

**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>Hawick Amateur Operatic Society Musical Theatre Company</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>HAOS Musical Theatre Company puts on an annual musical in the Hawick Town Hall. The company has been providing entertainment in Hawick for over 100 years. The company also put on other concerts and musical evenings on an ad hoc basis to celebrate events.</p> <p>The company also supports other local events such as charity coffee mornings, Border Club Christmas fund-raising, Christmas parade and tree lighting, singing in the old folks homes and other local events when asked. All of these events enrich the culture and heritage of Hawick, helping to promote the arts 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>The company is asking for assistance with paying for rehearsal venue hire costs as well as the cost of hiring the Town Hall for the duration of the show. This amounts to approx £3,500 per year.</p> <p>Typical breakdown of this cost is:</p> <ul style="list-style-type: none"> • rehearsals 2 times per week, amounting to 5 hours in Lesser Town Hall from end August to end February (£1,500) • 2 weeks in March in Main Hall for staging and show (£2,000). <p>These figures reflect the new price increases for the Town Hall and include affiliated community group discount.</p> <p>By receiving this assistance, this will allow the company to use the Hawick Town Hall as a rehearsal and show venue. This is invaluable as the space and location are ideal for rehearsing for shows.</p> <p>To save money this year the company used a range of other halls in the town but this proved very difficult as we struggled with the limited space, poor acoustics and double-bookings. The company have struggled financially over the last 6-7 years and a grant towards the cost of hiring the Town Hall would make a significant difference to the company.</p>
<p>When will the donation be required:</p>	<p>Invoices should be issued monthly to us. However, this can be paid to us in March 2019 as Live Borders have not been billing us monthly this year.</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>Throughout the year, we regularly and continuously carry out fund-raising activities. Our fundraising often generates between £2,000-£3,500 depending on what events we are able to host and 2017 was a particularly busy year with over £4,500 raised. However, this was exceptional with fund-raising activities almost monthly and was difficult to sustain when we are continuously asking the same supporters in the town for money.</p> <p>Average revenue is approx. £20,000 and normally includes: Patrons and Sponsors £3,300 Fundraising £2,000 Ticket Sales £15,000</p> <p>Typical production costs are £25,000 – £30,000. For the 2017 production of 9 to 5 our production costs were significantly less due to the show being self-costumed and the scenery was built by a local joiner rather than hired in.</p> <p>Typically, this leaves a significant short-fall that we try to address. We have an annual quiz night, a bowling day, Christmas party, Border Club Sings, a sponsored walk, bag packing, Heart of Hawick Cinema night and 2-3 coffee mornings per year to fund-raise. However, the fund-raising is becoming increasingly challenging and can fluctuate from year to year.</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>We have never asked or received assistance before but due to rising production costs and limited ways we can generate income, we are now seeking financial assistance.</p> <p>The shows are important to the social calendar of Hawick, providing entertainment to the townsfolk as well as an opportunity for those looking to join a club the chance to do so. The opera has been going for over 100 years and is an integral part of the community's annual events. We want this to continue and financial support in this way ensures a suitable quality venue to practice and stage the show.</p> <p>Although the bank balance shows approx. £21,000, this does not cover the total cost of staging a show and we are continually trying to safeguard the society for its future.</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>HAOS Musical Theatre Company is very conscious of its responsibilities regarding equal opportunities. The company welcomes all members regardless of their beliefs, disabilities, sex, race, gender or age. We hold monthly Committee meetings where any issues are discussed and decisions are made to ensure equal opportunities for all and non-discriminatory actions are taken by us.</p> <p>Our shows are open to any members of the public to attend and we are mindful of our duties and responsibilities as a company. We make adaptations to seating arrangements for people with physical disabilities. We also welcome to our dress rehearsal individuals with physical/mental health conditions (such as sensory issues, agoraphobia, akathisia, etc) that would otherwise be unable to come to the show We are all-inclusive and welcome all members and audiences irrespective of race, gender, age, sexual orientation, religious or political beliefs.</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: Treasurer, HAOS Musical Theatre Company</p> <p>Date: 14 May 2018</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>	

HAWICK AMATEUR OPERATIC SOCIETY

General Account 2016/2017

	2017	2017	2016	2016
Income	£	£	£	£
Patrons subscriptions		1,301.50		1,312.00
Members subscriptions		1,980.00		1,480.00
Fund raising activities				
Cast refreshments /others	308.19		1,226.54	
Heart of Hawick fundraiser	672.00		536.00	
Quiz night	426.60		1,255.00	
Coffee mornings	856.80		559.21	
Xmas concert Border Club	150.00			
Christmas Party	381.00		-	
Bag Packing	382.37		-	
Books/DVD's	375.00		275.00	
Sponsored walk	832.02		98.00	
Duck race/bowling	<u>1,541.39</u>	5,925.37	<u>502.20</u>	4,451.95
Donations		329.00		3,613.09
Bank Compensation		-		200.00
Microphone hire		1,195.00		355.00
Hire of blacks		-		70.00
Repayment of floats		490.00		355.00
NODA Badge Income		<u>48.00</u>		
		11,268.87		<u>11,837.04</u>
Deficit from Production account		- 3,068.41		- 14,637.60
Release of provision for royalty payment from previous years		<u>3,833.00</u>		<u>-</u>
TOTAL INCOME		12,033.46		- 2,800.56
Expenditure				
Floats and Disco refund		490.00		327.00
DVD's		375.00		-
Heart of Hawick Fundraiser Hall hire		255.00		-
NODA costs		163.00		185.00
Stationery & Advertising		95.73		111.03
NODA Long service medals		94.00		232.00
Meeting room hire		79.25		341.63
Website costs		62.00		-
Quiz night expenses		60.00		556.22
Catering for Social events		36.00		970.00
Sundry expenses		28.97		125.00
Postage		11.52		14.04
Bank charges		10.00		34.23
Refund/Licence for Sweeny Todd		- 149.00		500.00
Licence for Full Monty		500.00		-
Perusal copy for Priscilla		15.07		-
Insurance for microphones		-		250.00
Capital expenses		-		<u>52.00</u>
TOTAL EXPENDITURE		2,126.54		3,698.15
Surplus/(Deficit) for year		<u>9,906.92</u>		- <u>6,498.71</u>

We have prepared the following Accounts from the books and records supplied to us.

Angus Towers (Hon. Auditor)

Mary Towers (Hon. Auditor)

HAWICK AMATEUR OPERATIC SOCIETY

Production Account 2016/2017

	9 to 5		Me and My Girl	
Income	2017 £	2017 £	2016 £	2016 £
Drawings		15,952.40		12,794.95
Programmes	-Sales 785.72		-Sales 765.50	
	-Sponsors 1,185.00		-Sponsors 1,130.00	
	<u>1,970.72</u>		<u>1,895.50</u>	
Less Printing	- 1,043.00		- 1,190.00	
		927.72		705.50
Dress Circle Overpayment		-		420.00
Raffle		1,268.80		1,152.65
Refreshment sales	2,299.74		1,669.55	
Less costs	- 866.52		- 979.34	
		1,433.22		690.21
Sundry Income		<u>182.50</u>		<u>-</u>
TOTAL INCOME		19,764.64		15,763.31
Expenditure				
Scenery and Props		1,734.02		3,339.86
Hire of Halls		3,122.25		3,774.00
Royalties and Orchestra materials		4,539.60		5,625.50
Costumes and wigs		227.53		3,460.65
Orchestra		1,931.00		1,675.80
Musical Directors Fee		1,380.60		1,540.00
Producers Fees and expenses		1,630.00		1,700.00
Choreographers Fees and expenses		1,000.00		900.00
Carriage on scenery		600.00		600.00
Printing, advertising and stationery		849.60		1,091.57
Insurance		426.05		638.38
Sound system		<u>5,392.40</u>		<u>6,055.15</u>
TOTAL EXPENDITURE		22,833.05		30,400.91
Deficit transferred to General account	-	<u>3,068.41</u>	-	<u>14,637.60</u>