**ARDS AND NORTH DOWN BOROUGH COUNCIL**

COMMUNITY FESTIVALS FUND 2025/2026

APPLICATION FORM

FOR LOCAL AND NEIGHBOURHOOD COMMUNITY FESTIVALS

taking place from 1 April 2025 – 31 March 2026

Applications for the Community Festival Fund 2025/26 are welcome from constituted community and voluntary groups in the Ards and North Down Borough.

|  |  |  |
| --- | --- | --- |
| **Festival Type** | **Recommended attendee/participant guidance** | **Support available** |
| Local  | Attracts up to 500 attendees and participants  | Up to £1,000  |
| Neighbourhood  | Attracts between 501 – 2,000 attendees and participants  | From £1,001 - £4,000 |

**A short video is available on our YouTube channel to help you complete the application form. Watch it here (Ctrl & click to launch):** [**https://youtu.be/FywvbtK5cm8**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2FFywvbtK5cm8&data=05%7C02%7CNicola.McClurg%40ardsandnorthdown.gov.uk%7C9ffb6eae8b5f4b49ce4f08dd67aff0a4%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C638780727529718218%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=QRWx7hhnTUAqEm8bukag3HIZbIIKH%2FiDA%2FalbnG8bNo%3D&reserved=0)

**SECTION 1**

**ORGANISATION DETAILS**

Name of the Organisation, as it appears on the governing document.

**Please indicate the organisation type**

**Constituted Community Group (Please see Guidelines for a definition)**

**Limited Company**

 **Charity**

**Please give Company/Charity Registration No.**

**Main Contact for the Organisation** (this should be the person who can answer questions on the festival application form)

|  |  |
| --- | --- |
| **Name** |  |
| **Position in Organisation** |  |
| **Contact Address for correspondence**  |  |
| **Telephone Number** |  |
| **E-mail address** |  |

Are you currently registered on Community Development’s Information Register

Yes No

If you would like to be registered please follow this link and complete the form: [https://bit.ly/ANDBC-CIR](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbit.ly%2FANDBC-CIR&data=05%7C02%7CNicola.McClurg%40ardsandnorthdown.gov.uk%7Ced8de5dfad614d910dae08dc7b2044f1%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C638520625736089367%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=z3YlHHwEEtLzSr6Fq3rwdkQ%2BRU7c3It0APHim0vqKl4%3D&reserved=0)

**FESTIVAL INFORMATION**

**Community Festival Name and Proposed Dates**

|  |  |
| --- | --- |
| **What is the name of the festival?** |  |
| **Proposed start date of festival** |  |
| **Proposed end date of festival** |  |
| **Venue and Location of festival (include postcode)** |  |
| **Estimated number of attendees** |  |

**Will the festival require the use of Council Land?** Yes [ ] No [ ]

**If yes, please detail where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please note that a separate booking **must** be completed to hire the Council Land via the Compliance Section of Ards and North Down Borough Council. Please see details on page 6 of the Guidance Notes.

**Which band of funding are you applying for, please tick to indicate?**

|  |  |  |
| --- | --- | --- |
| **Community Festival** | **Funding available** | **Please tick** |
| Local | Up to £1,000 |  |
| Neighbourhood | From £1,001 - £4,000 |  |

**Is the festival open to the general public (please tick)** Yes [ ] No [ ]

**Is this a new festival to Ards and North Down?** Yes [ ] No [ ]

**Is the festival free, ticketed or has elements of both?**  Free [ ] Ticketed [ ] Both [ ]

 **SECTION 2**

**COMMUNITY FESTIVAL – THE DETAILS, FINANCES, ATTENDEES AND MARKETING**

The Community Festival Fund (CFF) is jointly provided by the Department for Communities and Ards and North Down Borough Council. Community Festivals must demonstrate their commitment to promoting social cohesion, social inclusion, community participation and targeting poverty.

**About the Community Festival -**

|  |
| --- |
| **2.1 How does running the community festival achieve the aims and objectives of the Community Festival Fund** *(scored 0-5, weighted answer scored out of 5 then multiplied by 2)* *Max word count: 400 words. Please tell us about* how you foster Section 75 and Good Relations and additionally at least 1 more of the aims and objectives. *(see pages 6 & 9 of the guidance notes)* |
|  |
| **2.2** **Please provide a description of the community festival and its theme. Please also include the proposed festival programme.** *(scored 0-5)**Max word count 300 words (see page 9 of the guidance notes)* |
|  |
| **2.3 Outline the measures you will take regarding the safety and welfare of the festival attendees**. *(scored 0-5)**Max word count 300 words (see page 9 of the guidance notes)* |
| **2.****4** **Festival organisers can implement sustainable practices and encourage the attendees to do the same. Please confirm by ticking below if you have considered taking these sustainability measures during the festival.** *(this question is not scored) (see page 10 of the guidance notes)* |
|

|  |  |
| --- | --- |
|  | Yes |
| Making a commitment to consider green practises from planning stages |  |
| Leave no trace – encouraging people to take their rubbish home with them |  |
| Have you considered how waste will be dealt with? |  |
| Will recyclable waste be separated out? |  |
| Please confirm that you will not be using any hazardous substances? |  |
| How will people travel to and from the festival? Shuttle bus to reduce car use? |  |
| Encourage attendees to carpool, walk or cycle to the festival |  |
| Will you be using bio-degradable plates, cups etc? |  |
| Will you be using any reusable or borrowed equipment? |  |
| Avoiding food waste |  |
| Use vendors with sustainable businesses |  |
| Encourage attendees to bring their own containers and bags |  |
| Not releasing balloons or lanterns – finding an environmentally friendly alternative |  |
| Will not use any glitter or non-biodegradable products |  |
| Can you off set it? Have you been part of a tree planting exercise etc? |  |

 |

**Finance -**

**The Funding available through this application is :**

|  |  |
| --- | --- |
| **Festival**  | **Support available** |
| Local | Up to £1,000 |
| Neighbourhood | From £1,001 - £4,000 |

**Festival Budget:** Please tell us how much the total cost of the festival is and then complete the 3 tables. Table 2.5 is the grant amount being requested from ANDBC, Table 2.5a is the contribution in kind and Table 2.5b is other funding or income. Question 2.5c is about value money.

**£**

**Please tell us the total cost of the Community Festival**

**2.5a Please complete the table to show the Grant amount being requested from the Community Festival Fund. In this section only, groups can add more rows if required.** *(the table for 2.5a needs to be completed but is not scored) (see pages 11 of the guidance notes)*

|  |  |
| --- | --- |
| **Itemised Festival Expenditure being applied for** | **Expenditure amount £** |
| ***Example: Face Painters*** | ***£200.00*** |
| ***Example: Bouncy Castles x2*** | ***£300.00*** |
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| **TOTAL CFF GRANT BEING APPLIED FOR** | **£** |

 **2.5b** **Contribution in kind** *(Table 2.5b needs to be completed but is not scored) (see page 11 of the guidance notes)*

|  |  |
| --- | --- |
| **Benefit in kind** | **Value £** |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |
| **TOTAL VALUE OF BENEFIT IN KIND** | **£** |

**2.5c Other funding or Income, grants from other funders or through ticket sales** *(table 2.5c needs to be completed but is not scored) (please refer to page 12 of guidance notes)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Income type i.e. ticket sales or another funder** | **Amount £** |  | **Is this confirmed? Y/N** |
|  |  |  |  |
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|  |  |  |  |
| **TOTAL INCOME** | **£** |  |  |

|  |
| --- |
| **2.5d** **Please explain how value for money will be achieved and what volunteering opportunities will be available.***Max word count 300 words (scored 0-5, weighted answer scored out of 5 then multiplied by 2) (see page 12 of the guidance notes)* |
|  |

**MARKETING**

**Support from Ards and North Down Borough Council and the Department for Communities must be acknowledged on all printed and online material.**

**2.6 How and where are you planning to publicise/advertise the festival? How will Council/DFC funding be acknowledged?** *(scored 0-5)**Max word count 250 words (see page 12 of the guidance notes)*

|  |
| --- |
|  |

**SECTION 3**

**Government Funding Database, Section 75, Freedom of Information and Data Protection**

**GOVERNMENT FUNDING DATABASE (GFD)**

This is a requirement from the Department for Communities.

If you know the GFD reference (URN) please include it here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The GFD requires the following essential documents to be uploaded – Constitution, List of current Office Bearers and most recent Annual Accounts/Financial Statement.

Council also requires applicants to include with the submission of their application their most recent AGM minutes, Bank Statement, proof of insurance and the Child Protection Policy/ Statement**.**

**However, if you have submitted the documents within the last 6 months then we will have previously checked and uploaded these to the GFD. If these are still the most up to date versions then you do not need to submit these again. We will need you to submit the most recent AGM minutes and Bank statement with the application along with the Child Protection policy and proof of Insurance for the Festival.**

Please tick whether the document has been submitted with the application or is already on the GFD:

**Essential documentation for GFD On GFD Submitted already**

Copy of Constitution or Memorandum

of Association

List of Office Bearers

Copy of most recent audited Annual Accounts

**Other Essential documentation required at time of application submission:**

Most recent AGM Minutes N/A

Most recent Bank Statement N/A

Child Protection Policy/ Statement N/A

Details of relevant Insurance relating to the N/A

festival

We hereby agree that the above documents will be:

1. held on the Government Funding Database (GFD) and are the most up to date and fit for purpose for this application period: Yes No
2. We agree these documents may be made available to other public sector funders via the GFD. Yes No

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

Ards and North Down Borough 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)

**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 1st 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 the 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](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ardsandnorthdown.gov.uk%2Fprivacy-and-cookies&data=04%7C01%7Canne.lendrum%40ardsandnorthdown.gov.uk%7Cf720ee16c62c4f7d4c7708d9e00d3fb2%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C637787169765990001%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BuZ76ilI40Ef%2B7Kk4E62iBYfc5pkLJFDmZD8Xs58Z98%3D&reserved=0)

**Please tick the box to confirm you have read the Freedom of Information, Data Protection and Equality statements above** 

**Fundraising Declaration**

As per Ards and North Down Grants Policy, provision of funds to organisations to host fundraising / donation-led festivals is not permitted. Therefore, if the festival would not go ahead without the collection of donations intended for retention by the organisation or distribution to third parties, you should not accept any grant offered.

**I confirm the festival applied for is not a fundraising event as defined in the guidelines.**

**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.**

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: 12 noon** **on 15th April 2025. Where possible completed applications should be emailed as a pdf to:** communitygrants@ardsandnorthdown.gov.uk

**Please note**: Late or incomplete applications will not be considered. Please ensure the correct application form (2025/2026) is submitted, incorrect application versions will be deemed as ineligible.

Completed applications can be posted or hand delivered. If you are emailing your application and documents we advise you to password protect emails that contain sensitive data in order to keep you and your personal information safe and if requested we can forward you instructions on how to do this. Council also now use Zivver for safe transfer of information and we can assist applicants with doing this.

**Applications will not be reviewed by the Grants Team until after the closing date and time.**

**Return to:**

Email (preferable) communitygrants@ardsandnorthdown.gov.uk

Hand delivery or post to:

ANDBC Community Development

Community Festival Fund Applications 25-26

Signal Centre

2 Innotec Drive

Balloo Road

Bangor

BT19 7PD