

Common Good Fund: Application Form for 2020/21*

*Please note this is a fund of last resort – you will need to demonstrate to the Common Good Fund Committee that you have tried to secure funding from other sources.

Applicant Group/Organisation:	Escape Youth Services
Name of your project:	Double Glazing Upgrade
The name of the Common Good Fund that you are applying to:	Hawick Common Good Fund

What does your organisation do and who does it support? If appropriate. (max. 100 words)

Tell us what your group does, the activities it undertakes and in what way it benefits the community.

Escape Youth Services is a locality wide youth provision delivering youth work opportunities throughout the Teviot and Liddesdale area of the Scottish Borders to young people aged 9-18. We offer a drop-in facility for young people in the main town of Hawick; set up in direct response to local needs in 2005 and offer additional 1:1 support, groupwork in schools and the community, holiday activity programmes and a variety of skills-based projects. Our vision is to enhance the lives of young people, building a positive future, by developing and sustaining a supportive service where young people can succeed and increasing the range, quantity, and quality of youth-led provision.

Summarise what you want to use this funding for (max. 100 words)

(i.e. will it increase access, improve quality of life etc.)

We are seeking funding to replace the remaining single glazed windows and doors of our premises. With our own fundraising efforts, donations and external funding we have been able to complete phase 1 of this project on the upper level (excluding the main door), have started phase 2 on the lower level and now require £4865 to complete the works. We hire the lower level part of the building to another local charity (Artbeat) who support adults who are socially excluded by reasons of mental health and illness, physical or learning disabilities. The funding will improve the facility for users, access, security, energy efficiency and sustainability for both local charities.

Summarise how the outcomes of the project will be measured/evaluated (max. 100 words)

As a capital project, the outcomes will be measured and evaluated through a variety of methods from user feedback, monitoring of utility bills and hall bookings/usage:

Short-term outcomes:

Clients/users report increased satisfaction in the building, feeling safe and secure

Potential reduction in insurance costs of the building

Medium-Long-term outcomes:

Evidence of reduction of heating costs

Evidence of reduction in carbon footprint

Evidence of increased use of the building by current clients and other community groups

Tell us how your activity/project will make a difference to your organisation and how it will benefit the residents of the current/former Burgh (max. 200 words)

Tell us what activities you plan to carry out and how you will deliver it.

The project has been completed in stages as funds have been raised and secured.

The full upper level has been completed excluding the main front door, and at present we have utilised our own funds to replace the main front door and surrounding window panels of the lower level at a cost of £2185.

The project will not only benefit the users of Artbeat, but also the members of Escape and the wider community by providing a safe, secure and sustainable environment in which to meet. This will also reduce annual heating costs thus reducing our annual core running costs for which we work hard to fundraise towards each year. This would mean less free reserves would need to be put towards core costs and could be utilised for further project and support work to benefit our members.

The building is in a central residential area and is used by all age groups of the wider community, schools and small businesses for local events and fundraisers, sports groups, fitness classes and toddler groups.

Tell us how your project will be sustainable in the future (max. 100 words)

The works will future proof the building as illustrated above and enable current and potential new users to benefit from the improved environment.

By replacing the old timber doors and remaining single glazing we will reduce energy costs, improve energy efficiency, plus making the building weather tight and secure. The quotes for the works are from a local companies which states their products are sustainable, thermal efficient with A ratings therefore reducing carbon emissions and a 10 year guarantee for the products is provided.

Expenditure: Please tell us how much money you need for the entire activity/project (you may be asked to provide up to 3 quotes to support your application)

Item of Expenditure	Cost (£)
Supply and Fitting of double glazed windows and doors to lower level of building plus upper level front door	4865
Total Expenditure	4865
How much would you like from the Common Good Fund?	4865
Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan	Attached

Have you received funding in the last 5 years from Scottish Borders Council or any other external funders? If so, please detail the fund name, the amount and the purpose of the grant.

Fund	Amount	Purpose
See additional spreadsheet		

Tell us about your own fundraising or how you have secured other funding for this project.

	Amount	Purpose
Spifox	£20,000	Phase one of window replacement

		Fitting of double glazed windows to upper level of Hawick Youth Centre premises
Coop Community Foundation	£2000	Contribution to Phase 1 as above
Own fundraising activities and donations	£4732.39	Contribution to Phase 1 as above
	£2185	Fitting of double glazed single door and surrounding window panels to lower level entrance
<p>We had hoped to have been able to fundraise locally over the last year but due to the impact of Covid-19 we were temporarily closed from March - August 2020 and again January-March 2021 with the additional loss of hire income at this time. Although we have been able to reopen to our members and Artbeat to their service users, we have not been able to restart any of our normal fundraising activities (coffee mornings, stalls at community events and so forth). This has had an impact on our free reserves therefore the requirement to seek external funding to support this essential building improvement is required.</p>		

Individual/Group/Organisation details:	
Contact Name:	Sian Snowdon
Position in Group/Org: (if appropriate)	Manager
Home Address:	
Post Code:	
Telephone Number:	
Email Address:	
Date:	13.05.21
Signature:	

Equalities
<p>Do you have an Equal Opportunities Policy or Equality Statement? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Explain how your project complies with the obligations contained in the Equality Act 2010</p> <p>Our sessions are open to all young people from the area and we work alongside partners in the community to ensure all groups of young people can attend and fully participate. We work hard to ensure the most disadvantaged young people are targeted. We continue to identify any barriers to participation to ensure young people are able to attend and offer free activities wherever funds allow. We will continue to encourage conversations and communications with parents/carers to support our members.</p> <p>We are aware there can on occasion be language barriers and we work with partners to ensure parents and members are kept fully informed and can identify particular support for young people/parents if necessary. We can adapt materials, 'buddy' a member of staff to young people needing additional support if necessary/staff ratio's allow and liaise closely with parents of any young person identifying with additional needs so we can support them as best as possible to attend and continuing attending. We can also sign post to specialist services for further support if required.</p>

Public Protection

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes No

If yes what public protection policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below.

We have a robust Child Protection Policy in place as well as Code of Conduct for staff and volunteers. All new staff, volunteers and Board members are PVG registered or updates sought and these are renewed every 5 years where applicable.

Staff attend training through SBC and Youth Scotland a minimum of every 3 years with annual updates per annum in house (or as required as a result of changes).

The Manager is Child Protection Officer trained which was refreshed May 2021 and a Board representative is to train at this level also when training is next offered.

The Policy was reviewed alongside our company handbook in December 2020.

Permissions

Does your project involve work to a building or land? Yes No

If yes do you have the following? (please tick relevant)

A lease agreement (Date of lease 12.01.2015 and duration 25 years)

Written permission of owner

Planning permission (Reference No.)

Common Good Funds

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the current/former Burghs. They can represent a substantial portfolio of land, property, some moveable items and investments and by law continue to exist for the benefit of the inhabitants of the former Burghs to which they relate. Scottish Borders Council is the owner of these Funds and each Fund has a sub-committee comprising the relevant local Councillors who make the decisions on the management of the Fund's assets and approval of any requests for funding (up to a limit of £20,000 above which full Council approval is required).

If you are successful in being awarded Common Good Funds, you will be asked to complete a monitoring & evaluation form when your project is complete or within 1 year of receiving funding. Future applications will not be considered until this has been received and the Common Good Fund Sub-Committee are satisfied with the evaluation you have provided.

This completed form and supporting documents should be submitted Judith Turnbull, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA. Email: Judith.turnbull@scotborders.gov.uk Telephone: 01835 826556