

**Community Festivals Fund – Local Festival 2022/2023**

**GRANT APPLICATION & GRANT CRITERIA**

**SECTION 1 – ABOUT YOUR GROUP/ORGANISATION**

1. Name of Group/Organisation: \_\_\_\_\_  
Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Main Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

2. **Is your community group/residents group constituted?** Yes/No

3. When will your festival / event take place? Please provide the date and time

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (duration)

4. Where will your festival take place? (address and postcode)

5. To help give us a brief description of your festival, tell us about your festival and how the community will be involved:

6. How many people do you expect to attend your festival?

**SECTION TWO – CORE CRITERIA**

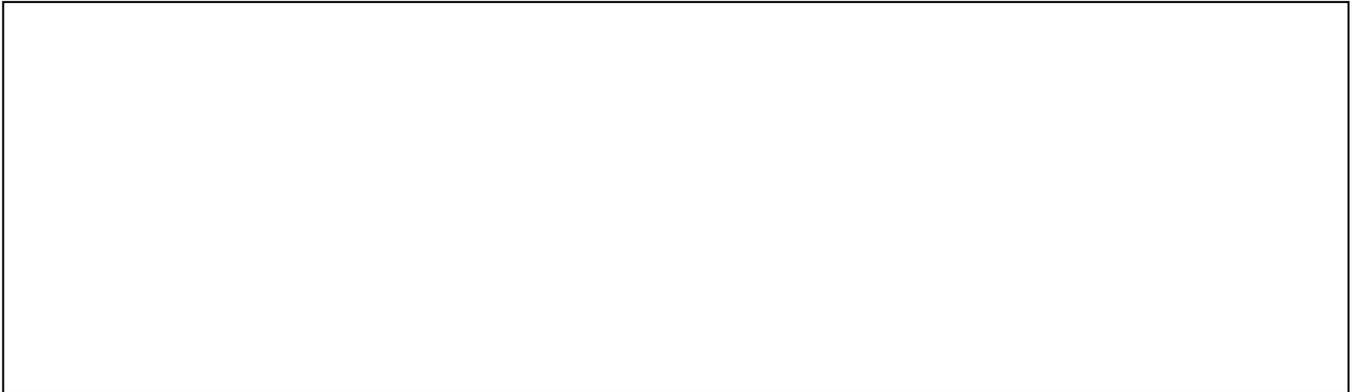
7. How will your festival promote **equality** and **improve community cohesion/good relations** in your community?

8. Please explain how the festival will contribute to **tackling poverty and social exclusion** and how will it contribute to **building a strong sense of community**?

9. How do you plan to – a) Persuade people to **volunteer** at the festival?  
b) encourage people to **attend** in the festival?

10. What opportunities to **improve skills or receive training** will be provided to those people /volunteers involved in the festival?

**11.** How and where are you planning to publicise/advertise your festival? How will Council/DfC funding be acknowledged? (Appropriate logos should be on all printed or online material associated with your festival)



**If you have an Operational Plan for your festival please attach a copy**

**SECTION 3 – VALUE FOR MONEY**

12. What is the Total Cost of the Festival?

13. Please give a detailed breakdown of the projected cost, including details of any other funding that will be used for this festival. **Maximum amount available is £1000.**

| ITEM / FESTIVAL ELEMENT BEING FUNDED | Income from other sources – eg. grants or fund raising | Amount applied for from ANDBC (£) |
|--------------------------------------|--|-----------------------------------|
|                                      |  |                                   |
|                                      |  |                                   |
|                                      |  |                                   |
|                                      |  |                                   |
|                                      |  |                                   |
|                                      |  |                                   |
|                                      |  |                                   |
| Total Amount                         |  |                                   |

14. How much funding are you seeking from Ards and North Down Borough Council?

**PLEASE NOTE THIS GRANT MAY NOT BE USED FOR THE PURCHASE OR SALE OF ALCOHOL.**

**SECTION 4 –ADDITIONAL INFORMATION**

**15.** Do you have the permission of the property owner or land owner where the event is to take place? **Yes/No** (if on Council land, please see section 9 in the guidance and criteria).

**16.** Do you plan to close any roads during your festival? **Yes/No** (if Yes please refer to section 10 in the guidance and criteria).

**17.** If your group is planning on hosting the same festival next year, how do you plan fund it?

**18.** How do you propose to evaluate your festival?

**SECTION 5 COMMEMORATIVE EVENTS** - Only to be completed if your event/festival is linked to a commemorative event.

Please indicate how the event fits within the 4 guiding principles compiled by the Community Relations Council and the Heritage Lottery Fund as stated below.

|   |
|---|
| <b>Guiding Principle 1: To start with the Historical Facts.</b>                                       |
| <b>Guiding Principle 2: To recognise the implications and consequences of what happened.</b>          |
| <b>Guiding Principle 3: To understand that different perceptions and interpretations exist.</b>       |
| <b>Guiding Principle 4: To show how events and activities can deepen understanding of the period.</b> |

**GOVERNMENT FUNDING DATABASE –**

This is a requirement from the Department for Communities.

Have you previously uploaded the following on the Funders Passport? If yes please provide your Unique Reference Number (URN) and ensure your most recent documents have been uploaded to the GFD. \_\_\_\_\_

However, we do require all applicants to please enclose the following documents with your application.

**Essential documentation**

- Copy of Constitution or Memorandum of Association
- Most recent AGM Minutes / Inaugural minutes
- List of Office Bearers
- Copy of most recent audited Annual Accounts
- Most recent Bank Statement

**Additional documentation**

- Details of relevant Insurance relating to the project (where appropriate)
- Child Protection Policy/ Statement (for those Group/Organisations working with children)

We hereby agree that the above documents will be:

- (i) held on the Government Funding Database (GFD) and are the most up to date and fit for purpose for this application period; **Y/N**
- (ii) We agree these documents may be made available to other public sector funders via the GFD. **Y/N**

We declare that this application is made with the authority and consent of the above organisation and that the information provided is true, accurate and complete.

Please note: **Late or Incomplete applications will not be considered**

Name (in capitals): \_\_\_\_\_  
Position held: \_\_\_\_\_  
Signature (on behalf of the applicant): \_\_\_\_\_  
Date: \_\_\_\_\_

Name (in capitals): \_\_\_\_\_  
Position held: \_\_\_\_\_  
Signature (on behalf of the applicant): \_\_\_\_\_  
Date: \_\_\_\_\_

**Completed application forms and supporting documentation should be forwarded by no later than: 4.00pm on 21<sup>st</sup> MARCH 2022. Please submit your application as a PDF document.**

**Applicants need to be aware that Applications will not be reviewed by the Grants Team until after the closing date and time.**

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

0300 013 3333

Or e-mail – [communitygrants@ardsandnorthdown.gov.uk](mailto:communitygrants@ardsandnorthdown.gov.uk)

## **Freedom of Information**

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000. This Act came into operation on 1<sup>st</sup> January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted “in confidence” and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ards and North Down Borough Council does not have a discretion regarding whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in Ards and North Down Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

Ards and North Down Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information.

## **Data Protection**

Ards and North Down Borough Council values your right to personal privacy. We collect this information solely for the purposes of this application and do not share it with anyone. We comply with the DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation), ensuring that information is collected fairly and lawfully, is accurate, adequate, secure, up to date and not held any longer than necessary.

For further information our Privacy Statement can be viewed at <https://www.ardsandnorthdown.gov.uk/privacy-and-cookies>

## **Equality of Opportunity, Section 75 and Good Relations.**

Ards and North Down Borough Council (the Council) is required to have due regard to the need to promote equality of opportunity between

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- men and women generally

- persons with a disability or without
- persons with dependants or without.

In addition, without prejudice to the obligations above, Council is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Council is committed to fulfilling the Section 75 statutory duties across all functions (including service provision, employment and procurement)

**CHECKLIST –**

Please ensure you have completed all the relevant sections in the above application.

That you have enclosed the essential documentation requested as well as updating the Government Funding Database where the documents can also be viewed –

- Copy of Constitution/Memorandum of Association
- List of Office Bearers
- Copy of most recent annual accounts
- Most recent Bank Statement
- Copy of most recent AGM/ Inaugural minutes

Also include if relevant –

- Relevant insurance relating to the project (where appropriate)
- Child protection policy if working with Children