

The Camden Community Festival Fund

Guidelines and Criteria 2021-2022

The Aim

Camden Community Festival Fund support events that promote the active participation of residents in community life. The aim of this fund is to sustain and develop Camden's rich culture, its strong communities and dynamic partnerships by supporting quality creative events that meet the criteria set out below.

Camden Council supports this grants programme in recognition of the contribution made by community festivals to strengthening Camden communities, and in developing a rich culture and economy within the borough. The Fund welcomes applications from partnerships between multiple groups that demonstrate a commitment to community cohesion and improving inter-community relationships.

Successful applicants will also receive a waiver of the fees and charges associated with holding an event in a London Borough of Camden park, open space, or street.

Applications are welcome for grants of £200 to £2,000

The grant decision panel retains the right to allocate a lower grant amount than that you are applying for.

Please note that Camden Council cannot fully fund a community event.

If an event cannot proceed without the full amount of funds you have requested please ensure you seek other income streams to compliment the application or otherwise consider how to scale down the project.

Definition of a Community Festival

A community festival is a single or series of events with a common theme and delivered within a defined time. It should be initiated and led by a not-for-profit community organisation or a community-led partnership, and be run for the community to celebrate and positively promote the community.

The grant scheme encourages events to include local business sponsorship as part of their fundraising. Associated businesses can provide a small amount of the festival content however, this cannot make up the bulk of event programme.

The Criteria

The outcomes of your proposal should aim to:

- Foster greater community cohesion and improve inter-community relationships through allowing residents to engage in an event on a common theme. While events from single community groups are welcome, the application must demonstrate that the event will target multiple communities as part of the developing neighbourhood cohesion.
- Demonstrate that it is a community-led event open to the whole of the community.
- Events should predominantly take place within a park or open space to encourage the whole community to feel welcome to participate.
- Events should be free to attend.
- Engage local people not currently participating in cultural and community activities in Camden. Events should showcase the vibrancy of the local cultural offer and activities in order to encourage the community to access the cultural resources available in the neighbourhood.
- Demonstrate that the event is produced in collaboration with other local organisations, and that it has backing from a wide range local community partners.
- Offer opportunities for volunteering and mentoring for Camden residents.
- Demonstrate that it is a well-managed event and that the organisers have considered the impacts and safety of their festival.

Deadlines

The application process is open from 14 December 2020.

The deadline for completed applications is: 23:59 on 28th February 2021.

Applicants will be informed of the decisions by email by Wednesday 31th March 2021.

Access

Applicants should ensure their event is welcoming and accessible to the widest community in Camden. You should consider how you intend to make your event accessible to people with disabilities, e.g. wheelchair accessible toilets, sign language interpreters, and consider performances and contributions by disabled creatives

Who can apply

Registered charities, Community groups or non-profit making Organisations based and resident within the London Borough of Camden. The event must take place in the London Borough of Camden

Who cannot apply

- Schools or educational establishments including colleges
- Departments within the local authority
- Business and business representatives

Types of events we cannot fund

- Activities that have no public benefit for residents
- Occasional events such as musical performances or art exhibitions
- Commercial Festivals ie those organised primarily for the purpose of profit
- Festivals whose primary purpose is to promote local business or the content is primarily local business
- Festivals which are primarily fundraising events for community organisations
- Festivals which are primarily social events for an organisation
- Activities that promote a political, religious or extremist views
- Activities that take place outside Camden
- Activities that have already taken place

We can fund

- Artists fees
- Contribution to the cost of planning and delivery
- Publicity and marketing costs
- Hire or purchase of equipment and facilities, PA systems, sanitary provisions, lighting, staging, security and safety measures and costs relating to the training of volunteers

We cannot fund

- Installation of Christmas lights
- Development or maintenance of websites unless it is linked to virtual community cohesive events
- Capital material costs
- Regular core running costs, loan repayments or VAT

Conditions of the Grant

If your application is successful, the following conditions will apply

- All publicity, marketing, promotion and online media must acknowledge Camden Council's support. The Camden Council logo and Camden Events service logo will be supplied and must be used on all printed material and where appropriate other funders can also be credited.

- **Separate permissions and contract for use of space is required from Camden Council Events Team for the use of Camden Council owned Parks and Open spaces, Housing Estates, Streets, or from private landowners if the land is privately owned.**

- **Contact**

Advice [Camden's events service](#)

Email events@camden.gov.uk

Tel. 020 7974 5633.

- Licenses are required for certain activities to take place. It is the event organiser's responsibility to make sure these are successfully applied for. Contact us if you are unsure of licensing conditions in relation to your event.
- Those working with or providing activities for children, young people and vulnerable adults must ensure that staff, artists or volunteers working unsupervised with children, young people or vulnerable adults have a Disclosure and Barring Service (DBS).
- All events activities will be promoted on Love Camden www.lovecamden.org (which means you will automatically have information about your event visible to the public).
- Following the event / project / activity, organisers must complete and return a monitoring, evaluation form, and final budget to Camden Events team. This evaluation submission is vital to the process.

Payment

For grants of up to £1,000, the amount awarded will be paid within 4 weeks of receipt of invoice.

For grants of over £1,000, 80% of the award will be paid on receipt of invoice within 4 weeks and the remaining 20% on receipt of the completed evaluation from the organising body.

For extra guidance on running an event see the following pages on the Council's website www.camden.gov.uk/events

All invoices will be sent to Camden Events Service for processing.