

Guidance Notes and Criteria for Dumfries & Galloway Council's Community Events Fund

1. Introduction

Dumfries & Galloway Community Events Fund has been introduced in recognition of the important role community festivals and events can play in support of community life and wellbeing across Dumfries & Galloway in the aftermath of the Covid-19 pandemic. The Fund can assist well-established events to continue in 2021/2022, and provide grant-support to ensure that best practice planning can take place that reassures the public, to enable these events to retain their visitors. The Fund will also seek to support new and one-off events that provide one means of support for communities to come together to enjoy sport for health and wellbeing, arts and culture or locally important heritage.

The Community Events Fund has a total value of £55,000. The maximum grant that can be applied for is £3,000 and the minimum grant £500. Eligible festivals and events projects that are to take place between 1 June 2021 and 31 March 2022 will be considered for funding.

2. The Aim of the Fund

The aim of the Fund is to support and stimulate community festivals and events across Dumfries & Galloway between 1 June 2021 and 31 March 2022. This Fund has been introduced to:

- encourage events and voluntary organisations to organise community-based festivals and events in 2021/22 to promote individual and community wellbeing;
- encourage new events to take place that recognise and respond to the challenges the Covid-19 pandemic has generated for local communities in Dumfries & Galloway;
- encourage sports and outdoor events to be planned and to take place;
- develop the sustainability of our events sector by providing one new source of funding to assist their work;
- develop the quality of our festivals and events, to add to the quality of life in Dumfries & Galloway; and
- provide festivals and events for our visitors to enjoy, that can be marketed with other local visitor attractions.

3. Scope of the Fund

The Community Events Fund is open to the following organisations to apply to:

The self-employed (through limited company or as a sole trader); businesses; charitable organisations; Community Interest Companies and Social Enterprises; partnerships; constituted community groups. Applicants must have an organisation bank account. Eligible project costs can include:

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- Staff costs, including temporary staff costs
- Equipment hire
- Marketing costs
- Performers fees and travel costs
- Venue hire
- Licencing and road closure costs
- Consultancy support around public health safety, risk management and health and safety
- Website costs and customer relationship management costs if they are related to public health advice and updates

The Community Events Fund will not support the purchase of capital equipment.

A festival or event can be defined as a special programme of themed activities that takes place separately to normal ongoing sports, cultural, community or heritage programmes. They may be held annually but are confined to a limited amount of time. The Fund will only consider festivals and events that are being planned to take place between 1 June 2021 and 31 March 2022.

Organisations that are in receipt of Signature Events funding from the Council are not eligible to apply to the Community Events Fund.

Organisations can apply to the Fund for a maximum of two projects.

Applications are particularly welcome for projects that take place completely or predominantly within Annandale and Eskdale and Upper Nithsdale.

Successful applicants will be required to demonstrate that their plans will adhere to the latest [Scottish Government Events Sector Guidance](#), and commit to follow all relevant guidance when your funding is released.

4. How Much Funding is Available?

Applicant organisations can apply for up to £3,000 or 70% of the total project costs, whatever is the lower. The minimum grant that can be applied for is £500. Please note that Gala Day and Gala Week organisations can apply to the Fund for between £500 and £1,000 for assistance for public health measures around their festivities but are not eligible to apply for any other costs.

The Community Events Fund will open for applications on Monday 8 March 2021 and close for applications on Friday 23 April 2021 at 5pm.

Dumfries & Galloway Council may announce a second round for this Fund later in 2021, if there are remaining balances available for further grants. The Council will announce and promote this second round if it is required.

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5. What are the Conditions?

There are a number of conditions that need to be considered before submitting an application:

- Your event cannot have started before your grant is awarded.
- Online events or events planned to have a significant online programme are ineligible to apply.
- Your application cannot include 'in-kind' contributions as part of the 30% or more contribution your organisation allocates from its own funds for the festival or event.
- Late applications will not be accepted for the Fund.
- The decisions reached by Dumfries & Galloway Council regarding grant awards will be final and no correspondence will be entered into.
- A copy of your organisation's Constitution and most recent annual accounts are required with your application to ensure your project meets the requirements of the Council.
- Businesses must supply their company registration number and sole traders your unique tax reference number to be eligible to apply.
- If your organisation applies to the Community Events Fund you cannot apply for other sources of Council funding for the same event – the one exception is Gala Day or Gala Week festivities organisations who may apply for Area Committee or other DGC funding – as your Community Events Fund application is strictly limited to support for public health planning and measures such as the purchase of PPE equipment, hand sanitisers etc for your festivities.
- If your organisation applies to the Community Events Fund you cannot apply to Dumfries & Galloway Chamber of the Arts Together Again Arts Season Fund (this is because the Together Again Arts Season is also funded by Dumfries & Galloway Council).
- New and one-off festivals and events will require to provide some additional information.
- The Fund will not support regular or recurring programming in year-round venues. This includes productions in theatres and arts centres; live music in venues, pubs and clubs, unless part of a wider festival; comedy gigs in venues, clubs and pubs, unless part of a wider festival; regularly scheduled markets and fairs.
- Events which have a principal focus as fundraising events are not eligible to apply.
- Events which are not open to all members of the community to attend are not eligible to apply.
- Funding requests to support regularly scheduled sporting fixtures are not eligible to apply.
- Festivals and events projects with an overall budget and projected costs of more than £30,000 are ineligible for support from this Fund.
- Community Gala Days and Gala Weeks can apply for funding of up to £1,000 for public health and safety support including preparation of risk assessments, purchase of PPE, purchase of other materials that enable the Gala events to take place safely and in line with the Scottish Government guidance on the date

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of the activities. £1,000 is the maximum grant that Gala organisations can apply to from this Fund.

- Successful applicants will be requested to share events information to support regional marketing campaigns to promote health and wellbeing in 2021.

6. When Will Grants Be Awarded?

You will normally be notified of the outcome of your application within ten weeks of your application.

7. Support for Your Events Planning

If your application to the Community Events Fund is successful, the Council will provide a contact for you to get ongoing support from in the planning of your event. You may not require this due to your organisation's skills in festivals and events management, but we do not want to place stress or anxiety onto events organisers' shoulders during this difficult and uncertain time for personal and public health and our economy.

We have also updated the Council's Events Toolkit as one source of advice and information to help your event planning. Please email lan.barr@dumgal.gov.uk to request a copy of the Community Events Toolkit.

8. How Your Application Will be Assessed

Applications will be considered by a panel established by Dumfries & Galloway Council. A minimum of two Panel members will be from external organisations. The Panel will consider applications and score projects against a scoring framework based on the following criteria:

- How well the project fits with the aims and scope of the Fund.
- The financial viability of your project.
- The experience in festivals and events management of the applicant – or comparable management skills if this is the first time your organisation is planning an event.
- Evidence in the application form that the festival or event is a Public Goods Event (see Guidance below).
- Evidence of community support for your project.
- The contribution the project makes to promoting community wellbeing in the aftermath of the Covid-19 pandemic.
- Evidence of robust risk management and public health safety in your project planning.
- Evidence that you have considered how you are going to market your festival or event.
- Evidence of value for money for public funding.

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9. Guidance Regarding the Application Form

There are three questions in the application form where you may wish to refer to the following guidance before you complete these sections:

Question 22 – Risk Management

Please describe the main risks to your event. How can you demonstrate that your planning will make the project Covid-19 safe? Have you undertaken a specialist risk assessment? Are you using a portion of your budget for PPE for visitors and participants to your event?

In this section you may also refer to your planning to avoid financial or other project risks to your event project. Do you have good planning mechanisms in place to ensure as far as possible that your project will run smoothly?

Question 23 – Public Goods Events

The primary definitions and criteria for Public Goods Events, within the context of the Community Events Fund, are that:

- Your festival or event is operated on a not-for-profit basis.
- Substantive elements of your festival or event are free to view, and are important for the free access they create for all sectors of the population.
- Your festival or event is promoting an important regional asset.
- Your festival or event is helping to promote community wellbeing.
- The event has properties which are unique to Dumfries & Galloway.
- The event has widespread community and public support.
- It is recognised that the event requires a degree of public funding to take place.

Further guidance on Public Goods Events is available upon request.

Question 25 – Monitoring and Evaluation

It is important to identify and outline how you will record and measure the community and social benefits you forecast in your application. How you will measure or evaluate:

- The numbers of visitors and participants to your festival or event.
- Visitors' enjoyment of your festival or event.
- How effective was the risk assessment that you prepared for your festival or event (and changes you would make to it in future)?
- The quality of your marketing to local residents and visitors.
- Evidence of Council funding contributing to community leadership and events management skills.
- Other benefits of the festival or event that your organisation feels is important.

10. Support in Preparing Your Application

If, after reading these Guidance Notes, you are considering making an application to the Community Events Fund and want to discuss it with our Council you can contact:

Ian Barr, Principal Events Officer, Dumfries & Galloway Council

email ian.barr@dumgal.gov.uk

phone 07734 073401