

## Community Festivals Fund Grant – FAQ's

### **Q. How do we complete an application form for this funding?**

**A.** You will need to complete an online application through the Flexigrant system – <https://antrimandnewtownabbey.flexigrant.com> If your organisation hasn't applied through the Flexigrant system before you will need to register first. Once registered you can go directly to the form at the links below.

For a 12-month application form go [Here](#)

For a 2-year application form go [Here](#)

You should read the guidance notes and if possible, attend a Grant Information session before starting an application. For dates of upcoming Grant Information sessions please go to Council's website and then the Grants and Funding section.

### **Q. What is the total amount that can be applied for under this grant?**

**A.** £5,000 per year.

### **Q. What is the pass mark for this grant?**

**A.** 60% is the pass mark.

### **Q. When will the outcome of the application be known?**

**A.** Applicants will be notified by email of the outcome of their grant application in March 2026.

### **Q. What are the important dates for this grant?**

**A.** This grant will open on **Wednesday 1 October** and will close on **Monday 1 December 2025. Late applications cannot be accepted.**

### **Q. If the application is successful when can the funding be spent?**

**A.** This funding applies from 1 April 2026 and no money should be spent until the letter of offer is received.

**Q. If successful how are the payments made?**

**A.** Payments are made in two instalments – first 50% once the letter of offer is accepted and an acceptance form completed online. Second 50% will be paid when the first 50% has been spent and vouched.

**Q. Can cash payments be made, as often volunteers make purchases for items?**

**A.** No, cash payments aren't permitted. All payments must go through the organisations bank account.

**Q. What documentation will I need to keep if my application is successful?**

**A.** You will need to keep all original invoices/receipts and bank statements to submit along with an expenditure claim form and monitoring forms.

**Q. Can funding be moved between budget headings if there are overspends or underspends?**

**A.** Yes up to 30% of the total grant amount can be moved between budget headings, provided that the costs are eligible.

**Q. Will there be a monitoring form to complete?**

**A.** Yes, therefore you will need to record numbers attending your event and feedback from participants along with any photographs, copies of social media coverage etc.

**Q. Where can I get help with my application?**

**A.** The Council's Funding Unit team can provide some guidance around your application and general funding criteria. However, they will not be in a position to support a group to complete their application. Please contact Council's Community Development section for more specific support.