

# KELSO COMMON GOOD FUND APPLICATION FOR FINANCIAL ASSISTANCE

Applicant Details	Emanage Fourth (D'
Name and Address of	Frances Fergusson (Director)
Applicant/Organisation:	Border Arts Development C.I.C. Kirkmains Farm
ripplicant/Organisation.	
	Crailing
	Jedburgh TD 2 (TP)
	TD8 6TP
Telephone No:	
receptione No.	
Address to which payment	A c al acceptance
should be made:	As above
should be made.	
Activities	Rorder Arts Davidsment C.I.C. 411:1
Please supply a brief	Border Arts Develoment C.I.C. was established to promote visual arts
description of the	James Seottish Bolders. Our magship
activities of your	event, The Borders Art Fair, takes place annually at the Borders Event
organisation and the	Centre, Springwood, giving local creative practitioners, galleries and
benefits it brings to the	collective the opportunity to increase their businesses at an event large
local community:	enough to attract visitors to the area. In 2019 there were over 6000
rocar community.	visitors spending over £150k with exhibitors. Local businesses, food
	and drink providers, accommodation providers and, retailers benefit
	from the additional footfall out with the traditional tourist season.
	Schools are encouraged to take part in age appropriate competitions
	and events, and we are also running workshops throughout the fair,
	including one, in collaboration with SBC, aimed at high school age
	pupils who are interested in a career in the arts. We believe that art
	should be accessible to all ages and backgrounds, and that our events
Assistance Requested	should bring benefit to the local community.
Please indicate the sum	Last year, we were lucky enough to host an exhibition by the RSA in
requested and the purpose	the town centre, which helped encourage art fair visitors into the
for which it will be used:	centre of town. We would like to continue to build on this success and
To which it will be used.	our links with the town in 2020, by hosting another exhibition in the
	town centre to coincide with the Borders Art Fair. In 2020, we would like to go host an arbibition with Alabama Fil.
	like to co-host an exhibition with Alchemy Film and Arts, whose
	award-winning moving image productions cross the boundaries from
	traditional art into digital art. This media is of particular interest to
	younger generations, who we are keen to engage with. We would also
	like to request funding for a shuttle bus service to run between the
	Borders Events Centre and the town centre throughout the weekend, to
	help make both the Borders Art Fair and the Alchemy satellite
When will the donation be	exhibition as accessible as possible.
required:	As soon as possible to arrange insurance, book hall etc.
. equitou.	
If this is a one-off project	Dates of exhibition: 13 <sup>th</sup> – 15 <sup>th</sup> March 2020
then please give the	- with of cambridge 15 - 15 whatch 2020
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):

Estimated total costs;

Hire of hall - £260

Insurance - £340

Equipment hire - £280

Transport - £240

Alchemy production/set up fee - £600

Staff - £140

Shuttle bus service - £650

Total Costs Requested: £2510

Border Arts Development C.I.C. will be promoting, advertising the exhibition as in-kind support, including a full-page advert in the Borders Art Fair brochure, which is distributed throughout the Borders, Edinburgh and the Lothians, as well as other cultural centres further afield. The exhibition will benefit from sharing a PR platform with the Borders Art Fair in press releases, and adverts, both on social media and in printed adverts. The exhibition will also be promoted on the Borders Art Fair website.

We are seeking Sponsorship that may be specific to this satellite event, and will let you know if any businesses give us any support.

## Other information

If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:

We want this satellite event to run in conjunction with the Borders Art Fair, to encourage our visitors to stay longer in the area and to visit and spend time in the town centre. There are a lot of events at Springwood, but many don't engage the local community, who see little or no benefit from the event visitors. Last year 37% of our visitors travelled further than 30 miles to visit the fair, many of whom visited the town centre too.

We were established to promote art in and from the Borders, whilst helping to put the Borders on the map as an area of cultural interest, with the aim of increasing cultural tourism to the area. March is traditionally a shoulder tourism season, and our event helps to make local businesses more sustainable at this time of year.

Equal Opportunities
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).

This exhibition, and all other events we organise, are accessible to all sections of the community, regardless of age, race, gender, sexual orientation, religious or political beliefs. We adhere to equal opportunities legislation, and have our own equality policy in place for employees/ volunteers.

The venue has disabled access via the stair lift. The shuttle bus will have wheelchair access.

### Declaration

I hereby make application for assistance as set out above and certify that the information I have provided is accurate

Signed:

Position Held: Director

Date: 05/09/2018

Note: Note: All applications from organisations <u>MUST</u> 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.

This completed form, accounts and any supporting details should be submitted to Fiona Henderson Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Telephone 01835 826502 or e-mail: <a href="mailto:fhenderson@scotborders.gov.uk">fhenderson@scotborders.gov.uk</a>

### **Data Controller**

The information you have provided will be processed by Scottish Borders Council, Newtown St Boswells, TD6 0SA. You can contact the Council on 0300 100 1800 or <a href="mailto:customerservices@scotborders.gov.uk">customerservices@scotborders.gov.uk</a>.

### **Data Protection Officer**

The Council's Data Protection Officer is Brian Frater, who can be contacted using the contact details for the Council as set out above or by email at dataprotection@scotborders.gov.uk

### How we will use your information

We will use your information to access and make a decision on your application. The Council is collecting and using this information for the performance of a task which is carried out by the Council in the public interest or in its official authority. The information you have provided will be retained as a permanent record with the Agenda Papers.

### Who we may share your information with

Your information will be accessed by Council staff who need to use it in order to provide the service described above. The Council is legally obliged to safeguard public funds so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose.

Your information may be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

In general the Council does not transfer personal data outside either the UK or the European Economic Area (EEA) and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EEA when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

## Your rights

### Option 1

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <a href="http://www.scotborders.gov.uk/DPYourRights">http://www.scotborders.gov.uk/DPYourRights</a> or if you would like a hard copy of this information, please contact us using the contact details provided above.

#### Option 2

For information on the rights you have over your personal data, please visit our website <a href="http://www.scotborders.gov.uk/DPYourRights">http://www.scotborders.gov.uk/DPYourRights</a> or if you would like a hard copy of this information, please contact us using the contact details provided above.

# How to raise a complaint

#### Option 1

If you are unhappy with the way the Council has processed your personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office (45 Melville Street, Edinburgh, EH3 7HL, Tel: 0131 244 9001, Email: <a href="mailto:scotland@ico.org.uk">scotland@ico.org.uk</a>).

#### Option 2

Please visit our website <a href="http://www.scotborders.gov.uk/DPYourRights">http://www.scotborders.gov.uk/DPYourRights</a> for information on how to raise a complaint if you are unhappy with the way the Council has processed your data.

#### **Decision-Making**

The Council does not use profiling or automated decision-making processes. Some processes are semiautomated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.