



Department of
**Culture, Arts
and Leisure**

www.dcalni.gov.uk

Community Festivals Fund

(for festivals taking place from 1st January–31st March 2012)

Application Form

Deadline for Applications
12.00 noon, Friday 14th October 2011

This form can be downloaded from www.belfastcity.gov.uk/funding

Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.

Name of Organisation: _____

Name of Festival: _____

Date of Festival: _____

Please return this form to:

Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4–10 Linenhall Street
BELFAST BT2 8BP

Please note: This application form has changed. You are advised to read the guidance notes carefully before making an application.

SECTION A

ABOUT YOUR ORGANISATION

1. Contact Details

Organisation _____

Address _____

Post code _____

Telephone _____ Mobile _____

Fax _____

Email _____

Contact name _____

Position in organisation _____

2. Status of the Organisation

When was your organisation formed? _____

How is your organisation constituted?

Limited Company Company No. _____

Company Limited by
Guarantee Company No. _____

Partnership

Other (please specify) _____

A copy of the organisation's Constitution, Memorandum and Articles of Association, as appropriate, has been:

Enclosed

Previously supplied

Principle purpose(s) of your organisation _____

_____ (Max. 100 words)

Is your organisation a charity and registered with the Inland Revenue?
If so, please supply the Charity Registration Number.

Yes No Charity No. _____

3. Management & Governance

i. Please list the members of your Board/Management Committee in the table below and identify the key office bearers, e.g. Chair, Treasurer, etc.

Name	Position on Board/Committee	Occupation/Relevant Experience

ii. Does the Board have Sub-committees? If so, please supply details.

iii. How often does the Board/Management Committee/Sub-Committees meet?

iv. What is the length of term of office for a Board member? _____

v. Has the organisation established a committee specifically to run this festival?

vi. Yes No

vii. If so, who is the Chair of that committee and how long have they held this post? _____

viii. Please list the members of the festival committee and the specific skills they contribute to running the Festival.

Festivals Committee Member	Skills

4. Strategic Documents and Policies

You may refer us to documents previously supplied, if no updates have been made since you last submitted these. **(delete as required)**

i. Strategic and/or business/operational plan
Enclosed/Previously supplied/Not applicable

ii. Festival development plan
Enclosed/Previously supplied/Not applicable

iii. Marketing plan
Enclosed/Previously supplied/Not applicable

iv. Child Protection Policy
Enclosed/Previously supplied/Not applicable

v. Any other relevant policies (e.g. Equal Opportunities, Staff Development, Financial Management): please provide details

5. Staff Structure

i. Please supply information about the organisation's staff over the CURRENT FINANCIAL YEAR (1 April 2011–31 March 2012). Continue on a separate sheet if necessary.

Core Staff

NAME	JOB TITLE	FULL-TIME	PART-TIME

Freelance/Short-term contract staff

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

Volunteers/Work placement

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

- ii. Are there likely to be any staff changes?

6. Wages

Total paid wages in the last financial year: (1 April 2010–31 March 2011).

TYPE OF STAFF	AMOUNT (£)
Permanent/Contract staff	
Freelance/Short-term contract/Casual	
Volunteer costs	
TOTAL	

7. Premises

- i. Which of the following best describes the premises you currently operate from?

- Owned by your organisation
- Privately rented
- Other (please specify) _____

ii. Is this situation likely to change in the near future? Yes No

iii. Are the premises you occupy compliant with the Disability Discrimination (Northern Ireland) Order 2006?

Yes No

If No, what are you doing to remedy this situation?

8. Financial Information

i. Name and address of Auditor/Accountants:

ii. Name and address of Bank/Building Society:

iii. Account name:

iv. Account number:

v. Sort code: _____

vi. VAT Registration number (if applicable):

vii. Financial year for your organisation covers period from:

_____ to: _____

viii. Who is the person responsible for day-to-day financial management within the organisation?

ix. What was your organisation's total income in 2010/11?

£ _____

x. What was your organisation's total expenditure in 2010/11?

£ _____

xi. Please indicate what information you have enclosed to demonstrate your organisation's financial management. Please refer to section 2 of the guidance notes for further information.

- Copy of your organisation's most recent audited accounts
- Income and expenditure budget up to March 2011
- Most recent bank statement(s)
- Management accounts

SECTION B: ABOUT YOUR PROPOSED FESTIVAL

1. What is the name of your festival? _____

2. Status/History

i Is this a new event or has it run before?

New

Run Before How many times/what year(s)? _____

If the event ran before:

ii How successful was the event when it ran before. Please include details of the festival programme.

iii If the event is returning after an absence, please explain why it stopped and what has changed that your organisation is proposing to re-start it.

iv What are you proposing to do to ensure that this festival builds on previous strengths?

v Is the management team the same as managed it historically?

Yes
No

If No, please detail the changes

3. Programme details

i. On a separate sheet, please supply a description of the proposed festival. This should include:

- Timetable for the organisation of the festival
- Timetable of the festival itself, including all events
- Names of artists, event facilitators and other service providers
- Names and roles of any partner organisations who are helping with the delivery of the festival
- Details of any entrance fees
- Details of any training or workshops
- Proposed venues
- Participant and audience numbers
- Operational details, such as arrangements for stewarding, waste management etc.

ii. Please tell us on what activities you specifically want to spend the Community Festivals funding.

iii. Please explain to us how the festival fits with the organisation's current work and why running this festival is important to your organisation.

iv. How will the festival build capacity, e.g. how will it help to develop your organisation and/or community?

4. Beneficiaries

i Please tick below the area(s) in which the festival will take place and the area(s) where your organisation normally works.

	Festival will take place (%)	Where the organisation normally works (%)
Belfast City – north		
Belfast City – south		
Belfast City – east		
Belfast City – west		
Belfast City – Shankill		
Belfast city centre		
Northern Ireland, outside Belfast		
Outside Northern Ireland		

ii Audience and participants

a. Please estimate the audience and participation for the last three years (if appropriate)

Estimate of numbers of people involved in festivals over the last three years.			
	2008/9	2009/10	2010/11
Audience			
Participants			
Artists			
Administrative and operational staff			

b. Please estimate numbers attending the festival this year.

Audience	
Participants	
Artists	
Administrative and operational staff	

- c. If your festival has a website, please state the number of unique visitors to the site last year (if appropriate) _____

'Virtual' audience figures should not be included under questions a. and b. above.

- d. What is the age range of your audience and participants?

	Participants (%)	Audience (%)
Children under 5		
Children (5 to 11)		
Youth (12 to 18)		
Young adults (19 to 24)		
Adults (25 to 64)		
Older Adults (65 and over)		
All age ranges		

- d. Will they most likely be:

	Participants (%)	Audience (%)
Male		
Female		

5) Marketing

Please supply a brief outline of how you intend to market your organisation and its activities in 2011. Alternatively, you can enclose a marketing plan, which should be specific to this festival.

SECTION C: BELFAST CITY COUNCIL'S COMMUNITY FESTIVALS FUND - FUNDING CRITERIA

Please detail, in **no more than 1500 words**, how your organisation and programme meets the criteria for Belfast City Council's Community Festivals Fund. The criteria are listed under section 5 of the guidance notes. You are advised to use bullet points under the headings provided.

Note: You may refer to attached past publicity material/reviews or other documentation relevant to the criteria, as appropriate. These attachments will not contribute to the word limit.

SECTION D: BUDGET

Please complete the income and expenditure budget overleaf. **It is important that you give us as much detail and breakdown as possible.** The headings provided are given as a guide only, and you should include relevant areas of expenditure and income that may not be specified. Any subtotals over £1,000 should be broken down in more detail to demonstrate how you worked out that total. In-kind support should also be clearly worked out. Staff costs must include the hourly rate and the total number of hours budgeted for.

You must demonstrate efforts to secure a minimum of 20 per cent of your income from sources other than the Council. The more alternative sources of income that you can apply for or obtain before submitting your application, the better 'value for money' your proposal will be to Belfast City Council.

EXPENDITURE

Artistic expenditure

Artists fees £ _____
Hire of equipment £ _____
Consumables for productions £ _____
Fees for other cultural/heritage providers £ _____
Other (Detail) _____ £ _____
Sub-total = £ _____

Event Overheads

Hire of Venues £ _____
Hire of seating and other event support equipment £ _____
Administration expenses (excluding labour) £ _____
Transport Costs £ _____
Other Expenses (Detail) _____ £ _____
Sub-total = £ _____

Marketing & Publicity

Production of brochures, programmes,
ticket printing, preparation of advertisements, etc. £ _____
Media costs (placing ads) £ _____
Website costs £ _____
Hire of professional support £ _____
Other Expenses (Detail) _____ £ _____
Sub-total = £ _____

General Operating Overheads

Office expenses inc. rent, heat, light etc. £ _____
Other (Detail) _____ £ _____
Sub-total = £ _____

Wages & Other Staff Costs including Volunteer Expenses

_____ £ _____
_____ £ _____
_____ £ _____
Sub-total = £ _____

Value of In-kind Support

_____ £ _____
_____ £ _____
_____ £ _____
Sub-total = £ _____

Other Expenditure (not specified elsewhere)

_____ £ _____
_____ £ _____
_____ £ _____
Sub-total = £ _____

TOTAL EXPENDITURE

(NB: Income must match expenditure) £ _____

Checklist

Have you:

- ✓ Completed all sections of the application form?
- ✓ Signed the declaration at section E?
- ✓ Enclosed your Constitution, Memorandum and Articles, as appropriate?
- ✓ Enclosed your Child Protection Policy, if appropriate?
- ✓ Provided evidence of sound financial management?
- ✓ Enclosed a detailed festival programme?
- ✓ Enclosed other relevant supporting information?
- ✓ Enclosed an electronic copy of your application or emailed a copy of your application?