

Community Event Grant Funding Application Process



Community Grant Supporting Guidance.

Purpose

The Community Event Grant Fund is established to support the delivery of community-led events that contribute to the Council's strategic priorities, enhance resident wellbeing, and foster strong, inclusive communities.

Applications may be made at any point during the Financial Year. However:

- **The total annual funding available is £10,000**
- **The maximum grant award for 2026/27 shall be £3,000 per application.**
- **Each community group or organisation submit one application per financial year**

The fund aims to:

- Bring communities together
- Promote inclusion, wellbeing, and cultural diversity
- Encourage participation across different age groups and backgrounds

Eligibility

Applicants must:

- Be a not-for-profit organisation, local authority, community group, or voluntary organisation
- Be based within Lichfield District
- Propose an event that takes place within Lichfield District
- Have a bank account in the organisation's name
- Have appropriate safeguarding and insurance (or be willing to obtain them)

The following are not eligible:

- Individuals (unless representing a constituted group)
- For-profit businesses and commercial organisations: A commercial organisation is a business whose primary objective, as set out in its memorandum of association, is to generate profit for its shareholders or owners
- "Upward funders" such as local groups where fund raising is sent to a central HQ for redistribution.
- Political or religious activities that exclude others

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Eligible Activities

Funding can support:

- Community festivals, fairs, and cultural celebrations
- Workshops, sports events, and wellbeing activities
- Venue hire, equipment, marketing, and facilitation costs

Funding cannot be used for:

- Core organisational running costs
- Activities that duplicate existing provision without added value

Application Process

Step 1: Submission

Applicants must complete the Community Event Grant Application Form, including:

- Organisation details
- Event description
- Target audience
- Budget breakdown, including what added value the funding would achieve
- Expected outcomes

Step 2: Supporting Documents

- Constitution or governing document
- Bank statement (recent)
- Public liability insurance

Assessment Criteria

Applications will be scored against the following:

1. Community Benefit (30%)

- Clear positive impact on the local community
- Encourages participation and engagement

2. Inclusivity & Accessibility (20%)

- Open and accessible to diverse groups
- Consideration of barriers (cost, disability, language, etc.)

3. Event Quality & Planning (20%)

- Well-organised and realistic plan
- Clear timeline and delivery approach

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4. Value for Money (15%)

- Reasonable and well-justified budget
- Demonstrates efficient use of funds

5. Capacity & Experience (15%)

- Ability of the group to deliver the event
- Previous experience or partnerships

Decision-Making

- Applications will be reviewed by the Events Team and submitted for approval by a senior director and cabinet member
- Decisions are final, but feedback will be provided upon request

Funding Conditions

Successful applicants must:

- Use funds only for approved purposes
- Acknowledge funding in publicity materials
- Deliver the event within the agreed timeframe
- Submit a post-event report, including:
 - Attendance numbers
 - Outcomes achieved
 - Photos or evidence