**Community Events Support Guidance Notes**

**Mission Statement:**

The aim of the Community Events Support Fund is to encourage local people to come together, enhance community spirit and celebrate our great city and heritage.

We want to add value to the local economy by supporting local businesses and partners and encourage visitors to come and enjoy all that Carlisle has to offer.

We would like to support events that will:

* Promote Carlisle as a vibrant city in which to live and visit
* Encourage visitors to our city; and increase economic activity
* Celebrate the civic history and heritage of Carlisle.
* Engage with people from the local community
* Encourage partners to invest with Cumberland Council to promote Carlisle as a tourist destination

**Frequently Asked Questions:**

**Is there an event criteria?**

Please see our Mission Statement.

**How to apply for funding?**

Please complete the application form and return it to [events@cumberland.gov.uk](mailto:events@cumberland.gov.uk)

**Do we need to be a charity to apply?**

You do not need to be a registered charity. We accept applications from constituted voluntary and community groups, but we will not give funding to sole names on applications.

**Can schools/commercial businesses apply?**

We do not fund statuary bodies or commercial businesses (this funding is for none profit organisations) but PTAs or friends of schools can apply for one off events that benefit the local community.

**How much funding is available?**

* Local Community, one off events, will be able to apply for a maximum of £1000.
* Destination events – up to £5000.
* High Profile events will be considered on their own merit.

Please note; Event Grant Funding for annual events is only available for a maximum of three years, on a reduced scale of funding.

**Do we need any match funding?**

Cumberland Council expects to see matched financial funding. If the event is profit making, then a full breakdown of income and expenditure will be requested as a criteria of the funding agreement.

**If we have an annual event, can we reapply for event funding each year?**

You can apply for a grant for a maximum of three years. This grant fund is to help grow a multitude of events for Carlisle; and we want to support as many events as possible. We also want to encourage the event organiser to make their event self-sustainable; therefore we will favour funding bids that decrease each year, not increase.

**What is the deadline for funding applications?**

You can apply for a grant at any time of the year, as funding panels are organised every 6-8 weeks. Applications must be sent to us within two weeks of the funding meeting, otherwise they will be deferred until the next meeting.

**Do we need to complete any other paperwork?**

If the event is on our land e.g. Carlisle city centre, Bitts Park etc. you MUST complete a land application form. Your event MUST be approved by Cumberland Council’s Event Risk Group prior to applying for funding.

**We have been turned down for grants in the past – can we re-apply?**

You can make a further application, but you should address any advice or feedback we have given you about your previous application.

**Do we need to have a copy of our constitution, accounts, protection policy, business plan and bank statement?**

We need to check your governing document to make sure your application fits with your organisation’s aims and objectives. We also look to make sure you are properly governed and what will happen to any assets if your organisation closes down. If you work with children or vulnerable adults, we need to know that you have checks in place to ensure their safety. We look at accounts to understand your financial position, and will talk to you if we want more information. We need the bank statement so that we can be certain that any grant goes to the correct account.

If your event is profit making we need a copy of the Business Plan.

**What feedback do you require?**

We will send you an event evaluation form to complete, after your event .We need to know whether our grants are benefitting Carlisle’s economic growth or that the funding is helping a local community event. We require facts and figures about your event, and require you to describe any positive changes it has helped to bring about.

If any financial contribution has not been utilised; then we would ask you to return it to Cumberland Council. Receipts and invoices will be requested to provide evidence of financial costs.

**Once a grant is awarded can we change what we spend it on?**

The grant provided needs to be specific for the event you have asked to fund. That is because you agree to our terms and conditions when you accept the grant, which includes spending the grant on the items you applied for.

**How long do we have to spend the grant?**

The grant needs to be fully spent within two months after your event date.

**What happens if we don’t need all the grant money that was given to us?**

If the financial contribution has not been utilised; then we would ask you to return it to Cumberland Council. Receipts and invoices will be requested to provide evidence of financial costs