

**DUNDEE FESTIVE FUND**

**GRANT SCHEME 2023/24**

**GUIDANCE NOTES**

These have been updated for 2023-24 – please read carefully.

See also the Frequently Asked Questions on page 4.

|  |  |
| --- | --- |
| **Background:** | Dundee City Council has allocated money from its Common Good Fund for a grant scheme to help groups which wish to organise community events to celebrate the winter festive season, including Christmas and Hogmanay. This fund is now being offered for the fourth time. |
| **Who can apply:** | Applications are invited from Dundee-based **community groups and cultural organisations** which are planning to organise non-commercial celebrations to mark Dundee’s Festive season. Applications from individuals or the private sector will not be accepted.  The celebrations can take place from Friday 10th November 2023 until Friday 5th January 2024.  **Applications for events outside these dates will not be considered. Installations should be removed by 12th January 2024.** |
| **Additional information:** | 1. The event / installation must take place in Dundee |
|  | 1. Events / installations should aim to involve the broader community as much as possible, rather than being for a limited group of people |
|  | 1. Applications will be assessed by a panel comprising of officers from Dundee City Council and a community representative, and the decision of the panel will be final |
|  | 1. Grants awarded will range **between** **£500 and maximum of £8,000** |
|  | 1. **Applicants will be expected to meet at least one third of the cost of the event in cash** through other grants, donation, charges for the event, etc. (i.e. this excludes any ‘in-kind’ contributions to the event). If this cannot be achieved, then return of any Festive Fund award may be required |
|  | 1. Costs associated with **provision of gifts or the cost of alcohol cannot be funded** and will not be considered as part of the event budget under item 5 above |
|  | 1. Where funds are sought for the installation of Christmas trees, Festive lights, etc. then all Health & Safety requirements, and technical standards / procedures will need to be met. Technical Guidance on these requirements is available [here](https://www.dundeecity.gov.uk/sites/default/files/publications/20200903_festive_lighting_in_the_community_guidance-final.docx). We will ask successful applicants to acknowledge and agree to follow this guidance. (Advice on these standards is available via [Dundee.Partnership@dundeecity.gov.uk](mailto:Dundee.Partnership@dundeecity.gov.uk) if required) |
|  | 1. **Any application that intends to make use of power via lighting columns must be submitted by the first deadline** (see How to Apply below) to ensure that sufficient time is available to plan and install any connections |
|  | 1. Where funds are sought for an event the organisers are responsible for the planning, delivery and the safety of the public, volunteers and staff at that event. Advice is available from the DCC Events Team. For details see [here](http://www.dundeecity.gov.uk/service-area/city-development/events-dundee) |
|  | 1. **The Organisers** will be responsible for ensuring that **appropriate insurance** is in place for any events / installations and for **obtaining any licences, permissions, approvals** required. Advice with identifying what is required for events is available from the [DCC Events Team](mailto:cityevents@dundeecity.gov.uk), and for installations from the [Architectural Services Team](https://www.dundeecity.gov.uk/service-area/city-development/architectural-services) |
|  | 1. Applicants for grant assistance towards the cost of fundraising events are not eligible |
|  | 1. Applicants will be responsible for producing a report on the activity funded including a financial statement with evidence of expenditure, by the end of February 2024. (In cases where the event is cancelled or the finances change, any balance of unspent funds should be returned for addition to the Common Good Fund). A short reporting template will be supplied to successful applicants |
|  | 1. The assessment panel will use the below criteria to prioritise their funding decisions. Priority will be given to funding applications that;    * Involve a wide range of the local community    * Give a sense of the festival that it is celebrating e.g. Christmas or Hogmanay    * Have the potential to develop community spirit and additional joint activities going forward into 2024   Scoring including these priorities will be used to make final decisions in case of oversubscription to the fund. The panel will be looking to approve applications for events and installations from across the whole city |
|  | 1. **Funding for repeat applications may be reduced if the fund is oversubscribed**, to provide opportunity for new groups to receive funding for suitable applications and enable festive activities to take place across more communities   It is intended that no organisation receive Festive Funding for more than three years in order to encourage new groups to apply, and organisations should bear this in mind when applying. If, however funds are able to accommodate all new applications, then consideration may be given in year four onwards for an award of up to a maximum of £5,000. Please note that 2023 is the fourth year of the Festive Fund, so this will apply if you have received funding for the first three years of the fund. |
|  | 1. In line with [Sustainable Dundee](https://www.dundeecity.gov.uk/sustainable-dundee) policies we expect organisers, where possible, to minimise the impact on the environment. This could include making use of a tree that is already in place or planting a tree for use year on year[[1]](#footnote-1), using durable / reusable / recyclable decorations and avoiding single-use plastics |
|  | 1. We also encourage applicants to buy local where this is feasible. If you are looking for something specific, you could try asking other community or third sector groups if they know of a good source (or maybe even have items that can be borrowed) |

|  |  |
| --- | --- |
| **How to apply:** | Please complete and return the attached application form electronically to [paul.davies@dundeecity.gov.uk](mailto:paul.davies@dundeecity.gov.uk) along with any supporting quotes or other evidence.  The first round of funding will close on **Monday 12th June** with decisions on applications received by this date being made by the end of June. This first round aims to allocate a significant majority of the total fund, so applying by this date is recommended. In any case, **all applications that will require use of power from lighting columns must be received by this date**.  A second round of applications will be considered (if any funding remains following round one) after the second closing date of Monday 7th August.  The panel aim to respond to applicants within two weeks of the deadlines above. It is not anticipated that any applications received after the 7th August will be able to be considered.  If you want to discuss a potential application in advance please contact us at [dundee.partnership@dundeecity.gov.uk](mailto:dundee.partnership@dundeecity.gov.uk).  If you require assistance completing the form please contact your local Community Empowerment Team (see contact details in the FAQ below). |

Please note that any personal details supplied within your application will be used solely for the purpose of communications regarding the application. They will be held securely and only members of the assessment panel will have access to them.

**Frequently Asked Questions**

Q: We are a new group, and unsure what to do. Where can we get help?

* The Events Team are able to assist with a range of useful information. Further information, including how to contact them can be found [here](https://www.dundeecity.gov.uk/service-area/city-development/planning-event)
* The Community Empowerment Team can assist with completion of the application form and provide other support too. Your local Communities Officer can be contacted using the below phone number, or email using ‘firstname.lastname@dundeecity.gov.uk’
  + Coldside Elaine Pratt 433444
  + East End Alan Gunn 438596
  + Lochee Mike Welsh 431839
  + Maryfield Stuart Fairweather 438858
  + North East Natalie Mackland 436796
  + Strathmartine Mark Macdonald 436363
  + The Ferry / West End Christine Ria 436910

Q: How do we get a Christmas tree?

* In some cases, there may be a suitable tree already growing in your area that could be used. Alternatively, arranging for a tree to be planted[[2]](#footnote-2) in a suitable location may be possible
* If you are planning a community Christmas tree, you should work through a qualified person or company, who should be able to source your tree

Q: Where are the technical guidelines for installations?

* The technical guidance can be found here: <https://www.dundeecity.gov.uk/dundee-partnership/dundee-partnership-funding>

Q: We are a commercial company. Can we apply for this funding?

* No, the fund is open to community groups and cultural organisations. Social Enterprises fall within the bounds of eligible applicants, and so may apply

Q: What is eligible for match funding?

* Any reasonable source of cash funding will be eligible to be considered as match funding as long as it contributes to the same activity / installation being applied for from the Festive Fund. This could be another grant award, funds raised through other events, sponsorship, or ticket sales to participants
* ‘In kind’ contributions will not be considered as part of any match funding

Q: When will we know whether we have been successful in our application?

* If you apply by the first deadline of the 12th June, then the Panel aims to make their decision and let you know the result by the 23rd June
* If there is a second round of applications and you apply by the second deadline of the 7th August, then the Panel aims to make their decision and let you know the result by the 18th August

Q: When will funding be received if we are successful?

* If your application is successful, then you should receive the funding within two weeks of the relevant decision date above

Q: I have another question not covered above. Who should I contact?

* In the first instance, please email [dundee.partnership@dundeecity.gov.uk](mailto:dundee.partnership@dundeecity.gov.uk) and an officer will get in touch with you with an answer

**DUNDEE FESTIVE FUND GRANT SCHEME**

**APPLICATION FORM**

|  |  |
| --- | --- |
| Name of the event and/or location of the planned installation: |  |
| Name of the organising group or organisation: |  |
| What date will the event take place? |  |
| In what area of Dundee will the event take place? |  |
| What will the venue for the event be? |  |

**EVENTS**

|  |
| --- |
| Tell us about your event in up to 300 words |
| How do you plan to promote your event? |
| How many people do you anticipate attending the event? |

**INSTALLATION**

|  |
| --- |
| Tell us about your installation in up to 300 words. Please include details of your intended contractor.  Name & Address of intended contractor: |
| How do you plan to promote your installation? |
| Who do you anticipate benefiting from the installation? |

**MEETING THE CRITERIA**

|  |
| --- |
| What will you do to involve a wide range of the community? |
| How will you promote a sense of celebration of the occasion though your event / installation? |
| How will the event / installation help to develop community spirit? Please highlight any joint activities that could develop from this. |

|  |
| --- |
| Protecting the environment is a key priority for Dundee City Council. How does your group plan to take impact on the environment into account in relation to your proposed activity? (see guidance point 15 for some ideas) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Person** | | | |
| Name: |  | | |
| Address: |  | | |
|  |  | | |
|  |  | | |
| 🕿 Tel |  | **🖂** Email |  |

*Please note that the primary method of communication about your application will be by email.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Alternate Contact Person (optional)** | | | |
| Name: |  | | |
| Address: |  | | |
|  |  | | |
|  |  | | |
| 🕿 Tel |  | **🖂** Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Details** | | | |
| Name of Account (Organisation): |  | | |
| Account Number: |  | Sort Code: |  |
| Name of Bank: |  | Branch: |  |

|  |  |
| --- | --- |
| What are the costs of your event / installation? (Please add more rows if required) | |
| **Cost Heading (Expenditure)** | **£** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |
| Indicate below how you plan to raise at least one third of the total costs for the event / installation? (Please add more rows if required) | |
| **Source of Funding (Income)** | **£** |
|  |  |
|  |  |
|  |  |
| Event Charge / Cost to Participants / Ticket Price: £ x people |  |
| **Amount of Grant Requested from DCC Festive Fund**  (R*eminder: this cannot exceed two thirds of the overall monetary cost*) |  |
| **TOTAL** |  |

|  |
| --- |
| If your group is planning for this event / installation to take place annually, what plans do you have in place with regard to future financial sustainability? (*Note that the Festive Fund has a three-year cap on support for annual events in order to encourage new activity – see guidance point 14*) |
|  |

|  |
| --- |
| Applicants will be responsible for monitoring, documenting and reporting on the success of the event / installation. Please give details below how you will achieve this. |
|  |
| Applicants will be responsible for arranging appropriate insurance and licences, permissions, and approvals. Please give details of these below.  In the case of installation of Christmas trees, etc. all relevant health and safety requirements must be adhered to and technical calculations made - evidence of these is required to be submitted with this application (see checklist below). |
| Checklist for installation’s technical calculations:   * Layout Plan * Specifications for electric current * Weight * Windage * Details of fixings |

|  |  |
| --- | --- |
| **Signature of Applicant:** | **Date:** |
| **Name (please print):** | **Position in**  **Organisation:** |

1. Please note that tree planting is outside the scope of this fund, and an alternative source of funding for this would need to be sourced if this option is undertaken. For information on potential options / costs for tree planting, please contact [Catherine.Conroy@dundeecity.gov.uk](mailto:Catherine.Conroy@dundeecity.gov.uk) [↑](#footnote-ref-1)
2. Please note that tree planting is outside the scope of this fund, and an alternative source of funding for this would need to be sourced if this option is undertaken. For information on potential options / costs for tree planting, please contact [Catherine.Conroy@dundeecity.gov.uk](mailto:Catherine.Conroy@dundeecity.gov.uk) [↑](#footnote-ref-2)