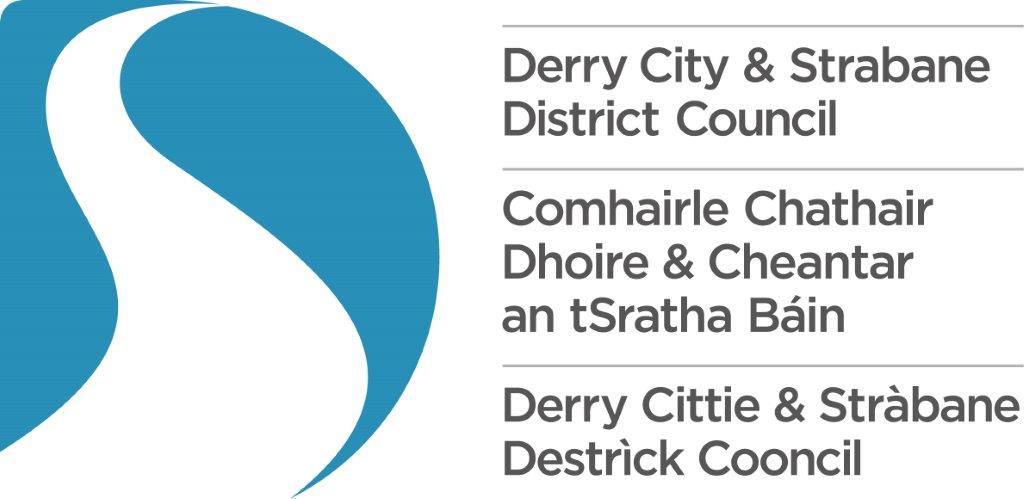
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**Community Festival Fund**

**2024/25**

Guidance Notes

|  |
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| **Introduction** |

The Community Festivals Fund Application Form is used to apply for financial support from Derry City and Strabane District Council.

The fund was established in recognition of the potential contribution that festivals can make to communities, to the local economy and wider Government policy priorities. The primary purpose of the community festivals fund is to improve the capacity of community festivals and make them less reliant on public funding. The fund enables community organisations to celebrate their cultural identity and to strengthen community relations.

Part of this Fund also includes the **Christmas Events Fund.** This fund is focused on bringing communities together and creating the space for shared inclusive celebration around the Christmas period, while creating a memorable experience. It must provide quality Christmas programming which complements the overall city and district offer.

**Applicants may apply to the Christmas Events Fund for an amount from £1,000 and up to £3,000.** However, only one successful application (regardless of amount) can be held by any group in the current 2024/25 financial year.

**Please note that organisations can apply for Christmas-related events in the wider            Community Festival Fund.**

Definition of a Community Festival

A community Festival is a series of events with a common theme and delivered within a defined time period. It is developed from within a community and should celebrate and positively promote what the community represents.

Community festivals are about participation, involvement and the creation of a sense of identity and are important in contributing to the social well-being of a community.

They must be initiated and led by a community organisation or a community led partnership. It is not enough to run a festival for a community, the community must play a strong part in the development and delivery of the festival and have ownership of it.

General Principles

This is a competitive scheme and applications will be determined on the basis of merit.

Applications to this scheme will be open to all festivals that can meet the core criteria of the scheme irrespective of whether they are established or emerging events.

Festivals will continue to be able to apply to other sources of public support.

All festivals must demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good relations.

Festivals should contribute to the promotion of a positive image of Northern Ireland and organisers must take steps to avert anti-social behaviour.

Organisations in receipt of public funding must comply with all statutory obligations regarding the delivery of and access to their events.

Festival organisations will make every effort to increase capacity within the community through e.g. skills training and volunteering.

Festival organisations will be expected to make efforts to maximise income through ticket sales and sponsorship. They should develop a plan to improve their sustainability and reduce reliance on public funding.

It is a prime responsibility of Government to ensure the proper and efficient use of and the accountability of public monies. To this end, festivals will be required to provide relevant supporting information when applying for funding.

Festival organisations will be required to demonstrate the effectiveness and impact of their festival and that public funding is put to good use and shows a positive and measurable impact on the local community or economy.

Assessment Criteria

The following are the Community Festival/Events key criteria;

* Promotes social inclusion and improving community relations
* Has strong community participation in the design and delivery of the event
* Provides opportunities for your community to express and celebrate their cultural heritage
* Provides opportunities for development - this includes capacity building, links with other organisations and diversity of activities
* Attracts visitors to the area
* Demonstrates how it will ensure that hard to reach groups will engage with your festival as volunteers, participants and audience
* Demonstrate how it will complement and contribute to the existing calendar of events
* Maximises non-public sources of income (e.g. through commercial sponsorship, donations, ticket sales, advertising revenue, etc)
* Demonstrates value for money and good financial governance

**These Guidance Notes explain how to complete the Application Form and who you can contact for additional help with your application.**

**How does the fund work?**

* There is **one** round of funding per financial year.
* You can apply for grant aid from £1,000 up to a maximum of £5,000 (Lower Level) or from £5,001 to a maximum of £10,000 (Upper Level). 40% of the total budget will be allocated to support applications within the £5,000 application limit. If the number of applications does not reach the threshold score the additional budget will be reallocated into whichever tier has the shortfall of fund to meet all applications reaching minimum score.
* The total grant amount can make up 100% of the total festival cost.
* A threshold score of 50% must be reached in order to be eligible.
* You can apply for any amount up to a maximum of **£10,000** in any financial year. However, only **one** successful application (regardless of amount) can be held by any group in the current 2024/25 financial year.
* **Applicants may apply to the Christmas Events Fund for an amount from £1,000 and up to £3,000.** However, only one successful application (regardless of amount) can be held by any group in the current 2024/25 financial year.
* The fund will cover both **Project Costs** and **Core Costs**. Core costs include heating, lighting and overheads. Please note equipment purchased must be clearly linked to the festival.
* Successful applicants will have the option to access a standardised up front percentage payment of up to 50% once the letter of offer has been issued.
* Your festival should be something that not only benefits your community but is aligned to the Community Festival Fund’s principles and criteria detailed above.
* You will be required to submit a Festival Risk Assessment and a Festival Plan **six weeks** in advance of your event for consideration by the Derry City and Strabane District Council Safety Advisory Group.
* You will be required to commit to completing required audience returns, based on a standardised sectoral methodology as defined by the NW Audience Development Programme
* **You must also complete and provide all monitoring and evaluation requirements for previous years’ grants before an allocation for a further festival will be considered.**

**The following are not eligible for funding:**

Please note that DCSDC will not fund organisations that are:

* not operating on a ‘not-for-profit’ basis (taken from the constitution or memorandum and articles of association) as we cannot support commercial projects or projects that could be carried out commercially. If, in the reasonable opinion of the Council, the Organisation applying for funding

is a de facto commercial Organisation, whatever the legal make-up of the Organisation, then the Council shall not fund that Organisation. The decision of the Council shall be final in this regard;

* able to share out profits to individuals, members or shareholders (taken from the constitution or memorandum and articles of association);
* Late submissions
* Festivals that are not based in and/or do not directly benefit Derry City and Strabane District Council residents.
* Festivals that have already taken place.
* Festivals that promote a political or religious purpose.
* Festivals where the applicant will have a personal financial benefit. No employees of the Organisation may enter into any arrangement in respect of the Project in addition to their roles as employee or board member of the Organisation, to supply goods, facilities or services to the Project for payment.
* Festivals that improve or benefit privately owned land that has no public access.
* Council will not fund alcohol costs.
* Any hospitality allocation must not exceed 25% of the total Council allocation.
* Costs that are not auditable (i.e. cash payments) will not be eligible for Council funding.
* Council will not fund salaries.
* Council will not fund towards repayments of debts, retrospective grants or capital build expenditure.
* Council will not fund festivals with the primarily objective to raise money for charity.
* Any expenditure incurred in relation to cost of entry and or use, hire or occupation of premises owned by the recipient will be deemed ineligible

**Preparing your application**

Note: Remember to stay within the defined word count for each question. You **cannot** attach additional information with your application.

**Question 1 - 11**

For additional guidance on completing Questions 1 – 11 please refer to the attached document entitled ‘Scoring Matrix’.

**Question 8**

This question is asking for specific details as to how your organisation will contribute to the fulfilment of the NW Audience Development Plan. The emphasis from 24/25 will be on a consistent approach to the fulfilment of the NW Audience Development Plan upon which the end of year impact assessment forms are focused.

Where possible we would like you to quantify how your organisation is making a contribution to the fulfilment of these outcomes.

**Question 10**

This question is about where the participants for your Project/Service will come from not where your group is based. Tick the relevant boxes for the areas/people who use your service or participate in your project.

To review deprivation factors please refer to Annex 1 below and click the areas that relate on the actual application form.

**Question 11 – Festival Costs**

This question offers you the opportunity to identify what costs you will incur within the five columns provided as follows: -.

**Column One - Expenditure Details**: this column will establish the specific cost headings related to your application.

**Column Two - Itemised Costs**: e.g. if you are paying a facilitator, how much do they charge per day/session/hour. If you are buying project linked equipment, itemise each piece of equipment.

**Column three - Total costs:** if you have shown a daily rate or item cost, for example facilitator or materials, this column will show the total cost and so will link to your Project/Service description e.g. three days facilitation, materials per person.

**Column Four - Amount required from Derry City and Strabane District Council:** you may require Derry City and Strabane District Council to pay for the full costs, and that is okay. However, if someone else is funding part of the Project please identify how much you need from Derry City and Strabane District Council.

**Column Five - Who will fund the remainder:** you may already have secured funding for some of your costs or identified where you will go for further funding this will show if the funding from Derry City and Strabane District Council will help access other funding for the Derry City and Strabane District Council area.

Be realistic when you are putting your costs for the Project into your application and remember that your costs must be proportionate to the overall costs of your Project and essential for delivering it. If we do not think that the amount you have asked for is good value for money, we may offer you less than the amount you applied for. Assessing officers have the discretion to reduce or disallow expenditure deemed inappropriate to the delivery of the Project.

**How will decisions be made?**

Derry City and Strabane District Council may not be able to fund all successful festivals, or support 100% of eligible costs, as there may be more applications than there is funding available. However, all applications will be considered carefully. They will be looked at and assessed by a panel of Council Officers and ratified by both the Development Committee and Full Council.

**General Data Protection Rules & Freedom of Information**

**General Data Protection Regulations**

We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We may give copies of this information to individuals and organisations we consult with when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

We will dispose of the information we hold when we no longer require it and in line with our Retention and Disposal policy.

For further information, please visit the Council’s web page at http://www.derrystrabane.com/Footer/Privacy-Policy.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and

contractors.

If information is requested under the Freedom of Information Act, we will release it,

subject to exemptions, although we may consult with you first. If you think that information you are

providing may be exempt from release if requested, you should let us know when you apply.

For further information please visit the Council’s web page at http://www.derrystrabane.com/Council/Freedom-of-Information or the Information Commissioner’s Office at https://ico.org.uk/global/contact-us/

**Review Procedure**

If you believe the Funding Process has not been followed correctly or your application has been incorrectly scored you may request a Review **within seven working days of receiving your Letter of Outcome in writing to:**

**Mr Stephen Gillespie**

**Director of Business and Culture**

**Council Offices**

**98 Strand Road**

**Derry**

**BT48 7NN**

**A Senior Council Officer will review the process and equality of scoring within the round and respond to your Review Request.**

**Appendix A (Ref. Q10)**

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| --- | --- |
| **Targeting Social Needs Indicators** |  |
| **NI Multiple Deprivation Measures 2017** | |

|  |  |  |
| --- | --- | --- |
| **NI Ranking** | **Percentage Rating** | **Points Scored\*** |
| 01 – 89 | Top 10 % | 10 points |
| 90 – 178 | 11% - 20% | 9 points |
| 179 – 267 | 21% - 30% | 8 points |
| 268 – 356 | 31% - 40% | 7 points |
| 357 – 443 | 41% - 50% | 6 points |
| 444 – 534 | 51% - 60% | 5 points |
| 535 - 623 | 61% - 70% | 4 points |
| 624 - 712 | 71% - 80% | 3 points |
| 713 - 801 | 81% - 90% | 2 points |
| 802 - 890 | 91% - 100% | 1 point |

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| --- | --- | --- | --- | --- | --- | --- |
| **Derry City & Strabane District Council** | | | |  |  |  |
| **Targeting Social Needs Indicators** | | |  |  |  |  |
| **NI Multiple Deprivation Measures 2017** | | | |  |  |  |
|  |  |  |  |  |  |  |
| **Super Output Area** | | **Category** | **NI Rank** | **Points\*** | **Rural Area Points** | **Mixed Urban/ Rural Points** |
| 1 | East | Urban | 1 | 10 |  |  |
| 2 | Crevagh\_2 | Urban | 3 | 10 |  |  |
| 3 | Strand\_1 | Urban | 5 | 10 |  |  |
| 4 | The Diamond | Urban | 6 | 10 |  |  |
| 5 | Creggan Central\_1 | Urban | 10 | 10 |  |  |
| 6 | Brandywell | Urban | 13 | 10 |  |  |
| 7 | Shantallow West\_1 | Urban | 19 | 10 |  |  |
| 8 | Culmore\_2 | Urban | 22 | 10 |  |  |
| 9 | Shantallow West\_2 | Urban | 27 | 10 |  |  |
| 10 | Creggan South | Urban | 33 | 10 |  |  |
| 11 | Ballycolman | Urban | 37 | 10 |  |  |
| 12 | Ebrington\_2 | Urban | 38 | 10 |  |  |
| 13 | Clondermot\_1 | Urban | 43 | 10 |  |  |
| 14 | Westland | Urban | 45 | 10 |  |  |
| 15 | Shantallow West\_3 | Urban | 51 | 10 |  |  |
| 16 | Carn Hill\_2 | Urban | 59 | 10 |  |  |
| 17 | Rosemount | Urban | 68 | 10 |  |  |
| 18 | Creggan Central\_2 | Urban | 69 | 10 |  |  |
| 19 | Shantallow East | Urban | 86 | 10 |  |  |
| 20 | Glenderg | Rural | 90 | 9 | 2 |  |
| 21 | Altnagelvin\_1 | Urban | 101 | 9 |  |  |
| 22 | Culmore\_3 | Urban | 130 | 9 |  |  |
| 23 | North | Urban | 141 | 9 |  |  |
| 24 | Crevagh\_1 | Mixed urban/rural | 142 | 9 |  | 1.5 |
| 25 | Springtown\_1 | Urban | 144 | 9 |  |  |
| 26 | Dunnamanagh | Rural | 148 | 9 | 2 |  |
| 27 | Crevagh\_3 | Urban | 149 | 9 |  |  |
| 28 | Castlederg | Rural | 152 | 9 | 2 |  |
| 29 | Victoria | Urban | 153 | 9 |  |  |
| 30 | Finn | Rural | 166 | 9 | 2 |  |
| 31 | West\_2 | Urban | 170 | 9 |  |  |
| 32 | Sion Mills | Rural | 175 | 9 | 2 |  |
| 33 | Enagh\_1 | Rural | 180 | 8 | 2 |  |
| 34 | Beechwood | Urban | 196 | 8 |  |  |
| 35 | Newtownstewart | Rural | 201 | 8 | 2 |  |
| 36 | West\_1 | Urban | 205 | 8 |  |  |
| 37 | Carn Hill\_1 | Urban | 226 | 8 |  |  |
| 38 | Foyle Springs\_2 | Urban | 229 | 8 |  |  |
| 39 | South\_1 | Urban | 236 | 8 |  |  |
| 40 | Banagher | Rural | 245 | 8 | 2 |  |
| 41 | Victoria Bridge | Rural | 266 | 8 | 2 |  |
| 42 | Lisnagelvin\_1 | Urban | 274 | 7 |  |  |
| 43 | New Buildings\_1 | Rural | 278 | 7 | 2 |  |
| 44 | Caw | Urban | 287 | 7 |  |  |
| 45 | Slievekirk | Rural | 299 | 7 | 2 |  |
| 46 | Culmore\_4 | Urban | 300 | 7 |  |  |
| 47 | Plumbridge | Rural | 304 | 7 | 2 |  |
| 48 | Shantallow West\_4 | Urban | 327 | 7 |  |  |
| 49 | Clare | Rural | 333 | 7 | 2 |  |
| 50 | Claudy\_2 | Rural | 340 | 7 | 2 |  |
| 51 | Artigarvan | Rural | 376 | 6 | 2 |  |
| 52 | Strand\_2 | Urban | 405 | 6 |  |  |
| 53 | Kilfennan\_2 | Urban | 415 | 6 |  |  |
| 54 | Ebrington\_1 | Urban | 416 | 6 |  |  |
| 55 | Pennyburn\_1 | Urban | 419 | 6 |  |  |
| 56 | Eglinton\_1 | Rural | 421 | 6 | 2 |  |
| 57 | Holly Mount\_1 | Rural | 470 | 5 | 2 |  |
| 58 | South\_2 | Urban | 477 | 5 |  |  |
| 59 | Claudy\_1 | Rural | 490 | 5 | 2 |  |
| 60 | Lisnagelvin\_2 | Urban | 513 | 5 |  |  |
| 61 | Altnagelvin\_3 | Urban | 525 | 5 |  |  |
| 62 | Altnagelvin\_2 | Urban | 545 | 4 |  |  |
| 63 | Springtown\_2 | Urban | 578 | 4 |  |  |
| 64 | Holly Mount\_2 | Mixed urban/rural | 603 | 4 |  | 1.5 |
| 65 | Ballynashallog\_1 | Urban | 621 | 4 |  |  |
| 66 | Kilfennan\_1 | Urban | 630 | 3 |  |  |
| 67 | Clondermot\_2 | Urban | 633 | 3 |  |  |
| 68 | Enagh\_2 | Mixed urban/rural | 634 | 3 |  | 1.5 |
| 69 | Eglinton\_2 | Rural | 636 | 3 | 2 |  |
| 70 | Culmore\_1 | Rural | 650 | 3 | 2 |  |
| 71 | Foyle Springs\_1 | Urban | 713 | 2 |  |  |
| 72 | Culmore\_5 | Rural | 738 | 2 | 2 |  |
| 73 | New Buildings\_2 | Mixed urban/rural | 739 | 2 |  | 1.5 |
| 74 | Pennyburn\_2 | Urban | 755 | 2 |  |  |
| 75 | Ballynashallog\_2 | Urban | 808 | 1 |  |  |