

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 June 2026.

Q. What are the important dates for this grant?

A. This grant will open on **Monday 2 March** and will close on **Thursday 30 April 2026**. **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.