



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:

Dornoch Heritage SCIO (Historylinks Museum)

Name of Project or Activity Requiring Support:

Historylinks Heritage Hub

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

(Please provide closing date details where applicable)

Dornoch 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: £43,000

Estimated cost of funding in kind applied for: £0

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

Nil

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

Third Sector (voluntary or community) organisation	<input checked="" type="checkbox"/>	Community Council	
Registered Charity If yes – Registration number SC008747	<input checked="" type="checkbox"/>	Company Limited by Guarantee If yes – Company Number 375856	
Other - please specify..... SCIO			

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?

Historylinks Heritage Hub Project – Phase 3 (Construction)

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) Est: **September 2023**

End date (month and year) Est: **March 2024**

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

Our project is to build an extension to Historylinks Museum in Dornoch, to be known as The Historylinks Heritage Hub. This will create approximately 60% more space at the Museum to display items from our collection, some of national significance, which we cannot showcase at present. We will also be able to host touring exhibitions, expand our retail area and so attract more visitors. Our business plan sets out how having the extension will generate more revenue in a move to become financially sustainable. As set out in our Business Plan, we anticipate an increase in visitor numbers from 4615 in 2021/22 to 7590 in 2024/25.

The museum store is presently at capacity and the project will provide more appropriate accommodation and facilities for the care and conservation of the Collection.

Very importantly, the extension includes a social/meeting space allowing us for the first time to host a wide range of community groups, some vulnerable, such as care home residents, groups with mental health issues, and children with learning disabilities. These groups will benefit from heritage-themed activities, tailored to their needs and having a positive effect on their wellbeing. The new space will also be used by our well established Young Curators Club and for workshops on traditional crafts, local history, photography etc. We have consulted widely with local groups and created a full programme of activities, using the museum's experienced staff and extensive resources. The programme will be rolled out when the extension is completed.

This will be the first time we have been able to offer the community opportunities to experience local heritage in this way and has been widely welcomed. Part of our recent grant from the National Lottery Heritage Fund is for a full time Community Engagement Officer to implement the activity programme in Phase 4.

BACKGROUND

With the assistance of a Scottish Land Fund grant we completed Phase 1 of our project (Feasibility and concept) in September 2019. The resultant Feasibility Study, Business Plan, Planning Guidance and Project Cost Plan are attached herewith. Phase 2 included planning permission, building warrant and a further full Project Costing which was financed by a combination of a previous grant from the Dornoch Common Good and utilising our own reserves.

FUNDING REQUIREMENT

Following the successful completion of Phases 1 and 2 we are now seeking funding from Dornoch Common Good Fund to move our project to Phase 3 – construction.

Funding for Phase 4, the Fit Out, is being sought from other sources.

BENEFICIARIES

The project will benefit our 250 members, the estimated c. 7,000 visitors per annum to the Museum/Hub, and the 1000 estimated new users per annum of the new social/workshop space. There are clear benefits to be derived from these increases for the local tourist economy (accommodation, refreshment, etc.).

The project will also enhance the value of the Common Good Fund, whose asset we will be improving.

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 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?

Accessibility/non discrimination: The charitable purpose of the Museum is the advancement of education, heritage and culture and our work reaches a diverse range of people of all ages and backgrounds, from those living in the local community, to people with connections to the area, as well as visitors from all over the world. Dornoch SCIO has an Equality and Diversity Policy which aims to ensure that our provision protects volunteers, staff and users from discrimination in any form and promotes inclusivity. Our volunteers come from all ages and backgrounds and we regularly offer informal work experience to young people who are interested in pursuing a career in the heritage sector. All groups of people with protected characteristics under the Equality Act are welcomed and able to access and enjoy our heritage experience.

Inclusivity:

We are fully committed to inclusion and have ensured that all who use the Museum, and will use the new Hub, face no obstacles in doing so. The existing Museum is fully accessible to those with mobility difficulties and people with hearing and visual impairments, and the same facilities will be put in place for the new Hub.

We will continue to offer free admission to carers and children and a reduced charge for students. Although our costs are rising due to inflation, we have pegged our admission charges at the same level for the past 3 years which we feel is particularly important in the cost of living crisis. We want visiting the Museum to be affordable for people on low incomes.

We provide a free leaflet that includes a welcome to visitors, a map and an overview of the town trail. Translations of the Museum Guide are available in Gaelic, French, German and Italian. We have a Hearing Loop system for those with a hearing impairment.

Our seating arrangements in the new Hub social space will include comfortable chairs with padding and arms to give extra support and comfort to our visitors. When we are hosting vulnerable groups we will provide refreshments for participants taking into consideration dietary requirements. The Heritage Hub will provide a welcoming and safe space for all.

We regularly host groups of students from Dornoch Academy Campus, nursery, primary and secondary levels. Once we have a social space in which to work, we will be able to bring together young people (eg our Young Curators) and the older generation such as residents from local care homes to enjoy workshops and social events.

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

The Museum supports the Gaelic language by having Museum Guides and Town Trail Walking guides available in Gaelic. We also have many documents in our collection in 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:

Cllr Jim McGillivray, Paddy Murray (Chair - Dornoch Area Community Council), Ward Manager Phil Tomalin.

Other Council Officers are familiar with our plans to build an extension to the Museum.

- 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
None	

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:**

Estimated build cost at £1,800 / sqm. Estimated landscaping cost of £200 per sqm. Estimated professional fees at 12% project cost.

Item/Activity	Breakdown of Total Costs £	Year 1 £	Year 2* £	Year 3* £	Total £
Staffing					
Phase 3	(from Torrance project cost plan) New Build Add VAT	429,244 80,587 509,831			
Phase 4	Fit out, staffing, materials, professional fees, training, travel Contingency.	131,100			
Total Project Costs		£640,931			
Total Funding Request		£ 43,000			

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 £
Dornoch Heritage SCIO reserves - <input checked="" type="checkbox"/>	£30,000			
Local Fund Raising <input checked="" type="checkbox"/>	£23,000			
Heritage Lottery Fund <input checked="" type="checkbox"/>	£249,431			
Garfield Weston Foundation <input checked="" type="checkbox"/>	£50,000			
POT 170 <input checked="" type="checkbox"/>	£25,000			
Dornoch CGF Phase 2 carry forward (<i>tbc</i>)	£7,000			
Coastal Communities Fund - <i>awaiting decision</i>	£50,000			
Hugh Fraser Foundation - <i>awaiting decision</i>	£15,000			
Cadogan Trust - <i>awaiting decision</i>	£50,000			
AEH Salvesen Foundation - <i>awaiting decision</i>	£28,500			
Foyle Foundation - <i>to be applied for</i>	£10,000			
Museums Galleries Scotland - <i>fund reopens 4/23</i>	£50,000			
Esmee Fairbairn Foundation - <i>to be applied for</i>	£10,000			
Successful <input checked="" type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
Total	£597,931			

*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)

Historylinks Museum is a popular visitor attraction, an accredited independent museum (Museum Galleries Scotland) and a 5* visitor attraction (Visit Scotland).

The requirements for more space are many, but to remain financially sustainable the Museum needs to attract more paying visitors and we know we can do this by exhibiting more of our collection currently locked away in storage.

Our project to extend the Museum to create a Heritage Hub has attracted widespread support from our 200+ membership, as demonstrated by a survey carried out in 2019. Our membership body and team of 30 committee members and volunteers are fully aware of the stage our project has now reached, and highly supportive and enthusiastic that we are closing the remaining gap in funding. We also have letters of support from 14 local and national organisations, many of whom work in partnership with us, as well as local elected politicians in Holyrood and Westminster. All value very highly the work done by the Museum and can see the potential for development: expanding our space, diversifying our activities, making our heritage offering more inclusive, showing more of our collection and thereby growing our income and sustainability.

Across the Highlands, there are notable examples of Museums 'upping their game' once they have received support and funding to develop their resource. Strathnaver and Brora are underway in Sutherland, and further afield Glen Coe and Gairloch. It is clear that we have the opportunity here in Dornoch and district to do the same. Heritage is a major and growing strand of Scottish tourism, especially in the Highlands, and we need to keep abreast of demand by developing what we offer.

In addition, we feel that Dornoch as a community has benefited enormously from the activities of the Heritage Society and the Museum over the years. We are an established, well regarded organisation in Dornoch with a profile across the Highlands and beyond. We are constantly developing our work and have been very successful reaching out to new audiences through social media. Our archiving software has recently been upgraded to enable more efficient cataloguing and better user access.

The Heritage Hub will achieve a step change in our offering and in fulfilling our mission of '**Keeping the Dornoch story Alive**'. It will ensure we continue to support and enhance community life in Dornoch for many years to come.

- 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?

The Museum traditionally received a revenue grant of £12,000 per annum from Highland Council (now administered via Highlife Highland) which helped the organisation to break even (and even invest a small reserve fund).

Following budget cuts, the grant was halved in 2017. However, this reduction of £6,000 per annum has been offset by an almost doubling of visitors to the Museum in a similar period, resulting in increased earned income, which now accounts for over 80% of total revenue (see 3 year budget forecasts in the Business Plan).

- 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
Tender documents for the construction phase completed by the QS	Construction completed	
Tender let	Fit out completed	
Construction commenced	The Hub is opened and in use delivering on the activity plan submitted as part of the successful application to the Heritage Lottery fund.	

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

For Phase 4, the Fit Out, we will be approaching Museums Galleries Scotland and the Esmee Fairbairn Foundation in the first instance. If required we will also apply to the Association of Independent Museums, the Graham Trust and Baxter Foundation.

In terms of running costs from 2024 onwards we expect the Hub project to be self sustaining although there will always be a need to apply to external bodies for additional support for new developments.

PART 2: SPECIFIC QUESTIONS RELATING TO THE FUNDING STREAM WHICH YOU ARE APPLYING TO:

(Common Good Funds)

There are no additional questions for Common Good Fund applications.

Please continue to **PART 3: About your organisation**

PART 3: ABOUT YOUR ORGANISATION

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

3.1 What is your organisation's name and address?

Organisation name

Dornoch Heritage SCIO (Historylinks Museum)

Organisation address

Historylinks Museum, The Meadows, Dornoch, IV25 3SF

Website

www.historylinks.org.uk

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

East Sutherland and Edderton (Ward 4)

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

Name

Title: **Mrs** Forename/s: **Alison** Surname: **Davies**

Position in organisation:

Chair of Museum Committee

Address

Briarglen, Earls Cross Road, Dornoch, IV25 3PJ

Phone number

Day: **01862 810524** Evening:

Email address

alisonmdavies123@gmail.com

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 **April** Year **1996**
 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?

Those people resident or working in IV25 and also visitors to the area.

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

Those members resident outside the IV25 postal area are restricted to a maximum of 1/3rd of total membership. This is to ensure that control of the charity is **always** kept within the Dornoch community.

- d) How many people are on your governing body or management committee? **8**
 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
Jim McGillivray	Advisory

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

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: 2019/20 Highlife Highland – Museum Revenue Grant
Year 2: 2020/21 Highlife Highland – Museum Revenue Grant
Year 3: 2021/22 Highlife Highland – Museum Revenue Grant

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: £0
Year 2: £0
Year 3: £0

PART 4: YOUR BANK DETAILS AND OTHER INFORMATION

Guidance on completing part 4: [YOUR BANK DETAILS AND OTHER INFORMATION](#)

4.1 Name of Bank

Bank of Scotland

Address:

High Street, Dornoch

Title of Bank Account:

Historylinks Museum

Account Number:

06002081

Sort Code:

80-06-36

4.2 Please show other bank or building society accounts held:

Name of Bank

Cambridge Building Society

Type of Account

Fixed Term Investment

Name of Bank

Hampshire Trust Bank

Type of Account

Fixed Term Investment

Name of Bank

Clydesdale Bank

Type of Account

Current A/c (Heritage Society)

Name of Bank

Virgin Money

Type of Account

Current A/c (Extension)

4.3 Please list everyone who can authorise transactions from the accounts:

Name

Position on Organisation

Tony Rundle

Treasurer

Peter Wild

Committee member

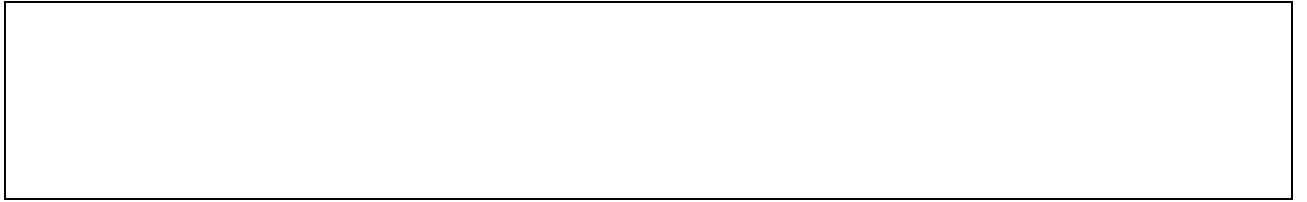
Alison Davies

Museum Committee Chair

Jerry Bishop

Chair of Trustees

(any two signatories from the above)



PART 5: CHECKLIST AND DECLARATION

Guidance on completing part 5: [CHECKLIST AND DECLARATION](#)

5.1 To ensure that the Highland Council can consider your application, please tick boxes to show what you have enclosed.

Please ensure that you have enclosed the following information:

- a) A copy of your most recent signed and dated constitution
OR
- We have submitted a signed constitution to Highland Council when applying for other funding within the last two years and it has not changed since submission..
- b) Externally verified Statement of Accounts as presented to your latest AGM for the last 3 years where available (see guidance for further information on the level and type of external verification we expect).
OR
- We have submitted our most recent Statement of Accounts to Highland Council when applying for other Highland Council funding
OR
- For new organisations which have been established less than 12 months, please give an estimate of first year's income and expenditure.
- c) A copy of your organisation's last 3 months bank statements (for very new organisations a single bank statement will be sufficient).
- d) Evidence that you have secured three quotes for all goods or services of over £5000 (see guidance notes).
- e) Any other documentary evidence which is available to support your answer to Q 1.11
- f) Have you read and agreed to the [Standard Conditions of Award](#) which can be found on page 16 of the Guidance document.

The Council may also request other information, depending on the type of application including:

- Business Plan; (included)
- Names of Office Bearers; (available on website)
- Copy of contents/public liability/employers liability/vehicle insurance where relevant; (available on request)
- Job description (where funding is required for a post/s); (n/a)
- Equal Opportunity Policy; (available on request)
- Child Protection Policy; (available on request)
- Health and Safety Policy; and Complains Procedure. (available on request)

5.2 Declaration

We confirm that we are allowed to submit this application on behalf of:

Name of Organisation:


Dornoch Heritage SCIO (Historylinks Museum)

We undertake to ensure that all the necessary enclosures are included, that the information is, to the best of our knowledge, accurate and that this application complies with the Highland Council's Conditions of Award.


The data you have provided in the application and claim forms will be recorded on an electronic data base and are subject to the provisions of the Freedom of Information Act (Scotland) Act 2002, the Data Protection Act 1998.

Please provide 2 signatures. Signatory 1 should be the Chairperson of the Organisation and signatory 2 should be the person who has filled out the form. If these two people are the same, signatory 2 should be another member of your organisation's committee.

Signatory 1

<i>Print Name:</i> Jerry Bishop	<i>Signature:</i> 	<i>Date:</i> 10/03/2023
--	--	--------------------------------

Signatory 2

<i>Print Name:</i> Alison Davies	<i>Signature:</i> 	<i>Date:</i> 10/03/2023
---	---	--------------------------------

- **Completed applications and documentation should be sent to:**
The Highland Council Grant and Discretionary Funding Applications
The Chief Executive's Office,
Highland Council Headquarters,
Glenurquhart Road,
Inverness,
IV3 5NX
Fax: 01463 702830
E-mail: policy6@highland.gov.uk