



PENRITH TOWN COUNCIL

GUIDANCE NOTES: EVENTS GRANTS

Please read these guidance notes carefully and refer to them when completing the application form.

1. Introduction

- 1.1 The Event Grants Fund has been established to support and develop town-wide events within Penrith. Projects outside Penrith will not be funded.
- 1.2 Grants are available for groups and organisations delivering events that benefit the residents of communities in Penrith. Groups and organisations must demonstrate how their event will deliver public benefit, contributing to the sustainability, vitality and well-being of Penrith.

2. How much money is available and what can be funded?

- 2.1 A total of £53,000 was made available for 2017-18, the Penrith Food and Farming Festival have been awarded £6500 and Winter Droving £14000.
- 2.2 The deadline is 31st September 2017, the applications will be reviewed by the CCEG Events Sub Committee at their October meeting.
- 2.3 The minimum contribution (match funding) required from applicants is 50%. This can be made up of own cash contribution, donations, grants and sponsorship and a maximum of 10% in-kind volunteer time or materials.
- 2.4 The value of volunteer in-kind time is calculated at £9.90 per hour which is based on the average hourly pay rate for Cumbria.
- 2.5 Please note that the average level of grant is likely to be in the region of £3,000 - £8,000. Awards of higher figures will require significant levels of match funding and demonstrable community need and support.

2.6

Examples of the type of town-wide events that have been funded in the past are: Winter Drovers, Penrith Goes Orange, Eden Food and Farming Festival. Small events aimed at particular organisations or groups will not be supported – refer instead to the Town Council’s Sponsorship Fund. If in doubt about whether your event would be eligible, please contact us for advice.

The Event Community Fund will not support:

- i. Projects or events located outside of the boundary of Penrith.
- ii. Projects or events which are for private gain.
- iii. Events primarily intended to pass on surplus income to other organisations, e.g. charity concerts.
- iv. Events of a mainly political or religious nature.
- v. Contingency funds, income deficits, bridging loans or security against a loan.

Criteria for funding

3.1 We welcome applications from community and voluntary groups, charities and social enterprises to deliver events that benefit communities and are located within Penrith. We do not accept applications from individuals.

3.2 To assist Penrith Town Council in the decision-making process each application will be assessed using the following criteria:

Assessment criteria	How it will be demonstrated
Measurable economic impact	<p>Previous exit report (if applicable), outlining footfall, visitor spend, visitor origin capture and qualitative data.</p> <p>And/or:</p> <p>Grant application: Projection and details of how footfall, visitor spend, visitor origin will be measured.</p> <p>Maximum 25 Score</p>
Impact on community and social cohesion, health and well-being	<p>Grant application</p> <p>Maximum 25 Score</p>
Events for all – access and activities	<p>Grant application</p> <p>Maximum 10 Score</p>
Employment wherever possible of local companies/ people to deliver event, ie Penrith and Eden Valley (exceptions eg specialisms, profile raising artists, bands, etc)	<p>Grant application</p> <p>Maximum 15 Score</p>
Partnership working demonstrated	<p>Grant application</p> <p>Maximum 10 Score</p>
Community involvement in event delivery	<p>Grant application</p> <p>Maximum 15 Score</p>

Note: It is not expected that every event will meet every one of these criteria, and no event will be automatically disqualified if they do not score against each criteria. These are aspirational.

3.3 To apply your group or organisation must have:

- a written governing document or constitution
 - a bank or building society account in the name of your group or organisation with at least two unrelated signatories. (Please do not use any personal bank or credit card accounts to make purchases.)
- 3.4 You are required to provide all necessary documentation to support your application.
- 3.5 Grants will not be awarded retrospectively (e.g. for events which have already taken place).
- 3.6 We will not make more than one award during 2017-18 to the same organisation or group unless there are clearly identifiable different projects or events and the first project is completed and a Project Completion Form returned.
- 3.7 It is unlikely that the Event Fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money. We also reserve the right to decline applications which do not meet the stated criteria.

4. How your application is dealt with

- 4.1 On receipt of your application we will make an initial assessment to check that your group or organisation and project or event are eligible and that all required supporting documentation has been provided. We may contact you to obtain missing information, documentation or for clarification.
- 4.2 We will aim to acknowledge receipt of your application within five working days of receiving it. This will be by email where you have provided an email address but otherwise will be by letter.
- 4.3 The Community, Culture & Economic Growth Committee will decide which applications to support and the level of grant to be awarded.
- 4.4 The Committee's decision is final and cannot be changed (no appeals or discussions will be entered into).
- 4.5 We will aim to inform you of the outcome of your application within five working days of the Committee meeting. This will be by letter and if your application has been successful we will arrange for the funds to be released.
- 4.6 Payment will be made in two stages, with 75% of the grant being paid prior to commencement of the event and 25% on completion.

4.7 A Project Completion Form will be completed and submitted by the applicant on completion of their project or event in order to draw down the final 25% payment.

5. Conditions of funding

5.1 Grants must be spent within the financial year in which it is awarded.

5.2 Grants awarded must be spent on the purpose stated in the application. If for any reason your circumstances change or you wish to vary the way in which you spend your grant, you are required to contact us to request written permission to do so.

5.3 In the event of a group or organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, Penrith Town Council reserves the right to withhold payment, to reduce an award or seek its recovery.

5.4 Financial support provided by Penrith Town Council & Eden District Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press. Relevant guidance will be provided to applicants at the time of a grant offer being made.

5.5 Your group or organisation must ensure that the event operates within the requirements of all legislation.

5.6 Your group or organisation should ensure equality of opportunity and the elimination of discrimination in the delivery of its project or event.

5.7 You will be required to inform the Council when your project or event has been completed and to submit a Project Completion Form within three months of completion (we will provide you with a template). You will also need to provide relevant invoices and a bank statement showing payments made. Groups or organisations who do not complete and return a satisfactory Project Completion Form may be required to return their funding and will not be considered for future funding.

Contact us:

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