

**Community Festival Funding Grant Aid Programme  
2026-28**

**CATEGORY: Community Festival Funding**

**Information for Applicants**

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# Community Festival Funding Guidance Notes 2026-28

<b>Version Number</b>	<b>Author</b>	<b>Purpose/Change</b>	<b>Date</b>
1.0	Arts & Culture	Grant Guidance Document	10 February 2025

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## 1.0 Introduction

Antrim and Newtownabbey Borough Council's Community Festival Fund is available for any interested community/voluntary/charitable organisations to apply for grant aid for their community festivals for a single year or for a period of two years. A call will be made annually for single year applications, while two-year applications will open at the end of every two year cycle.

**These conditions should be read in conjunction with the Grant Funding Policy.**

### 1.1 Purpose of Grant Programme/Overview of fund

The Community Festival Fund seeks to support community festivals within the Borough that have community development as a primary objective and that improve the lives of local people.

Category	Key notes / Purpose of application	Maximum award
<b>Community Festival Fund</b>	2-year funding programme to support community groups to deliver 2 annual community festivals  Single-year funding programme to support community groups deliver a community festival	100% funding up to £5,000 per year for festivals attracting up to 5,000 attendees.

### Definition of a Community Festival

A Community Festival is defined as a series of events with a common theme and delivered within a defined time period. It is developed from within a community and should celebrate and positively promote what the community represents.

Community festivals are about participation, involvement, inclusion and the creation of a sense of identity, and are important in contributing to the social well-being of a community.

### 1.2 General Principles

The fundamental principles of this grant guidance document are:

#### Funding Award is based on evidenced need

- The aim of grant funding is to provide financial support for projects and activities that add benefit to the Borough and contribute to improving the lives of local people and places. The following requirements **MUST** be met to be considered for funding:
- Have a clear purpose to the activity based on clearly evidenced need
- Be able to demonstrate how their project meets relevant funding criteria
- Can deliver high quality desired outcomes in a cost-effective manner
- The Applicant organisation can demonstrate that it is well run with the capacity to deliver the project as stated

- Reflect the statutory remit of the Council, aligned to the Corporate Plan and Community Plan
- Council reserves the right to request further information or clarification on any request for support and to share information on support with other funders.
- Groups seeking support from Council should have a minimum of £2M Public Liability and £10M Employers' Liability in place or be willing to obtain this cover.

Applicants should note that this is a competitive process and awards are subject to the availability of funds and may be subject to change.

#### Accessibility

Information on all grant funding programmes will be publicly available through the Council's website and proactively promoted across Mailing Lists, Social Media channels and Borough Life. This will include:

- Guidance on completion of relevant grant application
- Grant Management System embedded into Council public facing platform with digital accessibility options available
- Centralised Grant Funding information on Council webpage
- Guidance notes for all individual grant streams
- Point of contact clearly communicated for relevant queries
- Annual Grant Funding calendar made available

We will strive to ensure the process is user friendly, transparent, and fully inclusive.

#### Accountability

The Council will always adhere to the Grant Funding policy and guidance criteria outlined within each grant funding programme.

- A clear decision-making process will be utilised, with clear rationale and demonstrable evidence to support funding decisions
- Decision making process will be robust and transparent
- Funding decisions will be approved through Committee and Full Council with details made publicly available
- Unsuccessful applicants will be entitled to receive feedback on their application
- An accessible Appeals process will be communicated as part of each grant's call

### **1.3 Who can apply?**

Only properly constituted community, voluntary & charitable groups can apply to the grant aid scheme and must be able to meet the following conditions. The group must:

- Be democratically accountable through regular public meetings.
- Hold an Annual General Meeting (AGM).
- Be properly constituted and include a decision-making process and aims and activities that are acceptable to the Council.

- Be managed by a publicly elected committee; the office bearing positions of Chairperson, Secretary and Treasurer must be held as a minimum.
- Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Demonstrate that proposed activities are not a duplication of other activities.
- Produce an annual statement of independently verified or certified accounts, or a bank statement for new groups only.
- Agree to provide Antrim and Newtownabbey Borough Council with evidence on how your festival will self-sustain once the funding period ends.
- Agree to provide a completed Festival Evaluation Form after each event.
- Agree to Antrim and Newtownabbey Borough Council's monitoring, evaluation, and training procedures if required.

Projects **must** take place between 1 April 2026 and 31 March 2028 for projects with 2-year funding, and between 1 April 2026 and 31 March 2027 for single-year projects. Any activity outside these timescales will not be eligible for funding.

#### 1.4 What can be funded?

- Advertising/promotional materials/banners/flyers, etc.
- Venue hire (excluding group's own premises)
- Equipment hire (e.g. audio/visual, staging, lighting etc.)
- Consumable materials/small pieces of essential equipment
- Entertainment/performances/artists
- Exhibitions/facilitation costs/guest speakers
- Health and safety – first aid, security, safety barriers
- Refreshments for participants (up to £3 per head per festival)
- Public and employer's liability insurance
- Clean-up costs (bins, grabbers, etc.)
- Purchase of materials and essential small items of equipment up to a maximum of £500 per annum.
- Volunteer expenses (up to a maximum of £10.00 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.

#### 1.5 What cannot be funded? /Exclusions

The following costs **will not** be funded under this programme:

- Festivals operating outside of the Antrim and Newtownabbey Borough Council area
- Festivals that are primarily fundraising events for a charity
- Applications for specific projects/festivals which are clearly the responsibility of another statutory organisation
- Retrospective expenditure
- Applications received after the closing date specified in the public Advertisement
- Unrelated professional fees (solicitors, etc.)
- Bank charges, loans, deficits or fines
- Rent or hire of group's own facility
- Salary costs including seasonal staff
- Alcohol

- Trade or professional conferences/conventions
- Awards ceremonies or industry events
- Group members or volunteers cannot benefit financially from this award (except for volunteer expenses)
- Purchase of Balloons & single-use plastics
- Purchase of flags and bunting without prior approval

## **2.0 How to answer the questions?**

### **2.1 Information about your organisation**

This section of the application form gathers information about your organisation, including contact details and insight on the purpose and work of your organisation, which will enable the assessment process to check eligibility.

### **2.2 Project Proposal**

This section of the application form gathers information about your project proposal what you want to do and why. This is the part of the form where you must clearly and sufficiently demonstrate how and why there is a need for your project, what beneficial outcomes will be created and how these meet the needs of the Council's Corporate Plan.

This section allows you to detail why you think this project approach will work for the proportionate impact you plan to make. The assessment process will focus on the quality, impact, and investment effectiveness of each proposal.

You might reference, for example, evidence of your approach working before, or how your proposal is an innovative way to reach more people or make a greater impact on a smaller number of participants.

### **2.3 Project Delivery**

This section of the application form gathers information about your project proposal what you want to do and why. This is the part of the form where you must clearly and sufficiently demonstrate how and why there is a need for your project, what beneficial outcomes will be created and how these meet the needs of the Council's Corporate Plan.

This section allows you to detail why you think this project approach will work for the proportionate impact you plan to make. The assessment process will focus on the quality, impact, and investment effectiveness of each proposal.

You might reference, for example, evidence of your approach working before, or how your proposal is an innovative way to reach more people or make a greater impact on a smaller number of participants.

## **3.0 How we assess and score your application**

This section of the application form is where you detail how you are going to deliver

the project. It includes timescales and your budget (how grant funding will be used and on what).

You will be asked to think about how you will manage any potential risks in delivery of the project, how this will be match funded and how you might capture the impact of your project.

Interested applicants should book a place at one of the in person/online Grant Information Sessions where we will take groups through the funding and assessment criteria as well as the new application forms and online process.

### 3.1 Eligibility assessment

Applications received by Council will be logged and undergo eligibility checks. If eligibility information is missing at this point, you will be contacted and given 10 days to submit the missing information. Failure to provide all necessary eligibility information and complete forms as required will mean your application will not go forward for assessment in the current funding call.

If you are not sure whether you or your organisation and project meet the eligibility criteria, or you need more guidance on the application form, please contact the Community grants team. You can find contact details at the end of these guidance notes.

If your application has met all the eligibility criteria the panel will use the following criteria to score your application: -

### 3.2 Assessment and scoring

Applicants must score against each of the measurable criteria below:

Criteria	Mark
<b>Festival Details:</b> Who is the festival targeting? How many participants will there be? Is there a need for your proposed community festival? How has this need been identified, and how is your festival responding to this need?	25%
<b>Impacts on the Community</b> What are the specific aims of your festival? How will you measure each aim? How will the aim impact on the local community and/or the local economy?	30%
<b>Promotion and Inclusion</b> How will your proposed festival contribute to tackling poverty and/or social exclusion? How will your proposed festival benefit Section 75 groups? How will your proposed Festival bring about an improvement in community relations and help build a strong sense of community?	25%

<p>How will your proposed festival explore, celebrate and positively promote cultural traditions? How will you make your festival welcoming and inclusive, for, those attending for the first time, low-income families, ethnic minorities and disabled?</p>	
<p><b>Finance:</b> You will need to submit a secure financial proposal with a clear confirmation of "total" programme costs. The maximum available for a two-year period is either £6,000 (if more than 1,000, but less than 5,000 attendees) or £10,000 (for festivals with 5,000+ attendees.) What steps have or will your group/organisation take to maximise income and reduce future requirements for financial assistance for community festivals/events?</p>	20%

A pass threshold of 60% needs to be achieved to deem the application successful.

### **3.3 What happens of an application is successful?**

- 3.3.1 In the event of a successful application a Letter of Offer will be issued together with procurement guidance and details of the claim process.
- 3.3.2 The Letter of Offer must be signed and returned within 10 days with the Grant recipient to provide details of a designated bank account for all transactions relevant to the funding.
- 3.3.3 The Grant shall be used only for the purposes of the Project as defined by the Applicant in the application form or variations, which the Council has agreed to fund.
- 3.3.4 The Council reserves the right to withhold any or all of the payments and/or require the Grant Recipient to repay part or all of the Grant if Council deems there to be a substantial or material change in the nature, scale or timing of the Project, or if the Grant is used for purposes other than those specified in the application or agreed variations.
- 3.3.5 Grant payments will be paid 75% up front and 25% following submission and approval of completed Project Grant Claims. Claim forms must be supported by original receipts and supporting bank statements Payment will be dependent upon fully acceptable documentation being in place to support the claim.
- 3.3.6 Council will release funds after verification of satisfactory receipts and evidence of payment (i.e. bank statements) (invoices will not be accepted). Claims must for the items specified in the Letter of Offer. Items paid for in cash will not be reimbursed.

- 3.3.7 Payment will only be released to a group bank account and that account is the same as the details on the application and supporting documentation.
- 3.3.8 The Council reserves the right to terminate or suspend authorisation of Grant Payments and/or to withhold any or all the financial assistance should the Project not be delivered in line with this offer of Grant Aid.
- 3.3.9 To meet Council's audit requirements, when making a claim, applicants should retain copies of receipts and evidence of payments made in the form of Bank statements/credit cards.

### **3.4 Monitoring and reporting**

If your project receives grant support, you will be in receipt of public funding, and this must be accountable. Monitoring and reporting are an essential requirement for you in delivering your project.

We will also ask all organisations for auditing purposes, to check how the grant was spent and that the terms and conditions of the funding were met. You will be contacted by your local Council Lead, and you will be asked to provide invoices and bank statements for all the items you are claiming through the grant.

If your project does not meet its targets and outcomes, we can review and reduce the amount of funding awarded.

If any information in the application, monitoring or supporting information is found to be untrue or misleading, we will withdraw any grant. If we have already paid part of a grant to your organisation, you must repay it. This will have implications for any future applications or requests for funding. We may also review grants made to your organisation in the past.

### **3.5 Marketing and promotion**

The Grant Recipient shall acknowledge the contribution made by the Council in all relevant publicity materials including brochures, leaflets, newspaper articles etc. The Council shall be entitled to publish details of the assistance referred to in this letter at such times and in such manner as is necessary without further agreement from the Grant Recipient. It is important to note that logos should be of a reasonable size and retain their original perspective. All promotional materials should be approved **in advance** by the Council's Public Relations and Marketing team. Please email all proofs to [marketing@antrimandnewtownabbey.gov.uk](mailto:marketing@antrimandnewtownabbey.gov.uk) or [media@antrimandnewtownabbey.gov.uk](mailto:media@antrimandnewtownabbey.gov.uk)

If you have any queries, please contact the Council PR and Marketing team on Tel: 0300 1234 568

### **3.6 Breach of Letter of Offer and Claw-Back arrangements**

If the Grant Purpose ceases to be carried out during the relevant Grant Period as a result of any act, omission or default on the part of the grant Applicant organisation,

including any breach of the terms and conditions contained within the Letter of Offer, the Council will invoke clawback procedures to demand that the Applicant repays in part or full the Grant Funding awarded.

The Applicant will be considered in breach of their funding offer if the following apply – please note this list is not exhaustive: -

- They provide misleading or inaccurate information, by accident or deliberate during the application process
- Members of the organisation funded, including volunteers and staff at any time during the project act dishonestly or negligently causing directly or indirectly any detriment to the activity or bring into disrepute the reputation of the Council by association through funding award(s)
- The organisation funded is in receipt of duplicate funding from any other source for any element of the activity
- The organisation does not take positive steps to ensure equality of opportunity in its employment practices, delivery of and access to services
- The organisation by their own actions makes their facilities and/or activities less inviting to any sections of the community
- There is a change of purpose, benefit, ownership, or recipient, either during the project or within a reasonable period after its completion

Any reported or identified breaches or potential breaches that cannot be resolved to the satisfaction of the Council will result in the grant award in part or in full being clawed back by the Council.

If funding is withdrawn or clawback procedures invoked the Applicant organisation will have no legal redress to have funding reinstated. The decision of Council in this case will be final.

### **Additionally**

#### **Organisations:**

- Must send in the monitoring and evaluation forms within the agreed timescales.
- No aspect of the activity being funded should be party political in intention, use or presentation; or likely to be perceived as discriminatory on grounds of religion, colour, race, gender, or disability.

### **3.7 What happens if an application is ineligible/unsuccessful?**

If you are unsuccessful in your application, you will be sent the broad reasons why you have not received funding. You will receive feedback as to the strengths and weaknesses of your application.

### **3.8 Appeals procedure**

An appeals procedure will be available to unsuccessful applicants. For further information please contact the officers detailed at the end of this document.

### 3.9 Fraud and Corruption

The Council is committed to the prevention and detection of fraud and the promotion of an anti-fraud culture.

The Council operates a zero-tolerance attitude to fraud and corruption, whether from internal or external sources. The Council requires staff and individuals/organisations that it deals with, to act with honesty and integrity, to safeguard the public resources and to report all suspicions of fraud and corruption.

Every case of alleged or suspected fraud will be thoroughly investigated in accordance with the Anti-Fraud and Corruption Policy and where appropriate, referred to the Police Service of Northern Ireland (PSNI). The Council will also seek to recover any loss suffered because of fraud and if appropriate, will take civil, and/or disciplinary action.

The following relevant policies can be located on the Council website:

Anti- Bribery Policy - April 2023

Anti-Fraud and Corruption Policy - April 2023

Financial Regulations – April 2024

Fraud Response Plan - March 2023

Raising Concerns Policy – November 2023

The Council reserves the right to disallow any other current, pending or future grant applications and claims submitted by an organisation or an individual member of the organisation in respect of the financial year and to apply a moratorium on Council funding to any organisation or individual member of an organisation where fraudulent activity is identified within the current financial year and for at least 2 forthcoming financial years. This will also extend to individuals in receipt or applying for a bursary.

The Council will inform in writing the Chairperson of the organisation, or the individual in case of bursary, where fraud is suspected or has been identified. In the case of a bursary where the recipient is under age of 18 years the parent/guardian will also be notified.

### 4.0 Application process

Call	Opens	Closes	Notification of Outcome
1	1 October 2025	1 December 2025	March / April 2026
2	2 March 2026	30 April 2026	June 2026

Applicants should note that this is a competitive process, and awards are subject to the availability of funds and may be subject to change.

## **Grant Information Sessions**

Interested applicants should book a place at one the in person/online Grant Information Sessions where officers will take groups through the grant funding available as well as the new application forms and online process. For further information please visit Council's Grants and Funding webpage:  
<https://antrimandnewtownabbey.gov.uk/residents/grants-funding/>

### **Contact details:**

For further information, please contact: Arts & Culture

E: [culture@antrimandnewtownabbey.gov.uk](mailto:culture@antrimandnewtownabbey.gov.uk)

T: 0300 123 7788

# Appendix 1

## General Data Protection Regulation (GDPR)

Antrim and Newtownabbey Borough Council are entitled to disclose your details to other government agencies, departments and bodies engaged in distributing funds (subject to the terms of the Data Protection Act 1998, known as General Data Protection Regulations GDPR from May 2018).

To process your grant application, applicants are advised that:

- Council 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.
- Council 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.
- Council may also share information with other 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.
- Council 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.