

Guidance Notes and Criteria

Dumfries & Galloway Community Events Fund 2022/2023

To be read before completing the Fund Application form.

1. Introduction

Dumfries & Galloway Community Events Fund is to be continued for financial year 2022/2023 in recognition of the important role community festivals and events can play in support of community life and wellbeing across Dumfries & Galloway. The Fund provides an opportunity for the grant-supported festivals and events projects of 2021/2022 to apply for follow up funding, if these projects are to continue. 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, locally important heritage or community events.

The Community Events Fund has a total value of £40,000. The maximum grant that can be applied for is £2,000 and the minimum grant is £500. Eligible festivals and events projects that are to take place between 1 April 2022 and 31 March 2023 will be considered for funding. The Fund's total budget is reduced for financial year 2022/2023 and demand for support is likely to be high.

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 April 2022 and 31 March 2023. This Fund will:

- encourage events and voluntary organisations to organise community-based festivals and events in 2022/2023 to promote individual and community wellbeing;
- be a potential source of funding for the festivals and events projects that were planned and took place in direct response to the introduction of the Community Events Fund in financial year 2021/2022;
- encourage sports and outdoor events to be planned and to take place;
- develop the sustainability of our events sector by providing a source of funding to assist grassroots, community and smaller scale events to take place;
- 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.

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3. Scope of the Fund

The Community Events Fund is open to the following organisations:

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

- 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 April 2022 and 31 March 2023.

Organisations that are in receipt of Signature Events funding from the Council are not eligible to apply to the Community Events Fund. Gala Day and Christmas Lights Switch-On projects are encouraged to apply to the Council's Area Committees for funding rather than the Community Events Fund.

Organisations can apply to the Fund for a maximum of two projects. If your organisation is also applying to the Council's Major Events Strategic Fund for a project to take place in financial year 2022/2023, then only one application may be made to this Fund.

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

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4. How Much Funding is Available?

Applicant organisations can apply for up to £2,000 or 50% of the total project costs, whichever is lower. The minimum grant that can be applied for is £500.

The Community Events Fund will open for applications on Monday 13 December 2021 and close for applications on Friday 28 January 2022 at 5pm.

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 50% 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 certified accounts are required with your application to ensure your project meets the governance requirements of the Council.
- Businesses must supply their company registration number and sole traders their 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.
- 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 £20,000 are ineligible for support from this Fund.
- Successful applicants will be requested to share events information to support regional marketing campaigns to promote health and wellbeing in 2022/2023.

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6. When Will Grants Be Awarded?

You will be notified of the outcome of your application at the end of March 2022.

7. Support for Your Events Planning

If your application to the Community Events Fund is successful, the Council will provide a contact from whom to obtain ongoing support in the planning of your event.

We have also updated [Dumfries and Galloway Council's Events Toolkit](#) as one source of advice and information to help your event planning.

8. How Your Application Will be Assessed

Applications will be considered by the Dumfries & Galloway Events Partnership. The Partnership 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.
- 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.

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

What risks have you identified that might affect the success of your event? Please describe the steps you take to counteract these risks.

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

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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. Identify 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. How to Apply

For support and assistance with completing your application please email events@dumgal.gov.uk.

Please **email** your application and supporting documents to grantapplications@dumgal.gov.uk by **5pm on Friday 28 January 2022**. Print and sign the declaration page, then email a scan or photograph to the address above, or post it to us at:

Festivals and Events, Dumfries and Galloway Council, Municipal Chambers,
Buccleuch Street, Dumfries DG1 2AD **Phone** 0303 333 3000

Please ensure that all questions are answered and the required documentation is submitted with the application. If you've not received an acknowledgement within 14 days of sending us your application, please contact us.