

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

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation:</p> <p>Telephone No:</p>	<p>Cheviot Youth The Kelso Hub The Planet Abbotseat Road Kelso TD5 7SL</p> <p>01573 228285 / 01573 420703</p>
<p>Address to which payment should be made:</p>	<p>Cheviot Youth</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>Cheviot Youth run three service divisions Mental Health Support Services (MHSS); Training, Employability and Advice (TEA); Youth Work Services (including Community Café and Food Redistribution Programme). We run this from our two main Cheviot baes in Jedburgh and Kelso and at two village satellite centres in the villages of Ancrum and Yetholm. We provide a wide range of programmes which operate weekly as follows Community Café open three days a week proving lunches, refreshments, food bank bags of ambient, frozen, and fresh food, Christmas free grocery service and toy delivery and an emergency food delivery service; Our Youth Work Services provide drop-ins, clubs, holiday programmes, emotional wellbeing service and leadership opportunities. The MHSS offers one to one counselling and group work and runs a range of programme such as Parenting in the Teenage Years; Anger in the Family; Seasons for Growth (a Bereavement and Loss initiative); a BRICK CLUB (Lego Therapy); a Men's Group and much more. We are open five days a week up to 9.00pm, sometimes Saturday morning. Our Youth Service membership is over 200; our current TEA cohort is eight and our current MHSS client list is 74.</p>
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>A request for £1800 to cover the costs of drawing up plans for disabled entrances, two new toilet blocks with disabled toilets and new unisex stalls.</p>
<p>When will the donation be required:</p>	<p>As soon as possible to allow plans to be drawn up.</p>
<p>If this is a one-off project then please give the following details –</p>	<p>This is the very beginning of a project which although is yet to be fully costed has been approved by both the Board of Cheviot Youth and that of the Borders Ice Rink Ltd. (our landlords). We expect that the total cost to provide disabled toilets and access</p>

	<p>as well as two new toilets and unisex stalls might well be the region of £50,000. This is our first step. The following information timeline refers to the cost of plans only.</p>
<p>Date (s):</p>	<p>Plans will be drawn up as soon as funding allows. On site visit has happened and measurements taken.</p>
<p>Estimated total cost:</p>	<p>The cost is £1800 for plans / submissions.</p>
<p>Funds already raised by applicant's own efforts:</p>	<p>Cheviot Youth have a policy of funding reasonable small projects from its own funds; this is project comes into this category.</p>
<p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>If we do not receive the full amount we will of course look to small trusts, foundations, and our own funds to make up the difference.</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>Cheviot Youth need to offer its various services to all our community. The work that we wish to undertake will enable us to do this through the provision of modern up to date entrances and toilet facilities that meet the needs of wheelchair users and those with mobility and access issues.</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>Please see attached equal opportunities policy.</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: IRReid</p> <p>Position Held: Funding Officer</p> <p>Date: 11th July 2023</p>	
<p>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.</p>	
<p>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: fhenderson@scotborders.gov.uk</p>	

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.

