



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:

FLOW Photofest

Name of Project or Activity Requiring Support:

FLOW Photofest 2023 - International Photography Festival

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

(Please provide closing date details where applicable)

Common Good Fund 21st April 2023

Is the amount you are applying for:

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

Total amount applied for: £12,100.00

Estimated cost of funding in kind applied for: £6,500.00

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

From Highland Council through HIGHLAND HIGHLIFE, waiving of fees and staff time for Installation of exhibitions:

- Museum and Art Gallery – Main Gallery and Small Gallery (£2,000.00)
- Thurso Art Gallery (£500.00)

From Eden Court Theatre, waiving of fees and staff time for hanging exhibitions

- Use of Gallery walls on Level 1 and 2 (£4000.00)

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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 SC051177	X	Company Limited by Guarantee If yes – Company Number S C 5 3 5 6 2 9	X
Other - please specify.....			

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

For official use only			
Application reference number			

PART 1: ABOUT YOUR ACTIVITIES OR PROJECT

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

1.1 What is the name of your activity or project?

FLOW Photofest 2023: International Photography Festival

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) September 2023

End date (month and year) Festival ends August 2024,

Legacy Project ends September 2024

Location: Inverness Museum and Art Gallery, Eden Court Theatre, Thurso Art Gallery, Café Galleries in Inverness and Elgin

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.

What is the Festival?

The Festival promotes work made in the North and by photographers from the North, and has regularly exhibited work from photographers from Iceland, Norway, Finland, Denmark, Canada, Alaska, Sweden, Russia and Scotland. It is a biennial festival and organises a month long programme of Exhibitions every second year in September.

The Festival plans to move away from the month long, every second year model, and use the 2023 Festival to launch a Year Round Project which will be more sustainable and build on the reputation developed over the last 8 years.

The new additional element to the FLOW Photofest Project focuses on developing a Centre for the curation and exhibition of contemporary photography. This will be known as:

The FLOW Photofest Futures Programme

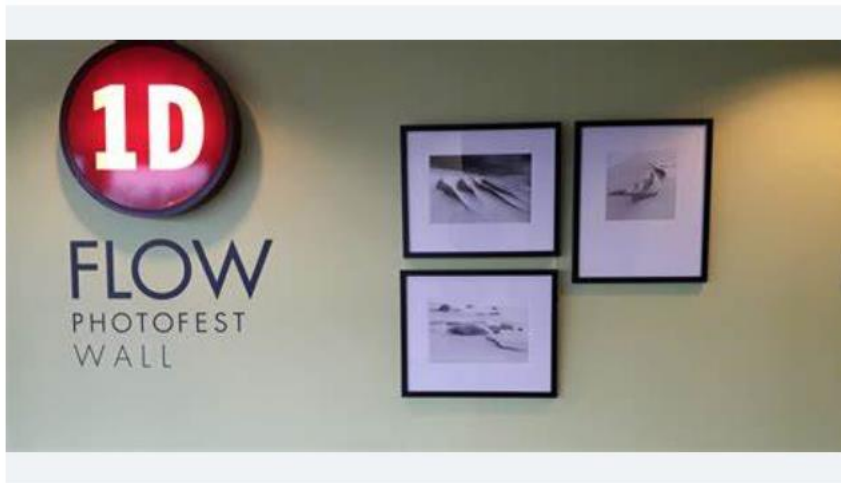
This will build on the Eden Court showcase model by developing the exhibition programme

and bringing photographers to the Highlands to discuss their work. A range of activities will be generated throughout the calendar.

FLOW Photofest – the track record so far:

FLOW Photofest has successfully delivered 3 International Festivals - in 2017, 2019 and 2021. Showcasing over 60 international quality exhibitions

The Festival now runs a permanent gallery at Eden Court Theatre which showcases local and international exhibitions outside of the main festival. To date 26 separate exhibitions have been brought to Inverness by the volunteers at FLOW Photofest.



The festival is an essential component in working toward firmly establishing photography and associated activities (talks, workshops etc) as core features of any visual art scene across the Highlands and Islands of Scotland and especially within the context of the creative industries.

In this context, FLOW Photofest works hard at increasing the awareness of the value and importance of the exhibition format to artists and the public. We have also developed good relationships with other arts-based organisations in the area and we regularly share ideas and resources. We frequently loan out our frames to support other artists and photographers, thus expanding the reach of the festival resources.

We collaborate in sharing work with other organisations out-with our area including Streetlevel Photoworks, Stirling Photography Festival, and Studies in Photography, giving artists increased exposure and earnings.

Sustainability, Environmentalism and Carbon Impact

FLOW Photofest operates a sustainable curation model. We invested in frames and we encourage artists to use these as a first option. Unless the photographs are already printed or are analogue prints (for example silver gelatin), all printing is undertaken with our partners at The Highland Print Studio in Inverness. We have developed a reputation that means artists trust us to manage digital files of their images which are deleted after the festival – so this reduces any need for travel reducing the carbon impact of the Festival.

All images are offered to the artists at the close of the festival so that they can re-use them for other exhibitions. Any that remain with us are (as per artists contract) disposed of in line with local authority recycling initiatives.

The Festival prides itself on generating very little waste and remaining as carbon sensitive as possible. FLOW is a lean organisation.

FLOW Photofest has worked hard at establishing an essentially ecological model in which there is a mutual benefit to the festival, our collaborating partners (venues in particular) and the public. We have established a good relationship with our partner organisations and this in turn helps us to establish working relationships with new venues and artists beyond the life of the festival. All of this helps us to sustain and build upon our presence and the activities of the organisation.

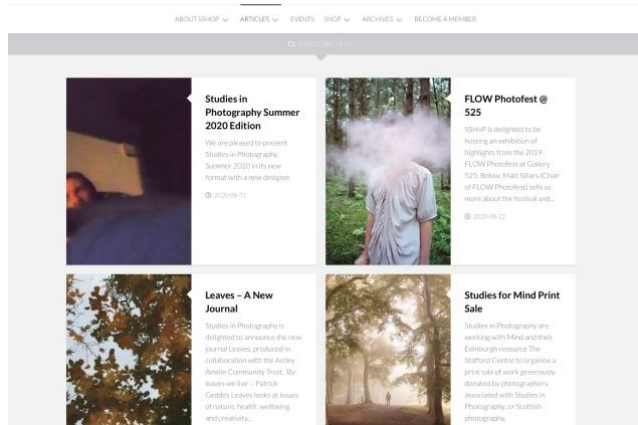
This reputation and trust extends to artists who now have fewer, if any, reservations about engaging with our sustainable curation model, trusting us with their digital files and to care for their work. A part of the ecological model is that there is a growing community of FLOW Photofest artists who are happy to engage with other artists in sharing their positive experiences with FLOW Photofest and all of this helps us maintain our reputation.

The Festival also promotes work by Highland Photographers across the UK, and has been successful in curating exhibitions in the Central Belt by emerging artists from the Highlands. The Festival has been important in changing the focus of attention from just Edinburgh and Glasgow and ensuring that the North is recognised as a site of creative practice.

The Festival is well connected with the Stirling Photography Festival (Supported by Stirling BID) having shared exhibitions in 2021; the Stills Gallery in Edinburgh, and Street Level Gallery in Glasgow, who regularly share exhibitions with FLOW in Inverness throughout the year.

Work from the Festival has been showcased in Edinburgh at the headquarters of the prestigious Scottish Society for the History of Photography.

THE SCOTTISH SOCIETY FOR THE HISTORY OF PHOTOGRAPHY



Work was to be shown at the 2021 Edinburgh International Art festival, but COVID cancelled this event.

The 2021 festival successfully promoted the use of outside spaces to enable covid restrictions to be met, whilst at the same time providing the public with access to high quality international photography. The following aims stem from that experience.

Aims for 2023:

- 1: Increase public engagement: Place international standard exhibitions on railings at Inverness Castle and at WASPS on Stephens Brae, Inverness.
- 2: Increase footfall at Gallery spaces - through utilising key spaces at Eden Court and IMAG, for example, to encourage public access post covid.
- 3: Provide International Visitors to Inverness with a sense that the City is Intellectually and Culturally active.
- 4: Enhance the Intellectual and Cultural experience of resident of Inverness.

Supporters of past Festivals include the following organizations and businesses.





We have achieved national publicity through the BBC and Scottish Field, for example, and have featured in the prestigious journal produced by the Scottish Society for the History of Photography which is collected by major institutions worldwide.



Attracting International Artists

In 2021 the festival headlined the premier of an exhibition by Thomas Joshua Cooper. Internationally renowned, in the same year he exhibited at the Scottish National Portrait Gallery. A book of that exhibition was produced. FLOW is very proud of attracting this quality of work to Inverness. The Royal Scottish Academy of Art and Architecture considers

Cooper “amongst the premier contemporary landscape photographers”

<https://www.highlifehighland.com/inverness-museum-and-art-gallery/flow-photofest-2021-legacy/>

Thomas Joshua Cooper

Desire Lines: A Calendar of Caledonian Saints; pictures from the North



Headlining the Festival this year is a new body of 25 handprinted photographs by Professor Thomas Joshua Cooper of Glasgow School of Art in collaboration with Catherine Mooney. In their first project Cooper worked as visual site interpreter and Mooney as guide. They made a hodological exploration of places associated with early Celtic Saints – births, deaths, lives and practices – to make the pictures in site specific locations. The pictures are a visceral response to the

interior of mythical Caledonia; a visual remapping of the familiar. The images are lyrical and even joyful and Scotland is rediscovered as a place of great richness and beauty.

FUNDING MODEL: ‘Keeping the money in the local area’

FLOW’s business model is to keep our expenditure as local as possible to support local businesses.

For example, a large quantity of the exhibited work will be printed in Inverness by the Highland Print Studio. Framing work will be carried out by the Inverness Framing Company and local newspapers will be used for advertising.

This circulates money within the economy rather than it being lost from the area by incurring costs from outside agencies.

FLOW estimates that in excess of £35,000 in previous funding has been circulated within the Inverness/Highlands creative economy.

NOTE: Conditions from Previous application in 2021 have been met and materials funded are reusable

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?

Exhibitions chosen by FLOW often have a strong sense of social justice. Previous exhibitions have featured Scottish photographer, Margaret Mitchell, whose work on social justice in Scotland is now reaching a global audience

~ TALKING PICTURES ~
 INTERVIEWS WITH PHOTOGRAPHERS AROUND THE
 WORLD

Home About Artists Festivals Miscellany Regions + Themes

Archive Contact

Margaret Mitchell
 United Kingdom



*"It's tiring - this is your life. I'm safe now but it's all limited, I don't exist anymore."
 by Margaret Mitchell (Margaret Mitchell) from the series 'The Photography Project'*

For over three years, I've worked on a project grounded in reflections on the emotional and practical consequences of being without a permanent home. Through photographing multiple individuals and stories, the overall message is an appeal for better systems in society. In this image, the woman who had become homeless through domestic abuse, sits on her bed in her new, permanent home. Before moving here, she had spent three years in homeless hostels and inadequate housing. This house is a new start for her, but the indelible trace of trauma remains. We need better support for our fellow human beings: more dignified, quicker solutions, more compassion – that would be my hope as we move into 2023 and beyond.

We have featured work by Icelandic photographer, Sigga Ella, whose co-constructed portraits of people with Downs Syndrome challenges stereotypes:



We also featured work by Norwegian photographer, Andrea Gjestvang, whose body of work includes exploring the lived experience of mail order brides brought the Faroe Islands. This work is now featured on CNN as being on international importance.



The first festival in 2017 was lead by Ragnor Axelsson, from Iceland, whose work on the Arctic and the impact of climate change has now reached a global audience.



Inverness based photographer, Evija Laivia, and Finnish photographer, Iiu Susiraja, presented work focusing on the way in which women's bodies are commodified:



Evija Laivina



Iiu Susiraja

Through the presentation of diverse exhibitions, the festival ensures that FLOW ensures that that difference is celebrated.

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:

Councillor Ken Gowans continues to be very supportive of FLOW Photofest and its programme.

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
Inverness Museum and Art Gallery/ Thurso Art Gallery Waiving fees for the use of both main galleries. Waving fees for installation team Waiving fees for advertising and promotion	£2500.00

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	A complete breakdown of costs is attached to this application				
Other Costs e.g. property costs, transport, equipment, insurance, marketing					
Total Project Cost £		18,600			
Total Funding Request £		12,100			

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 £
FLOW Photofest's own resources:				
111 Large frames and boards @ approx. £40 per frame.	£4,400.00			
20 Small frames for exhibitions @ approx. £35 per frame	£700.00			
28 Museum Grade Frames (£1200.00)	£1,200.00			
Administration of Festival curation (in kind)	£1,500.00			

Successful X Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
N/A				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals	£7500.00			

*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)

From the information we gathered through the 2017 and 2019 Festivals we are able to demonstrate a strong case of the continued development of the Festival:

In 2017, FLOW Photofest welcomed over 30,000 visitors in six out of the ten locations across Inverness and the Highlands and Islands (this figure is based on the venues that were able to provide footfall figures to us.)

Additionally, there were seven local businesses that hosted 'small wall' exhibits throughout Inverness, and are keen to participate again in 2019. We have been approached by new venues and organisations that would like to participate in 2019 – including the Upstairs Gallery in Inverness, the Iona Gallery in Kingussie, and An Talla Solais in Ullapool.

648 people attended the talks and opening event in 2017. In August 2019 we hosted a one-off event at Eden Court with the internationally renowned photographer Martin Parr, this event was sold out (85 people attended).

Our end of festival online survey, as well as the comments books from the festival showed a very positive response to the events:

We have now shown 26 separate exhibitions at Eden Court, with good footfall and reviews

From the comments books at Eden Court Theatre exhibitions:

“I have been so impressed and interested by all the different photographs that have been selected. It’s a great eclectic mix. This is a much needed addition to the arts scene in Inverness - I hope its supported for years to come - Shaun Green, Inverness”

“I am 94 and I have never seen work like this, it is superlative - JF”

“A real leap forward for Inverness. This would bring me back everytime - Malcolm G42 8RA”

“Enjoying the variety of the images. Really impressed by having this exhibition in Inverness and across the Highlands - please, please carry on doing this. Mondaymadness Photography Group - Isle of Skye & Lochalsh”

“Really thought provoking photography. An excellent photography festival - the first of

many I hope. Have travelled from Mull to see Flow” - S. Daly

From the online survey:

“I had a four hour round trip to Inverness to see some of the work exhibited. It was great to be able to see such a variety/amount of work in one trip/day. I loved it.”

“Loved the associated talks and think the festival generated a good buzz.”

“Serious contemporary work in Inverness is well overdue tribute to the artists in taking a risk in this innovative, first event. Printing was excellent and format/hanging kept simple. accessible with no scary cathedrals created.”

“Very strong programme, varied and challenging. Brilliant to have a festival like this in Highland.”

A fuller set of documents can be accessed at:

<https://tinyurl.com/ybgquvjm>

- 1.12 Is this a new or additional activity or project? – NEW and ADDITIONAL
If yes, what change will your activities or project make in your community?

FLOW Photofest Futures Programme: Developing a Centre for the Curation and Exhibition of Contemporary Photography

The new element is the development of the period after the 2023 festival. In the past the festival has organised ad-hoc and stand-alone events when the opportunity presented itself. However, the success of these has meant that there is a demand for more regular events and

exhibitions.

We plan to expand the Eden Court Gallery space and to rebadge it as a showcase for contemporary photography encouraging new and emerging photographers to show work in the Highlands all year round. This will create a presence which is only equalled by the main galleries in the central belt. Thus, our vision is to promote Inverness as a Centre for the curation and exhibiting of contemporary photography.

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
2023		

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

We hope to develop the 'all year round' approach in partnership with other organisations. Applications will be made to Creative Scotland.

Email address

Does the main contact have any communication needs? E.g. textphone, sign language, large print?

YES NO

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

- 3.3 a) When did your organisation start? Month **November** Year **2015**
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

The Festival focuses on Inverness, but also encompasses other Highland areas such as Thurso. Work is shared with spaces in Elgin

The development of the year round Centre is focussed on Inverness.

The work in the past has encompassed LGBT, Black Lives Matter and MeToo campaigning issues. Contemporary Photography often has a social justice element and this will be a feature of the 2023 festival and the 2024 exhibition programme period.

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

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

The festival does not have a membership. It has a small committee who focus on curating the exhibitions, It has a range of volunteers who support the work of the festival. There are no paid staff and Directors are also volunteers.

- d) How many people are on your governing body or management committee? 3

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

Yes No

If yes, please provide names:

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

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

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

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

Yes No

If yes –

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

Year 1: 2022 N/A
Year 2: Funding for the September 2021 festival from Common Good Fund
Year 3: 2019 N/A

b) How much funding do/did you receive?

Year 1: 2022, NA
Year 2: 2021 – Festival received 11,920.00 from Common Good Fund
Year 3: 2019, NA

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

Year 1: 2022, NA
Year 2: 2021, NA
Year 3: 2019, NA



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:

Highland Third Sector Interface

Name of Project or Activity Requiring Support:

Café 1668 – Link Worker

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

(Please provide closing date details where applicable)

Inverness Common Good Fund 21st April 2023

Is the amount you are applying for:

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

Total amount applied for: £37,867.07.....

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

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

Salary Costs

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	X	Company Limited by Guarantee If yes – Company Number	
Other - please specify..... SC043521.....			

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?

Café 1668 – Café Link Worker

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 July 2023.....

End date (month and year)...30th June 2024.....

Location.....Café 1668, 86 Church Street, Inverness, IV1 1EP.

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.

Cafe 1668 is a social café which operates from 86 Church Street, Inverness. It serves up to 60 free meals, three days a week to people who are vulnerable and requiring assistance and support. It is a safe, warm and welcoming space in the City Centre. Highland Third Sector Interface (HTSI) have managed the Café since June 2020. In response to the needs of the clients a Cafe Link Worker was employed. The Link Worker provides a person-centred service that is responsive to vulnerable individuals aspirations and needs for people using Café 1668 within the community. They identify, and support referrals and signposting to relevant Services to meet those individual's needs.

In addition to providing general advice and signposting, over 100 individuals have now received more substantial interventions. Typically this involves assistance with homelessness, physical and mental health, substance misuse, debt and financial issues and emotional support. The role of the link worker essentially is to motivate and facilitate access to services that the individual would otherwise be unable to access on their own.

The Cafe Link Worker also facilitates regular "drop in" events with NHS Homeless nurse, RASASH, Voiceability (advocacy for Scottish Social Security Benefits), Police Scotland, Albyn Housing and runs a weekly mental health Arts Class.

The following case study demonstrates the value of the post to one customer.

Customer came in to the café for the first time and explained how he had lost his job a couple of months ago due to his drinking problem. He had no gas or electric, we called his gas company and he was credited with £40, he had been looking for work and was also struggling getting connected to the internet as he was using up his phone data. He was referred to the Libertie project for a 6 month data sim which was accepted. He then became a regular within he café for

free meals and the food shelf, he started engaging with osprey house. Later he asked if he could use our office to have a online job interview, this was arranged and he was offered the job. Following this he came in to get support uploading documents for his job as he needed help with IT. Client is now in full time work.

HTSI is requesting help with the staffing costs for this post. This would ensure that the current assistance provided for some of the most vulnerable and disadvantaged members of the community to continue.

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

Yes No

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

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

Yes No

OR

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

Yes No

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

The Café Link Worker project welcomes anyone who is seeking help to improve their life chances and their physical and mental wellbeing. Individuals who find themselves excluded for any reason from services are assisted in overcoming the barriers that they face to access these services.

An analysis of the current caseload demonstrates that individuals commonly are significantly disadvantaged in terms of income, education, personal historical trauma, previous engagement with criminal justice, housing and employment. Many individuals are initially unwilling to engage with services due to previous negative outcomes or simply are unaware or unable to reach out for assistance.

The service is non-judgemental, confidential and person centred.

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

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

The project manager has discussed this application with Mark Greig, Ward 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 £
Direct Salary and on Costs for Link Worker (FT)	Salary, £27,845.89 Pension and Employers Costs, £5,569.18	33,415.07			33,415.07
Other Costs Phone, IT and Management Costs	Phone, IT Support and access to licensed packages, £610 Ongoing Staff Development, £500 Heat, Light, Insurances, Management and Support/Supervision £3,342	4,452			4,452
Total Project Cost £		37,867.07			37,867.07
Total Funding Request £					

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

Organisation and status of application	Year 1 £	Year 2* £	Year 3* £	Total £
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Totals				

- 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 project has provided assistance to over 100 individuals with a current caseload of over 30 individuals.
 The number of free meals offered at the Café has increased from an average of 28 per day to 57 per day in the past 12 months. Individuals seeking help with financial issues such as debt, benefit claims and sanctions, housing and domestic energy disconnection have also increased in the past 12 months. Correspondingly the number of referrals to Inverness Foodbank, Inverness CAB, Homeless Services and DWP/Voiceability have similarly increased.
 The cafe offers surplus food and hygiene products donated from local supermarkets (Morrisons, Co-op, Lidl etc) and local retail businesses to customers.

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

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

The post is currently funded to 30th June 2023 by Criminal Justice Social Work. HTSI are seeking funding to be able to continue this valuable service. We have found it difficult to secure funding for this post as it is so wide ranging and the pressures ongoing on other

budgets mean that we are seeking support from a broader range of support.

- 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
Number of individuals assisted - 100		
Number of onward referrals/signpostings made- 200		
Positive outcomes recorded on the case management system- 50		

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

At this point we don't have a funder identified, we anticipate the need may be there on a recurring basis but the opportunities for funding this may not be. We may be able to secure a small portion of funding from other sources from ongoing discussions, but this has not been secured.

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

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

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- 3.3** a) When did your organisation start? Month MarchYear 2013.....
- 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?

Highland Council Boundaries

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

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

Third Sector Organisations

- d) How many people are on your governing body or management committee? ...7...
- e) Are there Highland Council Elected Members or Officers or Community Councillors on or attending your Management Committee or Board? *(please note that this will not affect your application)*

Yes No

If yes, please provide names:

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

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

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

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

Yes No

NB.

We have requested clarification from Highland Council on the extent of the information required and will submit once clarification has been provided.

If yes –

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

Year 1: See note above
Year 2:
Year 3:

b) How much funding do/did you receive?

Year 1:
Year 2:
Year 3:

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

Year 1:
Year 2:
Year 3:



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

Name of Organisation:

Flexible Childcare Services Scotland

Name of Project or Activity Requiring Support:

Holiday Playscape for children with Additional Support Needs.

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: £15,578.....

Estimated cost of funding in kind applied for: £...0.....

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

None

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 numberSC049318.....	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			
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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?

Holiday Playscape

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)... July 2023.....

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

Location... 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.

Aims:

- To provide the best quality childcare to children and those with complex and additional support needs.
- Allowing parents and carers respite time to socialise and spend time with other family members.
- To allow the opportunity to attend training and further education courses to gain suitable and sustainable employment and further future life skills to be beneficial.
- Allows children to feel included, socialise with their peers of similar ages, and access to a variety of supported activities.

Help:

- To help provide running costs for the project to continue over the Summer & October holiday period.
- Our funding for this project has previously been allocated from Highland Council's Early Years Grants budget (£60,000p.a) however we were advised in March 2023, that our funding for 23/24 would be cut by 50%. This has meant that we have been not able to secure the lead time to apply to other funders to secure the remaining 50%. This will have a detrimental effect to the parents without prior notice. Of the funding received for this financial year totalling £30,000, approx. £10,000 of this funding has been used to provide a holiday club over the Easter holiday period. From the remaining funding of £20,000, we will be able to deliver only a small number of the sessions each holiday period. We would only be able to deliver 8 sessions in summer (out of our usual 20 sessions) and 4 sessions in October (usually 10 sessions).
- If no future funding is secured, the project will sadly have to disband this would be

damaging for the families in this area whose children have Additional Support Needs.

Beneficiaries:

Families and carers of children aged 4-15 with additional support needs. This will allow respite time, and also allows parents/carers to spend time with siblings, family and friends.

The holiday club provides a vital lifeline to these families, carers and young people, as ASN services in Highland area are heavily oversubscribed.

The holiday club provides much needed structure to young people with additional support needs during the holiday period, where the disruption to routine with schools being closed can have a significant impact on them and their families.

We currently have a waiting list, but for the Easter holiday club we weren't able to take any new applications, and we had to reduce each child's allocation to 1 session per week as we were so oversubscribed.

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

Yes No

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

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

Yes No

OR

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

Yes No

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

Planning permission not required

Planning permission required and has been granted

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

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

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

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

The holiday playscape provides day respite for families with children who have additional support needs, over the school holiday periods at Easter, Summer and October. The cost of care for young people with ASN can be prohibitive as many children require enhanced care, making this unaffordable to many families.

By securing external funding, this helps us keep the cost of the club low, and comparable with similar mainstream holiday clubs operating in the local area. The children who attend our holiday playscape would not be able to attend a mainstream holiday club due to their significant additional support needs, many of these children require a specific enhanced level of care, and these staffing levels are not provided by other care providers.

This provides a barrier to access, as the young people using our service could not safely access a mainstream holiday club.

It gives the young people access to a wide range of activities, that they may not otherwise experience the opportunity to try. This also teaches valuable life skills. It provides the young person with a safe space, with suitable trained adults, to enjoy their holiday period. It allows them to have routine, and familiarity within the holiday period when normal support structures such as school are not available.

Our holiday playscapes encompasses everyone, from age 4-15, regardless of the nature or severity of their additional support needs.

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

Not Applicable

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

We have discussed the project with David Haas, Community Support & Ward Manager for Inverness City.

- 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 costs	Sessional Childcare Practitioners, Senior Childcare Practitioners, and oversight by Inverness regional manager, including employer national insurance contributions and pension	£32,066			
Transport	Transport for children to/from playscheme as required, transport of materials/resources, transport for outings,	£2,240			
Rent	Rent of Cawdor primary Rent of Cauldeen primary	£432 £1,224			
Outings	Outing for the children and young people	£1,190			
Cleaning & consumables	Cost of cleaning products & consumables	£740			
Training	Staff training costs to ensure staff are adequately trained to deal with the wide range of additional support needs.	£1250			
Resources	Resources for the children, including arts & crafts materials, baking ingredients etc.	£1,530			
Office Costs	Office costs such as stationery, printing, etc	£740			
Total Project Cost £		41,412			41,412
Total Funding Request £		15,578			15,578

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 £
Highland Council Early Years Grant – £30,000 total awarded, however £10,286 was spent on Easter holiday club. Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>	19,714	0	0	19,714
Self Directed Support Income – children are invoiced for sessions, and payment is made from their Self Directed Support budget – funding helps us keep this cost low Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/> N/A	6,120	0	0	6,120
Totals	25,834	0	0	25,834

*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)

FCSS have operated holiday playscapes in the Highland area for a number of years, we currently have a waiting list for these clubs with over 20 families waiting for a space. Last year's club was heavily oversubscribed, and we were unable to offer families the spaces they requested. Disappointingly, in Easter we had to limit our offer to 1 day per child per week. We are currently able to support a maximum of 8 children per session.

Last year we provided support to over 50 families in the Highlands, with some travelling over 20 miles just to get to one of our clubs.

Quotes from last year's evaluation forms completed by families included:

"Just to say how grateful we are that you provide this holiday club and how brilliant all the staff worked with my daughter"

"Thank you so much. We appreciate having the opportunity to receive a space."

"Lovely service and staff wish more sessions were available."

We are aware that there are other organisations in the area offering similar services, however our waiting list shows that there is a significant demand for these services which is not currently being achieved.

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

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

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

The project has previously been funded by a combination of funding from Highland Council's Early Years Grants, and contributions from children's Self Directed Support

packages. The grant that previously supported this project meant that the contributions required from the child's Self Directed Support package remained low (£31 per session). With increases in the real living wage (10%), we have had to increase the contribution per session to £34 from this summer.

Our funding from Early Years Grants has been reduced by 50% this year, and we cannot close the funding gap by increasing the contribution from SDS packages further, and increasing any further or charging any additional fees would make the service completely unaffordable, and definitely not comparable with mainstream alternatives.

- 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
Number of Families Supported		

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

A rolling programme of applications to other funders will be made to seek funding to allow the project to be ongoing to support children with additional support needs and their families in the Inverness area by providing holiday respite sessions.

If funding cannot be sought our contingency plan would be to disband the project, however this would mean that around 50 families within the Highland Council area would have no immediate access to holiday respite.

This funding will allow our project to continue offering 20 sessions for the Summer and 10 sessions for the October '23 holiday period.

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3.3 a) When did your organisation start?

Month...January.....Year...2020.....

- 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?

Our services cover the geographic areas of: Dundee, Aberdeenshire, Tillydrone, Cummings Park, Inverness, NESCol, Keith and Kilmarnock. We offer care to children with disabilities and from ethnic backgrounds and children with often complex and additional support needs. Although the organisation commenced in January 2020, we took over the childcare services previously operated by One Parent Families Scotland, and the services previously offered by Direct Childcare, Inverness. Our team have been providing specialist and complex care to children with Additional Support Needs for more than 15 years.

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

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

We are not a membership organisation, so do not have members, however our organisation as a whole delivers services to look after children from birth to five years of age combined with children and young adults with additional support and complex needs, from age 5yrs to 15yrs of age.

- d) How many people are on your governing body or management committee? 6.....

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

Yes No

If yes, please provide names:

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

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

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

3.4 Does or has your organisation 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: 23/24 - Early Years Grant – to operate playscape holiday clubs
Year 2: 22/23 - Early Years Grant – to operate holiday clubs for children with additional support needs in the Easter, Summer, and October breaks
Year 3: 21/22 - Early Years Grant – to operate holiday clubs for children with additional support needs in the Easter, Summer, and October breaks

b) How much funding do/did you receive?

Year 1: 23/24 - £30,000
Year 2: 22/23 - £60,000
Year 3: 21/22 - £60,000

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

Year 1: £0
Year 2: £0
Year 3: £0