

Culture Service - Local Cultural Festivals and Events Fund Application Form 20

Overview

City of Edinburgh Council - Local Cultural Festivals and Events Fund - Deadline for applications: Wednesday 31 August 2022 (23:59 GMT).

The applications should be submitted, and will be assessed, as per the published schedule. This will ensure the Fund is allocated as planned, and will assist the successful applicants – established local cultural events and festivals and partnering organisations – to resource their activities.

The City of Edinburgh Council officers overseeing the application process can be contacted via email to assist with submissions. Further information about the fund, including officers' contact details, can be found below.

INTRODUCTION

LOCAL CULTURAL FESTIVALS AND EVENTS FUND

Celebrating Edinburgh's local cultural festivals and events; contributing to sector capacity building and stability

This funding has been allocated to support capacity building and stability of local cultural festivals and events. It is intended to provide strategic funding and guidance to further develop and strengthen the skills, planning, processes, and resources that local cultural festivals and events need to survive, adapt, and thrive in a fast-changing sector. Our cultural activity and offer continues to be a crucial contribution to the city's success as an exceptional place to live and work.

With the aim of contributing towards strengthening the festival and events sector across Edinburgh, applications are sought for awards of between £5,000 and £20,000 from organisations that identify routes to organisational stability, strategic (artistic / business) development and creative engagements which are relevant and appropriate to their needs and operational models. The fund is also intended to encourage organisations to test and trial new working models and greater collaboration with sector partners to enable on-going resource sharing and peer learning.

The Fund seeks to support the work of the city's year-round cultural festivals and events that are unique to Edinburgh and its residents as they celebrate and bring together the city's diverse communities, have deep community roots and instil a sense of pride in their local place. The Fund is intended for events and festivals which are not funded by the Council's Culture Service through the Strategic Partnerships programme.

Successful applicants will have the opportunity to participate in a bespoke Capacity Building Programme aimed at fostering exchange and interaction between local cultural festivals and events; boosting our local arts and culture activity by broadening opportunities for both artists and organisations delivering festivals and events; and develop sustainable operational models that support creative activity across Edinburgh. In addition to the funding offer, assisted training, peer learning, and networking opportunities will be provided to create platforms to build on connecting festivals and events to local artists and creatives, industry representatives and funders/sponsors, as well as foster the exchange of skills and encourage future collaborations.

The Fund is in line with public sector duty regarding socio-economic inequalities as well as the findings and recommendations of the City of Edinburgh Council Equality, Diversity and Rights Framework 2017-21: Interim Progress Report, 2017- 2019', ensuring the inclusion of festivals and events led by organisations that provide access to disadvantaged participants and audiences and opportunities to artists and contributors defined by protected characteristics. The Fund also recognises the contribution to participants' and audiences' wellbeing the festival and events make as they encourage greater social cohesion.

This fund complements three further cultural project funding opportunities towards which the City of Edinburgh Council has allocated resources, and for projects developed in financial year 2022/23: Diversity & Inclusion Fund; Creative Practitioners/Artists Programmes and the Creative Community Hubs Programme. Programme update information and any funding opportunities can be accessed at cultureedinburgh.com <<https://cultureedinburgh.com/updates>> .

PURPOSE OF SCHEME:

The Fund is aimed at local cultural events and festivals who intend to strengthen their role in Edinburgh's cultural calendar by introducing new ideas to improve their offer, better engage with partner organisations and audiences as well as business and event/festival production models.

The Fund prioritises capacity building proposals presented by individual festivals and events or groupings of festivals or events. The proposed activity outlined in the submissions should best serve organisations' needs and ambitions as well as respond to the changing events and festivals industry environment. It offers a new funding opportunity for proposals that outline clear plans surrounding organisational capacity development and stability. For example, by introducing improvements to staffing levels, volunteering opportunities, governance, strategy development, business / funding models etc. It encourages applicants to reflect on their current contribution to Edinburgh's cultural offer and identify what makes them stand out in the local cultural and arts environment. The Fund also supports ideas that aim at evolving the event / festival offer through commissioning, curating, and presenting artistic and creative work, new approaches to promotional planning as well as audience development and community engagement models.

The fund is intended to promote and encourage greater collaboration and partnerships between local festival and event organisers across Edinburgh. Cross-artform live and digital activity is also encouraged, for example programmes involving music, dance, spoken word and theatre, film, digital arts, literature and poetry etc.

FUNDS AVAILABLE:

A total budget of £200,000 is available offering grant awards of between £5,000 and £20,000 for projects developed in financial year 2022/23.

Applicants should apply for the exact amount needed for *their festival or event proposals* and will not automatically be awarded the full amount of their application submission. The awards panel reserves the right to award an amount different to that submitted.

DEADLINE: Wednesday 31 August 2022 (23:59 GMT). Late applications will not be accepted.

Please note that the funding award for successful applications of £10,000 and higher will be divided into two payments (70% on receipt of a signed funding agreement and 30% following the submission and approval of a project report on completion of project). You will be advised w/b 5 September 2022 if your application has been successful by email. Funding payments to successful applicants will to be made within 4-6 weeks from the date of notification of a successful funding application.

WHO CAN APPLY?

Existing established individual Festivals and Events or Consortia/Groupings of existing established Festivals and Events (a minimum of 3 organisations) must be Edinburgh-based and take place within the City of Edinburgh boundary with Edinburgh-based partners.

A constituted organisation that can provide a copy of their constitution / Memorandums & Articles and latest accounts that meet as a minimum the essential elements and requirements of the Office of the Scottish Charity Regulator (OSCR).

Organisations, festivals, or events that have received Events or Strategic Partnership funding from the Council within the current financial year are not eligible to apply. In addition, a revenue-funded Strategic Partner organisation or Grouping cannot lead on an application and if they are in receipt of Strategic Partnership grant funding of more than £50,000, they cannot directly receive this project grant funding. They can, however, be involved as a supporting partner in any application. For example, a venue may act as host, or a company provide in-kind contribution(s). A list of CEC funded events, CEC Strategic Partner organisations and Groupings can be found in the Related Documents section.

Only one application per organisation / grouping can be considered.

Those who successfully apply to this Fund are eligible to apply for the Diversity & Inclusion Fund and Creative Practitioners/Artists Programmes if they present, or are part of, a new partnership/project for consideration. These Funds will be online in due course and information on them will be found at <https://cultureedinburgh.com>

The [Culture Plan](https://democracy.edinburgh.gov.uk/CeListDocuments.aspx?CommitteeId=272&MeetingId=1335&DF=30%2f11%2f2015&Ver=2) <<https://democracy.edinburgh.gov.uk/CeListDocuments.aspx?CommitteeId=272&MeetingId=1335&DF=30%2f11%2f2015&Ver=2>> vision is that "city partners work together to keep culture and creativity at the heart of Edinburgh's success". Further information on the vision can be accessed through the [Council's](#)

Business Plan <<https://www.edinburgh.gov.uk/council-planning-framework/council-business-plan-2017-2022>> .

FUND CRITERIA:

Applications will be assessed against the following criteria:

they are an existing established cultural festival or event or a consortium of existing established cultural festivals or events,
they outline demonstrable further organisational development,
they present ideas for strengthening the event's / festival's positioning in Edinburgh's cultural calendar and
they create opportunities for improvement of the event / festival offer.

FUND PRIORITIES:

The panel will take the following priorities into consideration:

Strong track record providing evidence of programme delivery, engagement and impact.
Partnership/collaboration working with industry, community and/or business partners - a City and Culture Plan funding priority; and
Live and/or digital programming supporting the local creative sector.

WHAT CAN BE FUNDED?

Activities supported might include, but are not limited to, the following:

Direct event / festival costs (please see exclusions): costs of production, commissioning/curating/programming, venue and equipment hire, marketing and programme distribution, community engagement, staffing and volunteering, etc.

Capacity building and Professional development: costs for remote/digital professional development, well-being and support programmes for staff, coaching and training, courses, online learning.

Business and practice development: costs for recruiting staff members; accessing outside expertise, exploring alternative models and platforms for creation, collaboration, mobility, or distribution.

Developing collaborations and connections: funding towards knowledge exchange (excluding international travel); other expenses to explore and develop collaborative networks; coaching fees; advisor fees; coordinator and collaborator fees.

Audience Development and Community Engagement: training or advice that develops the organisation's capacity for inclusion and relevance across the diversity of Edinburgh's society (including improving the organisation's planning and practices in areas such as youth voice, disability, cultural diversity, etc.)

Digital (marketing and engagement) capability: costs of strengthening digital infrastructure; accessing the appropriate, software, tools, and advice; making content accessible to diverse and underrepresented audiences, artists and arts practitioners.

Please note that all project facilitators, artists, creatives, managers involved in the project delivery are expected to be remunerated as per industry rates. Only in special circumstances when project partners declare that they do not require to be paid for their work and their contribution towards the project delivery is in-kind they can be involved on a no-fee basis. Links to industry rates, as recommended by industry bodies, are listed below:

BECTU <<https://bectu.org.uk/get-involved/ratecards/>>

ITC <<https://www.itc-arts.org/rates-of-pay/>>

UK Theatre / Equity Commercial Theatre Rates <[file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20rates%20-%20Commercial%20Theatre%202019-2022%20\(1\).pdf](file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20rates%20-%20Commercial%20Theatre%202019-2022%20(1).pdf)>

UK Theatre/ Equity Rates for Subsidised Managers (in receipt of public funding) <[file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20rates%20-%20Subsidised%202019%20to%202022%20\(1\).pdf](file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20rates%20-%20Subsidised%202019%20to%202022%20(1).pdf)>

UK Theatre/Musicians Union <[file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20MU%20Rates%20April%202018%20to%20April%202021%20\(2\).pdf](file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20MU%20Rates%20April%202018%20to%20April%202021%20(2).pdf)>

UK Theatre / Writers Guild <[file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Writers%20Guild%20Rates%20-%202019%20\(1\).pdf](file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Writers%20Guild%20Rates%20-%202019%20(1).pdf)>

SSP <<http://www.scottishsocietyofplaywrights.co.uk/commission-rates.html>>

UK Theatre/ BECTU/Equity Choreographers: <[file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20Choreographer%20rates%202019%20-%202021%20\(1\).pdf](file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20Choreographer%20rates%202019%20-%202021%20(1).pdf)>

UK Theatre/ BECTU/ Equity Designers/Resident Designers <<file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20BECTU%20Designers%20rates%20Resident%20Designers%202019-2021.pdf>>

Set and Costume Designers <<file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20BECTU%20Designers%20rates%20Set%20and%20Costumes%202019-2021.pdf>>

Lighting Designers <<file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20BECTU%20Designers%20rates%20Lighting%20Designers%202019-2021.pdf>>

UK Theatre/ BECTU/ Equity Directors <<file:///c:/cap-nas-02/home%24/1666140/Downloads/UK%20Theatre%20Equity%20Directors%20rates%202018%20-%202022.pdf>>

Visual Artists (Paying Artists) <<http://www.payingartists.org.uk/2018/07/paying-artists-activity-update/>>

Exhibition Payment Guide <<http://www.payingartists.org.uk/wp-content/uploads/2017/06/Paying-Artists-Exhibition-Payment-Guide.pdf>>

Musicians <<https://musiciansunion.org.uk/rates>>

The Society of Authors <<https://societyofauthors.org/Advice/Rates-Fees>>

Funding cannot support:

press events or launches;
international travel expenses;
the purchase of equipment items available for hire (e.g. staging, PA systems, projectors) or capital projects; or

activities which primarily take place outside Edinburgh.

HOW TO APPLY:

Please read these guidelines carefully. Applications must be completed using the online application form and submitted by the stated deadline. Please contact Beata Skobodzinska 0131 529 4577 beata.skobodzinska@edinburgh.gov.uk or Sandra Elgin 0131 529 6720 sandra.elgin@edinburgh.gov.uk if you require advice on your application.

Before starting this application online, please download a blank PDF application form for your preview. Please also download the Application Guidelines, the Council's Standard Conditions of Grant, and the budget spreadsheet. Links to the Council's Culture Plan, Business Plan and Privacy Notice are also available in the Related documents section.

Applications cannot be considered:

if received after the deadline date;
unless there is a suitable management/governance structure in place; and
from organisations, festivals or events already in receipt of The City of Edinburgh Council Cultural Strategic Partnership funding

APPLICATION PROCESS AND AWARDS PANEL:

Submitted application forms will be acknowledged via email. Applications will be considered by members of the awards panel, comprising of specialist independent advisors. All project proposals will be reviewed against the criteria outlined above. The assessment panel will assess all eligible projects on a scale from 0 to 4 per guidelines below.

Score and Guidelines

0 = Response missing or unacceptable. No clear response to criteria in the submission

1 = Marginal response. The submission provides low level of confidence that the criteria would be delivered in a satisfactory way

2 = Acceptable response. The submission provides a moderate level of confidence that the criteria would be delivered in a satisfactory way

3 = Good response. The submission provides a good level of confidence that the criteria would be delivered.

4 = Excellent response. The submission provides a high level of confidence that the criteria would be delivered or exceeded.

We will be assessing the likely impact of live / digital activity and the degree in which it will promote wellbeing and reach of cultural opportunities in the city to irregular or underrepresented audiences. We want to see how you propose to use this funding and what you envisage the direct and on-going organisational impact of that funding will be. Priority will be given to those applications that can evidence impact on their stability and capacity to deliver their festivals/events in the future.

Please note that individual assessments inform the decision-making process, and the final recommendations are made at the fund panel meeting when all projects are considered.

The panel will meet within 2 weeks of the fund deadline, and you will be informed by email of the outcome within one week of the meeting by **16 September 2022**.

EQUAL OPPORTUNITIES AND ACCESS:

Once you have submitted your application form, please complete the [Equal Opportunities Monitoring Form](#) </sfc/486ac2dc> .

If you require this application in Braille, large print, audiotape or disc format, please contact the Cultural Development on Culturaldevelopment@edinburgh.gov.uk

PRINCIPAL APPLICANT'S CONTACT DETAILS

1 Contact Details

Organisation Name (please list all grouping partner in applicable) *(Required)*

Contact Address and Postcode *(Required)*

Contact Name and Position *(Required)*

Phone Number *(Required)*

Contact Email *(Required)*

Website and social media *(Required)*

Overview of Organisation (including main aims and objectives) - Maximum of 350 words for individual applicants; 1000 words for groupings [Please do not describe your event / festival in this section] *(Required)*

Charity/Organisation Registration Number if applicable *(Required)*

YOUR APPLICATION

2 Festival Name / Event Title and Brief Summary (as it will appear in any publicity):

Maximum of 25 words *(Required)*

3 Dates:

Festival / Event Dates: *(Required)*

Start and Finishing Dates (incl. Festival / Event planning, delivery and reporting) *(Required)*

4 Festival / Event Location(s):

List all locations and postcodes, where known *(Required)*

5 Festival / Event Description/Overview:

Please describe the Festival / Event you are seeking funding for by outlining the event / festival profile, brief history, engagement and impact so far (maximum 500 words) *(Required)*

6 Festival / Event Delivery Partners:

Please list any of your Festival / Event Partners (venues, community groups, media etc.) (maximum 250 words) *(Required)*

7 Festival / Event Management:

Please give an indication of the management structure for the Festival / Event (maximum of 200 words) *(Required)*

8 Funding Criteria: Capacity Building and Development

Please outline your proposals regarding staffing levels, volunteering models, governance, strategy, business models etc. Please indicate if proposal requires skills development support. If so, please describe (see section of the guidelines: Introduction, Purpose of scheme, What can be funded?) (maximum 350 words): *(Required)*

9 Funding Criteria: Festival / Event offer

Please share programme ideas and plans in 2022/23 and beyond. These could include curating, promotional planning, digital engagement, production scale etc. (Please see section of the guidelines: Purpose of Scheme) (maximum 350 words):

(Required)

10 Funding Criteria: Contribution to Edinburgh's Cultural Calendar

Please explain where you position your events in comparison to other festivals and events - where it is now and where you would like it to be. Please consider your festival / event's unique selling points (for example, programme offer, audience engagement, opportunities for artists to present their work) (maximum 350 words): *(Required)*

11 Partnership Working:

Please tell us how you are planning to improve or develop partnership working with other festivals and events in Edinburgh. Please reflect on your ambitions including working with other partners existing or new (see section of the guidelines: Introduction) (maximum of 150 words) *(Required)*

12 Additional Information:

Is there any other related information you wish to share regarding your proposal (maximum of 80 words)

13 Council Funding:

Are you currently in receipt of any other Council funding for this Festival / Event? If so, please include the amount received and specify from which Council service. *(Required)*

14 Policies and Procedures: If your Festival / Event involves working with children or vulnerable adults at risk, you must have relevant policies and procedures in place to prevent abuse and respond to actual or suspected abuse, neglect or exploitation (please see guidance notes - Section 6 for details). Please tick the boxes below as appropriate.

(Required)

Please select all that apply

- Child Protection policy and procedure
- Adult Protection policy and procedure
- Not applicable

15 Most recent annual approved/audited accounts.

Please attach a copy of any documents you wish to include to this printout.

Please upload a copy of the organisation's most recent annual approved/audited accounts. *(Required)*

16 Constitution or Articles of Association

Please attach a copy of any documents you wish to include to this printout.

Please upload the Organisation's Constitution or Articles of Association *(Required)*

BUDGET

Please download the Budget form located in the Related section at the bottom of the Overview. Failure to provide this information when completing your online application will result in it being rejected. Please also ensure that you provide your email address in the "Almost Done" section to ensure you are provided with a PDF version of your completed application form for signatures.

17 Event / Festival Budget 2022/23

WHAT CAN BE FUNDED?

Activities supported might include, but are not limited to, the following:

- **Direct event / festival costs** (please see exclusions): costs of production, commissioning/curating/programming, venue and equipment hire, marketing and programme distribution, community engagement, staffing and volunteering, etc:
- **Capacity building and Professional development**: costs for remote/digital professional development, well-being and support programmes for staff, coaching and training, courses, online learning.
- **Business and practice development**: costs for recruiting staff members; accessing outside expertise, exploring alternative models and platforms for creation, collaboration, mobility, or distribution.
- **Developing collaborations and connections**: funding towards knowledge exchange (excluding international travel); other expenses to explore and develop collaborative networks; coaching fees; advisor fees; coordinator and collaborator fees.
- **Audience Development and Community Engagement**: training or advice that develops the organisation's capacity for inclusion and relevance across the diversity of Edinburgh's society (including improving the organisation's planning and practices in areas such as youth voice, disability, cultural diversity, etc.)
- **Digital (marketing and engagement) capability**: costs of strengthening digital infrastructure; accessing the appropriate, software, tools, and advice; making content accessible to diverse and underrepresented audiences, artists and arts practitioners.

Please note that all project facilitators, artists, creatives, managers involved in the project delivery are expected to be remunerated as per industry rates (listed in the Fund guidelines).

Funding cannot support:

- press events or launches;
- international travel expenses;
- the purchase of equipment items available for hire (e.g. staging, PA systems, projectors) or capital projects; or
- activities which primarily take place outside Edinburgh.

Total Event / Festival Budget 2022/23 (£) *(Required)*

Total requested from this Fund (£) *(Required)*

Allocation towards Direct Event/Festival Costs requested from this Fund (£) *(Required)*

Allocation towards Capacity Building, Business and Practice Development, Collaborations and Connections Costs requested from this Fund (£) *(Required)*

Allocation towards Audience Development and Community Engagement & Digital Capability Costs requested from this Fund (£) *(Required)*

Allocations towards Other costs requested from this Fund (£): *(Required)*

Allocations towards Contingency towards Project Costs requested from the Fund [max 10%] (£) *(Required)*

Please attach a copy of any documents you wish to include to this printout.

Please download the Budget spreadsheet (available at the bottom of the Overview page), complete as per guidelines and submit by uploading the file in this section. Please refer to the industry rates (listed in the fund guidelines) where fees are listed in the budget form.

Detailed Budget Form *(Required)*

DECLARATION

All applications must be confirmed by two people who are recognised as representatives of your organisation. One of these people must be a board/management committee member.

Please be aware that on completion of this application form and budget spreadsheet you are also authorising the Council to retain all data submitted within it for its use (eg inclusion on the Council's internal central Grants Register).

18 You are being asked to declare that:

(Required)

Please select all that apply

- (a) you have read and will comply with all Council funding conditions; and
- (b) to the best of your knowledge the information contained in this application, and any accompanying documents, is accurate.

19 Principal contact:

Name in BLOCK CAPITALS *(Required)*

Position *(Required)*

Type your signature *(Required)*

20 Secondary contact:

Name in BLOCK CAPITALS *(Required)*

Position *(Required)*

E-mail *(Required)*

Type your signature *(Required)*