

Tourism and Recreation

Large Events Fund

2024-25

Guidance Notes

- Applications open on Monday 11th December 2023
- One – One Sessions with Council’s Events Team will be available to Applicants between 9th – 12th January 2024
- Applications must be submitted by **12.00 noon on Friday 26th January 2024**

| | |
|-------------------|------------|
| Guidelines Number | TLEF |
| Version Number | 1 |
| Author | P O’ Brien |

| | |
|-----------------------------|----------|
| Date of Screening of Policy | |
| EQIA Recommended? | YES/NO |
| Date Adopted by Council | |
| Date Guidelines Revised | Dec 2023 |

1.0 Introduction

1.1. Purpose of Grant Programme

1.2 Overview of fund

1.3 Levels of grant award

1.4 General Principles

1.5 Who can apply?

1.6 What can be funded?

1.7 What cannot be funded?

1.8 Exclusions

2.0 How to answer the questions

3.0 How we assess and score your application

3.1 Eligibility assessment

3.2 What if an application is not eligible?

3.3 Assessment and Scoring

3.4 How decisions are made

3.5 What happens if an application is successful?

3.6 What happens if an application is unsuccessful?

3.7 Government Funding Database

3.8 Late applications

3.9 Use of Council Land

Appendix 1

General Data Protection Regulation

Freedom of Information Act

Section 75 of the Northern Ireland Act 1998

Appendix 2

Covid-19 Guidance

1.0 Introduction

Causeway Coast and Glens Borough Council is committed to supporting event organisers, with new/or existing events, which are based in the Borough. Events may have a single theme that attract visitors to the area and enhance the profile of the Borough through positive media coverage. The Large Events Fund is part of the Tourism Event Funding Programme (TEFP) and provides financial assistance to events taking place throughout the Borough.

Council recognises since the pandemic event programmes and festivals have been ever-changing. With this in mind Council have maintained a flexible approach to event programming and delivery for TEFP 2024-25.

Therefore, parameters and eligible costs have been set out to encourage both event development and sustainability for existing events as well as to encourage innovation and creativity from new event organisers, all against a backdrop of nurturing public confidence in a Borough which is renowned for setting the stage for world class events.

You may find it helpful to discuss your project with an Officer within the Tourism Events Team before submitting your application:

Gareth Fall 077 1224 5744 gareth.fall@causewaycoastandglens.gov.uk

Sara Adair 078 5628 0307 sara.adair@causewaycoastandglens.gov.uk

Or if you require assistance in the completion of the application form you may find it helpful to speak to a member of the Funding Unit:

Christopher Dunne 07925036162 christopher.dunne@causewaycoastandglens.gov.uk

*The Officers named above from the Tourism Events Team and Officers from the Funding Unit are the main points of contact for all correspondence to do with your event application, delivery and funding queries **without exception**. The Tourism Events Team **must be notified** of any proposed consultation with Council's elected members or Senior Leadership Team.

Context

Causeway Coast and Glens Borough Council recognise that as part of economic growth since the Covid Pandemic there is still a need to allow event organisers to have flexibility in outputs. It is important to support our events sector as they will play a massive part in reinvigorating our tourism offering as we adapt to changes in trends both from the visitor and from the business sector.

It is likely in the short to medium term that the demand will be from closer-to-home markets. As a destination it is therefore important to showcase our events with fresh offerings for delivering exceptional events that promote the Borough as an all-in-one experience to stay and play which will in turn generate economic benefit for the area.

Key features of this fund include:

- Tourism and economic targets have been revised to allow for greater flexibility of outputs.
- **The event must run as a 'live' event with an in-person audience in the form of a mass gathering or public festival.**
- As a contingency mechanism this grant funding application also provides an opportunity to detail your scenario planning. Should the governments guidance change relating to

public health advice in relation to mass gatherings and events, Council will allow applicants to implement an event 'hybrid' delivery or alternative format.

- Hybrid delivery options must be detailed within your grant application. Scenario planning for hybrid events must demonstrate both in person event attendance and online event engagement. This allows for flexibility to adopt an alternative or hybrid delivery approach with both 'live' physical attendance and/or 'hybrid' online event programming.
- **Provision of Disabled Toilets** - Provision of a Mobile Accessible Changing Facility must be in place throughout your event. All organisers of large-scale public events, (visitor numbers in excess of 3,000), in receipt of grant funding from Causeway Coast and Glens Borough Council, must include disabled toilets to Changing Places standard. This access to dignified toileting provision may be in the form of a mobile/portable facility or a permanent Changing Places Toilet (CPT) facility. The criteria for this standard, and locations of existing CPT facilities can be found at www.changingplaces.org. The Council now have MACUs (Mobile Accessible Changing Units) for hire at your event, subject to availability. Please note this is a chargeable service. For further information and to book, contact town.management@causewaycoastandglens.gov.uk.
- Other accessible units are available to hire outside of Council.

1.1. Purpose of Grant Programme

Causeway Coast and Glens Borough Council's Tourism Event Funding Programme (TEFP) provides event organisers with financial assistance which supports the delivery of the Destination Management Plan.

The Council is seeking to provide financial support for events that align themselves to key priority areas such as Cultural Tourism, Music / Food Tourism and Sports and Activities (tourism related).

The key objectives to supporting and sustaining tourism events will be to:

- Assist with project costs that will provide event delivery, sustainability and skills retention within the organisation.
- Support events to future plan for the safe return of event delivery in 2024-25.
- Allow event organisers to scenario plan for varying levels of event delivery. Full event proposals for the preferred delivery option should be submitted as scenario one. Alternative or hybrid delivery contingency proposals should be submitted as scenario two or three.
- Demonstrate economic support and benefit from the use of local artists, suppliers and event professionals.
- Enhance the profile and appeal of the Causeway Coast and Glens Borough Council area e.g., through media and marketing campaign/exposure focussed on the domestic market.
- Promote a quality visitor experience to the domestic market and promote confidence in engaging with events.
Note: a 'visitor' for a tourism event as 'someone who comes to spectate or attend the event. They can either buy a ticket to attend the event or gain free entry, anyone who participates in the event or makes the event happen is deemed a participant and not a visitor.
- Support the wider economic recovery of the tourism events sector within the Borough of Causeway Coast and Glens.
- Generate economic benefits for the Causeway Coast and Glens area (where possible) through increased visitor numbers, bed nights and spend.

1.2 Overview of fund

The Tourism and Recreation Large Events Fund will offer financial support to eligible events taking place between 1 April 2024 and 31 March 2025.

Large Tourism and Recreation Events Fund parameters

Events must satisfy the parameters below to apply for the Large Tourism and Recreation Events Fund:

- Events with an overall budget in excess of £30,000 (In-kind support / Volunteer time must not be included in the budget; Additional Council support such as infrastructure, barriers etc. must not be included in the budget). **Maximum award - £100,000**
- Total visitor numbers greater than 3,000 (Previously 5,000). (Participants at the event cannot be included in your visitor numbers. For example, if there is a competitive element, the competitors cannot be counted as visitors).
- The event must take place over a minimum of 2 days (Events must have a start and end date and run for consecutive days). Events should encourage overnight stays where possible (The event must last for a minimum of 5 hours on each day).
- No requirement to demonstrate return on investment. (In previous years a 5:1 return for the Large Tourism Event Fund on Council funding was expected).
- Events must demonstrate how they will promote the Causeway Coast and Glens as a tourism destination through branding, marketing and media activities. Details should be provided within your marketing plan.

Marketing campaign - Events will be expected to ensure that any marketing or communications showcase the Causeway Coast & Glens as a destination for visitors. This **should be focused on** the domestic market. Where there is an option to explore international reach within the promotion of your event or festival this would be strongly encouraged. Marketing activity should strongly promote and encourage 'Staycations' from all target markets. Events will be given flexibility to enhance their marketing profile, possibly using a 'hybrid' approach and therefore considering virtual delivery as a potential method of achieving certain outputs.

- In-kind support / Volunteer time must not be included in the budget.

1.3 Levels of grant award

| Tourism Large Events Fund | Maximum Grant Amount |
|---|----------------------|
| Up to 50% of total project costs of the event | £100,000 |

The level of grant awarded will depend on how the project meets the assessment criteria outlined in section 3.3, the available budget and the number of applications. There is no guarantee that successful applicants will receive the amount applied for.

Please Note: You will have to provide all evidence of project expenditure, including receipts, invoices, bank statements, or any other documentation deemed necessary. If requested documentation is not supplied, then payment cannot be made. Please do not apply for funding if you cannot supply these items.

1.4 General Principles

All applicants should take a responsible approach to the organisation and staging of their event and ensure that:

Appropriate insurance is in place to cover the preparation and hosting of the event. It is advised that Public Liability cover of at least £10 million indemnity is in place for events. Council will request evidence that the event Public Liability and Employers Liability Insurance cover is in place. Failure to do so may result in the withdrawal of any grant offer.

See table for insurance limits:

| Third Party Insurance Checking | |
|---|--|
| Employers Liability | £5,000,000 as standard |
| Public / Products Liability | Depends on the contract / nature of activities though ideally should be: |
| Low Hazard | Min £2,000,000 – eg meeting rooms, community volunteer groups, market stalls, lease of shop units etc. |
| Medium Hazard | Min £5,000,000 – eg activities involving hot food, physical activity, minor contracts etc. |
| High Hazard | Min £10,000,000 – eg fairground operators, bouncy castles / inflatables / trampolines, motorized sports, water based sports, contact sports or dangerous activities, large contracts involving heat, firework displays, marquees, traffic management, first aid etc. |
| The above limits and examples of types of activities are guidelines only – insurers would expect you take a common sense approach in order to protect Council's interest. | |

Third Party Insurance guidance from Council's Insurance Broker.

- Due diligence and good practise are applied to all health and safety issues.
- Relevant risk assessments have been completed and evidence of same made available for inspection.
- Statutory consents, licences and approvals have been obtained where appropriate.
- Measures are in place to mitigate negative environmental impact e.g., waste management, reinstatement of venues.
- Policies covering child protection and vulnerable adults are in place and evidence of appropriate checks is made available for inspection.
- All applicants should be prepared to provide to Council, at least 14 days prior to the commencement of the event, copies of all relevant documentation. Failure to do so will result in the withdrawal of any grant offer.

- Each grant fund is limited and subject to availability of funds. Therefore, as a competitive process all grant awards will be determined on the basis of merit. Applicants are advised that organisations that have been successful in securing Council funding in the past will not automatically be guaranteed funding in the future.
- Where an event is responsible for the employment of staff, employment conditions and practices must comply with all the relevant employment legislations and should take account of current good practice in relation to employment rights and equal opportunities.
- Under Section 75 of the Northern Ireland Act 1998 Causeway Coast and Glens Borough Council encourages applicants to have due regard to the need to promote equality of opportunity for all and to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.
- In the interests of transparency, equality and accountability all applicants will have a right of appeal should their application be rejected.

1.5 Who can apply?

To be eligible for grant-aid, you will have to show that your organisation is a bona fide organisation that is well run and that it falls into one of the following categories:

- Has a properly adopted “Governing Document” such as a constitution or memorandum and articles of association which clearly show that it is non-profit making and taking.
- Is an external non-profit making organisation organising a substantial event/festival which generates both tourism and economic benefit for the Borough.

All events must take place in Causeway Coast and Glens Borough Council area. For those events which take place at a number of venues, (some of which may be in other Local Authority areas), funding will only apply to the actual event which takes place and provides benefit within the Causeway Coast and Glens Borough Council area.

1.6 What can be funded?

Eligible costs may include the following:

- Insurance (applicable to the event only)
- Programming Costs including online/hybrid.
- Venue Hire
- Performance/Artist Fees
- Transport
- Equipment Hire/Purchase
- Advertising/Communications (marketing & media costs, printing/signage etc.)
- Administration (stationery, postage etc.)

Successful applicants will be offered no additional support from Council for this event, financial or otherwise.

1.7 What cannot be funded?

The following activities/costs **will not** be funded under this programme.

- Proposals that do not directly benefit the Causeway Coast & Glens Council Borough area.
- Applications for specific projects which are clearly the responsibility of another organisation or statutory body.
- Retrospective expenditure where projects have started, or services/items have already been obtained and paid.
- Applications where the applicant will have a personal financial benefit.
- The promotion of religious or political interests
- Events of a commercial nature organised to make a profit.
- Projects/events which have the primary purpose of raising money for charities
- Awards ceremonies or industry events
- Festivals that are social events for an organisation
- Events / Festivals organised by community organisations for their own local communities.
- Publications in the form of books, CD's or DVD's
- Hospitality (food, beverages/alcohol, gifts, etc.)
- Cash prizes
- Charitable donations
- Costs that are not auditable e.g., Cash payments unsupported by an approved petty cash system.
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g., VAT.
- Staff costs are not eligible.
- Core running costs
- Consultant costs

1.8 Exclusions

Events in receipt of other Causeway Coast and Glens Borough Council funding e.g., Community Festivals Funding or Cultural Arts & Heritage grants **are not eligible to apply** to the Tourism Recreation Large Events Fund. **In addition**, the following **will not** be eligible for funding from the fund: -

- Individuals
- Groups operating outside the Causeway Coast and Glens Council area. (Unless significant event delivery is benefitting the residents and visitors within the Causeway Coast and Glens Borough Council area)
- Organisations with charitable fundraising as their main focus
- Organisations who have substantial, demonstrable reserves
- Political Organisations

2.0 How to answer the questions

Before completing an application form you should make sure that you have read the guidelines and are eligible to apply.

Applications for financial assistance from Causeway Coast and Glens for 2024-2025 should be submitted online at <https://grants.ccgbcapps.com/>

Guidance on completing the application online is provided on the web-site link.

Hard copies can be made available. Please contact the Central Funding Unit on email grants@causewaycoastandglens.gov.uk

An acknowledgement receipt will be electronically issued to you once your application has been received. The Funding Unit will assess your application for eligibility. If your application is eligible to apply for grant aid, it will be forwarded to the relevant section for a full assessment and scoring against the stated criteria.

All questions must be completed as fully and concisely as possible. Please see below for help in completing your application.

*Attendance at a one-to-one session with the Council Events Team is **Mandatory** for **ALL** applicants to the Tourism Event Funding Programme. Available sessions are bookable between 9th & 12th January 2024.

Please contact Sara Adair (details on page 3) to reserve a place.

Application Questions:

Q1. Background of Event / Organisation

Please describe the success of your event to date and proposed developments for 2024 / 2025. Please outline why your organisation stages this event.

Q2. Event Financial Position

Q2 (i): Please describe your current Event Budgetary position.

Q2 (ii): Please describe how external factors may have an impact on your event budget for 2024/25 (e.g., sponsorship / funding reductions, less ticket income as well as enhanced resource costs such as insurance, ground infrastructure, contractors and staff costs etc.)

Q3. Scenario Planning

Outline your proposed event delivery option(s) (scenario planning) and provide details of how your organisation intends to safely manage the range of event scenarios proposed. Full event proposals for the preferred delivery option should be submitted as scenario one. Alternative or hybrid delivery contingency proposals should be submitted as scenario two or three.

Option 1: Event Proposal

Option 2: Contingency

Option 3: Contingency

Q4. Request for Financial Support from Council

This question is composed of two parts:

4.1 – Detail eligible project costs for Scenario 1 for 2024/25

4.2 – Applicants are required to provide information of eligible project costs for event scenarios 2 & 3 if applicable.

(Maximum grant amount is £100,000)

Applications that do not provide a complete budget will be ineligible and may not be scored.

In-kind support and volunteer time cannot be considered and should not be included in your financial breakdown.

Q4.1 - Eligible Project Costs for Scenario 1:

Please provide a full breakdown of eligible Project Costs to support event delivery of Scenario 1 for the 2024/25 financial year.

Project Costs incurred by your organisation may include: Programming, Marketing, Traffic Management, Artists / Performers, Medical cover, Infrastructure costs etc.

| Breakdown of Eligible Project Costs for Scenario 1 (by item) | Amount (£) | Amount requested |
|--|------------|------------------|
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

Q4.2 - Applicants are required to provide information of eligible project costs for alternative event scenarios 2 & 3 (if applicable):

Please provide a full breakdown of eligible Project Costs to support event delivery of an alternative scenario 2 or 3 should either of these scenarios become the preferred delivery option for the 2024/25 financial year.

Reminder - Project Costs incurred by your organisation may include: Programming, Marketing, Traffic Management, Artists / Performers, Medical cover, Infrastructure costs etc.

| Item | Scenario 2 Cost | Amount requested Scenario 2 | Scenario 3 Cost | Amount requested Scenario 3 |
|--------------|-----------------|-----------------------------|-----------------|-----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

N.B. Scenario 1 should detail the preferred and most expensive delivery option with Scenario 3 being the least expensive delivery option.

Projected Income – Please provide details of all sources of income from ticket sales, other grants, sponsorship, fund raising events, own resources etc.

| Sources of Funding | Status – Confirmed / Applied for | Amount (£) |
|--------------------|----------------------------------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

Q5. Event Management

Please provide a detailed Event Management Plan (EMP) for your event to include Covid-19 mitigations and Risk Assessments. Your EMP should be sectioned to demonstrate how your organisation intends to safely manage your range of proposed event scenarios for both visitors and participants.

This should also include the following:

- Management Structure outlining event management experience with Roles and Responsibilities
- Schedule of activities/events
- Event Management and Safety Plan covering all Health and Safety elements.
- Risk Assessments
- Insurance Policy outlined for the event (to include Public and Employers liability, see guidance notes for limits)
- Evidence to be provided of Public Liability & Employers Liability Insurance cover
- Permissions for Use of Lands
- Licence requirements
- Crowd management (visitor and participant movements must both be considered)
- Stewarding Plan
- Traffic & Transport Plan
- Waste Management
- Incident Reporting
- Medical Provision
- Emergency and Evacuation plan
- Action Plans for Online/Hybrid activity
- Outline what Covid-19 mitigation procedures are being considered by the event organisers as contingencies.

Other relevant annexes should include: All event suppliers Insurances, Risk Assessments and Structural / Test certificates, Licenses and should be included in the plan as an Annex.

Other attachments to be included in an annex may include the Child Protection Policy, First Aid providers Medical Risk Assessment and Site Plan/Map – **Please note this list is not exhaustive.**

Please Note:

- Council funding is subject to adherence to relevant legislation at the time of event planning and delivery.
- For those events that require consultation with the Council led Safety Advisory Group, the scheduling of these meetings is dependent on a number of factors including:
 - Including the availability of multi-agency members to contribute and comment giving the ongoing public health pressures faced by our front-line services.
 - The availability of direction from the relevant statutory agencies regarding facilitating a SAG forum at that time for the purpose of event planning and delivery.
- Applicants should provide an outline of their proposed Covid-19 mitigation measures at the time of application however this will not be scored as part of the Event Management question.
- Council must satisfy itself that the event is complying with the fluidity of the latest Covid-19 restrictions (if applicable) and therefore reserves the right to request multiple versions of the Event Management Plan after issue of the Letter of Offer.
- See Appendix 2 for further Covid-19 Guidance and useful links.

Q6. Event Sustainability and Skills Retention

Please provide details of how Council funding will assist with event delivery, sustainability and skills retention (e.g., retain volunteer / staff knowledge and skills) within the organisation for 2024 / 2025.

Q7. Economic Support / Benefit

Please provide details of how the various proposed event scenarios would support and benefit the local economy and the events sector to include artists, suppliers and event professionals.

Q8. Media & Marketing Impact

Please provide details of how the event, through the various scenarios will promote the Causeway Coast and Glens as a tourism destination through branding, marketing and media activities.

Live events should draw visitors in the form of physical attendees primarily from the NI domestic market followed by **ROI, GB and international markets**. Marketing activity either for 'Live' physical events or Online / Hybrid activity should strongly promote and encourage 'Staycations' from all target markets (e.g., NI domestic market, ROI, GB, and Hybrid/Online markets). The marketing activity for contingency online events should appeal to as wide an audience as possible, encouraging visitors to attend the event in future years.

Within your Event Marketing Plan, you should consider the following:

- Current Situation – Where are you now in terms of the development of your event?
- Development of the event going forward - Where do you want to go? (subject to various scenarios)
- Communication Strategy
- Outline a range of Marketing tools you plan to utilise.
- Implementing the Plan – What to do to get you there?
- Action Plan – Timing, Resource, Frequency, Reach, Target Market, Branding and Outline of Marketing Channels
- Budget

- Describe how you intend to measure the impact of your Media and Marketing activity.
- Collaborate with NI Domestic Marketing Strategy – See Tourism NI website
- Linkage to NI Market segments and ROI segments (where applicable)
- Evaluation
- Please refer to the Guidance Notes to assist with answering this question
- A Marketing Plan resource is made available to assist with this process:
- Marketing Plan template - see <https://grants.ccqbcapps.com/>

Events must upload a Marketing Plan & supporting documentation.

Q9. Visitor Experience

Please describe how your range of event scenarios will promote a quality visitor experience to the domestic market and promote confidence in engaging with events?

- How will the event encourage visitors from outside the Council area to attend (What is the event USP / Unique Selling Point)
- How the event will provide a quality visitor experience. (e.g., Online information / programme, ticket, transport links, car parking, welfare facilities, food and drink, accommodation, details of other things to see and do in the Borough).
- How will the visitor experience showcase the Borough's natural, cultural, tourism and environmental assets.
- Demonstrate how environmental sustainability initiatives will enhance the visitor experience. (ie. Bring your own water bottles and refill stations will be provided)

Q10. Future Planning - Event Development

Please outline how Council funding will deliver an event proposal for 2024 / 2025 that will allow the event organisers to sustain the event product into future years for 2025 and beyond.

Further guidance can be sought by attending a one-to-one training session.

3.0 How we assess and score your application

Every application that is received requesting a Grant will be assessed for the following:

- To ensure that the organisation is eligible to apply and to direct applicants to the most suitable grant programme.
- To reassure of each organisation's capability to deliver the proposal, and
- How well the proposal contributes to Council's Strategic Priorities and the programme specific criteria.

3.1 Eligibility assessment

The assessments in respect of Part 1 of the application form are awarded a pass or fail eligibility rating.

If the organisation, based on the information supplied is able to satisfy the Council of their eligibility to draw down the grant, they will progress to the next part of the process.

If the organisation, based on the information supplied, is not able to satisfy the Council of their eligibility to draw down the grant from the fund, they will be advised of specific

omissions / shortcomings and how these can be addressed to help prepare them for any future funding requests.

3.2 What if an application is not eligible?

If your application is not eligible, you will be notified immediately and the reasons will be outlined to you, it will not proceed to assessment and scoring.

If an organisation is not eligible for funding through the Tourism Large Events Fund, organisations should contact one of the staff members listed on page 3 who will help signpost to alternative sources of funding.

If an organisation or its activities are deemed to be the responsibility of other Council Departments, statutory agencies or voluntary bodies then you will be signposted to who you should apply to. If signposted elsewhere you will be required to complete and submit the relevant application form.

3.3 Assessment and Scoring

The aim of the Tourism Large Events Fund is to support events that clearly demonstrate how it will meet the set objectives. Event organisers will be required to demonstrate how their event meets the criteria shown below. The responsibility to provide sufficient detail in any application for Council's consideration rests with the applicant.

Assessment of applications will be made using a system that measures and scores each of the criteria listed below out of a total of ten points. Weighting is then applied as detailed below.

| Criteria | Score out of possible 5 | Weighting | Possible Score |
|---|-------------------------|------------|----------------|
| Q1. Background of the event | | Not Scored | |
| Q2. Event Financial Position (Budgetary position) | | Not Scored | |
| Q3. Scenario Planning | | Not Scored | |
| Q4. – Financial Breakdown outlining Eligible Project costs | | Not Scored | |
| Q5. Event Management (to include Covid-19 Risk Assessment and mitigation plans) | | X 5 | 25 |
| Q6. Event Sustainability & Skills Retention | | X 3 | 15 |
| Q7. Economic Support/Benefit | | X 2 | 10 |
| Q8. Media & Marketing Impact | | X 3 | 15 |
| Q9. Visitor Experience | | X 3 | 15 |
| Q10. Future Planning – Event Development | | X 4 | 20 |
| | | | 100 |

Applications must achieve minimum 65% to be considered for funding.

3.4 How decisions are made

Following the completion of checks relating to the application and its eligibility to proceed, the application will be assessed by a selection panel. The panel consisting of relevant Council officers will make recommendations as to whether or not the application is successful and level of funding which may be awarded. The recommendation will then go to the Leisure & Development Committee and then to a full Council meeting for final approval.

3.5 What happens if an application is successful?

If an application is successful, you will be invited to a Project Initiation meeting with Council Officers to discuss conditions of grant award, monitoring requirements, development support and financial arrangements. This meeting is an essential pre-requisite to any Letter of Offer being issued.

Council will issue a letter of offer which is a legal agreement with the organisation to deliver on the proposals outlined in their application form. Signed Letters of Offer must be returned before any funding is released.

Council funding is paid retrospectively. Grants will normally be released in two instalments – 50% of the grant will be awarded upfront if the organisations do not have sufficient reserves followed by remaining 50% once evaluation/financial claim is verified satisfactorily.

Events which are shown to be in profit are unlikely to receive funding.

Council will only deficit funding for successful event applications.

Conditions of Grant –Aid

- Council will not assist with additional grant aid if other funders do not meet their projected contributions.
- Grant Awards will initially be made on the basis of the most expensive event delivery scenario but will be reduced to reflect whichever scenario the organisers proceed with.
- Assessment and Scoring will be on the basis of the preferred scenario.
- Council reserves the right to withdraw or reduce funding if it is considered that event proposals are not in line with current Covid restrictions at the point of event planning / delivery.
- Council reserves the right to seek advice through the relevant government agencies and the Safety Advisory Group (SAG) in relation to health and safety. This may result in providing guidance to event organisers in order to identify triggers to the safety of the event.
- In the event that PHA / Statutory agencies advise that the event should not proceed, Council reserves the right to withdraw grant-aid.
- Council reserves the right to make alterations to the Assessment Criteria and Funding Parameters in advance of any Letter of Offer being issued.

Letter of Offer

Included within the letter of offer will be an acceptance form, the terms and conditions and any pre-conditions that must be met before funding can be released.

Insurance

Appropriate and adequate insurance must be in place for the duration of the project or activity. Public Liability cover of at least £10 million indemnity must be in place for events. Also, it is the organisations responsibility to ensure that any individual or organisation it engages is adequately insured. A copy of relevant insurances must be provided.

**Please refer to section 1.4. (General Principles) above which outlines insurance limits and the necessary steps that should be taken to secure pandemic cover.*

Risk Assessment

Any applicant who is successful in securing funding will be asked to provide a risk assessment before the event takes place. This indicates that measures have been considered and introduced to minimise any potential risks during the project. Risk Assessments must include:

- *Clear Covid-19 mitigation procedures for the proposed event scenarios.*
- *Event Plans and Risk Assessments should be provided to Council to help satisfy that the Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2021 are being considered during event planning / delivery. These documents may be shared with the relevant Statutory Agencies to ascertain the compliance of events and suitability to proceed with event delivery at that time.*

Publicity & Branding

Causeway Coast and Glens Borough Council must be consulted regarding all key publicity announcements & branding placement.

The organisation receiving funding must acknowledge the support from Causeway Coast and Glens Borough Council in all publicity material relating to the activity for which the grant was awarded and to agree to provide press opportunities at which Council may wish to be represented/make comment.

The Council should receive notification of all publicity material relating to the event being hosted within the Borough.

All press articles/releases issued by funded events should include the following text: 'This event was enabled by funding from Causeway Coast and Glens Borough Council', however there is no requirement to include Council logos in these articles/releases. If the applicant wishes to recognise Council on any promotional branding/dressing, then prior written approval must be obtained from Causeway Coast and Glens Borough Council. For approval contact sara.adair@causewaycoastandglens.gov.uk or events@causewaycoastandglens.gov.uk

No Council – owned branding or dressing should be installed without prior consultation with the Events Team. Please email events@causewaycoastandglens.gov.uk

Evaluation

When your event is over, you will be required to complete a Post Event Evaluation within 2 months of completion of the event. A template will be provided. You should provide documentary evidence that the project/event has taken place e.g., newspaper articles, photographs, programmes etc.

Payment of Grant-aid

Council funding is paid retrospectively. Grants will normally be released in two instalments – 50% of the grant may be requested and if approved, awarded upfront if the organisations do

not have sufficient reserves followed by remaining 50% once evaluation/financial claim is verified satisfactorily.

3.6 What happens if an application is unsuccessful?

You will be informed in writing within 7 days of the full Council meeting where the decision was approved. The reasons why your application was unsuccessful will be highlighted.

Officers from the Tourism & Recreation Department will be available to meet with you to go through your application, develop a working relationship and provide practical developmental support to address areas of concern.

An Appeals Process / Review Procedure is available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken, and procedures followed by Assessment Panels for individual applications are applied fairly and consistently.

The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

3.7 Government Funding Database

Please be aware we are required to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding.

If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) to help with this process. Details of grants awarded will be uploaded to the GFD, it is the responsibility of the applicant group to ensure that the organisation details held on GFD are up to date.

3.8 Late applications

It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing. Applications received after the closing time/date will not be considered for funding. No exceptions will be made and there is no recourse to appeal. It is the responsibility of the applicant to ensure submission on time.

3.9 Use of Council Land

If you wish to use Council land to hold an event, you must submit a Request to Use Council Land to Land and Property section in Council in writing at least eight weeks before the proposed event. To hold a large-scale event e.g., a concert, your application should be submitted at least six months in advance.

To request permission to use council property or land for an event click on the link below:

www.causewaycoastandglens.gov.uk/council/land-and-property

or contact the Council's Land and Property Section, Telephone: 028 7034 7174/7075 or

email: landand.property@causewaycoastandglens.gov.uk

General Data Protection Regulation

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Funding Unit holds personal information on an electronic management system and/or in hard copy for the purpose of administering Councils grants process in Causeway Coast and Glens Borough. As a public authority, Council takes your rights and freedoms seriously and will only release information when required under law or with your consent.

Further information about your rights, how to contact the Data Protection Officer and how long information is held or how we process any payments made can be found at:

<https://www.causewaycoastandglens.gov.uk/footer-information/privacy-statement>

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act, we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk

Section 75 of the Northern Ireland Act 1998

All applications will be in accordance with Section 75 of the Northern Ireland Act 1998; without prejudice, promoting good relations between persons of different religious beliefs, different political beliefs/opinion, different sexual orientation and different racial groups.

Covid-19 Guidance

PLEASE NOTE:

Responsibility remains with you, the applicant, to ensure that all activities are permitted and comply with current and any future changes in regulations, as set out in the Government's Coronavirus guidance specific to Mass Gatherings and Events at the time of event planning/delivery.

Council reserves the right to withdraw funding if it is deemed that at any point that the event is contravening the latest Covid-19 guidance on Mass Gatherings and Events.

Government Guidance Below. It is the responsibility of the Event Organiser to adhere to the most up to date COVID-19 guidance.

Department of Health

<https://www.health-ni.gov.uk/covid-19-legislation>

NI Direct

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Public Health Agency

The PHA has a range of important information and advice at:

<https://www.publichealth.hscni.net/covid-19-coronavirus>

- Council if required to do so under the Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2021 reserves the right to share Event Plans and Risk Assessments with the relevant Statutory Agencies to ascertain the compliance of events and suitability to proceed with event delivery at that time.
- Grant Award towards operating costs will remain dependent on the satisfactory evidence of Covid-19 mitigation for your event receiving statutory approvals from the relevant agencies if applicable.