



## Islington Community Festivals Small Grants Programme 2020 - 2023 Application Form

### 1. CONTACT DETAILS

Organisation:	
Primary Contact:	
Position within organisation:	
Address:	
Tel:	Email:
Website:	

### 2. FESTIVAL DETAILS

Name of Community Festival:
Festival Date(s) please provide dates for the event in 2020/21 and estimates for 2021/22 and 2022/23 - 2020/21 event dates: - 2021/22 event dates: - 2022/23 event dates:
Festival Times (start and end):
Venue(s):
Expected audience (annually):

#### **Brief description of the festival:**

(Include details of the purpose of the festival, how it will provide borough-wide benefit, key highlights or features of the festival, types of entertainment and stalls expected, and any other relevant information)

### 3. SUMMARY BUDGET

Please indicate all expenditure for your project and any additional income you may have received to support the delivery of your project in 2020-2021.

Key things to remember:

- Your budget has to balance (your income needs to be the same as your expenditure).
- Please break down your figures clearly so we can see how you have worked out costs.
- Your expenditure should be for the total cost of the activity you are applying to do.
- Please feel free to add extra lines to the budget breakdown below (if required).

Please state the total amount you are requesting from Festivals Fund annually:  
(max. grant £2,500)

#### EXPENDITURE

Expenditure Heading (for the financial year Mar 2020 - Apr 2021)	Details	Amount £
<b>Total Project Expenditure</b>		

#### INCOME

Income Heading	Details	Status: Expected or Confirmed?	Amount £
Request from Islington Community Festivals Fund (for the financial year Mar 2020 - Apr 2021 )			
<b>Total Project Income</b>			

#### IN-KIND SUPPORT

Please describe any in-kind support you will provide (or have secured) to deliver the project in 2020-21.

Details	Expected or Confirmed?	Amount £
<b>Total In-Kind Support</b>		

**Please specify how your festival meets each of the following six selection criteria. Please provide as much detail as possible for each section:**

(when completing this section please make sure you refer to the *Community Festivals Grants - Eligibility and Selection Criteria*)

1. **Cultural Benefit:**
  
2. **Equality:**
  
3. **Value for money:**
  
4. **Well-managed:**
  
5. **Inclusive and accessible – particular focus on disadvantaged and BAMER groups:**
  
6. **Match funding - please detail what external funding you are seeking or have confirmed for your event:**
  
7. **Partnership working - please include information on your plans to liaise with the council for council's stalls at the event:**

**Please provide details of your proposed venue or location, and details of relevant insurance and licences required** (successful applicants will need to provide proof of this information before any agreed funding can be released)

1. Proposed venue and confirmation of venue permission
2. Proof and value of Public Liability Insurance required
3. Details of relevant entertainment licenses required

## DECLARATION

By signing this form you agree to the following:

We will use this application form and the other information you give us, including any personal information, for the following purposes:

- To decide whether to commission your organisation to deliver the project described as part of the Islington Community Festivals programme
- To hold in our database and use for statistical purposes

I confirm that the organisation named on this application has given me the authority to sign this application on its behalf.

I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

I confirm that, as far as I know, the information in this application is true and correct.

Signed on behalf of

**Event Title:**

**Name of Organisation:**

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

**Print name:**

**Position in organisation:**

**Date:**

## HOW TO SUBMIT YOUR APPLICATION

Please email your completed application form to [culture@islington.gov.uk](mailto:culture@islington.gov.uk) by **12 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

If you have any queries, please contact Angeles Gordo on 020 7527 5243.