



# 2020 Festival Seed-funding Application

(Please read carefully – changed from 2019)

The Creative Royston Management Committee (CRMC) aims to encourage individuals and organisations to organise a range of unique events that will present the community and visitors with a diverse festival. Each year we commit a limited amount of money as seed funding to enable individuals or groups to put on events during the Royston Arts Festival period (Friday 18th – Sunday 27th September 2020).

**Who is eligible to apply for funding?** An application can be made by an individual, community group or organisation.

**What will we fund?** We will consider all requests on their merits and typically these might include venue hire during the festival period, the cost of public liability insurance, craft materials for your activity, or refreshments, although it is unlikely that we would fund all of these for one event.

**What criteria will we use?** Amongst other things, the CRMC will take the following criteria into account when deciding what events to assist with seed funding:

- Is the event unique? Does it sit comfortably in the festival's anticipated programme? Does it directly address the festival's theme for the year?
- Is it inclusive, accessible to all, and ideally free of charge for participants?
- Is it Royston owned? Is the community involved? Is there a proven demand for the event? Does it celebrate the cultural heritage of the town and its population?
- Will it bring prestige to the Festival? Will it bring media interest for the Festival as a whole?
- Is the funding requested reasonable for the size of the event? Could the organiser get the money anywhere else?
- Could the request be seen as funding something the organiser normally does?
- What are the risks involved for CRMC, its volunteers and the public?

*NB Funding is on a year-by-year basis. The award of seed funding in one year, does not guarantee similar funding in future years. CRMC's decision is final.*

**What won't we fund?** CRMC does not

- fund non-arts related activities.
- fund solely commercial activities.
- provide retrospective funding.
- provide funding to events that have a political affiliation or agenda.
- act as a guarantor against loss.

**How do you apply?** First, submit your event for inclusion in the festival (using the online form on our website). Next, complete the *Seed-funding Application Form* below and return it to us by midnight on 1st May 2020 by email to [chair@creativeroyston.org](mailto:chair@creativeroyston.org) or post to the address below. To complete the form first download to your device (e.g. laptop); then open and choose the 'Tools' tab from the menu; then the 'Fill&Sign' option, and click twice on spaces where information is required. We will be in touch in due course.

**Conditions of funding:** Relevant quotes, invoices or receipts must be provided to us. After the festival, we ask you to provide a brief summary of what difference the seed-funding made to your event. Failure to do this may result in CRMC requesting a refund.

# CREATIVE ROYSTON 2020 Festival Seed-funding Application Form

Event Details						
Name of your event:						
Date(s) of event:						
Times of event:						
Venue:						
Please describe how your event fits our funding criteria and theme (continue overleaf on hard copy, if necessary):						
How many people do you expect to be involved? (Please do not be over-optimistic)						
		From Royston			From outside Royston	
Participants						
Audience						
<p><b>Entry fees:</b> If you are charging please attach a detailed breakdown of projected costs and income for the event. <b>We will not act as a guarantor against loss</b> but where an entrance fee is charged we would expect to be reimbursed out of any 'profits' and for this purpose will require a balance sheet showing income and expenditure to be submitted after the event.</p>						
Adult		Child		Concessions		Other
Funding Requested						
How much money are you asking for?						
What will you use this money for? (Please be specific)						
Contact Details						
Name of organisation:						
Bank account number and sort code:						
Name of contact person:						
Role in organisation:						
Postal address:						
Telephone:					Email:	

Please send your completed application by midnight 1<sup>st</sup> May 2020, by email to [chair@creativeroyston.org](mailto:chair@creativeroyston.org) or by post, marked 'SEED-FUNDING', to Creative Royston, c/o Town Hall, Melbourn Street, Royston SG8 7DA