



COMMUNITY FESTIVALS AND EVENTS SMALL GRANT SCHEME 2024/25 – Guidance Notes

CFE Grant Guidance Notes for application form which can be found [here](#)

WHAT IS THE COMMUNITY FESTIVAL AND EVENTS SMALL GRANT SCHEME?

The Community Festival and Events Small Grant Scheme is a new fund to:-

- Support and develop small festivals and events in local communities. It will encourage and inspire new and existing organisations to strengthen and develop events;
- Attract and engage new audiences to participate in organised local events;
- Develop events with a focus on engaging under-represented groups, including children and young people, girls and women;
- To connect and add value to existing programmes, festivals and events;
- To promote, celebrate and raise awareness of the Scottish Borders

The Grant operates in line with the principles of best practice and Scottish Borders Council's Code of Practice for Following the Public Pound.

WHO CAN APPLY & HOW MUCH IS AVAILABLE?

- Applications are welcomed from legally constituted community organisations, and eligible community groups who have a management committee, constitution and their own bank account.
- The total grant fund is £70,000 and the level of award available per grant will be between **£3000 to £5000**.
- If you already receive funding from the Local Festival Grant Scheme you are not eligible to apply for additional funding from the 2023 Community Festival and Events Small Grant Scheme. This is a one-off fund for remove events that are excluded from the Local Festival Grant Scheme.

WHAT CAN FUNDING BE USED FOR?

- Enhancing existing events
- Develop new and innovative ideas to strengthen and enhance an event or festival
- Provide local communities the opportunity to attract visitors and strengthen the local economy
- Supporting sustainable practices as part of a wider festival or event

WHAT ITEMS ARE INELIGIBLE?

- Core delivery costs for existing events
- Funding gaps left by other funds being withdrawn
- Hospitality costs

WHAT HAPPENS IF I RECEIVE FUNDING?

If you have been successful, you will receive an award letter specifying the terms and conditions. You must sign and return a full copy to us within 3 weeks. Funding will not be paid until we have received a signed award letter. Following receipt of the signed award letter and acceptance of the terms and conditions, grants will be paid either directly into your bank or building society account or paid out by cheque.

Please note: if you are successful, it can take up to one month for us to process your payment. You will also need to submit a full evaluation including impact and financial evidence following the event within 3 months of the date on which it took place.



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HOW WILL PROJECTS BE ASSESSED?

The applications will be reviewed by an assessment panel and the criteria for assessment are

- Attracts a high level of community engagement
- Generates a media profile and publicity for the area
- Demonstrates evidence of demand
- Links to other event/tourism and sustainability strategies
- Has detailed safety and event management plans
- Has detailed marketing and media plans
- Able to provide copy of bank statements
- Provide a detailed budget
- Value for money (ROI)
- Agrees to provide an Economic Impact Evaluation (post event)
- Demonstrates community engagement (business or otherwise)
- Showcase, promote and sell local produce/services
- Supports local business
- Aspiration to provide a legacy from the event

WHAT IS THE TIMESCALE FOR FUNDING?

We aim to process the application and release funding prior to the event subject to the application being approved and availability of funds. Please note: if you are successful, it can take up to one month for us to process your payment.

WHAT DO WE NEED TO COLLATE BEFORE WE APPLY?

You will need to provide

- A copy of your constitution or rules, dated and signed if you have one
- 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 3 quotes/estimates for items of expenditure over £1000, unless there are valid reasons why fewer quotations are available
- Copy of 1 quote/estimate for items of expenditure under £1000, unless there are valid reasons why fewer quotations are available
- A copy of your Equal Opportunities Policy or Equality Statement if you have one
- A copy of lease agreements, written permissions or planning permissions where appropriate.

Failure to attach/enclose the requested documentation will result in the application being delayed. Please note: Constitutions, bank statements and annual accounts must all be in the same name as the name of the applicant.

SUPPORT

For advice on other funding opportunities, please contact: Grants Administrator at Scottish Borders Council: communitygrants@scotborders.gov.uk or on 0300 100 1800 or The Third sector interface for the Scottish Borders; <https://borderstsi.org.uk/coming-soon-your-new-third-sector-interface/> on 01896 755370. For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800. All completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk.

Further information can be found on the following website:

[Community grants and funding | Scottish Borders Council \(scotborders.gov.uk\)](https://communitygrantsandfunding.scotborders.gov.uk)

You can get this document on tape, in Braille, large print and various computer formats by contacting the above address.





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STANDARD TERMS & CONDITIONS

The grant will be used only for the purpose set out in your application form. The grant will not be used to pay for any goods or services ordered or paid for before approval.

Acknowledgement of the grant may be given in your annual report, Chair or Secretary's reports at your AGM, the accounts which cover the period of the grant and in all publicity material produced. Any publicity material must include the Scottish Borders Council logo.

The Scottish Borders Council Community Festivals and Events Grant Scheme can use your name (and the name of your project) in its own publicity materials.

As per the offer letter, the grant will be monitored using a Grant Evaluation Form this needs to be submitted to Scottish Borders Council within three months of the date of completion of the project at the latest. Receipted invoices will be attached to the Grant Evaluation Form.

The grant will not be increased. Financial records relating to the grant must be kept for at least 2 years.

The grant will be repaid to Scottish Borders Council in the following circumstances:

- o If the application form is found to have been completed dishonestly or the supporting documents give false or misleading information.
- o If equal opportunities practice is not followed when employing people, recruiting new members or in providing services.
- o If any member of your governing body, staff or volunteers acts dishonestly or negligently in their duties during the grant period

You will not dispose of any equipment or asset without first receiving agreement, in writing, from Scottish Borders Council.

Your group shall comply with all relevant legislation that affects the way you carry out your project.

PRIVACY AND SUPPORT

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

For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council at communitygrants@scotborders.gov.uk, or on 0300 100 1800. All completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk

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