

West Lothian Council

Gala and Other Events Fund Grant Scheme

Guidance Notes for Applicants

GENERAL

What is the Gala and Other Events Fund?

- Every year the council agrees a sum of money, the 'Gala and Other Events Fund', to be allocated to organisations that provide a gala or other similar large-scale event for residents of a town, village or locality in West Lothian. The money awarded to successful applicants is to be used as a *financial contribution* towards the cost of providing a gala or similar traditional large-scale event.

What is a gala or similar large-scale event?

- A "Gala or similar traditional large-scale event" is a recognised community-organised event open to the whole community in a town, village or locality, occurring on an annual basis on a specific day, or during a specific week or weekend during the gala / festival season, May to September in any given year.

What is a locality?

- A "locality" is defined as a distinct geographic area generally within a town or village. For example, Deans is a defined locality in the town of Livingston and Parkhead is a defined locality in the town of West Calder.

GRANT

How is the grant calculated?

- A payment of £500 will be paid to each successful applicant to the fund. In addition to the £500 payment all successful organisations will receive a per capita payment in line with their respective town, village or locality's population (*based currently on population figures from the National Records Scotland, 2020 Mid-year estimate*).

What is it to be used for?

- The money is to be used by eligible organisations as a contribution to the overall costs of providing a gala or similar traditional large-scale event for residents of a town, village or locality in West Lothian.

When is it be used?

- The money will be used during the gala/festival season, May to September in any given year.

WHO CAN APPLY TO THE FUND

Who can apply to the fund?

- Gala committees and other constituted organisations can apply to the fund (see *Eligibility Criteria below*).

Can new organisations apply to the fund?

- New organisations **can** apply to the fund. If a new organisation wants to apply to the fund they need to contact the authorised officer in the first instance (see contact details below). Eligible organisations will be contacted and invited to apply to the fund (see *Eligibility Criteria below*) For further information please contact Graham Whitelaw at 01506 28 11 01 or e-mail graham.whitelaw@westlothian.gov.uk .

Who cannot apply to the fund?

- Any organisation that does not meet the eligibility criteria (see below) cannot apply to the fund.

ELIGIBILITY CRITERIA

All awards of grant are subject to the applicant fulfilling the following eligibility criteria.

- Applications to the fund must be linked to a town, village or locality's population in West Lothian.
- Applications to the fund must be for the provision of a gala or similar annually occurring traditional large-scale event that will take place during the gala/festival season, May to August in any given year (see *above for definition of a gala or similar traditional large-scale event*)
- An application from a new group will only be considered if their event took place on the two previous and consecutive years prior to application.
- Applicants to the fund **must** be able to show that they are constituted and have a bank account in the name of the organisation and must be able to provide the following supporting information at the time of application.
 - A copy of the organisations Constitution or Memorandum of Association (see *How to Apply... below*)
 - A copy of the organisations most recent bank statement (less than 3 months old)
 - A copy of the organisations most recent management accounts

- Applicants to the fund **must** be able to show that they have public liability insurance cover in place for their event. Gala committees are covered by council's public liability insurance. Gala committees are not required to produce evidence of insurance cover as this will be obtained internally by council officers. All **other organisations** must be able to provide the following documentation at the time of application:
 - A copy of the organisations certificate of insurance for the event that is being applied for
- The council authorised officer shall have the authority to vary, waive or amend items in exceptional circumstances, after receiving approval of the head of service or nominated officer.

APPLYING TO THE FUND

Organisations must apply to the fund using the application form accompanying this guidance note. All applicants **must** supply the following supporting information with their application to be eligible to receive an award from the fund;

- A copy of your organisation's most recent bank statement (no more than 3 months old).
- A copy of the organisation's Constitution or Memorandum of Association. (*If your organisations has previously submitted a copy and nothing has changed in the last 12 months a further copy is not required*).
- A fully completed signed and dated SFO1 form
- A copy of the organisations most recent financial statement (accounts / income and expenditure sheet)
- A copy of the organisations certificate of insurance for the event that is being applied for

All applications are to be submitted **with all applicable supporting information** to Graham Whitelaw to regenerationteam@westlothian.gov.uk

CLOSING DATE FOR APPLICATION TO THE FUND

- Completed applications and all supporting information must be received by the council **no later** than the deadline specified on the initial e-mail inviting organisations to apply to the fund. If your application is late your organisation risks not receiving an award from the Fund. The council will only consider late applications in exceptional circumstances.

SUCCESSFUL APPLICATIONS

If your organisations application is successful, you will receive an award e-mail detailing the amount that you are to receive from the fund. In addition, you will receive the following document;

- A copy of the funds Terms and Conditions

To receive your award the above document **must** be completed and returned to Graham Whitelaw at the above e-mail address. Any delay in returning the document may result in the payment of your award being delayed. If the document is not returned you will not receive an award from the fund.

EVENTS COORDINATOR

- Should you require advice or assistance with your event please contact the Events Coordinator. The Events Coordinator is the first point of contact for events in West Lothian. The Events Coordinator also facilitates the Safety Advisory Group meetings with stakeholders to make sure that event organisers have support to stage safe and successful events. The Events Coordinator is Stewart Ness and you can contact him on 07703 161 565 or e-mail events.westlothian@westlothian.gov.uk

MONITORING

- All organisations that receive an award from the fund are required to complete a short monitoring form that **must** be completed and submitted to the council by the end of October in any given year. As part of this monitoring process your organisation may be asked to provide copies of all invoices/receipts to the value of £100 or more. Copies of the monitoring form will accompany your notification of funding award letter.

Please ensure that you return the completed monitoring form as if you do not, we may ask you to repay the amount awarded and it could affect future applications to the council.

***Notes**

Variation of Award Amounts

- Given the mechanism used for calculating grant (above) and the fact the number of organisations that apply to the fund in any given year can vary, so too can the amount of funding that is awarded. For example, if the number of applicants to the fund is increased and they are all successful (and given that the money in the fund and population figures currently used are fixed) the amount awarded to each organisation will be decreased. Conversely, if the number of applicants is reduced the amount awarded will increase.

Population

- Population figures will always be based on the most up to date information available to West Lothian Council. The figures currently used by the council are the National Records Scotland, 2020 Mid-year estimate.

Award Caps

- In the event all galas/festival organisations do not apply to the fund, a cap will be applied to amounts awarded (this figure includes the base £500 and the per capita amount). The cap amount is 25% of overall award per organisation and is based on the amount an organisation would receive if all groups apply to the

scheme.