



NEWPORT 2010

EVENTS AND ACTIVITIES COMMUNITY FUND

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INTRODUCTION

2010 is a significant year in Newport's history. Newport will host the first ever Ryder Cup to be held in Wales and it is an opportunity to celebrate the year and also Newport's past achievements.

However, it is about more than golf - we see it as a once in a lifetime opportunity to engage with communities, increase civic pride and get people feeling good about Newport.

One of the key ways in which we will be doing this is through the Newport Festival 2010.

The Newport Festival 2010 will be a celebration of everything positive about our City. Newport City Council and a wide range of partners are arranging a programme of events, large and small, including a series of community projects which will take place throughout the year, lasting beyond the actual tournament.

The Newport 2010 People's Panel will help shape the events for the Festival over the coming year and help distribute our £125,000 Community Fund to communities. Grants will be available up to the maximum value of £2,010 per project.

ABOUT THE EVENTS AND ACTIVITIES COMMUNITY FUND

The Events and Activities Community Fund has been set up to support communities to plan and implement projects that make a difference to the lives of people living in all our communities.

The project must:

- Be planned and delivered by local people to make their communities a better place to live
- Demonstrate that people are working together in the community
- Demonstrate the need for the project
- Consult with those taking part and others who will benefit
- Make a real difference to the individuals taking part and the community
- Provide opportunities for people to develop their skills through working together to arrange an event or activity



- **WHAT CAN BE FUNDED?**

A wide range of community events or activities that make Newport a better place to live. The funding must support a new event or activity, or can make an existing event or activity bigger.

We are looking for events and activities that take place in 2010 in communities* across Newport. If we have too many applications for the funding available, we will consider the spread of funding across the Authority area, both in terms of geography, type of activity, and the organisation applying.

Projects must take place within the Newport Local Authority area.

*For the purpose of the grant, communities can be defined as communities of interest as well as geographic communities.

- **THINGS THAT CANNOT BE FUNDED:**

- The grant will not solely fund food and drink
- You may not use the grant to purchase Sundries that are to be sold on for profit
- Consultant fees to develop an event application
- The event needs to be free for spectators
- For certain events such as sporting competitions an entry or registration fee for competitors may be applied. This is subject to agreement with the Community Grants Officer prior to acceptance of grant.
- Events or activities that have already taken place or incurred costs prior to award of grant

- **ARE THERE SELECTION CRITERIA?**

Projects must meet at least one of the following criteria:

Criteria 1: Revitalise community participation

For example:

- Enable people to take part in planning and delivering an event or community through working together
- Develop people's confidence and skills in running community projects
- Enable people with different skills to work together and learn from each other
- Improve community pride and celebrate the community's achievements
- Develop opportunities for volunteering
- Develop future community leaders and volunteers



Criteria 2: Improve community relations

For example:

- Improved communication, understanding and respect between people from different age groups, cultures or interests
- Improved opportunities for individuals within communities to meet together
- Improved community pride

Criteria 3: Enhanced local environment, services or other spaces

For example:

- Improving the appearance of the environment - open spaces, buildings or other local features
- Improving understanding and appreciation of local communities and the environment through a project which leaves a physical legacy, such as art work, a community garden or play area
- Creating community space

• **WHO CAN APPLY?**

The grant is open to organisations - voluntary, community, schools, social enterprises or public sector organisations.

Applicants must be a group or organisation with a bank or building society account.

Applicants will be required to submit a copy of their constitution or set of rules.

For grant applications under £300, a reference will be accepted should a constitution or set of rules not be available.

No grant will be paid into an individual's bank or building society account.

Organisations must provide opportunities that are open to all.

• **WHO CANNOT APPLY?**

- Statutory provision in the public sector (activities for which the public sector is already funded to provide)
- Individuals*
- Private companies

* An individual may work with a community group to develop an application; however the community group must be the applicant.



HOW MUCH GRANT IS AVAILABLE?

We will award grants up to a maximum value of £2,010. This can be a combination of Capital and Revenue, although for events there is an expectation for a high proportion to be focussed towards Revenue expenditure.

- **WHAT IS THE MAXIMUM PROJECT COST?**

The grant is aimed at supporting small-scale community projects and therefore the maximum overall cost of the project should be no greater than £6,000.

In general, an organisation can only apply for one grant under the programme. However, some organisations may be acting as an umbrella organisation for a number of small groups and consideration will be given to these organisations applying more than once for different events.

- **DO WE NEED MATCH FUNDING?**

Your organisation does not have to provide any funding from its own or other sources, but any additional money will increase what you are able to achieve.

- **WHAT IF MY PROJECT EXCEEDS £2,010?**

For projects that exceed the £2,010 limit there will be a need for the applicant organisation to demonstrate funding from other sources. This demonstrates that the proposal has been well developed and is more likely to progress forward.

Support is also available from the Community Grants Officer to assist applicants who wish to develop applications into the BIG Lottery's Awards for All.

THE APPLICATION PROCESS

- **HOW DO I APPLY?**

Application forms are available from:

Community Grants Officer
Room 204
Newport City Council
Civic Centre
NP20 4UR



Forms can also be requested via the Newport City Council, Newport Festival 2010 website:

<http://www.newport.gov.uk/newportfestival/?event=festivalCommunityChest>

Or via email at:

Communityfund.2010@newport.gov.uk

Completed forms can be submitted by post or email. Please note that if submitting by email we also require a hard copy to be posted that contains authorised signatories, therefore in addition to emailing you should also post Section D to the above address.

- **WHEN CAN I APPLY?**

Grants will be considered on a regular basis. Applications will close once all grant funding has been allocated. Please allow adequate time for the grant to be assessed prior to your event.

If the application form is incomplete it will be returned to you and this may delay the assessment process.

- **WHO WILL CONSIDER THE APPLICATION?**

The application will be assessed by the Community Grants Officer within Newport City Council to ensure that all information has been supplied and that it meets the criteria in this document.

The project will then be considered by the Newport People's Panel who will recommend grants for approval.

- **HOW WILL I KNOW IF I'VE BEEN SUCCESSFUL?**

You will be advised whether or not your application has been successful within a maximum of 6 weeks of the end of the month in which your completed application was received.

If your application requires any alterations or further information is requested by the Community Grants Officer or People's Panel, your application will be carried into the next month's application round.

You will receive a letter confirming whether or not your application has been successful which will also provide you with a copy of the Terms and Conditions of the grant, and information regarding monitoring and evaluation.



All applicants will be required to sign to confirm that they agree to the Terms & Conditions of the grant.

If the grant is not used for the purposes agreed, the funding will be claimed back by Newport City Council.

- **AWARD OF GRANT**

A payment of 50% of grant awarded will be paid upon written take up of grant offer and signed Terms and Conditions. A subsequent payment of 25% will be paid upon receipt of a claim form completed by the applicant, closer to the event. A final claim should be submitted within 4 weeks after end of activity. The final 25% grant **will not** be paid until this claim is satisfactorily submitted and agreed.

MONITORING AND EVALUATION

Newport City Council are keen to ensure the success of the Grant Scheme, therefore it will be a requirement for each sponsor to undertake a project assessment.

This will take the form of a questionnaire and will be issued with your approval letter, to be returned once your activity or event has been completed.



APPLICATION PROCESS AND ASSESSMENT

The application will follow the process outlined in the chart provided.

