

The Directors/Trustees of Helensburgh Festive Lighting Charitable Trust request that this proposal be placed before the Area Committee for determination at the meeting on Thursday 21st June 2018

Christmas Lights for Helensburgh 2018/2019.

Offer to take responsibility for the provision of Christmas lights for Helensburgh in 2018 and 2019 and request for a grant of £20,000 of the allocated local budget for 2018/2019 to facilitate the project for these two years.

Help us direct your application to the right person				
What Area of Argyll and Bute is your application for? (please tick)	Helensburgh	For the attention of Mark Calder		
Tell us about your organisation				
Name of organisation	Helensburgh Festive Lighting Charitable Trust			
Name of main contact in the organisation. (To whom correspondence will be sent)				
Title	First Name	Surname		
Mrs	Vivien	Dance		
Job Title or Role within Organisation	Company Director/Company Secretary/Board Chairman			
Address For Correspondence	Barremman, 24 Straid A Cnoc,			
Postal Town Clynder	Full Post Code G84 0QX			
Telephone No:	01436 831434 07795397947			
E-Mail Address: vivien.dance@viton.org.uk				
What is the legal status of your organisation? (If applicable please give registration No/s e.g. Charity No/Company No.)				
Charity No: SC034029		Company No: SC222523		
Recognised Scottish Charity since 2001		Company Limited by Guarantee since 2001		
When was your group established?				
24 th August 2001				

How many people are involved in running your organisation?							
Directors/ Trustees	Seven trustees In 2018 we appointed another Directors/Trustee to add to the skill base of our Board of Governance to ensure we are capable of delivering all our stated objectives.	Paid Staff Full Time	0	Paid Staff Part Time	0		
What ages are the people your organisation works with?							
All ages, we never refuse any voluntary contribution							
Area/Town / Village		Helensburgh Town Centre					
What are the main activities of the organisation? – these can normally be found in the governing document e.g. constitution, articles of association							
<p>The company objectives are:</p> <p>To preserve, maintain, promote and install for the public benefit Helensburgh's festive lighting; to acquire historical or architecturally significant buildings within Helensburgh to preserve, maintain and promote the town's rich heritage; to enhance the lives of vulnerable Helensburgh and Lomond citizens disadvantaged by marginalisation or disability through education, training or supported employment and the development of a sustainable enterprise that empowers and delivers a purposeful cohesive community.</p> <p>It is the intention of the group to continue to focus efforts on providing Helensburgh's successful Christmas lighting spectacle which we first undertook in 2010 and progress plans to widen the scope of festive lighting in the town.</p>							
What are the project/activities which would be funded?							
<p>The provision of another Christmas light spectacle from November 2018 to January 2019 in Helensburgh town centre and a repeat of this in November 2019 to January 2020. This spectacle consists of 163 features, 16 living trees in Colquhoun Square and the decoration of the temporary Christmas tree. The PAT testing, erection and maintenance of this infrastructure and ongoing maintenance until Christmas Eve, subject to budgetary constraints. The removal of all fittings after Twelfth Night, the repair/replacement of damaged stock and the testing and secure storage of all fittings in the "grotto" for next year. Total project management of the spectacle in both 2018 and 2019 exactly as we did in 2017.</p>							

	Please provide evidence of need	
Local demand is evidenced by the feedback from the community and local businesses that the Christmas lights are greatly appreciated, provide significant economic benefit and enhance the town over the festive period.		
	What is the time period this funding would be for? (e.g. 6 months, 1 year)	Two years. £20,000 for 2018/20
	What is the proposed start date?	October 2018
	How many people will benefit from this funding?	Thousands of visitors in addition to locals.
	What barriers or challenges have you thought about in achieving the aims of your project and are there contingency plans in place? (examples of things you have to plan for outwith your control e.g weather, road closure, illness, volunteer recruitment etc)	
We have a tried and tested method of delivery and contingency planning. Our lead volunteer is a highly trained, certified and incorporated Electrical Engineer I.Eng MIET. Two additional trustees have completed the IPAF training and are now certificated and qualified Mobile Elevated Working Platform operatives. Trustees are also trained in the basics of what needs to be done with the project, for example they play a huge part in the repair and testing of all assets over the summer months. This is an integral part of our succession planning. The seven Trustees (shortly to become eight) have considerable professional and managerial expertise across a wide spectrum of business, both local and national, and are highly motivated and capable of delivering this project once again to Helensburgh.		
	How will you know your project has been successful?	
The project will have been successful if the town's festive lights provide a spectacle for the town over a seven week period beginning on Saturday 24 th November, the features are removed shortly after Twelfth night and then all assets are back in the "grotto" and ready for installation for a repeat of the project in 2019. In addition local residents, businesses and visitors continue to express their appreciation and thanks to Trustees for continuing to undertake total management of the project and deliver an outstanding display of Christmas lights in the town.		

Tell us how much money you need in order to fund the project you are applying for and give us a breakdown.		
Item / Activity	These costings are based on the costings from 2017	Amount
In 2017 the put up and take down contractor cost was £9504.00. In 2018 and 2019 contractors will be used to put up and take down the features and equipment will be hired to achieve deliverability of the project.		£9600.00 for 2018 and the same for 2019.
In 2017 the input of 782 voluntary hours on the project was recorded – 266 hours for the put up and take down processes, 146 hours on repairs and testing and 370 hours on administration.		782 voluntary hours.
In 2017 replacement features and string lights were purchased at a cost of £7661 and £2000 was spent on repairs to features and infrastructure. Any additional features and spares required in the next two years will be funded by the Trust.		Trust donation of spares and features as required.
PAT testing and calibration of test equipment		£140.00 x 2
Insurance		£260.00 x 2
A	Total costs	£20,000 (to cover two years)
B	How much of this total are you funding from your group resources?	782 voluntary man hours per year (total 1564) for planning, administration, repairs, project management, physical input and maintenance.
C	TOTAL AMOUNT REQUESTED IN THIS APPLICATION	£20,000

Tell us about any other grant or current applications you have made to Argyll and Bute Council within the past 3 years. (This should include any contracts you have with the Council to deliver services)		
Grant and Year	Description / Amount	Successful
Supporting Communities Fund	Christmas lights switch on £2320 awarded on the 11 th April 2017.	Yes
If this is <u>not</u> a new project or piece of work how has it been funded to date? And by whom?		
Funded by a partnership agreement between Argyll and Bute Council and Helensburgh Festive Lighting Charitable Trust (formerly Friends of the Victoria Hall). This partnership was underpinned by a Service Level Agreement in 2014. The council provided the manpower and infrastructure to erect/remove features assisted by volunteers and the Trust purchased and maintained all the features as community assets. In 2017/18 a grant of £20,000 was given to the Trust for the total project management of the Christmas lights and this was contract was fulfilled and the festive lighting display was spectacular.		
If this project is intended to extend beyond the grant period, how do you intend funding the project after this time?		
From 2020 the Trust will endeavour to raise the annual revenue costs to deliver the Christmas lights spectacle from new fundraising ventures which are being progressed to secure sustainable streams of funding through its expertise on Festive Lighting, some of which will bring new attractions to Helensburgh and help to aid further economic benefit for the town. The Trustees are currently looking at different models across the country to get an indication of best practice as community led festive lighting appears		

to be ever more prevalent and in addition are initiating local fundraising, the possibility of light shows in the town including an enchanted forest type venture in Hermitage Park, crowdfunding and contributions from local businesses and sponsors.

	Bank details
--	---------------------

Account name of organisation	Helensburgh Festive Lighting Charitable Trust
Bank / Building Society name	Royal Bank of Scotland
Bank / Building Society address	2 Colquhoun Square, Helensburgh, G84 8SJ
Sort code (6 digits) 832303	Account Number (8 digits) 00624980

--	--

Who from your group is authorised to sign cheques?

Name Vivien Dance	Position Director/Trustee (Treasurer)
Name David Stewart	Position Director/Trustee
Name Connor Press	Position Director/Trustee

	Give information relating to your most recent inspected annual accounts.
--	---

Account year ending 23 rd February 2017	Accounts for year ended 23rd February 2018 are with the accountant for auditing and will be sent to officers after acceptance by the Board sometime over the next three months.
Name and address of auditor /individual approving the accounts (<i>The individual approving the accounts must be someone independent of the organisation submitting the application</i>)	Mhairi Fulton BA CA Macleod Fulton Scottcourt House, West Princes Street, Helensburgh G84 8BP
Total (gross) income	£6668
Minus total expenditure	£6471
Equals surplus/deficit for the year	£197
Savings (reserves, cash or investments)	£41,417.00 net current assets at 23/02/17

	Your Signature Must be the main contact as stated in question 2
--	--

I confirm that to the best of my knowledge and belief, all replies given on this application are true and accurate. I understand that the supporting information may be requested at any stage of this application.

Vivien R. Dance on behalf of the Board. Date: 31st May 2018.

