

## People's Budget: Events Terms & Conditions

Participatory Budgeting Frome aims to make local spending more inclusive, more transparent and more democratic. As such, we apply certain criteria to the events that are proposed, making sure they're suitable for consideration at the public vote and suitable for funding by a parish council.

### People's Budget: Events

#### **Who can apply for funding to run an event**

- Community groups, including Residents' Associations, Friends groups, charities & CICs and businesses

#### **Who can't apply**

- Individuals, other local authorities & other government agencies

#### **How much funding is available**

There's a total of £25,000 available for Events by PB in next year's Council budget (2017/18)

You can apply for any amount up to a maximum of £10,000

#### **Can I use match-funding for my event?**

- Yes, you can
- *But please note that you cannot use other funding from FTC as match-funding (other than in the case of core costs for your organisation)*

#### **Can I apply for other funding from FTC in the same year as applying for a PB Award to run an event?**

- Yes, you can
- *But not for the same event that you're applying for a PB Award for (see the main criteria below)*
- *And we may take other funding that you've received from FTC into account when we're considering the events that get put forward to the public vote*

#### **Criteria**

- The application must be for a one off singular event
- One application per event
- One application per group, organisation or business
- Your event must take place in Frome (as defined by the town's parish boundaries)
- Your event must directly benefit Frome's residents
- Your event should be in line with Frome Town Council's overall aims & objectives of Wellbeing, Prosperity and Environment. *Available online* [www.frometowncouncil.gov.uk](http://www.frometowncouncil.gov.uk)
- A fully completed application with comprehensive budget must be received by FTC before the closing date and time specified on the application form.
- Applications will be considered and shortlisted, against these criteria, by FTC to determine that they are suitable for putting forward to the public vote
- Your event should be run on a not-for-profit basis
- The event must be open and inclusive to local people.
- Your event must be delivered as described in your application form and as described in your presentation pitch
- Your presentation must directly relate to your event application. Projects that are not presented as a true reflection of the application may be disqualified.
- You are fully responsible for delivering your event, including obtaining all necessary licences & permissions
- Your event must be delivered within the financial year the award relates to

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- We cannot fund an event retrospectively
- You will notify FTC of any issues which may affect the ability of the organisation to deliver the event as soon you can
- You will be expected to sign a PB Award acceptance agreement
- Changes to the budget or to the event itself must be agreed with FTC prior to the delivery of the event
- You will be prepared to pitch your event to a panel of residents and to produce a short film prior to this date

### Payments

- We will pay you by BACS into a named bank or building society  
*We would prefer it if this account had at least 2 named signatories*
- You'll need to provide proof of how your money has been spent i.e. receipted invoices
- Any part of the award that is not spent for any reason must be returned to the Council  
*This will then be added to the PB budget for the following year*
- Failure to deliver the event could mean your full award has to be re-paid to FTC

### Publicity

- You must acknowledge FTC's support and funding for your event in your publicity  
*We will supply you with copies of approved logos and text to help you do this*
- The Council may use details of your award and your event in publicity materials and annual reports. Details of individuals will not be used without consent

### Afterwards

- You will need to complete a post-event report – and will be invited to present at the Annual Town Meeting
- Organisations are required to include the grant in their financial accounting as a specified restricted income and expenditure.

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### Restrictions

We're unlikely to put forward events that:

- Only help an individual
- Are being proposed by groups or businesses that have had a previous funding from FTC which was not managed satisfactorily

We won't put forward events that:

- We will not fund events with an overtly or exclusively political agenda
- Likewise: we will not fund events with an overtly or exclusively religious agenda
- Interfere with Council business
- Have unauthorised financial implications for the Council

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### Finally

- Frome Town Council reserves the right to not fund an event or to withdraw funding if it becomes apparent that any of these Terms & Conditions are not being met
- Frome Town Council reserves the right to change these Terms & Conditions without notice