

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

<u>Applicant Details</u> Name and Address of Applicant/Organisation: Telephone No:	Frances Fergusson (Director) Border Arts Development C.I.C. Kirkmains Farm Crailing Jedburgh TD8 6TP
Address to which payment should be made:	As above
<u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:	Border Arts Development C.I.C. was established to promote visual arts and creativity from, and within, the Scottish Borders. Our flagship event, The Borders Art Fair, takes place annually at the Borders Event Centre, Springwood, giving local creative practitioners, galleries and collective the opportunity to increase their businesses at an event large enough to attract visitors to the area. In 2019 there were over 6000 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 should bring benefit to the local community.
<u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:	Last year, we were lucky enough to host an exhibition by the RSA in the town centre, which helped encourage art fair visitors into the centre of town. We would like to continue to build on this success and 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 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 exhibition as accessible as possible.
When will the donation be required:	As soon as possible to arrange insurance, book hall etc.
If this is a one-off project then please give the following details –	Dates of exhibition: 13 th – 15 th March 2020

Date (s):	Estimated total costs; Hire of hall - £260 Insurance - £340
Estimated total cost:	Equipment hire - £280 Transport - £240
Funds already raised by applicant's own efforts:	Alchemy production/set up fee - £600 Staff - £140 Shuttle bus service - £650
Funds raised or expected to be raised from other sources (please state sources):	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.

[illegible]

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 customerservices@scotborders.gov.uk.

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 <http://www.scotborders.gov.uk/DPYourRights> 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 <http://www.scotborders.gov.uk/DPYourRights> 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: scotland@ico.org.uk).

Option 2

Please visit our website <http://www.scotborders.gov.uk/DPYourRights> 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 semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.