**Christmas Festival Grants 2025/26**

**GRANT APPLICATION**

**SECTION 1 – ABOUT YOUR GROUP/ORGANISATION (This section is not scored)**

1. Name of Group/Organisation:

Address for Correspondence:

 Postcode:

Main Contact Name: Position:

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:

1. Name of Village/Town that Christmas Festival application is for:

1. Where will your festival take place? (Address and postcode)

1. When will your festival / event take place? ***(This date may be subject to change due to availability of Councils Works Team/Electricians)***

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

Estimated Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION TWO – This section is scored**

1. To help give us an understanding of your festival, tell us about your festival and how the community will be involved. (score 0-5)

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 **Word count 250**

1. Tell us about any partnership working or collaboration for running the festival and how you will ensure that the festival is open an accessible to everyone? (score 0-5)

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**Word count 250**

1. Tell us how local volunteers will get involved? What new skills will volunteers gain from taking part in the festival and will any training be completed. (score 0-5)

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**Word count 250**

1. Outline the measures you have taken for the safety and welfare of attendees and participants at your Christmas festival, including accessibility and inclusivity. You will need to provide a completed risk assessment 4 weeks prior to your festival. (score 0-5)

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 **Word count 250**

1. Costs - Demonstrate in the table below how the fund will be best spent? Please include benefit in kind in the second column. **The maximum amount available is £1000 for villages and £3000 for towns**. (table not scored but must be completed, ***failure to complete will deem the application ineligible***)

|  |  |  |
| --- | --- | --- |
| **ITEM / ELEMENT TO BE FUNDED (must be an eligible running cost & please include the total cost)** | **Income from other sources – e.g. other grants, fund raising or benefit in kind** | **Amount applied for from ANDBC Grant (£)** |
| ***Example: Selection boxes £200.00*** | ***£100.00*** | ***£100.00*** |
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**Total amount requested from Ards and North Down Borough Council**

**PLEASE NOTE THIS GRANT CANNOT BE USED FOR THE PURCHASE OR SALE OF ALCOHOL**

**SECTION THREE – (Required Information, not scored)**

**10**. Do you have the permission of the property owner or landowner where the event is to take place? **Yes No**  (if on Council land, please see point 7 in the guidance and criteria).

**11.** Do you plan to close any roads during your festival? **Yes No** (if Yes please refer to point 8 in the guidance and criteria).

**If you have already submitted your essential documents for any of the 2025/26 Grants (VE Day, Community Festivals or CD Running costs) then you do not need to submit them again. If your documents have not been submitted already please sent them with your application and complete the tick box below:**

**Essential documentation for GFD**

 **Already Submitted**

 **with form**

**Submitted**

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

Most recent Bank Statement

Child Protection Policy/ Statement

You are required to submit a completed risk assessment 4 weeks prior to your Christmas festival. Please see point 9 in the guidance and criteria**.**

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

Only one application per town or village will be supported. Therefore, where more than one constituted community group is active within a town or village, potential applicants are advised to collaborate and work in partnership with each other to run a Christmas Festival. To make the process as fair as possible, questions will only be scored up to the maximum word count. Scoring is based on content of answers. Applicants do not need to reach the full word count.

**Please note:** **Late or Incomplete applications will not be considered. Please ensure you are submitting the 2025/26 version of the application form and any adjustments to the application or previous versions used will be deemed 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

*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 2025/26 application forms and supporting documentation should be forwarded in pdf format preferably by email by no later than**: Friday 29th August 2025 at 12 noon.**

E-mail – communitygrants@ardsandnorthdown.gov.uk

Community Development – Christmas Grants 2025

Ards and North Down Borough Council

Signal Centre, 2 Innotec Drive

Balloo Road

Bangor

BT19 7PD

**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 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](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)

**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)

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

[ ] **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**