



**Mid & East
Antrim**
Borough Council



Community Festivals Fund

2019/20 Guidance Notes



028 2563 3148 or 028 9335 8240



grants@midandeantrim.gov.uk

www.midandeantrim.gov.uk

➤ The Purpose of the Fund

A key priority of the scheme is to enable the population to enhance their quality of life through participation/engagement in culture, arts and leisure activities.

The scheme supports statutory and public policy obligations to deliver Section 75 requirements and to promote equality of opportunity and tackle poverty and social exclusion.

The Community Festivals Fund (CFF) was established in recognition of the positive contribution that festivals can make to communities and to the local economy.

The Community Festivals Fund is open to applications for festivals taking place before **31 March 2020**.

The closing date for applications is 12pm Friday 10 May 2019.

➤ Objective of the Fund

The objectives of the Community Festivals Fund are as follows:

- a) to support the community and voluntary sector in promoting equality and target poverty and social exclusion;
- b) to enable communities to celebrate and encourage cultural expression;
- c) to enhance community relations*;
- d) to enable partnership working between the community and voluntary sector and local Councils
- e) to improve the capacity of community festivals by providing support and training in addition to funding towards the cost of events.

** Community relations in this context should be understood to refer to all equality groups (as defined by Section 75 of the Northern Ireland Act) living in our communities.*

➤ Definition of a Festival

A community festival is defined as a series of events (or a single event with several elements) 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, or in partnership with a community organisation. The community must play a strong part in the development and delivery of the festival and have ownership of it.

For the purposes of the Community Festival Fund the following will apply;

- all Festivals must be culture based, where culture is defined as ideas, customs, and social behaviour of a particular people or social grouping;
- all festivals must demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good community relations; and
- in this context, 'community' includes communities of interest as well as geography and identity.

➤ Equality of Opportunity & Good Relations

While administering this Scheme, Mid & East Antrim Borough Council will ensure the promotion of 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 and persons without;
- persons with dependants and persons without.

In addition due regard will be given to the promotion of good relations between persons of different religious belief, political opinion or racial group.

➤ General Principles Applying to the CFF

The following general principles will apply to Mid & East 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 events.
- Festivals will continue to be able to apply to other sources of public support which will add value to the festival.
- 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 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.

➤ Exclusions

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

- festivals taking place outside of the Mid & East Antrim Borough Council area;
- 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; and
- primarily tourism focused events where the organisation cannot demonstrate significant community involvement.

➤ Traditional Cultural Events Criteria

For festivals/events, which take between 10 and 13 July and 14 and 17 August 2019, the following criteria will be applied in addition to the standard terms and conditions of Community Festivals Fund.

Good Relations

In the interest of good community relations, it is desirable that organisers endeavour to discourage sectarian or racist graffiti or the flying of flags or emblems or the burning of election posters at their bonfire site.

Funding Conditions

Funding for festivals will be withdrawn where bonfires contain any tyres.

➤ Who is Eligible for Grant Aid?

To qualify for grant aid under this Scheme applicants **must** meet the following criteria:

- Groups must be properly constituted with an elected committee (appropriate details are requested in the Application Form).
- Groups must be based in the Mid & East Antrim Borough Council area.

➤ Criteria and Scoring

In order to deliver the Fund's aims and principles festival organisers will need to demonstrate how their event addresses the following issues:

Core

- i. promotes equality;
- ii. targets poverty and/or social exclusion;
- iii. has strong community participation;
- iv. provides opportunities for people to improve skills or receive training;
- v. improves community relations;
- vi. contributes to building a strong sense of community; and
- vii. demonstrates value for money.

Desirable

- i. attracts visitors to the area.
- ii. provides opportunities for development - this includes capacity-building, links with other organisations and diversity of activities.
- iii. takes steps to address rural isolation issues where applicable.
- iv. encourages a 'sense of place' through connecting the community with, and effectively using, public places and the local built environment, particularly infrequently used or abandoned spaces.

Each of the core criteria will be scored out of 5 with weighting being applied to the promotion of equality and the targeting of poverty and/or social exclusion. Applications must achieve a total score of at least 50% at assessment of the core criteria.

In the event of the scheme being over-subscribed, Council may be required to score the desirable criteria out of 5 also to ensure that it stays within the allocated budget. Where possible, applicants should incorporate the elements identified under the desirable criteria into their festival and provide details within the application. In this instance, only applications scoring higher than 50% overall will be awarded funding.

➤ **Payment of Grant**

Payment of grant will be made after the project or activity has taken place and upon completion of the Project Report and Claim Form and the submission of original invoices, receipts and bank statements.

In the instance where issues with cash flow may prove detrimental to the project or activity taking place, consideration may be given to releasing 50% of the awarded funding in advance. This will be done on a case by case scenario and the applicant will be required to demonstrate that there is a need for this advance payment. No further payments will be made until completion of the project and satisfactory vouching has taken place.

Please consult the Grants Officers if you require any additional information.

➤ **Amount Available**

Single Day Festivals 100% funding up to £1,500	<i>Festivals must last more than 3 hours and must consist of more than one element. e.g. BBQ, children's entertainment, music etc.</i>
Multi-day Festivals 100% funding up to £2,000	<i>Festival activities must take place over two or more consecutive days and have a common theme. Each day must contain activities lasting more than 3 hours per day.</i>

➤ **Specific Conditions**

- The amount of funding available will be subject to the level of match funding confirmed by DCAL. Letters of Offer may be withheld until DCAL's match funding has been confirmed.
- Successful applicants of the Grants Support Scheme will not be permitted to apply for additional funding under this scheme for that particular project. However, these groups may apply for funding for a different activity that qualifies in one of the listed categories of this scheme.
- Groups in receipt of funding from other sections of Council are ineligible to apply for additional funding for that project under this scheme. However, these groups may apply for funding for a different activity that qualifies in one of the listed categories of this scheme.
- **N.B.** It is the responsibility of the applicant to ensure that all statutory licences and permits are in place prior to an event taking place. Typical licences required for a community event include Entertainments, Street Trading etc. For information on licences and fees, please visit www.midandeantrim.gov.uk/business/licencing
- Full terms and conditions are available on the Council website by going to www.midandeantrim.gov.uk/community/grants

➤ Guidelines for Procurement of Goods and Services

The following procurement procedures must be adhered to when purchasing any individual good or service relating to the project or event. Applicants are required to upload the necessary written quotations as outlined below to the application form. Failure to do so will result in the application not moving to the next stage of evaluation and may be deemed ineligible for funding.

Quotations:

Estimated value of individual item of expenditure (exc. VAT)	Number of Quotations Required
£0 - £2,999.99	Minimum of 1 telephone / email quotation
£3,000 - £7,999.99	Minimum of 3 written / email quotations
£8,000 - £29,999.99	Minimum of 4 written / email quotations

Tendering:

Estimated value of individual item of expenditure (exc. VAT)	Procedure
£30,000+	Publicly Advertised Tender

Regulations to note:

- The Public Supplies Contracts Regulations 1991
- The Public Works Contracts Regulations 1991
- The Utilities Supply and Works Contracts Regulations 1992
- The Public Services Contracts Regulations 1993
- It is good practice to have a system of opening and evaluating tenders.
- Claims: Please use the proforma provided and submit by the target date. Original invoices and receipts should be submitted and a copy retained for your records.
- Any legal agreements should only be made following professional advice.
- When renewing insurance always check with alternative firms to obtain the best quote. Voluntary organisations like NICVA have favourable group arrangements in place.
- Applicants are advised to maintain records of small purchases in a petty cash book and to ensure that cheques are not signed in advance.
- Where it is evident that one supplier can provide the product or service as one itemised invoice as opposed to a series of invoices, the project promoter should treat this as such and seek quotations according to procurement thresholds. This will ensure the best value for money. Separating the scope of works into sections for the purpose of invoicing below the procurement threshold, will be deemed by audit as purposely splitting work values to avoid due process.

N.B. Council, at its discretion, may contact suppliers directly to verify expenditure has taken place in accordance to the application for funding and any offer of funding by Council. Cases of suspected fraud involving Mid and East Antrim Borough Council funds will be reported to the police.

➤ How to Apply

Applications are made online by going to www.midandeantrim.gov.uk/community/grants

Further Information on the grant process is available by contacting the Grants Office at:

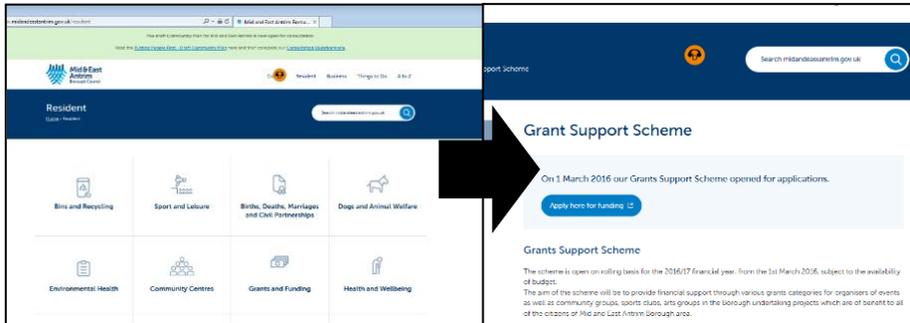
- 028 2563 3148 or 028 9335 8240
- grants@midandeantrim.gov.uk

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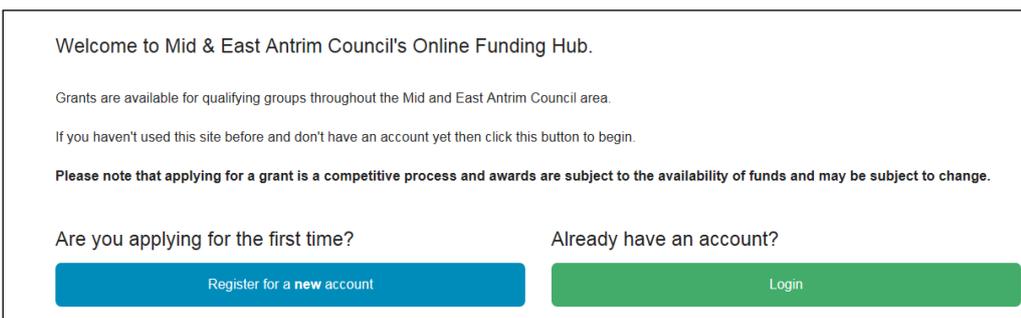
The closing date for applications is **12pm Friday 10 May 2019**. Late applications will not be accepted after this date.

Step by Step Instructions for Online Applications

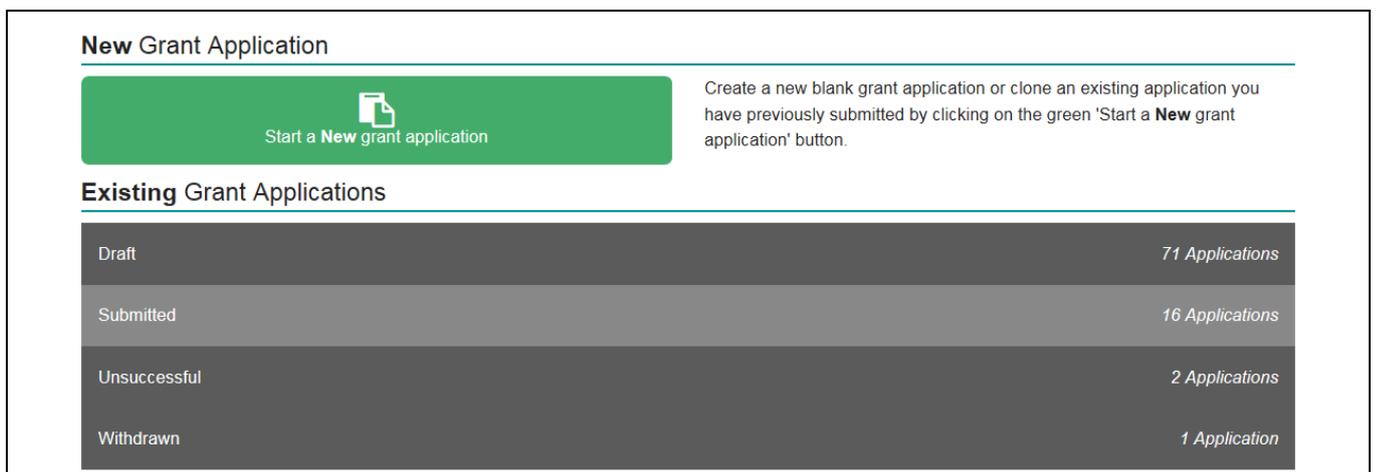
1. Visit the Council website by going to www.midandeantrim.gov.uk
2. Select 'Resident' along the top of the main screen, then select 'Grants and Funding'
3. Select 'Apply online for Grant Application'



4. The Council's Funding Hub will load up. If you are new user to the system (i.e. have not made application since 1 April 2015) select the Blue box to 'Register for a new Account'. Users who have previously registered on the system can select the Green box to 'Login' to their account.



5. To start a new application, select the Green button.
6. If you want to continue a previously started application, select the 'Drafts' box and find the application desired. Similarly you can view previously Submitted, Unsuccessful or Withdrawn applications.



7. Upon selecting to start a new application, the next page you will find is a list of the grants currently open along with the closing dates and an electronic copy of these guidance notes.
8. Select the grant you wish to apply for by ticking the box on the left of the grant name. N.B. only one grant can be selected per application.
9. You now have two options at the bottom of this page; to either start a blank application from the beginning by selecting 'Create New Application' or to clone a previously submitted form.
10. To clone an application, first select the previous application from the drop-down box. Then select 'Clone Previous Application'. The information submitted in the group details and upload documents will automatically enter into the new form. The applicant will be required to enter the information specifically relating to the new project. If any of the uploads require updating from the last application, please do this manually in the 'Documents' tab.

Select Grants

Please tick the box or boxes below for the grants that you would like to apply for then click the blue box at the bottom 'Create Grant Application' to start your application.

Grants Support Scheme

Events 1 Grant		
Grant	Deadline	Guidance notes
<input checked="" type="checkbox"/> Events - Small	Sunday, 27/11/2016 @ 12:00pm	

Clone Previous Application
Create New Application(s)

Select Previous Application:

Events - Small 02/12/2015

11. In either instance, the application form will now load and you must complete all sections with as much relevant detail as possible. Boxes mark with a red * are mandatory and must be completed to allow submission of the form.
12. Applicants can navigate through the form by using the tabs at the left side of the page or by using the blue boxes at the bottom of each page. Moving from page to page will automatically save the information entered up to the point where one of these is pressed.

Section A

Group 1

Group 2

Contact

← Previous: Project (PLI)

13. The 'Documents' tab allows applicants to upload electronic or scanned copies of the required supporting documentation for the application, such as the constitution, accounts, bank statement etc. Once again the sections marked with a red * are mandatory for the submission of an application. If you require assistance with the upload of documents, you can contact a Grants Officer by email on grants@midandeastantrim.gov.uk

Section C

Documents

Submission

International Events Business Case

upload

Minutes of last Annual General Meeting.

upload

14. The final page of the application is the Submission page in which you should read the terms and conditions of the scheme and statement regarding equality of opportunity. The tick boxes indicating that you agree to the conditions must be selected before the application can be submitted.
15. Complete the Declaration section at the bottom of the page and when ready press 'Submit'.
16. If the application is complete, a box will appear to confirm a successful submission.

The screenshot shows a form titled "Submission". Below the title, it states: "You must read and agree to the following by ticking the boxes below:". There are two checkboxes with blue text labels: "Terms and Conditions of the Grant" and "Statement Regarding Equality of Opportunity". Below this is a section for personal details with four text input fields: "Name", "Position Held", "Date", and "On behalf of". A red label "(Organisation Name)" is positioned to the right of the "On behalf of" field. At the bottom center of the form is a green rounded rectangular button labeled "Submit".

17. If there are any omissions from the form, a box will appear to inform you of the sections missed. Press 'View' and the system will take you to the section which requires attention. Once all areas are complete, press the 'Submit' button once again.

The screenshot shows a modal box titled "Current Application Status" with a red warning icon. A red banner at the top says "Your application contains 30 errors:". Below this, there is a list of three error messages, each with a blue "View" button to its left: "This field is required. Name of Group", "This field is required. Address Line 1", and "This field is required. Town / City". A blue "Close" button is located at the bottom right of the modal box.