

## Community Festivals Fund 2009/2010 schedule

### 1st Tranche

For festivals taking place 1<sup>st</sup> April – 30<sup>th</sup> June 2009

Action	Latest Date
<b>Scheme opens 9<sup>th</sup> January closes 20<sup>th</sup> February 2009</b>	
<b>Staffing</b>	
Recruit consultant to run programme assessment process	15 <sup>th</sup> January 2009
<b>Publicise Fund</b>	
Open scheme 1st Tranche of CFF	9 <sup>th</sup> January 2009
Advertisements drawn up, agreed & placed Public Relations – stories prepared & placed, Promotional materials prepared & circulated, E-mail promotional campaign – 1 mailing, Briefings Programme (2 events)	Various
<b>Administration</b>	
Circulate applications pack to existing clients	12 <sup>th</sup> January 2009
Respond to enquiries – provide application pack by post or e-mail	19 <sup>th</sup> January 2009
Receive & record completed application forms (deadline 12.00 noon, 19 <sup>th</sup> September 2008)	20 <sup>th</sup> February 2009
Report number of applications and geographic spread	20 <sup>th</sup> February 2009
Distribute packs to Assessor and Moderator for independent scoring and return to BCC	20 February 2009
Assessor and Moderator meet and agree marking scheme	23 <sup>rd</sup> February 2009
Moderation meeting takes place & grant recommendations made – report prepared	28 <sup>th</sup> February 2009
Recommendations reviewed and approved under delegated authority	2 <sup>nd</sup> March 2009
Grant awards and rejections advised to applicants; information passed to finance along with all bank details et; letter of offer issued	3 <sup>rd</sup> March 2009
Appeals process opens (for 2 weeks)	9 <sup>th</sup> March 2009
Head of Service – Arts & Culture ‘hears’ appeals; final decisions made	20 <sup>th</sup> March 2009
Successful promoters provide BCC with re-profiled budget; assessor reviews and reports for verification	31 <sup>st</sup> March 2009
Festival starts date	1 <sup>st</sup> April – 30 <sup>th</sup> June
Grant recommendations to be noted at Committee	April Development Committee date TBC

## 2<sup>nd</sup> Tranche

### For festivals taking place 1<sup>st</sup> July – 30<sup>th</sup> September 2009

Action	Latest Date
<b>Scheme opens 6<sup>th</sup> March closes 17<sup>th</sup> April 2009</b>	
<b><i>Publicise Fund</i></b>	
Open scheme 2 <sup>nd</sup> Tranche of CFF	6 <sup>th</sup> March 2009
Advertisements drawn up, agreed & placed Public Relations – stories prepared & placed, Promotional materials prepared & circulated, E- mail promotional campaign – 1 mailing, Briefings Programme (2 events)	Various
<b><i>Administration</i></b>	
Circulate applications pack to existing clients	9 <sup>th</sup> April 2009
Respond to enquiries – provide application pack by post or e-mail	16 <sup>th</sup> April 2009
Receive & record completed application forms (deadline 12.00 noon, 19 <sup>th</sup> September 2008)	17 <sup>th</sup> April 2009
Report number of applications and geographic spread	20 <sup>th</sup> April 2009
Distribute packs to Assessor and Moderator for independent scoring and return to BCC	17 <sup>th</sup> April 2009
Assessor and Moderator meet and agree marking scheme	20 <sup>th</sup> April 2009
Moderation meeting takes place & grant recommendations made – report prepared	29 <sup>th</sup> April 2009
Recommendations reviewed and approved under delegated authority	5 <sup>th</sup> May 2009
Grant awards and rejections advised to applicants; information passed to finance along with all bank details et; letter of offer issued	6 <sup>th</sup> May 2009
Appeals process opens (for 2 weeks)	11 <sup>th</sup> May 2009
Head of Service – Arts & Culture ‘hears’ appeals; final decisions made	26 <sup>th</sup> May 2009
Successful promoters provide BCC with re- profiled budget; assessor reviews and reports for verification	30 <sup>th</sup> June 2009
Festival start date	1 <sup>st</sup> July – 30 <sup>th</sup> September 2009
Grant recommendations to be noted at Committee	June Development Committee date TBC

### 3rd Tranche

**For festivals taking place 1<sup>st</sup> October - 31<sup>st</sup> December 2009**

<b>Action</b>	<b>Latest Date</b>
<b>Scheme opens 5<sup>th</sup> June closes 17<sup>th</sup> July 2009</b>	
<b><i>Publicise Fund</i></b>	
Open scheme 3 <sup>rd</sup> Tranche of CFF	5 <sup>th</sup> June 2009
Advertisements drawn up, agreed & placed Public Relations – stories prepared & placed, Promotional materials prepared & circulated, E- mail promotional campaign – 1 mailing, Briefings Programme (2 events)	Various
<b><i>Administration</i></b>	
Circulate applications pack to existing clients	8 <sup>th</sup> June 2009
Respond to enquiries – provide application pack by post or e-mail	16 <sup>th</sup> July 2009
Receive & record completed application forms (deadline 12.00 noon, 19 <sup>th</sup> September 2008)	17 <sup>th</sup> July 2009
Report number of applications and geographic spread	20 <sup>th</sup> July 2009
Distribute packs to Assessor and Moderator for independent scoring and return to BCC	17 <sup>th</sup> July 2009
Assessor and Moderator meet and agree marking scheme	23 <sup>rd</sup> July 2009
Moderation meeting takes place & grant recommendations made – report prepared	31 <sup>st</sup> July 2009
Recommendations reviewed and approved under delegated authority	4 <sup>th</sup> August 2009
Grant awards and rejections advised to applicants; information passed to finance along with all bank details et; letter of offer issued	5 <sup>th</sup> August 2009
Appeals process opens (for 2 weeks)	7 <sup>th</sup> August 2009
Head of Service – Arts & Culture ‘hears’ appeals; final decisions made	21 <sup>st</sup> August 2009
Successful promoters provide BCC with re- profiled budget; assessor reviews and reports for verification	30 <sup>th</sup> September 2009
Festival start	1 <sup>st</sup> October – 31 <sup>st</sup> December 2009
Grant recommendations to be noted at Committee	September Development Committee date TBC

## 4th Tranche

### For festivals taking place 1<sup>st</sup> January - 31<sup>st</sup> March 2010

Action	Latest Date
<b>Scheme opens 4<sup>th</sup> September closes 16<sup>th</sup> October 2009</b>	
<b><i>Publicise Fund</i></b>	
Open scheme 1st Tranche of CFF	4 <sup>th</sup> September 2009
Advertisements drawn up, agreed & placed Public Relations – stories prepared & placed, Promotional materials prepared & circulated, E- mail promotional campaign – 1 mailing, Briefings Programme (2 events)	Various
<b><i>Administration</i></b>	
Circulate applications pack to existing clients	7 <sup>th</sup> September 2009
Respond to enquiries – provide application pack by post or e-mail	15 <sup>th</sup> October 2009
Receive & record completed application forms (deadline 12.00 noon, 19 <sup>th</sup> September 2008)	16 <sup>th</sup> October 2009
Report number of applications and geographic spread	19 <sup>th</sup> October 2009
Distribute packs to Assessor and Moderator for independent scoring and return to BCC	16 <sup>th</sup> October 2009
Assessor and Moderator meet and agree marking scheme	19 <sup>th</sup> October 2009
Moderation meeting takes place & grant recommendations made – report prepared	31 <sup>st</sup> October 2009
Recommendations reviewed and approved under delegated authority	2 <sup>nd</sup> November 2009
Grant awards and rejections advised to applicants; information passed to finance along with all bank details et; letter of offer issued	3 <sup>rd</sup> November 2009
Appeals process opens (for 2 weeks)	9 <sup>th</sup> November 2009
Head of Service – Arts & Culture ‘hears’ appeals; final decisions made	23 <sup>rd</sup> November 2009
Successful promoters provide BCC with re- profiled budget; assessor reviews and reports for verification	31 <sup>st</sup> December 2009
Festival start	1 <sup>st</sup> January – 31 <sup>st</sup> March 2010
Grant recommendations to be noted at Committee	December Development Committee date TBC