

# APPENDIX A

## Tower Hamlets Event Fund Guidelines and Criteria 2018/19

The Event Fund exists to provide small grants for high quality arts-based public events and festivals, which are accessible to, and of benefit to the community. Please pay careful attention to the following information and only apply if fully eligible.

It is administered by Tower Hamlets Council Arts, Parks & Events team, and has been operating for a number of years. It supports approximately 40 - 50 festivals or events taking place in the borough each year. The maximum amount that can be applied for is £2500 however most awards are in the range £250 - £1000.

The Fund aims to support organisations to improve access to arts based events and the quality of festivals and events in Tower Hamlets, encourage participation and increase community involvement.

Applicants will need to demonstrate how the event meets the criteria listed below and how the event will address of at least one of the Community Plan priorities.

### 1. Eligibility

- Events must include arts based content and be accessible to the general public.
- Events or projects should be led by an organisation which has a formal management structure and constitution. The organisation must be able to show that it is financially stable, has a company bank account, has suitable premises, and has expertise to carry out and manage the activities that it needs funding for. Applicants must demonstrate good management and organisational practice as well as the viability of the event / project and their ability to carry it out
- All events must take place within the London Borough of Tower Hamlets between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019.

### 2. Deadlines/timetable

**Your event MUST take place in the quarter for which the application is submitted**

Event Date	Quarter	Application Deadline	Evaluation Deadline
April-June 2018	1	12 noon 25 <sup>th</sup> January 2018	30 <sup>th</sup> September 2018
Royal Wedding / Big Lunch	1	5 <sup>th</sup> April 2018	30 <sup>th</sup> September 2018
July-September 2018	2	5 <sup>th</sup> April 2018	31 <sup>st</sup> December 2018
October-December 2018	3	5 <sup>th</sup> July 2018	31 <sup>st</sup> March 2019
January-March 2019	4	4 <sup>th</sup> October 2018	30 <sup>th</sup> June 2019

**Applications must be received by MIDDAY of the deadline day (12:00). Late submissions WILL NOT BE CONSIDERED**

### 3. Process

- Applicants will need to confirm that they are eligible prior to starting their application form by completing an eligibility quiz,
- You should answer the questions in your own words, giving evidence and examples where appropriate.
- It is recommended that you draft your answers in Word and copy and paste them into the online form, however please be aware that bullet points, tables, monetary symbols and unusual characters may cause a problem. Please use text only.
- Please ensure that you complete and submit a separate budget statement the template for which can be downloaded from our website (see 10. Finance below).
- We aim to assess applications as quickly as possible after the deadlines. However, please take into consideration that it can take up to a month for a decision to be made and a further month for you to receive the first 80% of funding.
- Applications will be assessed on how well the proposed event will meet the criteria and priorities listed below.
- Grants will be paid in two installments. 80% will be paid on acceptance of the offer of funding along with any required supporting documents. The final 20% will be paid on receipt of the event evaluation report. You must be aware that there will be time required for the Council to process your payment once documentation has been submitted.

### 4. Criteria

Applicants will need to demonstrate how the event meets **each** of the criteria listed below and how the event will address **at least one** of the Community Plan priorities. Be specific, use examples. Each answer should be no more than 100 words unless otherwise specified.

- **Benefit for the Community of Tower Hamlets** – how will local people benefit from this event or activity? Who will benefit and how will you know if the benefits you intend are achieved? How will you ensure that communities across the borough will be involved? We are particularly interested in whether your event will benefit young people, older people, particular sections of the community and events which take place in the eastern and southern parts of the borough.
- **Partnership working** – are you working with local organisations or communities? How are they involved and how will your partnership(s) work?
- **Innovation** - is your organisation taking an unusual or adventurous approach to planning or programming? Are you bringing new audiences to the arts?

#### AND

The activities must contribute directly to at least one of the priorities in the Tower Hamlets Community Plan and must mainly benefit people who live in Tower Hamlets. The Community Plan prioritises equality, cohesion and community leadership. For more information go to:

[http://www.towerhamlets.gov.uk/lgnl/community\\_and\\_living/community\\_plan/community\\_plan.aspx](http://www.towerhamlets.gov.uk/lgnl/community_and_living/community_plan/community_plan.aspx)

- **A Great Place to Live:** Promoting a wide range of free or affordable arts provision to residents of the borough, bringing together residents from different communities both as audience and participants to celebrate the richness, vibrancy and energy that our communities provide.
- **A Fair and Prosperous Community:** To have a Tower Hamlets in which everyone, regardless of their background and circumstances, has the aspiration and opportunity to achieve their full potential. At the heart of this theme is a focus on combating social exclusion, reducing poverty and improving the life chances of all residents. Working in partnership with large and small businesses, delivering activities for older people, young people and children.
- **A Safe and Cohesive Community:** To have a safer Tower Hamlets: a place where everyone feels safe, gets on better together and difference is not seen as a threat but a core strength of the borough.
- **A Healthy and Supportive Community:** To support residents to live healthier, more independent lives and reduce the risk of harm and neglect to vulnerable children and adults. Promoting healthy living and mental wellbeing through arts and events.

## 5. Things we won't fund

- Events with no art or cultural content.
- Core activities, i.e. rent/utilities/salaries/usual activities (unless directly related to the event).
- Profit making activities.
- Raising funds for a charity, religion or politics or to promote the interests of an individual.
- Events promoting a particular faith or religion.
- Events not open to the general public (e.g. within a school solely for the school community).
- Organisations in debt to the Council.
- Events where Tower Hamlets is the sole source of income for applications over £500. LBTH will expect to see an appropriate proportion of the total budget raised in cash from other sources including sponsorship, tickets sales and other funding.
- Events or activities which have already taken place.
- Individuals or personal bank accounts

## 6. Priorities

### Priority will be given to events that:

- Are free to the public
- Offer opportunities for participation to the communities of Tower Hamlets
- Increase the geographic spread of events. For 2018-19 we wish to particularly encourage applications for events taking place in the south and east of Tower Hamlets.

## 7. Publicity and Promotion

Those organisations receiving an award must submit details of the event directly onto the Tower Hamlets Arts website and acknowledge the support of Tower Hamlets Council (including using the Tower Hamlets logo) in all digital and other publicity and promotional material. Details will be in your acceptance pack.

## 8. Evaluation

- Evaluation – You will be required to submit an evaluation of the event/s. This must be returned by the end of the quarter after the event or activity has taken place.
- You will need to think about how you will evaluate your event BEFORE the event or activity takes place. Think beyond how many people turn up (and who they are), to consider how you know the event has been successful.
- We will expect you to use the information you have put on your application form to help you evaluate your event.
- We will expect you to ask participants to complete a 'Self-Monitoring Form' and to prepare a summary of the returned forms as part of your evaluation.
- If you do not complete your evaluation form in the time required, you will lose your second instalment, and it may have an effect on future funding bids.

## 9. Accessibility

- Events / activities must be open to the general public (i.e. not be restricted to closed groups such as members of an organisation or an educational establishment). Make sure you demonstrate how you will promote your event and how you will include the wider community. Give specific examples of promotional materials and methods you will use.
- Events / activities should take place in accessible venues and must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership. For further guidance go to: [Equalities and Diversity](#)
- Events / activities charging a fee need to demonstrate that the event remains accessible to the wider community. The number of tickets and ticket prices must be clearly specified in the application and in the budget. Events or activities with a ticket price may not be eligible unless they can demonstrate adequate additional free content that is accessible to the wider community.

## 10. Finance

- You must complete the separate Event Fund Budget Spreadsheet template before you finish your application form. You will need to include the totals in your application. The budget spreadsheet must be uploaded when you submit your application. It can be downloaded from [here](#).
- The budgets you put into your application should be as realistic as possible. They are estimates, but you will need to tell us how much you actually spent in your evaluation report.
- You should show income in cash and *in kind* – this means things you get for free that would normally cost money, so a venue or equipment loaned for free and volunteer time. You should put a value on this kind of support and include it as income. Make sure you include the *in kind* items as part of your expenditure as well as income.
- All cash and in kind amounts should be included, as well as any projected income from ticket sales, if applicable.
- Events seeking more than £500 funding will be asked to demonstrate sufficient secured

- cash partnership funding or support.
- **Check your addition, make sure it all adds up and that income and expenditure are the same.**

## 11. Permissions and Insurances

- Applicants must take out appropriate and adequate public liability insurance for the event. Events / activities must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents. For further guidance regarding licensing go to: [Licensing](#). Evidence of compliance with regulations may be required as part of the grant offer.
- Organisations who are occupying Council facilities and applying for grants need to have entered into an appropriate property agreement for their use and occupation of land and buildings, which cover the entire period of grant award.
- Applicants must ensure that the appropriate permissions have been given before they promote an event in a venue or space.

## 12. False Information

Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.

## 13. Cancellation or Change of Plans

- Events / activities cancelled after receiving an award will require organisations to repay the award in full.
- Any substantial changes to the programme or timetable should be discussed with the Festivals & Events Officer prior to the event date, and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.