

# Event Fund 2019

## GUIDANCE & CONDITIONS



# Northumberland County Council

## Background

As part of the Council's revenue budget savings proposals for 2019/20 it has been agreed that the Council will seek to recover the costs it incurs from the provision of support services requested by event organisers. This cost recovery arrangement relates to the provision of traffic management and other services such as refuse collection, litter picking, etc which have previously been provided free of charge by the Council for a wide range of events held in the county.

**The recovery of support costs will apply to all events with the exception of Remembrance Day Parades and Armed Forces Parades, which will continue to receive support free of charge.** By seeking to recover these costs the Council is able to safeguard the provision of other key front-line services that ensure the county remains an attractive place to live, work in or visit.

The Council values the contribution that cultural, sporting, community and other events make to the quality of life and economy of the county and wants to assist event organisers to adjust to the changes in support provision during 2019/20. The Council is therefore implementing an 'Event Fund' to provide some transitional financial support to assist local groups, clubs, charities and local councils to cover additional costs arising from changes in the way the County Council provides support for local events. For those events taking place from 1st June 2019, the Council will no longer provide free support services to event organisers for services such as traffic management. The provision of any support services will now incur a charge payable by event organisers. Events occurring before 1st June will be unaffected. The fund will run for one year only.

## Who can apply?

The fund is intended to provide transitional support for existing recipients of event support services and is not open to new events. **A full list of eligible events based on the Council's records can be found in Appendix 1.** If your organisation is not listed but has previously received support from the Council, then please contact the Community Regeneration Officer with details of support previously received, who will consider amendments to the list on a case by case basis. Applications must be made on behalf of a constituted organisation with a bank account in the name of the organisation. Applications by individuals are not allowed.

## **What can be applied for?**

The fund will support costs associated with traffic management, road closures, waste management, and any other service previously provided by the Council free of charge for which charges now apply. An application to the Event Fund will not prejudice applications for other funding or support from the Council.

## **What cannot be applied for?**

Costs that are not directly associated with services provided by the Council will not be eligible.

## **How much can be applied for?**

The Scheme can provide grants of up to 75% of eligible costs up to a maximum of £2,500. The grant is paid up front and must be spent within 12 months of notification of award. Costs that are not eligible for funding will not be included in calculating the 75%.

## **When can applications be made?**

There are deadlines for each of the two rounds but applications can be submitted at any time. The deadlines for submission of applications and anticipated date for their determination are given below.

	Deadline	Outcome by
Round 1	22nd April 2019	w/c 29th April 2019
Round 2	17th June 2019	w/c 24th June 2019
Round 3	September 2019	September 2019

All applications are considered in chronological order of receipt date. Awards are made on a first come, first served basis. Once the budget is fully allocated the fund will close.

## **How are decisions made?**

Applications will be judged against the criteria set out in this guidance document. Priority will be given to events promoting health and wellbeing. Evaluation of applications will be made by the Community Regeneration Team staff and other relevant Council Officers, as appropriate, with their recommendations being reported through the appropriate officer delegated decision scheme in consultation with the portfolio holder.

Administration and advice to applicants is provided as part of the Community Chest Scheme facilitated by the Community Regeneration Team, who will comment on draft applications and provide additional support if required. Applications must be submitted on the approved forms. An application to the event fund does not prejudice any other applications to the Community Chest Scheme.

## **What is the process for assessing applications?**

Once we have received your application form, it will be appraised by a member of the Community Regeneration team. They will contact you if they feel that changes need to be made, or to inform you that your request is ineligible in whole or in part. Your application will then be considered and recommendations reported through the appropriate officer delegated decision scheme in consultation with the portfolio holder. It is envisaged that this will be the Service Director - Local Services in consultation with Cabinet Member for Environment & Local Services, who will make the decision to support and the level of support to be awarded. Once taken this decision is final.

## **How will the decision be notified?**

All applicants will be contacted by a Community Regeneration Officer in writing. If successful, an Acceptance Form and Bank Details Form will be enclosed, together with a statement of conditions and a Completion Form which should be returned once the project is completed (no later than 12 months after award). No payment will be made until all relevant paperwork has been submitted. Payments are made in advance via BACS transfer.

## **How do I get an application form?**

Application forms are available on the Council's website:

<http://www.northumberland.gov.uk/Business/Grants/Grants-Funding.aspx#communitychestscheme>

or by contacting Community Regeneration Team, Economy and Regeneration Service, Place Directorate, Northumberland County Council, County Hall, Morpeth NE61 2EF.

For further advice, please contact Iain Hedley, Community Regeneration Officer, 01670 620379, or email: [communitychest@northumberland.gov.uk](mailto:communitychest@northumberland.gov.uk)

## **Conditions**

1. The event must not start before the grant offer date.
2. Unspent grant must be returned.
3. The event must take place within 12 months of notification of award.
4. The Council reserves the right to inspect amounts, receipts and records of all transactions relating to the application.
5. The Monitoring Form must be completed and returned no later than 12 months from the date of notification of award. Failure to do so may prejudice further support from the Council.
6. Applicants are responsible for ensuring all relevant permissions and licences are obtained for their event.
7. All liabilities for an event remain with the applicant and are not the responsibility of the Council, its partners, agents or employees.

8. The applicant must ensure that all publicity relating to the event fully acknowledges support from the Event Fund.
9. All groups or organisations receiving funding from Northumberland County Council must demonstrate a commitment to equality of opportunity that aims to eliminate all forms of discrimination.