



BALLYMONEY
BOROUGH COUNCIL

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

**COMMUNITY FESTIVALS FUND 2011-2012
Guidance Notes & Criteria**

The main purpose of Ballymoney Borough Council's Community Festivals Fund is to improve the capacity and sustainability of community festivals within the Borough of Ballymoney. It will enable organisations to celebrate their cultural identity, promote diversity and to strengthen community relations within and between communities.

Ballymoney Borough Council has developed a Community Festivals Fund Grant Programme for 2011/12 through which it can provide financial assistance to community festivals and events in the Ballymoney Borough.

1. What is a Community Festival?

A community festival is 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.

They must be initiated and led by a community organisation or a community-led partnership. 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.

2. Who can apply?

- The applicant organisation must be a non-profit making voluntary or community organisation based in the Ballymoney Borough Council area.
- A group will comprise of at least six members. It must:
 - Be democratically accountable through regular public meetings
 - 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
 - Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with 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, or a bank statement where this is not available
 - Agree to Ballymoney Borough Council's monitoring and evaluation procedures.

3. What can be funded?

Applications may be made for financial assistance towards events, which may include performing arts, visual arts, cultural, recreational and sporting activities including workshops, displays, exhibitions, lectures, performances, competitions and other activities. A draft festival programme must be included with the application for funding.

Eligible costs may include:

Insurance, venue hire, performance fees, transport, equipment hire/ purchase, signage, advertising, marketing and media costs, printing, administration (stationery, postage etc).

The following activities will not receive funding:

- Festivals of a commercial nature, organised to make a profit;
- Festivals taking place outside of Northern Ireland
- Festivals that are primarily fundraising events or are heavily branded with charity branding
- Awards ceremonies or industry events
- Residential courses and associated events
- Festivals that are social events for an organisation

ALCOHOL, FOOD AND CONFECTIONERY WILL NOT BE FUNDED

4. How much can you apply for?

A total budget of £8,000 is available under the Community Festivals Grant Programme for 2011-2012. Applicants should ensure that they are aware of the deadline.

The total grant amount can only make up 80% of the total festival cost. Partnership funding must therefore be obtained and detailed, with supporting evidence.

Grants of 80% of eligible expenditure will be awarded up to a maximum of £1,500 and a minimum award of £250. However the level of grant awarded will depend on how the project meets the assessment criteria detailed above and there is no guarantee that successful applicants will receive the amount applied for.

Grants will normally be released in two installments. 50% of the grant will be paid in advance of the festival's start date subject to the Council's formal letter of offer with the remaining 50% paid after the festival has been carried out. All relevant proof of expenditure along with Council's Monitoring & Evaluation Form must be returned within 3 months of the end date of festival. Failure to comply will result in the remaining 50% of grant aid being withdrawn.

5. Eligible dates

Festivals must take place between **7 June 2011 and 31 March 2012**.

6. How to make an application?

Before completing an application form you should make sure that you are eligible to apply and have read the guidelines. Please ensure that you have completed the application form in full, that it is signed by two members of your organisation and that you have enclosed additional information as outlined in the checklist at the back of the application form. Only applications completed on the standard application form with all the appropriate enclosures will be considered.

All applications will be assessed and considered by the Leisure and Amenities Committee, which will recommend an offer of grant to the Council.

Acknowledge receipt of application

Within one week of the closing date for applications, the Good Relations Officer will acknowledge receipt of all applications received.

7. How will decisions be made?

Department of Culture, Arts and Leisure General Principles:

The following general principles as laid out by the Department of Culture, Arts and Leisure will apply to administration of the Fund.

- The Community Festivals Fund 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 for other sources of public funding but 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 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 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 and measurable impact on the local community or economy; a method of formal evaluation is therefore required in all applications.

Assessment Criteria:

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.

The criteria for assessing applications are as follows:

1. Duration of festival and range of events
2. Expected numbers attending and ability to attract visitors to the area
3. Demonstration of value for money
4. Level of local community participation
5. Ability of the applicant group to effectively deliver the event
6. Promotion of social inclusion and improvement of good relations
7. Exploration of cultural traditions and reflection of local heritage
8. Provision of opportunities for development – expanding or diversifying activities; developing links with other organisations/ events.

If you are successful what happens next?

Letter of Offer

You will be informed in writing that your application has been successful. Included with this will be an acceptance form and the terms and conditions of funding. Before any grant can be paid, any pre-conditions of assistance must be met as stated with the Letter of Offer issued, signed and returned by the applicant before the first installment of funding can be released. **Please note that letters of offers will not be issued until after 6 June 2011.**

Insurance

Appropriate and adequate insurance must be in place for the duration of the project or activity. It is the organisation's responsibility to ensure that any individual or organisation it engages is adequately insured.

Publicity

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 Ballymoney Borough Council's involvement is acknowledged. If requested, applicants must attend press opportunities

Evaluation & Payments

When your project is finished, we will ask you to complete an Evaluation Form before the last installment of your grant can be released. (An Evaluation Form will be provided with the grant). This must be returned within 3 months of the end date of festival along with all related invoices and receipts. Failure to comply will result in the remaining 50% of grant aid being withdrawn.

Successive year funding will be available at the discretion of Ballymoney Borough Council and will be dependent upon observation of funding conditions.

8. What happens if your application is unsuccessful?

An appeals system is available if an application is unsuccessful and consists of two stages:

Stage 1. Applicants must appeal in writing within 10 working days of receipt of the written Council decision. At this stage you will be advised of the basis for the decision. A meeting with the relevant officer will be arranged if further clarity is required.

Stage 2. If you are still not satisfied, the matter will be referred to an independent panel.

9. Deadline for Submission of Applications

The closing date for submission of applications is **Friday 6 May 2011 at 12noon.**

Please Note: Applications received after the closing date will not be considered.

**Ballymoney Borough Council reserves the right to amend,
for whatever reason, any of the criteria and application procedures.**

If you have any queries when completing the application form, please contact:

Good Relations Officer, Ballymoney Town Hall
1 Townhead Street, Ballymoney, BT53 6BE, Tel: 028 2766 0230
Email: goodrelations@ballymoney.gov.uk