



## COMMUNITY FESTIVALS FUND Guidelines and Criteria

**The Purpose of the Fund:** The Community Festivals Fund (CFF) was established in 2006 in recognition of the potential contribution that festivals can make to communities, to the local economy and wider Government policy priorities. The Department of Culture, Arts and Leisure (DCAL) has now devolved the administration of the CFF to district councils on condition that match funding is applied to their allocations.

The primary purpose of the Community Festivals Fund is to improve the capacity of community festivals, make them less reliant on public funding by providing support and training in addition to funding towards the cost of events. The Fund enables community organisations to celebrate their cultural identity and to strengthen community relations.

**Definition of a festival:** A community festival is a series of events with a common theme and delivered within a defined time period of more than one day. 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 well being of a community.

They must be initiated and led by a community organisation or a community led partnership. It is not enough to run a festival for the community – the community must play a strong part in the development and delivery of the festival and have ownership of it.

**General Principles which apply to the Community Festivals Fund:** The following general principles will apply to Antrim Borough Council's administration of the fund.

- This is a competitive 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 core criteria of the scheme irrespective of whether they are established or emerging schemes.
- Festivals will continue to be able to apply to other sources of public support.
- All festivals must demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good relations.
- 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 the 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.

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

- Festivals taking place outside Northern Ireland;
- 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 or charity;
- Awards ceremonies or industry events;
- Residential courses and associated events;
- Festivals that are social events for an organisation.

### **Application Process**

Applications will be invited once annually following public advertisement of the scheme through a combination of the Council's website, local newspapers and the community services news sheet.

### **Criteria and Scoring**

In order to deliver the fund's purpose and general principles, festival organisers will need to demonstrate how their event meets the criteria shown below. These have been broadly set by the Department of Culture, Arts and Leisure as a condition of funding; however Council has been given the flexibility to develop its own application process for assessment and selection.

**The event must meet ALL of the following eight measurable criteria; applicants who fail to demonstrate how their proposal meets any one of these will have their application rejected; the responsibility to provide sufficient detail in any application for Council's consideration rests with the applicant.**

1. Demonstration of need, and level of demand – has the applicant conducted the research (effective) to demonstrate that there is a need for such a festival, and if so what is the level of demand likely to be?
2. Have strong community participation - defined in the range and scale of community participation.

3. Provide opportunities for people to improve skills or receive training – defined in the range of skills or training, and the inherent benefits to participants and communities.
4. Promote social inclusion and improve community relations – to what extent will the festival do this.
5. Contribute to community regeneration – defined in the extent, nature and legacy of the regeneration.
6. Attract visitors to the area – higher numbers will attract a higher score relevant to any particular year's application.
7. Provide opportunities for development; this includes capacity building, links with other organisations and diversity of activities, defined in the range and quality of development opportunities, and the numbers of people who will benefit from these opportunities.
8. Financial viability and organisational governance – defined as the extent to which an applicant has demonstrated that they have secure financial backing, and the experience/skills to ensure effective delivery of the project.

Assessment of applications will be made using a system that measures and scores each of the criteria listed above out of a total of 4 points. Weighting will not apply. In addition to meeting the above criteria, applications must also meet/comply with the following conditions.

### **Conditions**

#### **Applicants:**

Only groups can apply to the grant scheme. Groups must meet the following conditions:

- Be constitutionally correct (a copy must be submitted with the application)
- Be managed by a publicly elected committee; the Officer Bearing positions of Chairman, Secretary and Treasurer must be held as a minimum
- Demonstrate a commitment to meeting the requirement of Section 75 of the Northern Ireland Act (1998)
- Demonstrate that proposed festivals are not a duplication of other activities
- Produce an annual statement of independently audited or certified accounts and recent bank statements for all group accounts.
- Agree to Antrim Borough Council's monitoring, evaluation and training procedures if required.

#### **Amounts**

It will be unlikely that applicants will receive 100% grant aid towards festival costs. Partnership funding will need to be obtained and detailed, with supporting evidence. Please note that all expenditure must be incurred within the relevant financial year, and all claims should be submitted at the earliest convenience, however by no later than 4 weeks from the completion of the festival

#### **General Conditions**

- All applications must be completed in full and received by the closing date set out in the advertisement otherwise they will not be considered.

- An application must meet the criteria to be considered
- Payments will only be made to an organisation and not an individual
- Grants will normally be paid on receipt of paid invoices. Advance Payments may be made in exceptional cases on a supplier's invoice and will not exceed 50% of the grant awarded. Applicants must submit current bank statements in support of such requests.
- Applications for events already held will not be considered.
- All successful applicants must ensure that the Council's and DCAL's logos appear on all publicity material for the duration of the grant and that Antrim Borough Council's funding and involvement is acknowledged. If requested, applicants must attend press opportunities.
- Post event, the applicant will be required to complete the Council's monitoring and evaluation form, and to provide detailed information in order to demonstrate that the organisation met the criteria detailed in the application form. The maximum period for submission of the above information will be six weeks from the last date of the festival.

### What Happens Next

- Council staff will acknowledge receipt of all applications received within one week.
- Council staff will review applications with a view to prioritising requests using a scoring system based on the stated criteria. They will then make recommendations for Council's consideration.
- Antrim Borough Council will then either grant or reject requests for assistance.
- Groups will be notified of Council's decision.
- If successful, a full letter of offer will be issued to be signed and returned by the applicant.

For further information please contact:

Community Services, Antrim Borough Council

Email: [community.services@antrim.gov.uk](mailto:community.services@antrim.gov.uk)

Tel: 028 9446 3113





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## COMMUNITY FESTIVALS FUND 2010-11

Please insert additional pages if required to provide all necessary information when completing this application form.

### *Guidance Notes*

1. Name of Group/Organisation:

Please insert the name of your group as it appears on your governing document. (i.e. constitution, memorandum etc).

2. Name of Contact Person and their full address for correspondence purposes:

Name:

Please supply details of an individual who will be the main contact and is in a position to speak about this application.

Group/Organisation Position:

Address (including post code):

Telephone:

E-Mail:

3. Financial Information:

Bank/Building Society:

Antrim Borough Council will only make awards to groups which have a bank or building society account.

Address (including post code):

Account Name:

The bank account details supplied must be in the name of the applicant organisation.

Account Number:

Sorting Code:

The supplied information will be used to pay any successful grant directly into your account using the BACS system.

Please note that you are required to submit an annual statement of independently audited or certified accounts for the last financial year and a current up to date statement of accounts, or a bank statement where this is not available.

4. When was your group/organisation formed?

5. What are the stated aims and objectives of your group/organisation?

Briefly describe the aims and objectives of your group and any services provided. If you are a new group, describe the services or activities that you plan to provide

6. Festival Details:

a. Title of Festival and Detailed Description:

Please give a detailed description of the festival, clearly outlining all the activities you propose to run, if successful

Alternatively provide a programme for your festival.

b. Timescale (dates/times):

c. Please detail the interest specific or geographical area, within the Borough of Antrim, (to be referred to as the target 'community'), that you believe will benefit from your festival:

Communities can be either geographical based for example, Crumlin and district or a community of interest, for example, music festival

d. Specific Aim and Expected Outcomes of the Festival:

Tell us what you hope to achieve by running the festival. How do you feel the festival will impact on local life in the area?

7. Criteria (please refer to the Guidelines and Criteria document for clarification if required):

Please provide evidence of:

7a. The need for the proposed festival, and

7b. The expected level of demand. It is important to explain your methodology:

a.

Evidence of need  
Please outline how you know that there is a need for this project, e.g. community surveys, public meetings, focus groups, community events, etc. If you have not used any of these methods please outline how you have identified need.

b.

Please outline how you have measured demand, for example, as above, or analysis of evaluation of previous festivals

7c. In what ways will your target 'community' be involved in planning and running the proposed festival?

DCAL guidance states that it is not enough to run a festival for a community – the community must play a strong part in the development and delivery of the festival, and have ownership of it.

How will your festival encourage the local community to become more involved?

Please demonstrate how this will happen.

7d. How will your proposed festival provide opportunities to improve skills or receive training?

*Guidance Notes*

How will it improve capacity or increase local people's skills to deliver future projects?

What training will you undertake to enhance sustainability of the festival, for example, financial management, marketing, communication, festival planning , etc.

7e. How will your proposed festival promote social inclusion?

How will your festival encourage those marginalised, e.g. senior citizens, those with disabilities, minority communities, etc. to become more involved in their local community?

7f. Improve community relations?

Describe what action will be taken to ensure the festival will be open to everyone in the community from whatever background, regardless of gender, nationality or marital or physical status.

Will your festival have any cross community impact, i.e. will it encourage different communities/ areas to work together?

7g. How will your proposed festival contribute to community regeneration?

Contribute to community regeneration through

- enhancing the physical condition of localities
- stimulating the local economy
- tackling social and community issues
- building sustainable urban regeneration through 'capacity building' at the local level.

7h. Do you anticipate that visitors from outside your target 'community' will be attracted to your proposed festival; if so how many?

What is your methodology to determine this?

How will you monitor the number of external visitors, Registration forms to collect user details; Evaluation forms to be completed at the end of an event/project; etc.

7i. How will your proposed festival provide opportunities for development within your target 'community'?

What development opportunities will be made available to your 'community'. e.g. better community relations, increased networking with other organisations within the Borough, event management training, etc.

7j. Please detail the financial viability of your proposed festival

Explain how your budget has been identified and what has been done to ensure that it will match the eventual income/expenditure.

7k. Please detail the organisational governance regime in place within your own Organisation.

Tell us what organisational/ financial management skills are available to the group which can be used to ensure that the event is well managed.



11. Please provide the details of two independent referees who are aware of your group/organisation's broad aims and objectives, and the festival proposal:

**Referee 1:** Name:   
Relationship to group/organisation:   
Address (including post code):   
Telephone:

**Referee 2:** Name:   
Relationship to group/organisation:   
Address (including post code):   
Telephone:

**Declaration:**

We declare that all the information provided above is true and accurate.

Signature (of person completing the form):   
Printed Name and Position:   
Contact telephone Number:   
Signature:   
Printed Name and Position:

**NOTICE TO ALL APPLICANTS: IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO ALLOW FULL CONSIDERATION OF ANY APPLICATION FOR GRANT AID. INCOMPLETE APPLICATION FORMS MAY NOT BE CONSIDERED.**

**This form is available in other formats on request.**

Completed application forms should be sent to:  
**REF: CFF APPLICATION FORM, Community Services, Antrim Borough Council, Antrim Civic Centre, 50 Stiles Way, ANTRIM. BT41 2UB**

*Guidance Notes*

Referees should not be a Council employee or Elected Member or a member of the applicant group/organisation

Two signatures are needed to confirm this application. At least one of the signatories must be the Chairperson, Vice Chairperson, Secretary or Treasurer.

Please print name (and position if applicable)

At least one should have a daytime contact number.

## **Application Checklist**

Ensure you have enclosed the following (tick those that are relevant and enclosed):

- Signed and adopted copy of constitution
- Annual statement of independently audited or certified accounts,
- The most recent bank statements for all group accounts
- Minutes of most recent AGM (or management committee meeting in the case of newly formed organisations)
- A list showing the names and addresses of the group's committee members and office bearers
- Wider membership details
- Bank details
- Evidence of appropriate employer's and public liability insurance covering festival activities
- Any other relevant documentation that may have a bearing on the application