

Common Good Fund: Application Form for 2021/22*

*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:	Hawick Honorary Provost's Council
Name of your project:	HHPC Civic Duties
The name of the Common Good Fund that you are applying to:	Common Good

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.
Write here ...The Hawick Honorary Provost's Council (HHPC) are involved in various Civic duties throughout the year. Common Riding, Remembrance Day as well as holding Civic Receptions acknowledging the successes of local people and entertaining guests/dignitaries from the UK and overseas.

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

(i.e. will it increase access, improve quality of life etc.)
Write here ...The funding is used for outside catering for events, presents for those being recognised for what they have achieved or contributed to their community.

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

Write here ...The HHPC carry out the Civic duties in Hawick. Through this committee local people are recognised and highlighted by their local residents for what they have achieved. As mentioned before it also enables the HHPC to showcase Hawick and offer hospitality to visiting 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.

Write here ...The Honorary Provost's Council has been successful for many years providing the Civic duties, commensurate with showcasing the best Hawick has to offer.

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

Write here ...Not Applicable

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 (£)
TO cover cost of HHPC Civic Duties	£2,500
Total Expenditure	
How much would you like from the Common Good Fund?	£2,500
Please supply a copy of your signed & dated Annual Accounts or Projected Financial Plan	Submitted

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 Common Good	Amount £2,500	Purpose Civic Duties
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Tell us about your own fundraising or how you have secured other funding for this project.

	Amount	Purpose

Individual/Group/Organisation details:

Contact Name:	Councillor Clair Ramage
Position in Group/Org: (if appropriate)	Treasurer
Home Address:	
Post Code:	
Telephone Number:	
Email Address:	Clair.ramage@scotborders.gov.uk
Date:	4/8/22
Signature:	

Equalities

Do you have an Equal Opportunities Policy or Equality Statement? Yes * No

Explain how your project complies with the obligations contained in the Equality Act 2010
 Scottish Borders Council have an Equalities Act

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.

Write here...Events organised by the HHPC could involve children, young people under the age of 18 or vulnerable adults but this will be covered by Scottish Borders Council.

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 _____ and duration _____ 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 to William Mohieddeen, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA;
Email: william.mohieddeen@scotborders.gov.uk; Telephone: 01835 826504