

Chief Executive

18 OCT 2016



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No: Email:</p>	<p>Hawick Honorary Provosts Council Per Councillor Stuart Marshall</p>
<p>Address to which payment should be made:</p>	<p>Per Treasurer Marion Short,</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 Honorary Provosts Council entertains guests/dignitaries from the UK and overseas who visit Hawick and we also hold Civic Receptions for local citizens</p> <p>The main aim of HHPC is to uphold and promote the ceremonies and heritage of the town</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£2,000 for the continued running costs of HHPC</p>
<p>When will the donation be required:</p>	<p>As soon as possible</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	

<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:</p>	<p>Latest audited accounts attached</p>
<p><u>Equal Opportunities</u> State how you take account of equal opportunities legislation by including all sections of the community (include child protection, vulnerable adult legislation if relevant, disability, promotion of equality of access to services irrespective of race, gender, age sexual orientation, religious or political beliefs).</p>	<p>There is no discrimination by HHPC of any of the groups mentioned and all members of HHPC are aware of equal opportunities legislation</p>
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: _____</p> <p>Position Held: Chair/Honorary Provost</p> <p>Date: 14th October 2016</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Following the event/project the evaluation form must be completed and returned.</p>	
<p>This completed form, accounts and any supporting details should be submitted to Judith Turnbull Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826556</p>	

Accounts for the year to 31 March 2016

	2016	2015
INCOME		
Grant - Hawick Common Good Fund	2000	2000
EXPENDITURE		
Common Riding 2015 - Provost Tent Hire	100	100
Hon. Provost Allowance	300	0
Hon. Provost Achievement Award	246	214
Presentations	47	89
Receptions - Total for 2015	0	627
Remembrance Sunday - Wreaths/Hospitality	291.26	224
Colour Bussing Programmes	69	0
Future Hawick - Our Borderland Boards	120	0
Wilson Sign's - 2 x Pop-up Banners	180	0
Advertising/Room Hire - AGM	80	98
Town Twinning Meetings	0	79
Postage/Stationary	0	35
	1433.26	1466
Surplus/Deficit () for year	566.74	534
Add - Balance at 1 April 2016	849.9	316
Balance at 31 March 2016	1416.64	850
Funds Held in Bank of Scotland Treasurers Account	1416.64	850

Hon. Provost

Treasurer

Independent Examiners Report

I have examined the available records and bank statement's for the Hawick Honorary Provost's Council for the year ended 31 March 2016 and confirm that the above statement is in agreement with these records

Date

3/5/16

R Scott Elliot
Independent Examiner

