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| --- | --- |
| **Dumfries and Galloway** **Major Events Fund 2025/2026** |  |

**Dumfries and Galloway Council Major Events Fund Privacy Notice**

Dumfries and Galloway Council is the data controller of your personal information. This means we 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 application.
* The legal ground for collecting your information is for the performance of a contract. Without your personal information we would be unable to enter into a funding agreement with you.
* We will share your information with the multi-agency Dumfries & Galloway Events Partnership to help us assess your funding application and reach a decision.
* 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 final 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 they have the right to request the Council to correct 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 personal 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:** | **The contact details of the Council’s Data Protection Officer:** |
| Festivals and EventsDumfries and Galloway CouncilMilitia HouseEnglish Street, Dumfries DG1 2HR**Email** grantapplications@dumgal.gov.uk**Phone** 0303 333 3000 | Data Protection OfficerDumfries and Galloway CouncilCouncil HeadquartersEnglish Street, Dumfries DG1 2DD**Email** dataprotection@dumgal.gov.uk**Phone** 01387 260315 |
| **Dumfries and Galloway** **Major Events Fund 2025/2026** |

|  |
| --- |
| **For our use only** |
| Date received |       |
| Reference |       |

 |

# **Application Form**

**Please refer to the Criteria and Guidance Notes before completing your application.**

|  |
| --- |
| **Applicant Details** |
| 1 | Name of applicant group or organisation:  |
|  |       |
| 2 | Name of Event:  |
|  |       |
| 3 | Who is the primary contact for this application? We will contact this person about your application and they should also sign the declaration. |
| Your title (please tick): | **Dr** [ ]  **Miss** [ ]  **Mr** [ ]  **Mrs** [ ]  **Ms** [ ]  **Other** [ ]  |       |
|  |  |
| Your name: |       |
|  |  |
| **Your position in the organisation:** |       |
|  |  |
| **Address and postcode of your business or organisation’s main office** (if you have one)**:** |       |
|  |  |  |  |
| Your address and postcode: |       |
|  |
| Your daytime phone number: |       |
|  |
| Your evening phone number: |       |
|  |  |  |  |
| Your mobile phone number: |       |
|  |  |  |  |
| Your e-mail address: |       |
|  |  |
| **Your website** (if you have one)**:** |       |
|  | We prefer to contact you by email. If you have provided an email address above, please tick to confirm that you check the mailbox regularly. [ ]  |

|  |  |
| --- | --- |
| 4 | When was your organisation established?  |
|  |       |
|  | When was the event for which you are seeking funding first held?  |
|  |       |

|  |  |
| --- | --- |
| 5.1 | What is the status or constitutional form of your business or organisation? Tick any of the following that apply and give the details asked for. |
| **Voluntary organisation** [ ]  | **Community Council** | [ ]  |
|  |  |  |
| **Registered charity** [ ]  | Charity number |       |
|  |  |  |
| **Company limited by guarantee with charitable status** [ ]  | Company number |       |
|  |  |  |
| **Community Interest Company** [ ]  | Company number |       |
|  |  |  |
| **Scottish Charitable Incorporated Organisation (SCIO)**  [ ]  | Charity number |       |
|  |  |  |
| **Business** **[ ]**  | Unique tax reference (UTR) provided by HMRC |       |
|  |  |  |
| **Sole trader** **[ ]**  | National Insurance number |       |
|  |  |  |
| **Partnership** **[ ]**  | National Insurance numbers |       |
|  |  |  |
| **Limited company** **[ ]**  | Company number |       |
|  |  |  |
|  Place of incorporation |       |
|  |  |  |
|  Date of incorporation |       | Date first traded |       |
|  |  |  |
| **Collaborative group** [ ]  | Please give list of members |       |
|  |  |  |
| **Other** [ ]  | Please give details |       |

5.2 Governing Document Checklist

|  |  |
| --- | --- |
|  | **Yes/No** |
| Is your governing document formally adopted and signed by two authorised signatories? |       |
| Does your governing document specify which office bearers can manage your organisation’s bank account(s)? |       |
| Does your governing document specify a quorum for committee meetings and the AGM?  |       |
| Does your governing document include a dissolution clause that sets out what would happen to assets if your organisation folds? |       |

|  |  |
| --- | --- |
| 6 | Are you VAT registered? **Yes** [ ]  **No** [ ]  If ‘Yes’, please give number:  |
|  |       |
| 7 | Is running this event (or events) your group’s main activity? **Yes** [ ]  **No** [ ]  |
|  | If ‘No’, please describe what your group does.  |
|  |       |

|  |  |
| --- | --- |
| 8 | How many people are involved in running your event?  |
|  | * Paid staff (including temporary staff and consultants):
 |       |
|  |  |  |
|  | * Committee Members:
 |       |
|  |  |  |
|  | * Volunteers:
 |       |

|  |
| --- |
| **Event Details** |
| 9 | How much money are you requesting from this Fund ? (Minimum £3,000; maximum £15,000.) |
|  |       |
| 10.1 | Please detail all the funding you received from Dumfries and Galloway Council for this event over the past three financial years, from 2022/2023 to 2024/2025:  |
|  | **Year** | **Source of funding e.g. name of department** | **Amount** | **Date agreed** |
| 2024/25 |       |       |       |
| 2023/24 |       |       |       |
| 2022/23 |       |       |       |

10.2 Please give details of all public sector funding your organisation has received during the past 3 years.

|  |  |  |
| --- | --- | --- |
| **Source of funding** | **Amount** | **Year**  |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

|  |  |
| --- | --- |
| 11 | What was the total budget for your event in 2024? |
|  |       |
| 12 | 2025/2026 dates for your event:  |
|  |       |

|  |  |
| --- | --- |
| 13 | Tell us where the rest of the money will come from. Give details of funding you expect to get from all sources. ‘Your own money’ means funds raised or earned by your organisation, or donations received from the community or general public. If you apply for or receive grant funding from other organisations, these must be listed separately. It is essential that you tell us about all other funding applications relative to the activities for which you are requesting funding. |
| **Source of other funding. If appropriate, please give the name of the organisation, a contact name and a phone number.** | Amount available, applied for or expected (£) | **Has this been confirmed? (Please put ‘Yes’ or ‘No’)** | **If ‘Yes’, please give the date this was approved.** |
| Other public grants       |       |       |       |
| Trust funding       |       |       |       |
| Your own money       |       |       |       |
| Charging for services or other activities that bring in income       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Total | **£** |  |  |  |

|  |  |
| --- | --- |
| 14 | Venue/location of event:  |
|  |       |
| 15 | How many people do you forecast will attend your event? |
|  |       |
| 16 | Please describe your event:  |
|       |
| 17 | Please complete the following table to detail the core and additional project elements for which you are seeking funding.  |
|  | **Core** | **Additional** |
|       |       |

|  |  |
| --- | --- |
| 18 | Please tick to show the [Council Priorities](https://www.dumgal.gov.uk/article/15608/Council-priorities-and-commitments) that your application supports – refer to [www.dumgal.gov.uk/article/15608/Council-priorities-and-commitments](http://www.dumgal.gov.uk/article/15608/Council-priorities-and-commitments). You must tick at least one Priority.* **Build the local economy [ ]**
* **Provide the best start in life for all our children** [ ]
* **Protect our most vulnerable** **people** [ ]
* **Be an inclusive council [ ]**
* **Urgently respond to climate change and transition to a carbon neutral region**  **[ ]**

Please explain how your application matches with the Priorities that you have ticked. You should refer to the specific Council Commitment(s) that your application supports. |
|  |       |
| 19 | Describe the sustainable model you have for your event’s growth. Outline how your event’s governance, financial management, income generation and quality of on-going and event project management will secure sustainable development in the next 1-3 years. See Guidance notes. |
|  |       |
| 20 | Can you identify any sources of competitive advantage your festival or event has, within a regional or national context? (Detailed guidance is available to help you answer this question.)  |
|  |       |
| 21 | Please describe how you intend to market your event to reach audiences in Dumfries and Galloway and outwith the region. Please describe any niche marketing efforts in this section. See Guidance notes. |
|  |       |
| 22 |

|  |  |  |
| --- | --- | --- |
| **Visitor information for last two Festivals/Events** | **2024** | **2023** |
| Total number of visitors (see Guidance notes) |       |       |
| Unique number of visitors (see Guidance notes) |       |       |
| Overnight visitors |       |       |
| Weekend visitors |       |       |
| % of visitors from outwith Dumfries & Galloway |       |       |
| % of visitors from outwith Scotland |       |       |

 |

|  |  |
| --- | --- |
| 23 | Please outline how volunteers add to the sustainability of your event. |
|  |       |
|  | Do you maintain a formal register of volunteers? **Yes** [ ]  **No** [ ]  |
| 24 | Please describe any public relations work you undertake on behalf of your event. See Guidance notes. |
|  |       |
| 25 | Please outline the community support you have for your event and how you involve the community in the management, delivery and programme of the event?  |
|  |       |
| 26 | Can you describe what actions you are taking to make your programme as accessible and affordable as possible, to support your local community during the cost of living crisis? See Guidance notes. |
|  |       |
| 27 | What risks have you identified that might affect the success of your event? Please describe the steps you take to counteract these risks. See Guidance notes. |
|  |       |
| 28 | How is your organisation working with local businesses to maximise the benefits of your event for the regional business base (local businesses includes accommodation providers)? See Guidance notes. |
|  |       |
| 29 | How do you intend to monitor and evaluate your event? See Guidance notes. |
|  |       |
| 30 | Does your event meet the criteria of a Public Goods Event? If so explain why. Please see guidance notes for information on this concept.  |
|  |       |

|  |  |
| --- | --- |
| 31 | The Dumfries and Galloway Events Strategy 2023-2027 puts a premium on co-operation between festivals and events in Dumfries & Galloway. Please detail any formal or informal partnerships you have with other festivals and events in our region and explain the value of these partnerships. |
|  |       |
| 32 | Please provide any other further information which you feel is relevant to your application.  |
|  |       |

Supporting Documentation

This application must be returned with the support material requested. Tick the boxes to show which documents you are enclosing with your application.

|  |  |
| --- | --- |
| * A copy of your organisation’s constitution/governing document (e.g. Memorandum & Articles of Association), signed and dated when adopted
 | [ ]  |
| * A copy of your organisation’s most recent set of independently certified annual accounts
 | [ ]  |
| * If your most recent annual accounts were certified more than 12 months before the date of this application, please enclose copies of three recent bank statements
 | [ ]  |
| * If your organisation is new and does not yet have annual accounts, please enclose copies of three recent bank statements
 | [ ]  |
| * A copy of your organisation’s insurance cover for the event for which you are seeking funding
 | [ ]  |
|  | Please provide Public Liability Insurance details including Indemnity Value: |
|  |       |
| * If available, a copy of the most recent economic impact study conducted on your event
 | [ ]  |
| * If your organisation is offered a Major Events Fund grant, a member of the organisation will be asked to attend a training session on the Greener Events Toolkit, which aims to provide practical advice on how to lower the carbon footprint of your project/s. Please tick to confirm that you accept this condition of grant support
 | [ ]  |

Dumfries & Galloway Events Partnership needs to see that your event is financially viable. The Budget Summary is similar to an Income & Expenditure or Profit & Loss account. When you add all the income amounts, the total should equal the sum of all the expenditure amounts. Please ensure that you include both confirmed and projected income and expenditure sums in your budget. Please provide any necessary notes to explain your budget projection. The budget summary below is for the full costs of your festival or event, not just the project costs for which you seek Major Events Fund support.

|  |  |  |
| --- | --- | --- |
| **Income** |  | **Expenditure** |
|  | **Cash Income £** |  |  | **Cash Spend £** |
| Amount requested from Dumfries & Galloway Major Events Fund |       |  | **Administration** |
| Grants/public funding – you should not use or apply to  |  |  | General administration |       |
| other Dumfries and Galloway Council funding sources  |  |  | Staff salaries and fees |       |
| for match funding for your event. List all: |  |  | Management fees (if applicable) |       |
|       |       |  | Other administration expenses |       |
|       |       |  | **Subtotal Administration** |       |
|       |       |  | **Event Costs** |
|       |       |  | Facility/venue costs |       |
| Own funds |       |  | Other production costs (plant, equipment hire, crew, security etc) |       |
|       |       |  | Performers costs |       |
| Sponsorship |       |  | Health & Safety |       |
|       |       |  | Event insurance |       |
|       |       |  | Road closure fees |       |
|       |       |  | Hospitality |       |
|       |       |  | Travel, accommodation and services |       |
| Earned income e.g. box office |       |  | Other event expenses |       |
|       |       |  | **Subtotal Event Costs** |       |
|       |       |  | **Marketing and Promotion Expenses** |
|       |       |  | Advertising |
|       |       |  | Design fees and print production |       |
| Other income |       |  | Direct mail / distribution / display |       |
|       |       |  | Internet |       |
|       |       |  | Other marketing and promotions expenses |       |
|       |       |  | **Subtotal Marketing and Promotion** |       |
|       |       |  | **Total Expenditure** |  |
| **Total Income** |  |  | **Surplus / (Deficit)****(Note: You are aiming for a balanced budget)** |  |

**Bank Details**

Give details of the bank or building-society account we should pay your funding into. We prefer to make payments electronically (by BACS), so we need your account details.

|  |  |
| --- | --- |
| **Name of bank or building society:** |       |
|  |  |  |  |
| **Address of bank or building society:** |       |
|  |  |  |  |
| **Sort code:** |       | **Account number** (if you have a bank account) **or roll number** (building-society account): |       |
|  |  |  |  |
| **Account name:** |       |

**Declaration**

**Two people must sign this form. Make sure you understand the conditions of the declaration and that you have the appropriate authority from your organisation to sign it.**

* We wish to apply for a grant from Dumfries and Galloway Major Events Fund. The above is an accurate outline of the proposed project. We have read and understood the Criteria for the Fund and the guidance notes attached to this application form. We understand that part or all of any subsequent grant offer may be withdrawn if our project changes substantially and falls beyond the scope of the Fund, as detailed in the Fund Criteria.
* As far as we know, the information in this form is true and accurate. We are authorised by the organisation to make this application and sign this declaration on their behalf. We understand that it may be a criminal offence to receive funding after giving false information, in which case you will cancel the funding and claim back any money we have received. We agree that you can check, with others, the information on this application form and any supporting documents. If you award funding based on the information in this form, we confirm on behalf of the organisation that the activities we carry out will be as described in this form. We agree on behalf of the organisation that you, or your appointed agents, can examine any documents necessary to show that the activities have been carried out. On behalf of the organisation we will meet all your funding conditions shown in the award letter you send us.
* We agree that our organisation has its own UK based bank or building society account in the legal name of the organisation applying, which requires at least two unrelated people to authorise all cheques and withdrawals (related means any spouse, civil partner, a person with whom the signatory is living; and any parent, grandparent, child, step-child, brother or sister of the signatory (and their spouse)).
* We agree on behalf of the organisation that if there are any changes to the activities not agreed in writing with you beforehand, or if the activities do not go ahead for any reason, you can claim back all or part of any funding you have paid, as appropriate. We agree to enter into a contract with you.
* We agree that if the application is successful we will acknowledge your funding contribution in all correspondence and publicity associated with our organisation, including letterheads, websites, e-mails etc. We will use your logo, preceded by the words, “Supported by”.
* We agree that you may make the information we have given on this form available to the public, and you may use it for publicity purposes.

|  |  |
| --- | --- |
| **Please give the name of your organisation as at question 1.** |       |

Signatory 1 – The main contact named in question 3 must sign here.

|  |  |  |  |
| --- | --- | --- | --- |
| Your signature: |  | Date: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Your name: |       | Position in organisation: |       |

**Signatory 2 – Someone else (e.g. an office bearer, director or partner) must sign here. This person must not be related to the main contact named in question 3.**

|  |  |  |  |
| --- | --- | --- | --- |
| Your signature: |  | Date: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Your name: |       | Position in organisation: |       |

**Please return this application by email to** **grantapplications@dumgal.gov.uk**

Festivals and Events, Dumfries and Galloway Council,

Militia House, English Street, Dumfries DG1 2HR **Phone** 0303 333 3000

Your application, once checked for eligibility, will be reviewed by the multi-agency Dumfries & Galloway Events Partnership, who will provide recommendations for grant funding to our Council’s Communities Committee in early 2025.