

Camden Community Festival Funding 2018

Application form for small-scale events

with an anticipated capacity of up to 500 people

The deadline for completed applications is: 23:59 Wednesday 28th February 2018. Applications received after this time and date will not be accepted.

The maximum you can apply for is £500 for small-scale events with an anticipated capacity of up to 500 people (throughout the event*).

You will be notified by email of the decision by email by the 30th March 2018.

Application Checklist:

Please note you must answer 'yes' to all the questions in the box below to proceed with your application and to be eligible for a grant.

1. Have you read the guidelines and criteria to check that your event / project / activity is eligible and relevant for this fund?	Yes/No
2. Is the event / project / activity in the London Borough of Camden?	Yes/No
3. Is the main event taking place in an outdoor venue/space?	Yes/No
4. Are you, as the applicant, based ⁽¹⁾ in the London Borough of Camden?	Yes/No

(1) Registered charities, community groups or non-profit making organisations based within the London Borough of Camden. The applicant or organisation must reside in the London Borough of Camden.

How much money are you applying for? _____

How many people would be attending or participating in your event / project / activity over the course of the whole event? _____

* Please note that the size of the event for purposes of the grant allocation is assessed on the total number of people attending/participating over the course of the whole event; not on the number of people who are there at any one time.

I confirm that I have read and understood the conditions for the fund:

Print Name: _____

Signed: _____

Date: _____

Please post or email (email is preferred) the application form to:

Camden Community Festival Fund
Voluntary Action Camden (VAC)
29- 31 Hampstead Rd,
London
NW1 3JA
Email: acharles@vac.org.uk

Guidance Notes on completing the application form

Section	What we need you to tell us.
A	<p>Contact details: (Questions 1-9) This section asks you to provide contact information. Ensure you provide us with full contact details.</p>
B	<p>The Project: (Questions 10-19) This section helps us to build up a general picture of your or event, project or activity.</p> <p>Q10. Provide a short summary of your event, project or activity. This sentence may be used for marketing and promotion.</p> <p>Q11. Provide a clear picture of what the event / project / activity is, details about what it entails, who it is aimed at, how long it runs for, if there are creative programmes that people can see or take part in. Describe what a new comer could expect to see.</p> <p>Q12. Is there a demand or request for your event / project / activity from your users and the community? Have you done it before, what worked well? Explain the direct benefits to the community e.g. addresses isolation of older people, improves community cohesion, enables young people to acquire career development skills. Indirect benefits may include how the activity is supporting a wider role or is developing the capacity or reach of the organisation.</p> <p>Q13. Provide a clear picture of what you consider the main risks to be of your event, e.g. slippery surfaces, crowds in a confined space, lost children and state how you would deal with these?</p> <p>Q14. Please provide contact details of nominated person who would be responsible for carrying out these checks. A sample risk assessment form will be sent to you if your application is successful.</p> <p>Q15. Describe the profile of your beneficiaries and specify the names of identified groups if known. eg. are you working with unemployed people, specific communities, children or young people. If you are working with particular organisations, services or groups, let us know.</p> <p>Q16. Outcomes, explain how your event / project / activity have addressed the criteria, how people's lives have changed or been effected, how improvements have been achieved. eg. Increase in attendance by members of the community who usually don't attend, improvements to people's health, fitness and wellbeing, employment opportunities.</p> <p>Q17. Provide a list of any collaborators or partnerships and explain what role they will playing. This could be a venue, organisations or in-kind support for planning and organizing.</p> <p>Q18. How are you publicising and marketing your event. You can utilise Camden Council's and VAC's channels to advertise your event / project / activity. As well as press and online media, print material and local</p>

	<p>notifications and bulletins.</p> <p>Q19. State how you are recruiting and what types of opportunities you are offering and for what length of time. e.g. committee members, ushers, stewards, work placement, administration.</p>
C	<p>Money - budgets: (Questions 20 – 23)</p> <p>It is important that all money is accounted for in your budget as much as possible. Income should include funds requested from this application as well as expected amounts from other fundraising applications to trusts/charities/public bodies as well as donations and earned income. It is vital that for your project, expenditure and income (including the potential contribution from this fund) are equal.</p> <p>Please note that Camden Council cannot be the only funder of a community event.</p>
D	<p>Declaration</p> <p>You have to sign this declaration before returning your application form.</p>

NOTE: Receiving a Community Festival grant does not automatically convey permission to use an outdoor space in the Borough of Camden. Permission needs to be sought separately from the Camden Council's events team to hold any outdoor events which are not held on private land.

Application Form 2018

SECTION A – Contact Details

1. Name of organisation / group:

2. Name of event / project / activity you are applying for a grant for:

3. Name of contact person for the event/ project /activity: (this does not have to be the same name as the organiser)

4. Contact Address (with postcode):

5. Telephone Number:

6. Email Address:

7. Website (if any):

8. Date(s) event / project / activity will take place (or approximate dates)

9. Where will the event / project / activity take place?

SECTION B – The Project

10. Please provide a summary describing your event / project / activity. (max 25 words)

11. Please provide a fuller description of the event / project / activity that you are seeking funding for, will there be any arts and cultural programme content. (max of 200 words)

12. How do you know there is a need for this event / project / activity (max 100 words)

13. What do you consider to be the main risks in putting on your event / project / activity, including safety risks and potential impacts on others in the area. Please give us some key bullet points;

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14. Please provide contact details of person responsible for carrying out Risk Assessment.

15. Who are the people / communities / groups that will benefit? And what outcomes you expect to achieve from this project, including the benefits to local people and the community (max 100 words)

16. For collaborative/partnership work, please list all organisations/agencies involved and what they will be doing.

17. Provide a list of organisations that you are collaborating/ partnering with? (max 100 words)

18. What are your marketing plans and how do you intend to access your audience / participants? (max 150 words)

19. Please list the volunteering and mentoring opportunities are available for Camden residents?

SECTION C – Money, budgets

20. How much funding are you applying for? Can your event proceed if you receive less than you have applied for? (Please note that Camden Council cannot fully fund a community event).

21. Expenditure

Please give a breakdown of the project's costs:

Item	Amount £
Total Expenditure	£

22. Income

Source	Confirmed	Applied/ Predicted
Camden Community Festival Fund		
Other Camden Council funding:		
Traders and stall holders:		
Other funding:		
Charities or Trusts (please specify which)		
Donations:		
Other Income:		
Earned income (eg box office, admission)		
In kind contributions (e.g. volunteer hours, free supplies)		
Sub Totals		
TOTAL		

23. Totals

Your total expenditure should equal your total income. **Please tick here to confirm that your total expenditure and total income are the same**

Do you have the following?

- | | |
|---|--|
| 1. Latest set of accounts | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Copy of 3 recent Bank Statements | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Constitution or other governing document | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Safeguarding Children Policy | Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| 5. Safeguarding Adults Policy | Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| 6. Environmental Policy | Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| 7. Risk Assessment Policy | Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> |

SECTION D – Declaration

- I enclose an application for Camden Community Festival Funds
- I declare that the information provided in this application is, to the best of my knowledge, true and accurate.
- I have read the fund conditions and agree to abide by these if funding is made.
- I agree that the details of this application can be held by Voluntary Action Camden and London Borough of Camden for monitoring and promotional purposes.
- I declare that the organisation I represent does not owe any outstanding debts to the London Borough of Camden.

Signature

Name

If you are successful, to whom should the grant be payable?

Where did you hear about this funding programme?

- VAC Website or Mailings
- LBC Website or Mailings
- Mailing lists
- Other

How did you find this application form?

- Very easy
- Easy
- Average
- Difficult
- Very difficult

Please check that you have completed all the relevant sections of the form and that you have signed the declaration above.

In addition to this application form you may also enclose other documents to support your application, such as annual reports, examples of projects delivered to date, testimonials, press coverage, or photos of previous work. If you would like these returned, please include a stamped addressed envelope. Please note emailed applications cannot exceed **five megabytes**; any email over this limit will not be received.