

Local Events Fund 2017 / 18 – Application Guidelines

INTRODUCTION

The Finance and Resources Committee approved a one-off fund of £60K to support cultural event development within Localities.

PURPOSE OF THE SCHEME

The fund aims to stimulate and support artistic and cultural activity that benefit audiences and artists who live in the Localities who might otherwise not have the opportunity to participate. The fund is intended to encourage arts and events development, co-operation and partnership within Localities.

FUNDS AVAILABLE

The Local Events Fund of £60K in 2017/18. This will be allocated equally to all 4 Localities i.e. each Locality will be allocated £15K.

Applications for minimum £2,500 / maximum £10,000 will be considered.

Only one application can be submitted per organisation or partnership. The awards panel reserves the right to offer an alternative amount to that requested.

We strongly encourage applicants to seek partnership support for their project – either in cash or in kind.

DEADLINE

Applications should be received by no later than **1200 on 15 December 2017**. Applications received after this deadline will not be considered.

WHO CAN APPLY?

The fund is open to anyone who wants to put on an event including; Community Groups, Arts and / or Creative organisations & partnerships based within the City of Edinburgh.

CRITERIA

Applications will be assessed against the following criteria:

- Activity should take place within the Locality
- Activity which demonstrates creative and diverse use of spaces – indoor or outdoor
- Activity which reflects the aims as set out in the Locality Improvement Plans (please note these are currently in draft form)
- Fund can be used to support either a one off event or a programme of activity
- The strength of concept and ideas and the quality of project management

- The extent to which the plans demonstrate co-operation and partnership working

PRIORITIES

Proposed activity should appeal to individuals or group who wouldn't traditionally take part in cultural activity. Proposals from "small areas" within our communities as defined by Local Improvement Plans are encouraged.

EXCLUSIONS

- Applications will not be considered if received after the deadline date.
- The fund is not intended to support:
 - Revenue costs or permanent posts
 - Press events or launches
 - Equipment items or capital projects
 - Projects which primarily take place outside your Locality

HOW TO APPLY

Please read these guidelines carefully. Applications must be submitted using the application form, returned by the stated deadline and signed by the applicant. Please contact the Events Team on events@edinburgh.gov.uk if you require advice on your application and an officer will respond.

APPLICATIONS PROCESS AND AWARDS PANEL:

Submitted application forms will be acknowledged via email. Applications will be considered by members of the funding awards panel, comprising CEC Localities Managers (Chair), Events Officers, Community and Partner representatives, including representatives from the voluntary sector.

The panel will meet within two weeks of the fund deadline and you will be informed in writing of the outcome within one week of the meeting. The awards will be reported to the Culture and Communities Committee and the relevant Neighbourhood Partnership or to the Localities Committee if established.

Please email an electronic version to: events@edinburgh.gov.uk and send a paper copy of your application marked **LOCAL EVENTS FUND** to:

The Events Team

Culture Service, City of Edinburgh Council

Waverley Court, Business Centre 2.6

4 East Market Street

EDINBURGH

EH8 8BG