SUMMARY

This fund supports some of the fantastic festivals and community events taking place across the district. The council agreed to set aside £10,000 as part of our commitment to support local communities across the Vale of White Horse district. We’re aiming to build on the success of previous years and would particularly like to hear from organisations and events that have not received a grant before. We also like to fund events that could benefit from one-off costs to help build their capacity to become self-sufficient. We hope these guidelines will help you with the application process and give your event the best possible chance of success, so please read carefully and contact the Community Enablement Team at grants@southandvale.gov.uk or call 01235 422405 if you have any questions.

1. WHAT DO WE FUND?

Organisations:

- Non-profit community organisations excluding town and parish councils.
- To be eligible for the scheme, the following documents must be available upon request:
  - a constitution or memorandum and Articles of Association
  - a detailed breakdown of the events expenditure and forecasted income
  - the previous three months bank statements in the name of the organisation applying
  - confirm you have investigated what licenses/permissions you may need to run this event, this could be an event license, landlord permission etc. If any are required, you may be asked to provide details of what these are and when they will be secured. More information can be found through our pages on events licencing or contact our licensing team at licensing@southoxon.gov.uk.
• The council is committed to promoting equality and diversity and welcomes applications from organisations representing minority or vulnerable groups. We encourage all applicants to make their event as inclusive and accessible to all as possible.

Any organisation that intends donating any profits from their event to other non-profit organisations will have to ring-fence enough funds to run the event again before making any donations. Those beneficiary organisations must be aware of the intention to raise money on their behalf and named on the application form. The council must also be happy to support these groups by association.

Events:
• We’ll only fund an event once in any financial year, but organisations can apply for different events in the same year.
• Events must be open to the general community (not a select or specific group) and allow at least 100 people to attend.
• You must show clear local support for the event and the organisers.

2. WHAT WE CANNOT FUND
• town and parish councils
• profit making businesses and individuals
• events that raise money to donate to individuals
• events that are raising money on behalf of an organisation that the council is already directly funding.

We’ll only consider funding a repeating event a maximum of three times, and any grant awarded will be less than in the previous year (e.g. your annual village fete), as we would like to see events be able to fund themselves once they’ve become well established.

3. WHAT YOU CAN APPLY FOR
• The scheme is open until 28 February 2020, or until the budget is spent.
• Events must take place at least six weeks after the submission date and complete within 12 months.
• We’ll fund between £250 and £1,000 towards the cost of an event, but no more than 75 per cent of the total cost.
• The scheme can fund any revenue and capital costs relating to the event, including staff costs, hire fees, printing costs and equipment purchases.
We have a budget of £10,000 this year to fund a great variety of interesting and exciting events, including sporting festivals, fetes, cultural events, activity days for children, and music festivals. We’re always keen to hear about projects in the pipeline, so if you’d like to talk through your ideas before submitting, please give us a call!

4. WHAT WE WILL NOT FUND
   - the purchase of alcohol
   - competitions (including judges and prizes)
   - raffle prizes

5. HOW TO APPLY FOR FUNDING

Please review these guidelines and the checklist below to confirm you are eligible and have all the information you need to begin your application. Applications can only be received online, via the council’s grants system, FlexiGrant. You will be required to complete a data consent declaration to allow the Community Enablement team to contact you regarding your application and in the future. If you have any problems with completing the online form, please contact the team as soon as possible. You have until 28 February 2020 to apply, however since this is a rolling programme, funding may be allocated before the deadline. We therefore encourage you to get your application in early.

6. HOW DECISIONS ARE MADE

We’ll usually make our decision within six weeks from the application submission date.

When the Community Enablement team receives an application we’ll check the eligibility and score the application against a set of criteria. These include:

- presenting clear benefits to the wider community
- evidence of local support to run the event
- collaboration with other organisations
- planning for self-sufficiency
- new initiatives or innovative ideas with a clear plan.

Decisions are final and aren’t subject to appeal, but we are able to offer feedback or suggestions of other potential sources of funding if required.
7. TOP TIPS ON HOW TO MAKE YOUR APPLICATION SHINE

Consider these three points when making your application to help it stand out. Use this opportunity to show how brilliant your event will be and how the Vale of White Horse District Council can support the wellbeing and interests of the local community through your event.

7.1. WHAT AMAZING SUPPORT DO YOU RECEIVE FROM YOUR COMMUNITY?
Who else gets involved in planning your event or helping on the day? If you rely on volunteers to run the event, how many does it take and where do they come from? What about involvement from other local charities or groups like the Round Table, the Church, Scouts and Guides? We understand that successful and popular events are the result of hard work from a great number of people who either support behind the scenes or attend on the day itself, so tell us who your helpers and heroes are.

7.2. WHY DOES YOUR EVENT MATTER TO YOUR COMMUNITY AND THE PEOPLE ATTENDING?
Bringing people together has far reaching benefits. Events can help to reduce isolation, enhance health and wellbeing, and improve skills and confidence, whilst giving people an opportunity to have fun and gain new experiences. How does your event make people smile and want to tell their friends about it? We’d love to visit events but unfortunately that’s not always possible, so give us a flavour of what we could expect if we did! Use as much evidence as you can, including quotes and feedback, and let us know how you’ll measure the success of your event once you’ve hung up your clipboard and high-vis jacket.

7.3. BE PROUD OF YOUR PLANNING
Events are the result of months, if not years, of planning. We are interested in the detail as this gives us confidence that you are organising a good, safe event that is well thought through and well executed. We need to know you have the necessary insurance, permissions and licenses. Have you done a thorough risk assessment, with health & safety and safeguarding policies in place? Do you know what all your costs will be and how you will be funding them, both now and in future years? We can’t always fund as much as you might apply for, and as this is a competitive process, not every well-deserving event will receive a grant, so what is your contingency plan?
8. WHAT HAPPENS NEXT?

In order to release any grant, organisations will have to formally accept our offer in writing using the grant acceptance form which will be sent by email to the main contact identified on the application form. Please ensure we have the correct details and you keep your FlexiGrant record up-to-date with any staff changes.

Your signed offer letter commits you to the following conditions:

- You’ll only use our funding towards the event it was awarded for, unless otherwise agreed with us in advance.
- You’ll acknowledge our support in any publicity and promotional material about the event (please refer to the Monitoring section below).
- You’ll return a proportionate amount of the grant to us if the event costs less than our grant value, unless we agree they can use the surplus towards another event.
- You’ll return our grant in full if the event does not take place within 12 months of our decision date.

9. WHAT IF I’M NOT SUCCESSFUL?

We also work with Oxfordshire Community and Voluntary Action (OCVA), who support voluntary and community sector groups and organisations based in Oxfordshire and offer all kinds of advice, including sources of funding and getting fit to fund.

We recommend any organisation looking for funding talks to OCVA before applying to our schemes, you can contact them on 01865 251948 or at admin@ocva.org.uk to discuss potential funding options for your project or service. For more information, visit the OCVA website

10. MONITORING

As a condition of receiving a grant from us, you’ll agree to monitor the success of the event and, within 30 days of the event, will inform us:

- how much the event cost
- what other funding you received before the event
- how much you raised at the event
- what you intend to use any profit for
- how many people attended the event.

We understand that sometimes things don’t always go to plan and would therefore like to be kept informed about what went well and what didn’t go so well. There may
be areas where the team can offer additional help, now or in future years, so please get in touch.

11. **KEY THINGS TO REMEMBER – APPLICATION CHECKLIST**

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| 1. Have you got the following documents available on request? | • a signed constitution (or similar governance document)  
• a fully itemised breakdown of the event costs and forecasted income  
• (if it’s an event you’ve run before) the income and expenditure of the last event  
• your previous three months bank statements in the name of the lead applicant organisation. |  |
| 2. Is this the first time you’ve run this event? | Yes – good luck! We also recommend you look at our event-management guide and register your event with our Safety Advisory Group, which is a forum to provide advice and guidance to event organisers and other agencies before applying.  
No – remember, we can only fund the same event a maximum of 3 times, and only once in the same grants round. |  |
<p>| 3. Do you have all the necessary licenses/permissions? | This is your responsibility to arrange the necessary permissions to run your event. This could be an event license, landlord permission etc. You will need to tell us what these are and when they will be secured. (Visit our pages on events licensing or contact our licensing team at <a href="mailto:licensing@southoxon.gov.uk">licensing@southoxon.gov.uk</a> for more information). |  |
| 4. Have you ensured that the event has suitable insurance, health &amp; safety procedures, risk assessments, safeguarding, and | You will be asked to complete an online declaration as part of the application process to confirm these are all in place, in order to run a successful and safe event for your community to enjoy. Proof of these measures and insurance documents must |  |</p>
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<td>other relevant policies in place?</td>
<td>be provided on request by the Community Enablement Team.</td>
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<td>5. Will you be donating some of your profits to another good cause?</td>
<td>Please ensure you have full permission of any other non-profit organisations to fundraise on their behalf. Remember to detail who they are on your application form as the council needs to be happy to support this organisation by association, and only commit yourselves to donating event proceeds once all costs have been paid for and enough funds have been reserved to run your next event.</td>
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<td>6. Have you used the correct contact details on your online application form?</td>
<td>You must have the full permission of the organisation to make the application on its behalf. The email address and phone number that you register with will be used to contact you with the outcome of the award and for reporting purposes.</td>
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12. **CONTACT US**

You can drop us an email at grants@southandvale.gov.uk or call us on 01235 422405 if you have any questions about the scheme and whether your event is eligible.

Vale of White Horse District Council  
135 Eastern Avenue  
Milton Park  
Milton  
OX14 4SB

**GOOD LUCK!**