

DEVELOPMENT DEPARTMENT

NEIGHBOURHOOD FESTIVAL/EVENTS SCHEME POLICY

One of the key objectives contained within Craigavon Borough Council's Corporate Plan is "to encourage participation in community life". Council recognises that this objective can be achieved through various mediums including that of neighbourhood festivals and events. Craigavon Borough Council acknowledges the efforts of local groups in their contribution towards this objective and is committed to encouraging local people to both use and build upon their skills, knowledge and experience to bring about positive change within the life of their communities.

Therefore, Craigavon Borough Council administers grant assistance to groups on a selective basis, to assist with the running of festival and events which are organised at local community level.

ELIGIBILITY CRITERIA

Who can apply for funding?

- Bona fide community development groups, promoting community based festivals and can demonstrate an effective way of involving the community in the process.

Organisational Requirements

- Accountable to local people through its constitution, membership, committee elections, accounting procedures and annual general meetings.
- Open to a full range of local opinion.
- Inclusive and non party political.
- Responsive to needs and to demand that is not adequately addressed by other groups in the same neighbourhood or area.

What is ineligible?

It is not our policy to support

- Formal youth organisations.
- Pre-school or nursery provision.
- Sports Clubs.
- Organisations working outside the Craigavon Borough Council area.
- Schools.
- Community business and training organisations.
- Projects where there is a clear responsibility for funding on the part of other statutory bodies.

Nor do we fund

- Ongoing revenue costs of external organisations.
- Retrospective applications for grant aid.
- Individuals.
- Uniforms.
- The purchase or erection of bunting.
- Profit taking organisations.
- Repayment of debts.
- Payments to Committee members.
- Events whose primary objective is to raise money for charity.
- The promoter is not entitled to additional “in kind” payment beyond that included in the application form.
- Events where hospitality is the main focus e.g. Christmas Dinners.

In addition, priority will be given to groups whose aim is to target resources at those most deprived wards or communities facing exclusion.

Making an application

An application form is enclosed, in which the applicant should give an outline of the festival or event. The festival or event will be assessed on the information enclosed in the application. Additional information may be requested.

Deadline

The closing date for the next period of the Neighbourhood Festival Event Scheme is 3rd February 2012 at 12noon.

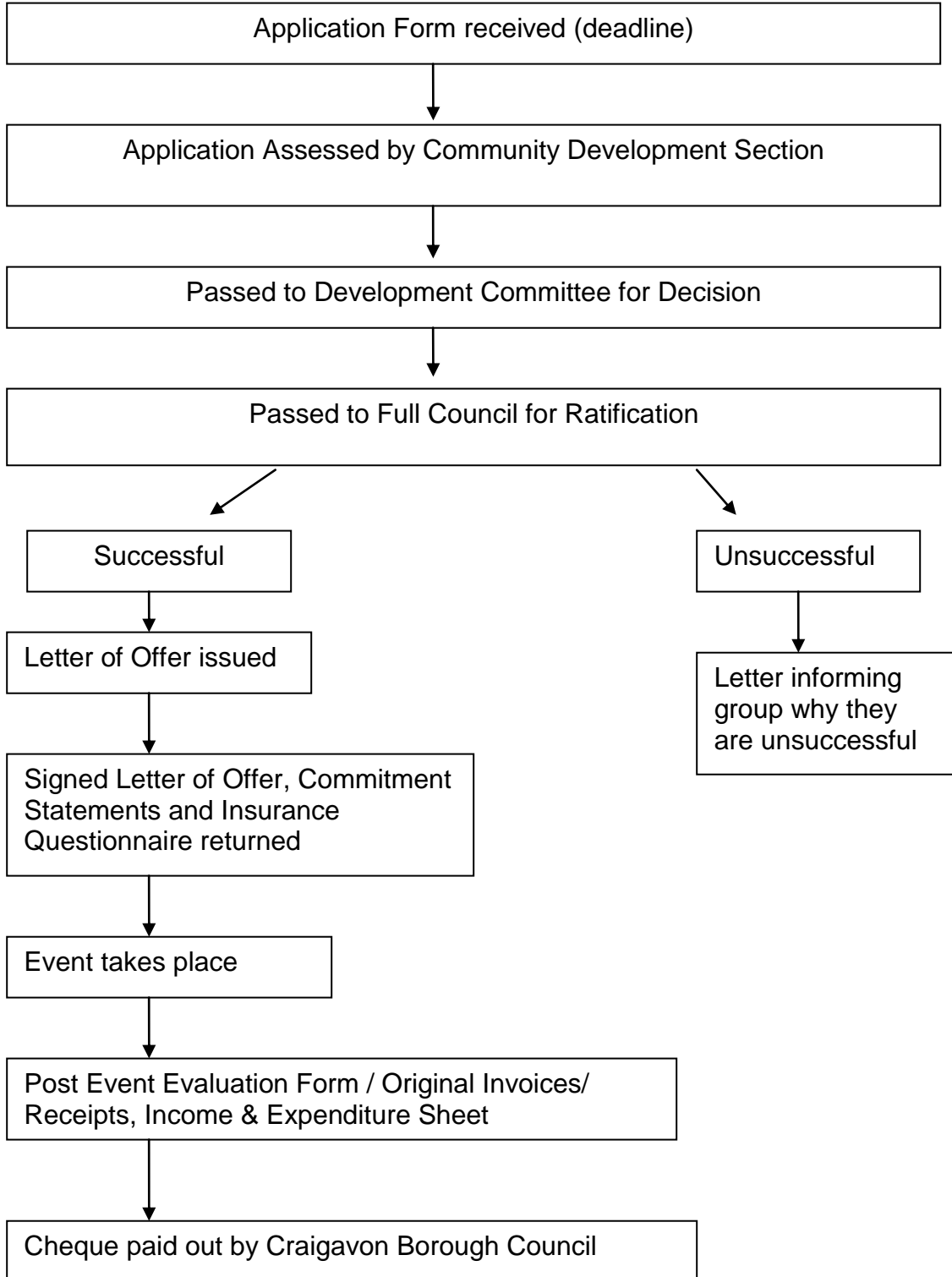
Completion of the application form

The application form should provide a comprehensive summary of the various aspects of the project. Incomplete information will delay the Council’s consideration of the application, and false or misleading information may result in the withdrawal of any subsequent offer of assistance.

Process

All applications will be considered by the Development Committee and their recommendations will progress for ratification at the next Council meeting. It should be noted, there is a limited budget and Council will base its decision on the budget available at the time of application. Application forms can be requested directly from the Development Department at the Civic Centre, Tel: 02838 312581 or can be accessed on line via Craigavon Borough Council’s Web Site on www.craigavon.gov.uk. Development staff will be able to advise groups on completing their applications. Applications cannot proceed without all requested paperwork being received.

The Application Process



Note that groups may only make one application a year to the Neighbourhood Festival/Event Scheme and funding for an event can only be received from one source of grant aid within the Development Department.

The amount which groups may receive may range from £100 - £500 depending upon the programme submitted.

Information Required

The following documentation will be required as part of the grant aid application:

1. Constitution
2. Copy of most recent annual accounts or an estimate of income and expenditure for the first year
3. Original bank statement.
4. Insurance
5. Accounts of previous event/project (if applicable)
6. Minutes of the last AGM / Inaugural Public Meeting
7. A list of members of the Committee including details of Office Bearers
8. A copy of the programme pertaining to the festival / event being organised (see page 7 of application form for template).
9. Child Protection Policy (if appropriate)

Environmental Impact

In accepting the offer the applicant undertakes to address all aspects of the project which have an impact on the environment and to use its best endeavours to adopt and implement an appropriate environmental policy.

If you require any assistance with completing the application form do not hesitate to contact a member of the Community Development Team:

Nicola Lane	Head of Community Development	028 38312547
Tracey Johnston	Community Development Officer (Brownlow)	028 38312483
Bernadette Marshall	Community Development Officer (Lurgan)	028 38312419
Clifford Forbes	Community Development Officer (Portadown)	028 38312418
Patricia Lappin	Rural Development Officer	028 38312563