

GUIDANCE AND CRITERIA 2022/23 – LOCAL FESTIVAL FUND

1. Purpose & Eligibility

The Community Festivals Fund (CFF) is jointly provided by the Department for Communities (DfC) and Ards and North Down Borough Council.

The fund was established in recognition of the positive contribution that festivals can make to communities and to the local economy.

Applications are welcome from constituted community and voluntary groups in the Ards and North Down Borough.

The scheme supports a Local Festival for up to £1,000.00 for a local community festival that attracts up to 1500 attendees.

2. Time frame

The Local Community Festival applications will be open once a year with the opportunity to apply for up to **£1000.00**

Opening dates – **21st February 2022** for local festivals taking place from 1st April 2022 to 31st March 2023.

Closing date – 21st March 2022 at 4pm.

All funding awarded is subject to funds being available.

The Local Festivals do not include Christmas Festivals. Please note also Local Festivals may not be used for The Platinum Queens Jubilee Celebration. Funding will be advertised in due course through a separate application form.

3. Financial Information

Funding for all successful applicants will be issued upon approval, subject to the submission of the organisations bank details, if this information is not already held by the Council. All applicants will be required to submit original invoices, receipts and bank statements in order to verify all funding awarded. If this information is incomplete or not provided or the funding is not spent in line with approved costs, the funding must be repaid to council. **The maximum amount available is £1000 per application. Only one application per group will be accepted.**

4. Scored criteria for the funding

Grant awards will be made to applicants that meet the following criteria.

- a) promote equality and target those with low incomes and socially excluded;
- b) to celebrate and encourage cultural expression;
- c) to enhance community relations;
- d) to enable partnership working between the community and voluntary sector and local Councils;
- e) to improve the capacity of community festivals by providing support and training in addition to funding towards the cost of events.

5. Exclusions

The Community Festivals Fund will not provide funding for the following activities:

- Individuals
- Political organisations
- festivals taking place outside the Ards and North Down area;
- festivals of a commercial nature, organised to make a profit;
- trade or professional conferences/conventions;
- festivals that are primarily fundraising events, are heavily branded with charity branding or deploy potential sources of income from a festival to a charity;
- awards ceremonies or industry events;
- residential courses and associated events;
- festivals that are social events for an organisation;
- primarily tourism focused events where the organisation cannot demonstrate significant community involvement;
- retrospective festivals/events that have already taken place; and
- festivals/events which conflict with any Council run festival/event.

In addition to the above exclusions, examples of eligible and ineligible expenditure are outlined below:

Eligible expenditure	Non-eligible expenditure
Insurance for the festival	Gratuities, gifts and prizes
Venue Hire	Charitable donations

Entertainment costs – Such as: Bouncy Castles, face painters, balloon modelling etc.	Cash payments unsupported by an appropriate petty cash system or committee expenditure forms.
Equipment hire	General running costs
Catering	Any costs not approved by the assessment panel
Advertising and marketing	Any costs not in the application form
Printing	Alcohol
Administration related to the festival (stationery, postage etc)	Staff salaries/Professional fees

6. Corporate Grants Policy

All applications will be treated in line with the Councils Corporate Grants Policy. Copies of which will be available on the Councils website or by request.

7. Government Funding Database (GFD)

Ards and North Down Borough Council has adopted the Northern Ireland Executive's Best Practice Principles to reduce bureaucracy through the use of Government Funding Database. The GFD requires the Council to input details of all successful applicants onto the database.

Applicants are required to set up a profile and upload the following essential information on to the Government Funding Database:

Constitution/Memorandum of Association,
List of Office Bearers/Board of Governors,
Annual Accounts/Financial Statement

Please submit with your application the supporting documents on the checklist in the application form and the completed declaration confirming the documents are up to date and fit for purpose.

The information entered on to the Government Funders Database can then be shared across funding organisations. All subsequent funders who wish to fund the same voluntary/community organisation can then access this information, rather than applicants providing multiple copies to each funder.

Please contact the Community Development Team if you need any more information on the Government Funding Database.

8. Incomplete Applications

Incomplete applications will not be considered

9. Procedures for making funding award

- Each application will be assessed and scored against the information provided in the application form only.
- All applicants will be informed in writing of the outcome of the assessment process within three weeks of a decision being approved by Council.
- A Letter of Offer (LoO) will be issued to all successful applicants, outlining the details of the funding and the conditions of the award including adhering to publicity requirement, evaluation and monitoring returns.
- Applicants will be required to sign and accept the LoO within **six** weeks of the date of the LoO. If the signed LoO is not received in this time, the funding offer may be withdrawn.
- The period of funding award will be from 1 April 2022 - 31 March 2023.
- Advance payments of up to 80% may be paid to the applicant, subject to a written request, submission of recent bank statements and projected cashflow.

10. Council Land

If your application is successful you should be aware that if the festival is to be held on Council land, that appropriate permission must be applied for. To apply for permission please contact the Compliance Section, gemma.brown@ardsandnorthdown.gov.uk or telephone 028 91824075.

11. Road Closures

If your application is successful you should be aware that if a road is to be closed as part of your festival, that appropriate permission must be applied for. To seek further advice and apply for Road Closure permission please contact the Licensing and Regulatory Services Section, david.brown@ardsandnorthdown.gov.uk or telephone 0300 013 3333.

Please submit your application as a PDF document. Completed applications and supporting documents should be returned to

Jonny Blakely
Community Development Manager
Ards and North Down Borough Council
16 South Street
Unit 5 Conway Building
Newtownards
BT23 4JT

Please note that Application forms received will not be reviewed until after the closing date deadline.

Tel no: 0300 013 3333

E-mail – communitygrants@ardsandnorthdown.gov.uk