



## **PENRITH TOWN COUNCIL**

**Please read these guidance notes carefully  
and refer to them when completing the application form.**

### **Introduction**

The Community Event Fund has been established to support and develop events within Penrith. Events outside of Penrith will not be funded.

Grants are available for events that benefit the residents of Penrith. Groups and organisations must demonstrate how their event will meet the Council's priorities for the grant award and deliver public benefit.

### **How much money is available and what can't be funded?**

A total of £25,000 is available in 2016-17 and it is intended that the full amount will be awarded.

The value of volunteer in-kind time is calculated at £9.90 per hour which is based on the average hourly pay rate for Cumbria.

Please note that you will have to demonstrate matched funding of at least 50%.

The Community Event Fund will not support:

- a) Projects or events located outside of the boundary of Penrith.
- b) Projects or events which are for private gain.
- c) Applications from individuals
- d) Any event or activity which does not match the priorities and criteria for awarding funding.
- e) Events previously receiving money and not complying with terms and conditions within the Service Level Agreement

- f) Events primarily intended to pass on surplus income to other organisations, e.g. charity concerts.
- g) Revenue costs (salaries, project officer or other employee costs, rents, statutory training etc.).
- h) Activities of a mainly political or religious nature, contingency funds, income deficits, bridging loans or security against a loan.

**Projects or events which already receive revenue funding from Penrith Town Council may apply for capital projects and events to be considered.**

## **Criteria for funding**

We welcome applications from community and voluntary groups, charities and social enterprises to deliver events that benefit communities and are located within Penrith. Applications will be assessed on their ability to meet the Council's priorities:

- ❖ Enable and empower local groups to organise effective events that widen community participation, develop a sense of local pride and inspire communities to come together.
- ❖ Assist Penrith's role as a creative and cultural centre including arts, music and heritage.
- ❖ Help people to spectate or engage in sport and active recreation.
- ❖ Establish Penrith as a visitor destination, creating an economic impact of people visiting from outside the area.

Each event application will need to justify how their event meets one or more of the priorities and the events fund criteria that ensure that the grant awards support events that:

- ❖ Deliver wide community benefit, contributing to the sustainability, vitality and well-being of Penrith.
- ❖ Demonstrate evidence of effective event management, promotion, sustainability and value for money.
- ❖ Demonstrate equality of opportunity and the elimination of discrimination.
- ❖ Measure the success of the event.

To apply your group or organisation must have:

- a written governing document or constitution
- a bank or building society account in the name of your group or organisation with at least two unrelated signatories. (Please do not use any personal bank or credit card accounts to make purchases.)

You are required to provide all necessary documentation to support your application. You must include your current year budget projection, and the previous year's actual budget (if the event has been held previously).

Grants will not be awarded retrospectively (e.g. for events which have already taken place).

We will not make more than one award during 2016-17 to the same organisation or group unless the events are clearly identifiable as different events and the first project is completed and an evaluation has been returned.

It is unlikely that the Community Event Fund will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications according to our funding criteria. We also reserve the right to decline applications which do not meet the stated criteria.

## **How your application is dealt with**

On receipt of your application we will make an initial assessment to check that your group or organisation is eligible and that all required supporting documentation has been provided. We may contact you to obtain missing information, documentation or for clarification.

We will aim to acknowledge receipt of your application within five working days of receiving it. This will be by email where you have provided an email address but otherwise will be by letter.

Eligible applications which are accompanied by the required supporting documentation will be considered by the Community, Culture & Economic Growth Committee who will either agree or refuse applications. The Committee may also agree to award a different level of funding than that requested.

The Committee's decision is final and cannot be changed (no appeals or discussions will be entered into).

Applicants are then informed by council officers of the decisions made usually 3 weeks after the closing date.

If the application is successful then the Event Organiser will be required to sign and agree a Service Level Agreement, this is a binding agreement with the Event Organiser and Penrith Town Council, legally confirming the commitments they have both agreed.

It will include relevant information which the Event Organiser has included in the application form and state the obligations for both parties including what is required for evaluating success after the event.

When the Service Level Agreement has been sanctioned and authorised, the payment to the Event Organisation will then be arranged. It should be noted that if an event is successfully funded in one year this does not mean it is guaranteed to receive funding the following year.

## **Conditions of funding**

Grants must be spent within the financial year for which the award is made. Grants awarded must be spent on the purpose stated in the application. If for any reason your circumstances change or you wish to vary the way in which you spend your grant, you are required to contact us to request written permission to do so.

In the event of a group or organisation ceasing to operate, or failing to undertake or complete the project or event for which the grant was offered, Penrith Town Council reserves the right to withhold payment, to reduce an award or seek its recovery.

Financial support provided by Penrith Town Council & Eden District Council should be acknowledged on all relevant printed publicity, on websites, on social media and in information given to the press. Council logos will be sent to you with the service level agreement as a JPEG document. Relevant guidance will be provided to applicants at the time of a grant offer being made.

Your group or organisation must ensure that the event operates within the requirements of all legislation and should ensure equality of opportunity and the elimination of discrimination in the delivery of its project or event.

After the event the Event Organiser for your group or organisation is required to submit an evaluation of the event; this should be sent no later than 8 weeks following completion of the event. An income and expenditure spreadsheet demonstrating how the grant supported the event and publicity material/press releases concerning the event should also be submitted.

Failure to submit an evaluation of the event would be a breach of the service level agreement and further applications will not be considered.

**Contact us:**

Economic Development Officer  
Penrith Town Council, Council Office,  
First Floor, St. Andrew's Place,  
Penrith,  
Cumbria,  
CA11 7XX

Tel: 01768 899773

Email: [economicdevelopmentofficer@penrithtowncouncil.co.uk](mailto:economicdevelopmentofficer@penrithtowncouncil.co.uk)