

Appendix A

Community Festivals Fund 2023 – 2026 Second Three-Year Round Timetable	
January 2023 – February 2023	Community Festivals Fund website update including online application form development.
January 2023	Marketing/communication of new round to the arts, voluntary and community sectors including timetable for applications. Offer of advice sessions subject to demand.
w/c 20 February 2023	Application window opens for 6 weeks
30 March 2023	Application window closes
w/c 17 April 2023	Eligibility assessment and provisional shortlisting of applications for Selection Panel members
w/c 24 April 2023	Panel members undertaking individual shortlisting assessment using Selection criteria
w/c 1 May 2023	Selection Panel first review for recommendations
May – July 2023	Executive decision on second round of three year small grants awards
June - July 2023	Applicants notified of outcomes and Grant Offer letters issued

Appendix B

Islington Community Festivals Fund 2023 - 2026 Eligibility and Selection Criteria

Before making an application to the Community Festivals Fund, please read this guidance on Eligibility and Selection Criteria.

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.

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.
- 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.
- The following are **not** eligible for funding: events of a party political nature; events promoting a religious doctrine; fundraising events, including fundraising for charities; events viewed as offensive or defamatory; profit-making organisations; individuals.
- 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](#).

Eligible **constituted** organisations can apply must fulfil the following criteria:

- Have a written governing document or constitution
- Have a governing body with at least three unrelated members
- Have a UK-based bank or building society account in the name of the organisation, with a minimum of two unrelated signatories

- The organisation must have been active for at least one year and can produce annual accounts for a whole year
- Have safeguarding policies for working with children and vulnerable adults in place

Organisations should **also** note the following conditions for funding:

- The organisation must not have two years of late submissions to the Charity Commission/Companies House within the last two completed financial years
- The organisation must not have two years of net current liabilities within the two most recent completed financial years
- Organisations where Trustees are paid are not eligible unless evidence of approval is provided from The Charity Commission and/or this arrangement is referenced in the governing document

Unconstituted groups or organisations who are unable to meet **all** of the above criteria are eligible to apply for Community Festivals funding under the following condition:

- Must be able to nominate an Islington-based constituted organisation that can accept a grant on your behalf

If you are unsure whether your organisation is eligible, please do not hesitate to contact us by emailing culture@islington.gov.uk.

Selection Criteria

The Community Festivals Fund aims to support organisations based in Islington to deliver high quality, innovative, community focused festivals that benefit our residents and promote community cohesion, access, cultural benefit and partnership working.

Applicants will need to show that the proposed event meets **all** of the following funding criteria and compliance conditions. These form the basis for assessment of Islington Community Festivals fund applications:

- **Cultural Benefit**
- **Equality and Diversity**
- **Value for Money**
- **Inclusive and Accessible**
- **Are well-managed**
- **Match Funding**
- **Demonstrate partnership working**
- **Licensing and Public Protection**

Please see below for expanded guidance notes for each individual selection criterion.

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 can 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 **including** its environmental impact with reference to Islington Council's [Vision 30 strategy](#) working towards a net zero carbon Islington by 2030; and that organisers have the knowledge, skills and capacity to deliver the event independently and effectively – this includes demonstrating appropriate contingency planning.

Organisers will also need to provide evidence of their planned approach to monitoring and evaluation for reporting purposes.

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 clearly demonstrate a commitment to using environmentally friendly policies and practices with reference to Islington Council's [climate emergency guidance](#).

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 organisers:

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

Applicants will need to clearly detail which of these groups will participate in the event and what engagement method(s), including targeted marketing, will be used to encourage these groups to be involved. Applicants must also demonstrate how they plan to monitor inclusivity and manage the collection of audience and participant demographic data in a respectful and ethical manner.

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 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.

Appendix C Applications received for Community Festivals Fund 2023 – 2026 Small Grant Scheme

Name of Festival	Organisation Name	Abridged Description from Application	Ward (Event Location)	Funding Applied For	External Funding secured?	Anticipated Annual Audience	FWD to Shortlist?
Arundel Square Community Fireworks	Ellington St Residents Association	Free annual community fireworks event held in Arundel Square with stalls with food, drinks, cakes and merchandise (glow items). November event. First one since Covid. 500 people in the Square at any time and do 2 fireworks displays using professional fireworks company.	Laycock	£2,500	No - Only CCF Stated	750	No - not eligible
Islington Proms	Islington Proms	Two-week festival featuring wide range of music - classical, jazz, folk etc at modest ticket prices. Held in St James' Church, Prebend Street, with an additional open-air 'Pocket Prom' in the Vicarage garden. Performers are mostly professionals, some local and some with national and international reputations, and we also present amateur choirs and a Youth Prom featuring talented local young musicians.	St Mary's and St James'	£2,000	No - Only CCF Stated	500 - 600	No - not eligible
Big Jewish Summer Fete (BJSF)	Chabad-Lubavitch of Islington CIO	Big Jewish Summer Fete (BJSF) is a free, inclusive, family day out, bringing together the entire Islington community in celebration of Jewish culture, in the natural environment of Caledonian Park. Activities include Israeli dance, Klezmer music, Jewish food tasting, arts and crafts for children and talks on all things Jewish.	Holloway	£2,500	Yes - non-LBI expected	750 - 1000	Yes - full eligibility
Go Africa Festival	Go Africa Community Hub CIC	Go Africa Festival and market [to be held on Andover Estate] to promote a positive understanding of the beauty of African culture...interactive workshops: Drumming, Poetry; Tribal Face painting; Tips on braiding and styling Natural Hair, Arts and crafts; African Dance by Kekeli African Dance Ensemble and storytelling by Kora Player Griots.	Finsbury Park	£2,249	Yes - non-LBI confirmed	661 - 940	Yes - flag eligibility conditions

Islington Festival of Music and Art	Islington Festival of Music and Art	Born out of the local garden concerts we organised after lockdown in the summer of 2020, the Islington Festival aims to recreate the community spirit that inspired us during that time and bring people together to experience high-quality live music and art, in different venues throughout the Borough of Islington.	Various - Highbury / St Mary's & St James'	£2,500	Yes - non-LBI expected	1000	Yes - flag eligibility conditions
WORD	All Change	Islington's annual WORD festival produced by All Change celebrates the transformative power of words through a programme of high quality arts activities, events and learning opportunities that encourage residents to develop enjoyment in reading, writing and freedom of expression. The festival activity extends across the year, with public facing events and celebrations from 1-10 October each year and WORD-badged events in June and March.	Borough-wide	£2,500	Yes - non-LBI confirmed	30,000	Yes - full eligibility
Cally Fest	Copenhagen Youth Project	The Festival showcases "The Cally" – a distinctive place with a strong sense of community, many challenges but also resilience and optimism. A section of Caledonian Rd is closed to traffic between 6am and 9pm to accommodate the festival which takes place on a mid summer Sunday of each year. This large-scale community event is the largest street festival in Islington and is an event where the Borough's communities come together and celebrate everything the place has to offer.	Caledonian	£,2500	Yes - non-LBI confirmed	10,000	Yes - full eligibility

Bridge Festival	Kurdish Association for New Generations / Abroad (KANGA)	This cultural festival [to be held in Highbury Fields] shall be jointly organised in London by the Kurdish Association for New Generations/Abroad (KANGA) and the Kurd Clerisy Organization (KCO) on June 16th, 17th through 18th, 2023. Bridge would be the first Kurdish Festival to be held in London... [A] unique opportunity for introducing original Kurdish national culture to British society as well as enriching the multicultural communities of London, both socially and scientifically.[S]upport is going to cover a particular aspect of the festival, Kurdish dance called Govand.	Highbury	£2,495	Yes - non-LBI confirmed	500	Yes - flag eligibility conditions
Whitecross Street Party and the Rise of the Nonconformists	YMCA London City and North	Whitecross Street Party and the exceptional large-scale street art exhibition 'Rise of the Nonconformists' will take over Whitecross Street for the 13th time this year. Programmed together with Islington's local creative communities alongside quality artists and performers, this unique event attracts a diverse and wide ranging public audiences and local families over two days of the event, whilst being featured internationally through participating artists online platforms.	Bunhill	£2,500	Yes - non-LBI confirmed	5000 - 6000	Yes - full eligibility
The Almeida Theatre's Community Trilogy	Almeida Theatre	TRILOGY is a three-year outreach and participation project that will bring together 1,000 people from our local community to make extraordinary theatre. TRILOGY's objectives: •Giving as many local people access to creative opportunities as possible •Building sustained relationships with participants - as audiences, artists, or both •Strengthening wellbeing and intergenerational relationships in our borough TRILOGY will build on our impact during the pandemic.	St Mary's and St James'	£2,500	Yes - non-LBI confirmed	1855	Yes - flag eligibility conditions
			TOTAL	£24,244			

Appendix D

Grant Offer Letter between

London Borough of Islington

and

[Name Organisation]

Grant Offer for Community Festivals in relation to:
April 2023 to March 2026

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 2023 - March 2024.

The Council will determine at its sole discretion the amounts (if any) which will be paid for the subsequent years of the agreement April 2024 to March 2025 and April 2025 to March 2026.

Please note that the amounts are indicative. The Council can only guarantee the second and third instalments 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 benefit our residents, promote community cohesion, access, cultural benefit, and partnership working. Festival events will need to deliver a programme of activities that **satisfies all of** the following criteria:-

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 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 **including its environmental impact with reference to Islington Council's Vision 30 strategy working towards a net zero carbon Islington by 2030;** and that organisers have the knowledge, skills and capacity to deliver the event independently and effectively – **this includes demonstrating appropriate contingency planning.**

Organisers will also need to provide evidence of their planned approach to monitoring and evaluation for reporting purposes.

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 clearly demonstrate a commitment to using environmentally friendly policies and practices with reference to Islington Council's [climate emergency guidance](#).

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 organisers:

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

Applicants will need to clearly detail which of these groups will participate in the event and what engagement method(s), including targeted marketing, will be used to encourage these groups to be involved. Applicants must also demonstrate how they plan to monitor inclusivity and manage the collection of audience and participant demographic data in a respectful and ethical manner.

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 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 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 2023 to March 2024 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
 - Template audience/participant survey
 - Update on plans to liaise with the Council for stalls and marketing relevant to the Council.
- b) The second payment (period April 2024 to March 2025) and the third payment* (period April 2025 to March 2026) 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.

- c) *The third payment will be released in two instalments of 75% and 25% of the total annual amount due subject to the conditions listed in the payment schedule below.
- d) Please note the dates listed in the payment schedule are the dates by which we expect you to submit your invoice and the information to meet the relevant conditions. The dates do not indicate when we will send a payment. It will normally take up to 30 working days to process and release funds.
- e)

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 – no later than six weeks prior to the event: <p>Venue permission</p> <p>Proof of Public Liability Insurance</p> <p>Relevant entertainment licenses</p> <p>Template audience/participant survey</p> <p>Update on plans to liaise with the Council for stalls and publicity.</p>	<p>Within 30 days of receipt of invoice and all conditions met</p> <p>Due: Between April 2023 and March 2024</p>
Second	£x,xxx	<ul style="list-style-type: none"> • Receipt of correctly completed invoice. • Receipt of April 2023 – March 2024 activity evaluation report including full budget details, environmental impact review, community engagement content and results of audience surveys (postcode, age, demographic details etc) – no later than six weeks after the 2023/24 event. • Receipt of confirmation satisfactory to the Council of match funding. • You will also need to send proof of the following – no later than six weeks prior to the 2024/25 event: <p>Venue permission</p> <p>Proof of Public Liability Insurance</p> <p>Relevant entertainment licenses</p>	<p>Within 30 days of receipt of invoice and all conditions met.</p> <p>Due: Between April 2024 and March 2025</p>

Instalment	Amount	Payment Conditions	Payment details
		<p>Event Plan Update (e.g. new partners list, community engagement plans)</p> <p>Template audience/participant survey</p> <p>Update on plans to liaise with the Council for stalls and other publicity.</p>	
Third	a) 75% of £x,xxx	<ul style="list-style-type: none"> • Receipt of correctly completed invoice for 75% of £x,xxx. • Receipt of April 2024 – March 2025 activity evaluation report including full budget details, environmental impact review, community engagement content and results of audience surveys (postcode, age, demographic details etc). • Receipt of confirmation satisfactory to the Council of match funding. • You will also need to send proof of the following – no later than six weeks prior to the event: <p>Venue permission</p> <p>Proof of Public Liability Insurance</p> <p>Relevant entertainment licenses</p> <p>Event Plan Update (e.g. new partners list, community engagement plans)</p> <p>Template audience/participant survey</p> <p>Update on plans to liaise with the Council for stalls and other publicity.</p>	<p>Within 30 days of receipt of invoice and all conditions met</p> <p>Due: Between April 2025 and March 2026</p>

Instalment	Amount	Payment Conditions	Payment details
	b) 25% of £x,xxx	<ul style="list-style-type: none"> • Receipt of correctly completed invoice for 25% of £x,xxx. • Receipt of April 2025 – March 2026 activity evaluation report including full budget details, environmental impact review, community engagement content and results of audience surveys (postcode, age, demographic details etc). – no later than six weeks after the 2023/24 event. • Final Debrief with Council to review funding cycle experience. 	<p>Within 30 days of receipt of invoice and all conditions met</p> <p>Due: Between April 2025 and March 2026</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 six weeks after the core festival event or by 31 March each year, whichever is earlier.

Through this monitoring, organisations will be required to demonstrate how they are delivering against the activities proposed in their application. Full financial reporting, a review of environmental impact considerations, details of community engagement content and results of audience surveys (postcode, age, demographic details etc) are expected.

A final debriefing session with the Council for organisations to review their experience of the funding cycle will take place after the third year's festival.

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 authorised person to sign two copies of this grant offer letter, keep one copy and return an electronic copy to Chrys.Chijiutomi@islington.gov.uk

If you have any queries relating this Grant Offer please email 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 authorised representative)

Print name: _____

Position in organisation: _____

Date: _____