



COMMUNITY FESTIVALS AND EVENTS SMALL GRANT SCHEME 2023 - Application Form

Before you start to complete this form, please ensure that you have read the CCS Grant Guidance Notes which can be found [here](#)

1. Organisation Details

Organisation name

Organisation email address

Contact number

Organisation address

Website

Social media links

Organisation structure
(ie constituted group, social enterprise, community trust, event business provider)

2. Point of Contact (if different from above)

Name

Email address

Phone number

3. Event Details

What is your festival or event called?
Please confirm the date and time?

Please provide events details (including anticipated numbers of participants/spectators/businesses involved).



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4. Financial

Please tell us about your organisation's income and expenditure for this last year

End of year balance	£
Current bank balance	£
Total cash/unrestricted reserves available?	£
Total restricted/committed funds	£

Please provide information regarding any ring-fenced or committed funding for specific activity.



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5. Event Benefits

Please tell us how the event will

- Attract a high level of community engagement
- Generate a media profile and publicity for the area
- Demonstrate evidence of demand
- Link to the event strategy and sustainability strategies

If your application is successful you will be required to provide the following:

- Event management plan
- Health and Safety Assessment/Risk Assessments
- Marketing and media plan
- Environmental Sustainability Plan

6. Audience

Please tell us about the people who will benefit from this event

If children, young people under 18 or vulnerable adults, please provide details of protection policies and how these are reviewed.

Please provide a copy of these or give full details below:

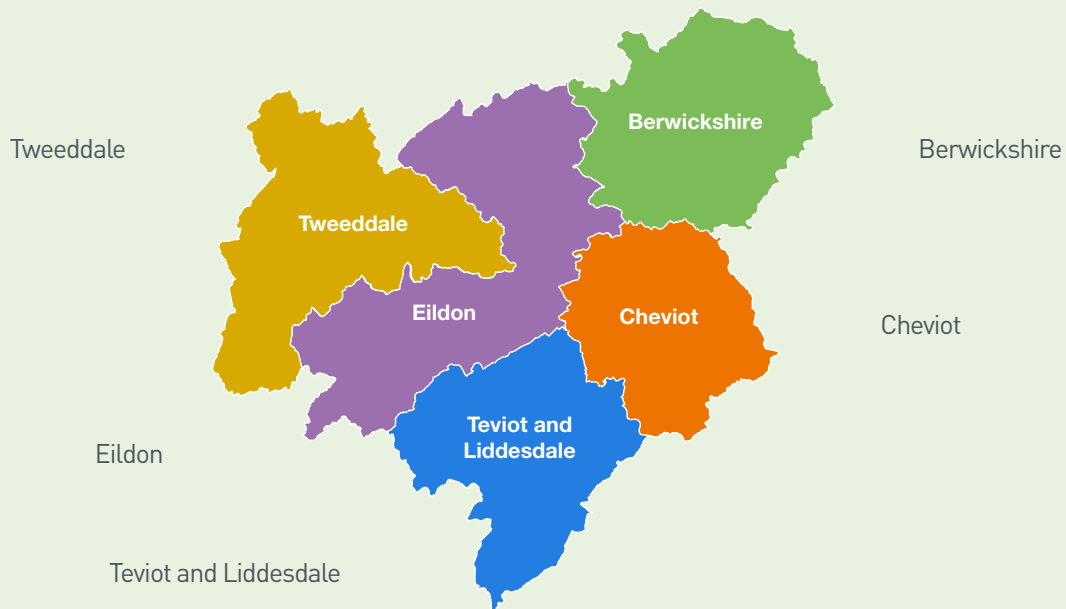


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7. Event Impact

You will also need to submit a full evaluation including impact and financial evidence within three months of the date of your event.

8. Locality





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9. Project Expenditure

Description	Funding Source (Income Only)	Actual for last Event	Budget for this Event	Confirmed/Unconfirmed (Income Only)
INCOME				
Local Authority				
Other Public Sector Funding				
Amount requested from Event Scotland				
Trusts /Foundations				
Sponsorship				
Ticket Sales				
Merchandising				
Other Income				
Total Income			£	

EXPENDITURE				
Administration				
General Administration				
General Insurance				
Travel & Accommodation				
Staff Salaries & Fees				
Management Fees (if applicable)				
Other Administration Expenses				
Subtotal Administration			£	

EVENT COSTS				
Event Evaluation/Bid Costs				
Sanction Fees (if appropriate)				
Facility/Venue				
Other Production Costs (Plant, Equip. Hire, Crew, Security etc)				
Health and Safety				
Insurance				
Ceremonies				
Entertainment/Artistic Programme (fees and costs)				



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9. Project Expenditure continued.

Hospitality				
Cost of Merchandising				
Travel, Accommodation & Services				
Communication (Radios etc)				
Ticket Production				
Other Event Expenses				
Subtotal Event Costs		£	£	

MARKETING AND PROMOTION EXPENSES				
Advertising				
Design Fees & Print Production				
Direct Mail/Distribution/Display				
Internet				
Promotions				
Market Research				
Other Marketing & Promotions Expenses				
Subtotal Marketing and Promotion		£	£	

TOTAL EXPENSES		£	£	
ADD CONTINGENCY				
TOTAL EXPENSES + CONTINGENCY		£	£	

Surplus/Deficit		£	£	
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If your total project cost is more than the amount you are seeking, please tell us about any other funding you are applying for:
Please tell us what grants your group has received from Scottish Borders Council or any other funder within the last three years
Funder Funding Requested Status of the application

10. Constituted Groups

If your group is constituted do you have the following:

Equal Opportunities Policy	Yes	No
Equality Statement	Yes	No
Sustainability Policy	Yes	No

Note:- all events must event align with local/national event, tourism and, environmental strategies including Net Zero.



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11. Agreement, Checklist, Contact and Privacy Policy

By signing and submitting this application form you are confirming the following:-

- You wish to apply for funding on behalf of your group or organisation
- The answers to the questions in this form are true and accurately reflect your group and/or organisation, its finances and your funding request
- You give us permission to make public this application form with appropriate redaction of confidential information
- You will deliver the project/activity as described in this application form
- You understand if you make misleading statements or withhold information, your application will become invalid and your group/organisation will be required to return any monies received in full
- You will provide monitoring and evaluation for any funding awarded and comply with the terms and conditions of the fund
- You accept that if information about this application is requested under the Freedom of Information Act we will release it in line with the requirements under the Act
- You will have any relevant insurance cover in place in respect of the planned festival or event for which funding has been applied for

Forename(s):		Surname:	
Position in group/org:		Date:	

IMPORTANT

Your application can only be considered once all the questions on this form are completed and all documents listed in the following checklist are provided:

- A copy of your constitution or rules, dated and signed
- A copy of your bank statement, less than three months old
- A copy of your most recent annual accounts (less than 15 months old), dated and signed as approved. (New organisations should submit estimates of income and expenditure for the first 12 months)
- Copies of three quotes/estimates for items of expenditure over £1,000
- Copy of one quote/estimate for items of expenditure under £1,000
- A copy of your Equal Opportunities Policy or Equality Statement and Sustainability Policy if you have one
- A copy of lease agreements, written permissions or planning permissions where appropriate

Failure to submit the requested documentation with your application will result in the application being returned to you for completion, and therefore delayed.

Please note: Constitutions, bank statements and annual accounts, annual accounts must all be in the same name as the name of the applicant group or organisation given on page one of this application.

Your application may be made public with the appropriate information redacted.

All completed forms and attachments should be submitted via email to events@scotborders.gov.uk

Further information can be found on the Scottish Borders Council website:
Community grants and funding | Scottish Borders Council (scotborders.gov.uk)