



## Ards Community Festivals Funding

- Applications are invited for Community Festivals funding in keeping with the terms of reference accompanying this application.
- The event must be held in the Ards Borough Council area
- It should aim to encourage maximum community participation and positively promote what the local community represents
- Preference will be given to those organisations or partnerships that can demonstrate that the event will be community driven with participation at all levels.
- The fund will be open to new festivals as well as established ones providing they meet the core criteria of the scheme
- All applications should be received on or before **Friday 9 April 2010** for events that will take place between **April 2010 and March 2011**
- If you have any difficulty completing this form, please contact **Geoffrey Porter, Community Development Officer, Development Department, Ards Borough Council, 2 Church Street, Newtownards** Tel. 02891824065 email [geoffrey.porter@ards-council.gov.uk](mailto:geoffrey.porter@ards-council.gov.uk)

**Alternative formats are available on request and applications can be downloaded from the Council's Website.**

Title of Festival

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Address or location of Festival

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Date(s) of Festival

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New Festival  Repeat  (tick as appropriate)

If a repeat festival please indicate first year of event \_\_\_\_\_

Contact Name

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Address

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\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone number Home \_\_\_\_\_

Work \_\_\_\_\_

Email

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## SECTION A – Festival Concept

(1) Please give a full description of the festival including its aims and objectives.

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Aims:

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Objectives

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(1b) the primary theme(s) of the festival

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(1c) is the festival open to the general public?

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## SECTION B – FESTIVAL MANAGEMENT OPERATION

(1) Please provide proof that you will take out Public Liability Insurance to cover this event

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**(2)** Have you completed a copy of your event Risk Assessment Plan (which must be included with this application in order to be considered for financial assistance) and a copy of your public liability insurance?

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**(3)** Please outline how you will evaluate the success of your event (please refer to your objectives in Question 1 of this application and include measures and targets). Please attach any spectator research/event evaluation from previous years.

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**(4)** Please indicate how you will acknowledge any contribution given by Ards Borough Council and The Department of Culture Arts and Leisure (DCAL)

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## **SECTION C – Funding**

**(1)** Please give an estimate for staging this event and any other sources of funding that have been secured

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## SECTION D – FINANCE

A copy of income and expenditure projections must be included for the 2010/2011 event

(1) What is the total cost to the organisation of running this event?  
£

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(2) How will this event be funded? (please complete the table below)

Source(s)	Amount Requested	Amount Received
Own contribution		
Private Sector		
Other grant agencies		
Amount requested from Ards Borough Council		

(3) Please detail how you propose to allocate any sponsorship which may be offered i.e. prize funds, purchase of trophies, travel/accommodation expenses, advertising, promotional costs etc.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Name of organisation to which a cheque should be made payable:

\_\_\_\_\_

Name of bank/building society \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Sort Code \_ \_ \_

Account number \_ \_ \_ \_ \_

**REMEMBER TO ENCLOSE**

- 2 photocopies of your application form for assessment purposes
- a copy of last set of event accounts if appropriate
- details of estimated budget (income and expenditure) for the proposed event in 2010/2011
- previous press cuttings/publicity
- a risk assessment plan
- copy of public liability insurance
- a marketing plan (if applicable)
- plans/maps/drawings if applicable
- ***I would draw your attention to the following requirements***

Within four weeks of the event concluding, successful applicants must submit to the Council:

- a) financial breakdown of income and expenditure
- b) press cuttings and publicity received
- c) any evaluation/survey summary

## **DECLARATION**

I declare that to the best of my knowledge the information given in this application is correct.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**On behalf of (organisation):**

\_\_\_\_\_

**Please note that this application carries no entitlement to sponsorship assistance even though previous assistance may have been given. Any offer of assistance is at the sole discretion of Ards Borough Council within the limit of the funds made available to it.**

**Ards Borough Council is under no obligation to provide funding having accepted or recommended support for any event.**

**The decision taken by the Council is final. All such offers are made subject to acceptance by applicants of any terms and conditions, which the Council may stipulate.**

**Please return the completed form ON or BEFORE 4pm Friday 9 April 2010 to:**

**Geoffrey Porter  
Community Development Officer  
Ards Borough Council  
2 Church Street  
Newtownards  
BT23 4AP**