

Culture Service - Local Cultural Festivals and Events Fund Application Form

Overview

City of Edinburgh Council - Local Cultural Festivals and Events Fund - Deadline for applications: Friday 27 August 2021 (12:00 noon GMT).

We would like to assure all potential applicants that the timeline of the City of Edinburgh Council's Local Cultural Festivals and Events Fund has not been affected by the current COVID-19 public health situation.

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.

LOCAL CULTURAL FESTIVALS AND EVENTS FUND

Celebrating Edinburgh's diverse local cultural festivals and events - contributing to sector recovery.

This funding has been allocated as a result of the city's role in supporting the **recovery of live activity** as part of local cultural festivals and events affected by the Coronavirus pandemic and to offer wider access to Council cultural funding opportunities, ensuring Edinburgh is a city of creative opportunities. Our cultural activity and offer continues to be a crucial contribution to the city's success as an exceptional place to live and work.

Organisations already in receipt of the City of Edinburgh Council's Cultural Strategic Partnership funding do not qualify for this funding opportunity.

The Local Cultural Festival and Events Fund seeks to support the work of the city's year-round cultural festivals and events which are not already funded by the Council to include those that:

- are unique to Edinburgh and its residents;
- celebrate and bring together the city's diverse communities;
- have deep community roots; and
- instil a sense of pride in their local place

As stated in the Action Plan agreed at the Culture and Communities Committee Meeting on 18 June 2019, the City of Edinburgh Council is committed to promoting stronger collaboration, developing new partnerships and creating new funding streams for the culture sector in Edinburgh.

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 2021/22: Diversity & Inclusion Fund; Edinburgh Creative Practitioner/Artist Support Fund and Creative Community Partnerships Programme: Collaboration & Exchange Fund. Further information on these funds can be accessed on the **Culture Edinburgh website** <<https://cultureedinburgh.com/>> .

PURPOSE OF SCHEME:

Grants will be awarded to existing cultural Festivals and Events that celebrate their local creative communities and promote greater partnership collaboration between artists/practitioners, independent creatives, our diverse communities and creative practitioners, and/or their festival or event.

The fund is intended to support existing local cultural festivals and events to return to live activity and utilise art forms such as visual and performing arts (music, dance, spoken word and theatre), film, digital arts, literature and poetry, to promote greater collaboration and partnerships between artists and creatives and cultural organisations in Edinburgh.

The Fund can be used to support an individual existing event or a programme of activity and that can make use of indoor and/or outdoor spaces.

FUNDS AVAILABLE:

A total budget of £100,000 is available offering grant awards of up to £10,000 for cultural festivals and events in financial year 2021/22 and delivered by end of July 2022.

Please note that all festival / event facilitators, artists, creatives, managers involved in the festival / event delivery are expected to be remunerated as per industry rates. Only in special circumstances when festival / event partners declare that they do not require to be paid for their work and their contribution towards the festival / event 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>>

Applicants should apply for the exact amount needed for their cultural festival or event 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: Friday 27 August 2021 (12:00 noon GMT). Late applications will not be accepted.

Please note that the funding award for successful applications will be divided into two payments (70% on receipt of a signed funding agreement and 30% following the submission and approval of a festival / event report on completion of project). You will be advised w/b 6 September 2021 if your application has been successful by email. Funding payments to successful applicants will to be made within 6-8 weeks from the date of notification of a successful funding application.

WHO CAN APPLY?

- Festivals and Events must be established and Edinburgh-based and take place within the City of Edinburgh boundary with Edinburgh-based partners.
- Partnership working is a City and Culture Plan funding priority therefore applicants will be expected to place an emphasis on this in any submission. This can be both in cash and/or in kind.
- A charitable/not for profit status organisation must be the lead project partner for the release of any grant award.
- 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 grant funding. They can, however, be involved as a partner in any application. For example, a venue may act as host or a company provide in-kind support. 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 can be considered.
- Those in receipt of the Local Cultural Festivals and Events funding are eligible to apply for all three Flexible Funds (i.e. Diversity & Inclusion Fund; Edinburgh Creative Practitioner/Artist Support Fund and Creative Community Partnerships Programme Fund) as long as they present, or are part of, a new partnership/project for consideration.

The **Culture Plan** <<https://democracy.edinburgh.gov.uk/CeListDocuments.aspx?Committeeld=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>> .

CRITERIA:

Applications will be assessed against the following criteria:

- they are an existing established cultural festival or event;
- confirmed partnerships and quality of project management;
- the inclusion of communities that may have lower levels of access to participation in cultural or artistic activities;
- festivals / events that are unique to their local community and that celebrate and instil the pride of place.

PRIORITIES:

1. Strong community involvement and support;
2. Partnership/collaboration working - a City and Culture Plan funding priority; and
3. Active engagement of ethnically diverse artists and creatives and audiences and / or promotion of narratives, culture and heritage of ethnically diverse communities of Edinburgh.

We will be assessing the likely impact of the reintroduction of live activity and to what degree it will extend the reach of cultural opportunities in the city, especially in hard to reach communities.

We want to see how you propose to use this funding and what you envisage the direct impact of that funding will be. Our focus will be on what major difference this funding will make to the cultural event or festival (i.e. what wouldn’t happen without this support).

All event and festival plans will be expected to evidence safe social distancing and public health safety measures as per recommendations of the **Scottish Government’s COVID-19 Events Sector Guidance** <<https://www.gov.scot/publications/coronavirus-covid-19-events-sector-guidance/>> .

EXCLUSIONS:

Applications cannot be considered:

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

Funding cannot support:

- Revenue costs or permanent posts;
- Press events or launches;

- Equipment items or capital projects;
- Activities which primarily take place outside Edinburgh.

HOW TO APPLY:

Please read these guidelines carefully. Applications must be submitted using the application form completed by the stated deadlines. Please contact Lucy.Emslie@edinburgh.gov.uk or David.Waddell@edinburgh.gov.uk (after 9 August 2021) or events@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.

APPLICATION PROCESS AND AWARDS PANEL

Submitted application forms will be acknowledged via email. Applications will be considered by members of the awards panel, comprising officers from the City of Edinburgh Council and specialist independent advisors.

The panel will meet within a week of the fund deadline and you will be informed by email of the outcome within one week of the meeting.

If you require this application in Braille, large print, audiotape or disc format, please contact events@edinburgh.gov.uk.

INTRODUCTION

A total budget of £100,000 is available offering grant awards of up to £10,000 for cultural festivals and events in financial year 2021/22 and delivered by end of July 2022.

Applicants should apply for the exact amount needed for their project 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.

Please read the application guidelines before completing the form.

Funding application submission deadline: Friday 27 August 2021 (12:00 noon GMT).

Please note that the funding award for successful applications 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 6 September 2021 if your application has been successful by email. Payments to successful applicants will be made within 6-8 weeks from the date of notification of grant award.

PRINCIPAL APPLICANT'S CONTACT DETAILS

1 Contact Details

Organisation Name (Required)

Contact Address and Postcode (Required)

Contact Name and Position (Required)

Phone Number (Required)

Contact Email (Required)

Organisation's website address (Required)

Overview of Organisation (including main aims and objectives) - Maximum of 350 words (Required)

 Please confirm your organisation is formally constituted (please note that we can only accept applications from constituted organisations) (Required)

Charity/Organisation Registration Number (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 Partners:

Please indicate each Partner involved with this Festival / Event (maximum 200 words) (Required)

6 Festival / Event Management:

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

7 Festival / Event Description/Overview:

Please describe the Festival / Event you are seeking funding for. Refer to the Guidelines for support to complete this section (maximum 200 words) (Required)

8 Contribution to Edinburgh's Cultural Offer (maximum 150 words):

Please reflect on the contribution of the Festival / Event to Edinburgh's Cultural Offer (maximum 150 words). (Required)

9 Festival / Event Impact:

Tell us how this Festival / Event demonstrates local and/or citywide importance and how it will celebrate and instil the pride of place in the local community (maximum of 250 words) (Required)

10 Festival / Event Reach and Engagement Level:

Tell us how this Festival / Event will include and engage communities that may have lower levels of access to participation in cultural or artistic activities (maximum of 250 words) (Required)

11 Partnership Working:

Tell us how this Festival / Event will improve or develop partnership working (as described in the guidelines) (maximum of 150 words) (Required)

12 Festival / Event Beneficiaries:

Who will benefit from your proposal? Please include direct and indirect beneficiaries (eg: partners, community, participants) (maximum of 150 words) (Required)

13 Funding:

What difference will this funding make to your Festival / Event? (maximum of 150 words) (Required)

14 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)

15 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

16 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)

17 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.

18 Total amount requested from Local Cultural Festivals and Events Fund:

£ (Required)

19 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.

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

Festival / Event Budget: (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).

20 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.

21 Principal contact:

Name in BLOCK CAPITALS (Required)

Position (Required)

Type your signature (Required)

22 Secondary contact:

Name in BLOCK CAPITALS (Required)

Position (Required)

E-mail (Required)

Type your signature (Required)