



**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 2023.....**

**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**

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**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 .....SC048001.....	[✓]	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			

# 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 four 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 was 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, clients 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 – **2,549** people from the Inverness area were provided with food in financial year April 2021 to March 2022. For all our Highland Foodbanks combined people fed during January to December 2021 was **4,838** which represents a decrease compared to 2020 and also Blythswood passing on the Caithness Foodbank to be run locally which accounted for 680 people in 2020.

This was unusually lower early on due to the large number of smaller food support projects that opened during the pandemic to support local people. During the last quarter of 2021 we saw referrals increase considerably due to some of these projects closing. During 2022 we are experiencing considerably more referrals along with the withdrawal of the Universal Credit top-up, the higher cost of fuel and the cost of living crisis, all having an immediate effect of those presenting with vouchers for food. The trend is pointing to this continuing to increase with referrals going up beyond those of 2020 as we move into 2023.

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 the Universal Credit top-up removal and the cost of living crisis we are still able to provide a good service as our infrastructure is in place and continues to be so. We are continuing to deliver food to people unable to come to a Foodbank centre with this need growing and we expect it to continue to be a demand.

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

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

The Highland Council have been very supportive of the Highland Foodbank over many years and we value the continued commitment in helping us make a difference to people struggling in times of real 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	£87,504			
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)	£8,500			
	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.)	£4,500			
	Stationery and office expenses	£2,500			
	Phones and Wi-Fi	£700			
	Utilities costs.	£4,500			
	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			
<b>Total Project Cost £</b>		<b>125,314</b>			
<b>Total Funding Request £</b>		<b>20,000</b>			

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
The annual costs of the Foodbank project, other than those which have been met by the Common Good Fund are met from the funds of Blythwood Care and from personal donations from individuals.  Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£105,314			
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
<b>Totals</b>	£105,314			

\*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 17 years since Highland Foodbank was established, there has been a growing 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 Blythwood Care with, in addition, generous donations from the Common Good Fund, corporate 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.

<b>How you will know you have made the change?</b>		
<b>Year 1 Measurable Outcome</b>	<b>Year 2 Measurable Outcome</b>	<b>Year 3 Measurable Outcome</b>
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.

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

The Highland Foodbank's parent organisation Blythswood Care was 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.

We are thankful that we have been able to return to this model after the difficulties experienced during the pandemic.

- 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 6.



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

Yes  No

If yes, please provide names:

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

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

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

- 3.4 Does or has your organisation 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><b>Year 1:</b> 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><b>Year 2:</b> 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 2020/21.</p>
<p><b>Year 3:</b> 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 2021/22.</p>

b) How much funding do/did you receive?

<b>Year 1: £20,000</b>
<b>Year 2: £20,000</b>
<b>Year 3: £20,000</b>

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

<b>Year 1: £0</b>
<b>Year 2: £0</b>
<b>Year 3: £0</b>



**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:**

Apex Scotland

**Name of Project or Activity Requiring Support:**

Apex Scotland Challenge Team

**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: £.....£14342.....**

**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**

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**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 .....SC023879.....	x	Company Limited by Guarantee If yes – Company Number .....	
Other - please specify.....			

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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 Challenge Team

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 22.....

End date (month and year).....November 23.....

Location.....Inverness City.....

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 Challenge Team project is for individuals who have barriers to employment which could range from addictive behaviours, mental health, low skilled or an offending background etc. Past experiences have proved that the Challenge Team Project has improved confidence, team building/working, practical skills, and for some has given them a routine to abstain from relapsing into addiction and/or criminal behaviour.

The group sessions for confidence building, problem solving, communication skills and team working. This is a shared journey with service users and staff and may be the first time a service user has interacted socially within a group setting without the issue of alcohol or drugs being involved. It also provides an opportunity to learn new skills, gain accredited qualifications and utilize existing knowledge and understanding to benefit the community in which they live. Service users are screened and at a positive stage of recovery.

As in previous years we will continue to maintain and improve Donkey Brae, Millburn Road and the viewpoint on Victoria Drive including the barren area behind the Eastgate Centre on Crown Road which suffers from large scale waste dumping and litter.

We aim to add to this small community projects, including King Duncan's Well, Broadstone Kingmills and specific areas needing attention, OAP gardens, Footpaths, community areas in need of maintenance and/or regeneration. This will also include small Civic Trust projects if suitable.

During the project period (12 months) which will include the following:

Repairing footpaths and reinstating new steps, strimming, removing fallen branches, removal of litter, replanting wild flowers and general maintenance of these important

areas.

During the last 6 months we have been engaging with ward managers from Inverness City, who have requested our help in assisting James Cameron Centre, Raigmore Community Council, Croy Primary and Crown community council.

We have undertaken clean up projects in Raigmore embankment and estate, removing shopping trolleys, various household items and 56 black bags of general waste.

Additionally we have in our workshop we have made planters, garden benches and tables for a number of community projects, again at the request of ward managers, this has enabled our clients to gain skills for future employment.

We have also had a number of individual requests to help with gardens, fix and paint fences and pruning in elderly peoples garden.

Apex Scotland will use its own vehicles and fuel for the collection of volunteers to the project

Two staff members trained in First Aid will accompany them during each visit.

Apex will use its own machinery and will supply PPE to all volunteers attending

If required for large scale collections Apex Highland will liase with Highland Council to request a skip if required

Apex will use its own vehicles and fuel for the collection and return of participants

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?

Our participants will come from a background of treatment centres and working with CPNs – they will be at the stage of “recovery within the community.”

A typical participant will be currently accessing or have previously accessed additional support or treatment for addictive behaviours. They will be experiencing a wide range of barriers to employment including mental health, relationships broken down, previous offending. Other issues such as housing, money issues etc, all make the participant feel a real sense of being “weighted down” by their past choices.

Having a project like Apex Challenge Team gives the participant the chance to feel they are accepted within a team, and are part of the team. They are supported and supervised to learn new skills and have a sense of worth, which for some they have never experienced. Every challenge completed is celebrated and we award certificates on completion of different timeframes.

Peer support is a large and vital part of our groups and this has always proved to be successful. For our participants to see real evidence of what they can achieve, by

working with peers, gives them something realistic to aim for. All our Outdoor participants are actively encouraged to attend acupuncture and SMART Recovery, which assists them to maintain their recovery.

Regular gardening/exercise reduces mental health problems like depression and anxiety but can also reduce stress as well as improving physical fitness. From the past year we have seen an increase in the number of young people participating in this project and accessing other services.

The positive feedback we have received from many members of the community, who have stopped to thank us for our work and remarked how nice the areas looked is a testament to the work we are doing, benefiting both our clients and the community.

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

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

Communication with Councillor Jimmy Grey, various other councillors, councils and leaders from community halls.

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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
Waiving if fees for up to 2 skips from Highland Council	£400



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	Sessional hours 1092 hrs	£12,012			
Other Costs e.g. property costs, transport, equipment, insurance, marketing	lunches (average 6 per day)	£1080			
	Materials to repair footpaths and improve drainage. Fence posts, postcrete, sarking boards, small chipping	£600			
	Strimmer/fuel/maintenance machinery	£650			
<b>Total Project Cost £</b>		£14342			
<b>Total Funding Request £</b>		£14342			

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 £
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"/>				
<b>Totals</b>				

\*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)

We have received significant requests for assistance in the past 6 months from both community councils and ward managers

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?

We have previously undertaken the grounds maintenance at Donkey Brae, View Point, King Duncans Well and the escarpment at Raigmore estate. The additional work has been requested by ward managers and community support co-ordinators.

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.

<b>How you will know you have made the change?</b>		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Liaising with various nominated offices		

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

<p>It will be completed within the one year term.</p>
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If yes, what are they? (maximum 20 words)

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- 3.3 a) When did your organisation start? Month...July .....Year....1988.....
- 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?

<p>Inner Moray Firth. Participants with Previous addictive behaviours, previous offences, mental health problems, health issues linked to addictions and veterans.</p>
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- c) Is there any restriction on who can join your organisation?  
Yes  No  If yes, what are they and why do you have them?

No
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- 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

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?

<b>Year 1:</b> <b>19/20 £7602 Common Good Fund</b>
<b>Year 2:</b> <b>18/19 £5308 Common Good Fund</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1:</b> <b>£7602</b>
<b>Year 2:</b> <b>£5308</b>
<b>Year 3:</b>

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

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



**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:**

GOYA Events Ltd

**Name of Project or Activity Requiring Support:**

Loch Ness Festival and 100 Miler

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

*(Please provide closing date details where applicable)*

Common Good Fund: Inverness (Highland)

**Is the amount you are applying for:**

X £10,000 or over

Total amount applied for: £ 15,000

Estimated cost of funding in kind applied for: £0

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

Administration support with road approvals and permissions

**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	
Other - please specify: Private Company Limited by Shares SC742924			

**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 Festival and 100 Miler

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) 26<sup>th</sup> May 2023

End date (month and year) 4<sup>th</sup> June 2023

Location: Inverness as a base

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.



**Aims of the project:**

To create a festival and events property that will become an international bucket list item for tourists, athletes and adventure seekers. This would be achieved sustainably through best practice, conscious travel, community involvement and employment and by showcasing the very best that Inverness, Loch Ness has to offer, while still holding onto the beautiful culture and heritage of the Scottish Highlands. We want the event to be ambitious, to remain sustainable and for the event to connect different parts of the area, creating a festival feel.

**Practicalities of the project:**

Due to the success of the Loch Ness Challenge last year that composed of a staged 3 day marathon around the Loch, an Ultra marathon and bike event, GOYA Events are ambitiously broadening the event to be more inclusive, offering more events open to all. By offering more event, we hope that everyone feels welcome in our thriving Highlands to showcase that is really is an exceptional place to visit, and live.

**Details of the event:**

26th to 28th May: Trail Run Focused including start of Festival and venue activations at Dores Beach

Trail Running: 100 miler, 50 Miler, 5kms Walk / Run, 2kms Kids Run

Hiking: Around Loch Ness in 6 days on the Loch Ness 360 Trail

2nd - 4th June: MTB / Gravel focused including the last 3 days of the Festival and venue activations and Dores Beach

Mountain Biking and Gravel Riding: 100 miler, 50 miler, MTB Enduro, Fun Team of 4 Relay - Lap

Event, Kids Events

Festival Program to include: Expo, Family Activities, Live Music, Comedy, Arts and Craft, Food and Drink, Eco and Adventure Tourism

Those benefiting include both local communities, empowering them and strengthening them, local businesses in the area, locals and visitors. We endeavor to bring visitors to the area, especially in terms of travel, accommodation and food, and ensuring they stay in the area for as long as possible and boost the local economy.

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 event is fully inclusive and we have ensured there are many events, rather than just one so there is ‘something for everyone’. Our logo will be bilingual once the website is launched, so that local Gaelic speakers feel welcomed. GOYA events are fully committed to being inclusive and feel strongly that all those involved are treated with respect. All information will be kept confidential. We endeavour the event to be family friendly and importantly, community friendly so those that want to get involved, can do so easily. Community organisations have already reached out to us to discuss how they can get involved in kind.

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

We plan to involve a Gaelic interpreter and have done so already to create our logo. It is our ambition to ensure our event is as bilingual in the future- this ensures the event is as inclusive as possible for the communities around Inverness. For the signage, we will ensure there are some in both English and Gaelic for 2023.

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:

We have spoken with David Haas regarding the event at length and have worked with Visit Inverness Loch Ness on both press releases and have featured in their newsletters to ensure all local communities are aware of the event taking place. We have reached out to local communities to ask for their help and approval of such an event and all those that would like to take part are welcomed. We already have a large volunteer list as we reached out to the local communities for help, which is fantastic. There have been no objections to the event thus far but will always be open to conversations with any local councils and landowners regarding the event and any change implications that need to be made. We have applied for permission to use land from land owners, Forestry and Land Scotland, Highland Council for the Great Glen Way and Visit Inverness Loch Ness for part of the SLNT.

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

<p>Health and Safety, Route Marking and Maintenance, Marketing content and collateral, Travel and accommodation, Advertising and social media spend - We feel that these are key areas to focus on in order to attract our athletes, communities and their families and to increase bed nights and spend in the Inverness Area and the City of Inverness during this time. (See supplied budget for breakdown elements)</p>	<p>£31 500.00</p> <p>We are only asking for £15, 000 of the above fee in this application</p>
<p>We would be looking for help with the organisation of road crossings - to ensure the council are happy with the arrangements being made.</p>	

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 £
Administration	See proposed budget	64 000			
Event Costs	See proposed budget	162 300			
Marketing and Promotion	See proposed budget	17 500			
<b>Total Project Cost £</b>		243 800			
<b>Total Funding Request £</b>		15 000			

Please see our Proposed Budget for the Event for 2023 for your records attached

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 £	
Event Scotland: National Events Programme  Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision X	£25,000			25,000	
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>					
<b>Totals</b>	£25,000			25,000	

\*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)

Following the success of the Loch Ness Challenge that ran in May 2022 by Visit Inverness Loch Ness, it was clear the event would be beneficial to take place once again, but with a professional events team.

For context, the 2022 event was a success, and had over 300 individual athletes over the course of the weekend plus the many family and friends that joined them in support – a brilliant boost for local economy and a wonderful experience for all those to visit Loch Ness. The event's aim was to raise awareness of the outstanding Loch Ness 360 trail and bring economic benefit to the local communities. This first year of the event successfully achieved this. Participants were blown away by the route and the event clearly has great potential to grow in future. The VILN board agreed the best way to do this was to hand the event to an experienced international event specialist to make sure it achieves its full potential. After careful consideration, Visit Inverness Loch Ness has handed the event to Max Cluer and Craig Dutton of GOYA Events Ltd, and will provide a supporting role as they take the event forward. The new event will take place between 26th May and the 4th June 2023. Visit Inverness Loch Ness are fully supportive of GOYA events taking this forwards. Please see the figures from last years event;

#### Economic Benefit

- 430 visitors from outside the local area
- Equating to 940 days spent in the area @ £78 pppd = £73,320
- NB: Above based on VisitScotland avg pp spend calculator

#### Accommodation Bookings

- Hotel - 138 room nights
- Self-Catering - 48 room nights
- B&B / Guesthouse - 108 room nights
- Camping - 112 nights (many of these stayed in the event field, free of charge)

#### Media Coverage

- Magazine Editorials
  - Trail Running (2020)
  - Cycling Plus (2020)
- Newspapers
  - Editorial series by John Davidson in the Courier (2020)
  - Multiple other newspaper articles (throughout)
- Social Media
  - Social media coverage across our channels and partners such as SSE

#### Content Creation

- Images
  - 746 new event Images on DASH <https://visitinvernesslochness.dash.app/portals/loch-ness-challenge-2022>
- Video
  - New 3-minute promotional video [https://visitinvernesslochness.dash.app/sharing/94c03b71-ee2c-47bf-b76c-51e878a4d744?shareType=ASSET\\_SHARE](https://visitinvernesslochness.dash.app/sharing/94c03b71-ee2c-47bf-b76c-51e878a4d744?shareType=ASSET_SHARE)

Stakeholders involved;

#### Event Suppliers

- Open Tracking - timing, race numbers & tracking
  - Excellent service and on-line tracking system
- LCC - Toilets
  - Great service and last minute support
- Limelight - Power, AV, lighting, barriers
  - Great service and support

#### Sponsors & Partners

- SSE - Headline Sponsor
  - Cash + volunteers/vehicles
- Cruise Loch Ness - Medal Sponsor
  - Cash
- The Highland Club - Bike Clothing Sponsor
  - Cash
- Inverness Airport - Transport Sponsor
  - Cash
- Run4It - Runner Clothing Sponsor
  - Prizes, discount vouchers
- 42 Cycling - Planning Partner
  - Route Planning and Event Support
- Penta Hotel - Logistics Partner
  - Parking, equipment, signage, event time support
- Dog Falls
  - Beer for all competitors (some paid) – Dog Falls made quite a large profit over the course of the event, along with out other vendors- Nae Bad Coffee, Blazin Pizzas, Origano, Heilan Brew
- Active Root
  - Aid Station supplies, discount vouchers
- Human Food
  - Aid Station supplies
- Highlife Highland
  - Equipment

We endeavour to work with the community to provide opportunities for involvement to promote organisations in the area, and promote this event as a first class festival on the international events calendar. As the above stakeholder were involved last year, we will be contacting them to seek whether or not they would like to be involved once again.

**\*Had to make text smaller in order to get it to fit into the form**

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?

The project has been redesigned to more inclusive, working with more community groups to achieve our goals and bring those involved into part of the decision-making processes.

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.

<b>How you will know you have made the change?</b>		
<b>Year 1 Measurable Outcome</b>	<b>Year 2 Measurable Outcome</b>	<b>Year 3 Measurable Outcome</b>
Use of accommodation providers in the area over the 2 week period (Economic Impact)	Use of accommodation providers in the area over the 2 week period	Use of accommodation providers in the area over the 2 week period
Use of transport providers in the area over the 2 week period (Economic impact)	Use of transport providers in the area over the 2 week period	Use of transport providers in the area over the 2 week period
Amount of competitors compared to last year	Amount of competitors compared to last year	Amount of competitors compared to last year
Tourism numbers over the timeframe as festival offers something for everyone	Tourism numbers over the timeframe as festival offers something for everyone	Tourism numbers over the timeframe as festival offers something for everyone

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

Like any event, we endeavor the event to bring money into the local economy. It would then be with hope we were able to apply to local councils, and charge participants to take part in the event. We also hope to bring money into the event by a successful bid with Event Scotland for their International Events Program funding. We also hope to attract corporate partners who see our vision and want to help us leave a sustainable legacy.

We have also looked at the possibility of starting the "Loch Ness Trail Fund" - a separate presentation has been send through to the Highland Council for this for surplus money to be available for maintenance on the trail.

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

- 3.3** a) When did your organisation start? Month May Year 2023  
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?

GOYA ADVENTURES LTD was incorporated on the 6th May 2022 as a sports marketing and events company for the purpose of staging, organising and managing events in the Scottish Highlands.

The communities of interest areas are all communities - we are a fully inclusive, dynamic organisation hoping to open opportunities up to a whole range of athletes with different abilities.

- 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? 2

- 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:

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

<b>Community Councillors</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>

<b>Council Officers</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>

**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?

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

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

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

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

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



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

**Name of Organisation:**

Inverness City Centre Business Improvement District

**Name of Project or Activity Requiring Support:**

Smart Scape

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

*(Please provide closing date details where applicable)*

Inverness Common Good Fund

**Is the amount you are applying for:**

£5,000 or under       Under £10,000

**Total amount applied for: £9996.72**

**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**

Use of HC facility to store in Castle Wynd for the pressure washer unit (BID has key access).  
Use of Castle Wyne store facility for water supply.

**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 .....	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](#)**

## 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?

Smart Scape

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

Start date (month and year) 1<sup>st</sup> November 2022

End date (month and year) 31<sup>st</sup> March 2023

Location – Inverness City Centre BID Area

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

*For example:.*

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

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

### Project Summary

The City Centre is extremely well serviced by the Highland Council street cleaning team in respect of keeping the area free from litter however there is an ongoing issue in respect of ingrained grime and dirt in some areas of the City Centre which would require a more intensive deep clean/power/pressure wash. Many of these areas do not benefit from a partial 'natural' clean during rainy weather due to buildings being in close proximity.

There are currently two new Highland Council machines on order which are reported to have the facility to have better 'deep clean' facility which will help with some of the ingrained grime and dirt going forward but these will not provide full solution and may take time to embed. In the interim some areas of the City Centre (and businesses) are experiencing a negative impact aesthetically from having pavements and outer areas appearing 'dirty'. This further impacts on us achieving the collective aim of having a clean, welcoming and attractive City Centre.

The power washing and deep cleaning of the streets (with some key areas being particularly in need of attention) is above the statutory duties of Highland Council (HC)

Inverness City Centre BID and Highland Council in response to both the public and businesses raising this as a problem commissioned a quote, in regards to potentially commissioning a private cleaning company carrying out a partial one off power washing service. The cost for just 3-4 days work, for only part of the City Centre was over £25,500 which was deemed extremely poor value by both parties.

For less than 50% of this amount, and for 21.5 weeks not 3 days, Inverness City Centre BID herein propose as a one-time project only, to provide an additional service called 'Smart Scape' to undertake this work over the winter months which will help to get the



City Centre as optimally attractive as possible prior to the new coach and visitor season starting in April 2023. This is deemed to be a pragmatic, cost effective and more impactful solution than a one time, expensive clean.

BID have undertaken similar projects previously including ongoing removal of graffiti (which will be easier and more effective with the new pressure wash unit), fly posting and we worked in partnership with Highland Council for the City Centre 'gutter' project.

The service will be additional to and not instead of current provisions as provided by the street cleaning team and will be for a temporary period (1<sup>st</sup> November 2022 to 31<sup>st</sup> March 2023) only.

The service will be run by employing a member of staff 21 hours per week, and procuring a fully mobile wheelbarrow power washer and materials as per the attached quote from Highland Industrial Supplies. The staff member currently undertakes similar work as part of his duties in that he cleans the leaves and excess litter from the Coach drop off point in Ardross Street. The water supply will be available at the Castle Wynd store.

In keeping with the intent of the project the staff member will further undertake work such as removing the distancing hazard tape on benches (which is a legacy from C19 measures) and more difficult to remove graffiti or other grime as and when needed. All City Centre businesses will also be issued with a leaflet reminder of the HC 'bin policy' once their area has been cleaned and will be encouraged to both comply and where desired also to assist in keeping areas outside own premises optimally presentable.

The project team will liaise and co-ordinate actions with the Waste Operations Manager Katrina Taylor who supports the project in order to ensure that target areas are removed of litter prior to pressure wash activity. Key areas in phase one (and the project will be responsive) to include: Lombard Street, Inglis Street, High Street, Church Street, Barron Taylor's Street and Barron Taylor's lane with an ongoing programme to then be determined in partnership with Highland Council.

The project team will provide regular updates to the City Manager at the fortnightly meetings to ensure that the project activities are responsive and effective including via the provision of 'before' and 'after' images.

The beneficiaries of the project will include: City Centre businesses, charities and all the stakeholders who live and work in the City Centre. Visitors and locals will also benefit by having a cleaner and more attractive City Centre to visit which will encourage repeat visitation and create a more positive impression.

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 least 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 has a wide benefit to all, including for those who may be disadvantaged by having a protected characteristic. In sourcing suitable machinery the project team opted for a unit which does not have a cable lead to ensure that those who are sight or mobility impaired (disability) do not encounter a trip hazard.

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

Not Applicable

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:

Inverness City Centre BID hosted a Focus Group comprised of Council Members on the Inverness Area Committee on Wednesday 21<sup>st</sup> September 2022 and Members indicated they also supported this initiative which was mentioned briefly as part of a wider discussion about services and projects as delivered by Inverness City Centre BID.

Advice also sought from David Haas, Inverness City Area Manager.

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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
Storage of Unit within Highland Council premises and use of water at Castle Wynd facility.	TBC

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

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing	1 <sup>st</sup> November 2022 – 31 <sup>st</sup> March 2023, 1 x 0.6FTE/21 hours.	£6430.70	N/A	N/A	£6430.70
Other Costs e.g. property costs, transport, equipment, insurance, marketing	As per attached quotation from HIE (see appendix 2 & 3)	£1825.92			£3565.92
	Petrol Running Cost (est.)	£1740			
<b>Total Project Cost £</b>		£12466.45			£12466.45
<b>Total Funding Request £</b>		£9996.62			£9996.62

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 £
<u>BID Reserve Contribution –</u>				
Project Management (cost) including Risk Assessment, Training, Monitoring, Scheduling of Work, Payroll, HR and Quality/Evaluation and Reporting. 2 Hours per week funded by BID.	£1069.83			£2469.83
Office Costs (including stationery)	£150			
Contingency (to account for any further increase in petrol costs, servicing/repair, additional works if needed etc)	£1250			
<b>Totals</b>	£2469.83			£2469.83

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

- 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 City Centre Business Improvement District is a not for profit company was established in 2008 to enhance the trading and economic environment within the BID 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?

Businesses within the City Centre BID area who pay a BID levy are automatically members and are entitled to vote at AGM for example, other businesses are entitled to apply for a voluntary membership if they are within the defined BID area.

- d) How many people are on your governing body or management committee? 17

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

Yes  No

If yes, please provide names:

Highland Council Elected Members	Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other
City Leader Ian Brown	Director

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

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

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

Yes  No

If yes –

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

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>

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

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>



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

**Name of Organisation:**

Inverness City Centre Business Improvement District

**Name of Project or Activity Requiring Support:**

Inverness Loves Local – Especially at Christmas Campaign

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

*(Please provide closing date details where applicable)*

Inverness Common Good Fund

**Is the amount you are applying for:**

£5,000 or under       Under £10,000

**Total amount applied for: £5900**

**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**

Not Applicable

**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 .....	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](#)**

## 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 Loves Local – Especially at Christmas Campaign**

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

Start date (month and year) 1<sup>st</sup> November 2022

End date (month and year) 31<sup>st</sup> December 2022

Location – Inverness City Centre BID Area

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

*For example:*

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

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

### **Project Summary**

Inverness City Centre Business Improvement District is set to launch the City Centre Gift Card on the 6<sup>th</sup> November 2022. The initiative was supported by the Highland Council and the Scottish Government as part of the C19 Economic Recovery Programme in conjunction with the provider Miconex and is consistent with the wider Scotland Loves Local Campaign.

At present, the project has just £5k designated funds for all Gift Card ‘marketing’ however the economic context we face is even more acutely challenging and difficult than when the budget for this new economic stimulus was assigned due to the cost-of-living crisis, energy cost rises, inflationary hikes, Brexit and C19 impacts ongoing, households spending less or preferring online/retail offerings in higher numbers (accelerated during and post-pandemic) and for some sectors they are experiencing also industry specific pressures such as higher costs of distribution and delivery due to a combination of the above and other factors which necessitates additional marketing and actions being required.

How and where people opt to spend their disposable income will be more important than ever and the combination of factors above has also in turn, resulted in considerably more creative marketing and activity being now required for the Gift Card launch including to ensure, as far as possible that the initiative can be optimally successful and sustainable to persuade those who can, be they local, regional or wider visitors to spend in the City Centre and purchase the card. Indeed, kick-starting and embedding the ‘spend locally where possible’ message has arguably never been more critical and we note the closure already of some of our City Centre businesses due to the pressures described and we are keen to do as much as possible to avoid more shutting down in the coming months with the resultant greater cost to all locally both economically and socially being a further consideration.



The Gift Card has a very important role to play in respect of implementing the recently agreed Inverness City Strategy including in regard to improving community mental wellbeing and reducing loneliness and isolation by encouraging individuals and families to return to and more frequently utilise the full range of offerings within the City Centre and thus benefit from increased positive social interaction and stress reducing, 'bringing people together' events which will in due course help to strengthen community resilience.

The Gift Card marketing will be as per both a community focused and place-based marketing strategy to achieve short- and longer-term impact with sustainability being grown via the simultaneous community building approach.

### **Goals:**

- Full programme of themed festive Gift Card launch and marketing: Inverness Loves Local: *especially at Christmas*.
- Raise awareness and drive purchase of the City Centre Gift Card, encourage local spend, increase footfall and link local spend to local benefit as key message.
- People and experiences at heart of campaign to increase community building, to actively drive behavioural change and increase social interaction and to increase linking and connection to place based approaches further.
- Encourage visitors who have 'got out of the habit' of visiting the City Centre post C19 (including those wfh) to return including to enjoy the festive atmosphere, businesses and events within Inverness City Centre including those that will be hosted by BID (free) in addition (and out with this application) including: Elf on the Shelf (2<sup>nd</sup> and 3<sup>rd</sup> of December) and Imp Safari (1<sup>st</sup> to 31<sup>st</sup> December).

### **Campaign**

Dedicated - 7 week Gift Card campaign at time of greatest consumer influence i.e. 6<sup>th</sup> November – 24<sup>th</sup> December 2022.

- Gift Card Launch marketing on 6<sup>th</sup> November 2022
- Additional marketing activity (as proposed to be funded via this application and as well as current plans) to include reaching a projected local and regional shopping demographic of 103,723 radio listeners and 107,500 target social media audience for campaign duration as follows:
  - 30 pre-recorded promotional Gift Card Trails (radio)
  - MFR 'We Love' Campaign
  - 28 'spots' per week in key period (radio)
  - Spotlight Promotion and 'on air laydown' (radio)
  - Promotion of Gift Card and campaign via Social Media (number of platforms/sites with dedicated project manager to capture data and reach) - greater emphasis on community sharing; engaging; interaction and reporting of experiences to start to build brand loyalty and repeat visits.
  - Additional promotion of Black Friday/Cyber Monday 'deals' within City Centre when appropriate
  - Promotion of any City Centre parking offers (TBC)
  - 11 banners to promote Gift Card in City Centre for campaign period

- 2<sup>nd</sup> and 3<sup>rd</sup> December dedicated Inverness City Centre Gift Card support stand at Elf on Shelf event hosted within the Victorian Market (for those digitally excluded or digitally indifferent).
- Promotion of competitions to increase engagement and encouragement of community sharing/spreading of word.
- Campaign to encourage local offices and businesses to 'gift' card to staff where they opt to give a gift card at Christmas.

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 has a wide benefit to all, including for those who may be disadvantaged by having a protected characteristic. Full Equality Impact Assessment available upon request however measures taken include: consideration of those who have a disability (hearing or sight impaired) by making fonts easy to read and in larger print and also utilising full mediums available i.e. radio and social media. We further have arranged to host an event table to assist those who may be digitally excluded or digitally indifferent (due to age or disability for example) to buy an Inverness City Centre Gift card at our Elf on the Shelf event.

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

Not Applicable
----------------

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:

<p>Inverness City Centre BID hosted a Focus Group comprised of Council Members on the Inverness Area Committee on Wednesday 21<sup>st</sup> September 2022 and Members were advised of the City Centre Gift Card and indicated they supported the measure.</p> <p>Advice/Support - David Haas, Inverness City Area Manager.</p>
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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
Not Applicable	

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 £
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Additional Marketing £3300 + VAT (£660)	£3960			£3960
	Gift Card Banners (Printing) x11 (Annual Use) for High Street	£970			£970
	Banner Siting and Removal cost(s)	£970			£70
<b>Total Project Cost £</b>		12,366			12,366
<b>Total Funding Request £</b>		£5900			£5900

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 £
<u>BID Additional Marketing Contribution</u>				
Planned Marketing (social media/print with copy available upon request, out with current application with reach to 25k people weekly across 18 newspaper titles during campaign and with reach of 100k on social media platforms, and 15k newsletter audience); £4950+VAT (£990)	£5940			£5940
Staffing Costs (2 <sup>nd</sup> and 3 <sup>rd</sup> December)	£276			£276
Stationery and Printing Costs	£250			£250
<b>Totals</b>	£6466			£6466

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

- 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 City Centre Business Improvement District is a not-for-profit company was established in 2008 to enhance the trading and economic environment within the BID 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?

Businesses within the City Centre BID area who pay a BID levy are automatically members and are entitled to vote at AGM for example, other businesses are entitled to apply for a voluntary membership if they are within the defined BID area.

- d) How many people are on your governing body or management committee? 17

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

Yes  No

If yes, please provide names:

Highland Council Elected Members	Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other
City Leader Ian Brown	Director

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

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

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

Yes  No

If yes –

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

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>

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

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>



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

**Name of Organisation:**

Inverness City Centre Business Improvement District

**Name of Project or Activity Requiring Support:**

Inverness Loves Local – Festive Parking

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

*(Please provide closing date details where applicable)*

Inverness Common Good Fund

**Is the amount you are applying for:**

£5,000 or under       Under £10,000

**Total amount applied for: £9950**

**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**

Not Applicable

**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 .....	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](#)**

## 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 Loves Local – Festive Parking**

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) 6<sup>th</sup> November 2022

End date (month and year) 31<sup>st</sup> December 2022

Location – Inverness City Centre BID Area

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

*For example:*

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

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

### **Project Summary**

Inverness City Centre Business Improvement District is set to launch the City Centre Gift Card on the 6<sup>th</sup> November 2022. The initiative was supported by the Highland Council and the Scottish Government as part of the C19 Economic Recovery Programme in conjunction with the provider Miconex and is consistent with the wider Scotland Loves Local Campaign message. This project proposes to offer along side the Gift Card for a time limited period 'free parking' at the Highland Council Rose Street Car Park during the festive period.

The rationale for the project includes the fact that how and where people choose to spend their much more limited disposable income will be more important than ever over the festive period in 2022 due to a combination of challenging factors including higher inflation, higher prices, mortgage repayments, energy bills, Brexit and C19 impact, cost-of-living crisis, real terms pay cut for a large section of the populous and more besides. In many ways economically it can be described as being a 'perfect storm' and the impact of these multiple factors on City Centre businesses cannot be underestimated. It is in many ways further a more challenging situation than was even faced when we were emerging locally and nationally from C19 restrictions this time last year.

This project therefore is proposed to be part of an important range of pro-active, targeted, effective measures which are designed as far as possible to at least in part mitigate the negative impacts of the economic crisis by encouraging and facilitating a return to the City Centre via our 'Inverness Loves Local' campaign.

Overall, City Centre footfall has also been affected by some sectors working in a more hybrid way and many employees still working from home, the third sector report less volunteers have returned, and some citizens who have a protected characteristic (such as older people or those with a suppressed immune response) are reported not to have



returned in the numbers our Businesses experienced previously, in addition the ongoing competition from online and out of town retailers is a further pressure for the City Centre not least as parking is free and convenient at the retail parks.

Kick-starting and embedding the 'spend locally where possible' message via a place based 'City Centre' first approach, has therefore and arguably never been more critical not least as we note the closure already of some of our City Centre businesses due to the pressures as described and we are keen to do as much as possible to avoid more shutting down in the coming months with the resultant greater cost to all by the loss of employment, goods and services, taxation and other negative consequences that will occur both economically and socially.

Encouraging people to return to and utilise the City Centre more has an additional important benefit i.e. in respect of improving individual and community mental wellbeing (such as reducing loneliness and stress) due to the increased positive social interaction, the 'bringing people together' events which further helps to strengthen our community resilience.

### **Goals:**

- To offer 'free parking' either on set days (such as '2 on Tuesday' or '4 on Friday') or for the month of December (TBC). ***NB: At the time of writing the Highland Council Traffic Management and Control Team Principal Officer was unable to confirm if the funds applied for would be applicable to certain days or a month offering and the application herein was recommended to be made in good faith on the basis that all funds would be put towards the optimal offering to be impactful in achieving a return to the City strategy.***

Businesses have highlighted in recent consultation that they consider 'free parking' is needed to provide a stimulus to the local economy as the City Centre businesses deem it to be a barrier to attracting people to the centre when people can park for free at the retail parks or buy online instead and on goal will be to pilot what impact if any this offering might have on visitor numbers and as will be quantified via the Rose Street data matrices at project conclusion.

- To provide an element of 'free parking' with the aims of increasing economic and social activity. The 'Rethink Parking on the High Street' report stated 'Car parking charges cannot be viewed one dimensionally as a simple revenue source for local authorities. If such charges damage the viability of a town centre it will have a knock-on effect on the resources available to the authority. Car parking charges must be viewed more holistically as part of an accessibility strategy for town centres which takes into account the need to promote its businesses.' The report further highlights that some areas who offer free parking have noted due to the increase in footfall an increase of 1.2% in parking revenues overall and also more repeat visits, as well as a positive impact on time spent and spend in the cities listed.  
[https://www.britishparking.co.uk/write/documents/re-thinking\\_car\\_parking.pdf](https://www.britishparking.co.uk/write/documents/re-thinking_car_parking.pdf)
- To support individuals and families impacted by the cost-of-living crisis by offering free parking that will coincide with for example, the BID free family events including Elf on The Shelf (2<sup>nd</sup> and 3<sup>rd</sup> December) and Imp Safari (December 2022) which again will facilitate improved mental wellbeing within our community.

- To facilitate people staying longer in the City Centre by offering a longer free parking stay period, ideally 4 hours so that the average shopping trip (2 hours) can be combined with other economic activity such as having a meal or coffee.
- To provide an additional selling point for the City Centre Gift Card launch and to demonstrate that the City Centre is *the* place to go to help keep money in our local economy to help support locally based businesses. Raise awareness and drive economic and social activity in the City Centre to, encourage local spend, increase footfall and link local spend to local benefit as key message. People and experiences at heart of campaign to increase community building, to actively drive behavioural change and increase economic and social interaction and to increase linking and connection to place based approaches further.
- Encourage visitors who have 'got out of the habit' of visiting the City Centre post C19 (including those wfh) to return including to enjoy the festive atmosphere, businesses and events within Inverness City Centre including those that will be hosted by BID (free) in addition (and out with this application) including: Elf on the Shelf (2<sup>nd</sup> and 3<sup>rd</sup> of December) and Imp Safari (1<sup>st</sup> to 31<sup>st</sup> December).
- To be cost neutral to Highland Council in terms of the loss of income to the value of the award herein.
- Car Park user survey via QR code to be posted in key locations and online to help gather data from those who uptake the offer in terms of quantifying what if any impact having a free parking offering has on the time they spend in City Centre and other activities has.

### **Project**

Dedicated 'free parking' within Rose Street car park during the period 6<sup>th</sup> November to 24<sup>th</sup> December 2022 with exact offering to be finalised once the car park ticket machine operators confirm what options out of the following are viable but it will be either:

- Certain days/times during the period which will be promoted as '2 for Tuesdays' or '4 for Fridays' or December 2022 – with days to be to the value of the ICGF award. At time of writing which of the options is most viable was still to be confirmed.
- If successful the free parking will be promoted and marketed as part of the Inverness BID Gift Card marketing including via HNM, MFR and social media promotion.
- Project evaluation to explore potential if successful in terms of impact, of other opportunities in this area which again would aim to be cost neutral to the Highland Council.

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 has a wide benefit to all, including for those who may be disadvantaged by having a protected characteristic. Full Equality Impact Assessment available upon request however measures taken include: marketing of offering via audio and visual channels. Many potential users of the City Centre may at present find accessibility an issue due to cost (if on a low income) or due to designated disabled spaces being occupied for long periods, some users with a protected characteristic may also find using public transport a challenge for a range of reasons also.

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

Not Applicable

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:

Inverness City Centre BID hosted a Focus Group comprised of Council Members on the Inverness Area Committee on Wednesday 21<sup>st</sup> September 2022 and Members were advised of the City Centre Gift Card and indicated they supported the measure.

Advice/Support - David Haas, Inverness City Area Manager.

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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
Not Applicable	

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 £
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Covering cost of parking within the decided and designated period at the Rose St car park during the festive season 2022.	9950			
<b>Total Project Cost £</b>		11350			11350
<b>Total Funding Request £</b>		9950			9950

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 £
<u>BID Marketing</u>				
BID if successful will promote and market the free parking which is of public benefit within the already designated Gift Card marketing budget and activity and will name Highland Council/ICGF within such promotion.	Already assigned in other budget but estimated value = £500			£500
Posters – BID will design and host posters to promote the offering across the City notice boards, and within other suitable venues. BID will cover the cost of this.	£150			£150
User survey via QR code, to shape further activity and decision making in respect of free parking offering. Survey exercise and evaluation report to be undertaken by BID and shared with Highland Council.	£750			£750
<b>Totals</b>	£1400			£1400

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

- 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 City Centre Business Improvement District is a not-for-profit company was established in 2008 to enhance the trading and economic environment within the BID 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?

Businesses within the City Centre BID area who pay a BID levy are automatically members and are entitled to vote at AGM for example, other businesses are entitled to apply for a voluntary membership if they are within the defined BID area.

- d) How many people are on your governing body or management committee? 17
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*
- Yes  No

If yes, please provide names:

<b>Highland Council Elected Members</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other</b>
City Leader Ian Brown	Director

<b>Community Councillors</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>

<b>Council Officers</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>

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?

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>

b) How much funding do/did you receive?

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>

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

<b>Year 1:</b> See Appendix A
<b>Year 2:</b>
<b>Year 3:</b>

Agenda Item	5
Report No	GSC/10/22

## THE HIGHLAND COUNCIL

**Committee:** Inverness Common Good Fund Sub-Committee

**Date:** 7<sup>th</sup> November 2022

**Report Title:** Operation Respect Festive 2022 - Inverness and Area

**Report By:** Executive Chief Officer Communities and Place

### 1. Purpose/Executive Summary

- 1.1 The City of Inverness Area Committee has previously endorsed the planned activities of 'Operation Respect – City Centre' over a number of years. The Inverness Common Good Fund Sub Committee (ICGFSC) is now asked to approve a contribution to the funding for activities from the Inverness Common Good Fund for the Festive Project for Winter 2022/23, which will operate from Friday 25<sup>th</sup> November 2022 until Saturday 7<sup>th</sup> January 2023.
- 1.2 As per arrangements in 2020 and 2021 and, in accord with the then City of Inverness Area Committee who expressed a view that the Inverness Common Good Fund Budget for 2020/21/22 should be focused on mental health, wellbeing, and vulnerability, Operation Respect Festive 2022/2023 will continue those themes taking account of the changing factors as we now also deal with the ongoing economic crisis exacerbated by high inflation, interest rates, mortgage repayments, energy bills and other variables which are contributing to the cost-of-living crisis as well as the unknown of how the pandemic will unfold (such as with new variants) during the project period all of which is impacting on all our people, communities, businesses, hospitality and our wider statutory agencies that exist to provide services and support communities.
- 1.3 This will include particular attention continuing to be given to the reduction of hate crime, with an added emphasis on Violence Against Women or other groups who have a protected characteristic, Vulnerability and Retail Crime.
- 1.4 As we emerged out of the COVID 19 Global Pandemic restrictions, this last year has been difficult for many individuals, households and businesses with no respite imminent as yet given the economic challenges described which has led to a very different and changing dynamic and landscape for the people of Inverness. Whilst hospitality is returning to pre-pandemic trading levels, particularly at weekends, it remains evident that



more people are continuing to use alcohol and drugs in private space and elsewhere in our communities and many challenges and pressures remain or are increasing.

- 1.5 Working with the Inverness Community Safety Partnership it was deemed that Operation Respect Festive needed to continue to provide an emphasis on addressing vulnerability and the harm caused by drugs as well as alcohol as part of an early intervention approach.
- 1.6 In addition, given the recent profile of Violence Against Women (and other groups with a protected characteristic) and Vulnerability in Society, we continue to recognise that the harm caused will not be confined to the City Centre and so part of Operation Respect – Festive project plan is that activity needs to widen its scope also into our communities. It is no exaggeration to also state that the initiative will be needed this year more than ever as a pre-emptive and pro-active measure.

## 2. Recommendations

### 2.1 Members are asked to:

- i. Note the targeting of objectives for Operation Respect Festive 2022-3 on providing added community safety and public reassurance whilst supporting measures to improve and reduce the continuing impact of the economic crisis, and the lasting impact of the pandemic on people's physical and mental health and wellbeing; and to -
- ii. Approve match funding of **£12,447** for Operation Respect 2022-23 from the Inverness Common Good Fund Partnership Working Budget.

## 3. Implications

### 3.1 Resource

Provision has been made within the 2022/23 ICGF Budget for Operation Respect Festive 2022. Therefore, avoiding the need to identify additional specific funding or use any underspend.

A breakdown of the expenditure and contributions are included in a table within the body of the Report, with the total funding application liability for Inverness Common Good Fund being £12447.00.

### 3.2 Legal

There are no legal implications arising from this report

### 3.3 Community (Equality, Poverty, Rural and Island)

The Project will enhance the ability of the Council and Partner Agencies to support a wide cross section of the community, being impacted by the ongoing economic crisis that is affecting individuals, households, businesses and communities markedly in a co-ordinated and effective way.

### 3.4 **Climate Change / Carbon Clever**

None other than the promotion of Active Travel through the provision of additional police patrols utilising bicycles.

### 3.5 **Risk**

There are no risk implications.

### 3.6 **Gaelic**

None

## 4. **Background**

4.1 Noting the impacts of, the economic crisis (cost-of-living, high inflation/interest rates, energy rates and so forth) as well as the unknown of how the pandemic will unfold over the winter months, as well as the previous policy direction given by Members, the Inverness Community Safety Partnership (ICSP) assesses that the festive period this year will have risks in the following areas:

- People being vulnerable to harm through loneliness and isolation
- People's mental wellbeing being reduced due to a range of external factors
- People becoming vulnerable through uncontrolled drug or alcohol consumption in public or private space leading to individual or community harms
- People not taking personal responsibility for their own and others safety or putting others at risk
- Increased visitors coming into the area including locals, tourists or others from across Highlands leading to greater need to provide a safe and supportive city centre
- Vulnerability caused by cost of living and economic crisis (including energy bill affordability) having an effect on mental and physical wellbeing and with potential to lead to greater harm in a number of ways
- House Fires caused by cooking in the home and indiscriminate smoking when under the influence of drugs or alcohol
- Added emphasis on Violence Against Women (or other individuals or groups who share a protected characteristic) in the public arena and inside domestic and private spaces including where weapons are readily available
- Increased risk of individuals being unable to get home safely after enjoying the festive period and being at risk of harm
- Increased risk of greater retail crime as evidenced down South again linked to the economic crisis
- Increased need for a holistic approach by partners and services to support individuals impacted by the difficult winter ahead to ensure as far as possible that those at risk of suicide ideation or self-harm can be given a fast responsive intervention via a place based approach.

4.2 With that in mind the ICSP aims in regard to Operation Respect Festive this year are to:

- Close the gap between the time an agency becomes aware of a vulnerability (due to drugs, alcohol, mental health or other factor) and the time that a meaningful intervention is made by to or by a support agency.
- Improved emphasis and response to Violence Against Women (and individuals or groups who have another protected characteristic) and the need for added awareness in perpetrators to take personal responsibility and measures that reduce instances of violence and the fear of harm in victims.
- Reduce the vulnerability of individuals and our communities to targeting and exploitation by organised criminals. This has manifested in higher incidences of targeted fraud, cuckooing where mental health or drug and alcohol dependency remains an issue, trafficking, coerced street begging and related.
- Tackle feelings of isolation or vulnerability through lack of contact and connection with others in the community in partnership with key agencies. Ensuring everyone who is targeted or supported because of being disadvantaged due to having a characteristic or other vulnerability can easily reach out for support and be provided with the same is a key priority and outcome of the project. This is anticipated to be needed more than ever this year given the greater number of individuals and households who are expected to be in very challenging circumstances due to the wider economic climate.
- Offer support to those in society who are most affected or coming to the attention of Statutory and Charitable bodies with a no wrong door approach being taken.
- Through partnership cooperation and a shared media strategy prevent the abuse of alcohol or drugs leading to a community safety issue whether it is in public or private space.

## **5. Festive Period 2022-3**

5.1 Statistics provided by Scottish Ambulance continues to show that demand for services over the festive period carries through December and January and peaks as follows:

- Fridays and Saturdays – 1600 to 0200 hours
- Friday before Christmas (Mad Friday)
- Hogmanay

5.2 With Christmas and New Year falling on a Sunday this year, this will add to the weekend pressures as well as extending the public holiday closures and access to services. It will be key to have added safety and support measures in place in order to be responsive to the increased demand these periods will have. It should be noted that demand on services, should there be another serious wave or new variant of C19 will only be exacerbated and increased further making it essential that additional measures are put in place in advance to be able to respond effectively whatever the scenario.

## **6. Proposed Initiatives**

### **6.1 Police Scotland/Scottish Fire & Rescue Service & Environmental Health Liaison**

Whilst most COVID restrictions have been removed, COVID remains a substantial health risk both for those with a weakened immune system and for the general population should there be another wave/variant. Added to this for winter 2022-23 is the risk that the economic crisis and the impact of this has the very real risk of causing unrest, harm and a number of negative outcomes for individuals, households, communities and businesses. We will therefore continue liaison between Police/Fire Service/EHO and if necessary will conduct joint visits to identified locations at risk at key times in order to

maximise policing resources to provide visibility on our streets and in our communities and to address issues effectively. It is anticipated that people will continue to use less obvious places to gather (as has happened during the pandemic) and so building on the learning of previous years, campsites, forest car parks, hotels and Airbnb's will be built into our patrols plans.

<b>Cost Implications</b>	
These costs will be borne by Police Scotland, Scottish Fire & Rescue Service and Highland Council without any additional funding being required.	

## 6.2 Harm Reduction Response Vehicle

This vehicle was developed last year as a tri-age response unit with police, ambulance and community psychiatric professionals responding to calls from vulnerable people. This initiative has been revisited but with a greater recognition of the prevalence of drugs and alcohol in these situations although mental health issues remain a factor. NHS Mental Health Services have committed to support this year's initiative, therefore, where staffing allows, the CPN/Addictions dual role will be carried out by suitably trained Nursing Staff who will have their own expertise and an overall awareness of both specialisms. This will provide improved capability for suicide prevention and other measures where mental health and/or drugs or alcohol are an exacerbating factor. The vehicle is being provided by Scottish Ambulance Service and will run during the specified hours responding to calls where it is assessed that vulnerable people are at risk. A full risk assessment has been carried out on this and the initiative is ready to be deployed.

<b>Cost Implications</b>	
These costs will be borne by Police Scotland, NHS and the Scottish Ambulance Services without any additional funding being required.	

## 6.3 Distribution of Stay Safe Leafleting

Police Scotland's multi-faceted Stay Safe Campaign has been used to very good effect in previous campaigns to deliver some key messages on keeping people safe and specifically for revellers during the Festive Party season. Normally the messaging is available on-line and via their social media, however, as in previous years Inverness BID will produce and provide key "Party Safe" messaging on-line and as a leaflet made available at appropriate locations and at hospitality venues. This leaflet will be produced by Inverness BID in conjunction with Police Scotland at no cost to ICGF this year.

<b>Cost Implications</b>	
Costs to be borne for Stay Safe information Leaflet by Inverness BID	

## 6.4 Drug Referral Scheme

Partners are seeking ways to make early referrals to harm reduction services and there are a range of opportunities that have been identified. All three emergency services have regular contact with vulnerable people and this presents the opportunity for early referral

where it is assessed as beneficial as part of our wider collective early intervention approach.

- Police – on detection of possession cases (or other contact where it is assessed as appropriate) officers will offer a direct referral to Highland Alcohol & Drug Advice & Support Services (HADASS) by passing on details of how to contact them. Any positive engagement will be noted and included in the crime report.
- Fire – fire officers make regular contact with vulnerable people in the community through their Home Safety Inspection visits and will seek to provide leaflets outlining the support services available to them during visits.
- Ambulance – similarly paramedics have regular contact and can make an assessment of the need for early referral using leaflets to support their message.
- Highland Council – the delivery of food parcels to vulnerable people provides an additional route for leaflets outlining support for drug and alcohol support services.
- Harm Reduction Response Vehicle – will be able to refer persons on contact during the course of activity over the festive period.

<b>Cost Implications</b>	
These costs will be borne by the respective partners and therefore there is no need for additional funding	

## 6.5 Visible Patrolling/Pro-active Policing

It is important that police remain proactive in detecting drugs offences and additional capability will be provided by the flexible policing team. The use of bikes alongside beat officers will increase their ability to cover ground quickly and access known areas of drug dealing and abuse.

In 2020, with grant funding from Inverness Common Good Fund, Police Scotland in Inverness sourced 3 additional bikes for this purpose. These were used to great effect both in 2020 and 2021 campaigns as well as throughout the years which has increased the capacity for the hi-viz festive period patrols in our City centre and in our communities across Inverness.

This will feature highly in our response to attending incidents, providing community safety and public reassurance to the people of Inverness. It is very much in the interests of all to take active steps to reduce drug related instances and the harm it causes.

Additional mobile patrols from Roads Policing will be sought to deter and detect drink and drug driving as well as targeting other road safety concerns through the 4 x E's of **E**ngage, **E**ducate, **E**ncourage and **E**nforce.

<b>Cost Implications</b>	
This cost will be borne by Police Scotland and therefore there is no need for additional funding	

## 6.6 Intelligence Development

A package to inform officers patrolling the area on hot zones of drug activity.

<b>Cost Implications</b>

This cost will be borne by Police Scotland and therefore there is no need for additional funding	
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### 6.7 **Safe Place – Café 1668, Church Street – Highland Third Sector Interface (HTSI)**

The use of Café 1668 provided by Highland Third Sector Interface as a “Safe Place” and as a central location for the co-location and delivery of services and support to both those working as part of Operation Respect Festive and to those vulnerable and in need of safe haven proved to be very successful in 2021 and it will be repeated as part of Festive 2022 this year.

Café 1668 is part of the Highland Third Sector Interface, a registered Charity and as such requires financial support to fund its work. This facility will be staffed by their volunteers and open primarily on Friday and Saturday nights on the run up to Christmas from 9pm to 4am.

Café 1668 will provide tea, coffee, water, soup/stovies to members of the community within the City Centre as a Safe Place for them to come into during the Café’s extended opening hours. Given the economic crisis including high energy costs it may be that as the project is delivered some individuals or households may also use this venue as a warm place which is unavoidable and should be encouraged as part of the wider strategy of providing a responsive and effective joined up approach to the challenges we currently face.

They will also be able to charge mobile phones and volunteers will be on hand to assist individuals to arrange taxis or getting collected by family/friends, to enable them to get home as safely as possible. Volunteers will be able to speak to those wishing to come in to provide support and a listening ear and there will also be information sheets available from local partners that service users will be able to take away to empower and encourage them to access additional services that may be able to assist with any issues.

In order to ensure that the Volunteer Staff are safe and supported during the extended opening hours, MERT Highland First Aiders will be on hand to provide Medical Support at the venue as will a trained SIA Door Steward. Shopsafe Radios will be required.

Whilst again, there will be no on street vehicular Safe Zone, previously staffed by British Red Cross and Inverness Street Pastors supported by Police Scotland, there will be a suitable marked and resourced Police Vehicle at a key location visible and onsite.

<b>Cost Implications</b>	
Provision of foodstuffs, refreshments and disposable crockery and cutlery over 10 x periods of extended hours on Friday and Saturday Nights in December	<b>£1,500 (Max)</b>
Provision of trained SIA Door Steward over 10 x periods of extended hours at £120 per night.	<b>£1200</b>
Rental Provision of additional 3 x Shopsafe Radios for use by SIA Door Steward and MERT Highland First Aiders.	<b>No Charge</b> (Supplied free by Shopsafe to Inverness BID)

### 6.8 **Medical Support Provision – MERT Highland First Aiders**

As in 2021, MERT Highland First Aiders will again provide immediate weekend medical cover at venues or incidents within the City Centre. They intend to operate 2 x First Aiders each Friday and Saturday nights between 2100hrs and 0400hrs over the 5 weekends. This helps to reduce added pressure on ambulance services and enables fast response to incidents.

These First Aiders are fully trained NHS medics and qualified first aiders with a wealth of knowledge and experience operating at Planned and Organised events, and some are trained nurses who also cover other events such as SPFL Football games, other Sporting Events/Music Festivals and other venues as required.

Whilst they will be based at and operate from Café 1668, they will also carry out city centre patrols and attend calls for assistance in support of the Scottish Ambulance Service and NHS Highland, offering First Aid Cover, Emergency Medical Support and Triage as required until Ambulance personnel arrive on scene.

<b>Cost Implications</b>	
Provision of MERT Highland First Aiders over 10 nights of extended hours at £175 per night.	<b>£1750</b>

#### 6.9 Inverness Street Pastors

Street Pastors already use bikes in some community patrols and will be available for support in response to requests from the Harm Reduction Response Vehicle. They will also patrol areas identified through the intelligence package with suitable PPE and risk assessments being carried out. They will have direct communications with police through the use of mobile phones or interoperability radios.

Although no mobile vehicular Safe Zone is being staged this year, which has significantly reduced their overhead costs, Inverness Street Pastors will still offer regular volunteer patrols in the City Centre and in some of our communities, and they will provide additional support to those attending the late night Safe Place at Café 1668 in Church Street.

<b>Cost Implications</b>	
See separate application detailing the planned programme which will integrate with Operation Respect see attached at <b>Appendix 1</b>	<b>£2,148</b>

#### 6.10 Inverness BID - Security Task Team

This is a service which is run and managed through Inverness BID. In previous years, impact evaluation has provided that this service has proved very successful in supporting businesses and providing an optimally safe and enjoyable environment for the public.

This type of intervention provides for Police Liaison and actively discourages crimes such as shoplifting and anti-social behaviour, as well as being a helpful resource to those who may have a vulnerability or who are in challenging circumstances as well as to the public at large within the City Centre during peak day-time hours of 1130hrs to 1730hrs.

The Inverness BID Security Task Team consist of two trained SIA security personnel that are provided in the City Centre to support the business, retail, hospitality, and licensed

trade sectors. It is sadly the case, that our comparators in the central belt are reporting an increase in shop lifting due to cost-of-living crisis and that 'gangs' are targeting certain areas and shops. It is recommended that we do all we can now to put the appropriate measures and visible deterrents in place to, as far as possible, reduce this same phenomenon increasing in Inverness.

This service is to commence on Friday 25th November 2022 and will run up to Saturday 7<sup>th</sup> January 2023 including Christmas Eve and Hogmanay, which is a slight increase in the number of operating days due to Christmas and New Year falling on a Sunday extending the public holidays and school holiday period into the weekend of the 7<sup>th</sup> January 2023.

<b>Cost Implications</b>	
The Security Task Team services will be deployed for a total of 38 days (Monday to Saturday plus two Sundays) between the given dates at a total cost of £8234.00, with Inverness BID contributing £3400.00 based on previously agreed percentage funding arrangements. Total Cost applicable to ICGF = £4834.00	<b>£4,834.00</b>

#### 6.11 Inverness BID – Taxi Marshall Service

In previous years pre COVID 19 Global Pandemic, Operation Respect Festive included a Taxi Marshall Service and there has been a call by Inverness Pub Watch, Taxi Operators and other key stakeholders to re-instate this facility particularly during the Festive Season at weekends.

Previous evaluation confirmed that those utilising taxi ranks felt safer. Previous experience determined that several potential public order incidents were diffused as a result of the appropriate de-escalation and intervention by the taxi marshals together with a significant reduction in wider anti-social behaviour. Assistance was also provided to those in need of care and support which overall significantly enhanced public safety.

Given the changes to the Taxi Rank locations across the City Centre it is deemed appropriate to restrict Taxi Marshalls for 2022-23 to the three main ranks at the top end of Academy Street on both sides of the road and outside Marks & Spencer. This would require 3 x Taxi Marshalls operating from Midnight to 0400hrs on a Friday into Saturday and a Saturday into Sunday over the 5 weekends of operation, including on Hogmanay which equates to a total of 10 evenings.

<b>Cost Implications</b>	
The BID Taxi Marshall Service would consist of 3 x SIA Trained Operatives to be deployed for a total of 10 days from Midnight to 0400hrs on a Friday into Saturday and a Saturday into Sunday over the 5 weekends of operation between the given dates at a total cost of £2074.00, with Inverness BID contributing £855.00 based on previously agreed percentage funding arrangements.	<b>£1,215.00</b>



Total Cost applicable to ICGF = £1215.00
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## 7. Partner Agencies

7.1 Whilst there are a number of organisations and individuals involved the main participants and contributors are:

- Police Scotland
- Scottish Fire and Rescue Service
- Highland Council – Environmental Health
- Scottish Ambulance Service
- NHS Highland - Drug & Alcohol Recovery
- Inverness City Centre BID
- MERT Highland First Aiders
- Inverness Street Pastors
- HTSI Café 1668
- Highland Drug & Alcohol Partnership

## 8. Total Support Required from the Inverness Common Good Fund

8.1

Activity 2022	BID	ICGF	Police	Street Pastors	MERT	Crime stoppers	Totals
Police Resources (Estimate)		<b>NIL</b>	£120,000				£120,000
Ambulance		<b>NIL</b>	£50,000				£50,000
Street Pastors		<b>£2148</b>					£2148
HTSI Café 1668		<b>£1500</b>					£1500
MERT Highland First Aiders at Café 1668		<b>£1750</b>					£1750
SIA Door Steward for Café 1668		<b>£1000</b>					£1000
3 x Additional Rental Shopsafe Radios		<b>No Charge</b>					£0
BID Security Task Team	£3400 (41.3%)	<b>£4834 (58.7%)</b>					£8234
BID Taxi Marshalls	£855 (41.3%)	<b>£1215 (58.7%)</b>					£2070
Leaflets Etc		<b>No Charge</b>					£0
<b>SubTotals</b>	<b>£4255</b>	<b>£12,447</b>	<b>£170,000</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>£186,702</b>

## 9. Conclusion

- 9.1 Operation Respect – Festive for 2022-23 must practicably be responsive to and take account of the changing dynamics as a result of the developing economic crisis (comprised of and caused by a number of factors) which is as well as other emerging issues affecting and impacting markedly on our society today. It remains also at the time of application, unknown how the COVID pandemic might unfold over the key project period and this too must be considered so that as far as possible partners can be prepared for any and all scenarios.

Whilst there has been an increase in costs compared with 2020 and 2021 this reflects the Cost of Living/Salary/Energy costs as well as the return of the Taxi Marshall Service which has added to the overall cost of the Operation but is required.

The changes will reflect current needs and show the continued determination of the Council and all of its Inverness Community Safety Partnership Agencies and Charitable Volunteers, in particular to provide the best options and outcomes for targeting the resources of the ICGF to those most in need or at risk as well as ensuring the wider public safety is of paramount importance to secure.

Designation: Executive Chief Officer Communities and Place

Date: 5<sup>th</sup> October 2022

Author: David Haas, Inverness City and Area Manager

Background Papers: