

**Glasgow 850 Festival Fund**

 **Application Overview and Guidance**

Throughout 2025 Glasgow will mark its 850th birthday by delivering, with partners, a yearlong, citywide, programme that celebrates and reflects on our recent past, our present and future.

The Glasgow 850 Festival Fund has been designed to enable and encourage organisations to get involved in the celebrations and enhance their existing festival and/or event by developing a Glasgow 850 specific element to be delivered in the year of 2025.

**Key Funding Facts**

* Grants from £1,000 up to £10,000 are available
* Events will be featured in the official Glasgow 850 programme of activity in 2025
* Funding is open to existing festival and events taking place in Glasgow during 2025
* Events must take place sometime between 1 January – 31 December 2025

**Your application must contribute to at least one of the following objectives:**

1. Celebrate or showcase the richness and diversity of Glasgow talent
2. Specifically engage children and young people in the city in dedicated programming
3. Deliver community outreach activity or pop-up events out with the main festival site

**What events or activities are eligible and what criteria must be met:**

* Enhancement of an existing festival or event to celebrate Glasgow 850
* Your core event, project or activity must be confirmed for 2025 and have been taken place at least once previously in the city between 2021-2024
* The event can evidence more than 5,000 attendances
* Must take place within the Glasgow city council boundary
* Must take place between 1 January 2025 – 31 December 2025
* Provisional dates and venues should be confirmed for 2025
* Main funding should be confirmed and a letter of support submitted to support your application
* The amount applied for can only make up to 25% of the total festival/event budget

**What is NOT eligible**

* Core delivery costs for existing events
* Any funding gaps left by other funding being withdrawn
* Any events or activity taking place OUTSIDE the Glasgow city council boundary
* Activity which does not meet at least one of the three objectives
* A new festival or event which has not taken place before in the city

**Timelines**

* Applications open 19 June 2024
* Deadline for submitting applications is **Wednesday 31 July 2024 at 5pm,** applications received after this time and date will not be considered
* Completed forms should be sent to glasgow850@glasgow.gov.uk
* Decisions on successful events made by 31 August 2024
* Successful projects will be included in the first draft of the Glasgow 850 Programme due to be published in September 2024

**Glasgow 850 Festival Fund**

 **Application Form**



By completing and submitting this application you confirm that:

* You have read and understood the criteria for applicants and projects
* You are authorised to apply on behalf of an eligible organisation
* The project would benefit from support from the Glasgow 850 Festival Fund
1. **Contact Details**

Your Name:

Contact Email:

Phone Number:

Role in Organisation:

Name of Organisation:

Address of Organisation including postcode:

Name of festival/event:

Festival/event venue:

1. **Your Organisation**

In a maximum of 250 words, Tell us about your organisation:

* Where do you operate?
* Who do you help?
* What are your objectives?

Which of the following describes your organisation status? (Choose One):

Private Limited Company [ ]

Public Limited Company [ ]

Incorporated third/voluntary sector organisation [ ]

Constituted third/voluntary sector organisation [ ]

Incorporated third/voluntary sector organisation:

* Scottish Charitable Incorporated Organisation
* Charitable Company Limited by Guarantee
* Not for profit asset locked Community Interest Company (CIC) or Company Limited by Guarantee

Constituted third/voluntary sector organisation:

* Community or Voluntary Group with a written constitution
* Unincorporated association

We are unable to accept applications from individuals, sole traders, un-constituted groups, NGBs or organisations based outside the city of Glasgow boundary. We would encourage any of these types of organisations to work in partnership with an eligible organisation to access the fund.

Confirmation you have a business bank account [ ]

Companies House or Registered Charity Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Your Project**
2. In no more than 400 words, tell us about the project idea you want to be part of the Glasgow Festival Fund.

*Include what you would you like to do, what the activities will take place, who will benefit and the difference it will make to the overall programme.*

1. Taking at least one of the 3 objectives outlined for the Fund, describe in detail the outcomes your proposed activity will achieve – 300 words.
2. In no more than 150 words, tell us about the consultation you carry out when developing your festival programme

*Do you have a EDI working group, young person’s forum for example?*

1. If successful, how do you think your Festival or event will help to promote the Glasgow 850 milestone across its promotional materials and social media? A Glasgow 850 Brand Toolkit will be developed and made accessible to successful applicants. Successful applicants will be required to include the Glasgow 850 brand on promotional material. 200 words
2. Will the project create volunteering opportunities? Volunteering is a key element of the Glasgow 850 celebrations. 150 words
3. Please tell us how the delivery of the project will be managed, who will

have responsibility for making sure the project is delivered on time and on budget. 150 words

*Please note, if successful we will outline the governance requirements for this funding award. At a minimum an inception meeting and one-month to go progress report.*

Does your festival/event have the following policies/plans in place, if not please provide an overview below:

* Event Accessibility Plan
* Environmental Sustainability Plan
* Equalities, Diversity and Inclusion Policy
* Working towards the Scottish Government’s **Fair Work First** practices where relevant and proportionate - [Fair Work First Guidance](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2021/01/fair-work-first-guidance-support-implementation/documents/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland/govscot%3Adocument/fair-work-first-guidance-supporting-implementation-fair-work-first-workplaces-scotland.pdf). . Fair Work First asks businesses applying for public funding to commit to progressing towards adopting the seven Fair Work First criteria

**Project Funding**

Please tell us what your project will spend the funding on.

The maximum award is £10,000

|  |  |
| --- | --- |
| Description/Items | Cost (£) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL Request | £ |

Total event budget (*please note that Festival Fund funding can make up to a maximum of 25% of the total event budget*):

Please provide details of confirmed and/ or targeted commercial sponsorship. Please note there are some types of sponsorship that have the potential to conflict with Glasgow City Council’s wider objectives and will be outlined in the terms and conditions of funding if successful.

**Audience**

Please give us an overview of your anticipated number of total attendees for your event or festival in 2025 and provide a previous festival year as a comparison:

|  |  |  |
| --- | --- | --- |
| Attendance numbers | 2025 projection total | Previous year (please insert) |
|  |  |

Please note we cannot support applications which cannot achieve at least 5,000 attendances.

**Supporting Documents**

Please also submit a letter of support from your principal funder i.e. Creative Scotland, EventScotland, Glasgow Life, NLHF etc.

**Assessment**

The applications will be reviewed by an assessment panel with the following scoring matrix applied:

|  |  |
| --- | --- |
| Question 3 A | 20% |
| Question 3 B | 40% |
| Question 3 C | 10% |
| Question 3 D | 20% |
| Question 3 E | 5% |
| Question 3 F | 5% |

If you have been successful, you will receive an award letter specifying the terms and conditions associated with the grant. You must sign and return a full copy to us within three weeks. The first payment will not be paid until we have received a signed award letter.

Please note: if you are successful, it can take up to one month for us to process your payment.

|  |
| --- |
| Declaration and Sign OffI am an authorised signatory (usually the Chair/CEO/President/Trustee or Director) of the applicant organisation and I confirm that the information contained in this application is true and correct. Mark **✗** to confirm: [ ]  |
| Name |  |
| Position |  | Date |  |
| Email  |  |  |  |

Please send completed applications and supporting document glasgow850@glasgow.gov.uk no later than **5pm on** **Wednesday 31 July 2024**