



COMMUNITY FESTIVALS

FUND

APPLICATION CRITERIA

For community festivals taking place between
1st April 2010 to 31st March 2011

GUIDELINES AND CRITERIA DOCUMENT

Information for those wishing to make a grant application.

Purpose of the Fund. The Community Festivals Fund (CFF) was established in 2006 in recognition of the potential contribution that festivals could make to communities, to the local economy and wider Government policy priorities. The primary purpose of the CFF is to improve the capacity of community festivals and 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 defined as a series of events 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 well being of a community.

General Principles Applying to the CFF. The following general principles will apply to Limavady 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 the proposal is for an established or emerging event
- Festival organisers will continue to be able to apply to other sources of public funding support, however will not be eligible to apply to other Council grant schemes to support the proposed festival
- 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 Limavady Borough and 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 Organisers will make every effort to increase capacity within the community through e.g. skills training and volunteering
- Festival Organisers 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 and District Councils to ensure the proper and efficient use of and the accountability of public monies. To this end, Festival Organisers will be required to provide relevant supporting information when applying for funding
- Festival Organisers 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

Criteria for Community Festivals Funding

and measurable impact on the local community or economy; a method of formal evaluation is therefore required in all applications

Exclusions. Council will not normally fund the following:

- Festivals taking place outside of Limavady Borough
- 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

Application Process

Applications will be invited once annually following public advertisement of the scheme through a combination of the Council's Website and the local papers. The application period will be limited to four weeks. The Development Directorate will administer the scheme, with all applications and Assessment Panel's recommendations being presented to the Development Committee for consideration.

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 nine 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.

Criteria for Community Festivals Funding

4. Promote social inclusion and improve good relations - to what extent does the festival proposal promote social inclusion and improve good relations?
5. Contribute to community regeneration - defined in the extent, nature and legacy of the regeneration.
6. Attract visitors to the area - higher numbers and the ability to achieve visitor bed nights locally will attract a higher score relevant to any particular year's applications.
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 the applicant has demonstrated that they have secured other sources of financial backing, this may include commercial sponsorship, donations, ticket sales, advertising revenue etc. The applicant should also demonstrate that they have the experience/skills to ensure effective delivery of the festival.
9. Demonstrate value for money – for example economic and non monetary benefits to the local community and wider area.

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

Conditions

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

- A group will comprise of **at least six members**
- Be constitutionally correct (**a copy must be submitted with the application**)
- Be managed by a publicly elected committee; the Office Bearing positions of Chairman, Secretary and Treasurer must be held as a minimum.
- Under Section 75 of the Northern Ireland Act 1998 Limavady Borough Council encourages applicants to have due regard to the need to promote equality of opportunity and to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
- Demonstrate that proposed festivals are not a duplication of other activities
- Produce an annual statement of independently audited or certified accounts, or a bank statement where this is not available
- Agree to Limavady Borough Council's monitoring, evaluation, and training procedures if required

Criteria for Community Festivals Funding

Amounts. The **minimum/maximum** grant request that will be considered is **£500/£7500 (net) respectively**

Council will grant aid shortfall funding up to **50% of the total festival cost to a maximum amount awarded based on the level of resources available in relation to the number of successful applications received.**

Partnership funding must therefore be obtained and detailed, with supporting evidence. Please note that all expenditure must be incurred within the relevant financial year i.e. April 2010 to March 2011 for this application process. Below the £300 threshold applicants should consider availing of the Council's Events or Small Grants Programme.

Council will not fund activities related to:

- the promotion of religious or political interests,
- profit making organisations
- the repayment of debts
- retrospective grants.
- projects/events which have the primary purpose of raising money for charities.
- applications for specific projects which are clearly the responsibility of other statutory bodies.
- publications in the form of books, CD's or DVD's.

Council may fund

- hire charges for Council owned venues and Council owned equipment for specific projects.
- Catering/Refreshments/Hospitality within a project to a maximum of £100. This will not include alcoholic beverages.
- the printing of promotional material in the form of leaflets, flyers, posters, advertisements or project related media advertisements to a maximum of 25% of the total Project Budget applied for from Limavady Borough Council's Grant Aid Programme.

Criteria for Community Festivals Funding

Appeals Procedure. Unsuccessful applicants will be entitled to submit an appeal in writing. The Director of Development must receive such an appeal within ten days from the date an applicant is notified that their application was unsuccessful. Grants will not be awarded until appeals are considered.

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, and the applicant must meet the criteria in order to be considered
- Payments will only be made payable to an organisation and not to an individual
- Grants will normally be paid retrospectively and on receipt of a completed monitoring and evaluation form. Evidence of expenditure (including original invoices) will be required by Council prior to the release of funding.. In special circumstances up to 50% of the grant may be paid in advance of the festival's start date subject to the Council's formal letter of offer with the remaining 50% being paid after the festival has been carried out and following submission by the organiser of Council's monitoring and evaluation information (this will be provided with the formal letter of offer).
- Retrospective applications will not be considered. From 2009 a minimum lead-in period of at least two months from the date of closing must be allowed for Council to consider applications and appeals.
- It is a stipulation of all successful grant applications that the Council's logo appears on all publicity material during the duration of the grant and that Limavady Borough Council's involvement is acknowledged as **“supported by Limavady Borough Council.** 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 information detailed, in order to demonstrate how 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.
- Community Festivals should where appropriate comply with all relevant statutory permissions and Council policies, procedures and byelaws.
- **Closing date for applications for 2010/2011 is Friday 14th MAY 2010.**
 - All applications should be accompanied by:
 - Signed off copy of constitution
 - Annual statement of independently audited or certified accounts, or a bank statement where this is not available
 - Bank details. Please note that grants will normally be paid by BACS.
 - A list showing the names and addresses of the group's committee members and office bearers
 - Wider membership details
 - Minutes of most recent AGM (or management committee meeting in the case of newly formed organisations)
 - Any other relevant documentation that may have a bearing on the application

What Happens Next?

- Within one week of the closing date for applications, Council staff will acknowledge receipt of all applications received
- All applications will be assessed by an agreed panel with a view to prioritising requests using a scoring system based on the stated criteria. They will then make recommendations for Council's consideration
- Limavady Borough Council will then either grant or reject requests for assistance
- Group notified of Council decision
- Full letter of offer issued, signed and returned by applicant within 1 month..
- Applicants will be invited to attend an informal meeting to discuss the festival, marketing, monitoring and the grant claims process.

For further information please contact:

The Culture, Arts and Tourism Manager
E-Mail: eileen.magee@limavady.gov.uk
Tel: 028 777 60304