



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 College UHI

Name of Project or Activity Requiring Support:

Provision of free breakfast/ lunch initiative for students to support positive outcomes

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

Total amount applied for: £10,000 (please note that we would like to apply for funding to cover the whole project cost (£44,600) as detailed in this submission but this has been the form sent to us to complete)

Estimated cost of funding in kind applied for: £84,100 – see below for detailed breakdown

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

In response to our need to support students during the cost-of-living crisis, we have introduced a suite of support to students. This has included providing students with free toast since the start of term on 22nd August. The offer was extended on 5th September to include free lunch in the form of soup and a roll. The free offer was further extended with the inclusion of free beans along with free toast from 19th September. It should be noted that we have provided free toast to students since the Easter break in academic year 2021-22. Unfortunately, the freeze in government funding means that the cost of this is coming out of budgets which would otherwise be spend on wider student welfare packages.

Based on year-to-date figures projected to the end of the academic year, it is anticipated that the provision of free breakfast and lunch could result in costs of **£44,600** and 'lost' revenue of **£39,500**. Total **£84,100**. This is without any staffing costs.

Our request is for funding from the common good fund to support our ability to continue to provide this

service.

Our student body are a distinct group of people from across the community who have been disproportionately impacted by the pandemic and further compounded by the cost-of-living crisis.

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 SC021197	X	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?

Provision of free Breakfast/ Lunch initiative to support students during the cost-of-living crisis

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) Initially started in Feb '22 and extended over time

End date (month and year) We are seeking support to be able to continue with this service whilst we see students struggling with the cost-of-living crisis

Location.....Inverness College eateries, including the Scottish School of Forestry

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.

We are seeking assistance with the purchasing of food required to run the project. Free provision is defined as:

- Free toast (including spreads).
- Free beans and toast.
- Free soup and a roll.

The below provides an overview of student uptake from Aug-Oct:

Week Commencing	Portions - Toast	Portions - Beans & Toast	Portions - Soup & Roll
22/08/2022	82	0	0
29/08/2022	257	0	0
05/09/2022	369	0	660
12/09/2022	512	0	729
19/09/2022	423	57	853
26/09/2022	608	88	1,093
03/10/2022	666	88	873
10/10/2022	0	0	0
17/10/2022	696	104	1,018
24/10/2022	670	65	1,030
Total	4,283	402	6,256

In summary, since the start of term on 22nd August, 4,283 portions of toast have been provided. This equates to approximately 475 loaves of bread. In the five weeks since the offer was extended to include beans, 402 portions have been provided. This quantity is lower than expected but we feel the ability to offer a protein source is important.

Our home-made free soup plus a roll have proved to be popular with 6,256 portions provided in the seven weeks since the initiative was launched.

All told, the college has provided 10,941 free servings of food to students this academic year to date.

Direct Costs

Direct costs of provision include the cost of food, spreads (butter/jam) and compostable/consumables used for each portion e.g. free soup comprises – food, cup, clutch, lid, spoon.

Week Commencing	Cost - Free Toast	Cost - Free Beans & Toast	Cost Free Soup & Roll	Total Weekly Cost
22/08/2022	49.20	0.00	0.00	49.20
29/08/2022	154.20	0.00	0.00	154.20
05/09/2022	221.40	0.00	666.60	888.00
12/09/2022	307.20	0.00	736.29	1,043.49
19/09/2022	253.80	47.88	861.53	1,163.21
26/09/2022	364.80	73.92	1,103.93	1,542.65
03/10/2022	399.60	73.92	881.73	1,355.25
10/10/2022	0.00	0.00	0.00	0.00
17/10/2022	417.60	87.36	1,028.18	1,533.14
24/10/2022	402.00	54.60	1,040.30	1,496.90
Total				9,226.04

Costs incurred period to date will be slightly understated as some people like to have more than one portion of butter and/or jam per slice of toast, or more than one portion of soup or a roll (refilling the cup).

The weekly average cost of free provision since all offers were introduced is approximately £1,418. This equates to an average of 84p per free serving.

Extrapolating this sum across the remaining weeks of student occupancy which are calculated as – 22 weeks 100%; 4 weeks 50%-75%; 4 weeks 25% - results in approximate annual direct costs of **£44,600**.

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?

UHI Inverness carefully tracks student withdrawals, and we are very aware that student poverty is becoming an increasing challenge, particularly this academic year with the cost-of-living crisis. We have been aware of individuals leaving their course out of necessity to gain employment as well as seeing negative consequences on student mental health due to the stress of financial hardship in many cases. On an individual basis, we are aware of some students going hungry.

We are acutely aware that certain groups of students are adversely affected and, whilst our free breakfast/lunch initiative is designed to support anyone who needs it, in particular it supports students whom we deem face additional barriers to sustaining their learning:

- SIMD 10
- Disability
- Young carers
- Care experienced young people
- School pupils attending college and receiving free school meals (we have circa 550 school pupils attend college as part of their Senior Phase with growing numbers of applications every year)

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

NA

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:

Ken Gowans Councillor and the Provost

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
Please see 1.3 info on costings	

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	<p>Extrapolating the direct costs of food provided in the period outlined (Aug-Oct) across the remaining weeks of student occupancy which are calculated as – 22 weeks 100%; 4 weeks 50%-75%; 4 weeks 25% - results in approximate annual direct costs of £44,600.</p> <p>This is based on a weekly average cost of £1,418 and equates to an average of 84p per free serving per student.</p> <p>See 1.3 for more detail</p>	£44,600.	£44,600.	£44,600.	£133,800
Other Costs e.g. property costs, transport, equipment, insurance, marketing	NA – we accept that we have a staffing cost in providing this service				
Total Project Cost £		£44,600			
Total Funding Request £		£10,000 (or full amount if possible)			

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
<p>This project is not funded to date by any other funding streams</p> <p>Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/></p>				
<p>Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/></p>				
Totals				

- 3.3 a) When did your organisation start? Month April Year 2014
- 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?

Provision of further and higher education to Inverness and wide surrounding area and diverse demographic across student body. We have a particular focus on widening access to those furthest from education – SIMD 10, school pupils at risk of no positive destination, disability, care experienced young people, young carers

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

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

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- d) How many people are on your governing body or management committee? 14
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*

Yes No

If yes, please provide names:

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

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

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

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

Yes No

If yes –

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

Year 1: We received 2-year funding from the Employability Fund in 2021 to develop a sustainable programme for care experienced young people to re-engage them back into education. This programme has proved to be very successful thus far and is now about to move into its second year with a new intake in January 23.
Year 2:
Year 3:

b) How much funding do/did you receive?

Year 1: £25,000 (2021)
Year 2: £25,000 (2022)
Year 3:

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

Year 1: We provided the lecturing staff and support assistant to run this programme – estimated cost £50,000
Year 2: as above
Year 3:



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

Name of Organisation:

Visit Inverness Loch Ness Ltd (VILN)

Name of Project or Activity Requiring Support:

Support to sales team promoting Inverness for Business Tourism

This a continuation of the funding allocated in July 2021 for the same.

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: £.....20,000 p.a.....

Estimated cost of funding in kind applied for: £.....N/A.....

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

N/A

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number		Company Limited by Guarantee If yes – Company Number ... SC474489	X
Other - please specify.....			

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

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

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

1.1 What is the name of your activity or project?

Business Tourism Events for Inverness
- Business tourism is the provision of facilities and services to delegates who annually attend meetings, conferences, exhibitions, business events, incentive travel and corporate hospitality

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 Feb 2022
End date (month and year).....31 Mar 2023.....

Location.....UK, Europe, North America.....

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.

As we continue the post Covid period of recovery for of all types of tourism we need to continue to make sure we are very much front of mind for Business Tourism.

As we have seen in 2022 the size of all trade shows is increasing and new destinations that previously weren't pushing themselves forward for Business Events are now doing so.

However, we know from both VisitScotland and VisitBritian that there is still a massive desire from the industry for UK based events and what we have to offer with the venues, experiences, open spaces and fresh air is appealing to the corporate and agency buyers.

The US market will be as important as ever and the current exchange rates make us an appealing option.

Our area is ideal for mid size meetings and conferences and amazing incentive travel programmes and we will continue to push for these type of progammes.

At the City of Inverness Area Committee meeting on 5th March 2015 it was agreed that attracting conferences and events is very positive for the area and as such to continue the subvention funding.

However, this can only be used and as such successful by attracting conferences and events in the first place.

2015 was the first time there has been an organisation dedicated to promoting and attracting business tourism events to Inverness, VILN has dedicated personnel just for this.

The application is for support with costs related to attendance at industry trade shows and the marketing materials required for such

Following on from the plan in previous years the intention is to attend the leading industry trades shows to continue to raise awareness of the area for Business Tourism and to seek out new opportunities.

Benefit will be for the entire Inverness area and businesses within such as accommodation providers, venues with function spaces, transport providers, food and beverage outlets, local attractions and activity companies.

Visitors introduced to the area at business tourism events often go on to become future holiday visitors thereby increasing the economic benefit to the area

This is an opportunity to increase the awareness of Inverness as a go to destination for Business Tourism and success would give us all a great story to tell.

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?

We will encourage all types of events with no barriers to any group. This will include conference, meetings, conventions, incentive travel – not just general tourism

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

While not applicable in terms of gaining conference business it is normal practice to include Gaelic as an element of the welcome to conferences that do come here and this would be expected to continue for new events.

- 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:

Yes we have spoken to Council Staff
David Hass (City Manager)

As well as discussing this element recently this approach included frequent consultation during the development of the original VILN Business Plan and details of this were presented to the Council and the Area Committee prior to the ballot.

- 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 £
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Please see list of costs related to the various specific activities. Note: all costs include VAT				
	Tradeshows				
	SITE Global Event Feb 2023	3,500			3,500
	ITB Berlin Mar 2023	4,500			4,500
	M&I Forum Spring 2023	8,000			8,000
	Visit Scotland Events TBD	6,000			6,000
	M&I Forum Summer 2023	8,000			8,000
	IMEX America Oct 2023	10,000			10,000
	Incentive Buyer FAM Trip Q1 2023	5,000			5,000
Marketing Materials					
Tradeshow Giveaways	800				800
Total Project Cost £		45,800			45,800
Total Funding Request £		20,000			20,000

Notes:

1. The TBID contributes over £40,000 p.a. from the levy for the staff and overhead costs to attract Business Tourism Events to Inverness
2. This application and the figures given are only for the specific additional elements
3. At the end of the Year a full report will be presented
4. Please note the above is subject to change as we have to apply for attendance

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 £
From TBID annual budget: <ul style="list-style-type: none"> Marketing / Travel Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	5,800			5,800
HIE funding Successful <input type="checkbox"/> <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	20,000			20,000
Totals	25,800			25,800

*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)

- Over 2.5m business trips are made to Scotland annually
- Business tourism is worth in excess of £1.9billion to the Scottish economy
- Spend per night by business visitors is double that of leisure
- The UK accounts for 67% of total tourism expenditure
- The main overseas markets for business tourism in Scotland in terms of volume of trips are Germany, USA, Norway, The Netherlands and France.
- In terms of spend they are the USA, Germany, Norway, Ireland and France
- Edinburgh and Glasgow are second only to London in the UK, in terms of number of international association conferences
- Tourism Minister Fergus Ewing has announced a £1 million investment from the Scottish Government to help attract major international conferences to Scotland

Sources: IPS (International Passenger Survey); GBTS (Great British Tourism Survey); MPI (Meeting Professionals International) UK Economic Impact Study; ICCA.

Inverness needs to continue to have dedicated attendance at industry events. Presence of representatives from Visit Scotland, Visit Aberdeen and Central belt service suppliers have clearly led to an increase in the awareness of destinations in Scotland as good for Business Tourism.

The Central Belt, Aberdeen and Dundee have all benefitted from a combination of an increase/upgrade of facilities available and from regular representation at industry events and trade shows.

Having attendance from someone dedicated to Inverness we will increase business to the area, continuing to put the destination in the forefront of the decision makers minds and thus leading to an increase in requests to host Business Tourism events.

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

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

Visit Inverness Loch ness is the first Tourism BID in the UK and has led to applications from several other areas. We need to do all that we can to make a success of our own BID to benefit the members and Inverness.

An increase in Business Tourism events will not only give an economic benefit to the area but also a potential increase in jobs.

Business Tourism events tend to be held outside of the summer season and as such is a perfect fit for us with hotels and many other service providers already at maximum capacity at this time.

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

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

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Increase in request for proposals sent to us by agencies, associations and businesses out of the area	Confirmed business from trade show contacts and appointments	Continued confirmed business and at least one major conference
Regular reporting is done to the VILN Board that includes a Council member		
Full report of year one will be supplied to the Council		
Confirmed business from trade show contacts and appointments		

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

The activities will continue through funding from:

- The VILN fund budget for the period of the initial VILN duration.
- Any additional third party funding available
- Any governmental funding available

These funds may be supplemented through income received from commissions on new business given to Inverness suppliers

- 3.3 a) When did your organisation start? Month...April.....Year...2014...
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

Inverness and the Wards previously listed
 We would be promoting the entire area as a destination to be used for Business Tourism

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

Although only 419 local businesses are automatically included, any other business in the area has the option to 'opt in' and benefit from the services offered currently this 59 businesses opt-in

- d) How many people are on your governing body or management committee? ...12...
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*
 Yes No

If yes, please provide names:

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

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?

<p>Year 2020:</p> <ol style="list-style-type: none"> 1) May 2020 – From tourism development grant scheme budget to assist the Tourism BID in providing services and projects on behalf of the local tourism industry 2) June 2020 – From Common Good Fund for the Inverness Influencer Lodge Project – Week 1 Oct 2020 / Week 2 planned for Sep 2021 – also supported By the VisitScotland Growth Fund
<p>Year 2021:</p> <ol style="list-style-type: none"> 1) May 2021– From tourism development grant scheme budget to assist the Tourism BID in providing services and projects on behalf of the local tourism industry 2) October 2021 – From Common Good Fund for Business Tourism (similar application)
<p>Year 2022:</p> <ol style="list-style-type: none"> 1) July 2022 – From Common Good Fund for the MIT Event

b) How much funding do/did you receive?

<p>Year 2020:</p> <ol style="list-style-type: none"> 1) £10,000.00 2) £10,000.00
<p>Year 2021:</p> <ol style="list-style-type: none"> 1) £10,000.00 2) £20,000.00
<p>Year 2022:</p> <ol style="list-style-type: none"> 1) £1,050.00

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

Year 2020: 1. N/A 2. N/A
Year 2021: 3. N/A 4. N/A
Year 2022: 1. N/A



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

Name of Organisation:

Merkinch Community Centre

Name of Project or Activity Requiring Support:

RENEW LIGHTING DESK AND LAMPS

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 **X** Under £10,000

Total amount applied for: £6,000

Estimated cost of funding in kind applied for: £ 250

Three Trustees who give their voluntary time and we also have around 20 volunteers who help with a wide range of tasks

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

The Highland Council Clerk of works is very supportive keeping our centre maintained.

Highlife Highland provide a range of support to the centre

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

Third Sector (voluntary or community) organisation	x	Community Council	
Registered Charity If yes – Registration number SC00540130	x	Company Limited by Guarantee If yes – Company Number	
Other - please specify.....			

PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

1.1 What is the name of your activity or project?

RENEW LIGHTING DESK AND LAMPS

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

We will purchase the new items when funding is secured

Start date (month and year).....

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

Location **Merkinch, Inverness**

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

For example:

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

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

We are asking the Common Good Fund for financial support to purchase a new lighting desk and associated lamps for our theatre facility. The original desk was installed in 2007 and is now faulty and running out of 'sell by date'. The large spotlights use 650 volts of electricity and are now no longer manufactured.

All new lighting desks are digital and the lights are LED which has much more versatility and also uses a very small amount of power.

Our theatre equipment is used every week and we also run various community concerts throughout the year. It is a facility which is well used and also hugely supported by customers from across the city.

The Common Good Fund initially pledged £6K towards this project and we are very grateful for this, however in the interim I have tried various funders who now have new priorities of 'cost of living/ poverty' and 'mental health' issues which means that our project has now gone low on social priorities. However, our centre provide much needed comfort and social interaction to many people across the city and we regularly deliver our own 'home grown' shows where our theatre is regularly used.

The Baxters Foundation have 'deferred' our application until early February to ask if we can manage to source the remaining funding.

We are therefore asking again if the Common Good Fund could provide £12K instead of £6K towards this really valuable project.

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 x

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?

Discrimination against disabled people and older people is common in our communities and we seek to bring about a greater inclusion in our society by providing a wide range of groups in the heart of the community, where people can meet, learn and socialise. These responses are all very encouraging as this reduces the stigma and harassment that often learning disabled and elderly people can face in their communities.

We have strong links with other projects in the area and seek to engage with people from all social backgrounds. Our centre normally has over 62,000 visits per year and we promote an active volunteering programme for all kinds of people to get involved in our centre.

We are proud of all our community connections and networks, which we expect will diminish these negative behaviours and responses in society.

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

We have bi-lingual signage at some events .

We will encourage the Gaelic culture through arts and music

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 already spoken to Councillor Bet McAllister about this project and she is very supportive of our work

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
<p>The Council are very supportive of keeping our building wind and water tight, keeping the maintenance levels in good condition</p> <p>We will use a Highland Council contractor for any electrical work undertaken</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 £
New Lighting desk, spotlights and installation	£20,000	20,000			
Other Costs e.g. property costs, transport, equipment, insurance, marketing					
Total Project Cost £		20,000			
Total Funding Request £		12,000			

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Funds from Merkinch Community Centre Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£2,000			
Common Good Fund Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>	£12,000			
Baxters Foundation Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>	£6,000			
Robertsons Trust Successful <input type="checkbox"/> Unsuccessful <input checked="" type="checkbox"/> Awaiting Decision <input type="checkbox"/>	00000			
Totals	£20,000			

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

- 3.3 a) When did your organisation start? Month **Feb** year **1987**
- 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

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

Membership is open to any individual aged 16 or over who (a) is resident in the Area of Benefit (b) supports the organisation's purposes and (c) has complied with the procedure for application for membership.

- d) How many people are on your governing body or management committee? 3 trustees and we also have a user group – which is made up of representatives from various groups.
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*
 Yes x No

If yes, please provide names:

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

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 X

If yes –

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

Year 1:
Year 2:
Year 3:

b) How much funding do/did you receive?

Year 1:
Year 2:
Year 3:

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

Year 1:
Year 2:
Year 3:

Agenda Item	6
Report No	ICGF/02/23

THE HIGHLAND COUNCIL

Committee: Inverness Common Good Fund Sub-Committee

Date: 23 January 2023

Report Title: Inverness BID – Grant Application 2023/24

Report By: Inverness City Area Manager

1. Purpose/Executive Summary

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

2. Recommendations

2.1 Members are asked to consider the applications from Inverness BID as detailed in the Appendices to this report and to make a recommendation to the Area Committee either to accept or refuse the applications for funding.

3. Implications

3.1 **Resource** - The cost to the Inverness Common Good Fund will be Members will be invited to approve the inclusion of a Partnership Working Budget when the 2023/24 Inverness Common Good Fund Budget is presented at this meeting of the City of Inverness Area Committee on 13 February 2023. The applications can be accommodated in the event of the budget Remaining unchanged. However, it is likely that the committee will decide to reduce be available branches and therefore it may be necessary to reduce the awards made within this report on a pro rata basis.

3.2 **Legal** - Grant conditions require recipients to meet all legal obligations ensuring that the funds allocated are applied to the relevant project

3.3 **Community (Equality, Poverty, Rural and Island)** - The Grant conditions require compliance with Council policy where appropriate.

3.4 **Climate Change / Carbon Clever** - None

3.5 **Risk** – None

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

4. Background

- 4.1 Inverness BID have submitted four applications for funding from the Inverness Common Good Fund.
1. Floral Displays 2023 see **Appendix 1**
 2. Operation Respect Task Team Easter/Summer/Autumn 2023 see **Appendix 2**
 3. Inverness Gull Project 2023 see **Appendix 3**
 4. Inverness Community Safety Partnership 2023 see **Appendix 4**
 5. Coach Ambassador Project 2023 see **Appendix 5**
- 4.2 **Appendix 6** contains up to date accounts and bank statements, Appendix A as mentioned in the application forms and some additional information.
- 4.3 A total of £116,500 is being applied for (as detailed in **Appendix 7**). This is an increase of £9,055 on 2022/23

5. Partnership Working

- 5.1 The Partnership with BID is now well established. A specific cost centre to fund Partnership Projects was created. In financial year 2022/23 the agreed budget for Partnership Working – BID” was £151k. Members should be aware that the proposals within this report are subject to the funds being confirmed within the ICGF 2023/24 budget which is set to be presented to CAIC on 13th February. In the event of the Subcommittee wishing to support approval of all the applications, and on the basis that the proposed draft budget proceeds with a pro rata reduction on the allocation for 2022/23, then approval will leave any further partnership applications to be financed from other potential budget such as the grants budget. This would include regular projects such as Operation Respect.

6. BID Projects 2023/24

- 6.1 2023/24 sees an increase due to extra costs, however the projects have proven themselves as providing significant public benefit on a cognisant basis.
- 6.2 Comparative costs per project are set out in **Appendix 8**.

Designation: Inverness City Area Manager

Date: 11 January 2023

Author: David Haas

Background Papers:



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

Name of Organisation:

Inverness BID

Name of Project or Activity Requiring Support:

The City of Inverness Annual Floral Displays 2023

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: £69,378

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

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

N/A

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number		Company Limited by Guarantee If yes – Company Number SC339914.....	✓
Other - please specify... ..			

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

For official use only			
Application reference number			

PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

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

1.1 What is the name of your activity or project?

The City of Inverness Annual Floral Displays for 2023

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

Start date (month and year).....June 2023.....

End date (month and year).....October 2023.....

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

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

For example:

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

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

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

The City of Inverness Annual Floral Displays have been a major feature within the City Centre since 1993 having been originally co-ordinated by The Inverness Project and Highland Council with the total cost of the displays fully funded by the Inverness Common Good Fund.

The displays are an important part of creating an attractive and welcoming City for the benefit of residents of the burgh and visitors alike.

In 2009 the Directors of Inverness Project decided to retire and they requested (with the Highland Council's agreement) that BID take on the role of co-ordinating the arrangements for the City-wide displays.

This role involves liaising with display venues (both in advance and during the 5-month season), organising for the purchase of plants, their propagation, installation of the displays, their watering (at least twice weekly at unsocial times to avoid disrupting the public and businesses) and at the end of the term the removal and disposal of the displays.

The equipment used to present the displays (supports/tubs/baskets/brackets/chains etc) was originally provided by Inverness Common Good Fund and these remain it's asset. On an ongoing basis the floral project team however inspect, replenish, repair and renovate these items as appropriate.

In 2015 the floral displays were, at the request of the Highland Council, extended to

include Bank Street and Huntly Street which have both had new lampposts installed as part of the streetscaping element of the flood alleviation works - these lampposts hold 2 baskets per lamppost.

And in 2018 the project was extended again at the request of the Highland Council to include the upgrading of Drummond & Lombard Streets by the installation of new displays.

The displays are concentrated to create maximum impact and to ensure that the displays give the maximum value for money. There are a large range of flowers used to make the colourful, exciting, attractive and interesting displays.

Particular care is taken to choose plants that provide a wide range of colours but are also hardy to the elements. Native cultivators will be used to ensure that the plants look their best for the full June-October period inclusive.

As always the Displays will play an important role in making the City, especially its Landmarks, as attractive as possible to all which can only help footfall in the City.

In 2022, the floral arrangements extended to 634 displays and these were commented on as being particularly spectacular at a cost of circa £101 each including installation, maintenance and removal.

Proposals for 2023

BID proposes to be responsible for co-ordinating all the 2023 arrangements for 650 City Centre floral displays scheduled constituting an increase of 17 displays on 2022.

As previously stated the ICGF is responsible for maintaining, replacing and repairing the display equipment (supports/tubs/baskets/brackets/chains etc). Based on previous experience it is considered prudent that a maintenance budget £3.5k be provided by the Common Good Fund to meet any such costs in 2023.

Negotiations with the contractors to the Project have identified an increase in the total floral display costs (plants, installation, watering, removal and disposal) for 2023 including due to considerable energy price hikes making the total project costs having increased by just under 8% for 2023 which is considered acceptable and unavoidable in the current economic climate.

For 2023, the Inverness Common Good Fund is requested to contribute the sum of £69,378 which constitutes an increase of £6160 compared to the 2022 award from ICGF of £64,150.

The balance of funding of £15,151 will be met by the contributions from Inverness BID (at the same match funding percentage as in 2022) and traders outside the defined City Centre BID area.

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

Yes No

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

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

Yes No

OR

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

Yes No

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

There are no barriers to any group benefiting from the Project and full equality impact assessment available upon request.

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

N/A

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

David Haas, Inverness City Area Manager

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

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

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

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Personnel & Overheads		£3,000			£3,000
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Plants	£29,250			£29,250
	Installation/Removal of Displays	£14,785			£14,785
	Watering	£33,475			£33,475
	Inspection, repair & renovation of baskets, fittings etc	£4,019			£4,019
Total Project Cost		£84,529			£84,529
Total Funding Request		£69,378			£69,378

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Traders outside the BID area				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input checked="" type="checkbox"/>	£5,884.20			£5884.20
Inverness BID Limited				
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	£9266.20			£9266.20
Totals	£15,151			£15,151

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

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

The Project has received Common Good Funding for the past 2 years as follows:

2022 £64,150
2021 £61,100

- 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?

Via ICGF, traders and Inverness City Centre BID.

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

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Feedback from individuals, businesses and other users. Number of units displayed and requisite quantitative data. Via Visitor and business survey.		

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

The annual Floral Displays are an integral and important initiative to help make Inverness an attractive and welcoming place for residents and tourists alike to be proud of. The displays improve the City ambience which has a long term effect of improving the local economy and also the mental wellbeing of those who enjoy their presence.

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

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

The City of Inverness Annual Floral Displays have been a major feature within the city since 1993. They are an important part of creating an attractive and welcoming city for the benefit of residents of the burgh and visitors alike which improves the economic area and the mental wellbeing of those who enjoy their presence.

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

Businesses based within Inverness City Centre who pay BID levy are automatically eligible for membership and entitled to vote at General meetings. Other businesses in the area are entitled to apply for voluntary membership. Some BID projects extend out with the defined area including in respect of the floral displays.

- 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
Cllr 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?

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

b) How much funding do/did you receive?

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

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

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



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

Name of Organisation:

Inverness BID Limited

Name of Project or Activity Requiring Support:

Operation Respect - Task Team Easter, Summer and Autumn 2023

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: £11,596.00

Estimated cost of funding in kind applied for: £ None.....

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

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number		Company Limited by Guarantee If yes – Company Number SC339914.....	✓
Other - please specify.....			

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

For official use only Application reference number			
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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?

Operation Respect - Task Team Easter, Summer & Autumn 2023

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: April 2023

End date: October 2023

Location: Inverness City Centre.

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

For example:.

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

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

The Operation Respect – City Centre Programme has operated very successfully in the Easter, Summer, Autumn and Winter holiday periods for the past 12 years. The project originally met the objectives of the 2013 -2019 Single Outcome Agreement and now aligns with and compliments many aspects of the current Highland Community Planning Partnership and its vision for Community Justice and a Safer Highland, the Highland Outcome Improvement Plans for Inverness, and the Scottish Government Criminal Justice and Community Safety agendas in that it acts to reduce crime, the fear of crime and anti-social behaviour and provides increased public reassurance and safety. The project will further where appropriate integrate within the objectives of the Inverness Locality Plan once confirmed.

Integral to the success of these programmes, in support of the General Public and Businesses, has been the operation of a Security Task Team on the City Centre streets. The Task Team have contributed and consistently demonstrated the added value and benefits that are derived from such a crime prevention and public reassurance initiative at peak times of City Centre activity, frequently commented on by residents, visitors and businesses alike.

The value and contribution to Inverness is further demonstrated by the statement below provided by A/Sergeant Ali MacRae, of Police Scotland's Inverness City Centre Policing Team:

“The Inverness BID Security Task Team, which operates during the peak holiday periods, are of enormous benefit, not only to the Police and local Businesses in the prevention and detection of offences but also in providing additional eyes, ears and hands when required. This has proved invaluable in increasing public reassurance for the wider community acting as a source of advice, direction and guidance and to assist visitors to the area. They are quick to respond to calls for assistance from businesses and in attending incidents of

reported disorder or thefts from retail premises, which supports our policing aims to make Inverness a safe place to come and enjoy for everyone. We continue to have some significant challenges policing the City Centre, and the support provided by the BID officers greatly assists us in maintaining a positive environment.”

The value of operating a 2 person Task Team has been regularly demonstrated by the results recorded by the Task Team in the pre-COVID 19 period of Easter, Summer and October 2019 holiday periods when they dealt with a total of 247 recorded incidents, and again in 2021 during the Summer, and October Holidays extending for several weeks into mid-November over the COP 26 International Event held in Scotland when all of the Emergency Services local resources were significantly depleted due to redeployment to Glasgow and surrounding areas, when they responded to 425 incidents or calls for assistance. In 2022 during the course of the year, excluding the Festive Operation Respect, the Task Team attended a total of 210 incidents which demonstrated a return to normal levels of operation post pandemic.

The majority of these were either reported via the Shop Safe Radio system, direct to the team mobile phone, or encountered directly by the Task Team through their pro-active City Centre patrols. These incidents have covered criminal activity, anti-social behaviour, preventative actions as well as generally assisting the public in providing an ambassadorial and point of contact role. Where problematic areas of the City Centre are identified during their patrols the Task Team provide additional visits to these areas daily which assists in providing a deterring presence to continuation or escalation of incidents in these areas.

The continuance of this project in 2023 is supported by Police Scotland who acknowledge the valuable additionality and assistance provided by the Security Task Team to the general public, businesses and to the Police and other Emergency Services in respect of responding expeditiously to reported incidents.

The Task Team are an integral part of Operation Respect and to the City Centre and they work in partnership with the relevant Agencies to provide support, assistance and public reassurance to businesses and those who use the City Centre, with the collective aim to provide a hi-vis presence to assist in reducing street violence, disorder, theft, shoplifting and ASB and to impart invaluable local knowledge and so forth.

With tourism and hospitality being such a major industry for Inverness & the Highlands, such a programme in the Spring, Summer and Autumn of 2023 will continue to offer both positive benefits for the visitors to the area as well as underpinning this vital economic sector in the Easter, Summer and Autumn holiday periods when Inverness and the wider Highlands return as an international attractive holiday and visitor destination which is forecast to attract record levels of visitors to the City in 2023.

As previously, the operating period for 2023 will again be focused on the two-week Easter holiday break, the nine-week Summer holiday period covering the Scottish and UK School holiday periods from 30th June until 2nd September and the two-week Autumn holiday period in October to optimally target the times when incidents have been historically shown to increase.

The total cost of this year's scheme is £19,755. Maintaining the ratio of the proportional funding used in 2021 and 2022, support is requested from the Inverness Common Good

Fund of the sum of £11,596 with the balance of £8,159 being contributed by Inverness BID Limited from the levy collected from the city centre businesses.

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

Yes No

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

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

Yes No

OR

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

Yes No

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

N/A

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

N/A

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

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

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

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

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

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing & Management	Security Task Team	£18,705			£18,705
Other Costs e.g. property costs, transport, equipment, insurance, marketing.	Communications, Clothing etc	£1050			£1,050
Total Project Cost £		£19,755			£19,755
Total Funding Request £		£11,596			£11,596

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Inverness BID Limited	£8,159			£8,159

Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£8,159			£8,159

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



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

Name of Organisation:

Inverness BID Limited

Name of Project or Activity Requiring Support:

Inverness Gull Project 2023

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

(Please provide closing date details where applicable)

Inverness Common Good Fund

Is the amount you are applying for:

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

Total amount applied for: £12,839

Estimated cost of funding in kind applied for: £ None.....

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

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number		Company Limited by Guarantee If yes – Company Number SC339914.....	✓
Other - please specify.....			

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

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

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

1.1 What is the name of your activity or project?

Inverness Gull Project

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

Start date (month and year).....April 2023.....

End date (month and year).....July 2023.....

Location.....City of Inverness

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

For example:

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

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

Gull Project Introduction

The Inverness BID led Gull Project has been successful in reducing the gull population. An independent census carried out in May 2019 identified 502 nests occupied by breeding pairs which is 25% less than at the count in May 2016. The success in achieving of this level of reduction is even greater when one recognises that without this intervention programme, the gull population would be expected to grow by 7% per annum.

The long-term nature of this project was recognised in the original discussions with SNH setting up this project (detailed below). Unfortunately the COVID Lockdown in March 2020 meant that the agreed 2020 egg removal programme was unable to proceed as we were unable to obtain permission/access for the contractor's mobile hoist to premises. This was reflected in the 2021 independent census which identified 532 breeding pairs an increase of 6% over the 2019 figure of 502 nests.

The 2021 project was carried out in the normal way and a total of 1357 eggs were removed or destroyed (compared with 1456 in 2019).

In 2022, 987 nests and 2098 eggs were removed or destroyed resulting in an increase of egg removal of over one third.

Background

In response to concerns expressed by the public, Councillors and businesses at the number of gulls in the Inverness area and the resultant mess and disturbance they were causing, in late 2011 Scottish Natural Heritage were asked for advice on what could be

done to reduce the associated problems. There followed a joint report from the Policy and Advice Manager of Scottish Natural Heritage with the Inverness City Manager to the Inverness City Committee on 13th February 2012 on the options for managing urban herring gulls in Inverness.

The report noted the continuing significant increases of the gull population since the last census in 2000 and stressed that without intervention, the number of breeding gulls were projected by SNH would continue to grow by 7% annually.

SNH concluded that the problems that the gull population were causing could best be managed by direct intervention to the breeding cycle by nest & egg removal as licensed by the Scottish Government.

In approving the Report the City Committee agreed to:

- 1) delegate power to the City Manager, in consultation with the Members of the Donations Working Group, to formulate a course of action based on the actions recommended by (the) report which will include a programme of nest and egg removal within the Inverness City Centre BID area (now also extended to surrounding locations including Crown);
- 2) a budget of up to £30,000 for the pilot (project in) 2012 Summer to be drawn from the large grants budget of the Common Good Fund

Inverness BID had undertaken the original review of other gull management schemes including liaising with the successful project in Dumfries. BID were asked to deliver a egg and nest removal project in both Inverness city centre and the Longman and as part of that intervention programme a total of 661 nests and nearly 1400 eggs were removed in the May-July 2012 breeding period.

In his review of the 2012 programme SNH Advisor Andy Douse supported the success of the work undertaken and concluded that ***“it is thus essential that the programme of control work is maintained if management of the City Centre gull problem is to be effective”***.

Mr Douse went on to say that the project had established that access to the majority of nesting roofs was possible and this means that the programme is likely to be viable and effective in controlling the gull population in the long term.

Although a budget of £40k funded ICGF £30k & BID £10k was set aside for the 2012 Gull Project (based on the costs of the similar project in Dumfries) the total costs incurred in that year were limited to £18k which was funded in the agreed proportions.

Outcomes

Following the initial programme in 2012, both the Inverness Common Good Fund & BID have continued to support the project on a 66.6%:33.3% basis.

Over the years the project has been extended to include additional properties in Crown, Carsegate as well as the City Centre and the Longman as required.

Over the past 9 years a total of 16,381 eggs have been removed and destroyed.

It is important to note that no evidence has been found of gulls relocating to nest into the residential areas of Inverness.

As a trial in 2021 the project was extended to include removals from residential properties where it could be established that gulls were nesting (as distinct to “visiting” i.e. looking for food). A total of 13 homes had eggs removed/destroyed by the contractor. The response from the residents was extremely positive given that it relieved the blight that they had suffered for a number of years and given that gulls return to the same breeding areas annually making this an ongoing issue without intervention. This service was extended in 2022 with further residential properties to be included for the 2023 programme as required.

It is worth recalling as an example of project impact, that the modelling that SNH carried out in 2016, in that year the project prevented between 659-1095 gulls being fledged i.e. reared to an age at which they can fly. Based on a survival rate of 65% of gulls achieving breeding age (normally their 4th year) from being fledged, the 2016 egg removal programme has thus projected to have stopped from between 428 - 712 gulls joining the breeding pool. To put these figures into further perspective if the gulls prevented in 2016 had reached breeding age, then SNH project that over their expected breeding life they would have produced between 3,650 and 6,464 fledged chicks.

Proposed Summer 2022 Programme

During the 2021 gull breeding season for the first time BID were able to arrange for a plane to take ariel photographs of all the roofs in the central Inverness area. A detailed review of each photograph was undertaken to find any additional breeding nests which we hadn't been aware of – which enabled us to identify nests which were impossible to view by the foot surveying previously undertaken (at high vantage points in each of areas) as say a roof was hidden from public view or nests could be hidden against roof plant etc.

This established that there were a further 8 premises with a significant number of nests (10+) which BID weren't previously aware of. BID staff contacted the relevant premise owners gain access to these roofs which led to the number of eggs removed/destroyed as part of the 2022 programme increasing by over one third.

Summary

As previously stated it has always been accepted that to control and seek to reverse the growth in the gull population that had occurred a number of years, was desirable for a number of reasons making intervention in the gull breeding cycle annually via removing of nests and eggs a long term ongoing project.

The SNH Scientific Adviser stated that it was essential that action was taken annually to reduce the problems caused by gulls and that failure to do so would mean that the population would revert to increasing by at least 7% annually and thereafter exponentially.

The cost of 2022 Gull project was £18,000 an increase of 7.1% on the 2021 costs. For 2023, the total project cost is estimated to be £19,258.73 (a 7.1% increase) and maintaining the ratio of the proportional funding previously allocated by the two parties, support is therefore requested from the Inverness Common Good Fund of the sum of

£12,839 (66.6%) with the balance (33.3%) of £6,419.73 being contributed by Inverness BID Limited from the levy collected from the city centre businesses.

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

Yes No

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

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

Yes No

OR

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

Yes No

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

N/A

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

N/A

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

David Haas, Inverness City Manager

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

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

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

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing		£2,152.13			£2,152.13
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Egg & Nest Removal Programme	£15246.75			£15246.75
	Census	£1,445.85			£1,445.85
	Sundry	£414			£414
Total Project Cost £		£19,258.73			£19258.73
Total Funding Request £		£12,839			£12,839

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Inverness BID Limited - Confirmed	£6,419.73			£6,419.73
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£6,419.73			£6,419.73

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

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

The report to Inverness City Committee from the Inverness City Manager and the Policy and Advice Manager, Scottish Natural Heritage on 13th February 2012 established the need for and benefits of this project which has been ongoing since this date with annual applications to support continuation.

- 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 successful the only change will be the addition of further properties to be surveyed and added to the programme calendar.

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

The project has received part funding from Inverness Common Good Fund in the Summers since 2012 as well from Inverness BID.

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

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Through the number of eggs and nests removed.		
An annual gull count and case studies.		

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

The report by Scottish Natural Heritage established that it would be necessary for a number of years to intervene in the gull breeding cycle by egg and nest removal in order to reverse the increase in the existing population and then reduce numbers.

BID has committed budget to the project for future years and it is proposed that a future application for funding be made to ICGF



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

Name of Organisation:

Inverness BID Limited

Name of Project or Activity Requiring Support:

Inverness Community Safety Partnership

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

(Please provide closing date details where applicable)

Inverness Common Good Fund

Is the amount you are applying for:

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

Total amount applied for: £9,700.

Estimated cost of funding in kind applied for: £ NONE.....

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

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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		Company Limited by Guarantee If yes – Company Number SC339914.....	✓
Other - please specify.....			

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

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

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

1.1 What is the name of your activity or project?

Inverness Community Safety Partnership

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

Start date (month and year)...1st April 2023.....

End date (month and year)...31st March 2024.....

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

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

For example:

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

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

Project Background and Details

The Scottish Government funded the work of the original Crime Reduction Partnership for an initial 3-year basis. The Highland Council then asked BIDs predecessor, Inverness City Centre Management (ICCM) to take over this role and duties with support funding from the Inverness Common Good Fund.

With the dissolution of ICCM in December 2008, BID was asked to take over this role with funding & support from Inverness Common Good fund. That funding was at a much-reduced level compared with that given by ICGF to ICCM.

This application follows the creation of the ICSP pursuant to a decision taken by the Inverness City Committee (ICC) in April 2010.

As part of its core activity, BID has taken responsibility for the provision of administrative support and programming of the Inverness Community Safety Partnership (ICSP) which co-ordinates community safety initiatives in the wider Inverness area. It is also responsible for several community safety projects specific to the BID area.

As explained since 2010 the Inverness Community Safety Partnership has taken over an expanded role for community safety in the wider Inverness. ICSP partners include representatives from;

- Police Scotland
- Highland Council

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

ICSP appoints a Chair and Vice-Chair from its partners on an annual basis.

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

The activity and programmes of ICSP are co-ordinated and implemented by Inverness BID through its Community Safety Manager who has very significant experience in community safety having previously spent 30+ years working at a most senior level within Northern Constabulary.

As part of its remit, ICSP is responsible for;

- Acting on behalf of ICSP, Inverness BID will be responsible for delivery/co-ordination of a wide range of community safety programmes for residents and visitors including Operation Respect - a jointly funded programme with the Highland Council, Police Scotland, BID and other stakeholders including the Street Pastors, NHS Highland, Scottish Ambulance Service and the Highland Third Sector Interface.
- Oversight of Community Safety initiatives that may be undertaken by any of the partner agencies within the boundaries of the geographical remit of the Inverness Partnership, being the 7 City Wards.
- Co-ordination of the activity of the partners of the Inverness Partnership in relation to all Community Safety / Business Crime initiatives;
- Formulation and review of objectives for Community Safety/Business Crime initiatives on an annual basis;
- Where practicable to assist with the delivery of Community Safety initiatives;
- To co-ordinate good practice and make best use of development of initiative opportunities;
- Deliver an annual report to the Inverness City Committee on the activities of the Inverness Community Safety & Crime Reduction Partnership and its proposals for the forthcoming year; and
- The management of media engagement in all supported activity.

Inverness BID will also service the business community through a number of Community Safety Initiatives. Safe Inverness (now managed by BID as a project) operates as a Business Crime Reduction Partnership, sharing information between its members in the Inverness Business Community, liaising with Retailers Against Crime (RAC) and the Scottish Business Resilience Centre (SBRC), and co-ordinating the Inverness Retail Security Group.

In 2022, this initiative has been addressing issues pertaining to Anti-Social Behaviour,

Shoplifting, and Youth Crime particularly during school holidays and weekends and with the advent of the free bus passes available this has given rise to a reported increase in shoplifting and anti-social behaviour by some youths resident out with the Inverness area travelling into the City Centre.

ICSP support the vital night-time economy and encourages participation in the Inverness Pub Watch and the Best Bar None Awards which promotes excellence in standards and matters relating to staff welfare, training, performance, community support and the customer experience in the licensed trade, with BID acting as Secretariat and Co-ordinator for both important initiatives. BID also provides secretarial and co-ordinating assistance to the Hospitality Sector via Inverness Pub Watch and other licensed trade related initiatives such as the pilot NC50 Music Festival held in October 2022 which would not be facilitated otherwise.

Benefit of ICSP Project

The Inverness Community Safety Partnership (members) will continue to be responsible for the delivery of co-ordinated community safety projects for the benefit to residents, visitors and businesses in Inverness. It seeks through its programmes to reduce crime and the fear of crime in conjunction with working with its partner agencies to improve the amenity, safety and wellbeing of Inverness for all.

The Community Safety Manager will also be integral to the redesign of ICSP being adapted to meet the needs of the Inverness Area Locality Plans and actions once confirmed and will continue to provide a supporting role going forward in an optimally responsive, effective and impactful way.

Through the ICSP, Inverness BID and other Partners are currently working with and supporting the Highland Council's aim to deliver upgraded high quality digital CCTV and Monitoring Systems in Inverness, improvements to the CCTV Control Room housed at Police Scotland, Area Command Police Office at Burnett Road, Inverness, utilising latest technology and equipment, as well as extending the network coverage and monitoring facilities across Highland. The initiative has also ensured increased coverage in blind spots within the City Centre which has improved safety and perceived risk of crime by businesses and their clients and customers i.e. Market Brae Steps.

Noting the importance of the CCTV network to the wellbeing of our communities, the role of the ICSP is pivotal in ensuring there is a strong platform for agencies to share ideas, and to support the enhancement of the CCTV network, to attract the necessary funding. This also provides good scrutiny of the significant existing funding allocation towards the delivery of CCTV within the City from the Inverness Common Good Fund which is agreed annually.

Through the Partnership full support is given to the Safe Inverness Crime Reduction Partnership and to the regular seasonal Operation Respect programmes throughout the year, which address issues associated with vulnerability, improved access to services, increased Community and Public Reassurance, with additional and targeted support to business, the night-time economy, and those who frequent the range of hospitality and entertainment on offer.

The ICSP, Inverness BID Community Safety Manager co-ordinated the efforts of three local business owners, Highland Council and the ICGF, to fully fund and provide Public

Access Defibrillators at 5 key locations within the City Centre which were installed in summer 2022 providing open access to much needed life-saving equipment in Inverness for the first time. BID continues to co-ordinate the monitoring, servicing, repair and management of these important items of kit.

Inverness BID further Chair a fortnightly meeting between BID, Street Pastors, Police Scotland (Town House Team), HADASS, Highland Council Ward Manager and other stakeholders. The purpose of these regular meetings is to, on a rolling basis share information and assign actions for ongoing issues which cover a broad range from crime to health and safety to ensure non-duplication of effort and to achieve outcomes that singular organisations could not achieve alone.

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

Yes No

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

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

Yes No

OR

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

Yes No

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

There are no barriers to groups benefiting from this Project and full equality impact assessment available upon request.

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

N/A

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

David Haas, Inverness City Manager

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

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

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

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing	Employment Costs	£24,000			£24,000
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Programme Costs	£8,000			£8,000
Total Project Cost £		£32,000			£32,000
Total Funding Request £		£9,700			£9,700

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Inverness BID Limited - Confirmed	£22,300			£22,300
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£22,300			£22,300

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

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

The need for this Project was recognised by the Inverness City Committee in 2010 and its role continues to be supported by the member organisations, although it is agreed that some changes may be required in 2023-4 to ensure that the project can be as optimally effective in regards to delivery and implementation of the pending Inverness Locality Plan once confirmed.

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

2022/23	£9,700
2021/22	£9,700
2020/21	£9,700
2019/20	£9,000

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

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

Jointly funded by Inverness Common Good Fund & BID

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

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Achievement of business objectives as set down by ICSP – Response from member agencies – Interaction with public.		

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

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



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

Name of Organisation:

Inverness Business Improvement District

Name of Project or Activity Requiring Support:

Coach Ambassador Project 2023

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

(Please provide closing date details where applicable)

Inverness Common Good Fund

Is the amount you are applying for:

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

Total amount applied for: £12,987

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

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

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

Third Sector (voluntary or community) organisation		Community Council	
Registered Charity If yes – Registration number		Company Limited by Guarantee If yes – Company Number SC339914	✓
Other - please specify.....			

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

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

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

- 1.1 What is the name of your activity or project?
- 1.2 When will your activity or project take place? (specifically those for which you are seeking an award from The Highland Council)
- Start date (month and year) April 2023
 End date (month and year) October 2023
 Location: Ardross Street/Inverness City Centre
- 1.3 What activity or project do you want us to support?
For example:
- *Aims of the project and how you are going to do it*
 - *Help with running costs or for a specific project or activity?*
 - *Who will benefit*
- Please note that the Council will be unable to provide any resources not specified on this form or supporting information.

Project Background

The joint Report of the Director of Community Services and the Inverness City Manager to the City of Inverness Area Committee on 28th January 2016 cited the aim of “Developing Inverness as a Coach Friendly City” and reported on the success of the use of Ardross Street as a designated Coach/Drop Off/Pick up point for visitors during 2015 which included the important role undertaken by the designated BID Coach Ambassador/s to:

- “Act as a liaison between residents and businesses on Ardross Street with the Coach Operators and Staff to ensure that any concerns are addressed timeously and effectively.”
- “Welcome visitors to the City, provide directions, answer questions visitors, to promote a positive view of the City and its people to encourage return visits and to facilitate our guests to visit the many points of interest to them in the City Centre.”

In 2015 at the request of the Highland Council, Inverness BID agreed to staff and manage the Coach Ambassador Programme initially on the basis of the costs being fully funded by the Inverness Common Good Fund.

The service involves having a Coach Ambassador on hand to co-ordinate parking, traffic management, to provide a knowledgeable and warm welcome (whatever the weather) to the 2k+ coaches and their visitors and this project operates on a 7-day basis increasing to 2 or 3 ambassadors when a large number of coaches from larger cruise liners are scheduled to visit Inverness.

The Coach Ambassadors further provide an important role is assisting visitors with issues such as missing their return coach, obtaining emergency medical assistance

when needed and also by being responsive to passenger needs i.e. in 2022 one elderly gentleman's mobility scooter broke down mid-vacation. The Coach Ambassadors noted how unsteady he was with his rollator (and at risk of falling) and offered to source him a wheelchair from Eden Court. The man's family later contacted BID to advise that this was his last holiday and to state they could not be more grateful that his trip to Inverness was outstanding as a result of this action as he was then able to enjoy his visit before adding that they are planning to also now visit the region.

In recognition of the excellent service provided and following a joint BID/HC application, in October 2016 Inverness was awarded official 'Coach Friendly' status by The Confederation of Passenger Transport UK (CPT) due to "the commitment made by Inverness to meet the needs of coaches, their drivers and their passengers to the City Centre".

The success of the initiative is also demonstrated by the numbers of coaches accommodated which requires the effective management of the street with the programme in 2022 having assisted 1168 Cruise Ship coaches from 109 passenger liners, an increase of 5% on the last comparable year (given disruption in 2020 and 2021 due to the pandemic) i.e. 2019 across the 11 bays. The Coach Ambassador programme further assists domestic tour coaches with feedback from the drivers and staff stating that Inverness is one the best managed drop off points they visit making the total number of coaches welcomed in 2022 exceeding 2k and circa 80k people.

The project staff have further assisted with additional tasks for the greater good of the City in the area when required by for example helping to manage and co-ordinate parking for events at the Northern Meeting Park such as the Dandelion Festival or assisting with the clean up of litter on Ardross Street to ensure that the area is well managed, kept and optimally presentable.

The team further have very good relationships with surrounding businesses and residents and have many 'regular' canine friends, all known by name who also at times provide an added welcome to our coach visitors if they are passing at the time meaning the project in totality very much facilitates the presentation of Inverness and our community as the 'friendly City' at its best and encourages our guests to return for a longer repeat visit at a later stage with feedback to date being extremely positive.

For the 2023 season it is again proposed that BID provides the Coach Ambassador service daily (i.e Monday to Sunday) between 1st April 2023 and 13th October 2023. Staffing is budgeted together with a further provision for redesigned and enhanced visitor maps (to include QR code feedback survey and a designated/updated business directory), staff clothing, communications and other sundry items for a total project spend of £19,500. The application herein seeks an ICGF contribution of two-thirds of this sum and one third BID to enable this important project to continue in 2023 and at a vital time for our 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?

A full equality impact assessment is available upon request.

To summarise: the project will continue to greatly assist Highland Council with the meeting of the Public Sector Equality Duty as defined in the Equality Act (2010) including as exemplified by the team frequently helping visitors who due to a protected characteristic are disadvantaged or have additional needs such as: ringing for taxis for older people or those who cannot speak English, helping those with a disability or who need medical attention or by helping women who need a quiet space to breastfeed.

For the levelling up project at the Northern Meeting Park the Team have been provisionally designated space to base operations within the new design should the service continue. This will greatly assist with building on the equality related work already being undertaken as having a ‘room of requirement’ will ensure that Inverness actively reduces the barriers faced by visitors with a protected characteristic in order to promote inclusion optimally as the space will be flexible and can be used for many of the needs outlined above.

The proposed visitor survey for 2023 will further have designated equality questions to help the team evaluate what additional measures can be taken to assist and expand compliance with this duty.

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

N/A

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

David Haas, The City Area Manager

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

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

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

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing		£16,750			£16,750
Other Costs e.g. property costs, transport, equipment, insurance, marketing	Maps, Clothing, Communications etc	£2,750			£2,750
Total Project Cost £		£19,500			£19,500
Total Funding Request £		£12,987			£12,987

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Inverness BID Limited - confirmed	£6513			£6513
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£6513			£6513

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

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

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

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

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

Project part funded with ICGF grant of:

£17,000 in 2015
£11,250 in 2016
£9,750 in 2017
£9,750 in 2018
£9,750 in 2019
£10,800 in 2022

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

How you will know you have made the change?		
Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome
Positive feedback from local businesses, coach passengers and coach companies as well as visitor feedback via the 2023 QR code project survey. Numbers of coaches and passengers.		

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

The project provides a valuable service that benefits the local economy and BID will continue to support this project via match funding.

TABLE A 2019/2021/22	
COMMUNITY SAFETY - ICGF	
Easter/Summer/Autumn 2022 Task Team	£10,795
Easter/Summer/Autumn 2021 Task Team	£9,113
Easter/Summer/Autumn 2019 Task Team	£8,075
Inverness Community Safety Partnership period 1.4.22-31.3.23	£9,700
Inverness Community Safety Partnership period 1.4.21-31.3.22	£9,700
Inverness Community Safety Partnership period 1.4.20-31.3.21	£9,700
Inverness Community Safety Partnership period 1.4.19-31.3.20	£9,000
CIVIC AMENITY - ICGF	
Gull Project 2022	£12,000
Gull Project 2021	£11,200
Gull Project 2019	£12,000
Floral Displays Summer 2022	£64,150
Floral Displays Summer 2021	£61,100
Floral Displays Summer 2019	£58,277
CITY CENTRE RECOVERY - ICGF	
Here to Help Ambassadors 2020	£5,973
COACH AMBASSADOR - ICGF	
Coach Friendly Project 2022	£10,800
COACH AMBASSADOR - Summer 2021 (aborted)	£373
COACH AMBASSADOR - Summer 2019	£9,750
INVERNESS LOVES LOCAL CAMPAIGN - ICGF	
Additional Gift Card Marketing - 2022	£5,900.00
SMART SCAPE - ICGF	
Smart Scape City Centre Project - 2022-23	£9,996.72
INVERNESS FESTIVE PARKING - ICGF	
Inverness Festive Parking (Rose St) - December 2022	£9,950.00

**Inverness BID Limited
Income and Expenditure Account
For The Year Ended 31 March 2022**

	Notes	2022 £	2021 £
TURNOVER		335,669	141,071
GROSS SURPLUS		335,669	141,071
Administrative expenses		(360,194)	(246,636)
Other operating income		29,000	104,514
OPERATING SURPLUS/(DEFICIT)		4,475	(1,051)
Other interest receivable and similar income		-	1
SURPLUS/(DEFICIT) BEFORE TAXATION		4,475	(1,050)
Tax on Surplus/(deficit)		(587)	-
SURPLUS/(DEFICIT) AFTER TAXATION BEING SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		<u>3,888</u>	<u>(1,050)</u>

The notes on pages 6 to 8 form part of these financial statements.

**Inverness BID Limited
Balance Sheet
As at 31 March 2022**

		2022		2021	
Notes	£	£	£	£	£
FIXED ASSETS					
CURRENT ASSETS					
Debtors	4	-		4,718	
Cash at bank and in hand		150,821		194,592	
		150,821		199,310	
Creditors: Amounts Falling Due Within One Year	5	(147,963)		(200,340)	
			2,858		(1,030)
NET CURRENT ASSETS (LIABILITIES)					
TOTAL ASSETS LESS CURRENT LIABILITIES			2,858	(1,030)	
NET ASSETS/(LIABILITIES)			2,858	(1,030)	
Income and Expenditure Account		2,858		(1,030)	
MEMBERS' FUNDS			2,858	(1,030)	

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

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

On behalf of the board

Date

The notes on pages 6 to 8 form part of these financial statements.

Inverness BID Limited
Detailed Income and Expenditure Account
For The Year Ended 31 March 2022

	2022		2021	
	£	£	£	£
TURNOVER				
BID Levy receivable		216,340		117,203
Project income generated		119,329		23,868
		<u>335,669</u>		<u>141,071</u>
GROSS SURPLUS		335,669		141,071
Administrative Expenses				
Management and admin salaries and travel	88,316		79,537	
Community Safety salaries and costs	19,349		27,533	
Amenity salaries and costs	13,664		13,543	
Marketing, projects and events	159,657		36,774	
Office Accommodation	8,490		7,519	
Overheads and Insurance	23,910		6,797	
Stationery, telephone etc	4,216		5,090	
Levy administration	15,850		216	
Co Sec'y, accounting, audit	4,059		3,802	
Depreciation	-		6,965	
Provision for forth term costs	22,683		58,860	
		<u>(360,194)</u>		<u>(246,636)</u>
Other Operating Income				
Government grant receipts - net	-		5,738	
Job retention scheme income	-		23,276	
Other coronavirus grant income	29,000		75,500	
		<u>29,000</u>		<u>104,514</u>
OPERATING SURPLUS/(DEFICIT)		4,475		(1,051)
Other interest receivable and similar income				
Bank interest receivable	-		1	
		<u>-</u>		<u>1</u>
SURPLUS/(DEFICIT) BEFORE TAXATION		<u><u>4,475</u></u>		<u><u>(1,050)</u></u>

Inverness BID Applications

		Amount Requested	Total Project Costs	%
1	Floral Displays 2023	£69,378.00	£84,529.00	82.08%
2	Operation Respect Easter/Summer/Autumn 2023	£11,596.00	£19,755.00	58.70%
3	Inverness Gull Project 2023	£12,839.00	£19,259.00	66.66%
4	Inverness Community Safety Partnership 2023	£9,700.00	£32,000.00	30.31%
5	Coach Friendly Project 2023	£12,987.00	£19,500.00	66.60%
		£116,500.00	£175,043.00	66.56%

