

MAYOR'S EXECUTIVE DECISION MAKING

Wednesday, 13th September 2017


Mayor's Decision Log No. 175

1. **EMERGENCY FUNDING APPLICATION - PHASE 9, SHUFFLE FESTIVAL
(Pages 1 - 22)**

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact: Matthew Mannion, Committee Manager, Democratic Services

Tel: 0207 364 4651, e-mail: matthew.mannion@towerhamlets.gov.uk

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<p>Individual Mayoral Decision Proforma</p> <p>Decision Log No: <u> 175 </u></p>	 TOWER HAMLETS
<p>Report of: Zena Cooke, Corporate Director Resources</p>	<p>Classification: Unrestricted</p>
<p>Emergency Funding Application – Phase 9, Shuffle Festival</p>	

Is this a Key Decision?	No
Decision Notice Publication Date:	29 August 2017
General Exception or Urgency Notice published?	Yes – this report has been excluded from the Call-In process – details set out in the Urgency Notice
Restrictions:	None
Reason for seeking an Individual Mayoral Decision	Due to time constraints it is not possible to take the report to a formal decision making meeting.

EXECUTIVE SUMMARY

This report seeks a decision with regards to the consideration of grants to Voluntary and Community Organisations in relation to the Council's Emergency Funding Scheme.

One application was received in this period (Phase 9, July 2017) requesting total funding of £14,150. The application has been assessed on its individual merit against the agreed emergency funding criteria, approved at the Commissioners Decision Making Meeting on 27 September 2016. Recommendations have been made accordingly.

The report was considered at the Grants Determination Sub Committee Pre Agenda Meeting which was held on 18th August 2017. Due to the urgency of the decision, at the Mayor's request, it was agreed that this should progress as an Individual Mayoral Decision. This decision was made mindful of the fact that the Shuffle Festival was due to be held on 26th and 27th August 2017 and consequently the outcome of the application for Emergency Funding is urgent.

Full details of the decision sought, including setting out the reasons for the recommendations and/or all the options put forward; other options considered; background information; the comments of the Chief Finance Officer; the concurrent report of the Head of Legal Services; implications for One Tower Hamlets; Risk Assessment; Background Documents; and other relevant matters are set out in the attached report.

DECISION

The Mayor is recommended to:

- Approve the officer recommendation not to award emergency funding based on the analysis set out in paragraph 5.3 of this report.
-

APPROVALS


1. (If applicable) Corporate Director proposing the decision or his/her deputy

I approve the attached report and proposed decision above for submission to the Mayor.

Signed  Date 11/09/17...

2. Chief Finance Officer or his/her deputy

I have been consulted on the content of the attached report which includes my comments.

Signed  Date 11/9/17

3. Monitoring Officer or his/her deputy

I have been consulted on the content of the attached report which includes my comments.

(For Key Decision only – delete as applicable)

I confirm that this decision:-

- (a) has been published in advance on the Council's Forward Plan OR
- (b) is urgent and subject to the 'General Exception' or 'Special Urgency' provision at paragraph 18 or 19 respectively of the Access to Information Procedure Rules.

Signed  Date 11/9/17

4. Mayor

I agree the decision proposed in the recommendations above for the reasons set out in paragraph 5.3 in the attached report.

I am retrospectively cognising the offer. I understand that the offer has been not as yet been taken up, and that it was agreed that the offer was on emergency grounds did not satisfy the criteria which were set by the Commission when they administered grants and which have applied to all Grants under offer to date.

Signed  Date 12/9/17

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Individual Mayoral Decision 29 August 2017	 TOWER HAMLETS
Report of: Zena Cooke, Corporate Director Resources	Classification: Unrestricted
Emergency Funding Application – Phase 9, Shuffle Festival	

Originating Officer(s)	Steve Hill – Head of Benefits Services Mohammed Ahad – Community Programmes Officer
Wards affected	All wards
Key Decision?	No
Community Plan Theme	One Tower Hamlets

1. **EXECUTIVE SUMMARY**

- 1.1 This report seeks a decision with regards to the consideration of grants to Voluntary and Community Organisations in relation to the Council's Emergency Funding Scheme.
- 1.2 One application was received in this period (Phase 9, July 2017) requesting total funding of £14,150. The application has been assessed on its individual merit against the agreed emergency funding criteria, approved at the Commissioners Decision Making Meeting on 27th September 2016. Recommendations have been made accordingly.

2. **RECOMMENDATIONS**

- 2.1 The mayor is recommended to:
- i. Approve the officer recommendation not to award emergency funding based on the analysis set out in paragraph 5.3 of this report.

3. **REASONS FOR THE DECISIONS**

- 3.1 The decision is required in order to enable officers to advise the organisation making the application and where appropriate, to prepare Grant Offer Letters and enter into contractual arrangements with the organisation.

4. **ALTERNATIVE OPTIONS**

- 4.1 The mayor may wish to:
- i. Vary the recommended level of grant funding
 - ii. Agree alternative arrangements for supporting some of the activities recommended for funding

5. DETAILS OF REPORT

5.1 Historically, the Council had emergency funding arrangements in place enabling local voluntary and community organisations to apply for what was often referred to as life-and-limb support. The current Emergency Funding Scheme was approved by the previous Executive Mayor following publication of his decision on 23 October 2014. This followed a detailed report on the need to re-introduce a scheme which was presented to the Corporate Grants Programmes Board in September 2014. The Scheme was established with a one-off budget allocation of £250,000. The maximum available grant is £20,000 (within a rolling 12-month period). The criteria and process for the Emergency Funding however was revised by Commissioners at their meeting on the 27th September 2016.

5.2 To date 19 awards have been made over 8 phases totalling £167,606. Two organisations who were awarded a loan were either no longer eligible for funding or declined the offer, these are also detailed below. The available budget remaining is £82,394. The table below summarises the current financial position of the Emergency Fund.

EMERGENCY FUNDING BUDGET FINANCIAL SUMMARY				
Original Budget £250,000				
No	Grant Phase	Previous awards:	Amount Paid (£)	Amount (£)
1	1	Tower Hamlets Law Centre	20,000	
2	1	Volunteer Centre Tower Hamlets	19,936	
3	1	Senrab FC	5,330	
4	2	Jagonari	20,000	
5	2	Triratna Arts	15,000	
6	2	Weavers Adventure Playground	8,800	
7	2	Account3	19,400	
8	3	Bethnal Green Sharks Swimming Club	4,325	
9	3	Black Women's Health and Family Support	2,733	
10	3	East London Asian Family Counselling	12,250	
11	3	Grand Union Music (Loan)	1,600	
12	3	Women's Health and Family Service	9,782	
13	4	Rainbow Pre-School (Loan) - organisation deemed no longer eligible after decision was made		12,600
14	5	Island Advice	12,000	
15	5	Brick Lane Women's and Girls Project	4,200	
16	5	SSBA Community Trust - Heba Women's Project	3,000	
17	6	Praxis Community Projects	3,120	
18	7	Women's Environmental Network (Loan) - rejected by organisation		12,358
19	8	The Rooted Forum	6,130.01	
		Awarded to date	167,606	24,958
		Original Budget	250,000	
		Remaining Balance	82,394	

5.3 The table below details the grant application that was received in this period (Phase 9, July 2017) showing a requested total of £14,150 against an available budget of £82,394.

No.	Organisation	Amount requested	Recommended Award	Reason for Recommendation
1	Shuffle Festival	£14,150	£0.00	Does not meet eligibility requirements – not currently receiving LBTH funding. The criteria states that an organisation must <i>'already (be) in receipt of Council funding which may be at risk as a result of the Emergency'</i> .
	TOTAL	£14,150	£0.00	

5.4 The application was assessed to establish the extent to which it meets the agreed Emergency Funding criterion. The application together with the completed eligibility checklist is attached in Appendix A.

5.5 Although the organisation doesn't receive funding from the Council, the Council has been keen to support the Festival where possible and this is reflected in its in-kind support for the delivery of the Festival which amounts to at least £20,100, a breakdown of this is included below:

No.	Item	Amount
1	Approx. 18 days operation of the restaurant / bar in August	£8,100
2	Weekend festival and bill days to set up and pack away	£12,000
	TOTAL	£20,100

5.6 In addition to the above the Council has also written to the Shuffle Festival to offer further support, including exploring other alternative funding sources. Through the Council's Business Rates database we have also identified over 330 businesses in the E3 area which could be contacted for sponsorship, the Council has notified the organisation that it is happy to share this information with them.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 There are no direct financial implications arising from this report.

7. LEGAL COMMENTS

7.1 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty. Best Value considerations have also been addressed in section 9 of the report.

7.2 Applying this duty to grants, the Council must operate a fair and open application procedure to process a request to obtain funding. Requests for grant funding should ordinarily be measured against a predetermined set of criteria and the criteria themselves must be fair and transparent. The grant agreement should include a clear monitoring process against defined parameters in order for the Council to demonstrate either: that delivery is in line with the application and, therefore, the grant achieved its purpose; or provide clear delineation where outcomes were not achieved and the reasons for such failure are apparent. Monitoring should therefore include measuring performance against the expected outcomes.

7.3 This report advises the mayor of one (1) application for grants from Voluntary and Community Organisations for the Council's Emergency Funding. These grants are discretionary and the applications have been assessed on their individual merit against the agreed emergency funding criteria, approved at the Commissioners Decision Making Meeting on 27th September 2016. In this case, the recommendation is to refuse the application for the reasons as set out in the table at paragraph 5.3 of the report.

8. ONE TOWER HAMLETS CONSIDERATIONS

8.1 The Council's support of the voluntary and community sector through grants contributes to the delivery of One Tower Hamlets priorities and objectives.

9. BEST VALUE (BV) IMPLICATIONS

9.1 Grants are considered through the Emergency Fund Programme to ensure organisations are not at risk of increased costs in future when an emergency isn't remedied and to safeguard any existing Council projects the organisation may be delivering.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

10.1 There are no immediate sustainable or environmental issues arising from this report.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 A number of different risks arise from any funding of external organisations. The key risks are:
- The funding may not be fully utilised i.e. allocations remain unspent and outcomes are not maximised
 - The funding may be used for purposes that have not been agreed e.g. in the case of fraud
 - The organisation may not in the event have the capacity to achieve the contracted outputs/outcomes
- 11.2 As part of the Programme Management arrangements, support will be provided to ensure that all risks are minimised.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 12.1 There are no immediate Crime and Disorder reduction implications.

13. SAFEGUARDING IMPLICATIONS

- 13.1 There are no safeguarding risks or benefits from the proposals detailed in the report.

Linked Reports, Appendices and Background Documents

Linked Report

Appendices

- Appendix A – Application forms, eligibility checklists and completed assessments

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

- Steve Hill – Head of Benefits and Grants Services
Telephone Number: 0207 364 7252
Steve.Hill@towerhamlets.gov.uk

TOWER HAMLETS COUNCIL
Emergency Funding Application Form

Name of organisation:	Shuffle Festival
Address:	68 Hanbury Street E1 5JL
Wards served:	
Name of person completing request:	Kate MacTiernan
Position in organisation:	Director
Contact email address:	kate@shufflefestival.co.uk
Organisation website address:	shufflefestival.com
Telephone contact:	07545352047
Amount Requested:	£14,150

Please set out below the purpose(s) for which the requested funding will be used add additional rows below as required	
Explanation/Description	Cost
1. 3 months cessation of organisation due to loss of venue and therefore loss of funds related to projects in this period. Collaborative project with Queen Mary University had to be cancelled including 10-day event. Loss of earnings, and subsequent public engagement and income	£6,000
2a. Costs to employ external event management company to produce to festival, as condition set by council.	£6,500
2b. Site manager 6 days x £275 per day	£1650
TOTAL	£14,150

Please explain why your organisation has a financial emergency
(This textbox can be expanded to provide as much information as required)

Shuffle is a not-for-profit community arts and regeneration organisation that has been running in LBTH since 2013. Shuffle's main event is Shuffle Festival, held annually in and around Tower Hamlets Cemetery Park, bringing unique and cutting edge arts, film and performance to Tower Hamlets. The Festival's events are either free or highly subsidised for local people and 50% of the audience is from the immediate locality of E3, E2 and E1 postcodes. As an organisation Shuffle's aim is to promote unused or underused public space and to make cultural activities inclusive and accessible to all. Shuffle has worked specifically with communities in Mile End since its inception in 2013.

Shuffle is run by a small team of committed young professionals and a wider group of volunteers. Shuffle exists on a very small budget, made up mostly of 'in kind' donations of equipment from local businesses. The feast for 500 local residents is funded by Canary Wharf Group, Artists Fees and commissions by The Arts Council and our cinemas screens set-up by Mubi. Shuffle receives no funding from Tower Hamlets Council. As well as improving access to the arts in Tower Hamlets, we have also done a considerable amount of work towards improving generational, religious and socio-economic relationships in the area through our engagement with local individuals and groups as well as a yearly theme that is socially and political relevant e.g. Movement Migration and Place (2015), Gods, Idols, Light (2016) and Public/Private (2017)

In spite of our hard work, which we feel is necessary in a climate of reduced public funds to the arts, as well as a project that we feel is in-line with the council's own 'Community Plan', we have been burdened with specific barriers and costs to our organisation which, unless covered by this fund, will make it impossible to continue our activities this year. We are therefore applying for assistance through the Emergency Fund in order to cover costs lost due to the 3-month period of venue suspension, lost projects and reduced operations, as well as the increased costs incurred to meet the council's event management conditions by employing external consultants.

The following issues have resulted in a financial emergency for our organisation:

1. Financial Loss from Council Action

In November 2016 a number of miscommunications and misunderstanding between Shuffle and LBTH resulted in applications to use space in Tower Hamlets to be rejected and a letter being sent from the Arts, Parks and Events department which explained that Shuffle were no longer able to use public land for the foreseeable future. It was eventually agreed by senior elected officials including Mayor John Biggs and Deputy Mayor, Rachel Saunders, that this letter was not to be legally binding, and the decision was overturned. The termination of our ability to use public space in Tower Hamlets resulted in a 3-month pause in our work, which in turn led us to cancel various projects, including a collaborative 10-day event with Queen Mary University based on the history of Tower Hamlets Cemetery Park, leading to loss of public engagement and income, as well as damage to our reputation and staff morale as staff were unable to be paid for work completed.

2. Health and Safety Improvements

This year we have been asked by LBTH to employ external event managers to improve event health and safety. We have employed a company to do this to meet this condition, however we do not have the funds to pay their already reduced rate. This work includes writing documentation including in Event Management Plan, and employing a freelance site manager.

Without this support Shuffle Festival cannot happen in 2017 and Tower Hamlets will lose an important and unique community activity that will not be able to be replaced.

Please provide details of what action you have taken to date in an effort to mitigate the emergency

(This textbox can be expended to provide as much information as required)

1. We have rescheduled the cancelled projects to take place within this years Shuffle Festival. This means we can continue our collaboration with Queen Mary, but the time-scale and therefore public engagement and income is highly reduced.
2. We have employed an external event management company that has given us a discount on the requirements simulated by the borough and who have worked on other community events.

How you will ensure the organisation will be financially sustainable once emergency funding has been utilised?

(This textbox can be expended to provide as much information as required)

The Emergency funds will make up the deficit experienced due to loss of projects and due to the employment of Event Management consultants. Prior to this we have always been financially stable. We are applying for this additional emergency funding to make sure the festival goes ahead and meets some of the limitations set by the council for the first time this year.

Please demonstrate how your project is of strategic importance to the borough, in particular referring to the Council's Community, Strategic and/or other Plans/Strategies. Links to these plans can be found within the criteria for the Emergency Funding Programme.

(This textbox can be expended to provide as much information as required)

As a community organisation, Shuffle's own aims are strongly aligned with the council's Community Strategy and Strategic plan. We believe that Shuffle hits all of the criteria of the council's Community Strategy and Strategic plan. Though temporary in nature, the festival aims to create lasting impacts such as affordable cultural experiences, work experience for young people, an artistic platform for local groups, and an incubator for local entrepreneurs, community cohesion and a strong sense of place. The long-term strategy is to work with Tower Hamlets Council to redevelop The Lodge, Tower Hamlets Cemetery Park into an exciting new community space to ensure that our work can reach the local community all year round.

Each year Shuffle invests in an offering to the local community which includes:

A great place to live (Community Plan, 2015)

- FREE feast for 500 local residents
- FREE entry to site and food, drink and craft market.
- FREE tickets for under 16s
- FREE, un-ticketed events throughout the park including: music performances, artist installations, local stalls, sport and workshops
- Unlimited subsidised tickets for E3 residents, students and those on low-income benefits
- An event championed by Director and local resident Danny Boyle.
- A programme that includes appearances from world-famous film directors, actors and artists.
- High-quality cultural experience within our neighbourhood, with a cinema set-up provided in-kind by QED productions and Panalux.
-

A prosperous community (Community Plan, 2015)

- Work Experience opportunities to local school children on work-experience placement.
- Employment of local young people.
- Schools' science programme and prize in collaboration with Greenpeace.
- Commissions and opportunities for local artists to display their work alongside world-renowned artists. We operate a policy having a majority of hyper-local artists.
- Use of local food suppliers and shops.
- Educational events for all ages and support from educational institutions – Queen Mary University and The Wellcome Trust.

A safe and cohesive community (Community Plan, 2015)

- Open and affordable events for all ages, backgrounds and abilities, creating a true feeling of trust.
- Close working relationship with Mile End police with reported reduced crime figures over the period which we run.
- No crime committed or noise complaints.

A healthy and supportive community (Community Plan, 2015)

- A programme that supports those with learning and physical disabilities and mental health issues – working with accessibility organisation, Attitude is Everything, the Friends of East End Loonies and Hearing Voices network.
- Partnership in 2017 with male suicide prevention charity Campaign Against Living Miserably (CALM).
- A programme strongly committed to education on health and social cohesion. This year our science programme includes issues surrounding Air Pollution, including schools programme for 9-12 year olds.
- Food and drink that is locally sourced and healthy, including free feast.
- Collaborations with local Public Health academics from Queen Mary University and UCL.

Creating opportunity by supporting aspiration and tackling poverty (Strategic Plan 2016-19)

- Volunteering opportunities for people all ages and abilities
- Open call to local people for free stalls and workshops at the festival to help entrepreneurs launch their own businesses
- Short Film Prize with prizes including distribution on online film platform MUBI and lighting package from Panalux.
- Discounted entry to Short Film Prize for under 25s.

Creating and maintaining a vibrant, successful place (Strategic Plan 2016-19)

- A programme that engages with and promotes the work of the Friends of Tower Hamlets Cemetery Park (FoTHCP) e.g nature and history walks, moth collections, beekeeping and honey collection.
- Hosting other local community and nonprofit groups e.g. Eco-therapy, Tower Hamlets Cycling Club, Friends of Tower Hamlets Cemetery Park, Southern Grove Community Centre, Friends of the Earth Tower Hamlets, Providence Row, Mile End Community Project.

Working smarter together as one team with our partners and community (Strategic Plan 2016-19)

- Shuffle aims to work with Tower Hamlets to re-develop The Lodge, Tower Hamlets Cemetery Park to make it fit for community use, and of a high-quality standard.
- Cohesion Stakeholder in Mile End, TH Cohesion programme

As well as its success in Tower Hamlets, Shuffle is also recognised globally as an important and progressive organisation and has achieved the following:

- Exhibited at New York Guggenheim as part of 100 Urban Trends Exhibition (2013)
- London First Award for Cultural Excellence (2013)
- Designing the Urban Commons Winner, London School Of Economics (2015)
- Invited member of the re:creator network and European Agenda, funded by Dutch Ministry of the Interior
 - National and local press coverage including The Guardian, The Independent, The Telegraph, The FT, East London and Docklands Advertiser, East End Life.
 - In turn, promoting Tower Hamlets as a borough that supports events of cultural excellence.

Please explain precisely how the emergency is likely to impact on the organisation as a whole
(This textbox can be expanded to provide as much information as required)

This emergency fundamentally changes our organisation as we have lost income due to a loss of projects and have had to pay a fee to an external organisation to do a service that we usually do in house. This means we do not have the budget as the fee is beyond our very limited funds.

If we do not receive the emergency funds we will not be able to deliver the annual community arts festival. If we don't run the festival this year, our overall sustainability as an organisation will be put in jeopardy. Along with this ours and the council's reputation + relationship with the Mile End community and local partners will be seriously harmed.

Shuffle has been identified as a key stakeholder by the council for the new Community Cohesion projects in Mile End. If Shuffle is no longer able to function the council will lose an organisation that helps to reach the new projects aims of:

- Residents and other people in the community have shared values and a sense of belonging in their community
- Stronger and more positive relationships are developed between different people and different parts of the community
- People from different backgrounds have similar opportunities, such as jobs, education, access to activities etc.

Please detail all Council funding you are currently receiving
(This textbox can be expanded to provide as much information as required)

None. We have never received funding from Tower Hamlets Council. However our event takes place on an important park and nature reserve owned by the borough, which is a form of 'In Kind' sponsorship.

Please detail how the emergency will affect any project or initiative currently funded by the Council.
(This textbox can be expanded to provide as much information as required)

The emergency has been created by decisions out of our control + enforced without thought to small community organisations like ours. The emergency fund will allow Shuffle to continue the annual event that benefits the local community. Shuffle Festival greatly adds to the social cohesion, cultural capital, job opportunities for young people not in education, training or employment and enhances and encourages public use of underused council assets. If the council loses Shuffle, as a festival and an organisation involved in long-term community projects, the following will be lost from the borough:

- Annual investment in the area of over £120,000 (including 'In Kind' sponsorship from local companies and groups)
- Summer job opportunities for young people
- 5 years of direct engagement with hard to reach groups in the community, including opportunities within the festival for local organisations such as 'Para-carnival' (disability arts group) + 'Friends of East End Loonies' (mental health group formerly based in Mile End Mental Health ward. These groups receive funding and support based on their participation in Shuffle Festival - to a value over £15,000 - which will be lost to these people in need.
- Paid work days and platform for local artists to exhibit works which adds immeasurably to the cultural life of the borough and create engagement in the Tower Hamlets Cemetery Park
- Annual ticket sales donation to 'Friends Of Tower Hamlets Cemetery Park' the organisation which manages the park on behalf of the council.
- Our involvement long-term in fundraising and initiatives in the under-used park
- The crowd-funded scheme to deliver permanent community space in 'The Lodge' and the support of 350 local people who have given to this project. This would be a shame considering the council has just launched a crowd-funding initiative with Space-hive and this has been one of the most successful projects to date and has the goodwill of many people behind it.

Please clarify the likely impact on potential or actual service users if the emergency isn't tackled.
(*This textbox can be expanded to provide as much information as required*)

- Students from local schools and colleges who work with us to gain experience in the creative industries and paid positions over the summer will no longer have jobs. This includes young people not in education, training or employment (NEED) and many from the local social housing estates.
- Local families will not be able to attend an event that has been running for 5 years, and will be hugely disappointed
- The local free village feast for 500 people will not go ahead
- 75 Local artists commissions will be cancelled
- 13 free children's workshops will be cancelled
- All our films - with our wide ranging diversity of stories from different cultures (including Persian, Nigerian, Bengali, Arabic, French, Dutch and Turkish will be cancelled
- All the staff costs we have incurred to date will go to waste, including for the period in which our organisation was ceased by unauthorised actions from Arts, Parks and Events, and we will need to incur them back off the council.
- Queen Mary Exhibition 'Defending The Wild City' will not go ahead and the rest of this funding towards this project will be lost, and will need to be reimbursed.

Please detail what additional costs your organisation may suffer if the emergency situation is not addressed

(This textbox can be expanded to provide as much information as required)

Cancellation of Shuffle will mean a loss of £120,000 of investment (funding, sponsorship, income and in-kind). Our insurance will not cover losses incurred by an inability to meet the council's conditions.

If your organisation has 'free reserves', please explain why these can't be used to tackle the emergency

(This textbox can be expanded to provide as much information as required)

Our insurance covers public and employers liability, and event cancellation due to weather and unforeseen circumstances, not actions of the local authority.

ORGANISATIONAL INCOME [Add additional rows where required]

FUNDING SOURCE State your financial year end	2015/16 or most recent reporting year (Actual)	2016/17 or year to date
	£	£
Charitable Trusts/Foundations		
Arts Council	15,000	15,000
Sub Total	£	£
Business Donors or Sponsorship		
Canary Wharf Group	10,000	10,000
Mubi	2,000	2,000
Sub Total	£	£
LBTH Grants or Contracts (<i>Show all individual projects separately</i>)		
Sub Total	£	£

Other Income e.g. subscriptions, fee/charges etc.		
Ticket sales	15,000	15,000 (expected)
bar sales	6,000	6,000 (expected)
Donations	3,000	3,000
Please provide details of any 'free reserves' that you have		
Sub Total	£51,000	£51,000
Please detail all designated reserves you have (for repairs or other use)		
	0	0
	0	0
	0	0
	0	0
	0	0
	0	0
Sub Total	£	£
Any other funds		
Cash in bank accounts	0	0
Available overdraft	0	0
Shares	0	0
Investments	0	0
Loans made to individuals and organisations	0	0
Significant outstanding debts owed to your organisation	0	0
Contract or grant claims submitted but not yet received	0	0
Sub Total	£	£
TOTAL INCOME	£	£

ORGANISATIONAL EXPENDITURE [Add additional rows as required]

EXPENDITURE	2015/16 (Actual)	2016/17 (Estimate)
	£	£
Employee costs – <i>please specify individual salaries</i>		
freelance staff wages @ £9.75 an hour (living wage)	19,000	19,000
artists fees	10,000	10,000
(A) Employees Sub Total	£29,000	£29,000
Premises costs – <i>please specify</i>		
Construction costs (sets, sound, lighting + stages etc)	10,000	10,000
The festival premises is given by the council at no cost to our organisation as a form of 'in-kind' sponsorship for the community benefit we bring and because we maintain an open - gate policy (ie. we never close the park gates and it remains publicly accessible)	0	0
Generators + Fuel	3,000	3,000
(B) Premises Sub Total	£13,000	£13,000
Office costs – <i>please specify</i>		
Our office is donated 'in kind' at no cost to our organisation by a Tower Hamlets co-working space 'Second Home'	0	0
(C) Office Costs Sub Total	£	£
Other running costs - <i>please specify</i>		
Online yearly subscriptions to website, mail-chimp, creative cloud	3,000	3,000

EXPENDITURE	2015/16 (Actual)	2016/17 (Estimate)
	£	£
<u>(D) Other Running Costs Sub Total</u>	£3,000	£3,000
Any other expenditure – <i>please specify</i>		
Council required external Event Management company	N/A	£6,500
Council required event site managers		£1,650
Security + toilets	£6,000	£6,000
<u>(E) Miscellaneous Other Sub Total</u>	£6,000	£14,150
Capital expenditure - <i>please specify</i>		
<u>(F) Capital Expenditure Sub Total</u>	£	£
<u>TOTAL EXPENDITURE (A + B + C + D + E + F)</u>	£51,000	£59,150

Return completed form to: thirdsector@towerhamlets.gov.uk

For LBTH Use Only

ELIGIBILITY CRITERIA CHECK LIST
Emergency Funding Grant Programme

Name of organisation:	Shuffle Festival
Amount requested	£14,150
Date application received	14/07/2017
Date application assessed	17/07/2017
Assessment Officer	Mohammed Ahad

Criteria	Fully Met	Not Met	Comments
Applicant is a voluntary/community sector/ not-for-profit organisation	✓		Detailed in application form
Have a base within Tower Hamlets or a demonstrable track record of successful service delivery within the borough	✓		Based on Hanbury Street, Brick Lane.
Have a bank or building society account in the organisation's name	✓		
Provides project activities that mainly benefit Tower Hamlets residents	✓		Detailed in application form
Is already in receipt of Council funding		✓	Not currently receiving Council funding.
Has a formal reserves policy		✓	More information required on level of reserves

Decision		Comments
Continue to full assessment of application		
Application not eligible for funding	✓	The organisation is not currently in receipt of Council funding so would therefore not be eligible for the Emergency Fund.
Further information required from organisation		

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