

Grant Offer Letter between  
**London Borough of Islington**

and

**[Name Organisation]**

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Grant Offer for Community Festivals in relation to:

April 2020 to March 2023

Date: [Insert date]

Dear [Name]

I am writing to offer [name of organisation] a grant of up to £x,xxx (e.g. Two thousand five hundred pounds) towards the delivery of [Name of Festival] for the year April 2020 - March 2021.

The Council will determine at its sole discretion the amounts (if any) which will be paid for the subsequent years of the agreement April 2021 to March 2022 and April 2022 to March 2023.

Please note that the amounts are indicative. 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.

The Community Festivals Grants Programme is subject to the Council's standard terms and conditions for small grants and the additional conditions set out in this letter.

## **Islington Community Festivals – Terms and Conditions**

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:

### **Cultural Benefit:**

- 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.

**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.

**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).

**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.

**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.

**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.

**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 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.

## **Agreed activity**

The Community Festivals Small Grants Terms and Conditions of Funding are intended to:

- ensure that funding is spent for the purposes for which it is given;
- make certain that the Council is informed promptly of any significant changes in projects being supported; and
- ensure that the Council receives a proper account of the outcome of the project.

We expect you to complete the activity as set out in the Community Festivals Small Grants Programme application form **(attached)**. We recognize that, occasionally, timelines or specific activity may change and we require you to agree any changes to your programme's activity or milestones with the Council. If for any reason any substantial changes are needed to the use of funding, prior written permission for the change must be obtained from the Council.

## **Payment Conditions**

We will pay the Grant annually. The payment conditions and timetable are set out in the Payment Schedule below and as follows:

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 you 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.

Please also note that the amounts are indicative. The Council can only guarantee the second and third installments of the grant as long as sufficient funds 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 Schedule

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

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

### Record keeping and accounts

- Full financial records must be kept and evidence of expenditure must be provided if requested by the Council (e.g. copies of receipts, invoices etc).
- Accounts must be independently audited/inspected as required by legislation at the end of the financial year.
- Records and information must be made available for inspection by the Council at any reasonable time.

## **Activity Reporting**

Organisations must complete a report back form annually to provide information on how the grant has been spent. The form ([see appendix/schedule x](#)) must be submitted to the Council no later than 31 March each year.

## **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.

## **Equalities**

All organisations must comply with equalities legislation and must promote equalities and good community relations in all areas of its work and the activities for which the grant has been awarded.

## **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.
- 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.

## **Data Protection**

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

## Accepting our Offer

To accept our offer, please arrange for an authorized person to sign two copies of this grant offer letter, keep one copy and return the other copy to:

Cultural Enrichment Team  
Employment, Skills and Culture  
Islington Council  
2<sup>nd</sup> Floor 222 Upper Street  
London  
N1 1XR

If you have any queries relating this Grant Offer please email [culture@islington.gov.uk](mailto:culture@islington.gov.uk)

## Signatures

I accept the offer of the grant. I have read and understand the terms and conditions set out in this document and agree to adhere to them.

The grant agreement between the Council and the Grant recipient comprises the schedules attached to this Grant Offer and the Terms and Conditions. Please note that the Council reserves the right to claim back any of the grant awarded through the Community Festivals Fund where the organisation ceases to operate; the need for the funding no longer exists; the funding has not been used for the purpose it was given; the terms and conditions of funding are broken; or it is discovered that the supporting documents submitted by the organisation gave false or misleading information.

Signed on behalf of

**Event Title:**

**Name of Organisation:**

**Signed by:** \_\_\_\_\_

(Signature or authorized representative)

**Print name:**

**Position in organisation:**

**Date:**