

### Introduction

The aim of our Healthy Places Fund is to support the establishment of events and activities that have been development with, and for, local communities and that contribute to the delivery of the **Cumberland Council Plan**.

The application should demonstrate how your event/activity meets the overall aim and criteria below.

**Please read the below before filling in the application form in order to meet the necessary criteria.**

### General Criteria

Applicants should:

- Evidence of how it will benefit people and places within the Cumberland Council area in relation to Cumberland Council priorities.
- Grants will only be given to voluntary and non-profit making groups and organisations.
- Applications will only be considered from constituted groups. We cannot accept applications from individuals.
- Evidence of additional funding sources to contribute or match the ask will generally increase the likelihood of a successful award. Applications for less than 100% of costs are preferred and applicants are advised to try other avenues of funding in addition to this fund.
- We will not normally accept more than one application for funding, per organisation or group, in any one financial year.
- Show that the funding will support an inclusive community event, enabling something new to take place which is available to all members of the public.
- Funding will not be awarded retrospectively. For example, events and activities will only be awarded for costs that will not be incurred until after a grant has been awarded.
- Organisations or groups with outstanding Evaluation Forms will not be considered for future funding until outstanding Evaluation Forms are submitted.
- Have appropriate Health & Safety Risk Assessments and Public & Products Liability Insurance along with suitable cover for Employment Liability (if appropriate). They also have the appropriate licences and permissions in place.
- Show that the responsible organisation understands the requirements of organising a successful event or activity and have the capacity to deliver what they do safely.

- Have a detailed budget breakdown in place and alongside the application which includes a schedule of income/expenditure with evidence of match funding and any contingencies.
- Demonstrate that the funding will help to develop and deliver an offering such as (a) an activity or event and (b) start a new venture to bring communities together.
- Grants are between £100 - £2,000.

## Please note

- Initiatives or events that have had three previous successful grant applications will not be eligible for further grants.
- This fund will not fund animal acts or events deemed high risk in the eyes of the authority.
- High demand for this funding may require the authority to limit the contributions.

## Application Process

- Fill in your application form. It is appropriate to apply well in advance of your event and activity as we do not fund retrospectively. Panel meetings take place monthly, so we welcome applications at any time. Following the meeting, you will be informed in writing if your application is successful or not.
- Successful applicants will be awarded 90% of their grants in advance and the final 10% upon receipt of an Evaluation Form unless agreed by prior arrangement.
- A completed Evaluation Form should be received by Cumberland Council no more than 4 weeks after the event or activity has taken place.

## Promotion of our Funding Support

- We require that groups and organisations recognise Cumberland Council's funding support by highlighting this on all promotion materials in relation to the event or activity e.g., acknowledgement in any press releases issued by the applicant, posters, flyers, website etc.

## Terms and Conditions of funding for Cumberland Council

- You are required to maintain a bank account in the name of the group. All withdrawals from the account should require a minimum of two signatures.
- The grant awarded must be solely spent only on the purpose for which is stated within your application. If for any reason your circumstances change, and you wish to vary the way in which you spend your grant you are required to contact us and request written permission to do so.
- You are required to provide access to all necessary documentation (see guidance notes & criteria) to support your application for funding.
- Financial support provided by Cumberland Council should be acknowledged on all printed publicity and in information given to the press and media.

- Your organisation or group should promote equality of opportunity and eliminate all forms of discrimination. Your commitment to this should be clearly identified in a written policy or statement that takes into account current legislation and good practice.
- In the event of your organisation ceasing to operate or failing to undertake or complete the activity for which the funding was offered, Cumberland Council reserves the right to withhold payment, reduce its award or seek recovery.
- You will be required to submit an Evaluation Form 4 weeks after the event or activity has taken place. Organisations or groups who do not complete and return a satisfactory Evaluation Form may be required to return their funding and will not be considered for future funding.