



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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Email:</p> <p>Telephone No:</p>	<p>Live Music Hawick c/o Rory Bannerman</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>	<ul style="list-style-type: none"> • Live Music Hawick proposes to organise and run another 3-day "Heart of Hawick Music Festival" from Friday 3rd to Sunday 5th August 2018. This will be an extension of the successful "String Theory" concerts have been going on for over 3 years on Monday evenings in the Tower Mill cafe and auditorium. It is also a follow up to our first festival which was a success in 2017. The Festival is designed to attract visitors to the town, provide entertainment for local people in the summer holidays and to encourage young people to take part in music and singing by providing free music workshops. We have expanded the Festival this year to the Mayfield Bar, 13 Brew Cafe/bar & Damascus Drum cafe and also worked with Eric Falkner (ex Bay City Rollers) to incorporate a "fan weekend" opportunity which has been very successful in attracting visitors from all over the world.
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>£3550 This will be used partly to improve our marketing in advance of and during the festival. Our evaluation forms (summary attached) highlighted a relatively low number for visitors from the wider Scottish Borders catchment which we aim to improve by targeted Facebook advertising and a new website, as well as commissioning live social media coverage during the event to drive footfall throughout the weekend. We are also printing a Festival programme this year.</p>
<p>When will the donation be required:</p>	<p>August 1st 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>As the first festival was successful, we have decided to continue it on an annual basis, but for the purposes of this application the information is as follows:</p> <p>3/8/2018 - 5/8/2018</p> <p>Please see attached spreadsheet for the rest of this section</p>

<p><u>Other information</u></p> <p>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>Our organisation has achieved charitable status (SC047093, awarded 13/1/2017)</p> <p>Our charity's trustees are: Paul Templeman, Chair David Finnie, Vice Chair Rory Bannerman, Treasurer Duncan Taylor, Secretary</p> <p>All venues used will be accessible to all, workshops will be run in accordance with Equal Opportunities legislation as well as Child Protection/Vulnerable Adult safe practice</p>
<p><u>Declaration</u></p> <p>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: Secretary</p> <p>Date: 26/6/2018</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p> <p style="text-align: center;">Attached.</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>	

<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><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>Our venues are disabled accessible, and we have no barriers to helpers, performers or audience members in terms of age, gender, sexual orientation, race, or belief.</p> <p>Trustee Duncan Taylor is PVG registered for both the High School and the local Hawick Youth Football Club, so will be able to advise on any child protection/vulnerable adult protection issues.</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:</p> <p>Date:</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts. Completed application forms, accounts and any supporting documents are circulated with the agenda and are available on the Council's public website. 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>	

HAWICK LIVE MUSIC
STATEMENT OF FINANCIAL ACTIVITIES
FOR YEAR ENDING 31/03/2018

Incoming Resources

Activites for Generating Funds	£	5,900.88	
Voluntary Income	£	5,075.00	
			£ 10,975.88

Resources Expended

Cost of Generating Funds

Artist Fees	£	7,727.50	
Venue Hire	£	60.00	
Hospitality	£	711.52	
Travel & Accomodation	£	320.00	
Stationery	£	28.31	
Equipment Purchases & Hire	£	454.78	
Advertising	£	775.40	
Depreciation	£	62.54	
			£ 10,140.05

Total Funds Carried Forward

£ 835.83

HAWICK LIVE MUSIC
BALANCE SHEET
FOR YEAR ENDING 31/03/2018

Fixed Assets		
Equipment	£	500.28
Stage	£	1,257.84
		<u>£ 1,758.12</u>
Current Assets		
Bank	£	335.56
		<u>£ 335.56</u>
Current Liabilities		
Creditors: < 1 year	£	1,257.85
Net Assets		<u><u>£ 835.83</u></u>
Funds		
Unrestricted Funds	£	835.83
Total Charity Funds		<u><u>£ 835.83</u></u>

HAWICK LIVE MUSIC

FIXED ASSETS

FOR YEAR ENDING 31/03/2018

Date of Purchase	Supplier	Description	Cost	Depreciation	NBV @ 31/03/18
07/12/2017	Rothesay Music	Equipment	£ 562.82	£ 62.54	£ 500.28
29/03/2017	Thomann GmbH	Stage platform	£ 1,257.84	£ -	£ 1,257.84
Total			£ 1,820.66	£ 62.54	£ 1,758.12

APPENDIX 3



Report to the trustees/members of
Registered charity number
On the accounts of the charity for the period
Set out on pages

Independent examiner's report on the accounts							v2
Charity name							
LIVE MUSIC HAWICK							
SC							
047093							
Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
01	04	17	to	31	03	18	
						(remember to include the page numbers of additional sheets)	

Respective responsibilities of trustees and examiner
Basis of independent examiner's statement
Independent examiner's statement

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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.

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.

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

- 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 Accounts Regulations
 have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:
Name:
Relevant professional qualification(s) or body (if any):
Address:

Date: 11/07/18

REBECCA SCOTT

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS - CIMA ADV DIP MA

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

REVENUE BUDGET (Template)

Please include ALL project costs (or organisational costs if applying for core funding), bearing in mind that we are a match funder and are unable to fully fund your project. (See Guidelines for further details)

(NOTE: Red fields will automatically update and should not be amended)

ORGANISATION NAME: Live Music Hawick			
Projected Expenditure (please list individual costs and amounts)	Year 1	Year 2	Year 3
Website building and hosting - Ronald Yule Media	£500		
Publicity and printing (paper leaflets, etc)	£680		
Venue hire (Heart of Hawick Auditorium 2 nights)	£500		
Sound and lighting (equipment hire and labour fees) - Soundwaves Pro Audio	£600		
Artist fees - booked artists	£8,600		
Artist accommodation, sustenance, petrol	£500		
Social media coverage via Ronald Yule Media (plus Facebook ads)	£370		
Venue hire - Cornucopia	£100		
Spoken word fees/expenses	£100		
Newspaper ads and previews in Hawick Paper, leaflet insertion	£400		
MC-ing and additional duties re sound	£600		
Erection and dismantling of gazebos, stewarding	£500		
Crew (30 @£30 p/h)	£900		
2 more panels for stage (documentation to follow)	£800		
TOTAL EXPENDITURE	£15,150		
Confirmed Income (please list sources and amounts)	Year 1		
Starting funds - in bank account	£1,600		
Sponsorship from Borders Distillery	£500		
Sponsorship in kind - accommodation	£300		
Sponsorship in kind - sustenance (Indian restaurant)	£200		
Sponsorship in kind - artist refreshments (Live Borders)	£100		
Sponsorship in kind - auditorium hire - waived	£500		
Sponsorship in kind - Hawick Paper reviews/previews	£200		
MC-ing - volunteers	£250		
Erection and dismantling of gazebos. Stewarding - volunteers	£500		
Rothsay music - sound and setting up	£900		
TOTAL CONFIRMED INCOME	£5,050		
CURRENT (ACTUAL) SHORTFALL	£10,100		
Projected Income (please list sources including amounts requested/projected and timescales of decisions)	Year 1		
Hawick Common Good Fund	£3,550		
Ticket sales (by August 6th) - 150 x £20	£3,000		
Community Support Grant	£3,200		
Callants Club Donation(Hawick Sings)	£250		
Donation- contribution to Tom Page artist fee	£100		
TOTAL PROJECTED INCOME	£10,100		
PROJECTED SHORTFALL (INCLUDING PROJECTED INCOME)	£0		

Heart of Hawick Music Festival – feedback analysis

Criterion									
Number of responses	100								
Origin of respondent	Hawick & District	Other Borders	Other Scotland	UK	International				
	57 (including Denholm, Robertson)	9 (Jedburgh, Melrose, Kelso, Selkirk, Newcastleton)	8 (Shetland, Edinburgh, Bo'ness, North Berwick)	12 (Tyneside, Tamworth, Manchester, Cumbria, Northumberland, London)	14 (USA, Netherlands, Japan, Canada, Australia, France)				
Positive feedback on festival	Value – all (as most artists were free!)	Venues 1111111	Artist quality, diversity 111111111111 111111111111	Sound quality	Catering – good coffee/staff 1111				
Negative feedback on festival	Catering – lack of or poor choice of food/beer/staff 1111111111	Noise bleed from one venue to another 11	Weather 111111111	Sound quality (too loud)/soundcheck time (too long)/stage management 11111111111	Audience noise during acts 1			Seating in main café venue 11111111	Seating in Coopers 1
Other comments/suggestions	More female musicians 111	Younger acts/acts that would appeal to younger audience 1	Spoken word	More local/traditional/country/alternative /acoustic/americana/vocal music Rock/Jenny Biddle/Dolores O' Riordan (RIP) 1111111111111111	More pub sessions 11			Better advertising/online presence 111111	Now playing board/timetable of performances 111
Donations boxes	Lack of shops in	More festivals	More at night 11	More venues, wider spread e.g.	Have meal				Film it 1

11	Hawick 111 More restaurants open at night 1	please 1		church halls, Border Club 111111 1 outdoor bar 1 larger tents 111	deal 1	
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