

## The Camden Community Festival Fund Guidelines 2018

### The Aim

Camden Community Festival Fund support regular (annual or biennial) events that promote the active participation of residents in community life. The aim of this fund is to sustain and develop Camden's rich culture, its strong communities and dynamic partnerships by supporting quality creative events that meet the criteria set out below.

Camden Council supports this grants programme in recognition of the contribution made by community festivals to strengthening Camden communities, and in developing a rich culture and economy within the borough. The Fund welcomes applications from partnerships between multiple groups that demonstrate a commitment to community cohesion and improving inter-community relationships.

Successful applicants will also receive a waiver of the fees and charges associated with holding an event in a London Borough of Camden park or open space park (this includes the hiring of the outdoor space and the cost of the road closure). Only events that receive a Camden Community Festival grant will receive the waiver.

The fund is managed by Voluntary Action Camden.

### Applications are welcome for grants of £200 to £5,000

1. For small-scale events with a capacity of under 500 people, the maximum amount that can be applied for is £500.
2. For larger-scale events with a capacity of 500 people or more the maximum that can be applied for is £5,000. Please note the average is £1,000.

***The panel retains the right to allocate a lower grant amount than you are applying for. Please note that Camden Council cannot fully fund a community event, if your event cannot go ahead without the full amount of funds you have requested please source other income streams or call VAC or the Camden Events Service for advice.***

### Definition of a Community Festival

A community festival is a single or series of events with a common theme and delivered within a defined time period. It should be initiated and led by a not-for-profit community organisation or a community-led partnership, and be run for the community to celebrate and positively promote the community.

The grant scheme encourages events to include local business sponsorship as part of their fundraising. Associated businesses can provide a small amount of the festival content however this cannot make up the bulk of event programme.

## **The Criteria**

The outcomes of your proposal should aim to:

- Foster greater community cohesion and improve inter-community relationships through allowing residents to engage in an event on a common theme. While events from single community groups are welcome, your application must demonstrate that the event will target multiple communities as part of the developing neighbourhood cohesion.
- Demonstrate that it is a community-led event that is open to the whole of the community. Events should predominantly take place within a park or open space to encourage the whole community to feel welcome to participate.
- Engage local people not currently participating in cultural and community activities in Camden. Events should showcase the vibrancy of the local cultural offer and activities, in order to encourage the community to access the cultural resources available in the neighbourhood.
- Demonstrate that the event is being produced in collaboration with other local organisations, and that it has backing from a wide range of the local community.
- Offer opportunities for volunteering and mentoring for Camden residents.
- Demonstrate that it is a well-managed event and that the organisers have considered the impacts and safety of their festival.

## **Deadlines**

The application process is open from Wednesday 3<sup>th</sup> January 2018

The deadline for completed applications is: 23:59 on Wednesday 28<sup>th</sup> February 2018.

Applicants will be informed by email of the decision by email by Thursday 29<sup>th</sup> March 2018.

## **Access**

Applicants should ensure their event is welcoming and accessible to the widest community in Camden. You should consider how you intend to make your event accessible to people with disabilities, e.g. wheelchair accessible toilets, sign language interpreters, performances by disabled performers. For advice about disabled access call Shape on 020 7619 6160.

## **Who can apply**

Registered charities, community groups or non-profit making organisations based within the London Borough of Camden.

## **Who cannot apply**

- Schools or educational establishments including colleges
- Departments within the local authority
- Business and business representatives

## **Types of events we cannot fund:**

- Activities that have no public benefit for residents
- Occasional events such as musical performances or art exhibitions
- Commercial Festivals, ie those organised primarily for the purpose of profit
- Festivals whose primary purpose is to promote local business or the content is primarily local business
- Festivals which are primarily fundraising events for community organisations
- Festivals which are primarily social events for an organisation

- Activities that promote a political, religious or extremist views
- Activities that take place outside Camden
- Activities that have already taken place

#### **We can fund:**

- Artists fees
- Contribution to the cost of planning and delivery
- Publicity and marketing costs
- Hire or purchase of equipment and facilities, PA systems, sanitary provisions, lighting, staging, security and safety measures
- Costs relating to the training of volunteers

#### **We cannot fund:**

- Installation of Christmas lights
- Development or maintenance of websites
- Capital material costs
- Regular core running costs, loan repayments or VAT

#### **Conditions of the Grant**

If your application is successful, the following conditions will apply:

- All publicity, marketing, promotion and online media must acknowledge Camden Council's support. The Camden Council logo will be supplied and must be used on all printed material, and where appropriate other funders must also be credited.
- Separate permission is required from Camden Council for the use of Camden Council owned parks and open spaces, housing estates, Camden streets and roads, or from private landowners if the land is privately owned. Contact [Camden's events service](#) for advice, email [events@camden.gov.uk](mailto:events@camden.gov.uk) or tel. 0207 974 5633.
- Licenses are required for certain activities to take place. It is the event organiser's responsibility to make sure these are successfully applied. Contact [Camden's events service](#) for advice, email [events@camden.gov.uk](mailto:events@camden.gov.uk) or tel. 0207 974 5633.
- Those working with or providing activities for children, young people and vulnerable adults must ensure that staff, artists or volunteers working unsupervised with children, young people or vulnerable adults have a Disclosure and Barring Service (DBS).

Copies of DBS certificates should be kept, for more information [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

- All events activities have to be put on Love Camden [www.lovecamden.org](http://www.lovecamden.org) (Which means you will automatically have information about your event visible to the public).
- Following the event / project / activity, organisers must complete and return a monitoring and evaluation form and final budget to Voluntary Action Camden no longer than 4 weeks after the event.

\*Please note your grant is only administered by VAC. For all other aspects of your event please contact the events team

## **Payment**

For grants of up to £1,000, the amount awarded will be paid within 3 weeks of receipt of invoice from the organising body.

For grants of over £1,000, 80% of the award will be paid on receipt of invoice and the remaining 20% on receipt of the completed evaluation from the organising body and a copy of the publicity material that clearly shows Camden Council's logo.

## **Keep Updated**

For extra guidance on running an event see the following pages on the Council's website [www.camden.gov.uk/events](http://www.camden.gov.uk/events)

**Putting on an event** - <http://camden.gov.uk/ccm/navigation/leisure/events/putting-on-an-event/>

**London Events Toolkit** - [www.londoneventstoolkit.co.uk](http://www.londoneventstoolkit.co.uk)

**Licensing advice** - <http://www.camden.gov.uk/ccm/content/business/business-regulations/licensing-and-permits/licences/entertainment-related/licences/all-about-temporary-event-notices.en>

**Street Party planning** - <http://www.streetparty.org.uk/>