



Westmorland  
& Furness  
Council

[westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

# Guidance Notes for Events and Festivals Grants Programme







These guidance notes are for anybody wishing to apply for a grant up to a maximum of £1000-£10,000 from the grant programme.

The guidance notes are designed to help you decide whether your project is eligible for funding and to help you with completing your application form.

## 1. Purpose

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The Events and Festival Grant is a programme delivered in the form of grants to organisations voluntary and community-led businesses, social enterprises, charities town and parish councils and other constituted groups across Westmorland and Furness Council area. It will help to deliver better events and festivals across the area. Match funding of at least 25% is preferred but not a requirement. The programme is funded by the UK Government through the UK Shared Prosperity Fund. The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit [www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus)

The targeted groups for this project are:

- Voluntary and community-led businesses, social enterprises, charities and constituted groups.
- Town and Parish Councils
- Organisations able to deliver new or improved infrastructure that will have community benefit.

The project aims to:

- Improve the quality and/or functionality of events/festivals.
- Promote community, place and the environment through events/festivals.
- Improve the sustainability of events/festivals.
- Support events/festivals that align with the Council Plan. <https://www.westmorlandandfurness.gov.uk/your-council/council-documents/council-plan>

## 2. Outcomes

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Your project should demonstrate.

- Improved engagement numbers in the festival/event funded. Increased numbers of individuals engaged in the events and festivals supported by the project during the project lifetime. Engagement can include physical and digital engagements. Increases should be measured against previous similar events or festivals delivered prior to support.
- Creation of new volunteering opportunities created as a direct result of the activities funded by the project. This includes opportunities for people to volunteer on a regular basis and opportunities for one off volunteering.

## 3. Range of Grant

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£1000 - £10,000 Grant must be spent by March 2025

## 4. Eligible Projects

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Projects will be event or festival themed, delivered in Westmorland and Furness and will demonstrate how they address the outcomes outlined above and how they will engage with the local community.

### Exclusions

- Groups/organisation without a constitution.
- Groups/organisations without a dual signatory bank account.

### The Types of Organisations We Can Fund

Constituted\* community groups and voluntary organisations or associations with a social purpose and with at least 3 unrelated people aged over 18 on the management committee - see below.

\*to be a constituted organisation, a group or organisation will need to have a governing document, e.g. a set of rules, which sets out how the organisation works and does not allow profit to be taken. Applicants will be required to attach a signed and dated governing document or set of operating rules with their application form.

## 5. Deadline for applying

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There will be one round of Events and Festival Grants applications with the following deadlines:

- Round 26th June 2024

## 6. Purpose

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Applications for funding should be made on our application form and supported by all requested supporting documentation.

Application forms are available from the Events and Marketing Manager

Completed application forms must be signed and returned with the following supporting documents:

- A minimum of two Estimates/Quotes from two different independent suppliers.
- A detailed breakdown of all costs associated with your application for funding.
- If your project includes match funding confirmation of funding secured. If not yet secured confirmation of the current status of your match funding ( i.e. when you expect to receive a decision from your match funders.)
- A copy of a recent Bank Statement for all accounts held in the name of your group.
- A copy of your most recent Annual Accounts or Audited Accounts.
- Your Equal Opportunities Policy or Statement (where not explicit in Constitution).
- Your Constitution or other governing documents.
- A copy of your last Annual Report and/or AGM minutes.
- Your Child Protection Policy, where appropriate.
- Your Safeguarding Vulnerable Adults Policy, where appropriate.
- Public Liability Insurance

Incomplete applications or applications that do not include all of the above documentation cannot be considered for funding. We may contact you to ask for more details about your project or possibly arrange to visit your organisation. We will be pleased to help you with any queries you may have in relation to the supporting information you are required to provide in advance of submitting your completed application.

## 7. How your application is dealt with

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Upon receipt of an application for funding we will make an initial assessment to check that the application is eligible for funding against the criteria of the scheme and that all supporting documentation has been provided.

We aim to acknowledge receipt of all applications within 10 working days of receiving the application.

An evaluation report will be produced for each eligible application along with a recommendation for funding.

A grants panel is made up of Westmorland and Furness Council Members and Council Officers and will discuss the application and make a final recommendation for funding.

Once your application has been considered and a decision has been made, we will inform you by letter and if you have been successful we will arrange for the funds to be released.

## 8. Unsuccessful or ineligible applications

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Applicants whose applications are unsuccessful, or ineligible will be notified by letter and receive feedback on the reasons for the failure of the grant application within two weeks of the decision.

## 9. Payment of funding

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Funding approved for payment can now be paid directly into a group or organisation bank account via the Bank Automated Credit System (BACS).

Once authorised the council's Financial Services department will arrange for funding to be paid directly into the group or organisation bank account as detailed in the application form.

## 10. Promotion of our funding support

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We require that groups and organisations recognise Westmorland and Furness Council and the Impactful Volunteering and Social Action Projects funding support by highlighting this on all promotional materials in relation to the project or initiative e.g., acknowledgement in any press releases issued by the group, posters, flyers, website, etc. [www.westmorlandandfurness.gov.uk/sites/default/files/2023-11/UKSPF%20Branding%20and%20Publicity%20Guidance.pdf](http://www.westmorlandandfurness.gov.uk/sites/default/files/2023-11/UKSPF%20Branding%20and%20Publicity%20Guidance.pdf)

## 11. Guidance notes of funding for Westmorland and Furness Council

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You are required to maintain a bank account in the name of the group. All withdrawals from the account should require a minimum of two signatures.

Grants awarded must be spent only on the purpose for which is stated within your application. You must provide evidence on how the funding has been spent e.g. receipts, invoices, bank statements etc. **Please note payments in cash are not eligible.** If for any reason your circumstances change and you wish to vary the way in which you spend your grant you are required to contact us and request written permission to do so.

You are required to provide access to all necessary documentation (see section 6 application process) to support your application for funding. Financial support provided by Westmorland and Furness Council should be acknowledged on all printed publicity and in information given to the press and media.

Your organisation or group should promote equality of opportunity and eliminate all forms of discrimination. Your commitment to this should be clearly identified in a written policy or statement that considers current legislation and good practice.

In the event of your organisation ceasing to operate or failing to undertake or complete the activity for which the grant was offered, Westmorland and Furness Council reserves the right to withhold payment, reduce its award or seek recovery.

You will be required to submit a Project Completion Report by an agreed date after any grant award has been paid. Organisations or groups who do not complete and return a satisfactory Project Completion Report may be required to return their funding and will not be considered for future.

For further information please contact Joanne Marwood, Events and Marketing Manager, the forum Barrow, Duke Street, Barrow-in-Furness, Cumbria, LA14 1HH – [joanne.marwood@westmorlandandfurness.gov.uk](mailto:joanne.marwood@westmorlandandfurness.gov.uk) or Michelle Doherty - [Michelle.Doherty@westmorlandandfurness.gov.uk](mailto:Michelle.Doherty@westmorlandandfurness.gov.uk)