

Peter McNaney  
Chief Executive  
Belfast City Council  
Adelaide Exchange  
24-26 Adelaide Street  
Belfast  
BT2 8GD

25 February 2008

Dear Mr McNaney

1. The Department of Culture, Arts and Leisure is prepared to make available to Belfast City Council grant not exceeding £77,300 for the Community Festivals Fund for the period April 2008 to March 2009. The Community Festivals Fund will be 'ring fenced' and separate from other Council funding schemes.

2. **Definition of words and expressions used in this Letter**

'the Department' means the Department of Culture, Arts and Leisure

'the Council' means Belfast City Council

'Financial Assistance' means the Grant specified in paragraph 1 of this letter or any part or parts thereof as the case may be.

'the Fund' means the Community Festivals Fund as described in the Department's Policy and Guidance Framework Document, (copy enclosed).

'Qualifying Expenditure' means the sums, expended by the Council on community festivals and admitted by the Department for the purpose of payment of Financial Assistance.

3. **Aims, Objectives and Description of Work**

The primary purpose is to improve the quality and capacity of community festivals by the provision of funding towards the cost of events.

#### **4. Services to be provided by the Council**

In accordance with the Department's Policy and Guidance Framework, dated December 2007, the Council shall:

- Manage a publicly advertised funding scheme targeted at community festivals, ie, festivals led by a community organisation or a community led partnership;
- Determine and publish clear criteria for the Fund, the application process and procedures for making awards;
- Operate an appeals procedure;
- Produce an annual report on funding of festivals and their impact on the local community or economy;
- Encourage festivals to become more sustainable over time;
- Ensure that all events funded promote the principles of inclusion and comply with equality requirements;
- Ensure value for money in investment of public funds in community festivals;
- Encourage uptake in areas where community infrastructure and capacity are under developed.

#### **5. Matched Funding**

In order to maximise the funding available to support community festivals, it is a requirement of this Letter of Offer that the Council matches the Financial Assistance made available by the Department. If the Council does not estimate the local demand to match this figure it should indicate the amount it will require and commit to match in the response to this Letter of Offer. This will allow the potential for re-allocation of Financial Assistance to Councils where requirements are greater than the original allocation.

#### **6. Payment of Financial Assistance**

- (i) The Department will make payments of Financial assistance on receipt of a certified claim giving details of expenditure incurred in respect of the following

Awards to Community Festivals

Contribution to Running Costs (max 10%)

The Department's contribution will be 50% of the claim. Claims should be submitted quarterly and in arrears. However, the Department will accept claims on a more frequent basis. If the Council decides that it will not use its full allocation from the Department, the Department must be informed at the earliest opportunity. Each claim should be accompanied by an estimate of



expenditure for the next quarter/period. Further details of how to claim are outlined in the attached schedule.

- (ii) Payment of the Financial Assistance shall be made into a designated bank account number, details of which should be forwarded to the Department.
- (iii) Any approval of expenditure for the purposes of this letter shall be at the absolute discretion of the Department.
- (iv) The Council shall provide the Department with such further information and clarification in relation to any claim as the Department may from time to time request.
- (v) The information provided on grant claims may be made available to other Departments/Agencies for the purposes of preventing or detecting crime.

## **7. General Conditions**

For so long as the Council is under any liability to the Department under the terms of this letter, the Council shall:

- (i) Not seek or make application for any Financial Assistance from any other Government Department, public body or agency in respect of expenditure for which Financial Assistance is or may become payable under the terms of this letter, without the prior written approval of the Department;
- (ii) Maintain its records (financial and otherwise) in such a way as to identify clearly all expenditure and income related to the Fund;
- (iii) Furnish the Department with such information in relation to the organisation and management of the Fund as the Department may from time to time require;
- (iv) Ensure that any original vouchers and documents relating to expenditure on the fund shall be retained for inspection by the Local Government Auditors;
- (v) Indemnify the Department against all actions, proceedings, cost, claims, demands and liabilities whatsoever arising from all or any activities associated with the Fund.
- (vi) The Department reserves the right to seek evidence of expenditure in accordance with the agreed operating guidelines.

## **8. Repayment of Financial Assistance on Default**

- (i) If:

- (a) the Council fails to comply with any of the terms and conditions contained in this letter of offer and any such breach is incapable of remedy or if capable of remedy remains unremedied for more than thirty days after written notice by the Department
- (b) any information given to the Department by or on behalf of the Council in connection with the administration of the fund is found to be false or misleading or there has been a failure to disclose any material fact which would have had a bearing on the Department's consideration of the award of grant;

then on the happening of any such event or events the Department shall be under no obligation to make any further payment of the Financial Assistance and may, on written demand, and at its discretion, ask the Council to repay to the Department the full amount of the Financial Assistance to the Council hereunder.

- (ii) In the event that the Department has made a written demand under sub-paragraph (i) above for repayment, the Department shall be entitled to interest on the amount due from the date thirty days after the date of the written demand until payment. Late payment of grant clawed back will be subject to interest charges calculated in accordance with the Late Payment of Commercial Debt Regulations.
- (iii) Any letter, notice or demand by the Department shall be sufficiently served on the Council if it is delivered by hand or left at the Council's last known address or sent by post addressed to the Council at that last known address.
- (iv) Any failure, delay or omission by the Department to exercise any right or remedy to which it is entitled by virtue of this paragraph shall not be construed as a waiver of such right or remedy.

#### **9. Other Conditions**

- (i) The Council shall not without the prior written consent of the Department transfer any of its rights or obligations under this letter.
- (ii) The Department reserves the right to publicise details of the Financial Assistance.
- (iii) This letter is issued in duplicate and if the Council is prepared to accept the foregoing offer on the terms and conditions stated, the form of acceptance appended hereto should be completed on the original of this letter and returned to the Department.
- (iv) When signed off by both parties, one copy will be retained by the Department and one copy will be retained by the Council.

- (v) The offer contained in this letter may be deemed to have been withdrawn if it is not accepted within one month of the date of this letter.

Yours sincerely

*Hazel Campbell*



## Community Festivals Fund – Form of Acceptance

I hereby accept the terms and conditions of this letter of Offer dated 25 February 2008.

And

(a) I accept the level of assistance offered of £            and agree that the Council will provide the same level of funding for community festivals.

Or

(b) I accept a lower offer of assistance of £            (insert amount) and agree that the Council will provide the same level of funding for community festivals.

I also enclose details of Authorised Signatories for the drawdown of grant and Council bank account details.

Dated this            day of

Signature..... Position held .....

(On behalf of Belfast City Council)

Signature: *Hazel Campbell*..... Position held *Head of Arts branch*.....

(On behalf of the Department of Culture, Arts & Leisure)

This Form of Acceptance should be signed by an authorised representative of the Council (ie authorised Chief Executive/Head of Fund).

**Community Festivals Fund – Form of Acceptance**

**Belfast City Council**

Information required by the Department of Culture, Arts and Leisure for grant funding requests:

**Council Authorised Officers**

Name and position (Block Capitals)

Signature

Bank Account details

Bank name:

Branch Address:

Bank account name:

Bank account number:

Bank sort code:

Signed

Date

(Belfast City Council)

## Community Festivals Fund – Drawdown Request

### GUIDANCE FOR COMPLETION

Please note:

Financial assistance will be paid on receipt of a certified claim giving details of expenditure incurred, in the form of a report listing the festivals funded and awards made. Administration costs are required to be shown separately and the grant aid on this will not exceed 10% of the total grant.

The attached draw down request form should be used.

The Council will also submit with their claim the projected spend for the next quarter

Any pressures or easements concerning the Fund must be notified to the Department as soon as possible.



**Community Festivals Fund – Drawdown Request**

**DECLARATION**

I HEREBY APPLY on behalf of Belfast City Council for payment of grant from the Department of Culture Arts and Leisure in accordance with the Letter of Offer dated ...../...../.....

I DECLARE THAT:

1. The expenditure detailed for funding of community festivals is correct;
2. The Council has paid or has contracted to pay the sums stated;
3. I understand that providing wrong or deliberately misleading information is an offence, and such information may be used in any subsequent criminal investigation. I also understand that the information provided in this form may be made available to other Departments/Agencies for the purpose of preventing or detecting crime;
4. I hereby certify that the conditions applying to the grant have been duly observed.

Signed: \_\_\_\_\_

Name (Block capitals):

\_\_\_\_\_

Position in Organisation:

\_\_\_\_\_

Date

**(The signature should be that of an authorised officer)**

**FALSE STATEMENTS CAN RESULT IN PROSECUTION**

**Community Festivals Fund – Drawdown request**

**SUMMARY OF CLAIM**

To cover Period:            –

List of community festivals funded	Award made £
(a) Total expenditure on community festivals	£
(b) 50% drawdown from DCAL	£
(c) Expenditure on CFF administration	£
(d) Drawdown from DCAL (max 10% of b)	£
(e) Total Drawdown this period (b+d)	£
(f) Cumulative drawdown 2008/09	£
(g) Remaining balance 2008/09	£

Community Festivals Fund – Drawdown request

**FORECAST GRANT PAYMENTS**

To cover Period: -

Community Festivals

Forecast Payment

List Event

£

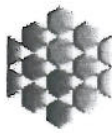
Total Forecast Payments:

£

DCAL contribution (50%)

£





Department of  
**Culture, Arts  
and Leisure**  
[www.dcalni.gov.uk](http://www.dcalni.gov.uk)

## **COMMUNITY FESTIVALS FUND**

## **POLICY AND GUIDANCE FRAMEWORK**

**December 2007**

## **COMMUNITY FESTIVALS FUND**

### **1. The purpose of the Fund**

The Community Festivals Fund (CFF) was established in 2006 in recognition of the potential contribution that festivals can make to communities, to the local economy and wider Government policy priorities.

The primary purpose of the Community Festivals Fund is to improve the capacity of community festivals and make them less reliant on public funding by providing support and training in addition to funding towards the cost of events. The Fund enables community organisations to celebrate their cultural identity and to strengthen community relations.

### **2. Definition of a festival**

A community festival is 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, and the creation of a sense of identity and are important in contributing to the social well being of a community.

They must be initiated and led by a community organisation or a community-led partnership. It is not enough to run a festival for a community - the community must play a strong part in the development and delivery of the festival and have ownership of it.

### **3. General Principles which apply to the Community Festivals Fund**

This is a competitive scheme and applications will be determined on the basis of merit.

Applications to this scheme will be open to all festivals that can meet the core criteria of the scheme irrespective of whether they are established or emerging events.

Festivals will continue to be able to apply to other sources of public support.

All festivals must demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good relations.

Festivals should contribute to the promotion of a positive image of Northern Ireland and organisers must take steps to avert anti-social behaviour.

Organisations in receipt of public funding must comply with all statutory obligations regarding the delivery of and access to their events.

Festival organisations will make every effort to increase capacity within the community through e.g. skills training and volunteering.

Festival organisations will be expected to make efforts to maximise income through ticket sales and sponsorship. They should develop a plan to improve their sustainability and reduce reliance on public funding.

It is a prime responsibility of Government to ensure the proper and efficient use of and the accountability of public monies. To this end, festivals will be required to provide relevant supporting information when applying for funding.

Festival organisations will be required to demonstrate the effectiveness and impact of their festival and that public funding is put to good use and shows a positive and measurable impact on the local community or economy.

#### **4. Broad Assessment Criteria**

In order to deliver the Fund's aims and principles festival organisers will need to demonstrate how their event addresses the following issues:

- has strong community participation.
- provides opportunities for people to improve skills or receive training.
- promotes social inclusion and improves community relations.
- contributes to community regeneration.
- attracts visitors to the area.
- provides opportunities for development - this includes capacity-building, links with other organisations and diversity of activities.
- maximises non-public sources of income (eg through commercial sponsorship, donations, ticket sales, advertising revenue etc).
- demonstrates value for money.

The Community Festivals Fund will not normally provide funding for the following activities:



- festivals taking place outside Northern Ireland;
- festivals of a commercial nature, organised to make a profit;
- trade or professional conferences/conventions;
- festivals that are primarily fundraising events, are heavily branded with charity branding or deploy potential sources of income from a festival to a charity;
- awards ceremonies or industry events;
- residential courses and associated events;
- festivals that are social events for an organisation.

## **5. Administration of the Community Festivals Fund**

The Department of Culture, Arts and Leisure has overall policy responsibility for the Community Festivals Fund while responsibility for making awards to individual festivals will be devolved to local authorities from 1 April 2008. The Department will make an annual allocation to each Council using Specific Grants.

Each Council will be required to adhere to the overarching policy framework set out in this document. Local authorities will have flexibility to develop their own application processes and detailed criteria for funding consistent with the policy framework.

Local authorities will be required to:

- a. Publish their assessment criteria and application process and their procedures for making awards.
- b. Provide match funding in each financial year equal to the amount of grant provided by the Department. If Councils decide to provide a lesser amount, the Department will retain the surplus above that amount and this will be available for re-distribution to other local authority areas.
- c. Decisions on whether or not to fund a festival and the level of funding will be entirely a matter for the local authority to decide. Each local authority will operate an appeals procedure.
- d. Local authorities will provide advice and assistance to help build capacity in festival organisations, for example, through training provision for volunteers. Councils will have flexibility to allocate a proportion of the budget to training and consultancy support in relation to delivery of festivals.
- e. Local authorities will evaluate the impact of investment in festivals in their local community. They will provide an annual report to the Department detailing the festivals supported, the awards made together with an assessment of the impact in the community.

- f. Each local authority distributing awards under CFF must ensure that it complies with the rules laid down regarding the provision of State funding for events and ensure that it operates within EC State Aid legislation.
- g. Expenditure by local authorities on community festivals will be subject to audit by the Local Government auditor.

Operation of this Policy and Guidance framework will be monitored by DCAL in liaison with the Northern Ireland Local Government Association.