

# Aberdeen City Council Community Festive Fund

## Guidance

### Community Festive Fund

The Community Festive Fund was established to encourage organisations and groups to come together within their own communities during the Christmas and Hogmanay period to celebrate community wellbeing and togetherness.

### Who Can Apply

The fund can provide a small financial grant to community groups and organisations from Aberdeen, who are arranging a celebration for their local community or continuing to grow and develop an existing event which may already be held within Aberdeen City.

- Christmas events must be held between 18<sup>th</sup> November – 30<sup>th</sup> December 2019.
- Hogmanay events must be held between 31<sup>st</sup> December 2019 and 2<sup>nd</sup> January 2020.
- All events must take place within Aberdeen City.
- Only one application per group will be considered.

The Community Festive Fund operates a 3 Strikes policy in order to allow funding to be spread across more community groups. In practice this means that groups that have applied and received funding for 3 consecutive years must wait a year before applying again.

Any group which has submitted applications for support from this fund in the past and then failed to comply with the criteria, including the submission of receipts after the event will have

this taken into consideration when funding applications are reviewed.

### How Much Funding is Available

The funding available for any group or organisation is up to a maximum of £500. The fund has limited resources and grants will be allocated on a proportional basis to all eligible applications.

Groups should be aware that in previous years, due to demand, applicants have received awards less than the amount applied for. When making an application groups should consider how any funding shortfall might be met to allow the event to go ahead.

### What We Will Fund

Applications received to support a festive activity/event can include some or all of the following expenditure.

- Entertainment (eg. Children's entertainers, live performances, Christmas CD/DVD)
- Venue costs
- Transport
- Staffing
- Catering
- Decorations
- Small Santa gifts (selection boxes or other gifts up to a maximum of £3)

All events must take place within Aberdeen City Council boundaries.

### What We Will Not Fund

Whilst Aberdeen City Council will not fund any of the following from the Community Festive

Fund, it is accepted that organisations may consider doing this from their own resources.

- Events out-with Aberdeen City Council boundary
- Expenditure associated with a groups normal day to day running costs
- Alcohol
- Equipment and Electrical Items (eg Camping stoves, I pods, stereos, play equipment)
- Christmas Presents / Gift Cards

## How To Apply

**Step1:** Read the guidance to ensure that you meet the grant requirements.

**Step 2:** If you have any questions please contact the Events Team for clarification on [cityevents@aberdeencity.gov.uk](mailto:cityevents@aberdeencity.gov.uk) or (01224) 522802

**Step 3:** Submit the application form by **12 noon on Friday 18<sup>th</sup> October 2018** to: [cityevents@aberdeencity.gov.uk](mailto:cityevents@aberdeencity.gov.uk) or by post to: Community Festive Fund, City Events, Aberdeen City Council, Town House, Broad Street, Aberdeen, AB10 1AQ.

**Please note:** All applicants must submit a financial breakdown of estimated expenditure as stated in the application form

No late applications will be eligible for funding.

## What Happens Next

Your application will be assessed to ensure it meets the grant criteria.

All applicants will receive written award notification detailing the amount of funding or reasons for not receiving funding.

Groups must keep all receipts and proof of expenditure and submit them with the full financial breakdown as detailed in the claim form which will include the group's bank details.

Following a satisfactory submission of a group's expenditure, payment will be made by BACS and could take up to 4 weeks. This should be taken into account when returning the claim form and receipts.

## Funding Conditions

- Grants must only be used for the purpose as set out in the application. Major changes should be reported for approval prior to expenditure.
- Grants must be spent within the allocated time frame for Christmas or Hogmanay events as detailed.
- Grant recipients must keep appropriate financial records and receipts of expenditure.
- Funding will only be issued upon receipt of a satisfactory claim form and receipts for expenditure.
- Funding will only be issued to accounts in the name of groups, associations, organisations and representative bodies not individuals.
- Any underspend of funding will not be issued to a grant recipient.
- Under no circumstances will the council increase a grant after the allocation has been set
- Successful applicants will be required to contribute information on activity outcomes for use in fund evaluation.

## Acknowledgement

Successful applicants should acknowledge Aberdeen City Council's support through the Community Festive Fund in the delivery of any event.