**North West Local Events Fund**

2018/19 – Application Guidelines

**INTRODUCTION**

The City of Edinburgh Council has identified £20k to support artistic and cultural events developed within North West Edinburgh.

**PURPOSE OF THE SCHEME**

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

Proposals that demonstrate benefit to the LIP small areas are encouraged, and we ask applicants to consider both geographic and communities of interest within the Locality.

The Fund can be used to support either a one-off event or a programme of activity, and can make use of indoor and/or outdoor spaces.

**FUNDS AVAILABLE**

The Locality has been allocated £20K, and applications between a minimum of £2,500 and maximum £5,000 will be considered.

Only one application can be submitted per organisation or partnership of organisations, per locality. 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**

**The deadline is noon on the 21 January 2019**.

**WHO CAN APPLY?**

The fund is open to constituted organisations that want to put on an event(s), this includes community groups, charities, arts and/or creative organisations, and appropriately constituted social enterprises, based in Edinburgh. We encourage partnership or consortium applications, in such cases please clearly indicate the lead organisation responsible for funds. Individuals and for-profit companies are not eligible for funding.

**FUNDING CRITERIA**

Applications will be assessed against the following criteria:

* The proposed event(s) and their relevance to priorities in the Locality Improvement Plan
* The lasting benefit to the Locality
* The inclusion of communities that may have lower levels of access to participation in cultural or artistic activities
* The extent to which the plans demonstrate co-operation and partnership working

**EXCLUSIONS**

Applications will not be considered if received after the deadline date.

The fund is not intended to support:

* Organisational running costs or employee salaries (sessional staff costs are eligible).
* Press events or launches
* Capital projects
* Projects which primarily take place outside the North West Locality
* Existing projects or projects seeking retrospective funding

We encourage organisations to seek additional funding elsewhere, however applications for donations to fundraising will not be considered. In line with this, applications should be prepared to detail costs in the budget section of the application form.

All applicants must adhere to the standard Council Funding Conditions. Grants must be used by the end of December 2019, at which point completed projects must submit a report that details how funds were spent along with relevant receipts/invoices, and details of the outcomes achieved. Each successful application will be assigned a local monitoring officer and will be expected to provide a mid-project briefing no later than September 2019.

**HOW TO APPLY**

Applications must be submitted using the application form and returned by the stated deadline. Applicants should also provide a copy of their constitution, or articles of association, and their most recent accounts.

**APPLICATIONS PROCESS AND AWARDS PANEL:**

Submitted application forms will be acknowledged via email. Applications will be considered by Council officers to ensure they meet the conditions set out in the *who can apply* and *exclusions* sections above (you may be asked to provide additional information), before being considered by an awards panel and assessed against the *funding criteria*. The panel will consist of local Community Council representatives.

It is expected applications will be considered within a month of the funding deadline and applicants will be informed in writing of the outcome shortly following the decision.

The awards will be reported to the Culture and Communities Committee and the North WestLocality Committee.

**If you have any questions please contact Elaine Lennon at** elaine.lennon@edinburgh.gov.uk