



**Report of: Executive Member for Community Development**

Meeting of:	Date	Agenda item	Ward(s)
Executive	30 April 2020		All

<b>Delete as appropriate</b>		Non-exempt
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**SUBJECT: Community Festivals Small Grants Programme  
2020 – 2023**

## 1. Synopsis

- 1.1 The Community Festivals Fund aims to support organisations based in Islington to deliver high quality, innovative, community focused festivals that are accessible to, and provide benefit for, residents across the borough and promote cultural benefit, stronger communities and partnership working.
- 1.2 At the Voluntary Community Sector Committee on 4 November 2019 it was agreed the Community Festivals Fund be changed from an annual open competition to a small grants programme where applicants are commissioned by open competition on a three-year basis, subject to the budget being available year by year, yet still required to report annually on the previous year's activities.
- 1.3 Under the Community Festivals Grants eligibility and selection criteria (adopted in November 2019), the total funding available for this grant programme will be £10,000 per year, for the period of three consecutive years 2020-23, to deliver community festivals and events that provide borough-wide benefit and will deliver against the council's equalities, place-shaping and community development agenda.

## 2. Recommendations

2.1 To award grants of £2,500 from the £10,000 Community Festival Small Grants programme for three consecutive years between 2020-2023 to each of the four applicants for the following community festivals:

- All Change (on behalf of Word Festival) – **WORD2020, WORD2021, WORD2022.**
  - Two weeks from mid to end June; and
  - Two weeks from early to mid October (each year; for three years)
- Canal & River Trust (on behalf of Angel Canal Festival) - **Angel Canal Festival.**
  - 2020/21 event dates: Sunday 6 September 2020
  - 2021/22 event dates: Sunday 5 September 2021
  - 2022/23 event dates: Sunday 4 September 2022
- City YMCA (on behalf of Whitecross Street Party) - **Whitecross Street Party.**
  - 2020/21 event dates: 11 & 12 July 2020
  - 2021/22 event dates: 10 & 11 July 2021
  - 2022/23 event dates: 15 & 16 July 2022
- Islington Play Association (on behalf of Cally Fest) - **The Cally Festival.**
  - 2020/21 event dates: 28 June 2020
  - 2021/22 event dates: 27 June 2021
  - 2022/23 event dates: 26 June 2022

2.2 To note that the above dates are only indicative and may be subject to change depending on external circumstances.

2.3 To note that on 16 March 2020, Central Government stated that social distancing is advised to stop the spread of coronavirus Covid-19 and to protect older and vulnerable residents and that this social distancing requirement will affect all of the festivals recommended for funding and festival organisers will need to temporarily suspend, change, postpone, or scale back their events.

2.4 To note that the Grant Agreement Letter (Appendix C) states that all funding should be spent annually from 2020-2021 for a period of three consecutive years. It is recommended that the timescale for spending festivals funding be extended beyond 12 months in the first year to allow for events to be postponed. This is intended to be a short term temporary measure, and the extension will be determined on a case by case basis after the social distancing restrictions have been lifted.

There is a dedicated webpage for the voluntary sector containing guidance on **Covid-19 here: <https://www.islington.gov.uk/advice/voluntary-and-community-sector/coronavirus-advice-for-vcs-organisations>**

### 3. Background

3.1 The Community Festivals Fund budget for 2020-21 is currently £10,000. In the event that the Community Festivals Fund is no longer affordable due to Covid-19 emergency plans, the Council will be able to withdraw funding.

3.2 The Council will pay the grant to successful applicants to the programme 2020-2023 annually. The maximum grant available per application is up to £2,500 annually (total grant up to £7,500 for three years). The payment conditions are set out in the grant agreement letter as follows:

- 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 (Appendix C). Applicants will also need to send evidence of the following:
  - If the event dates have changed due to Covid-19 Government advice, confirmation of dates for the postponed event, new timelines, or specific activity that may change
  - Proof of Public Liability Insurance
  - Relevant entertainment licenses
  - Update on plans to liaise with the Council for stalls and marketing relevant to the Council.
- 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.

3.3 As stated in the grant agreement, the Council can only guarantee any instalments 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 during the period 2020-2023. It is possible that the indicative amounts allocated to successful organisations in the first year may therefore be reduced for future years.

3.4 The 2020-23 Community Festivals Small Grants programme was promoted through LBI Communications on the council external website, Children Services Bulletin, as well as through Voluntary Action Islington news group, directly to Housing Estates and Community Centres, to the wider sector via LBI departments (Youth Services, Housing, VCS Team, BME Forum, School Improvement Service, Libraries), and direct mailings to previous applicants and arts sector organisations.

Application forms and criteria/guidance notes could be downloaded from the Islington Council website or were sent to applicants on request. The deadline for applications was Wednesday 26 February 2020 at 12 noon.

3.4 The scheme received a total of 10 applications this year which is a decrease on the previous year (19 applications were received in 2019; 14 applications were received in 2018). The total amount requested by organisations in this funding round was £26,050. Details of all applications received are attached at **Appendix A**.

3.5 All applications were assessed by officers against the published eligibility and selection criteria. Full details of the 2020-23 criteria are listed at **Appendix B**.

3.6 Festivals have been recommended for support based on the evidence applicants provided:

### **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.

### **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.

### **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 applicants have organised festivals in previous years they 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 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.

3.7 Officers have recommended supporting four applicants to produce the following festivals:

<b>Organisation</b>	<b>Name of Festival</b>	<b>Dates of Festival</b>	<b>Ward (event)</b>	<b>Annual Award (for grants 2020-2023)</b>
All Change on behalf of Word Festival	<b>WORD Festival</b>	- Two weeks from mid to end June; and - Two weeks from early to mid October (each year; for three years)	Borough-wide	<b>£2,500</b>
Canal & River Trust on behalf of Angel Canal Festival	<b>Angel Canal Festival</b>	- 2020/21: Sunday 6 September 2020 - 2021/22: Sunday 5 September 2021 - 2022/23: Sunday 4 September 2022	St Peter's	<b>£2,500</b>
City YMCA on	<b>Whitecross</b>	- 2020/21: 11&12 July	Bunhill	<b>£2,500</b>

behalf of Whitecross Street Party	<b>Street Party</b>	2020 - 2021/22: 10 & 11 July 2021 - 2022/23: 15 & 16 July 2022		
Islington Play Association on behalf of Cally Fest	<b>The Cally Festival</b>	- 2020/21: 28 June 2020 - 2021/22: 27 June 2021 - 2022/23: 26 June 2022	Caledonian	<b>£2,500</b>

3.8 Out of the remaining six applications, two applications were ineligible for the fund due to their narrow targeted audience; not offering sufficient additional external funding; or were fundraising events or events were not free to all residents but ticketed.

3.9 Applicants who applied for funding support for smaller community events that will primarily provide benefit to local neighbourhoods or specific ward areas will be encouraged to apply to the Local Initiatives Fund and Islington Community Chest.

3.10 As in previous years, an officer will visit each festival to monitor the success of the event annually. Organisations awarded funding will be required to complete a self-evaluation form and to submit supporting evidence for all expenditure each year.

## **4. Implications**

### **4.1 Financial implications**

4.1.1 Funding available to support festivals outlined in this report is £10,000 annually. 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 allocated to successful organisations may therefore be reduced for future years.

4.1.2 The revised eligibility and selection criteria will result in the provision of longer term grants to a smaller number of key strategic festivals in Islington. This will reduce the amount of grant administration time for both applicants and Council officers, reduce multiple applications to Festivals Fund and Local Initiatives Fund for single events, support groups to apply for external funding (through a higher level of Council match funding support) and better ensure that grant funding contributes to the Council's wider equalities, community cohesion and place-shaping objectives.

### **4.2 Legal Implications**

4.2.1 There are no legal implications arising from this proposal. Under Section 2 of the Local Government Act 2000, the Council has the power to give support to organisations in the voluntary and community sector to provide services that are

likely to achieve the promotion or improvement of the economic, social or environmental well-being of residents within the local authority's area.

### **4.3 Environmental Implications and contribution to achieving a net zero carbon Islington by 2030**

4.3.2 The proposed change to how Community Festivals Fund grants are awarded is unlikely to have any significant environmental implications as the total amount of funding being awarded (and overall number of events being supported) will not change.

### **4.4 Residents Impact Assessment**

4.4.1 The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life.

4.4.2 The council must have due regard to the need to tackle prejudice and promote understanding and when considering proposals, the VCS Committee will take relevant equalities implications into account.

4.4.3 The Community Festivals Fund provides resources for local projects which directly meet the needs of local residents, many of whom are from groups with protected characteristics. It enables some of Islington's poorest communities to access community-based services and activities and allows provision to be developed locally which can reach groups of residents that may not otherwise be supported.

4.4.4 A Resident Impact Assessment was completed on 11 September 2019 and it was presented with the 4 November 2019 Voluntary Community Sector Committee Report.

4.4.5 The RIA will be published and can be accessed on the Islington Community Festivals Fund webpage in the Council's Website <https://www.islington.gov.uk/libraries-arts-and-heritage/arts/events-funding-and-space/islington-community-festival-fund>

## **5. Conclusion and reasons for recommendations**

5.1 The Community Festivals Fund provides an opportunity for the Council to support four local organisations to develop and deliver a broad range of events that will provide borough-wide benefit for local residents. Officer recommendations have been made assessing each application against established eligibility and funding criteria and on the quality of the applications.

**Appendices:**

Appendix A - Community Festival Small Grants 2020-23 - All Applications Received  
Appendix B - Community Festivals Small 2020-23 – Funding Criteria and Guidance notes  
Appendix C - Community Festivals Grants 2020 -23 - Grant offer letter and terms and conditions of funding

**Background papers:** None

**Final report clearance:**



Signed by: Councillor Una O'Halloran  
Executive Member for Community Development      Date:      31 March 2020

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## Appendix A - Community Festival Grant 2020-23 - All Applications Received

Organisation	Name of Festival	Ward (event)	Expected Audience	Description	Applied for	Annual Amount Recommended
All Change (on behalf of World Festival)	<b>WORD2020, WORD2021, WORD2022</b>	Borough-wide	30,000+ live and online (annually)	Heading into its 9th year in 2020, Islington's annual Word festival celebrates the transformative power of words through a programme of high quality, commissioned arts activities, events and learning opportunities that encourage residents across Islington to develop enjoyment in reading, writing and freedom of expression.	<b>£2,500</b>	<b>£2,500</b>
Canal & River Trust	<b>Angel Canal Festival</b>	St Peter's	8,000 to 11,000 visitors annually	The Angel Canal Festival is a one-day, free, community festival which started 34 years ago not only to celebrate the successful campaign to save the City Road Basin, but to promote the canal as an historic, local, community, environmental and leisure asset, close to the heart of the city. The year 2020 is a special occasion as it comes in the 200th anniversary of the Regent's Canal; it will have a strong focus on local history to celebrate this anniversary.	<b>£2,500</b>	<b>£2,500</b>
City YMCA	<b>Whitecross Street Party</b>	Bunhill	5,000 annually (to the party itself)_	"Whitecross Street Party" and its larger street arts exhibition "The Rise of the Nonconformists" has been running in Islington since 2010 and provides community arts outreach programme during which the commissioned artists engage with residents, businesses and schools to create content. Now in its 11th year, the event is full of fun family activities, stretching the party across a whole weekend.	<b>£2,500</b>	<b>£2,500</b>
Islington Play Association	<b>The Cally Festival</b>	Caledonian	9,000 annually	The Cally Festival is now into its 10th year as an annual large-scale community event in "The Cally" – a distinctive place with a strong sense of community. It will feature music stages, performance areas, children's activities, sports areas, arts and crafts and a street market.	<b>£2,500</b>	<b>£2,500</b>
Caxton House Community Centre	<b>Hillrise Summer Festival</b>	Hillrise	500-600 annually	Grassroots festival now in its 6th year organised "by the community and for the community". Crafts, skills boost (e.g. IT), food, dancing and music. Activities and stalls in main hall; activities for children in the community garden; refreshments and BBQ in the café area and car park; Monkey-Do, arts & crafts, raffles, and other outdoor activities.	<b>£1,250</b>	<b>£0</b>

Organisation	Name of Festival	Ward (event)	Expected Audience	Description	Applied for	Annual Amount Recommended
Crafts Council	<b>Making Day: Great and Small (Family Takeover Day) (2020) and Let's Make! (2021)</b>	Barnsbury	Circa 260 annually	A three year plan to build an exciting hands-on festival as part of Crafts Council new gallery offer. Crafts Council Gallery will reopen to the public for the first time in 14 years. As they open the new gallery and celebrate their 50th anniversary the organisations aims to engage with the local community to create and celebrate the best contemporary craft.	<b>£2,100</b>	<b>£0</b>
Eritrean Youth Club	<b>Not provided</b>	Highbury West	100	Local event in Holloway Estate Community Centre to celebrate cultural diversity.	<b>£8,450</b>	<b>£0</b>
Islington Boat Club	<b>Yesterday, Today &amp; Tomorrow</b>	St Peter's	100 annually	A day to celebrate the success of the Islington Boat Club over the past 50 years and an opportunity to engage the whole community through acknowledging the historical journey that the club has been on.	<b>£1,750</b>	<b>£0</b>
Pleasance Theatre Trust	<b>All This is Yours</b>	Holloway	1,500 annually	This 9 day long large-scale festival provides low cost or free presentations, performances and entertainments, and creative, educational and social opportunities which enrich the lives of individuals, reward practitioners and create opportunities for social cohesion.	<b>£2,500</b>	<b>£0</b>

**Total Annual Request Community Festivals Grants**

**£26,050    £10,000**

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

*\*Please note that the payment conditions section has changed since the release of these guidance notes. This is to allow for permissibility of changes to timelines due to Covid-19 and to offer more financial flexibility as well as flexibility on dates for the events in order to support organisations – please refer to the revised Grant Agreement Letter (Appendix C).*

#### 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 Friday 21 February 2020**. All applications should be submitted via email to [culture@islington.gov.uk](mailto: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](mailto: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](mailto: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"><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>

## 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](mailto:culture@islington.gov.uk) by **noon Friday 21 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

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 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 the first year and 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 as closely as possible (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. **Islington Council recognises that the covid-19 outbreak is an exceptional event that will have an impact in your event.**

For example, there will be times when staff and volunteers will not be available, when beneficiaries may need services to be provided in different ways, dates need to be postponed or when systems need to be flexible to ensure that needs are met.

If your community, services or organisation are affected by the covid-19 outbreak, and you receive grant\* funding from us, we are committed to:

- **Adapting activities** – we recognise that you may experience difficulties achieving some of the outputs or outcomes we agreed for your grant during the outbreak, and would like to be able to maintain our grant payments to you at originally-agreed levels during this period, so please have a conversation with us if you are affected in this way;

- **Discussing dates** – we don't want to add pressure, so if you think you will struggle to meet a reporting deadline please get in touch with us so that we can agree a more realistic time for you to get things to us wherever possible;

- **Financial flexibility** – we know you may need to use your funding to help cover sickness, purchase equipment, or deliver services differently, and we will be reasonable if you need to move money between budget headings to ensure your event can continue.

## 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:
  - If your event dates have changed due to Covid-19 Government advice, confirmation of dates for the postponed event, new timelines, or specific activity that may change
  - 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 only indicative. The Council can only guarantee any instalments of the grant as long as sufficient funds are available. In the event that Covid-19 emergency plans require re-allocation of resources, the Council may choose to rescind or suspend the funding offer during the period 2020-2023. It is possible that the indicative amounts allocated to successful organisations in the first year may therefore be reduced for future years. 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>- If your event dates have changed due to Covid-19 Government advice, confirmation of dates for the postponed event, new timelines, and/or detail of specific activity that may change</li> <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>	Within 30 days of receipt of invoice and all conditions met  Due: Between April 2021 and March 2022
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</li> </ul>	Within 30 days of receipt of invoice and all conditions met

		<p>satisfactory to the Council of match funding.</p> <ul style="list-style-type: none"> <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>Due: Between April 2022 and March 2023</p>
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### **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 an electronic copy to: [\*\*angeles.gordo@islington.gov.uk\*\*](mailto:angeles.gordo@islington.gov.uk)

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:**