

Scotland

Investing In Communities

Outline proposal



The Big Lottery Fund in Scotland wants to bring real improvements to communities and the lives of people most in need. The changes we want to bring about are:

- people have better chances in life
- communities are safer, stronger and more able to work together to tackle inequalities
- people have better and more sustainable services and environments
- people and communities are healthier.

We hope your project can help us get there.

Your outline proposal

Use this short form to tell us about the project you would like us to fund, what its outcomes will be and your organisation. By outcomes we mean the changes that will happen as a result of your project. This will enable us to tell you quickly if we think your proposed project outcomes are ones that we might support. We hope that this may save you doing a lot of work unnecessarily. Remember this is not an application form and when you hear from us again it will not be a decision on whether we will fund your project. If we think your project is something we would be interested in funding, we will send you an application form and tell you what you need to do before you apply.

How we will review your outline proposal

We will get back to you within 10 working days. We will consider:

- the type of organisation you are
- whether your project aims to achieve one of our four outcomes
- which of our areas of investment your project best fits
- value for money.

We will give you feedback, or suggest where you can get help, advice or support with your application. If we think you should apply, we will send you an application pack and you will have six months to send it back to us. We might refer you to our Investing in Ideas programme to

help develop your project more before you apply. Investing In Ideas is a simple, straightforward scheme that can help you work up your idea and enable you to put it into practice.

When we send you an application pack, we will also advise you which of Investing In Communities' four areas of investment your project best fits. We will send you details about that area of investment with your application form for you to refer to in completing your application. The four areas of investment are:

- Growing Community Assets through which we will help communities become stronger by acquiring or developing assets for their own use.
- Dynamic Inclusive Communities through which we will help build stronger more vibrant communities
- Life Transitions through which we will support projects that help people deal with change in their lives and encourage them to move on.
- Supporting 21st Century Life through which we will invest in projects that enable people to cope with new patterns of life and the pace of change communities are experiencing.

Your project will need to fit with one of these areas.

If we think we are unlikely to fund your project we will explain why. We do not want you to spend time filling in an application form if we are not likely to fund your project.

Who to contact

You can contact our Scotland information team to discuss your ideas before you start your outline proposal. If you are not sure how to answer any questions, we will be happy to help. Call 0870 240 2391 or email enquiries.scotland@biglotteryfund.org.uk. You do not need to send any extra information unless we ask you to. We are happy to discuss your ideas before you start completing the form.

You can also get this form in other formats by calling us on 0845 606 1199 (Textphone 0141 242 1500. This is for those with a hearing impairment).

We review our work regularly to make sure we fund a range of projects to meet all our outcomes. Please check our website www.biglotteryfund.org.uk or contact us on 0870 240 2391 to make sure you have the most up-to-date information.

Please send this completed form to

Big Lottery Fund

1 Atlantic Quay

Glasgow

G2 8JB

or email it to outlineproposalscotland@biglotteryfund.org.uk

Section A: About your project

1. Project name

What is the name of your project? This should be no more than 10 words.

Inchlumpie Community Woodland project

2. Project summary

Tell us about your project, what you plan to do, what you plan to spend the money on and where the project will be located, noting which local authority area your project will work in. Continue on separate sheet if necessary.

Ardross is a rural community in the Highland Region, to the north-west of Alness, in a landscape characterised by hillside arable and livestock farming, and commercial forestry. The population, of roughly 400, is widely dispersed, chiefly along the glen on the north side of the River Averon, with the remainder on the opposite bank. A significant proportion of the community is not connected to mains services for heating fuel and as such are subject to the premium imposed on those in rural locations.

Inchlumpie Wood lies at the centre of the community, to the north of the Averon, adjacent to a footbridge identified as an important candidate for the Core Path Network, and alongside the uncategorised road that forms the spinal route along the glen; it has been identified as the front-runner for development as community woodland by a consultant's appraisal of the available FCS-owned woodland in Ardross, due to its accessibility, balanced structure, location and aspect, manageable size, breadth of development potential, and 'walk in' condition (see our [web site](#) for both a summary and the full 'Options Appraisal' report).

We want to purchase this area of FCS woodland and, from the basis of improving the access infrastructure and constructing a multipurpose building as focus for the proposed events and activities, we want to create:

- a community-owned sustainable fuel resource - managing the woodland to diversify its species richness and provide continuity of supply, developing to generate a surplus from which to derive an income to support the other initiatives;
- an accessible outdoor education resource - by working in partnership with the local school and nursery, providing wildlife refuges, promoting habitat diversity and native regeneration, and arranging specialist interpretation, our children can acquire a better comprehension of the function and complexity of the natural environment, and of their own impacts and responsibilities; further, there will be the opportunity for specific courses and workshops aimed at more mature members of the community including, importantly, 'forest school' skills development;
- a recreational space for the less able - integrated easy-access parking, paths, picnic spots, viewpoints, and hides, will enable them to share in the enjoyment of an environment which surrounds them but to which they currently have limited or no access;
- an exciting but secure setting for scheduled activities for the youth of the community - by making this available locally, they can reduce their dependence on cars, nurturing their independence; and,
- a dynamic venue for arts and social events - making use of both the indoor and outdoor spaces furnished by the building and its environs.

These features reflect the outcome of a community-wide consultation via questionnaire, of which the detailed results are available on our web site: www.ardrosscommunitywoodland.org, that strongly highlighted 'fuelwood', 'wildlife', and 'education' as key goals.

Over time we will investigate expanding to incorporate a substantially larger neighbouring area of woodland, across the road from Inchlumpie, building on our experience and newly gained skills to foster a continuum of wildlife habitat from riverside to hill-top, with scope for more space-hungry sports activities, and a greater and more secure timber resource to meet the demands of developing local and commercial markets; this last aspect is especially relevant in light of the wood-fuelled energy plant ([Balcas](#)) being constructed in Invergordon and increasing interest in wood-fuel for public buildings locally, e.g. the [Averon \(leisure\) Centre](#) in Alness and [Dingwall Primary School](#).

By setting about a broad programme of facilities developments, requiring diverse skills and creating opportunities for individual participation, and by presenting a range of educational, social, arts, and sporting events and activities, we intend to strengthen community cohesion and enable cooperative engagement.

At this point, we are seeking funding assistance with the purchase of Inchlumpie wood (c.£150,000), and with the construction of the multipurpose building (c.£40,000) and of car-parking and paths (c.£40,000).

3. Our outcomes

Your proposed project outcomes should meet at least one of our outcomes. Please tick the boxes for the outcomes your project aims to achieve:

- people have better chances in life ☐
- communities are safer, stronger and more able to work together to tackle inequalities ☐
- people have better and more sustainable services and environments ☒
- people and communities are healthier. ☒

4. Your project outcomes

Briefly describe what difference your project will make by listing between one and six proposed project outcomes. By outcomes we mean the difference your project will make to the people who use it. For a copy of our outcomes guide 'Explaining the difference' go to www.biglotteryfund.org.uk or call 0870 240 2391.

- 1) From 2009, over 150 households will gain access to a source of sustainable heating fuel.
- 2) From 2010, an estimated 30 less-able members of our community will have improved access to woodland within their locality.
- 3) By 2011 we expect to have created opportunities for at least 2 forestry and forest-product related workers within the community.
- 4) By spring 2012, Ardross Primary School pupils (currently 40) and nursery kids (15) will have access to a nearby, safe, and specifically improved setting in which to explore, study, enjoy, and understand their rural environment.
- 5) From 2012, teenagers (currently 25) will be able to engage in outdoor activities, classes, and clubs, without reliance on others for transport.

5. Project beneficiaries

Tell us about the people and organisations that will benefit from your project and the needs they have.

Everybody: will gain the opportunity to influence the facilities available in their local woodland.

Nursery and primary school aged children: require accessible, safe, and responsive outdoor education venue.

Teenagers: require accessible and safe venue for outdoor activities.

Disabled and elderly: require local, accessible, and diverse spot to enjoy the outdoors.

Everybody: requires secure and affordable heating fuel.

How many people will benefit directly from the project? You may not know the exact number at this stage but please give us a reasonable estimate.

300

and /or

How many organisations will benefit from the project? You may not know the exact number at this stage but please give us a reasonable estimate.

3

6. Project costs

We understand that the figures you give at this stage will be estimates and that they might change in your application.

How many years would you like us to fund? 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐

What is your planned project start date?

Month

January

Year

2009

How much money do you need for the life of the project?
Remember to include the cost of VAT.

£230,000

How much would you like from us?

£167,500

If you need funding for land and building, how much of the total costs include this?

£190,000

How much of the land and building costs do you want from us?

£147,500

Section B: About your organisation

7. Organisation name

What is the legal name of your organisation (as shown in your governing document, constitution, set of rules, trust deed, or memorandum and articles of association)?

Ardross Community Woodland Company

If your organisation is also known by another title, please put this in brackets. For example "The Baron Neighbourhood Association (known as 'BNA')"

8. Organisation address

What is your organisation's registered address?

c/o Macleod & MacCallum,
28, Queensgate, Inverness IV1 1YN

Postcode

IV1 1YN

Phone number 1 (or textphone)

01463 239393

Phone number 2 (or textphone)

Fax number (if applicable)

01463 222879

Email address (if applicable)

Web address (if applicable)

www.macandmac.co.uk

9. Related organisation

If you are a branch of, or related to, a larger organisation, tell us who they are, as they may have some legal responsibility if we make a grant.

N/A

If required, have you received the consent of the above organisation to apply for this funding yet?

Received ☐ Not received ☐ Not required ☐

10. Main contact details for the project

Fill in the following details about the person in your organisation who will be the main contact for your project.

Name of contact

Title

First Name

Surname

Mr.

Matthew

Stevenson

Position or job title

Secretary

Please tell us if we should be aware of any particular communication needs your main contact has. This might be Braille, audiotape, large print, sign language or a community language.

N/A

Address for correspondence (leave blank if same as the organisation's registered address)

1 Glaick Steading,
Ardross,
Alness

Postcode

IV17 0XW

Fax number (if applicable)

Phone number 1 (or textphone)

01349 880106

Email address (if applicable)

matt2stevenson@hotmail.com

Phone number 2 (or textphone)

Web address (if applicable)

If the address for correspondence is different from the organisation's registered address, please tell us why.

Our registered address is an interim arrangement, as we are recently incorporated (10/7/08)

11. Organisation type

We need to report on how much money we award to each sector. Please tell us which sector your organisation is part of. If you would describe your organisation as a social enterprise, then tick the voluntary and community sector box. If you are not sure, please tick other and we will review this when we receive your outline proposal.

What sector does your organisation fit into?

Public sector

☐

Private sector

☐

Voluntary and community sector

☒

Other, please describe

☐

Send us your governing document with this form (for example constitution, set of rules, trust deed, or memorandum and articles of association) unless you are a public body. If you have applied since January 2005 and sent us your governing document and have not changed this, you do not need to send it again. In the box below, tell us the reference number of the application which included this document.

Reference number	N/A
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12. Reference or registration numbers

Does your organisation have a charity, company or other reference or registration number? If so please write it below.

Charity number	
Company number	SC 345543 (awarded 10/7/08; notified 22/7/08)
VAT Registration	
Other (please specify)	

13. Your organisation's bank account

All organisations that receive a grant from us must have a bank or building society account in the name of the organisation as shown in your governing document. Cheques and other withdrawals must be signed by at least two people who are not related to each other. You can send us an outline proposal without having this but you will need to set up an account by the time you submit your application.

Do you meet this requirement? Yes ☐ No ☒ (but we will put this in place before we apply)

14. Your organisation's accounts

All organisations that receive a grant from us must produce annual accounts. If you are a new organisation that has been going for less than 12 months, we need you to produce an estimate of your first year's income and expenditure instead. You can send us an outline proposal without having done this but you will need to do it before you fill in the application form.

Do you meet this requirement? Yes ☐ No ☒ (but we will put this in place before we apply)

15 Your current financial position

Please give us the following details from your most recent yearly accounts. If you have been going less than a year, enter estimates for the first 12 months. If you have not produced yearly accounts yet, please enter amounts for a recent 12 month period. New groups can include any funding that they intend to apply for as part of their estimate. You do not need to complete this if you are a public body.

Year ending (please give month and year)	July, 2008
Total income	£0
Total spending	£520
Savings (reserves, cash or investments)	£0

N.B. This slightly odd state of affairs is the result of zero expenditure since the end of January 08, funded by the remainder of the HIE-CLU Start-up award from the previous year.

Project name

Inchlumpie Community Woodland project

While we will accept all other information electronically, you must provide an original signature. If you are emailing your outline proposal to us, you must send us a hard copy of this section. Please ensure that you send all of this section.

Data Protection

We will use the information you give us on the outline proposal during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention or detection of fraud.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first.

Declaration

Your signature on this form confirms that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000, and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.

Name of the organisation as it appears in your governing document

Ardross Community Woodland Company

Signatory

Name of main contact as given in Section B

Title	First name	Surname
Mr	Matthew	Stevenson
Position	Secretary	
Date of birth	23/12/1976	
Signature		
Date		

I am authorised by the organisation to send you this outline proposal and confirm the governing document already held by the Big Lottery Fund or sent with this form is up-to-date, accurate and has been adopted or approved by the organisation above.

Checklist

We have included this checklist to help you check you are sending us a fully completed outline proposal. Please tick one of the following boxes before you send your outline proposal to us.

You have emailed your outline proposal and your organisation's governing document to the Big Lottery Fund and enclose this declaration only. ☐

You have emailed your outline proposal to the Big Lottery Fund and enclosed your organisation's governing document with this declaration. ☐

You have emailed your outline proposal and enclose this declaration only. You do not need to send your organisation's governing document because you are a public body. ☐

You have enclosed your outline proposal and your organisation's governing document with this declaration. ☐

You have enclosed your outline proposal with this declaration but do not need to send your organisation's governing document because you are a public body. ☐

You have emailed your outline proposal and enclose this declaration only. You do not need to send your organisation's governing document because you have sent this since January 2005 and confirm that it has not changed. ☐

You have enclosed your outline proposal with this declaration but do not need to send your organisation's governing document because you have sent this since January 2005 and confirm that it has not changed. ☐

This form is valid until 31 August 2008.

Big Lottery Fund

1 Atlantic Quay

1 Robertson Street

Glasgow

G2 8JB

Information Line: 0870 240 2391

Textphone: 0141 242 1500

Fax: 0141 242 1401

Email: outlineproposalscotland@biglotteryfund.org.uk