



Belfast City Council

**Guidance Notes
for**

Parks Events Small Grants Scheme 2013

Belfast City Council
Open Spaces & Active Living Unit
Parks and Leisure Department
Adelaide Exchange
24 – 26 Adelaide Street
Belfast, BT2 8GD

If you would like to discuss your application or event call Brian McKinley on 028 90918768 or email parksevents@belfastcity.gov.uk

If your application is successful, you must liaise with the relevant Community Park Manager prior to an event taking place in a park. For contact details on Community Park Managers call Outdoor Leisure on 028 9050 0529.

Your event must take place in a Belfast City Council owned park or open space.

For more information about parks in Belfast, visit www.belfastcity.gov.uk/parks

We are committed to making sure our services are available to all sections of the community and will consider providing these guidance notes in other formats where practical.

Parks Events Small Grants Scheme

Please read these guidance notes before filling in your application form.

Introduction

We want to encourage more people to get involved in parks throughout Belfast. This helps to create a sense of ownership and improves quality of life for people living in the city. The aim of the Parks Events Small Grants Scheme is to encourage communities and organisations to stage their own events in **Belfast City Council parks**.

Our objectives are:

- to provide locally-based park events with extensive community involvement and opportunities to increase park use
- to promote good relations
- to encourage a sense of ownership of parks by local communities, and
- to contribute to the health and well being of people in the city.

These notes explain our policy for offering grant aid to organisations in Belfast to stage community events in parks. They include information about the type of grants we provide, terms and conditions and guidelines for event organisers.

1. Who can apply for a grant?

The Parks Events Small Grants Scheme is open to any organisation which is:

- inclusive
- non-party political (see section five of the Certificate of Compliance), and
- open to everyone.

Community groups, youth organisations and church groups are welcome to apply.

Sports clubs wishing to hold sporting events should apply instead to our Support for Sport grant scheme. Further information on Support for Sport is available on our website at www.belfastcity.gov.uk/supportforsport

Organisations applying for grant aid must be able to:

- show that they can meet our standards and gain public support for their event
- stage a high standard of event, and
- demonstrate how they will gain support from their local community.

2. How will the grants be advertised?

The Parks Events Smalls Grants Scheme is advertised in our website. Guidance notes and application forms can be downloaded from www.belfastcity.gov.uk/parksandopenspaces/grantscheme.asp

Hard copies of the Parks Events Smalls Grants Scheme are available on request. All application forms must be completed, signed and returned to:

Belfast City Council
Directorate Support
Parks and Leisure Department
Adelaide Exchange
24 – 26 Adelaide Street
Belfast, BT2 8GD

3. Applying for a grant

You can apply for a grant to hold an event in our parks by filling out an application form. Groups can apply to hold more than one event but an application form must be completed for each event, except where it is a series of the same type of event, for example, a series of guided walks.

4. Applicants are required to provide all of the following information when applying

- 4.1** A completed and signed application form.
- 4.2** Evidence of a well-run community-based group, organisation or church group, including bank account details.
- 4.3** Evidence of a group constitution or set of rules and its legal status, for example, a limited company or registered charity.
- 4.4** Confirmation that a Child Protection Policy is in place. Please note that we do not need a copy.

Our Child Protection Policy states that “voluntary groups who work with children and obtain grant aid through the council are required to have a child protection policy within their organisation as a condition of their grant aid.”

Any group applying for grant aid and organising an event in our parks which involves children **must** confirm that they have a child protection policy in place.

Organisations without a child protection policy should contact our Play Development Officer on 028 9032 0202 for advice before applying for grant aid.

- 4.5** A signed certificate of compliance to show that your group is non-party political (this is provided with the application form).

4.6 A full breakdown of how funding will be spent, if successful.

4.7 Details of how your proposed event will be supervised and organised.

Applicants should note that, if you fail to submit all the necessary information with your application form, your application will be ineligible.

Assessments will only be made on the basis of relevant information provided at the time of your application.

We strongly recommend that completed applications are hand delivered to **Directorate Support** before the closing date on **Wednesday 26 June 2013**.

Late applications will not be considered.

5. The following conditions apply to all grants awarded by the Parks Events Small Grants Scheme

Grants

5.1 The minimum amount of grant aid for a single event is £1,000 and the maximum is £3,000.

5.2 Groups can apply to hold more than one event but the maximum grant paid to any one group in one year will be £3,000.

5.3 We do not guarantee that the full amount of grant requested will be offered.

Payment of grants and financial requirements

We need to be certain that organisations can effectively manage the funds we provide, so demonstrating that your group's financial information is up to date and accurate is essential. Any accounting and financial management systems must comply with all relevant legal and regulatory requirements.

We require:

- a proper bank account which is registered in the exact name of your group and requires at least two signatures on cheques and withdrawals
- all income received to be recorded whether it is cash, grants or fundraising income (if relevant)
- a good record of income received will include:
 - date payment received
 - lodgement number
 - receipt number
 - who was it received from
 - amount received
 - description – for example, grant or donation
- copies of receipts issued to anyone who gives the group money (if relevant)

- a proper receipt should include:
 - name and address of the company supplying the product or service
 - name and address of your organisation or group
 - receipt number
 - date
 - description of what the money was for

5.4 The full grant money will not be paid out before the event takes place.

50% of the grant funding will only be paid out before the event takes place subject to the return of your signed 'letter of offer' and a revised budget, if appropriate.

The balance of the grant funding will only be paid on the successful completion of your event and after you supply:

- original invoices in the organisation's name (not individuals' names) along with proof of payment
- original receipts with cheque number and authorised signatory
- petty cash records (if applicable)
- bank statement highlighting all relevant transactions, and
- an Event Report Form asking you to provide details of how the grant was spent, the number of attendees, the amount of press coverage received and the environmental, educational, health and community value of your event. (If you are successful with your application, a risk assessment and the Event Report Form will be sent to you along with your letter of grant offer)
- photographs (maximum of six) of your event

Note: In the case of your event not taking place or you not providing the correct receipts, the Council will ask for all or part thereof of the 50% grant that you received in advance to be returned.

5.5 Receipts must relate to the areas of expenditure outlined on the 'Breakdown of Income and Expenditure' sheet in your Event Report Form and should be submitted no later than three months after the date of your event.

5.6 All funding will be paid by BACS payment.

Items covered by the grant

5.7 The following items are covered by the grant scheme:

- payment for professional services, such as entertainers and musicians
- the purchase of small items, for example face paints or shrubs or trees for planting
- limited food served as part of the event which must be no more than 10% of the total cost of the event

- the hire of facilities, for example, marquees, portaloos and security staff from a recognised company
- public liability insurance for the event, and
- the grant can supplement grant aid from another source but it will not be awarded as an alternative to the existing financial arrangements or normal running costs of a group.

Also note:

No foodstuffs or ice-cream should be sold that will intrude on the rights of any person holding a franchise for selling such items within a park, for example, ice-cream vendors. Event organisers should make sure that any vendors invited to the event have any necessary licences and food hygiene certificates. Our staff reserves the right to inspect these licences.

Items not covered by the grant

5.8 The following items are **not** covered by the grant scheme:

- food and refreshments that come to more than 10% of the total cost of the event
- firework displays
- clothing such as T shirts or baseball caps
- staffing costs including payments made to volunteers
- revenue costs, for example the purchase of reusable items such as marquees
- gazebos or gas barbecues, petrol and travel expenses, and postage or telephone expenses
- payment of facilities which are normally available for hire from Belfast City Council, for example, sports pitches or room hire at Malone House, and
- sporting events - anyone wishing to hold a sports event should apply for the Council's Support for Sport funding

Event venue and date

5.9 The event must take place within a Belfast City Council-owned park **between 22 July and 31 October 2013**.

5.10 The event must be in addition to those listed within the programme of events already organised by our Parks and Leisure Department.

5.11 Details of these events will be available from our website, www.belfastcity.gov.uk/parksandopenspaces/allevnts

5.12 Groups and organisations applying for grants must be based within the Belfast City Council electoral area. However consideration will be given to applications from

groups with charitable status which have only one base in Northern Ireland and which fall outside our electoral area.

5.13 The proposed date and venue are subject to availability of the park requested.

6. Belfast City Council bye-laws

The event should not contravene park bye-laws, for example, **no alcohol may be sold or consumed** as part of an event.

The event should not include any activity that is against Belfast City Council policy, for example, balloon releases are not permitted.

7. Large scale events

If we believe the event is of a sufficiently large scale, we reserve the right to seek a Reinstatement Bond for any damage done to the park, as well as a formal Licence Agreement governing use of the park.

8. Accessible to everyone

The event you organise must be freely open to members of the public.

9. Admission to the event

There should be **no admission charge to the event, or collection of money**, for example, charity donations or sponsorship at the event other than items for sale, such as food.

10. Marketing of event

Belfast City Council must be acknowledged as funders in all event publicity materials, including posters, flyers and press releases. **We must see any publicity material before it goes to print to check that the Council's logo has been used correctly.**

We reserve the right to erect publicity banners at any event which has received funding under the Parks Events Small Grants Scheme. A copy of our logo can be downloaded from the Council website. For details visit www.belfastcity.gov.uk/brand

11. Risk Assessment

You must make sure that a risk assessment is carried out and that a copy of your risk assessment is sent to Outdoor Leisure at least 2 weeks before your event takes place (a copy of the risk assessment form is provided with your letter of offer). Your event must be well supervised and monitored and all health and safety issues adequately covered.

We reserve the right to veto any activity which forms part of the proposed event and which we deem inappropriate.

12. Proof of public liability insurance up to £5 million

Where specific cover is needed for an event, we may consider it an allowable expense under the Parks Events Small Grants Scheme if it is costed on your application form.

Proof of Public Liability Insurance cover is needed before your event can take place.

If your application for a grant has been successful you will be required to forward a copy of this policy to Outdoor Leisure at least 2 weeks before you event takes place.

13. Event Action Plan

You must make sure that an event action plan (this is provided with your letter of offer) is completed and returned to Outdoor Leisure at least 2 weeks prior to your event taking place. An event plan is required to ensure the Health and Safety and welfare of those using Council facilities.

14. How will applications be assessed?

When planning an event, you should consider the objectives of the Parks Events Small Grants Scheme, set out on page 2.

You must also ensure that your event is well-supervised and monitored and that all health and safety issues are adequately covered.

Applications will be scored on a number of criteria. To be successful, an application **does not** have to score highly on all criteria - some will be more relevant to your event than others.

Criteria used for assessing the application forms are:

14.1 Environmental benefit

Does your event benefit the local environment within the park or open space?

For example:

- through a litter clean-up as part of the event and not just before or after the event
- shrub or tree planting, and
- habitat management (this would have to be done according to the park management plan).

14.2 Educational benefit

Does your event provide educational benefits to those attending?

For example:

- information on a relevant issue, theme or message that will help to change attitudes, and
- links to the school curriculum.

14.3 Health benefit

Does your event provide health benefits to those attending?

For example:

- activities that encourage exercise, walking or children's games (sporting competitions are not covered by this grant).

14.4 Community benefit

Does your event benefit the community surrounding the park or open space?

For example:

- helps to encourage a sense of ownership by the local community, and
- provides opportunities for cross community activity.

14.5 Additional points

These will be awarded for events that make use of the fabric of the park which help to promote aspects of the park.

For example:

- an event that uses park paths for a guided walk or includes activities that are based around an historical or natural feature in the park would score more highly than an event which simply takes place in marquees and makes no reference to anything within the park itself to promote it.

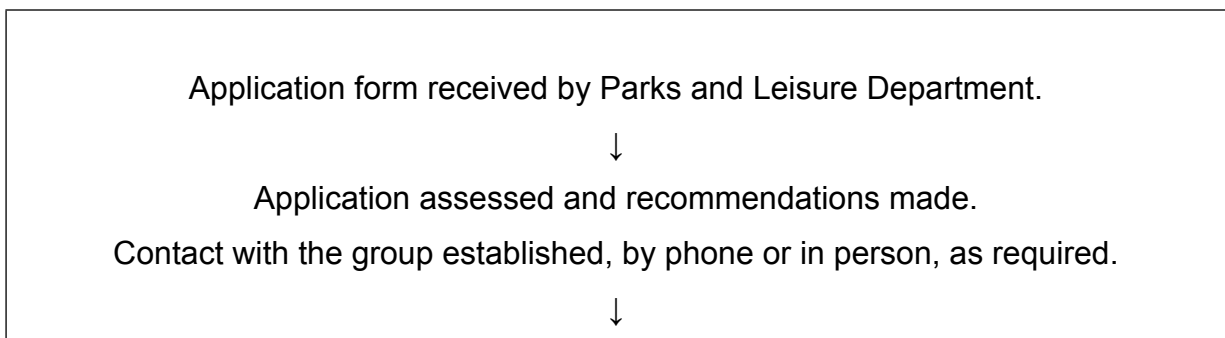
14.6 Local and district parks

We are keen to encourage events in some of our local and district parks. Scoring is higher for these parks and lower for major parks such as Botanic Gardens, Ormeau Park and Sir Thomas and Lady Dixon Park. A list of parks and playing fields in Belfast is available from www.belfastcity.gov.uk/parks

14.7 Assessment of applications

After reviewing your application, a member of our Parks and Leisure Department Section may contact you to discuss your application. You may be able to answer all of our questions in a phone call or it might be necessary for the assessor to visit a representative of your group in person.

All applications are approved by our Parks and Leisure Committee and Council. The diagram below shows the route that applications take:



Organisation signs and returns 'letter of offer' and 50% of the grant will be forwarded.

15. When will organisations hear if they have been successful?

Successful recipients will be sent a 'letter of offer' confirming their award of grant funding.

Organisations should complete the section on the 'letter of offer' indicating their acceptance of the offer of grant aid and their compliance with the conditions of the grant as set out in Section 5 of this document. This should be returned within 2 weeks of receipt to allow the 50% upfront payment of their grant.

16. Who should organisations contact for more information?

If you have any queries about your application call Brian McKinley on 028 90918768.