



**BALLYMONEY**  
BOROUGH COUNCIL

**Ballymoney Borough Council  
Central & Leisure Services Directorate**

**COMMUNITY FESTIVALS FUND 2011-2012  
Application Form**

**When you have completed this application form, please return it to:**

**Good Relations Officer  
Ballymoney Town Hall  
1 Townhead Street  
Ballymoney  
Co. Antrim  
BT53 6BE  
[goodrelations@ballymoney.gov.uk](mailto:goodrelations@ballymoney.gov.uk)**

**If you would like to discuss the application form, please contact the Good Relations Officer on 028 2766 0230**

**CLOSING DATE FOR APPLICATIONS IS  
Friday 6 May at 12noon**

## Section A: Background Information

### Contact Details

#### Your name

Title (Mr, Mrs, Ms, etc)		First Name		Surname	
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#### Your position within the organisation

Position	
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#### Your organisation's details

Name			
Address			
Postcode		Phone Number (daytime)	
Any other phone numbers		Fax number	
Email address			
When was your group established?			
How many people are involved in running your group?	Committee Members	<input type="checkbox"/>	
	Volunteers	<input type="checkbox"/>	
	Paid Staff Full Time	<input type="checkbox"/>	
	Paid Staff Part Time	<input type="checkbox"/>	

#### **What are the main activities of your group?**

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## Section B: Experience

List similar festivals (if applicable), which your group has organised in the last three years in the table below

Event/festival	Date	Participants	Spectators	Budget	Partners

## Section C: Event Information

<b>Title of Festival</b>	
Date(s)	
<b>Event Synopsis and History</b> (Please include details of expected participation)	
<b>Event Venue and Event Address</b>	
<b><u>Aims and Objectives:</u></b> Please list the specific aims and objectives of the project and how you propose to measure that they have been met.	
Aims and Objectives	Measure


## Section D: Meeting the Fund's Objectives

Please explain how your organisation plans to meet the following objectives of the fund (please provide practical examples):	
1. Strong community participation in the organisation and implementation of the project	
2. Opportunities for people to improve skills or receive training relevant to the project	
3. Improving inclusion and actively promoting good community relations ( <i>building positive relationships between people of different religious beliefs, political opinion or racial group, promoting the concept of living as equals in a shared society</i> )	
4. Taking effective measures to make the festival inclusive.	
5. Contributing to community regeneration	
6. Attracting visitors to the area	

**Please explain what methods you will use to monitor and evaluate the success of your festival**

**Section E: Future Growth**

**Please explain what future plans you have regarding this festival?**

**Section F: Financial Details**

1. What is the Total Cost of the Festival?

2. Please give a detailed breakdown of your project costs (incl. VAT where applicable and continue on a separate page if necessary)

ITEM	AMOUNT (£)
<b>TOTAL COST</b>	<b>£</b>

3. How much funding are you seeking from Ballymoney Borough Council?

4. Please describe any contribution you are making towards the project (financial or in kind)?

**5. Have you applied for funding for the project from any other source?**

Source	Amount (£)	Status of Application

**6. Please detail any income to be raised through any charges for activities/events.**

Activity/Event	Anticipated Income

**Section G: Marketing**

Complete the following section providing as much detail as possible; this information will be used to evaluate your request against other events.

<p><b>Media Coverage</b>                  List all sources of anticipated media coverage under the headings</p> <ul style="list-style-type: none"> <li>• Newspapers / Magazines</li> <li>• TV</li> <li>• Radio</li> <li>• Internet</li> </ul> <p>You should provide evidence to justify your expectations (previous events etc.)</p>
<p><b>How will Ballymoney Borough Council be acknowledged as part of your marketing strategy?</b></p>

**Section H: Economic Impact**

<p><b>Spectator Appeal</b>                  Indicate the anticipated number of spectators. You should provide evidence to justify your expectations (previous events etc.)</p>

<b>Tourism Appeal</b>
List the number of visiting participants and spectators who are expected to stay in the area (if applicable).

**Section I: Development Plan – sustainability**

Explain your organisation’s plan for long-term sustainability (financial, community capacity, festival appeal) and how you will achieve this. Please include any long term plans for development, including linkages with other initiatives

**Section J: Monitoring Information - Participant/Spectator details**

Please give your best possible estimate of the number of participants in the table below:

Breakdown	PARTICIPANTS				
	M	F	Protestant	Catholic	Other
Pre – School Children					
Primary School Children					
Secondary School/Grammar					
Youth 19 – 25 years					
Adults 25 – 60 years					
Older People 60 + years					
People with a disability					
Ethnic minority communities					
People with dependants					
Carers					
Gay/Lesbian/Bisexual					
Other groups (please specify)					

Total					
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**Where do most of the people live that will benefit from your festival / event?**

Council Ward(s) (please name) \_\_\_\_\_

**Section K: Other Details**

**Child protection**

Does your group activity require substantial access to children?

Yes

No

Does your group have a Child Protection Policy in place?

Yes

No

**Section L: Checklist of attachments**

**I have included the following documents with this application:** (please tick where appropriate)

- Constitution
- Copy of most recent annual accounts or an estimate of income and expenditure for the first year
- Original bank statement.
- Appropriate Insurance Policies
- Accounts of previous event/project (if applicable)
- Minutes of the last AGM / Inaugural Public Meeting
- A list of members of the Committee including details of Office Bearers
- A copy of the programme pertaining to the festival / event being organised
- Child Protection Policy

**Section M: Declaration**

**Signatures (this must include the signature of the main contact name)**

We certify that all information given is correct. We agree to abide by the set criteria should this application be successful. We agree to provide event/project report as required. We agree to publicise support from Ballymoney Borough Council as required and to meet with the assigned Officer, if requested, during the project. As event promoter we agree to ensure that the appropriate licenses are in place for venues used, and that any health and safety regulations, including appropriate risk assessments are carried out and are adhered to.

Signed: \_\_\_\_\_ Office Held: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Office Held \_\_\_\_\_ Date: \_\_\_\_\_

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