**Cultural Celebrations Fund 2025-26**

**Application Guide**

Thank you for your interest in applying to the Cultural Celebrations Fund (CCF) 2025-26. The CCF supports free-to-attend, public, outdoor events across the borough.

1. **Key information for funding applications**
* The fund opens for applications at **12pm** on **Monday 18 November 2024**
* The deadline for submitting applications is **9am on Monday 6 January 2025**
* There is up to £95,000 funding available, subject to the council’s budget-setting process
* Applicants can apply for either a SMALL grant (up to £4,000) or a LARGE grant (between £4,001 - £10,000)
* The amount of funding awarded to an applicant may differ from the amount of funding requested by the applicant
* We cannot accept more than one application for the same event
* Applicants must be able to evidence a connection to Southwark

Shortlisted applicants will be invited to interview on **Thursday 16 or Friday 17 January 2025,** between **9am and 5pm**. The interviews will take place online via Microsoft Teams. Invitations to interviews will be sent out on **Wednesday 15 January**, so applicants are advised to block out time in their diaries when submitting their applications in case they are called to interview at such short notice. The interviews will not require new information, they are a chance to meet with the panel and explain more about event proposals and what you would like to achieve. We will do our best to accommodate any access requirements you might have.

1. **Key information for event delivery**
* Events must take place between **1 May 2025** and **31 March 2026**
* Events must be inclusive and welcoming
* Events must take place outdoors in a public park or a publicly accessible space, which is managed by Southwark Council. A list of available locations can be obtained by emailing: events@southwark.gov.uk
* Successful grant recipients will be required to go through an event application process and obtain an events permit before their event can take place
* Successful grant recipients must submit their event permit applications via the Council’s online booking system [Eventapp](https://app1.apply4.com/eventapp/uk/southwark), in line with required submission lead-in times
* Applicants will need to pay an application fee at the point of submitting their event application. Information about the application fee can be found on this [page](https://www.southwark.gov.uk/culture-and-sport/organise-event-southwark/hire-outdoor-event-space-southwark/event-fees-and)
* The planning and delivery of an event must comply with the Council’s [Outdoor Events Policy](https://www.southwark.gov.uk/sites/default/files/2024-09/Outdoor%20events%20policy%202023.pdf) and all stages of the Event Application Process
* Events must be non-profit and free to attend
* Events must promote and support community cohesion and engagement
* Events must support the council’s Climate Emergency efforts and specifically adhere to the [Events Environmental Sustainability Guide](https://www.southwark.gov.uk/sites/default/files/2024-09/Events%20Environmental%20Sustainability%20Guide%202023%20-%2024.pdf)
* Event organisers must obtain all necessary licenses and consents required for their event to take place. These could include, but are not limited to:
* [Premises Licence](https://www.southwark.gov.uk/business/licences/business-premises-licensing/alcohol-late-night-refreshment-and-entertainment-licences/premises-licence) or a [Temporary Events Notice](https://www.southwark.gov.uk/business/licences/business-premises-licensing/alcohol-late-night-refreshment-and-entertainment-licences/temporary-events-notices-ten) (TEN)
* [Performing Rights Society](https://www.prsformusic.com/) (PRS) music licence
* [Temporary structures licence](https://www.southwark.gov.uk/planning-and-building-control/building-control/applications-and-charges?chapter=5) (section 30)
* Temporary Traffic Order for road closure - section 16(a)
1. **What you will need to provide in order to complete your application**
* Details about you/your organisation
* Proof of identity or status
* A detailed description about the event you wish to deliver
* Details of where funding would need to be paid – confirmation that you can provide bank account details if required to do so
* An event budget – you must show itemised income and expenditure budgets for the event. The expenditure budget should include all costs and specifically what the Cultural Celebrations funding would be spent on and the income budget should include all streams of anticipated income
* Evidence of how your event supports the council’s ambitions for Southwark 2030.
* Evidence of how your event supports the Council’s Climate Resilience and Adaptation Strategy.
* Evidence of how your event supports the Council’s Southwark Stands Together programme
* Evidence to support your application. This could be some examples of previous work that you or those involved in your event have done, or information connected to the event if the event if you have delivered it before
1. **Eligibility**
* Before you start your application, please check that you/your organisation meet the eligibility criteria for the fund:
1. Do you have a connection to Southwark?
2. Will your event promote community engagement and cohesion?
3. Will your event take place in a publicly accessible outdoor space, which is managed by Southwark Council?
4. Will your event take place between 1 May 2025 and 31 March 2026?
5. Is your event non-profit and free to attend?
6. Can you provide proof of ID and status to work in the UK, for example, a current (redacted) bank statement or other valid proof of address?
7. **What we are looking to fund**
* Events which:
* Promote diversity and community cohesion
* Support the Council’s Southwark Stands Together programme
* Support the Council’s commitments to the Climate Emergency
* Support the themes of the Southwark 2030 vision
* Provide participatory activities for those attending
* Provide trade or professional opportunities for Southwark-based businesses and creatives
* Provide opportunities for local volunteers
* Are inclusive and accessible
* Events which take place in a council-managed park or publicly accessible space in Southwark. We will look to allocate funding as equally as possible to try and ensure that events are taking place at different locations across the borough
* Events which are non-profit making and free to attend
* Events which pay London Living Wage and appropriate industry rates to those involved in delivering event activity in a paid capacity
* Events which take place between **1 May 2025** and **31 March 2026**
1. **How to apply**
* All funding applications must be completed and submitted via the Council’s online [Grant Management platform](https://southwarkgrants.benefactorcloud.co.uk/).  The platform will allow you to navigate between sections, save your application as you go along and return to it later if you need to
* The application form for LARGE grants is structured in the following format:

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| --- |
| Getting Started |
| Your details |
| Your Event |
| Outcomes |
| Audience Development Plan |
| Income and Expenditure |
| Partnerships Plan |
| Other information |
| Equalities monitoring information |
| Equalities monitoring questions |
| Review and submit |

The application for SMALL grants is structured in the following way:

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| Getting Started |
| Your details |
| Your Event |
| Income and Expenditure |
| Other information |
| Equalities monitoring information |
| Equalities monitoring questions |
| Review and submit |

* You can add ‘Other information’ in various file formats. For example, you could share a film or photos of the event if it has happened before or it could be a bit of writing offering more information about yourself and/or the event you want to deliver
* The council are able to access WeTransfer files
* We ask for Equalities Monitoring Information towards the end of the application. This is optional and anonymous and is **not** taken into consideration as part of the application process.  The information you provide helps us to understand who is applying for and accessing council funding
* Your application must be submitted no later than **9am on Monday 6 January 2025. Late applications will not be considered.**
* Once you have submitted your application you will receive an automated email confirming that your application has been received.  If we have queries about your application and the information you have provided, we may ask to speak to you before your application is formally assessed
* Applicants who are shortlisted for funding will be invited to interview on **Thursday 16 and Friday 17 January 2025** between **9am-5pm**.The interviews will be conducted online via Microsoft Teams. Invitations to interview will be emailed to the contact listed on the application form on **Wednesday 15 January**, so applicants are advised to block out time for interviews when submitting their applications in case they are called to interview at short notice The interviews will not require new information, they are a chance to meet with the panel and explain more about your proposals and what you would like to achieve. We will do our best to accommodate any access requirements you might have.
1. **Event budget**
* You will be asked to provide details of event income and expenditure as part of your application. This should balance with the amount of funding you are applying for. While match funding is not a requirement, we encourage you to seek multiple sources of funding to promote the sustainability of your Event. Please let us know what other sources of income you are planning for and when these will be confirmed, if they are not already.
* Please note it is a condition of funding to pay London Living Wage or industry standard rates as a minimum to anyone involved with the event in a paid working capacity
* Funding will be paid by BACS to your nominated bank account.  Funding instalments will be paid in two parts:

80% on acceptance of the funding offer and signing of funding agreement

20% on completion of the event and submission of your event evaluation report. The report is due within one month of your event taking place

* Please note that whilst council-funded events are not subject to venue hire fees, event organisers do need to pay an event application fee when they submit their event applications.Please include this in your expenditure budget. Details of fees and charges can be found on this [page](https://www.southwark.gov.uk/culture-and-sport/organise-event-southwark/hire-outdoor-event-space-southwark/event-fees-and)
1. **Monitoring and event delivery**
* You will be connected to an Event Operations Officer (EOO) from Southwark Council’s Events team who will be your key point of contact within the council for any matters relating to your funding agreement and your event delivery
* If your funding application is successful you will then need to submit an Event Application, which is subject to the council’s standard event application process. Please note that a successful funding application does not guarantee that your event can take place. You will need to comply with all dates and milestones regarding the submission of your event management plans. Your assigned EOO will advise and support you with this
* A list of the things that you need to cover when applying to hold your event can be found on this page:

[What you must include in your application | Southwark Council](https://www.southwark.gov.uk/culture-and-sport/organise-event-southwark/hire-outdoor-event-space-southwark/what-you-must-include)

1. **Evaluation**
* When your event has been delivered you will be asked to provide an event evaluation report. The report will need to include:

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| --- |
| An overview of how the event went |
| A final budget |
| Who benefitted from the event |
| Who attended the event |
| How many attended the event |
| What outcomes you achieved |
| What lessons you learnt |
| Details of your carbon footprint  |

Your Event Operations Officer will provide a template for this.

1. **How your application will be assessed**
* Panel members will score applications against the following criteria. Scores will be awarded **0 – 5** with **0** being the lowest and **5** being the highest

The criteria is:

* How well does this event unite and connect communities?
* How well does this event offer Southwark residents a chance to engage and participate in creative activity?
* How well does this event support local businesses and contribute to the growth of the local economy?
* How well does this event embody the Southwark Stands Together pledges? i.e. how well is a commitment to equality and diversity embedded in the event? How well does the event amplify diverse voices and / or address racial injustices?
* How well does this event implement an environmentally sustainable approach that contributes to the Council's target of becoming carbon neutral by 2030? – does the event go above and beyond what the Events Environmental Sustainability Guide requires?
* How well does this event provide employment and volunteering opportunities for Southwark residents?
* How feasible is it that this event can be successfully delivered? (including within the proposed budget and time frame)
* How relevant and successful is the event organiser's experience of delivering similar events?
* How well does this event succeed in reaching as many people as possible? How accessible is this event?
* Individuals on the panel will include a mix of people to ensure diversity of thought throughout the decision-making process
* The panel will score applications individually before meeting as a group to agree a collective shortlist
* Shortlisted applicants will be invited for interviews on **Thursday 16 and Friday 17 January 2025 between 9am-5pm**
* Funding recommendations will be made by the panel, based on the outcome of collective scores and with the intention, as much as possible, of ensuring the delivery of events in different areas around the borough. The recommendations will be reviewed by the Cabinet Member for Leisure, Parks and Young People via a formal decision making process
* Successful applicants will be notified of the outcome of their funding applications in **February 2025**

**If your application is successful**

* Successful applicants will be required to sign a funding agreement and abide by the Cultural Celebrations Fund Terms and Conditions of funding
* We will need to set you up on the Council’s finance system so that you can receive your funding. We will provide you with a Purchase Order number and you will need to provide us with an invoice.
* We will introduce you to the Event Operations officers who will be your main points of contact for your funding agreement and your event planning and delivery

**If your application is unsuccessful**

* If your application is not successful, we will offer you feedback on your application when requested and where possible
* We will retain your contact details to notify you about future event funding opportunities unless you tell us not to. We will only use your details for this purpose and we will never share your details with anyone else