

Community Festivals Fund Small Grants Programme 2020 - 2023 Funding Criteria and Guidance Notes

About this guidance

The Community Festivals Small Grants Programme will offer financial support to local arts, culture, voluntary, community and faith organisations, or consortia of organisations to deliver festivals in the borough. The total funding available for this grant programme will be £10,000 annually, for the period of three consecutive years; and the maximum grant available per successful applicant is up to £2,500 annually (totaling grants of up to £7,500 for the three years).

The deadline for applications is **12 noon Wednesday 26 February 2020**. All applications should be submitted via email to culture@islington.gov.uk before this deadline. Any applications received after the deadline will not be accepted.

Applications will be assessed competitively and recommendations made to Islington's Voluntary and Community Sector Committee on 31 March 2020. Applicants will be informed of the decisions of the Committee in writing from week commencing 6 April 2020.

Applicants are strongly encouraged to read the following eligibility and selection criteria. We will be looking to fund and work in partnership with organisations that can help us to achieve the priorities outlined below.

A. Eligibility Criteria

- Funding is restricted to arts, culture, voluntary, community and faith organisations based in Islington.
- Organisations can only apply for funding for one festival in the three-year grant round.
- Each festival will be eligible for one award. Where a number of organisations are contributing different elements of a festival they should work together to submit one application.
- The following are not eligible for funding: events of a political nature; events promoting a religious doctrine; fundraising events, including fundraising for charities; events viewed as offensive or defamatory; profit-making organisations; individuals.
- Community Festivals Fund applicants must show they have secured external funding for their event and will not be solely reliant on funding from Islington Council.
- Festival applications must demonstrate how they will provide borough-wide benefit for Islington residents.
- Small community events primarily of benefit to local neighbourhoods or specific ward areas are not eligible to apply to the Community Festivals Fund but can contact LocalInitiativesFund@islington.gov.uk to discuss eligibility to apply for [Local Initiatives Funding](#).

B. Selection Criteria

The Community Festivals Fund aims to support organisations based in Islington to deliver high quality, innovative, community focused festivals that promote community cohesion, access, cultural benefit, and partnership working. Events will need to deliver high quality, innovative, community focused activities that benefit our residents. Applicants will need to show that the proposed event meets all of the following funding criteria:

1. Cultural Benefit

Events will need to deliver high quality and community focused activities that:

- maximise access to and participation in cultural activities
- celebrate Islington's diversity
- improve, animate and interpret the physical environment
- promote community cohesion and a sense of place.

2. Equality and Diversity

Festivals will promote community involvement and encourage people from a range of different backgrounds to participate. Festivals will recognise and value Islington's diverse communities, promote good relationships between people of different backgrounds and lifestyles and contribute to the Council's commitment to making Islington a fairer place for people to live, where discrimination and inequality are addressed.

These values will be visible in event programming by:

- ensuring that participating artists or components of the festival reflect and are attractive to the diversity of local people, cultures and lifestyles in Islington
- involving local people to define festival aims and objectives
- promoting understanding, tolerance and cohesion.

3. Value for Money

Islington Council is committed to providing value for money in all its services. Event costs should be realistic and clearly itemised with income matching expenditure. If you have organised festivals in previous years you should provide evidence of their success (e.g. press cuttings, photographs and any evaluation reports).

4. Well-managed

The festival organiser(s) will need to demonstrate that the event will be well managed; that appropriate consideration has been given to the impact and safety of their festival; and that organisers have the knowledge, skills and capacity to deliver the event independently and effectively.

5. Inclusive and accessible

Activities should be open to all the community and accessible and inclusive for Islington's most disadvantaged communities. Applications from organisations that are based in areas of high deprivation will be particularly welcomed. Proposals should demonstrate a commitment to using environmentally friendly policies and practices.

We are particularly keen that festivals will attract people from the following groups (who can often feel excluded from these events) as well as people from across the Islington community, to actively take part in the festivals as audiences, participants and/or organizers:

- Disabled people
- Black, Asian, Minority Ethnic and Refugee communities
- Lesbian, gay, bisexual and transgender groups
- Older people
- Young people
- Children

Applicants will need to detail which of these groups will participate in the event and how they will encourage them to be involved. All festivals must be open and accessible to the general public and provide benefit across Islington, not just to the organisation's own members.

6. Match Funding

Applicants are required to seek funding from more than one source. This may include contributions from the lead organisation itself as well as charities and trusts, business sponsorship, other local grant schemes, Arts Council England or the Heritage Lottery Fund. Applicants seeking Community Festivals Fund support must secure external funding for their event and not be solely reliant on funding from other council sources.

7. Partnership Working

Applicants are encouraged to work with other agencies and organisations that may be able to share costs, facilities and expertise, and support the involvement of participants or beneficiaries.

Funding will be conditional on applicants liaising with the Council in order to guarantee that the Council have a presence at the festival. This includes Islington Council stalls and any marketing, publicity or information that would benefit Islington residents. Stalls should be provided free of charge to the Council. An update on any plans to liaise with Council departments must be provided to the Cultural Enrichment Team prior to the festival each year.

8. Licensing and Public Protection

Applicants will need to comply with the following public protection requirements.

- **Venue Permissions:** You will need to obtain written permission from the owner of the space you are using, whether you choose a school, a community centre, an estate or other open space, and attach a copy to your application.
- **Public Liability Insurance:** Funding will be conditional on you obtaining sufficient public liability insurance. You may be able to arrange cover through your existing insurer. You must include the cost of insurance premiums in your budget.
- **Entertainment Licensing:** If you are putting on any form of entertainment, such as live or recorded music, film or video, a disco, bands, or live performance, you will need to apply for an entertainment licence. Applications for a licence need to be received at least 28 days in advance of the event. For all enquiries about this contact the Council's Licensing Team on licensing@islington.gov.uk or telephone 0207 527 3031.
- **First Aid:** You will need to arrange First Aid cover for your event. If you do not already have a trained first aider, a representative from your organisation must complete training or you will need to hire first aid support for the festival.

C. Receiving a Grant

Grant Agreements

In order to receive a grant you will need to comply with the terms and conditions of our grant agreement. This agreement will run in a three-year basis, with funding agreements reviewed each year.

Should your organisation breach any of the terms of the grant agreement the council may consider terminating the grant funding agreement.

Please note that the Council can only guarantee the second and third installments of the grant as long as sufficient funds from the Council's Corporate Budget are available. In the event that the Community Festivals Fund is no longer affordable, the Council is able to withdraw funding in years 2 and 3 respectively. It is possible that the indicative amounts to successful organizations may therefore be reduced for future instalments.

Payment Conditions

We will pay the grant to successful applicants annually. The payment conditions are set out in the "Payment Schedule" below.

- a) The first payment of the Grant for the period April 2020 to March 2021 will be paid in advance, and subject to receipt of the signed Grant Offer Letter. You will also need to send evidence of the following:
 - Venue permission
 - Proof of Public Liability Insurance
 - Relevant entertainment licenses
 - Update on plans to liaise with the Council for stalls and marketing relevant to the Council.

- b) The second payment (period April 2021 to March 2022) and the third payment (period April 2022 to March 2023) of the Grant are conditional on the Council receiving and approving any additional monitoring information we have asked for and proof of match investment annually. Please note the dates listed in the payment schedule refer to when we expect you to submit the information to meet the relevant conditions by and submit your invoice, and do not indicate when we will send a payment. It will normally take up to 30 working days to process and release funds.

Payment Schedule

Instalment	Amount	Payment Conditions	Payment details
First	£x,xxx	<ul style="list-style-type: none">• Receipt of signed Terms and Conditions/Grant Offer letter.• Receipt of correctly completed invoice.• You will also need to send proof of the following:<ul style="list-style-type: none">- Venue permission- Proof of Public Liability Insurance- Relevant entertainment licenses	Within 30 days of receipt of invoice and all conditions met

		- Update on plans to liaise with the Council for stalls and other publicity	
Second	£x,xxx	<ul style="list-style-type: none"> • Receipt of correctly completed invoice. • Receipt of April 2020 – March 2021 activity evaluation report. • Receipt of confirmation satisfactory to the Council of match funding. • You will also need to send proof of the following: <ul style="list-style-type: none"> - Venue permission - Proof of Public Liability Insurance - Relevant entertainment licenses - Update on plans to liaise with the Council for stalls and other publicity 	<p>Within 30 days of receipt of invoice and all conditions met</p> <p>Due: Between April 2021 and March 2022</p>
Third	£x,xxx	<ul style="list-style-type: none"> • Receipt of correctly completed invoice. • Receipt of April 2021 – March 2022 activity evaluation report. • Receipt of confirmation satisfactory to the Council of match funding. • You will also need to send proof of the following: <ul style="list-style-type: none"> - Venue permission - Proof of Public Liability Insurance - Relevant entertainment licenses - Update on plans to liaise with the Council for stalls and other publicity 	<p>Within 30 days of receipt of invoice and all conditions met</p> <p>Due: Between April 2022 and March 2023</p>

Activity Reporting

Organisations awarded a grant will be required to complete a report back form annually to provide information on how the grant has been spent. The form must be submitted to the Council no later than 31 March each year. Through this monitoring organisations will be required to demonstrate how they are delivering against the activities proposed in their application.

We will ensure that you have a named officer in the Cultural Enrichment Team. This person is available for advice, guidance and support. In return, we will ask you to keep us up-to date of any organizational changes that may affect to fulfill your grant obligations. Organisations working with children and vulnerable adults will be subject to onsite quality and safety audits; these would normally be scheduled, but may be unannounced if the council believes it has reasonable grounds for doing so.

Publicity

The Council will publish details of grant awards and may include information about funded activity in council publications. Islington Council's support of the event through the Community Festivals Fund should be acknowledged in any publicity or information relating to the activity for which the funding has been awarded by displaying the Islington logo on all festival publicity. This will be sent to you separately, together with guidance on its use, should your application be successful.

Safeguarding

Applicants must comply with relevant legislation regarding the activities being delivered:

- Where projects will involve event team members working alone with children, young people or vulnerable adults, the relevant lead event staff must have up to date Enhanced DBS (Disclosure and Barring Service) checks.
- Staff and volunteers should be aware of who to contact if they are concerned a vulnerable adult is being abused or if they have concerns about a child or young person's welfare.
- Organisations/projects providing services or activities specifically for children/young people under 18 years or vulnerable adults must have in place appropriate safeguarding policies and procedures. These should be in line with Islington, London and national safeguarding policy and have been reviewed by the event organiser's management committee within the last two years.

Data Protection

Applicants must comply with the requirements of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR).

D. How to submit your application

Please email your completed application form to culture@islington.gov.uk by **noon Wednesday 26 February 2020**.

Applications can also be posted to:

Angeles Gordo
Cultural Enrichment Team
Employment Skills and Culture
2nd Floor
222 Upper Street
London N1 1XR

Phone: 020 7527 5243