

## Camden Community Festival Funding 2022 - 2023

### Application form

**The deadline for completed applications is: 23:59 Monday 28<sup>th</sup> February 2021.**  
Applications received after this time and date will not be accepted.

The maximum you can apply for is £2,000 for larger-scale events with an anticipated capacity of over 500 people at any one time. It is likely due to demand that a smaller amount then applied for will be awarded so please consider contingency arrangements to enable your event to go ahead or to downsize plans.

You will be notified by email of grant decisions by 31 March 2022

<b>Application Checklist:</b> <i>Please note you must answer 'yes' to all the questions in the box below to proceed with your application and to be eligible for a grant.</i>	Yes	No
Have you read the guidelines and criteria to check that your event / project / activity is eligible and relevant for this fund?		
Is the event / project / activity in the London Borough of Camden?		
Is the main event taking place in an outdoor location /space?		
Are you as the applicant or your organisation * based in the London Borough of Camden?		

\*Registered charities, community groups or non-profit making organisations based within the London Borough of Camden. **The applicant or organisation** must reside in the London Borough of Camden.

How much money are you applying for?	
How many people would be attending or participating in your event / project / activity over the course of the whole event?*	
Date/s of event	

\*Please note that the size of the event for purposes of the grant allocation is assessed on the total number of people attending/participating over the course of the whole event; not on the number of people who are there at any one time.

I confirm that I have read and understood the conditions for the fund:

Print Name:	
Signed:	
Date:	

Please send or email (email is preferred) the application form to:  
[events@camden.gov.uk](mailto:events@camden.gov.uk)

Camden Events Service  
 4<sup>th</sup> Floor  
 5 Pancras Square  
 London Borough of Camden  
 N1C 4AG

## Guidance Notes on completing the application form

Section	What we need you to tell us.
<b>A</b>	<p><b>Contact details: (Questions 1-9)</b>                      This section asks you to provide contact information. Ensure you provide us with full contact details.</p>
<b>B</b>	<p><b>The Project: (Questions 10-23)</b>                      This section helps us to build up a general picture of your or event / project / activity.</p> <p>Q10. Provide a short summary of your event / project / activity. This information may be used for marketing and promotion.</p> <p>Q11. Provide a clear picture of what the event / project / activity is, details about what it entails, who it is aimed at, how long it runs for, and can people join in. Describe what a newcomer could expect to see.</p> <p>Q12. Describe the artistic and cultural content of the programme; include brief details of what the groups, artists or cultural organisations will be doing. e.g. is it a series of workshops, a performance, a book signing, live music?</p> <p>Q13. Provide a clear picture of what you consider the main risks to be for your event, e.g. weather, slippery surfaces, crowds in a confined space, lost children and state how you would deal with these</p> <p>Q14. Please provide contact details of the nominated person who would be responsible for carrying out these checks. A sample risk assessment form will be sent to you if your application is successful.</p> <p>Q15. Is there a demand or request for your event / project / activity from your users and the Community Have you done it before, what worked well? Explain the direct benefits to community cohesion e.g. addressing</p>

	<p>isolation of older people, improving community engagement, enabling young people to acquire career development skills. Indirect benefits may include how the activity is supporting a wider role or is developing the capacity or reach of the organisation.</p> <p>Q16. Describe the profile of your beneficiaries and specify the names of identified groups if known. eg. Are you working with unemployed people, specific communities, children or young people. If you are working with particular organisations, services or groups, as partners let us know.</p> <p>Q17 Describe what measure you are taking to insure your event is accessible to all? Example, wheelchair access, accessible toilets etc.</p> <p>Q18. With outcomes, explain how your event / project / activity has addressed the criteria, how people’s lives could change or be effected, how improvements have been achieved. e.g Increase in attendance by members of the community who usually might not attend improvements to people’s health, fitness and wellbeing, employment opportunities.</p> <p>Q19. What methods do you use to ensure you have achieved what you set out to? How do you measure the success or the need for improvements e.g. evaluation meetings and feedback forms, testimonials, requests for more, Q&amp;A sessions, conversations with the audience and/or artists.</p> <p>Q20. Provide a list of any collaborators or partnerships and explain what role they will playing. This could be a venue, organisations or in-kind support for planning and organizing.</p> <p>Q21. How will you ensure that wider areas of the community are included in the project? e.g. promotion or signage in various formats or languages.</p> <p>Q22. How are you publicising and marketing your event. You can utilise Camden Council’s channels to advertise your event / project / activity. As well as press and online media, print material and local notifications and bulletins.</p> <p>Q23. State how you are recruiting and what types of opportunities you are offering and for what length of time. eg. Committee members, ushers, stewards, work placements, administration.</p>
<p><b>C</b></p>	<p><b>Money - budgets: (Questions 24 – 27)</b>  It is important that all money is accounted for in your budget as much as possible. Income should include funds requested from this application as well as expected amounts from other fundraising applications to trusts/charities/public bodies as well as donations and earned income. It is vital that for your project, expenditure and income (including the potential contribution from this fund) are equal.</p>
<p><b>D</b></p>	<p><b>Declaration</b>  You have to sign this declaration before returning your application form.</p>



9. Where will the event / project / activity take place ?

## SECTION B – The Project

10. Please provide a summary describing your event / project / activity. (max 25 words)

11. Please provide a fuller description of the event / project / activity that you are seeking funding for (max of 200 words)

12. Will there be any arts and cultural content in your programme? please describe.(max 200 words)

13. What do you consider to be the main challenges in putting on your event /project / activity ? including safety risks and potential impacts on others in the area.

Please give us some key bullet points if applicable.

14. Explain how your event meets Camden's community cohesion ambitions? (max 150 words)

15. Who are the Camden communities and stakeholder groups that will benefit?

16. Describe what measure you are taking to insure your event is accessible to all? wheelchair access, accessible toilets etc. (100 words).

17. Please list the outcomes you expect to achieve from this project, (please refer to the outcome criteria in the festival guidelines document.) (200 words)

18. How will you evaluate the above outcomes and benefits to the local community? (please refer to the answers you have listed in question 16 and 17) Examples of these could be surveys such as a questionnaires, face to face feedback, or use of social media.

20. For collaborative/partnership work, please state all organisations/agencies involved and what they will be doing? This is highly encouraged

21. How will you ensure that wider areas of the community are included in the project? (max 100 words)

22. What are your marketing plans and how do you intend to access your audience /participants? (max 200 words)

23. Please list the volunteering and mentoring opportunities available for Camden residents?

24. Please consider any changes in thinking and plans to ensure your event is sustainable

SECTION C – Money, budgets

How much funding are you applying for? Can your event proceed if you receive less than you have applied for? (Please note that Camden Council is unlikely to be able to fully fund any one application).

25. Expenditure

Please give a breakdown of the project's costs:

Item	Amount £
<b>Total Expenditure</b>	<b>£</b>

26. Income ( \_ proposed maybe not confirmed)

Source	Confirmed	Applied/ Predicted
Camden Community Festival Fund		
Other Camden Council funding: (if applicable)		
Other funding: ( if applicable)		
Charities or Trusts (please specify which)		
Traders and stallholders income:		
Donations / Sponsors :		
Other Income:		
Earned income (e.g. box office, admission)		
In kind contributions (e.g. volunteer hours, free supplies)		
<b>Sub Totals</b>		
<b>TOTAL</b>		



27. Totals

Your total expenditure should equal your total income. **Please tick here to confirm that your total expenditure and total income are the same**

**Do you have the following?**

- |   |                              |                             |   |
|---|------------------------------|-----------------------------|---|
| 1. Latest set of accounts                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |   |
| 2. Copy of 3 recent Bank statements         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |   |
| 3. Constitution or other governing document | Yes <input type="checkbox"/> | No <input type="checkbox"/> |   |
| 4. Safeguarding Children Policy             | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not applicable <input type="checkbox"/> |
| 5. Safeguarding Adults Policy               | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not applicable <input type="checkbox"/> |
| 6. Environmental Policy                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not applicable <input type="checkbox"/> |
| 7. Risk Assessment Policy                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Not applicable <input type="checkbox"/> |

## SECTION D – Declaration

- I enclose an application for Camden Community Festival Funds
- I declare that the information provided in this application is, to the best of my knowledge, true and accurate.
- I have read the fund conditions and agree to abide by these if funding is made.
- I agree that the details of this application can be held by London Borough of Camden for monitoring and promotional purposes.
- I declare that the organisation I represent does not owe any outstanding debts to the London Borough of Camden.
- *I agree to ensure that past evaluation for previous Camden Community Funding 2020-2021 is sent with this grant application if not previously submitted*

Signature

Date

Name

Position in Organisation

If you are successful, to whom should the grant be payable?

Where did you hear about this funding programme?

How did you find this application form?

VAC Website or Mailings

Very easy

LBC Website or Mailings

Easy

Love Camden Website

Average

Mailing lists

Difficult

Other

Very difficult

**Please check that you have completed all the relevant sections of the form and that you have signed the declaration above.**

In addition to this application form you may also enclose other documents to support your application, such as annual reports, examples of projects delivered to date, testimonials, press coverage, or photos of previous work.

All applications will be acknowledged by the Camden Events Team  
You are welcome to check with us at any time to ensure your application is safe and  
lodged.

020 7974 5633

[events@camden.gov.uk](mailto:events@camden.gov.uk)