



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

Name of Organisation:

Blythswood Care

Name of Project or Activity Requiring Support:

Highland Foodbank - Inverness

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

Inverness Common Good Fund

Is the amount you are applying for:

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

Total amount applied for: £20,000 for 2022.....

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 numberSC048001.....	[✓]	Company Limited by Guarantee If yes – Company Number	
Other - please specify.....			

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

For official use only Application reference number			
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PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

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

1.1 What is the name of your activity or project?

Highland Foodbank - Inverness

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

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

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

Location...The Foodbank is the on-going provision of a service in Inverness through the Foodbank Centre in Glebe Street.

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.

Highland Foodbank was launched in 2005 with the opening of the Foodbank Centre in Madras Street, Inverness. A second Foodbank Centre was opened at Hilton Village in 2014 to provide easier access to clients in the Ness-side, Inverness South and Millburn Wards of the city. With the growth of the use of foodbanks we were having to store and sort food at four main locations which involved some double-handling of stock and also additional staff and volunteers for sorting and driving. It was decided that the best solution was to find suitable premises in Inverness that could be the central store and to also be open Monday to Friday for clients to come for food.

In September 2018 we located to premises in Glebe Street, Inverness. During the last three years the centralised facility has provided a more efficient service. Highland Foodbank has a Highland-wide reach with support for rural foodbanks being managed from the Glebe Street centre. This is a far more manageable and efficient set up that has been highlighted all the more during the pandemic.

The Glebe Street centre has a custom-designed lounge / meeting room for clients to be seen in a more relaxed environment than the previous centres. Feedback from clients and referring agencies who have visited is all positive with a 100% preference for the new centre.

The Foodbank exists to provide emergency food supplies to local people suffering financial crisis – these come from a wide cross-section of the community including people awaiting benefits, people on low incomes, and people who have been made redundant. The food distributed by Highland Foodbank is donated by members of the local community, including groups such as businesses, churches and schools. Clients

are referred to Foodbank by one of the 100+ partner agencies who work with Foodbank in Inverness including the Highland Council's Care Health & Social Care Service, the Service Points, the Highland Council's Housing Services, the Scottish Welfare Fund, local branches of the Citizens' Advice Bureau and the local Women's Refuge. The Foodbank Centre aims to offer a welcoming space where besides getting food, client can discuss their current issues should they wish to do so, and be signposted to other appropriate agencies should this be necessary and should they wish to be referred.

Usage of Highland Foodbank remains high – **2,736** people from the Inverness area were provided with food in financial year April 2020 to March 2021. For all our Highland Foodbanks combined people fed during January to December 2020 is **8,267** which represents an increase of 7% on 2019. This would have been higher if it were not for the introduction of the increase of £20 per week for those receiving Universal Credit and also the opening of a number of smaller temporary food projects locally. As well as this the introduction of vouchers given to families whose children would normally receive free school meals made a difference. The expectation is that we will see an increase in referrals to Foodbank with the ending of the Universal Credit additional £20 per week and also the ending of the Job Retention Scheme that could see higher unemployment.

The £20,000 being sought from the Common Good Fund will contribute to the total running costs of the Inverness element of the project at the Glebe Street centre. This will help us provide support and will be a massive benefit to Inverness people suffering real hardship.

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

Yes No [

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

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

Yes No [

OR

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

Yes No [

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

The service provided in Inverness by Highland Foodbank addresses, in an equitable way, the needs of people in the community who are facing financial crisis. The Foodbank service is available to everyone in need, and clients are referred by one of the local partner organisations, of which there are about 100, including the Highland Council’s Care and Learning Service the Inverness Service Points, the Highland Council’s Housing Services, the Scottish Welfare Fund, the local branches of the Citizens’ Advice Bureau and the local Women’s Refuge.

These partner organisations are responsible for assessing the need of the clients before referring them.

The main centre has continued to provide an efficient streamlined provision with the majority of people coming from the local community. The running of all Highland Foodbanks is managed from Glebe Street. Support is still provided to people who would have attended the other locations we used to have centres but a review showed numbers there remained lower and the public are best served with having the main base and staff at one location.

Numbers have increased in the last year which indicates that people needing Foodbank continues to grow. With the impact of Covid-19 still being felt we were able to provide a Highland-wide service more easily as our infrastructure was in place. We are continuing to deliver food to people unable to come to a Foodbank centre.

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

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

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

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

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

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

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing	This figure is the total salary costs of (a) the Foodbank Manager for Inverness and Nairn, (b) the post of administrative assistant based at the Glebe Street (c) Management and admin support at head office in Evanton. (d) Foodbank Warehouse coordinator	£80,649			
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Vehicle and transport expenses (including expenses of one year purchase costs of van for collecting and delivering food)	£7,000			
	Cost of purchasing food when donated stocks of particular items run low. (NB this is funded by donations from the public earmarked for purchasing food.)	£3,000			
	Stationery and office expenses	£2,200			
	Phones and Wi-Fi	£650			
	Utilities costs.	£3,500			
	Glebe Street rent	£16,750			
	Trussell Trust fee (the franchiser) which covers resources, support and access to an on-line database for recording donations and distribution of food.	£360			
Total Project Cost £		114,109			
Total Funding Request £		20,000			

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
The annual costs of the Foodbank project, other than those which have been met by the Common Good Fund are met from the funds of Blythswood Care and from personal donations from individuals. Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£84,109			
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£84,109			

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

- 1.11 Please tell us how you know that there is a need for this activity or project and how your approach will meet this need. This might include:
- Community support for your project (e.g. surveys, etc.)
 - Statistics which show the need for your project (e.g. unemployment figures, crime statistics)
 - Evidence from similar projects which shows that they have worked (e.g. research from elsewhere or evaluations of previous local work)

Over the 16 years since Highland Foodbank was established, there has been a year-on-year increase in demand for its services and all indications suggest that an increased level of usage is likely to continue. This reflects national trends.

- 1.12 Is this a new or additional activity or project? – Yes No [
If yes, what change will your activities or project make in your community?

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

Funded by Blythswood Care with, in addition, generous donations from the Common Good Fund, Trussell Trust/Asda and individual donations.

- 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
The Foodbank Centre in Glebe Street will continue in operation		
New volunteers will be recruited and trained as required		
The number of volunteers at the Foodbank Centre will remain adequate		
Over 4,000 clients will be supported at the Foodbank Centre in the course of the year		
Records of the total weight of donated and distributed food will be maintained.		
There will be evidence of regular communications with donors		

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

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

PART 3: ABOUT YOUR ORGANISATION

Guidance on completing part 3: [ABOUT YOUR ORGANISATION](#)

3.1 What is your organisation's name and address?

Organisation name

Blythswood Care

Organisation address

Highland Deephaven, Evanton, Ross-shire

Postcode: IV16 9XJ

Website

www.blythswood.org

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

Our project covers all Highland Council wards in Inverness

3.2 Who is the main contact for this application? (They must have a good knowledge of the organisation and this application)

Name

Title: Forename/s: Surname:

Position in organisation:

Head of Fundraising and Marketing

Address

Blythswood Care, Highland Deephaven, Evanton, Ross-shire

Postcode: IV16 9XJ

Phone number

Day: Evening: N/A

Email address

Does the main contact have any communication needs? E.g. textphone, sign language, large print? YES NO [

If yes, what are they? (maximum 20 words)

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

The Highland Foodbank's parent organisation Blythswood Care was founded in 1966. Blythswood Care is committed to providing holistic care for people marginalised and in need, chiefly in Eastern Europe and India, but also through the Foodbank Project in the Scottish Highlands.

The Highland Foodbank was launched in 2005 with the opening of the Foodbank Centre in Madras Street, Inverness. The Foodbank exists to provide emergency food supplies to local people suffering financial crisis – these come from a wide cross-section of the community including people awaiting benefits, people on low incomes, and people who have been made redundant.

The food distributed by Highland Foodbank is donated by members of the local community. The Foodbank has a Highland-wide reach but a majority of clients come from the Inverness Wards, where they contact the service at the Glebe Street Centre.

The Foodbank Centre, staffed by trained volunteers who work with supervision from the warehouse supervisor and Foodbank Manager, seeks not simply to provide food, but to offer a welcoming, supportive environment where clients can feel comfortable, and, should they wish, can talk about their current issues and be signposted to other appropriate agencies as required.

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

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

Highland Foodbank is not a membership organisation.

- d) How many people are on your governing body or management committee? The ultimate governing body is the group of Trustees of Blythswood Care of whom there are 7.

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

Yes No

If yes, please provide names:

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

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

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

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

Yes No

If yes –

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

<p>Year 1: We received a £20,000 contribution to the general running costs of the project, including the Glebe Street Foodbank Centre and a contribution towards the salary of a part time Administration Assistant from the Inverness Common Good Fund in 2018/19.</p>
<p>Year 2: We received a £20,000 contribution to the general running costs of the project, including the Glebe Street Foodbank Centre and a contribution towards the salary of a part time Administration Assistant from the Inverness Common Good Fund in 2019/20.</p>
<p>Year 3: We again received a £20,000 contribution to the general running costs of the project, including the Glebe Street Foodbank Centre and a contribution towards the salary of a part time Administration Assistant from the Inverness Common Good Fund in 2020/21.</p>

b) How much funding do/did you receive?

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

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

Year 1: £0
Year 2: £0
Year 3: £0



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 Ice Centre Limited

Name of Project or Activity Requiring Support:

Creation of a festival, cultural and events centre at the Inverness Ice Centre

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

(Please provide closing date details where applicable)

Common Good Discretionary Fund

Is the amount you are applying for:

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

Total amount applied for: £.....

Estimated cost of funding in kind applied for: £Nil

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

n/a

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number SC033343	X	Company Limited by Guarantee If yes – Company Number SC234673	X
Other - please specify.....			

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

For official use only			
Application reference number			

PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

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

1.1 What is the name of your activity or project?

Creation of a festival, cultural and events centre at the Inverness Ice Centre

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)...November 2021.....

End date (month and year)...March 2022.....

Location Inverness Ice Centre, Bught Drive 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*

The longer-term vision for the Ice Centre is to create a new facility with two ice pads to meet the growing demand for skating and ice hockey whilst continue to provide curling on the other. The aspiration is to have spectator capacity at the new Ice Hockey arena for around 1500 visitors.

The immediate aims of the current Ice Centre project however are: -

- to create a multi-function festival, cultural and events centre from the benefit of Inverness city and the Highlands.
- to generate much needed off ice income for the Ice Centre. The potential income that can be generated from our 2000 capacity events venue is significant.
- to secure the long-term viability of our community-based facility correspondingly preserving and protecting the future of the Inverness Ice Centre.
- to contribute to the wider community through bringing acts and visitors to Inverness. Increasing bed nights and other revenue generation and economic growth for the city without displacement.
- to preserve and enhance our sporting offering and facilities from the increased revenue
- to create additional jobs and the opportunity for upskilling.
- to continue to be socially inclusive.
- to develop an uninterrupted ice programme which have benefits to health, physical and mental wellbeing, and fitness, helping to reduce the pressure on health care.
- for any new fixtures, fittings, equipment, and technology to be portal and transportable to ensure maximise benefit from the investment should there be further developments in the future

Who will benefit?

The potential financial benefits are recorded within our aims noted above.

To provide some additional context, we provide ice sports for all ages and all capabilities in the Inverness and surrounding Highland area. Uniquely for a Rink with just 1 ice pad we provide all 3 ice sports, Curling, Skating and Ice Hockey, offering the widest spectrum of opportunities for ice sports participation to the city.

The benefits are far reaching however and go well beyond the provision of ice sports.

Our tenants are aligned to the values of the Ice Centre to deliver fitness, health, education, and general wellbeing also and they can all benefit from the project.

We work in partnership with the Highland Hospice to stage their largest annual fundraising event, Strictly Inverness. The capability to host more events will increase opportunities to generate revenue for our existing charitable and new charitable partners with clear benefits for the city and surrounds.

The financial opportunities and benefits of being able to stage more events are clear. We currently hold one large event per year which generated £160K net in 2019 prior to COVID however being able to flip the flooring quickly means we can stage many more events without disruption to our ice schedule. This means ice fees can be maintained whilst significant amounts of additional income can be generated from the events.

Proceeds of all fundraising activities will continue to be allocated to ice sports. "Strictly Inverness" is hugely successful and is staged in the Ice Centre for the benefit of the Highland Hospice and the Rink. The "Strictly" funds raised by the Centre have subsidised ice fees for over a decade, helping Skating, and Ice Hockey to be more affordable and accessible for many more families. As indicated this project provides the opportunity to host more events and correspondingly help more families and vulnerable groups.

The support we require is:

- to help fund new specialised ice pad flooring,
- to help fund new technology to provide streaming capability,
- to help fund improved toilet and changing facilities,
- to help fund improved disabled access and
- to help fund improved storage for the new flooring,

The plan is to acquire specialist insulated flooring, install technology, improve our changing, toilet and shower facilities and disability access.

The new flooring is a game changer for us. It will enable us to quickly flip from ice activities to being ready to stage events. This means we can increase the number and frequency of events, in turn increasing visitor numbers and generating significantly increased revenue without disrupting our ice activities programme. "Strictly Inverness" demonstrates what we can do and what is possible as an events venue.

We wish to install technology with the capacity to show the sports and events in our bar area and to stream to the public. This has the potential to become a significant new income stream for us.

The safety and wellbeing of our user is paramount and improvements to our toilets, changing and shower facilities and disability access for our wheelchair users is overdue. Enhanced facilities will encourage users to return to our Centre in safety.

These changes will be more attractive to the new user, visitor and patron and will encourage them to stay within the Centre and to come back. The improvements will help to build confidence of our existing users to return safely to the Centre, to stay to socialise in our bar area. The event goers will clearly benefit from these improvements also.

The project can be implemented quickly, with the ability to deliver on all our aims, including immediate and significant increases in revenue generation.

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

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

Yes No

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

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

Yes No

OR

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

Yes No

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

The project supports inclusion and meets all these requirements

The Ice Centre has an equal opportunity non-discrimination policy and proud tradition of providing “sport for all”.

We provide ice activities for all ages from toddlers on skates for the first time, to some of our more elderly citizens who enjoy their senior curling sessions. Equipment and facilities are provided to make it easier for wheelchair users and the less able to

participate. The off-ice facilities is a great meeting place for the more vulnerable groups (and their carers) and when we re-opened last October the comment made was that was great to get back interacting again. Curling especially is a great social activity.

The project improvements are designed to further enhance the opportunities with improved access and the ability to view the sports and events in the bar or in time on-line. This means that the less able can sit in the comfort of our bar area or in their on home where otherwise they would miss out. Perhaps having an involvement or opportunity to watch the activities or events for the first time ever.

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

The furtherance of the Gaelic will be support where possible and may be a part of our cultural events journey.

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

The Ice Centre Chairman and CEO met with David Haas, Inverness City Area Manager at the Ice Centre on the 30th of September to seek guidance and support.

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
Only non-funding support required is networking to develop relationships with stakeholders in the cultural events sector and assistance with the funding application for the project.	Zero
We wish to meet with the festival and events manager	Zero

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	Zero				
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Specialist insulated flooring to cover the ice arena Technology with the capability to stream events and to show in the lounge area Reconfigure the storage to enable quicker turnaround of the flooring Upgrade of the toilet and shower facilities Improved disability access	64,500 25,000	 20,000 25,000 15,000		
Total Project Cost £		89,500	60,000		149,500
Total Funding Request £		30,000	30,000		60,000

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 £
"Adapt and Thrive" SCVO to assist with installation of the video and streaming technology Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	20,000			20,000
From our own sources Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	39,500	19,500		59,000
Totals	59,500	19,500		79,000

- 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)

- 1) The success of the events we do hold tells us that we have an attractive and suitable venue
- 2) We regularly are approached with enquiries for trade shows, sporting and/or musical events
- 3) We were a popular venue in the past attracting many big acts. As the demand for ice activities grew, events became more difficult to host because the time needed to switch the old heavy flooring meant that the ice activities programme had to stop whilst the flooring was down.
- 4) There is a gap in the market for a venue in Inverness of our size, with a license, a bar, a viewing area and many years' experience of staging large events.
- 5) If required we will provide the financials for the Strictly Events

- 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?

We can already stage events albeit unfrequently. It is an enhanced offering meaning we can host events more frequently and effectively.

There are numerous benefits to the community including financial, wellbeing and cultural which are noted in an earlier response.

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

n/a

- 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
Increased revenue from events	Further increase in revenue	
Increased visitor numbers	More events	
	Further increase in visitor numbers	
	Greater use of our bar area for social interaction	

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

PART 3: ABOUT YOUR ORGANISATION

Guidance on completing part 3: [ABOUT YOUR ORGANISATION](#)

3.1 What is your organisation's name and address?

Organisation name

Inverness Ice Centre Limited

Organisation address

Inverness Ice Centre
Bught Drive
Inverness

Postcode IV3 5SR

Website

[Ice Centre Inverness - Ice Skating Ice Hockey and Curling in Inverness \(inverness-ice-centre.co.uk\)](http://www.inverness-ice-centre.co.uk)

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

Inverness

3.2 Who is the main contact for this application? (They must have a good knowledge of the organisation and this application)

Name

Title: Forename/s: Surname:

Position in organisation:

Chief Executive Officer

Address

Inverness Ice Centre Limited
Bught Drive
Inverness

Postcode IV3 5SR

Phone number

Day: Evening:

Email address

Does the main contact have any communication needs? E.g.textphone, sign language, large print? YES NO

If yes, what are they? (maximum 20 words)

- 3.3** a) When did your organisation start? Month.....Year 2002
- 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 and surrounding Highland 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?

- d) How many people are on your governing body or management committee? 10
- 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 Does business interruption payments in support of Covid impacts count? If so yes

No

If yes –

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

Year 1:
Year 2:
Year 3:

b) How much funding do/did you receive?

Year 1:
Year 2:
Year 3:

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

Year 1:
Year 2:
Year 3:



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 Botanic Gardens High Life Highland

Name of Project or Activity Requiring Support:

GROW Raised Beds

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

(Please provide closing date details where applicable)

City of 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: £.....£22,470.....

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

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

n/a

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number SC042593	x	Company Limited by Guarantee If yes – Company Number SC407011	x
Other - please specify.....			

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

For official use only			
Application reference number			

PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

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

1.1 What is the name of your activity or project?

GROW Project raised beds

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) ...Dec 2021

End date (month and year)March 2022

Location.....Inverness Botanic Gardens.....

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.

Aim-

To build and install 50 meters of raised beds, mainly in an existing polytunnel. This will allow us to increase accessible and sheltered growing space for GROW Project Trainees (adults with learning disabilities) and the Grow community volunteers.

The raised beds will make it much easier for everyone to access and participate in growing fruit, veg and herbs. As they will be in a long polytunnel, the growing season will be considerably lengthened, so we can produce more.

The food grown will be sold in our shop helping to make the Grow Project self-sufficient. Surplus will be given to Inverness Foodstuff at Ness Bank Church and Crown Community cupboard. Trainees are encouraged to take the food home to encourage healthy eating.

Help Required- Financial

- Material costs: recycled plastic, wood and other materials to build the beds.
- Labour costs: High Life staff will coordinate the building and installation of the beds with volunteers and Grow Trainees.

Who will benefit?

- The Grow Project (25 adults with learning and mobility difficulties who learn horticultural and healthy living skills)
- Junior Botany Club- A club for 8 to 12 years old who learn about horticulture.
- Volunteers- an expanding and active team of 30 plus community volunteers at the gardens.
- Local food charities such as Inverness Food Stuff at Ness Bank Church and Crown Community cupboard
- Local community – able to buy locally produced food at the Botanic Gardens.

- 1.4 Does your activity or project involve building or landscaping work?
No

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

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

Yes No

OR

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

Yes No

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

The Grow Project brings people together to be purposeful and sociable through participation in gardening activities. The Grow Project has a diverse group of adults with learning disabilities, and PVG-checked community volunteers, of different ages, beliefs, genders, sexual orientation, abilities and nationalities.

Working together to provide locally-grown food over these Covid years has increased community purpose and the Grow team is an inclusive, fun place for all involved. Barriers to social interaction are rejected.

Everybody would love to work together on this project, to increase our growing season and provide a comfortable height to work at. There are no barriers to anyone with protected characteristics taking part, and everybody will be encouraged to try their hand at all aspects of installation and maintenance of the

raised bed project.

High Life staff are experienced in working alongside adults with learning disabilities and all sectors of society. High Life staff and volunteers are respectful, patient and inclusive, and look forward to developing a community food resource that will be enjoyed by everyone for generations.

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

We will encourage educational visits/ workshops from Bun-Sgoil Ghaighlig Inbhir Nis and other schools.

- 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:

Cllr Trish Robertson- “It is a fantastic project and local food is something most councillors will support”

- 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 3* £	Year 5* £	Total £			
Staffing		3,430						
						hours	£-rate	£-costs
	Management					14	25	350
	Supervision					70	20	1400
	Labour					70	16	1120
	Admin					14	16	560
	total			3430				
Materials	2x PLANTER (10.05m x1.2mx1.05m) 1x £3,328.00	6,656						
	2x PLANTER (30m x1.2m x1.05m) 1x £9,407.00	18,814						
Total Project Cost £		28,900						
Total Funding Request £		£22,470						

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 £
Caring and Sharing (registered charity SC370025) have already contributed £3,000 Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	3,000			
HLH Contribution – Staffing Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	3,430			
Totals	£6,430			

*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)

We know there is a need for locally produced food in our community. During 2020/21 – the pandemic years – Inverness Botanic Garden regularly provided freshly grown food to Inverness Foodstuffs, The Council Food Hub, Inverness Foodbank and Crown Community Cupboard. Inverness Botanic Gardens are keen to collaborate long term with these charities in the fight against food poverty, and part of the Raised Bed Project is to provide an asset that can be used to build strong and resilient communities, contributing to people’s knowledge, skills and opportunities.

With increasing awareness of climate change, people are more concerned about food miles. There is a need for local food, to keep down carbon emissions.

During 2020/21 there has been a huge surge in volunteering. People are keen to help in the local communities and to connect with other people by working together on projects. Working to provide the community with no-barrier, no-stigma, free food is an inspiring project to be part of.

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

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

The Raised Bed Project is an extension of the work we are already doing. The beds will allow us to be more inclusive. Helping more people with mobility issues participate and others participate for longer in a more comfortable learning and working environment.

The increased and improved growing space will help us increase the amount and variety of food we can produce.

Importantly the beds will help improve the sociability of the Grow Project. The Sociability is an important part of Horticultural Therapy and it is much easier to be sociable in comfortable working conditions.

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

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

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 3 Measurable Outcome	Year 5 Measurable Outcome
Feedback from Grow Project Trainees		
Feedback from the Trainees Support workers		
Feedback from Volunteers		

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

The Grow Project has been running for more than 20 years. HLH has been involved since taking over from the Council. The Grow Project has ongoing funding from the NHS.
--

PART 3: ABOUT YOUR ORGANISATION

Guidance on completing part 3: [ABOUT YOUR ORGANISATION](#)

3.1 What is your organisation's name and address?

Organisation name

Inverness Botanic Gardens

Organisation address

Bught Lane

Postcode IV3 5SS

Website

<https://www.highlifehighland.com/inverness-botanic-gardens/the-gardens/>

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

All Inverness Wards but situated in Ward 13

3.2 Who is the main contact for this application? (They must have a good knowledge of the organisation and this application)

Name

Title: Forename/s: Surname:

Position in organisation:

Facility Manager at the Botanic Gardens

Address

Inverness Botanic Gardens
Bught Lane

Postcode IV3 5SS

Phone number

Day: Evening:

Email address

Does the main contact have any communication needs? E.g. textphone, sign language, large print? YES NO

If yes, what are they? (maximum 20 words)

- 3.3** a) When did your organisation start? Month - October Year.....2011
- 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 Botanic aims to serve the local community and visitors to the city

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

N/A

- d) How many people are on your governing body or management committee? ...12...
- 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 x No

If yes, please provide names:

Highland Council Elected Members	Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other
Cllr Andrew Jarvie	Board member
Cllr Linda Munro	Board member
Cllr Tom Heggie	Board member
Cllr Duncan Macpherson	Board member

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 x No

If yes –

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

Year 1:
Year 2:
Year 3:

b) How much funding do/did you receive?

Year 1:
Year 2:
Year 3:

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

Year 1:
Year 2:
Year 3:

4. City Flowering Projects and the Queen's Green Canopy



INVERNESS COMMON GOOD FUND

HIGHLAND COUNCIL INTERNAL APPLICATION FORM

Applicants should note:

If applying for over £10,000 a report will also be required for the City of Inverness Area Committee.

The Inverness Common Good Fund cannot be used in place of Council funding.

Applicant	Inverness City Area Manager
Service and Service Function	Communities & Engagement – Policy & Reform
Project	City Flowering Projects and Queen's Green Canopy Following the success of the Rotary Centenary Flower display at the Raigmore Interchange during 2021 High Life Highland have come up with two proposals for 2022 <ol style="list-style-type: none">1. Raigmore Interchange – 10m diameter Queen's Platinum Jubilee display2. Castle Banks – 3 Twin Town Crests and a 4.5m Jubilee display in a central circle. Please see attached email for designs.

Planting would begin at the beginning of June 2022 and removal would be in October 2022.

Queen's Green Canopy

The Queen's Green Canopy (QGC - <https://queensgreencanopy.org/>) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "Plant a Tree for the Jubilee."

Everyone from individuals to Scout and Girlguiding groups, villages, cities, counties, schools and corporates will be encouraged to play their part to enhance our environment by planting trees from October, when the tree planting season begins, through to the end of the Jubilee year in 2022.

We are encouraging individuals, schools and community groups in Highland to get involved in the initiative and have put together some guidance for preparing, planting and maintaining the commemorative tree. While some guidance is available on the QGC website (<https://queensgreencanopy.org/get-involved/plant/>) we have also prepared and attached some tree planting and maintenance specifications for small (bare-root) trees and for larger specimen trees (root-ball) for additional assistance.

In order to participate in this project, we are able to purchase your own trees from a reputable nursery. Schools or community groups can apply for free saplings from autumn 2021 through the Woodland Trust partnership. The Woodland Trust have hundreds of thousands of trees to give away to schools and communities through application on the following website - <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/tree-pack-application/>.

	<p>Once planted we will order an official plaque to mark the occasion for generations to come - templates for QGC plaques will be available on the QGC website in due course. From October, we will also be able to photograph our Jubilee trees and upload it on to the QGC map.</p> <p>Discussions have taken place with the Tree Officer and the following locations are suggested for the City to be supported by the ICGF:</p> <ol style="list-style-type: none"> 1. Raigmore Interchange as an option to a formal display as detailed above. 2. Ness Hydro Scheme at Holm Mills Bridge 3. Inshes District Park 4. UHI Gardens Inverness Campus <p>It is also the intention to plant purple tulips or a purple perennial at the base of the trees in keeping with the insignia for the Queen's Platinum Jubilee.</p>
<p>Project Cost</p>	<p>Any External Quotes should be submitted along with your Application.</p> <p>Options for the Sub-Committee to decide upon Raigmore Interchange Display - £22,590 + VAT Castle Bank - £15,810 + VAT Queen's Green Canopy (4 trees) - £6,360 Purple Tulips - tbc</p>

Service Contribution	N/A
Budget Holder	David Haas – Inverness City Area Manager
Do you have Budget Holder/Committee approval? Preferably this should be agreed prior to lodging Application. Yes	
ICGF Contribution Requested	
Other Funding/Partner Contribution	N/A
Is this Other Funding/Partner Contribution approved? Yes/No	
Please note evidence will be required to be submitted.	
Justification for use of ICGF Funds (with focus on the benefit for the residents of the Burgh of Inverness)	Civic Planting is competent for support from the ICGF. It supports high quality amenity space and promotes the City as an attractive place to visit.
Signature	
Service Budget Holder Signature	
Date	28 October 2021

From:
To: RE: Instaplant Queen's Platinum Jubilee
Cc: 14 October 2021 15:53:33
Subject:
Date:
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi

Just to confirm the quotes for these two projects.

- Raigmore interchange - 10m diameter Jubilee display (similar to the Rotary display) £22,590+VAT
- Castle Bank – 3 twin town crests and 4.5m Jubilee display in central circle £15,810+VAT

Planting at the beginning of June 2022 and removal October 2022.





Let me know if you need more information

Kind regards

Ewan

From:

Sent: 12 October 2021 17:12

To:

Subject: RE: Instaplant Queen's Platinum Jubilee

Hi

I'm chasing our supplier for a quote and will hopefully have it back this week.

But to give you an indication just now -

- Raigmore interchange with 10m diameter Jubilee display (similar to the Rotary display) £20,000
- Castle Bank – 3 twin town crests and 4.5m Jubilee display in central circle £20,000

From: >

Sent: 11 October 2021 09:09

To:

Subject: FW: Instaplant Queen's Platinum Jubilee

Morning

Can you please send a quote for your suggestion below. If we could get it by beginning of next week as David may want to take it to the ICGF Sub-Committee on the 8th November.

From:

Sent: 07 October 2021 20:49

To: Subject: Fw: Instaplant Queen's Platinum Jubilee

H

Please ask for a quote

Cheers D

From:

Sent: 07 October 2021 09:28

To:

Subject: FW: Instaplant Queen's Platinum Jubilee

Hi

Here is another idea for floral display on the castle bank central circle or Raigmore interchange

If you are interested I can conform prices with.

Are you celebrating the Queen's Platinum Jubilee?

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, (70 years of service) having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old. There will be a nationwide celebration and an extended bank holiday, from Thursday 2nd to Sunday 5th June, that will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate this historic milestone.

The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

Now that the official emblem for the Jubilee has been revealed, we have been working hard to produce some stunning designs for celebrations nationwide. This emblem will also be used for all official merchandise commemorating The Queen's Platinum Jubilee, as well as across digital and social media campaigns.



Queens Green Canopy Tree Planting

Costings

		Running Total
Cost of two trees 4.0m -4.5m tall		
Tilia greenspire 14 – 16cm (1 of).....	£260 +VAT	
Carpinus betulus 14 – 16cm (1 of).....	£320 + VAT	
Delivery to Inverness.....	£100 + VAT	
TOTAL	£680	£680

Initial costings for the planting of one standard tree would be

Site preparation and planting of tree

Labour cost	£150	
Tree Stakes & ties	£15.00	
Planting Compost	£10.00	
Mulch	£5.00	
TOTAL	£180	£360

On going maintenance cost would be £25.00 per visit, we would anticipate no more than 3 visits would be required in the first year and a further 2 per year for an additional 3 years dropping to an annual visit up until all stakes are removed.

Maintenance

Year one.....	£75	
Years two – four.....	£150	
Years five – six.....	£50	
TOTAL	£275	<u>£550</u>
GRAND TOTAL		<u>£1,590</u>

From:
To:
Cc:
Subject: RE: Internal Application - City Flowering Projects- Purple Haze Project
Date: 04 November 2021 15:13:08
Attachments: [Jubilee bed planting prop.docx](#)

Hi

To tie in with The Queen's Green Canopy we would plant a 100m² purple halo around each tree.

The Purple Haze project would use a mix of perennials, bulbs, grasses and shrubs to create a stunning purple halo around each of The Queen's Green Canopy trees.

The plants would be special chosen to maximise colour throughout the year.

Spring flowering (bulbs):

- Crocus 'Flower Record'. Large flowers Feb/March (CR001)
- Muscari 'Latifolium Grape Ice' M1154. 20cm flowering March/April.
- Tulip 'Purple Prince'. 30cm, flowering Mid-April (TU089).
- Tulip 'Saigon'. TU181 45cm Flowering April/May.
- German bearded iris (Iris germanica). Height 70cm. Flowering May/June

Summer flowering:

- Salvia nemorosa 'Caradonna' 0.6m. Flowering June to Sept.
- Lavender augustifolia 'Hidcote'. 50cm. July to Sept flowering.

Late flowering:

- Symphyotrichum tataricus. 2m tall. Flowering Aug to Oct.
- Symphyotrichum novae-angliae 'Purple Dome'. 0.6m. Flowering Aug to October

For shady areas under trees:

- Liriope muscari. Autumn flowering. 0.5m height.

All year interest:

- Heuchera 'Purple Palace'
- Miscanthus sinensis 'Ferner Osten' Chinese silver grass. 1.5m height by 1m.

To design, buy, install and maintain (for the first year) each area would be £2,650+VAT for the 4 trees £10,600+VAT

Let me know if you need more information

Kind regards

From:
Sent: 02 November 2021 10:10
To:
Subject: Internal Application - City Flowering Projects

Hi

As discussed please find attached the Internal application that will going to the ICGF Sub-Committee meeting next week.

We look forward to receiving the quote for the purple flowers.

Kind Regards