festival information and attendees (where they're coming from etc). Content creation, tactical scheduling all regularly completed. Utilising followers to gain vendors and brand partnerships. Competitions such as "Friday Freebies" organised with vendors to offer a great knitting prize in return for post shares in order to market the festival, vendor and grow our reach online. Creating and maintaining vendor private group and comments/messages to the pages.
- Newsletters – to spread awareness of classes, ticket options, events to encourage attendance and footfall. Adding value for subscribers by including interviews with vendors and influences and offers. Content creation, planning and newsletter design all required for this. Promotion of sign up link to grow our following.
- Event listings – on local and knitting websites to highlight the event. Searching for the right platforms and outreach to the platforms to be included on.
- Website – regular blogs written, platform for all vendors to be advertised, local accommodation and preferential rates also available to browse. Bios on teachers promoting them included. Time taken to create website copy, blog content, and easy to book ticket system. Regularly updated to allow all attendees to be kept up to date with festival goings on, offers and info.

3.6 Other –

- Collaboration with Loganair to promote Bergen flight is just one example of relationships formed benefiting Knit Fest and aiding promotion of the festival. Check in gates within Bergen and Inverness Airports were 'yarn-bombed'.
- Knitted display – Knitted Inverness Castle on display in an empty premises within Victorian Market, alongside pop-up banner. Knitted world map on display at Inverness Airport. Both as a result of a relationship with the Bramley Knitters to staff pop-up knitting events at Heathrow Airport on behalf of the festival.

4. Accounting

4.1 Maintenance

- Spreadsheets for vendors, main stage, workshops, teachers (travel, accommodation etc), projections for incomings and ticket sales all created and managed regularly.
- Allocating and calculating budget to each section of the event to ensure sustainability.

4.2 Funding

- Applying to funds, for sponsorships and grants.

5. Post Event

5.1 Feedback –

- Forms issued to all workshops and classes. Organisation and review of these done after festival. Results gathered and presented.
- Survey Monkeys created and shared via email and social media to gather insight from vendors, teachers and attendees. Results analysed to make future decisions.

5.2 Marketing –

- After-movie creation to promote the festival for the following year.
- Photos from the event shared on social media to encourage tagging and sharing.
- Press releases issued summarising the event.

5.3 Reports & Evaluations –

- Tourism to the area as a result of the festival.
- Stats on attendees (how many, where from etc).
- Applications for funding/support given to the festival but to be completed once event has concluded.

5.4 Finance –

- Paying all invoices encountered by the event.
- Report (incomings, outgoings, profits and losses). Requires evaluating all costs of the festival under all aspects – venues, events, marketing,

5.5 Planning –

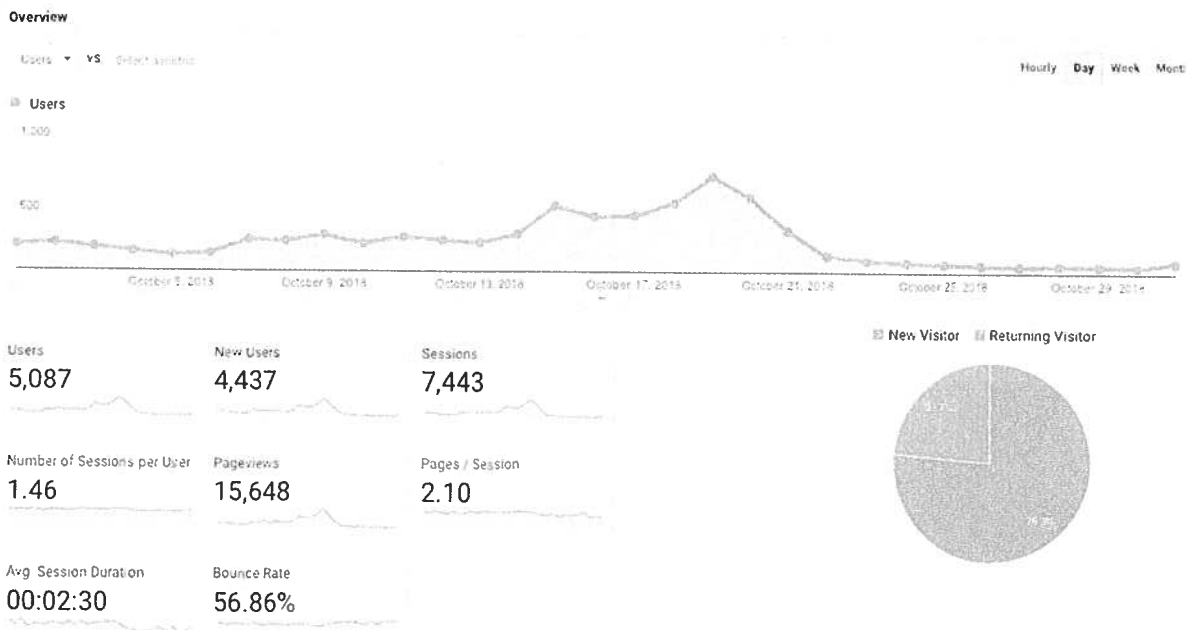
- For the next festival

Supporting Evidence

Increase Report Loch Ness Knit Fest 2016 – 2018

Subject	2016	2017	2018	2019
Festival Duration	2.5 Days	3 Days	3 Days	5 Days
Vendors/Yarn producers sellers	25	40	60 (maximum capacity for venue)	
Teachers	6	10	12	
Workshops	15	22	31	
Highland Feast	20pax	45pax	130pax	
Tour Operators bringing groups	0	0	5	
Countries attending	12	16	22	
Visitors attending Knit Fest	1200	1550	2000	
Engagement with charities	1	1	8	

Website overview for month of Knit Fest (over 75% show that they are new to the website)



LOCH NESS KNIT FEST LTD

Statement of Financial Position

31 December 2018

	Note	2018 £	£	2017 £
Current assets				
Debtors	5	18,500		20,000
Cash at bank and in hand		<u>134</u>		<u>14,359</u>
		18,634		34,359
Creditors: amounts falling due within one year	6	<u>20,122</u>		<u>33,261</u>
Net current (liabilities)/assets			(1,488)	1,098
Total assets less current liabilities			(1,488)	1,098
Creditors: amounts falling due after more than one year	7		-	<u>2,720</u>
Net liabilities			<u>(1,488)</u>	<u>(1,622)</u>
Capital and reserves				
Called up share capital			9	9
Profit and loss account			<u>(1,497)</u>	<u>(1,631)</u>
Shareholders deficit			<u>(1,488)</u>	<u>(1,622)</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

For the year ending 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The statement of financial position
continues on the following page.

The notes on pages 7 to 8 form part of these financial statements.

LOCH NESS KNIT FEST LTD

Detailed Income Statement

Year ended 31 December 2018

	2018	2017
	£	£
Turnover	72,184	88,128
Cost of sales		
Purchases	15,139	25,113
Hire costs	80	-
	<u>15,219</u>	<u>25,113</u>
Gross profit	56,965	63,015
Overheads		
Administrative expenses	56,831	64,646
Operating profit/(loss)	134	(1,631)
Profit/(loss) before taxation	134	(1,631)

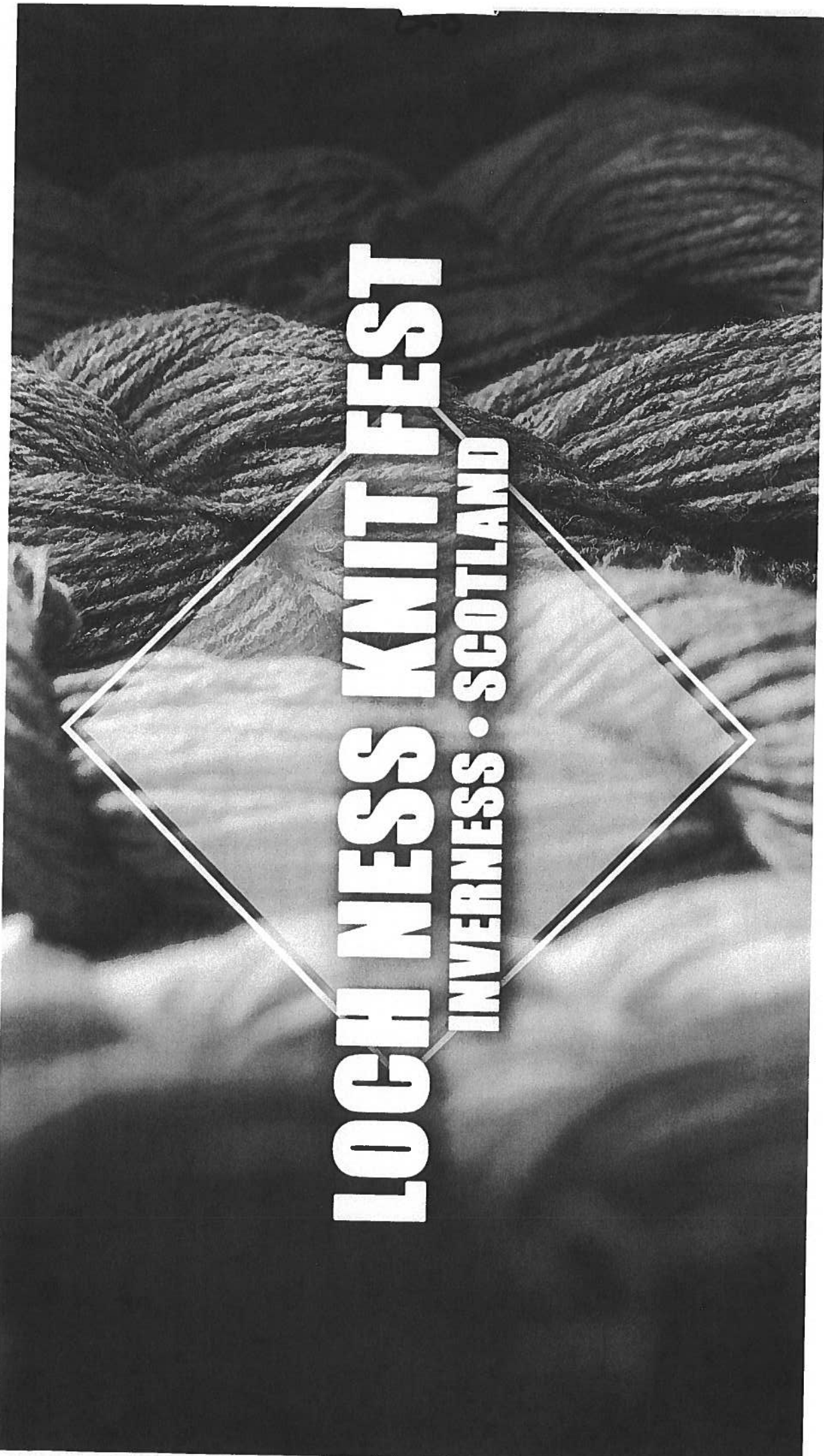
LOCH NESS KNIT FEST LTD

Notes to the Detailed Income Statement

Year ended 31 December 2018

	2018 £	2017 £
Administrative expenses		
Wages and salaries	–	894
Event Venue	5,982	8,400
Insurance	101	–
Repairs and maintenance	334	–
Motor expenses	139	–
Travel and Accommodation	11,827	10,160
Hire costs	–	676
Office expenses	779	152
Equipment repairs and renewals	296	–
Printing postage and stationery	1,564	681
Sundry expenses	629	564
Charitable donations	25	–
Marketing	7,525	16,035
Management charges payable	27,000	26,000
Accountancy fees	630	595
Bank charges	–	489
	<u>56,831</u>	<u>64,646</u>

LOCH NESS KNOT FEST
INVERNESS • SCOTLAND

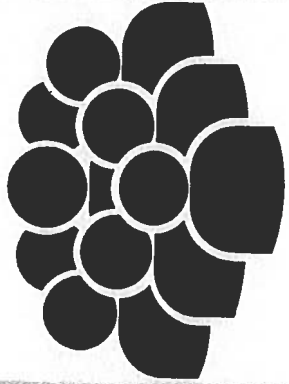


EVENT OVERVIEW

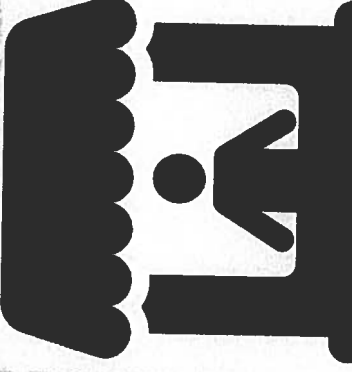


★ TICKET
★ TICKET

- TICKETS SOLD
850



- FESTIVAL ATTENDANCE
2000+

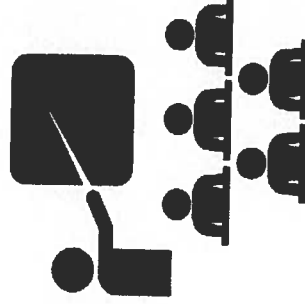


STALLHOLDERS
60



CHARITY

CHARITIES ENGAGEMENT
8



WORKSHOPS AND
PRESENTATIONS -
27

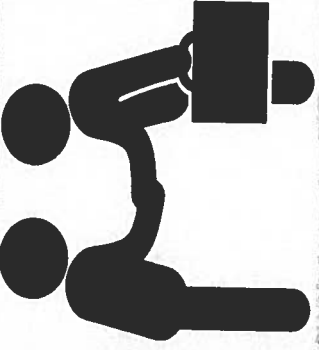


ENGAGING LOCAL MUSICIANS 9



JOBS

- JOB CREATION - 8+



- PAID PROJECTS FOR
HIGHLAND BUSINESSES - 40+

• LOCAL STALLHOLDERS (HIGHLAND)

- GLEN WYVIS, BLACK ISLE YARNS, RIPPLE CRAFTS, SCOTTIE KNITTS, GLEN ORD, FAIRY CAKE BAKERY, REB BOX COFFEE, ALLSORTS, ANNA MACNEIL, CELTIC HART, KATIE PRICE ART, HANDSPINNER HAVING FUN, KINGCRAIG FABRICS, TJ FROG
- (AVERAGE INCOME TO VENDORS £3.5K)

• CHARITY ENGAGEMENT

- BIRCHWOOD HIGHLAND, SCBU BABY UNIT, KNITTED NOCKERS, HIGHLAND GUILD OF WEAVERS SPINNERS, KNITTING FOR ALL, SWI, STAY STRONG AND SAFE, BARRA CARLIE BEAR
- LOCAL MUSICIANS
- WILSON NOBLE, NORTH ATLANTIC PROJECT, CHERYL HEGGIE SCHOOL OF DANCE, SPUD, 2 MUSICTEERS, FEIS ROIS, CALUM JONES, ASTAR BAND, BLAZIN FIDDLES, CHEYENNE BROWN

HIGHLAND BUSINESSES THAT RECEIVE DIRECT BUSINESS FROM LOCH NESS KNIT FEST

- Sign Centre, Itworx Highland, Achmony Holidays, Clansman Hotel, Park Guest House, Aigas Holiday Cottages, Penta Hotel, Ardconnel Court, 98 Church Street Apartment, Scotrail, Inverness Botanical Gardens, Holm Mills Shopping Village, Cheryl Heggie School of Dance, Highlanders For Hire, Spud the Piper, Blazing Fiddles, D&E Coaches, Loch Ness By Jacobite, Urquhart Castle, Planit Scotland, James Dow, Mercure Hotel, Inverness Leisure Centre, HCVF, Highland Rugby Club, Inverness Ice Centre, Highland Archive Centre, Sam Burgess Art, Woolly Birdie, Inverness Taxis, Glen Mhor Hotel, Kingsmills Hotel, Royal Highland Hotel, Glenkirk B&B, Cobbs, Palace Hotel, Moray Park Guest House, Campbells Tweed, Beauty High Street, Culloden Battlefield and GlenWyvis Distillery.

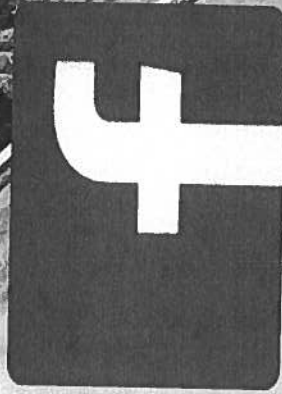
SOCIAL REACH



Followers - 1775



Followers - 1357



Likes - 3501



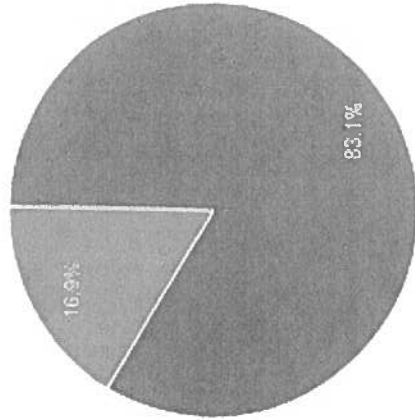
Subscribers
2654

TOTAL SOCIAL MEDIA FOLLOWING: 9287

Website Stats 2018

AUDIENCE:

■ New Visitor ■ Returning Visitor



COUNTRIES:

Country
1.  United Kingdom
2.  United States
3.  Denmark
4.  Germany
5.  France
6.  Norway
7.  Canada
8.  Sweden
9.  Netherlands
10.  Ireland

WEB VISITS: 16,000

2018 INTERNATIONAL ATTENDEES

- NORWAY
- DENMARK
- SWITZERLAND
- CANADA
- USA
- IRELAND
- FRANCE
- RUSSIA
- ICELAND
- ENGLAND
- POLAND
- SWEDEN
- FRANCE
- AUSTRALIA
- NEW ZEALAND
- ITALY
- ALASKA
- GERMANY

FINANCIAL OVERVIEW - INCOME

- VENDORS - £14,000
- WORKSHOPS & PRESENTATIONS - £11,000
 - TICKETS - £10,000
 - EVENT PROGRAMME - £1200
- SPONSORSHIP (MONIES) - £22,000
- SPONSORSHIP (IN KIND) - 4500



Yarningham



STRIKKEFESTIVAL
Fano international knit festival - 20-23. sept. 2018



**BERGEN
KNITTING
FESTIVAL**

Iceland Knit Fest

FINANCIAL OVERVIEW - ECONOMICAL

- HOTELS - BED NIGHTS
 - RESTAURANTS
- LOCAL TOUR OPERATORS
 - LOCAL SHOPS
- TOURIST ATTRACTIONS
 - CAR HIRE
- VENUES USED FOR FESTIVAL DIRECTLY - LEISURE CENTRE, ARCHIVE, RUGBY CLUB, MERCURE HOTEL, PHIPPS HALL BEAULY

DIRECT ECONOMIC IMPACT

Spectator Spending

£400,225

FINANCIAL OVERVIEW - COST

Knit Fest Forecast	2019	Income
Cost		
HCVF - Staging	£2,500	Day Ticket (£10*800 Tickets) £8,000
Venue	£6,000	Weekend Ticket (£18*300 Tickets) £5,400
Planit Scotland Fee	£32,000	Workshops (30*12 pax average) £16,200
Christel Seyfarth	£3,000	Highland Feast £4,550
Willie Cameron	£2,000	Knitting Cruise 50 pax x £40 £2,000
Teachers Fee & Expenses	£9,000	Funding - HIE £7,000
Marketing	£7,000	Funding - Highland Council £20,000
Highland Feast (130*£15)	£2,340	Funding - Event Scotland
Knitting Cruise £22*50	£1,100	Sponsorship £3,000
Musicians	£2,500	Income Vendor (Max 60 Vendors) £14,000
Marketing Event Attendance	£5,000	
Accountant	£1,200	
Staffing	£1,500	Total £80,150
Event Décor	£3,000	Total Profit £1,010
Contingency	£1,000	
Total Cost	£79,140	

THE FUTURE OF LÓGH NESS KNIT FEST

- VENDORS
- ATTENDEES
- COUNTRIES
- ECONOMICAL GROWTH
- FRINGE EVENTS
- TOUR OPERATORS



Inverness Common Good Fund



Evaluation Form

Organisation	Loch Ness Knit Fest
Project Name	Loch Ness Knit Fest - 2018
Project Description	<p>Yarn Festival in Inverness, welcoming attendees from over 20 different countries. The event will have a marketplace of over 60 yarn producers selling yarn and yarn related items. The festival will also run over 30 workshops offering skills from beginners knitting to more advanced such as Fair Isle, Dorset Button making and Brioche.</p> <p>The event is aimed to attract visitors from all over the world to the Inverness to experience many Scottish traditions while they are with us.</p>
Original Outcome Expected	<p>The outcome for the 2018 event was to welcome over 2000 visitors over three days. I am pleased to confirm that over the 3 days and 2 evening events we welcomed over 2000 people to our festival.</p> <p>One of the main objectives was to increase the visitors coming from out with the UK.</p>
Evidence of Outcome	<p>Please see attached Budget which showcases that we have succeeded in our attendance objective.</p> <p>Please see full report for the event.</p>

Breakdown of Final Project Costs and Funding (Final Accounts should be submitted)	Please see final account statement attached.
Marketing of Project	Marketing for the event consisted of: <ul style="list-style-type: none"> - Press Coverage paid and through press release. - 25,000 flyers distributed throughout all Scottish Yarn Stores and Knitting Groups and vendors who are exhibiting at the event. - Online articles - Interviews from international podcasters - Social media -
Numbers Attended	<ul style="list-style-type: none"> - 850 individual tickets - 2000 tickets over the weekend
What Worked Well	<ul style="list-style-type: none"> - Recruitment of Vendors they were keen to support the festival in the third year - Strengthening our awareness on Ravelry an online knitting forum based channel with over 11 million knitters using the platform – many commented that they found out about it from this channel. For 2018 we recruited a knitter from Skye to utilise this channel.

	<ul style="list-style-type: none"> - Working with Loganair to promote the new route from Bergen to Inverness making it easier for visitors to travel to Inverness
What could be improved upon	<ul style="list-style-type: none"> - Event awareness throughout the city centre - More attendance from locals - Relationships with tour operators looking to come to the area for cultural experiences.
Overall Assessment	<p>We are pleased how we have grown the festival up until this point but we have taken time to look at the cost of supporting this festival in its current shape and format and are keen to speak with the council to look at alternative ideas and approaches to continue with the planning of a 2019 event. We want to see this festival become sustainable and not rely on support from local government organisations but at the moment the only way to increase revenue is through footfall and ticket sales. We are at maximum vendor capacity income for this event due to the venue size.</p>

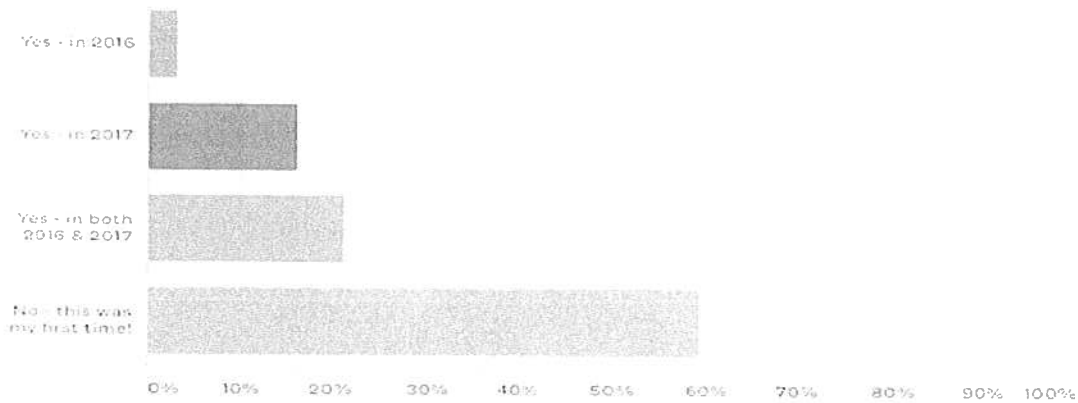
Loch Ness Knit Fest 2018 - Attendee Survey SurveyMonkey

Q1 Please leave your email address if you're happy for us to contact you with regards to your feedback;

Answered: 88 Skipped: 18 - We use this to get in touch with attendees to gain further insight to knitting groups in their area that we can market to.

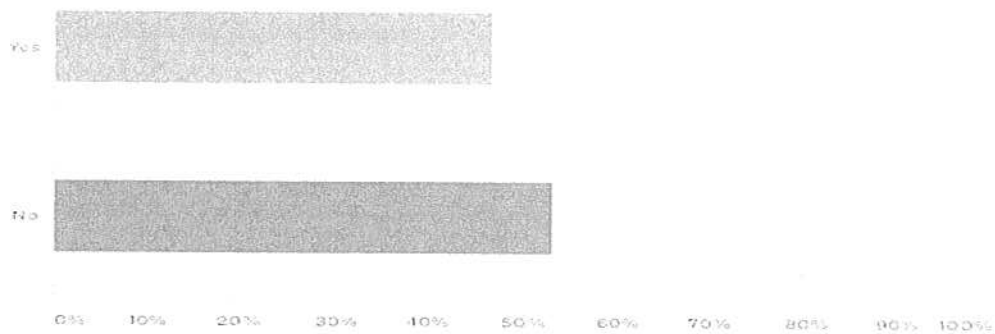
Have you attended LNKF in previous years?

Answered: 98 Skipped: 8



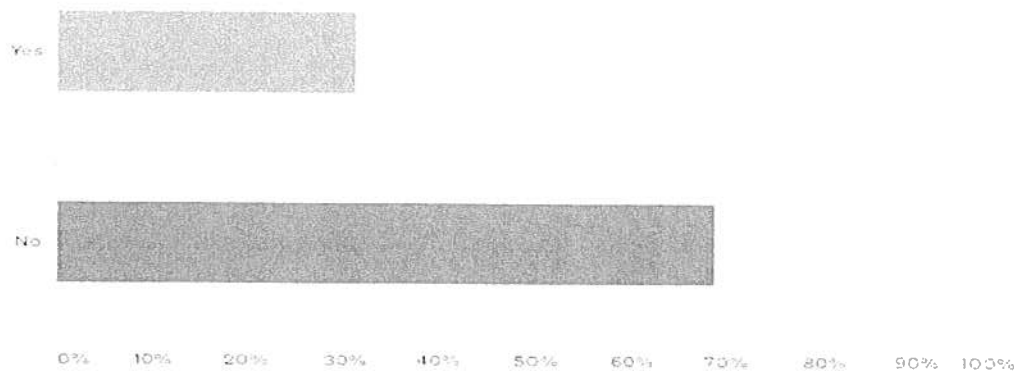
Did you attend a workshop at this years festival?(If yes, please keep a...

Answered: 98 Skipped: 8



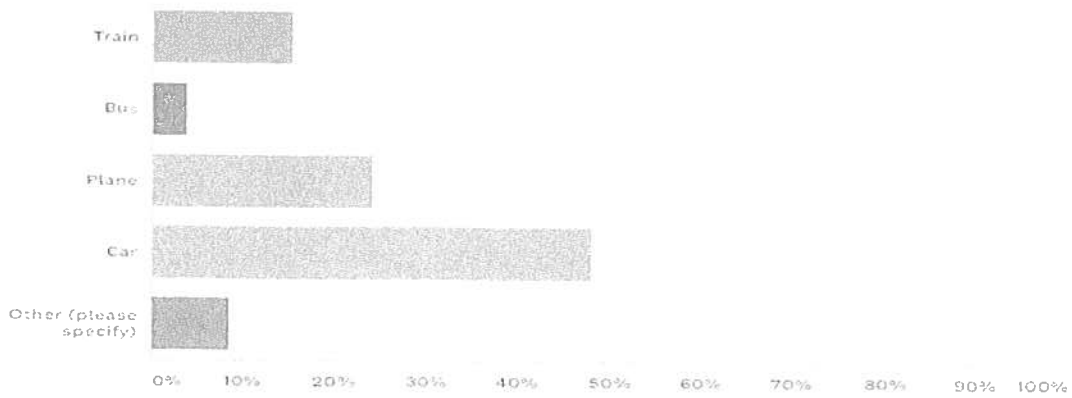
Are you a part of a knitting group?

Answered: 100 Skipped: 0



How did you travel to Inverness?

Answered: 104 Skipped: 2



How would you rate your overall experience at Loch Ness Knit Fest thi...

Answered: 104 Skipped: 2



FEEDBACK NOTES FROM ATTENDEES

"It was a perfect weekend. I enjoyed it so much. For the Ceilidh it would be good if anyone of the staff will attend to tell the foreign people what happens."

"I enjoyed meeting people from Scotland, England, Sweden, Denmark, USA, Germany. You allways have something to talk about, when everybody knits :-)"

"The knit and natter, main stage area plus the live entertainment were really good. It was great to be able to sit and have a cuppa and a cake and do a bit of knitting while being entertained. Plus having locally related entertainment was brilliant - showcased the area!"

"I'm so happy, that i was there this year. I totaly enjoyed every Moment of the Weekend and i'm sure, that i'll be back. Inverness is Always in my heart "

"Clear info about city buses would have been useful, but I enjoyed the river side walks and it didn't rain. Thursday tour was excellent and a positive consideration in deciding to come. Sorry to have missed out on Blazing Fiddles. Enjoyed that all but one merchant was new to me. Great to see mostly Scaninavian/Nordic patterns, especially among the hand knits worn to the Highland feast Why no neeps, tatties or haggis at the feast? The Leisure Centre Bistro service and food disappointing. Can you get a lunch caterer in the market place? Loved the international participants and do keep marketing to the other nations. For me it was well worth the costs ... not a cheap break but worth every penny and minute. "

"I thoroughly enjoyed everything about my first LNKF. the marketplace, the workshop I attended, the music, the dancing, the fashion show, the talks, taking part in some of the crafts available and meeting and talking to other like minded craftspeople. The only thing that spoilt my visit was my choice of transport. I had a stressful LNER train journey from York to Inverness on Friday as a result of delayed trains and having to have an extra change of train from one overcrowded train to an even more overcrowded one from Perth to Inverness. My direct train back home today tried to leave Inverness and had to return to the station twice due to signal failure and leaves on the line. Over an hour and a half later, I changed to another train which meant I had to change in Edinburgh and then struggle to find a seat on a train that had most of the seats booked. I realise that my mode of travel has nothing to do with LNKF and out of your control. If I attend another one I will ensure I spend longer in Inverness and not try and pack everything into one day! "



Dear Cecilia,

Knit Fest is a fabulous event to add to the Calendar in Inverness and indeed it is great to see a festival in the shoulder months, we have received 47 room nights from international visitors from the event in 2018 which was an increase to 2017.

We hosted the Highland Feast both years also and this rose from 30 guests in 2017 to 130 international guests in 2018.

Events like this are vital to extend the season in Inverness and we are delighted to be involved year on year and look forward to an even more successful 2019,

Yours sincerely

Fraser Peterkin
General Manager
Mercure Inverness

📍 Re: Work Experience Opportunity



JENA CAMPBELL 047059 <047059@uhi.ac.uk>

Cecilia Grigor

Sunday, 13 January 2019 at 19:41

[Show Details](#)

Hi Cecilia,

No problem at all, happy to give you a few words on KnitFest.

I worked alongside the PlanIt Scotland team on the 1st day of the festival giving me a fantastic opportunity to see what all was involved at such an event of this scale and success.

A large event held in a number of locations with attendees coming from all corners of the globe that I had previously heard of but had never appreciated how big or realised how much was on offer and the requirements involved in pulling it altogether. This experience was a fantastic learning opportunity for me to see and be involved in what happens at an event like this.

There were so many different elements on the day including workshops for customers, stall holder queries, room set-ups, information pack collation, customer queries, customer relations, customer and stall holder check-ins, next day preparations and room set-ups and just generally being on hand to deal with anything that needed to be done to ensure a smooth delivery.

Every element was beneficial to me as a student on the HNC Events course as it was real and I was hands-on and it gave me actual experience and skills to add to my events portfolio.

Having the opportunity to work alongside the Event Management company and gain behind the scenes knowledge of their work has enabled me to apply actual event working skills, knowledge and awareness to my future studies.

Jena Campbell
Event Student
Inverness College UHI



Birchwood Highland
Head Office
59 Tomnahurich Street
Inverness
IV3 5DT
m.macdonald@birchwoodhighland.org.uk
(01463) 236 507

Friday 11th January 2019

FAO Cecilia Grigor
Planit Scotland
27 Towerhill Drive
Inverness
IV2 5FD

Dear Cecilia

Loch Ness Knit Fest – Letter of Support

Many thanks for your recent email requesting feedback from Loch Ness Knit Fest 2018.

Last year's Loch Ness Knit Fest was the first time that Birchwood Highland had attended the festival in exhibitor capacity and it's safe to say that, if invited to do so, we would love to be involved again in the future.

Attending Loch Ness Knit Fest, an event which would not necessarily be on our regular events calendar, allowed us to reach a wider audience and promote our support services and mental health anti-stigma message to a greater number of people locally.

In terms of Birchwood Highland's overall anti-stigma communications strategy, we had a specific focus this year on the mental health benefits related to arts and crafts, and Loch Ness Knit Fest allowed for us to discuss the mental health benefits of knitting to an enthusiastic crowd in a relaxed, yet fervent, environment.

Of course, our social media engagement and following increased as a result of our attendance at the festival. We also saw a significant rise in the number of subscribers to our e-newsletter, allowing us to continue to promote our news, events and key messages to a wider audience on an ongoing basis – providing a lasting benefit to our organisation.

A Company Limited by Guarantee Registered in Scotland 109420 / Registered Charity No: SC003198
Chairman: John Payne | Chief Executive: Emily Stokes | Ambassadors: Nicola McAuley and Amanda Lebban | www.birchwoodhighland.org.uk





LAW, Mary (NHS HIGHLAND) <mary.law2@nhs.net>

Loch Ness Knit Fest

Tuesday, 6 November 2018 at 00:09

Show Details

Hi
A huge thank you from SCBU, we have distributed the knitting between labour ward, post natal ward, children's ward and ourselves. We have kept some blankets to go out to Rwanda next year also.
Again a huge thank you from SCBU.
Best wishes
Mary

Mary Law
Senior Charge Nurse
01453 70(4579)
Neonatal Unit
Raigmore Hospital
Old Perth Road
Inverness

www.knittedknockersuk.com

01453 704579

01453 704579

Monday 16th October 2017

Dear Brenda (and all at Loch Ness KnitFest),

Thank you so much for inviting us to attend the Knit Fest in Inverness this past weekend. We thoroughly enjoyed the weekend and raised £500 in donations for the charity. More importantly we gave out hundreds of business cards and flyers and spoke to so many people who were interested in the work we do. We even managed to fit a lady for an Aqua knocker and she left with one of our samples!!

Giving us the opportunity to attend the Knit Fest and 'upgrading' our position in the Marketplace made the event very special to all of us who were lucky enough to attend. Your support across the weekend was amazing and we all feel that we now have good friends in Inverness.

Kay and I got a real buzz from doing the piece on the main stage even though we both had butterflies before it. We were amazed at how well it was received and we're delighted by the positive feedback we received from attendees after we had finished. I really can't thank you enough for the opportunity to raise awareness about Knitted Knockers and raise the profile of the charity.

We hope to get a rush of enquiries and possibly some orders as a result of all the connections we made and if the opportunity arises to attend Knit Fest in 2018 you can be sure that KKUK CIO will be there in all our Knitted Knocker glory.

Thank you again,

Yours sincerely,

Sharon

Sharon Simpson
Chair of Trustees KKUK CIO
On behalf of Kay Coombes, Mary Mochan, Maria Rojo and Tina O'Dwyer and everyone at KKUK.



DUCK HARBOR KNIT ALONG

On the 19th of October 2018, a group of about 20 people gathered at Duck Harbor for a knit-along. The group was made up of people of all ages and abilities, and they all enjoyed the day. The weather was perfect, and the views were stunning. The group finished their project in the afternoon, and everyone was proud of their work. The knit-along was a great success, and everyone had a wonderful time. The group will be back next year, and we hope to see you there too.

VisitScotland News
Love this! Sam Burgess, an @DundeeUni student at @DundeeUni, has been crocheting masses of #Nessies to promote the upcoming #LabelNessKnitFest (19-21 October) @VisitScotland

Love this! Sam Burgess, an @DundeeUni student at @DundeeUni, has been crocheting masses of #Nessies to promote the upcoming #LabelNessKnitFest (19-21 October) @VisitScotland



1000+ views
1000+ likes
1000+ retweets

Thousands flock to the Highlands for Loch Ness Knit Fest 2018



Thousands flocked to the Highlands for the annual international knitting festival Loch Ness Knit Fest 2018.

The festival, which ran from October 19-21, was held at the Loch Ness Centre and Gardens, and attracted over 2,000 visitors from across the world.

The programme included 31 workshops and demonstrations, as well as a range of stalls, including a book stall, a craft stall, and a stall for the Loch Ness Centre and Gardens. The festival was a great success, and everyone had a wonderful time.

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Knitting News: Sponsored Tea Tent at Loch Ness Knit Fest



Nothing beats a good cuppa by your side when you're knitting, so this latest news is music to our ears!

It's a lovely, well-located spot, tucked away from the main festival area, and it's a great place to relax and enjoy a cuppa while you knit. The tea tent is a great addition to the festival, and it's a great place to meet other knitters.

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Thank you for your consideration please find here a video which shows quick highlights from our Loch Ness Knit Fest 2018 event.

The Vimeo link is here

<https://vimeo.com/309914012>

and the password is kf2019

Photo Gallery for 2018 event can be found here:

<https://www.dropbox.com/sh/cedcx3g0yps67h0/AAAFEZsgW26BFLdUGCfK18gYa?dl=0>

Festival Programme can be found here, handed out free to every attendee

<https://www.dropbox.com/s/4jem5trkpdfgfvv/programme%20ready%20v3.pdf?dl=0>

Please do not hesitate to contact me should you have any questions.

Cecilia Grigor

Loch Ness Knit Fest/Planit Scotland

ask@lochnessknitfest.com



Agenda Item	5
Report Number	GSC/02/19

HIGHLAND COUNCIL

Committee: Inverness Common Good Fund Grants Sub-Committee

Date: 28 January 2019

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 four applications for funding from the Inverness Common Good Fund.

1. Coach Ambassador 2019 see Appendix 1
2. Operation Respect Task Team Easter/Summer 2019 see Appendix 2
3. Inverness Gull Project 2019 see Appendix 3
4. Inverness Community Safety Partnership 2018 see Appendix 4

3.2 Appendix 5 contains up to date accounts and bank statements.

3.2 A total of £36,325 is being applied for (as detailed in Appendix 6). At the City of Inverness Area Committee on 22 November 2018 £59,777 was approved towards the City of Inverness Floral Decorations 2019.

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 2018/19 the agreed budget for "Partnership Working – BID" is £112k.

5. BID Projects 2019/20

5.2 In the 2018/19 financial year the anticipated percentage contribution for the five projects from the Common Good Fund was 58% with the increase this will increase to 61% for 2019/20 due to extra costs relating to the provision of floral displays.

5.3 The 2019/20 application seeks total funds of £96k compared with expenditure of £94.5k last year. Comparative costs per project are set out in Appendix 7.

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 £94,575. Members will be invited to approve the inclusion of a Partnership Working Budget when the 2019/20 Inverness Common Good Fund Budget is presented at this meeting of the City of Inverness Area Committee.

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: 17 January 2019

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 Business Improvement District

Name of Project or Activity Requiring Support:

Coach Ambassador 2019

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			

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 2019

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 2019

End date (month and year) October 2019

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 2018 arrangements were again a great success with the 11 bay drop off/pick up point in Ardross Street being used by more than 2,636 visitor coaches – an increase of 19% on the 2017 figure.

For information the overall split of coaches this season was:

- Coaches from liners 35%
- British Tour coaches 51%
- Foreign Tour coaches 14%

The busiest day in 2018 was Friday 20th July when the 2 Coach Ambassadors on duty welcomed 46 coaches which was the second highest ever number of coaches.

The 2018 figure of 2636 coaches represents a 64% increase on the number of coaches (1583) which used the facility in the first year (2015) which is extremely impressive growth over the 4 years.

Overall the "Welcome" arrangements and organisation of the coach drop off/pick up facility worked extremely well in 2018. It is worth noting that in the survey of coach visitors:

- 100% of those surveyed were delighted with and appreciated the "Welcome" extended to them by the Coach Ambassador(s).
- 90% of those surveyed had used a map that the Coach Ambassadors hand out.
- 79% of those surveyed said they had found their experience of Inverness to be "Very Good" and a further 19% rated it as "Good".

For 2019 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 2018 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:
- 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)

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?

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

Project part funded with ICGF grant of:

£17,000 in 2015
£11,250 in 2016
£9,750 in 2017
£9,750 in 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
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.
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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 2019

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: £5575.00

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 2019

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 ...6th April 2019

End date Saturday 1st September 2019

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 9 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 2018 holidays when they dealt with a total of 220 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 in providing an ambassadorial and point of contact role.

The continuance of this project is supported by Police Scotland who acknowledge the valuable 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 to the City Centre 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 provide a hi-viz presence to assist in reducing street violence, disorder, theft, shoplifting and ASB 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 2019 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 £11,150.

In previous years this has been met 50% by the Inverness Common Good Fund and 50% by BID and thus support is requested of £5,575.

The balance of £5,575 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 & Management	Security Task Team	£10,350			£10,350
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Clothing	£400			£400
	Sundry	£400			£400
Total Project Cost £		£11,150			£11,150
Total Funding Request £		£5,575			£5,575

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"/>	£5,575			£5,575
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£5,575			£5,575

*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 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....	✓
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 2019.....

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

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 2013-18

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
2018	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.

Over the past 7 years a total of 11452 eggs have been removed and destroyed.

The number of eggs removed and destroyed in 2018 was 1489 which shows a decrease of 12% on the 2017 removals. This is an encouraging development although there may have been a number of outside factors which could have caused this decrease (e.g. whether prior to or during the breeding season, disruption). However it is worth noting that the independent census carried out in May 2018 identified 554 apparently occupied nests which in itself indicated a drop in gull population of 17% since the previous census in 2016.

It is important to note that neither the 2018 nor the 2016 census found any evidence of gulls relocating to nest into the residential areas of Inverness where of course they are seen seeking food.

A further survey will be undertaken in May 2019 which should make the position clearer.

It is worth remembering that the modelling that SNH carried out in 2016 this project prevented that year 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 2019 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 first 7 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 2019.

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		£2000			£2000
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Egg & Nest Removal Programme	£14,000			£14,000
	Census	£1,000			£1,000
	Sundry	£1,000			£1,000
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 2018 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 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			

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 2019.....

End date (month and year)... 31st March 2020.....

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

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

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

2018/19	£9,000
2017/18	£9,000
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?

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

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

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

Businesses in the city centre/BID area pay an extra 1.03% on their business rateable value to BID to help fund programmes of activity which are focused on generating economic vibrancy for the city. This investment compliments that of the Highland Council and the other city centre stakeholders to the benefit of the users and the economy of the city centre.

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

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

Under statute Inverness BID Limited (a not for profit company) restricts its membership to those businesses based in Inverness city centre who pay BID levy or who apply for voluntary membership. However, as alluded to at 3.3b the Safe Inverness Crime Reduction Partnership allows membership from premises across the City in the interests of reducing crime overall.

- d) How many people are on your governing body or management committee?
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*

Yes No

If yes, please provide names:

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

APPENDIX A**PROJECT FUNDING FROM INVERNESS COMMON GOOD FUND**

DATE	FOR	AMOUNT
	COMMUNITY SAFETY - CGF	
May & Sept 18	Easter/Summer 2018 Task Team	£6,025.00
May & Sept 17	Easter/Summer 2017 Task Team	£5,790.00
May & Sept 16	Easter/Summer 2016 Task Team	£5,790.00
Apr-18	Inverness Community Safety Partnership period 1.4.17-31.3.19	£9,000.00
Apr-17	Inverness Community Safety Partnership period 1.4.17-31.3.18	£9,000.00
Apr-16	Inverness Community Safety Partnership period 1.4.16-31.3.17	£10,000.00
	CIVIC AMENITY - CGF	
April & Sept 18	Gull Project 2018	£12,000.00
April & Sept 17	Gull Project 2017	£12,000.00
April & Sept 16	Gull Project 2016	£12,000.00
May & Sept 18	Floral Displays Summer 2018	£59,000.00
May & Sept 17	Floral Displays Summer 2017	£54,800.00
Sep-16	Floral Displays Summer 2016	£54,800.00
	MARKETING - CGF	
Oct-17	Inverness Street Festival 2017	£7,000.00
Sep-16	Inverness Street Festival 2016	£7,000.00
	COACH AMBASSADOR - CGF	
April & Sept18	COACH AMBASSADOR - Summer 2018	£9,340.00
April & Sept17	COACH AMBASSADOR - Summer 2017	£9,750.00
April & Sept 16	COACH AMBASSADOR - Summer 2016	£11,250.00

Inverness BID Limited
Registered number: SC339914
Balance Sheet
as at 31 March 2018

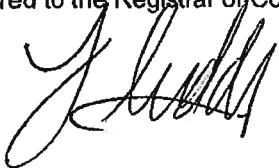
	Notes		2018 £	2017 £
Current assets				
Debtors	3	5,972	6,930	
Cash at bank and in hand		14,714	31,759	
		20,686	38,689	
Creditors: amounts falling due within one year				
	4	(18,694)	(7,658)	
Net current assets		1,992	31,031	
Total assets less current liabilities				
Creditors: amounts falling due after more than one year				
	5		(3,757)	(31,500)
Provisions for liabilities			-	-
Net liabilities			(1,765)	(469)
Capital and reserves				
Profit and loss account			(1,765)	(469)
Members Funds			(1,765)	(469)

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.

The member has 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 and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.



Jacqueline Ann Cuddy
 Director

Approved by the board on 11 December 2018

Inverness BID Limited
Profit and Loss Account
for the year ended 31 March 2018

	2018	2017
	£	£
Turnover	360,838	370,791
Administrative expenses	(362,278)	(370,802)
Operating loss	<u>(1,440)</u>	<u>(11)</u>
Interest receivable	144	10
Loss on ordinary activities before taxation	<u>(1,296)</u>	<u>(1)</u>
Tax on loss on ordinary activities	-	-
Loss for the financial year	<u>(1,296)</u>	<u>(1)</u>

Inverness BID Limited
Statement of Changes in Equity
for the year ended 31 March 2018

	Share capital	Share premium	Re- valuation reserve	Profit and loss account	Total
	£	£	£	£	£
At 1 April 2016	-	-	-	(468)	(468)
Loss for the financial year				(1)	(1)
At 31 March 2017	-	-	-	<u>(469)</u>	<u>(469)</u>
At 1 April 2017	-	-	-	(469)	(469)
Loss for the financial year				(1,296)	(1,296)
At 31 March 2018	-	-	-	<u>(1,765)</u>	<u>(1,765)</u>

Inverness BID Applications

		Amount Requested	Total Project Costs	%
1	Coach Ambassador 2019	£9,750.00	£16,500.00	59.09%
2	Operation Respect Easter/Summer 2019	£5,575.00	£11,150.00	50.00%
3	Inverness Gull Project 2019	£12,000.00	£18,000.00	66.67%
2	Inverness Community Safety Partnership 2019	£9,000.00	£29,000.00	31.03%
4	Floral Displays 2019	£59,777.00	£82,777.00	72.21%
		£96,102.00	£157,427.00	61.05%

Appendix 7

Inverness Common Good Fund Applications 2019/20 - (with 2018/19 as comparison)									
	Project			2019/20			2018/19		
	Project Cost	ICGF	BID	Other	BID	ICGF	Project Cost	BID	Other
Coach Ambassador 2019	£16,500	£9,750	£6,750		£6,750	£9,750	£16,500	£6,750	
Task Team Easter/Summer 2019	£11,150	£5,575	£5,575		£5,575	£6,025	£12,050	£6,025	
Gull Project 2019	£18,000	£12,000	£6,000		£6,000	£12,000	£18,000	£6,000	
ICSP year to 31.3.20	£29,000	£9,000	£20,000		£20,000	£9,000	£29,000	£20,000	
Floral Displays Summer 2019	£82,777	£59,777	£14,000	£9,000	£14,000	£57,800	£86,000	£15,800	£12,400
	£140,927	£86,352	£45,575	£9,000	£45,575	£84,825	£145,050	£47,825	£12,400
		61%	32%	6%	32%	58%		33%	9%