

Festival and Events Fund

Pre-application Checklist

PART A

To be eligible to apply you must be one of the following organisations:

- A voluntary organisation or community group with a constitution
- Public body
- Community Interest Company (CIC) **must consist of three directors who are unrelated*
- Private Limited Company with no share capital & with community benefit objectives **copies of the Memorandum of Association and Articles of Association must be submitted*

PART B

To be eligible to apply your organisation must be able to answer yes to the following questions

- Do you have the legal authority and relevant permissions to deliver the event?
- Does your organisation have a bank account with dual signatories, into which any funding allocated can be paid?
- Does your organisation have adequate insurances in place and recognised qualified people involved in the delivery of the project?
- Does your organisation comply with the Disclosure and Barring Service?
- Does your organisation have a safeguarding policy?
- Does your organisation have a Health and Safety policy?
- Does your organisation comply with the legal obligations of the Equality Act 2010?
- Can you confirm that in the last three years, no court or industrial tribunal has been made a finding of unlawful discrimination against your organisation?
- Can you confirm that your organisation has not received other public sector financial assistance totalling £315,000 or more cumulated during the remaining part of this financial year and the two previous financial years? ** If such a finding has been made, please provide details including any action taken to resolve the situation below:*

PART C

To be eligible to apply your organisation must be able to confirm that the event meets the criteria below.

Please provide the evidence base to support the criteria.

- The event is a completely new event with a comprehensive and sustainable business plan.
- The event is less than five years old in its current format but is looking to include additional activity to improve event sustainability.
- To develop the cultural offer within its locality or appeal more widely across the NorthEast
- To support the local economy.
- To engage with residents and people from the local community.
- To fill a gap in the current cultural offer.
- To support community cohesion.
- To develop skills in volunteers.
- To pioneer new and 'greener' methods of working.

PART D

Conflict declaration:

- Are any trustees/members/employees of the organisation employed by or Elected Members of Sunderland City Council? **If you have answered 'yes' please provide detail below:*

Events and Festival Fund Application Form

Sunderland City Council Events and Festival Fund Privacy Notice

The City of Sunderland is the data controller of your personal information. This means we will decide why and how we will process your personal information. This privacy notice will provide you with the information you need to know about what we will do with the personal information you provide us with.

- The council is collecting your name, postal address, phone numbers, email address and bank details to be able to process your funding
- The legal ground for collecting the information is for the performance of a contract. Without your personal information we would be unable to enter into a funding agreement with you.
- Your information will be held in the council until the termination of any funding agreement plus five years. Should your funding application be unsuccessful, your information will be held in the council for one year after the nil award letter or any further correspondence has been issued

You have the right to:

- **Be informed** about how your personal information will be used
- **Access** your personal information
- **Withdraw consent** where the legal ground for collecting your personal information is consent
- **Rectify** your personal information, which means you have the right to request the council to rectify any inaccuracies
- **Request deletion** of your personal information where the council no longer has a legal ground to hold your information
- Request that the processing of your information is **restricted**
- **Data portability** this means you can securely move your personal information from one IT place to another
- **Object** to the council processing your personal information
- Know when the processing of your personal information is **subject to automated decision making and profiling**

It would be helpful if you change your telephone number, email or address, to contact us and we can update your personal information.

Our Contact details:

City of Events Data Protection Officer
Sunderland City Council, Plater Way, Sunderland, SR1 3AA
Data.protection@sunderland.gov.uk

Events and Festivals Fund 2026/2027

Application Form

PART 1 – Applicant details

1.1 Name of event	
1.1.2 Name of applicant, group, or organisation	
1.1.3 Address	
Postcode	
1.1.4 Website address	

1.2 Primary contact for this application	
1.2.1 Name	
1.2.2 Position	
1.2.3 Email	
1.2.4 Telephone	

1.3 What is the status or constitutional form of your business or organisation?	
<input type="checkbox"/> Voluntary Organisation	<input type="checkbox"/> Community Group
<input type="checkbox"/> Company limited by guarantee with charitable status	<input type="checkbox"/> Registered Charity
<input type="checkbox"/> Community Interest Company (CIC)	Charity no:
Company No:	<input type="checkbox"/> Limited Company
<input type="checkbox"/> Collaborative Group	Company No:

1.4 Please provide documentary evidence to support the following:		
1.4.1 Is your governing document formally adopted and signed by two authorised signatories?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
1.4.2 Does your governing document specify which office bearers can manage your organisations bank account(s)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
1.4.3 Does your governing document specify a quorum for committee meetings and Annual General Meeting (AGM)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
1.4.4 Does your governing document include a dissolution clause that sets out what would happen to assets if your organisation folds?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

1.5 Are you VAT registered?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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1.5.1 If 'yes' please provide VAT no:	
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1.6 Is running the	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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1.6.1 If 'no' what is the primary purpose of your organisation?

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PART 2 – About your event

2.1 Is this a new event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If 'yes' go to Part 2.2

2.1 Date of your event	
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2.1.2 When was the event you are seeking funding for first held?	
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2.1.3 How many people attended?	
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2.1.4 Venue or Location	
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2.1.4 What were the main benefits to the community? (200 words max)

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2.2 Why are you planning to introduce this event?

This is a chance for you to tell us about your project in your own words. For example: What do you hope will be the result of your project? What's the creative and/or cultural idea behind it? Is there a difference you want to make by doing the project? What steps will you take to achieve this? Be as clear as you can about what you want to do. You can write this in full paragraphs or in bullet points (500 words max)

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2.2.1 What research have you conducted to be confident of the events success?

What ideas or experiences have led you or your organisation to this point? Is this project helping you or your organisation learn, or try new things? If you've done something similar before, how is this different? (200 words max)

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2.2.2 Describe the event (500 words max)
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2.2.3 Venue or Location for the event

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2.2.4 Is the event on private land?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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2.2.5 Do you have landlord permission?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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2.2.6 How many people do you forecast will attend the event?

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2.2.7 How many businesses, community organisations, or groups in addition to your own will be supported through the event?

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2.2.8 Please describe your event management experience, skills, or proposed method of working including any key team roles and responsibilities (200 words max)

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2.2.9 Outline the community support you have for the event and how you involve the community in the management, delivery and programming (200 words max)

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2.3 What risks have you identified that might affect the success of your event? How have you attempted to counteract the risks?

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2.4 Please list any statutory arrangements that you are aware of that may be required e.g. road closures, premises licences

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2.5 How will you promote and market your event? *Sunderland City Council - City of Events must be acknowledged in all branding

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2.6 How do you intend to monitor and evaluate your event?
Are there opportunities for learning and reflection during your project? How will you know what difference the project has made? What steps will you take to understand what people thought of the project?

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2.7 How do you intend to make your event as accessible and inexpensive as possible for local people to attend?

Inclusivity - How will you make sure the communities you want to reach are able to access your project, and feel included and welcomed? What things might stop people experiencing or accessing your project, and how will you address them? Relevance - How have you involved the people you want to reach in the design and planning of your project? What information or data do you have on the place or community your project involves? How have you used this to shape your project?

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2.8 What will you do to ensure your event has 'green' credentials?

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2.9 Please tick the Council's Priorities that your application supports

- Smart City
- Healthy City
- Dynamic City

2.9.1 Please briefly explain how your application matches any or all the above priorities in line with the [City Plan - Sunderland City Council](#)

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2.9.2 Please provide any other information which you feel is relevant to your application

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PART 3 – Finance and Funding

3.1 What sources of income do you hope to generate from the event that will help you to run it in future years? **You may still be eligible to access the fund if this is a one off*

3.1.1 Please provide a full estimate of income associated with delivering the event

ITEM	DESCRIPTION	ESTIMATED INCOME (£)
TOTAL INCOME (£)		

3.2 What is the total cost of your event?

3.2.1 Please provide a breakdown of the costs associated with the event

ITEM	DESCRIPTION	ESTIMATED COST (£)
TOTAL ESTIMATED COST (£)		

3.3 How much money are you requesting from the Fund? (£100 – £10,000 max)

3.4 How much is your organisation contributing to the event in cash, please also include any 'value in kind' (VIK) which must be identified and costed?

CASH / VIK	DETAILS	VALUE (£)

PART 4 – Declaration

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes. By signing this form, you are agreeing to abide by the stated terms and conditions below and any additional conditions specific to your event. A letter of offer will also be issued if your application is approved.

- We understand the decision of the application panel is final and there is no appeal.
- We understand that the contents of the application will be publicly available.
- We will use the grant for the purpose set out in this application.
- We confirm that the organisation has all of the relevant processes/procedures and governance arrangements in place in order to deliver the event.
- We will not make any major change to the event without first receiving agreement in writing from Sunderland City Council
- We will tell you about any changes to our bank or building society accounts.
- We will follow any relevant legislation affecting the way we carry out our event.
- We will acknowledge your grant in all publicity material, annual reports or accounts.
- Our management accounts will be submitted to Companies House/Charities Commission, in accordance with the Companies Act, where required.
- You can use the name of our event in your publicity materials. We will tell you about any situation where confidentiality is an issue and sensitivity needs to be considered.
- We will claim the Event and Festivals Fund in line with the spend profile submitted in the application form. Any underspend will be automatically returned to the Council unless prior agreement has been reached.
- We will monitor the success of the event, complete monitoring return forms and return to you with evidence required, in line with the deadlines provided.
- We understand that we cannot overspend, and the funding will not be increased.
- We will keep all financial records and accounts (including receipts) or at least three years following the event. We will make these available on request.
- We may not transfer, change, subcontract or pass on responsibility of the event without your permission in writing first.
- We agree to keep a record of this grant and record it as a grant of Minimal Financial Assistance and retain the written record for at least three years beginning with the date on which the grant was given.
- We will disclose this grant in response to future requests from public authorities on how much Minimal Financial Assistance grant we have received and whether we have reached the cumulative threshold.

Name	
Position	
Signature	
Date	