

## Community Festival & Event Fund 2010–11



### **Application Guidelines**

This year we are pleased to announce that the fund has been doubled by a contribution from the Parks Department at Bristol City Council, we have struggled to get the new fund/paperwork off the ground and apologise for the short timeline for the fund this year.

**£40,000 is available with Individual funds awarded up to a maximum of £2,000 per festival/event.**

Please note that in recognition of the Parks Department contribution we have a new priority for 2010/2011.

**'To prioritise festivals and events that demonstrate collaboration between artists/creatives and community park groups.'**

The fund is open to Bristol based community groups, Parks Forum members, organisations, companies and charities who are organising free festivals and events outdoors.

**The fund is allocated annually to cover summer events and winter/spring events.**

### **Objectives:**

- To support festivals and events that are of benefit to Bristol people and creatives.
- Support community celebration through festivals and events that engage communities and enhance local image and identity through the arts.
- Support festivals and events that connect communities with Bristol's natural environment and the enjoyment of the seasonal calendar.
- Encourage good practice in supporting and developing creativity.
- To develop new audiences for, and encourage participation in arts/culture.
- Improve access to and quality of arts/cultural festivals and events.
- To increase the use and enjoyment of parks and open spaces
- To encourage a better spread of events throughout the year and develop the quieter winter / spring programme

### **Priority will be given to festivals/events that:**

- Engage communities and enhance local image and identity through the arts and the use of Bristol's parks and green spaces.
- Demonstrate collaboration between artists/creatives and community park groups.
- Engage and involve young people.
- Are generated by organisations from within the city, and involve the community in delivery and management.
- Have a demonstrable ability to run successful, safe events.
- Will take place in areas/spaces that have little or no art/cultural activity.
- Are currently not in receipt of funding from Bristol City Council.
- Do not charge entry/sell tickets.

### **The awarding process and how to apply.**

The funding decisions will be advised by a panel with expertise in arts and cultural development, parks development and event management. The panel will advise on the granting of funds and awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria can be met.

### **The Funding application deadlines for 2010–11 are:**

**4.00pm 26th February 2010. You will be contacted by letter by Monday 15<sup>th</sup> March.**

ONLY signed hard copies of the application will be accepted.

- Please note late applications will not be considered due to administrative pressures.

### **Mandatory Criteria.**

All applications to The Community Festival & Event Fund MUST meet all of the following criteria before going to the panel:

- 1) Takes place outdoors
- 2) Takes place in Bristol between April 1st 2010 and 31st March 2011
- 3) Demonstrates a commitment to equality of opportunity, celebrating diversity and extending cross-cultural understanding.
- 4) Supports and develops artists' work **and/or** the use and understanding of parks and open spaces/ animation of parks and open spaces.
- 5) Free of charge to enter and accessible to the general public (not restricted to closed groups such as members of an organisation).
- 6) Describes publicity activity.
- 7) Demonstrates a high degree of community involvement & participation
- 8) Is able to attract partnership funding or in-kind support of 25% of the whole budget.
- 9) Has enclosed a copy of current bank statement/is a Parks Forum member.
- 10) Has enclosed a photocopy of constitution or articles of association or memorandum & articles to prove they are a constituted organisation/company that has a formal management structure, can confirm that they abide by the Parks Forum Terms of Reference.
- 11) Application signed and dated
- 12) Realistic and complete budget

### **The Fund will not:**

- Be the sole source of income (25% needs to be raised elsewhere or be provided in-kind).
- Fund research and development activities
- Fund core activities, ongoing arts/workshop projects, touring work.

- Support profit making activities.
- Support national promoters / commercial events and tradefairs
- Support those who aim to raise money for charity.
- Support those who aim to promote religious/political beliefs/interests of an individual or organisation.
- Fund festivals retrospectively.
- Prioritise festivals/organisations who have failed to acknowledge Bristol City Council support/logo in previous funding rounds.
- Support events/organisations who have contravened Bristol City Council Licensing Regulations

**Successful recipients of the Fund will be required to:**

1. Acknowledge the support of Bristol City Council (including use of (legible) logo) in all relevant publicity and promotional material, as part of a contractual agreement.
2. Submit the Activity Report Form and final budget statement no later than 3 months after project end date – 20% of the award will be held back until this is submitted. Failure to submit an evaluation form and final budget statement within 3 months will jeopardise any future application to the Fund.
3. Provide free access for BCC arts or parks team and/or their representatives to the event/project for purposes of evaluation/assessment.