



**PEEBLES COMMON GOOD FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>Eastgate Theatre and Arts Centre Eastgate Peebles EH45 8AD</p> <p>01721 725785</p>
<p>Address to which payment should be made:</p>	<p>As above</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<p>The Eastgate Theatre and Arts Centre is a lively, popular and accessible venue which provides a hub for creative activities for people of all ages in Peebles, Tweeddale and the wider Scottish Borders area.</p> <p>The Eastgate:</p> <ul style="list-style-type: none"> <li>➤ offers a mixed programme of live performances and films, with around 20,000 attendances each year;</li> <li>➤ provides a regular schedule of classes, workshops and holiday courses that enable children, young people, adults, and adults with disabilities to learn and develop creative skills, gain experience and confidence, amounting to some 15,000 participant hours per annum;</li> <li>➤ encourages active involvement in dance, drama, film and music by providing development, rehearsal and performance space for local arts organisations;</li> <li>➤ collaborates with local schools and colleges to provide education, understanding and experience of the arts in general;</li> <li>➤ works in partnership with local artists, creative and community organisations to devise and deliver a variety of tailor made outreach projects each year – with 2012 activities including Giants in the Forest (600 workshop participants, 400 guided walk participants); Fetlock Deep (500 workshop participants, 150 final audience);</li> <li>➤ provides friendly, accessible, reasonably priced theatre, studio and café facilities for the use of local organisations and individuals throughout the year;</li> <li>➤ plays a significant role in the local community by providing training, guidance and support for a large team of volunteers, interns and work experience trainees;</li> </ul>

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|  | <ul style="list-style-type: none"><li>➤ manages an adventurous range of creative activities for people of all ages, that helps enhance the reputation of the Scottish Borders as a place to visit, enjoy and live.;</li><li>➤ promotes a year round programme of events that adds a high quality USP for Peebles and Tweeddale in general, and for the leisure and tourism sectors in particular.</li></ul> |
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### Assistance Requested

Please indicate the sum requested and the purpose for which it will be used:

This application is for a sum of £5,000 – representing 50% of the cost of replacing the Eastgate's existing IT systems in order to provide a suite of fit-for-purpose work stations with significantly greater capacity and resilience, and with a new integrated box office system offering online sales as well as phone and face-to-face bookings.

Expenditure includes:

- purchase of new power PC, data box and individual PCs to replace equipment that is almost 10 years old
- purchase and licensing of up-to-date software, including more resilient anti-virus software
- set up of hosted email service
- set up and customisation of new box office system
- development of Eastgate website to create new interface for online ticket sales
- provision of secure Wi-Fi system in Eastgate foyer
- migration of all data to new system
- training for key staff and volunteers

Principal beneficiaries include:

- local customers for Eastgate events, who will enjoy a faster and more efficient service at box office
- Eastgate event customers from further afield, who will be able to book tickets online
- local creative practitioners who will be able to market their own classes and workshops at the Eastgate more effectively using the new box office arrangements
- local organisations whose events and tickets will be managed more efficiently on the new system – including Music in Peebles, Peebles Food Festival, Peebles Orchestra, Peebles Youth Orchestra, Peeblesshire JAC, Tweed Theatre, Tweeddale Society, TweedGreen, TweedLove
- other organisations in the Borders who will have access to a combined box office/online service capable of highly effective marketing for their events and festivals – including Innerleithen Music Festival, Shakespeare at Traquair, other Traquair House events, Tweed Valley Forest Festival
- the local tourism sector, with new opportunities to establish partnership deals between accommodation/hospitality providers and the theatre
- café customers, who will have regular access to secure Wi-Fi service in Eastgate foyer
- Eastgate staff, with greatly improved IT system offering speed, capacity and resilience
- Eastgate volunteers, with a simpler, faster, more efficient box office system which will allow them to offer a better service to the public with more confidence

	<p>The Eastgate's current box office system has become outdated to the extent that it can no longer be supported by the manufacturer; the IT server regularly fails due to lack of processing capacity; the 10-year old PCs have insufficient memory to handle present-day requirements; and two office printers are now showing irreparable signs of wear and tear.</p>
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When will the donation be required:	April 2013, to enable purchase of capital items prior to set-up, data migration and training
If this is a one-off project then please give the following details –  Date (s):  Estimated total cost:  Funds already raised by applicant's own efforts:  Funds raised or expected to be raised from other sources (please state sources):	<p>April: purchase of power PC, data box, one laptop; set up of new hosted email service;</p> <p>May: replacement of other PCs; purchase and installation of new software; set up and customisation of box office system; data migration, training;</p> <p>June: training cascaded to other staff and volunteers using box office system</p> <p>July: customisation of Eastgate website to provide interface for online sales</p> <p>£10,224</p> <p>£3,000 (already raised by Friends of the Eastgate)</p> <p>£2,224 (to be raised through an IT appeal launched in March and promoted jointly by Eastgate Theatre and Friends of the Eastgate)</p>
<u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:	Supporting documents provided: <ul style="list-style-type: none"> <li>➤ project specification and budget</li> <li>➤ Eastgate Theatre Financial Statements 2011/12</li> <li>➤ Copies of Eastgate brochure for winter and spring 2013</li> </ul>
<u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate  Signed:            Caroline Adam  Position Held:    General Manager  Date:                22 <sup>nd</sup> February 2013	
<b>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</b>	
This completed form, accounts and any supporting details should be submitted to the Legal and Licensing Services Manager, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825002	