Rother Event Grant Criteria and Application Form

Supporting inclusive Cultural community events 2022-23

*Rother District Council (RDC) Cultural Development & Events*

Applications are welcomed from community groups and event promoters looking to stage events within Rother. This funding is to support development of inclusive eco-friendly events, supporting our communities, our businesses and our arts sector. For previous applicants, please note our grant criteria has changed following the pandemic

If you would like to discuss your Rother event proposal prior to submitting your application please contact Cultural Development & Events Officer Donna Hall on [dhall.arts@rother.gov.uk](mailto:dhall.arts@rother.gov.uk) and CC in our Regeneration Assistant Carol Saunders on carol.saunders@rother.gov.uk

**Prior to applying**

Whether your event is on RDC land or private land please contact RDC Neighbourhood Services, Operations Support Officer Jenny Powell on [jenny.powell@rother.gov.uk](mailto:jenny.powell@rother.gov.uk)

**2022 - 2023 Event Grant Funding guidelines:**

Please Note: in the event of an increased number of Covid-19 infections, nationally or locally, you may be required to produce a Covid risk assessment, to reduce the risk of infections occurring at your event, before the event can proceed. Contact Environmental Health on [foodhs@rother.gov.uk](mailto:foodhs@rother.gov.uk)

* We are interested to hear how you will create a quality sustainable eco-friendly event.
* We are interested to hear how you will engage with our diverse communities, our artists and how your event will support our local businesses.
* In the event of future Government changes, we encourage you to consider a Plan B (eg change of date and/or move to an online event).
* If any changes are made to your event you will need to inform all RDC Officers listed in this application.
* The grant award will be made direct to the applicant on receipt of the signed funding agreement.
* Any projects receiving funding will be expected to present an evaluation post event (within 6 weeks).
* Marketing of the event should include the RDC logo (available on request from Carol Saunders).
* Your promotion should include listing on our 1066 Country partner site [www.visit1066country.com](http://www.visit1066country.com)
* All insurances and permissions for the event are the responsibility of the event organiser with evidence in place in advance of the event delivery.

**Please note criteria to meet if the event is taking place on RDC land:**

Your initial contact within RDC Neighbourhood Services is Operations Support Officer Jenny Powell on [jenny.powell@rother.gov.uk](mailto:jenny.powell@rother.gov.uk)

* If the event is taking place on RDC land you need to discuss your proposed dates as soon as possible (and at least 90 days prior to your event date) with our Neighbourhood Services (NS) Team to avoid disappointment. An initial enquiry form is available on our website [Special Events and Fairs – Rother District Council](https://www.rother.gov.uk/leisure-and-events/open-spaces/special-events-and-fairs/).
* Once submitted the team will contact you with guidance and requests for further information. This will include requesting copy of your event management plan.
* Funding for events on RDC land will only be released once the NS Team and/or the Safety Advisory Group (SAG) have received the completed paperwork and the event has been approved.

**Grant Application process:**

Upon approval of your event management plan, grant applications will be considered by Cultural Development - our recommendation will be offered to the local ward Member for final decision.

**Unsuccessful Grant Applications:**

Unsuccessful applicants will be notified and given the reason for having been refused funding.

# Successful Applications:

If your application is successful you will be notified in writing and asked to submit relevant paper work:

* Copy of your event management plan
* Copy of the events most recent budget - we will ask for a detailed budget of the event at the close of the project.
* Copy of all required approval re Safety Advisory Group (SAG)

On receipt of these documents a funding agreement will be issued, detailing conditions of the grant, which you are requested to sign and return. Until this document is returned a funding decision can be revoked.

# Monitoring:

As part of the conditions of the grant the Council will require evaluation forms and images which RDC can use for its own promotion, on completion of the event.

No further applications for concessionary funding will be considered until the previous year’s evaluation is received.

**Good luck with your application**

### Application Form for a Rother Event

**Please sign, scan and return completed forms by email to:**

Donna Hall Cultural Development & Events Officer [dhall.arts@rother.gov.uk](mailto:dhall.arts@rother.gov.uk) and CC Regeneration Assistant Carol Saunders on [carol.saunders@rother.gov.uk](mailto:carol.saunders@rother.gov.uk)

**Please do not post your application to our offices.**

For office use only

|  |  |
| --- | --- |
| Ref No | Date received: |

**Contact Details:**

|  |  |
| --- | --- |
| Organisation name |  |
| Main contact |  |
| Contact address |  |
| Telephone contact |  |
| Mobile number |  |
| Email address |  |

**Event Details:**

|  |  |  |
| --- | --- | --- |
| Project dates |  |  |
| Project name |  | |
| Where in Rother will the event take place? |  | |
| Event website |  | |

|  |  |
| --- | --- |
| **No of people involved:** | **Estimated Number:** |
| Artists / performers |  |
| Participants (excluding performers) |  |
| Expected audience numbers |  |
| Expected volunteer numbers |  |

|  |
| --- |
| **Details of event:** |

|  |  |
| --- | --- |
| Has the event received RDC events funding in current or previous years?  If yes, please detail: |  |
| Has the organisation applied for any other RDC funding? |  |
| If yes, please specify: |  |
| Have you made any other external funding applications or secured any sponsorship? |  |
| If yes, please specify: |  |
| Please detail how you will create a Green eco-friendly event: |  |
| Please detail how you will create an inclusive and diverse event: |  |

# Project Budget Summary (please note we require a full project budget

# breakdown at the completion of the project)

|  |  |
| --- | --- |
| Expenditure |  |
| Total expected project expenditure (cash only) |  |
| Expected in kind expenditure |  |
| Expected in kind expenditure from RDC (use of land, services where fees have been waived) |  |
| Total project expenditure |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Income | Expected | Confirmed | **£** |
| Earned Income |  |  |  |
| Private Income |  |  |  |
| Public Funding (e.g. grants from ESCC or Arts Council) |  |  |  |
| In Kind (this should total the 2 expenditure lines) |  |  |  |
| RDC Rother Events grant being applied for (this application) |  |  |  |
| Total project income |  |  |  |

**Please note income and expenditure lines should be equal.**

**Declaration**

I confirm that, as far as I know, the information in this application is true and correct.

Your signature

Name (in Capitals) Date