

## **COMMUNITY FESTIVALS FUND 2022- 2023**

### **APPLICATION GUIDANCE AND CRITERIA**

**Applications for Community Festivals Funding should be completed in line with this guidance and criteria**

#### **1. The purpose of the Community Festivals Fund**

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.

#### **2. Objectives of the Fund**

The objectives of the Community Festivals Fund are as follows:

- a) to support the community and voluntary sector in promoting equality and target poverty and social exclusion;
- b) to enable communities 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.

#### **3. Definition of a Community Festival**

A community festival is a series of events (or a single event with several elements) with a common theme and delivered within a defined time period. It is developed from within a community and should celebrate and positively promote what the community represents.

Community festivals are about participation, involvement and the creation of a sense of identity and are important in contributing to the social wellbeing of a community.

They must be initiated and led by, or in partnership with a community organisation.

The community must play a strong part in the development and delivery of the festival and have ownership of it.

For the purposes of the Community Festival Fund the following will apply;

- all Festivals must be culture based, where culture is defined as ideas, customs, and social behaviour of a particular people or social grouping;

- all festivals must demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good community relations; and
- in this context, 'community' includes communities of interest as well as geography and identity.

#### **4. General principles which apply to the Community Festivals Fund**

This is a competitive grants scheme and applications will be determined on the basis of merit.

Applications to this scheme will be open to all festivals that can meet the general principles, objectives and criteria of the scheme irrespective of whether they are established or emerging events.

Festivals will continue to be able to apply to other sources of public support which will add value to the festival.

Festivals should contribute to the promotion of a positive image of Northern Ireland and organisers must take steps to avert anti-social behaviour.

Organisations in receipt of public funding must comply with all statutory obligations regarding the delivery of and access to their events.

Festival organisations will make every effort to increase capacity within the community through e.g. skills training and volunteering.

Festival organisations will be expected to make efforts to maximise income through ticket sales and sponsorship. They should develop a plan to improve their sustainability and reduce reliance on public funding.

It is a prime responsibility of Government to ensure the proper and efficient use of and the accountability of public monies. To this end, festivals will be required to provide relevant supporting information when applying for funding.

Festival organisations will be required to demonstrate the effectiveness and impact of their festival and that public funding is put to good use and shows a positive and measurable impact on the local community or economy.

#### **5. Eligibility**

The Community Festival Fund is open to all community and voluntary groups / organisations in the Ards and North Down Borough Council area.

To be eligible to apply, the applicant must meet the following minimum requirements:

- Be constitutionally correct and provide appropriate governance documents.
- Be democratically accountable, through regular public meetings, annual general meetings and be managed by a publicly elected committee.

- Demonstrates a fair and equitable ethos through the applicants aim and objectives, in accordance with Northern Ireland Act 1998 (Section 75).
- Demonstrates how the festival will improve the quality and capacity of the community.

## 6. Community Festival Grant

The scheme will support three levels of grant: subject to the availability of funding:

- **Local Festival (separate application form)** of up **£1,000** for a local community festival that attracts up to **1500 attendees; (Not including The Platinum Queens Jubilee Celebration / Christmas Festivals)**
- **Neighbourhood Festival**, up to a maximum of **£4,000** attracting between **1,501 - 5,000** attendees from neighbouring areas/towns/villages;
- **Large Scale Festival** up to **£15,000**, at least **three days in duration** and attracting a minimum of **5000 attendees**.

The Neighbourhood and Large festival can include Christmas, although if applied for through these sections, you will **not** be able to apply for the Christmas Festival Fund later this year.

**Please note that the above funding does not include Christmas Festivals, this will be advertised later in the year under a separate Community Festival Application.**

This is a competitive process and all grant awards will be determined on the basis of merit, based on the information contained in the application form. Council reserves the right to reduce the maximum amount of funding available if the programme is over subscribed.

## 7. Application Process

The Community Development Service Unit administers the Community Festival Fund scheme.

Applications to the 2022-2023 Community Festival Fund scheme will open on **21<sup>st</sup> February 2022**.

**The Closing date is 21<sup>st</sup> March 2022 at 4pm.**

Calls for Community Festival Fund applications will be advertised in the local press and on the Council's website. The Council will also notify those groups/organisations registered on the Community Information Register.

Application forms, guidance notes and criteria will be made available on the Council's website. Copies can also be requested from the Community Development Unit - [communitygrants@ardsandnorthdown.gov.uk](mailto:communitygrants@ardsandnorthdown.gov.uk)

Applicants must complete the following sections of the application form

Section 1 - About your group / organisation - To be completed by **all** applicants.

Section 2 - About your festival - To be completed by **all** applicants.

Section 3 - Core Criteria and Costs - To be completed by **all** applicants.

Section 4 - Commemorative events is **only** to be completed if the festival is linked to **a commemorative event.**

Government Funding Database - To be completed by **all** applicants

Council officers **will not** complete application forms on behalf of applicants.

The **closing date** for applications is **4.00pm 21st MARCH 2022. Please submit your application as a PDF document.**

Completed application forms and supporting documentation should be submitted to –

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

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

**Only one application per group/organisation will be accepted.**

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

Following submission of applications:

- All applications received will be acknowledged in writing, within one week of the closing date.
- Eligible and fully completed applications, received by the closing time/date, will be assessed by a grant assessment panel against the criteria outlined.
- Late or incomplete applications will not be scored.
- Applicants should note that Application forms submitted will not be reviewed until after the closing date deadline.
- The recommendations of the assessment panel will be presented to the Community and Wellbeing Committee for consideration/approval.

## **Important:**

**All grants awarded are subject to the allocation of Central Government funding through the Department for Communities (DfC) to Ards and North Down Borough Council. Letters of Offer to successful applicants will be subject to confirmation of DfC funding.**

## **8. Assessment Criteria**

Applicants must clearly demonstrate how they meet the following criteria:

### **Section 1**

**Eligibility** of the application by completing Section 1 of the Application form - About your group / organisation and the Government Funding Database. **(Question 1-5)**

### **Section 2**

**Purpose, aim, need and benefits** of the Festival by completing Section 2 of the Application form- About your Festival. **Please give a description of what your festival is. (Question 6-13)**

- How many are expected to attend;
- what is the aim of the festival;
- how will it benefit the community;
- demonstrate the need for the festival;
- the expected outcomes of the festival;
- Explores, celebrates and positively promotes cultural traditions

### **Section 3**

Festival organisers will need to demonstrate in Section 3 of the Application form how their event addresses the following **core criteria. (Question 14-22)**

- promotes equality and improves community cohesion;
- tackles poverty and social exclusion;
- contributes to building a strong sense of community;
- has strong community participation;
- provides opportunities for people to improve skills or receive training;
- improves community relations; and
- demonstrates value for money.
- Advertising.

Please ensure you cover each of the above core criteria when answering the questions.

## Section 4

Only to be completed by those applicants applying for **commemorative events**.

### A 20% weighting will be applied to:

- i) applications received in respect of festivals taking place in the top 10% of the most deprived wards in the Council area, and
- ii) applications received from festivals which will specifically target those who are socially excluded.

## 9. 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.

**Please note that this Application for Community Festivals does not include Christmas Festivals. Christmas Grants will be advertised later in the year under a separate Christmas Festival Application.**

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

<b>Eligible expenditure</b>	<b>Non-eligible expenditure</b>
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

Each application will be assessed and scored against the criteria listed in Section 2 and 3.

**Only one application per group/organisation will be accepted.**

## **10. 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 the 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.

## **11. 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.

## **12. 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](mailto:gemma.brown@ardsandnorthdown.gov.uk) or telephone 028 91824075.

## **13. 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](mailto:david.brown@ardsandnorthdown.gov.uk) or telephone 0300 013 3333

### **For further information please contact:**

Jonny Blakely  
Community Development Manager  
Ards and North Down Borough Council  
16 South Street  
Unit 5 Conway Building  
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Tel: 0300 013 3333



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