

Chief Executive
15 JAN 2018

Democratic Services



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p> <p>Email:</p>	<p>Future Hawick</p>
<p>Address to which payment should be made:</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>Future Hawick is a SCIO registered with OSCR (Reg No. SCO 39141. The organisation's purposes are to improve the well-being, quality of life, and opportunities of the people of Hawick by bringing together local community and voluntary organisations to work with public agencies to enhance the town's social, cultural, recreational and educational facilities, environment and economy.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£5,000 for cost of employment of additional hosts.</p>
<p>When will the donation be required:</p>	<p>March 2018</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>The project is an annual project which has ceased to function in its present form, with new organisation being carried out by Future Hawick, as part of its commitment to promoting the town and its attractions.</p> <p>Easter weekend and June/September 2018 (subject to necessary funding being obtained)</p> <p>£18,500</p> <p>£900 with £4,000 anticipated from brochure advertising, £2,500 anticipated from concert proceeds, and £400 from coffee morning</p> <p>£3,000 from SBC localities fund with other funding sources currently being investigated (applications only now being submitted due to recent handover of organisation)</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>Following the decision of the Hawick Welcome Initiative Ltd. to cease trading, Future Hawick was approached and agreed to take on the organisation of the Hawick Welcome Hosts in December 2017. In recent years fund-raising (and consequently host recruitment) declined, and if the full potential and benefit of the hosts is to be realised additional funding for employment of hosts will be required. Funding initiatives are under way for the project as a whole, but given the short timescale available for project stability and success, assistance is specifically being sought from Hawick Common Good Fund for costs of additional hosts employment</p> <p>Future Hawick has never applied for or received assistance from Hawick Common Good Fund.</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>Future Hawick has an Equal Opportunities Policy and a Working with Children and Adults Policy (copies attached).</p>
<p><u>Declaration</u> I hereby make an application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: _____</p> <p>Position Held: <i>Chairman</i></p> <p>Date: <i>12/1/18</i></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>	

FUTURE HAWICK

Charity Reg No SC039141

EQUAL OPPORTUNITIES POLICY

INTRODUCTION

Responsibility for ensuring equality and diversity among members, trustees, and workers rests ultimately with the Board of Trustees of Future Hawick. Members, trustees, and workers are responsible for the implementation of the policy and its observance.

STATEMENT OF INTENT

Future Hawick recognises that individuals and groups are discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, religion, creed, marital status, and age. Future Hawick is committed to working towards eliminating all forms of discrimination both through its own work, and through its policies and practices.

Recognising that passive policies will not achieve change, Future Hawick will, through regular monitoring of policies and practice, take active steps to combat discrimination.

RECRUITMENT AND SELECTION

Future Hawick aims to receive the widest response to recruitment of volunteers, members, and trustees. All vacancies will be publicised widely with the aim of reaching all sections of society. Information sent out will include role description and details of the Equal Opportunities Policy.

FUTURE HAWICK

Charity Reg No SC039141

WORKING WITH CHILDREN AND VULNERABLE ADULTS POLICY

DEFINITIONS

For purposes of this policy a child is defined as anyone under the age of 18.

For purposes of this policy a vulnerable adult is defined as a person aged 18 or over who has a substantial learning or physical disability, a physical or mental illness, or a significant reduction in physical or mental capacity.

PROCEDURES

Future Hawick will ensure that all trustees, members, and workers who have access to children and vulnerable adults are appropriately checked for suitability.

Future Hawick will ensure that designated trustees, members, and workers receive appropriate training and are in possession of a Disclosure Scotland certificate as required by the PVG scheme.

Future Hawick will undertake appropriate risk assessments and take all necessary steps to minimise and manage risks to children and vulnerable adults.

Future Hawick will advise parents, children, and vulnerable adults how to raise concerns or complaints.

Adopted by the Board of Trustees

27/11/16

Chairman _____

**INDEPENDENT EXAMINER'S REPORT to the TRUSTEES of
FUTURE HAWICK
Scottish Charity Number SC039141**

I report on the Accounts of the Charity for the year ended 31 March 2017, which are set out overleaf.

Respective Responsibilities of Trustees and Examiner

The charity trustees are responsible for the preparation of the Accounts in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the Accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the Accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare Accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Signed

Date 22 September 2017

Name R Scott Elliot FMAAT
Address

FUTURE HAWICK
Scottish Charity Number SC039141
Receipts and Payments Account for year ended 31 March 2017

	Unrestricted Funds £	Restricted Funds £	Total 2016/17 £	Total 2015/16 £
RECEIPTS				
Membership	315		315	375
Rental of Premises/Equipment	0		0	349
Bank Interest	3		3	1
Scottish Borders Council Grants			0	
Website Development		2,000	2,000	2,843
Town Promotion/signs		6,000	6,000	
Business Development		1,000	1,000	
Town Centre Regeneration		5,500	5,500	
Railway/Bus project			0	2,056
Scottish Cashmere Club – for signage	2,380		2,380	
Collection/Donations – Meet on the Street	148		148	
Hawick Farmers Market			0	1,071
Our Borderland promotion			0	600
TOTAL RECEIPTS	2,846	14,500	17,346	7,295
PAYMENTS – Charitable Activities				
Hawick Regeneration				4,110
Website Development		1,500	1,500	
Town Promotion/Signs		5,389	5,389	
Town Centre regeneration		2,018	2,018	
Street Collection distributed	124		124	
Railway/Bus project			0	1,501
Our Borderland			0	600
Telephones	419		419	508
Advertising	99		99	
Membership Subscriptions	139		139	119
Utilities	112		112	303
Insurance	550		550	544
TOTAL PAYMENTS	1,443	8,907	10,350	7,685
SURPLUS / (DEFICIT) FOR YEAR	1,403	5,593	6,996	(390)
STATEMENT OF BALANCES as at 31 MARCH 2017				
Bank balance brought forward	680		680	1,070
Movement in year	1,403	5,593	6,996	(390)
Bank balance carried forward	2,083	5,593	7,676	680

These Accounts were approved by the Trustees of Future Hawick on 28 August 2017

Treasurer

Chairman

