

ABERDEEN CITY COUNCIL

COMMITTEE	Finance, Policy and Resources
DATE	19 April 2016
INTERIM DIRECTOR	Richard Ellis
TITLE OF REPORT	Small Financial Assistance Grants and Gala Funding 2016/17
REPORT NUMBER	CG/16/051
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

The purpose of this report is to

- Present recent applications for financial assistance allowing Elected Members to make a decision on providing funding from the financial assistance budget;
- Present a revised procedure and funding pack to be followed for Community Gala Grants;
- Present an application for gala funding; and
- Present a funding pack to be used for Financial Assistance Grants.

2. RECOMMENDATION(S)

It is recommended that the Committee:-

- i) Consider the applications received and agree to award small financial assistance grant funding based on the following recommendations:-
 - Airborne Alliance, Aberdeen Branch, for the purchase of a new Standard comprising of flag and pole - £650;
 - VSA, financial assistance towards the costs of holding a Sing, Sing, Sing Event at the Beach Ballroom – a maximum of £1,500;
 - RNLI, financial assistance towards the cost of holding a fund raising May Day Fun Day at the Duthie Park - £506;
 - M56, Tillydrone, to cover the cost of sending an individual to Uganda – a maximum of £1,409;
 - J Duncan, financial assistance towards the cost of a family fundraising event held at the Beach Ballroom – a maximum of £1,500 (to be confirmed);
 - C Campbell on behalf of SANDS, financial assistance towards the cost of holding a fund raising auction at the Beach Ballroom – a maximum of £1,500; and

- Bon Accord Bowling Association, to cover the cost of coach hire in support of the annual bowling competition between Aberdeen and Dundee for the Meff-Spence Trophy - £477.
- ii) Approve the revised procedure and funding pack for Community Gala Grants;
 - iii) Subject to the approval of item ii) above, consider the gala funding applications received and award funding as deemed appropriate up to a maximum of £2,500; and
 - iv) Approve the use of the funding pack for Financial Assistance Grants.

3. FINANCIAL IMPLICATIONS

3.1 The awarding and approval of grants and financial assistance is a significant element of council business and as such millions of pounds are paid to external organisations each year. Appropriate and suitable means of approval following the principles of 'Following the Public Pound' require to be maintained in order to ensure Best Value.

3.2 There is a sum of £45,000 included in the 2016/17 Council's Revenue Budget for small financial assistance grants.

If the above recommendations are approved the amount remaining would be £37,458.

3.3 For information, in 2015/16 actual spend was £32,873 against a budget of £45,000, an underspend of £12,127.

4. OTHER IMPLICATIONS

There are no other implications arising from this report.

5. BACKGROUND/MAIN ISSUES

Small Financial Assistance Grants

5.1 At the meeting of 6 May 2014 the Committee approved a set of assessment criteria for the awarding of small financial assistance grants.

These were as follows:-

Small Financial Assistance Grants – Assessment Criteria	
a)	Applications must be for a clear and specific purpose and include relevant background and financial information.
b)	Applications must <u>not</u> be for a purpose already being funded from another Council budget.
c)	Applications which fall within the assessment criteria of another established Council funding budget will be referred to that process.
d)	Applications must <u>not</u> be for a purpose which secured funding from this budget in the previous 12 months.
e)	Applications will only be considered whilst budget remains available.
f)	The award of funding will be limited to a maximum of £2,500.

Small Financial Assistance Grants – Conditions of Award	
a)	Following the committee, the applicant will be informed in writing of the committee decision including the amount awarded, the means of payment and the purpose for which the award was made.
b)	In exceptional circumstances where an award of funding in excess of £2,500 is approved, it will be on the basis that the arrangements in relation to the Local Code of Guidance on Funding External Organisations and Following the Public Pound will require to be put in place.

5.2 Applications:-

5.2.1 Airborne Alliance, Aberdeen Branch, purchase of a new Standard comprising of a flag and pole - Further information at Appendix A

An application has been received from the Aberdeen Branch of the Airborne Alliance for financial assistance to enable them to purchase a new Standard, comprising of a pole and flag. The Aberdeen Branch of the Parachute Regimental Association had been in existence for 15 years but it was decided, in 2015, to form a more autonomous organisation in Scotland. This decision rendered the group's existing Standard obsolete as it refers to the 'Parachute Regimental Association' rather than the 'Airborne Alliance'.

It is deemed appropriate for this request to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that £650 of funding be awarded to purchase the Standard.

5.2.2 VSA, Sing, Sing, Sing Event to be held at the Beach Ballroom – Further information at Appendix B

A request has been received from VSA for financial assistance towards the cost of holding a Sing, Sing, Sing Event at the Beach Ballroom on 15 May 2016.

Companies and groups have been encouraged to get together and form choirs with colleagues, friends and family. 11 choirs are now being taught 2 songs by volunteering musicians, to be performed at the competition in May.

Contestants, including a choir from Aberdeen City Council, will experience the benefits of singing and meeting new people. It is also hoped that money will be raised for the VSA by ticket sales for the event and also through giving pages by some of the participating groups.

It is deemed appropriate for this request to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that funding of £1,500 is awarded being the cost of the hire of the Beach Ballroom.

5.2.3 RNLI, May Day Fun Day to be held at the Duthie Park – Further information at Appendix C

A request has been received from RNLI Aberdeen for financial assistance towards the cost of holding a May Day Fun Day at the Duthie Park on 1 May 2016 to raise funds for the RNLI. It is a family event with entertainment, music, emergency services and various other stalls.

Financial assistance of £506 has been requested towards the cost of running the event. This would cover the cost of a temporary public entertainment licence, a charge for the use of the Duthie Park, and the cost of hiring additional toilets.

It is deemed appropriate for this request to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that funding of £506 is awarded.

5.2.4 M56 Tillydrone, cost of a trip to Uganda – Further information at Appendix D

A request has been received from M56 in Tillydrone for financial assistance to meet the cost of sending an individual to Uganda.

M56 are a voluntary group who help males over 26 with alcohol and drug issues. Three years ago they gave one person the chance to go to Uganda through Tillydrone Vision provided he came off drugs. Since the trip, the individual is now in full time work and a very helpful member of the community. The group would now like to offer this opportunity to another individual. The cost of the trip is £1,409.

It is deemed appropriate for this request to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that £1,409 be awarded being the cost of travel to and accommodation in Uganda.

5.2.5 J Duncan, Family Fundraising Event held at the Beach Ballroom – Further information at Appendix E

On 14 February a family fundraising event was held at the Beach Ballroom to raise money for Help Baxter, Create Aberdeen, Charlie House and Musical Memories. The event raised £2,300 but the cost of hiring the Beach Ballroom was £1,800 leaving only £125 for each of the charities.

It is requested that financial assistance be awarded to cover the cost of the hire of the Beach Ballroom.

It is deemed appropriate for this request to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that £1,500 be awarded being the usual amount awarded for hire of the Beach Ballroom.

5.2.6 C Campbell, Fund Raising Auction Event to be held at the Beach Ballroom on behalf of SANDS – Further information at Appendix F

A request has been received for financial assistance to cover the cost of hiring the Beach Ballroom for a charity auction to be held to raise funds for SANDS in July or August of this year. SANDS support anyone affected by the death of a baby and promotes research to reduce the loss of babies lives.

It is deemed appropriate for this request to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that, if the event takes place, funding of £1,500 is awarded being the cost of the hire of the Beach Ballroom.

5.2.7 Bon Accord Bowling Association, coach hire to allow participation in the Meff-Spence Trophy – Further information at Appendix G

A request has been received from Bon-Accord Bowling Association to consider paying the cost of hiring a coach from Aberdeen to Dundee to take part in the annual competition for the Meff-Spence Trophy to be held on 15 June 2016. This is an inter-city completion started by two Lord Provost's.

It is deemed appropriate for this request to be considered under the small financial assistance grants assessment criteria. As it meets the criteria, it is recommended that funding of £477 is awarded being the cost of the coach hire.

Community Gala Funding

5.3 Following the Committee decision on 15 September 2015 approving that future gala funding by administered through the small financial assistance grants scheme Officers in the Finance and City Events Teams have been working together to review the process for the administration of gala funding and update the associated documentation.

5.4 In summary, in line with requests for small financial assistance grant, it is proposed that:

- All future applicants which meet the grants criteria will be presented to the Finance, Policy and Resources Committee for consideration;
- The award of funding will be limited to £2,500.

5.5 The associated documentation is included at Appendix H and comprises:

- Community Gala Grant Guidance;
- An application form;
- A flowchart of the process; and
- A Gala Organisers Booklet.

5.6 Subject to the approval of the revised process and documentation, the City Events Team will make contact with all previous applicants to advise them of the change in the funding process.

- 5.7 The Events Team will also undertake to update the Gala Organisers guidance booklet on a regular basis.
- 5.8 Two requests for gala funding have been received to date.
- Danestone Gala. The gala is to be held on 2 July at an estimated total cost of £5,723; and
 - Friends of Duthie Park Open day to be held on 21 Aug at an estimated total cost of £1,600.

A breakdown of the costs of each gala is given in Appendix I.

Subject to agreeing the new process as detailed above, it is recommended that funding of up to £2,500 be awarded, the amount to be decided by Members.

Small Financial Assistance Grants

- 5.9 A 'funding pack' has also been developed to be used for the administration of small financial assistance grants, attached at Appendix J, comprising:

- Small Financial Assistance Grants Guidance;
- An application form; and
- A flowchart of the process.

- 5.10 The use of this pack and of a group email address will ensure a consistent, accessible and efficient approach for grant applicants.

6. IMPACT

Improving Customer Experience – by awarding grants and funding the Council supports individuals, groups and organisations within the city and broadens the experiences available to the citizens of Aberdeen.

Improving Staff Experience – Staff are collaborating to update the process for financial assistance grants and gala funding and therefore should be engaged and committed to the process.

Improving our use of Resources – this report allows Elected Members to consider each applicant in an open and transparent way.

The Council will, within financial constraints, seek to support individuals, groups and organisations with the City. All applicants will be given equal consideration within the criteria for the award of grants and donations from Council budgets.

This report is likely to be of interest to the public as it demonstrates the use of public funds.

7. MANAGEMENT OF RISK

There is a risk that funding provided will not be used for the purpose for which it is awarded.

8. BACKGROUND PAPERS

None.

9. REPORT AUTHOR DETAILS

Karen Black, Finance Officer
kblack@aberdeencity.gov.uk
(52)3567

Letter received from Ian Baxter, Welfare Officer and Committee member of Airborne Alliance

Dear [REDACTED],

Request for Funding – Airborne Alliance, Aberdeen Branch.

On behalf of the above Branch I am requesting financial assistance for the purchase of a new Standard comprising a Flag and Pole for the same.

The circumstances are that for the past 15 years there was an Aberdeen Branch of the Parachute Regimental Association with most of the members thereof being resident in Aberdeen City along with a few from Aberdeenshire and this membership remains as previously.

During 2015, we and the other similar Branches in Scotland decided that it would be beneficial to form a more autonomous organisation designated the Airborne Alliance and this was duly completed by the end of that year.

As a consequence, our original dedicated Standard was rendered obsolete since it referred to the 'Parachute Regimental Association' and arrangements are being made to have this Standard laid up at the Kirk of St Nicholas United.

An association such as ours requires a Standard and we will require a new, replacement Standard that refers to the 'Airborne Alliance'. Steps have already been taken in that regard and the cost of the complete Standard comprising a Flag and Pole will be £650.00.

We would greatly appreciate financial assistance in this matter.

Letter and further email received from Cristina Vettese, VSA Fundraising Co-ordinator



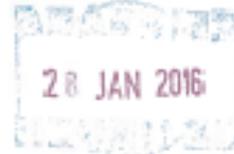
the best of care



IF CALLING OR TELEPHONING, PLEASE ASK FOR:

26th January 2016

City Chamberlain
Corporate Governance
Aberdeen City Council
Town House
Broad Street
Aberdeen
AB10 1AH



VSA
38 Castle Street
Aberdeen
AB11 5YU

Dear Sirs

VSA – Sing, Sing, Sing event at the Beach Ballroom on 15th May 2016

VSA are holding a charity singing event on the above date.

The purpose of the event is to get companies and groups to form choirs with colleagues, friends and family within their organisation. We thought this was a wonderful opportunity to bring people together to experience the benefits of singing and to meet others within the workplace or organisation they may not have the opportunity to meet.

In addition we want to make people aware of VSA and the work we do within Aberdeen and Aberdeenshire.

We now have 11 choirs including a newly formed choir from Aberdeen City Council, Torry St Fitticks Church, Aberdeen Wellbeing Centre, St James's Place, FMC, Sodexo, Aberdeen Grammar School Teachers, AAB, Aberdeen Deeside Rotary Club, Centrica, VSA.

All of these groups are being mentored by musicians who have volunteered their services to teach each choir 2 songs, over 3 months to be performed on the 15th May 2016. It is a competition which is being presented in front of our 2 judges Paul Mealar and Roger Williams and is being hosted by Fiona Kennedy.

The success of the event will be dependent on our ticket sales at the Box Office which we hope will be encourage by family and friends attending to see their favourite choir. In addition we hope some of the groups will raise some funds for VSA through a giving page, however we are not giving any of the groups a target as we thought it was more important to engage people in the event.

We have not asked anyone to sponsor our event as the currently climate is proving to be very difficult.

We wondered if there was any possibility we would qualify for some help through the Common Good Fund to use the Beach Ballroom?

Your help with this would be greatly appreciated. We look forward to hearing from you.

Extract from email

Thank you very much for your response to my letter. We would be very grateful if we could be considered for a small financial assistance grant.

The quotation from the Beach Ballroom is £1500.00. If you need any further information, please do not hesitate to contact me.

Email received from Bec Allen, Hon Secretary, Aberdeen and District Lifeboat Fundraising Branch

Good morning

Many thanks for your email and my apologies for taking until today to reply.

In answer to your listed points:

Detail: The event is called RNLi Aberdeen May Day Fun Day 2016. It is to be held in Duthie Park on Sunday 1 May 2016 from 12noon to 4.00pm and we have just received permission from Aberdeen City Council for the use of Duthie Park. It is an event for families in aid of the RNLi with lots to do - entertainment, music, bouncy castles, competitions and races, emergency services, face painting, refreshments and various stalls.

Estimated Costs: We have paid £81 for a temporary public entertainment licence and £82.50 for the use of Duthie Park. This coming week we will pay £342 for the hire of additional portable toilets.

Other sources of funding: None.

Promotional material: Not yet available but we will be distributing posters. There will also be advertising in the local press and hopefully on local radio.

Amount of financial assistance required: £505.50 (as above).

I do hope that I have provided all the information you require, but please do not hesitate to contact me should you require anything further.

With best regards and thanks

Bec Allen
Hon Secretary
Aberdeen and District Lifeboat Fundraising Branch

Email received from Aileen Goymer-Davidson, Coordinator of M56, Tillydrone

Application

We are a voluntary group who helps male over the age of 26 with alcohol and drug issues, We in courage them though activities and lifestyle to change.

We have been very successful in the past with getting some into work and most of drugs and in a programme.

Three years ago we gave one person the chance to go to Uganda, though Tillydrone Vision, it was said if he came off drugs and prescribed scrips we would put his name forward to go on the trip, he came off everything within 9 months and has been clean since and a very helpful member of the community.

He went to Uganda and came back a different person, now in full time work and helping others with addiction problems in Tillydrone.

We wish to do the same for another person, the same was asked of him, off everything, which he has managed, and is still clean after one year.

The cost of Travelling to Uganda is,

Fights.	£750
Inoculations.	£100
Passport.	£ 84
Accommodation	£250
Travel in Uganda.	£150
Insurance.	£ 50
Visa.	£. 25

Total funding needed : £1409.

We will be fundraising as best we can.

Persons name: [REDACTED] aged 34.

This person had been on drugs from an early age, and was always in trouble.

Email from John Duncan

Good Morning

I am writing to you about a booking I made with the Beach Ballroom for a fundraising event.

On Valentine's day this year I organised a family fundraising event to raise money for four local charities and causes: Help Baxter, Create Aberdeen, Charlie House and Musical Memories (part of Alzheimer's Scotland). I booked the event back in October but received no paperwork at all - including a form that I was told about with which I could ask yourself for financial support as it was for four local causes. I had both phoned and emailed the Ballroom on several occasions to get the paperwork and further information, but received nothing.

The event raised £2300 in total but the invoice from the Beach Ballroom arrived on Sunday for over £1800 with over £1300 of that just marked as Miscellaneous. Not only is that more than I had expected from conversations with the staff, but it is vague and should have been broken down further.

Obviously this has now left me with less than £125 for each of the causes which is hugely disappointing. Is there anything that we can do retrospectively with regard to the cost? The idea of running the event on a Sunday from 5pm - 10pm was to make it both a family friendly event and cheaper. While I understand finances are tight at the moment I do hope that there may be something that can be done to allow these very worthy charities to benefit from all the hard work.

As the invoice has a 28 day deadline, I appreciate that this could be difficult to resolve within the time but would hope you could perhaps look to help me out with this issue.

Many Thanks

Email received from C Campbell

Hi my name is Colin Campbell, I am writing to you for financial assistance for the hire of the Beach Ballroom (main room) for a charity auction that I am holding in memory of my daughter Lilly.

The charity its for is SANDS (Stillbirth and neonatal death charity) They helped me and my wife out when our daughter sadly passed away shortly after birth (April 2015)

I am looking for financial assistance for the full price of the room hire or anything that would help.

SANDS supports anyone affected by the death of a baby and promotes research to reduce the loss of babies lives and me and my wife Shiree would like to give something back.

I appreciate taking the time to read my email and hope to hear from you soon. I have attached a letter from SANDS to clarify that I have permission to do the auction on there behalf.

Yours Thankfully

16 January 2016

3rd Floor 28 Portland Place
London W1B 1LY
t: 020 7436 7940
e: info@uk-sands.org
www.uk-sands.org

To Whom It May Concern

Please accept this as official confirmation that the named person is authorised to raise funds on behalf of Sands, the stillbirth & neonatal death charity; registered as a charity in England and Wales (299679) and Scotland (SC042789). They have completed the required paperwork and are raising vital funds for us and will keep us regularly advised of their progress.

Fundraiser's Name	Mr Colin Campbell
Address	17 St Johns Walk Aberdeen Aberdeenshire AB39 3WY
Event Details	Charity Auction
Taking Place On	TBC – July August 2016

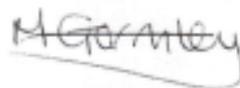
We believe the number of babies that are stillborn or die shortly after birth each year in the UK is unacceptably high, and we want to ensure that as few parents as possible have to experience this devastating loss.

With your support and the money and awareness that our supporters can raise, Sands can continue supporting those affected by the death of a baby and promote research to reduce the loss of babies' lives.

If you would like any further information about Sands please visit our website at www.uk-sands.org or feel free to call me on 0845 6520 448.

Thank you in anticipation of your support.

Yours faithfully



Maria Gormley
Supporter Care Coordinator

Supporting anyone affected by the death of a baby and promoting research to reduce the loss of babies' lives

Helpline: 020 7436 5881
helpline@uk-sands.org

Letter received from Alexander Beaton, Bon Accord Bowling Association
Secretary



BON-ACCORD BOWLING ASSOCIATION
(Instituted 1934)

Monday, March 28th, 2016

Ms Yvonne Thomson
Support Officer to the
Lord Provost
Town House
Broad Street
Aberdeen
AB101LP

Dear Ms Thomson

MEFF-SPENCE TROPHY

I refer to the above Bowls Competition which is to be played at Broughty Bowling Club, Dundee this year. The Match will take place on Wednesday 15th June 2016 at 2.30pm.

The Dundee Lord Provost will be hosting the usual Civic Lunch at the City Chambers, at 12.30pm for both the Aberdeen and Dundee Council teams, along with the Dundee and Bon Accord Bowling Associations' Officials teams.

The City of Dundee B.A. Secretary has asked me to forward the names of the Aberdeen City Council representatives.

TRANSPORT

I have been instructed by the Bon Accord Bowling Association to request that the Council consider paying the cost of the coach to Dundee for this match – as it is an Inter-City Competition started by two Lord Provosts. The cost of the coach to Dundee is £477.00.

I look forward to hearing from you.

Yours sincerely

Alexander W Beaton
Bon Accord Bowling Association Secretary.



Aberdeen City Council Community Gala Grant

Guidance

Community Gala Grant

The Community Gala Grant was established to support groups delivering a gala within Aberdeen. This guidance explains the procedure for 2016-17 for gala committees and community groups applying for financial support from Aberdeen City Council.

Who Can Apply

The fund can provide a small financial grant to individual community groups organising galas in Aberdeen.

- Galas must be held between 1 April 2016 – 31 March 2017.
- All events must take place within Aberdeen City.
- Only one application per group will be considered.

How Much Funding is Available

The fund has limited resources and grants will be allocated on a proportional basis to all eligible applications as they are received.

Groups are advised to apply as early as possible and not less than 6 weeks before the gala.

What We Will Fund

Applications received to support gala organisation/activity can include some or all of the following expenditure.

- Staging / PA
- Licensing / Traffic Management
- Marquees/ Tents
- Staffing
- Catering
- Medical
- Toilets
- Bins
- Stalls

All galas must take place within Aberdeen City Council boundaries.

What We Will Not Fund

Whilst Aberdeen City Council will not fund any of the following from the community gala fund, it is accepted that organisations may consider doing this from their own resources.

- Events outwith boundaries Aberdeen City Council
- Alcohol
- Personal gifts

How To Apply

Step 1: Read the guidance to ensure that you meet the grant requirements

Step 2: If you have any questions please refer to the organisers guidance booklet.

Step 3: Submit the application form to: FinAsstGrantsandGalas@aberdeencity.gov.uk or by post to: Community Gala Grant, Finance Department, Business Hub 7, First Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AQ.

What Happens Next

Your application will be assessed to ensure it meets the grant criteria.

Eligible applications will receive written notification detailing the amount of funding awarded or reasons the application was unsuccessful in attracting support.

If funding is awarded, payment will be made by BACS and could take up to 4 weeks.

Funding Conditions

- Grants must only be used for the purpose as set out in the application.
- Grant recipients must keep appropriate financial records and receipts of expenditure. Proof of expenditure will be required by Aberdeen City Council.

- Funding will only be issued to accounts in the name of groups, associations, organisations and representative bodies not individuals.
- Under no circumstances will the council increase a grant after the allocation has been set.
- It is the responsibility of the gala organisers to ensure they hold all necessary licenses and insurances and they are current.
- Successful applicants will be required to contribute information on activity outcomes for use in evaluation and reporting on the Community Gala Grant.

Acknowledgement

Successful applicants should:

- acknowledge Aberdeen City Council's support through the Community Gala Grant in the delivery of any event.
- Place Aberdeen City Council's logo on any advertising publication.

Aberdeen City Council Community Gala Grant

Application Form 2016

Organisers Details

Full Name of Organisation:

Contact name:

Address:

Postcode:

Email:

Telephone Number:

Mobile Number:

Please indicate which area of the city your group operate in:

- | | | | |
|-----------------------------------|--------------------------|--|--------------------------|
| Airyhall / Broomhill / Garthdee | <input type="checkbox"/> | Kingswells / Sheddocksley / Summerhill | <input type="checkbox"/> |
| Bridge of Don | <input type="checkbox"/> | Lower Deeside | <input type="checkbox"/> |
| Dyce / Bucksburn / Danestone | <input type="checkbox"/> | Midstocket / Rosemount | <input type="checkbox"/> |
| George Street / Harbour | <input type="checkbox"/> | Northfield / Mastrick North | <input type="checkbox"/> |
| Hazlehead / Ashley / Queens Cross | <input type="checkbox"/> | Tillydrone / Seaton / Old Aberdeen | <input type="checkbox"/> |
| Hilton / Woodside / Stockethill | <input type="checkbox"/> | Torry / Ferryhill | <input type="checkbox"/> |
| Kincorth / Nigg / Cove | <input type="checkbox"/> | Citywide | <input type="checkbox"/> |

Gala Details

Name of Gala:

Gala Location:

Gala Date:

Time:

Brief description of proposed event:

How many people will be involved in / attending your planned event?

Emergency Services

Please indicate below which of the emergency services you intend to notify:

Police Scotland	(01224) 386392	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Scottish Ambulance Service	(01224) 812200	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Scottish Fire and Rescue	(01224) 696666	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
British Red Cross	(01224) 647741	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Budget

Please provide details of planned gala expenditure

Expenditure	Amount
Staging / PA	
Licensing / Traffic Management	
Staffing	
Stewarding / Marshals	
Catering	
Marquees / Tents	
Medical	
Toilets	
Bins	
Stalls	
Other (Please detail)	
Total	

Bank Account Information (Group/association accounts only)

Payee name: _____ Contact Telephone Number: _____

Address: _____

Postcode: _____

Remittance Email: _____

Bank Account Number: _____ Bank Account Sort Code: _____

Submit Your Application Form

Please return form to: Community Gala Grant, Finance Department, Business Hub 7, First Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AQ or FinAsstGrantsandGalas@aberdeencity.gov.uk

Declaration and Data Protection

I confirm that to the best of my knowledge the information given is correct and that I have read and accept the guidance and terms and conditions relating to this grant scheme.

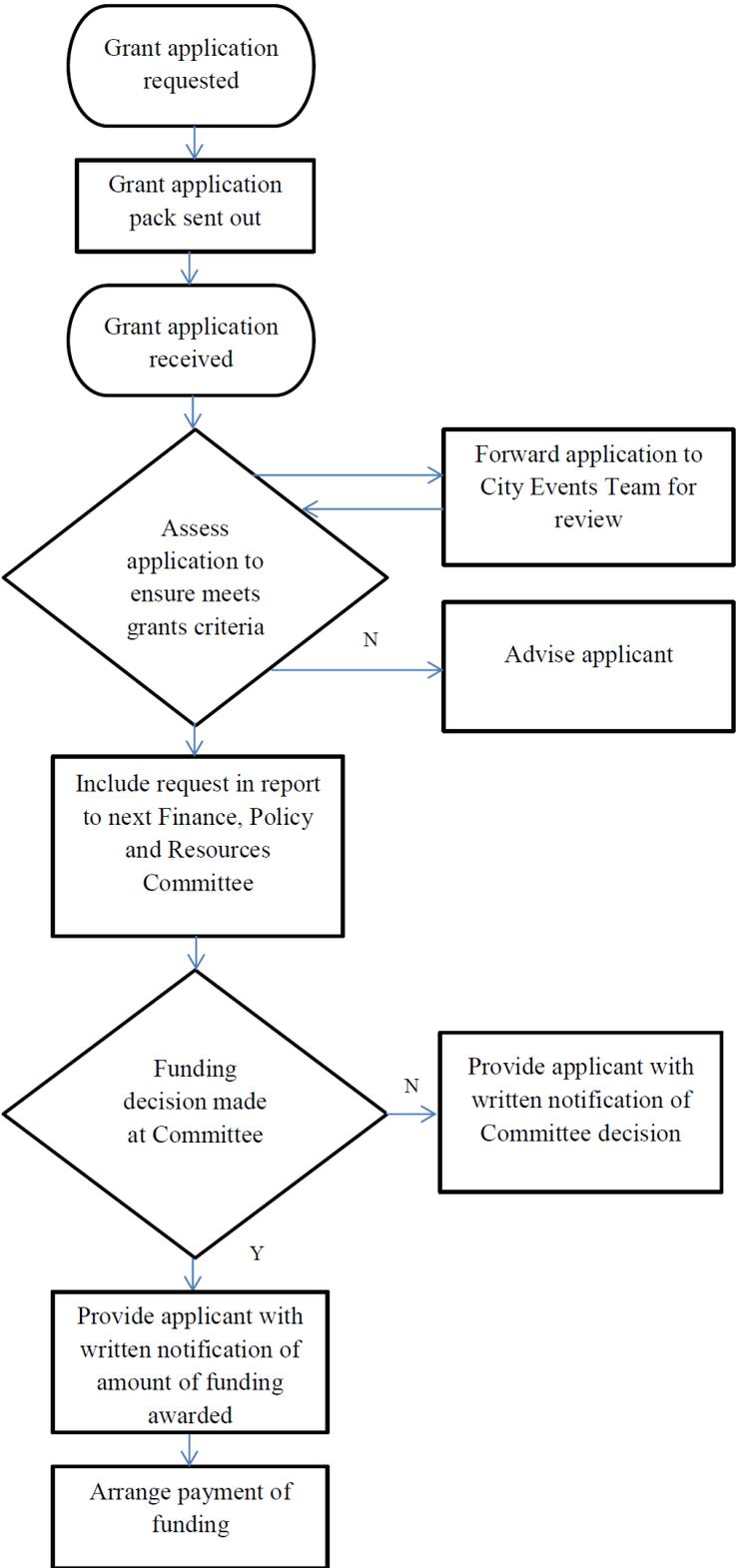
The information supplied on this application form will be stored on a Community Gala Grant database for use by Aberdeen City Council in monitoring and reporting on grants paid and to provide you with future funding opportunities. By signing this form you are consenting to the council using this information, which you have supplied in this manner stated above.

Print Name: _____ Position: _____

Signed: _____ Date: _____

Aberdeen City Council Community Gala Grant

Flowchart of Process



Aberdeen City Council

Gala Organisers Guidance Booklet

Produced by: City Events Team

Last updated: February 2016

Introduction

A well organised and managed Gala can play an important role in the cultural vibrancy of the City. It can also have a positive impact on the social, economic and cultural development of your community. This document is intended predominantly for outdoor events although some of the Sections in the guide will be relevant and may also be used when planning or managing an indoor Gala.

Planning a Gala

For guidance in the planning of your Gala, it is **strongly recommended** that you use the following document:

“The Purple Guide to Health, Safety and Welfare at Music and Other Events”

www.thepurpleguide.co.uk

The Purple Guide is the UK industry template, and covers all aspects of how to organise an event of any size.

Please note that there is currently a subscription of £25 for 12 months access to the Purple Guide website, including all updates and additional guidance that may be added during that period.

Develop an Event Plan

A detailed plan is essential to ensure that your Gala is successful. This will include major issues such as timings, roles and responsibilities, budgets, contingency plans and risk assessments.

When you are first planning your Gala you should think about the following points:

Roles and Responsibilities

Establish an “organising committee”, particularly if you are organising a large or multi venue or a 2 or more day Gala. The committee can overview and monitor the progress of the Gala and agree decisions and actions on a collective basis. The overall co-ordination and responsibility for the delivery can be assigned to a Gala co-ordinator or the organising committee.

It is advisable to draw up a list of tasks and jobs relating to the organising and delivery of your Gala. Different areas of its organisation can be assigned to individuals, for example, event programme, licensing, health and safety, trade and charity stands, traffic management, catering. These roles and responsibilities should be clearly defined and written down. Use and build on the volunteer resource and experience at your disposal.

Timeline

It is important that you set clear and achievable timelines for the tasks and components associated with your Gala. This will ensure that deadlines are met and that any slippage is identified at the earliest stage.

Budget

As with any project, an income and expenditure budget should be produced and continually monitored and reviewed. Questions to ask yourself about your budget are:-

- Do you plan to make any income, break even or have an agreed deficit?
- Will there be a fundraising element in your costs?
- Are there grants available to you?
- Do you plan to offer sponsorship packages?
- Do you have any "in kind" contributions that can be offset against the budget e.g. free staffing resources, equipment donated?

Your costs, depending on the size of your Gala, will include some or all of the following:

- Venue hire
- Gala volunteers
- Stewarding/Security
- Performers
- Catering including beer tent
- Licences
- Marketing and Publicity
- Toilets
- Power
- Waste Management
- Marquees
- Stalls
- Grandstand and/or seating
- Staging, Lighting and Sound
- Public Address System
- Medical and Welfare Facilities
- Decoration
- Traffic Management including road closures
- Fireworks/Pyrotechnics
- Fun Fair/Amusements/Attractions

- Contingency Planning, for example, barriers, walkways, access/egress routes
- Health and Safety
- Lost Persons

Accurate income and expenditure records should be maintained.

Contingency Planning

The plan should cover the one vital question “**what if???**” If you think through as many potential problems as possible and plan for them, they will be much easier to deal with if they do occur.

Some of the more common problems that can arise are:

- Inclement weather conditions
- A “no show” or a delay by performers or service providers
- A reduced service due to volunteer shortages e.g. sickness
- Overcrowding/crushing
- Traffic jams/full car parks
- Breakdown of communications system
- Overrun of Gala programme
- Loss of power
- Overspend in budget

Venue

- Is the location for your Gala ideal or suitable for your intended audience? For example, a local community centre/hall, open space or playing field **OR** if it is for the wider community, consider if the venue is accessible by public transport.
- How many people do you think will attend? Is it a small intimate indoor concert or a large outdoor Gala? Remember that if you have a good marketing and publicity campaign, you may attract a larger audience.

Gala Programme

When considering your Gala Day/Week programme you will have to think about the following points:-

- Who is the Gala for? To programme effectively, you should spend some time finding out who your target audience is, what interest groups they represent and what part of the day they are most likely to attend.

- Within your local area there will be diversity. Your programme should reflect this and should be planned in such a way as to be attractive to different individuals and groups.
- There are several ways of sourcing performers, service and workshop providers for your Gala.
- Look at the different cultural groups within your community.
- Programming the right acts and presenting them in the most effective way is crucial to your Gala.
- Make up a technical specification form for your performers that they can fill in with all the details of equipment they will require.
- Make sure that you confirm all the performances and workshops in writing.
- Depending on the size of your Gala, it may be useful to hold a meeting with the performers and/or their management, the stage manager and sound/lighting engineers.

Emergency Services, Medical and First Aid

General

When you are organising a Gala, the following emergency services should be informed:

- **Police Scotland**
- **Scottish Fire & Rescue Service**
- **Scottish Ambulance Service/First Aid Provision**

This list is not exclusive, and, depending on the logistics of your Gala, other services should be contacted, such as:

- **HM Coastguard**
- **Aberdeen Harbour Board**
- **Air Traffic Authorities (especially for e.g. Fireworks or other aerial displays as part of your Gala)**
- **City Events Team Aberdeen City Council**

Public Procession or Parade

The Council have produced a set of policy guidelines to help Gala organisers meet the legislation regarding any Public Procession or Parade. For more details on Parades/Processions and application, please visit the following website:

http://www.aberdeencity.gov.uk/law_licensing/licences/licensing/lic_notif_pubproc.asp

Licensing and Insurance

General

The delivery of your Gala will require licences or levels of insurance. Allow yourself plenty of time to organise your Gala and get all relevant licences and insurances in place.

Types of Licences

- **Street Trader's Licence**
- **Market Operator's Licence.**
- **Public Entertainment Licence.**
- **Alcohol / Liquor Licence**
- **Raised Structure Licence**
- **Public Charitable Collection**

Full details are available from the Council's Licensing Homepage at:

http://www.aberdeencity.gov.uk/xaz_AtoZ.asp?idn=6330

Fairground or Carnival Rides / Bouncy Castles / Inflatables

If you intend to have a fairground/carnival, you will require a Public Entertainment Licence.

Bouncy Castles/Inflatables must have a current PIPA certificate. For more details on this, please visit the PIPA website:

<http://www.pipa.org.uk/>

Insurance

When organising your Gala, you will have taken into consideration health and safety issues and risk assessments.

Public Liability

This is the most common type of insurance which covers a situation where a member of the public brings or threatens a claim for financial compensation due to accidental injury or death or other loss caused to them by any person undertaking activities on behalf of the event organiser.

Employers Liability

This is a compulsory insurance which all employers must have in place to cover them against claims by employees who are injured at work.

Cancellation

If you have organised a Gala over a number of years and it has become a major event in your Community, or you are organising for the first time, you may wish to look at insurance cover for a curtailment, abandonment or cancellation.

General Points

If you are hiring in equipment for your Gala, it is important to read the documentation. When agreeing the hire contract, check on who is responsible for replacing damaged or stolen equipment. Costs may prove expensive.

It is also important to check who is operating any "hired in" equipment. If it is the hirer, ensure they have been properly trained and are insured to operate the equipment. If, on the other hand, you intend to use your own staff/volunteers to operate the equipment, you must ensure that proper training will be provided by the hire company. Please also check with your own insurer that appropriate cover is in place.

Health and Safety

General

Step back and consider the possibilities and plan to prevent or manage them.

The following points should be considered when you are organising an outdoor Gala.

- Do you require stewarding and/or security? Will this include overnight?
- What first aid services will you require?
- Check your site venue. Is there a body of water nearby? Is it beside a busy main road? Do the ground conditions change after heavy rain?
- Will your Gala include fireworks and/or special effects?
- Ensure that all electrical equipment at your Gala have Portable Appliance Test (PAT) certificates.
- Ensure that all relevant inspection certificates for plant, machinery and equipment are provided, for example, fairground rides, cooking equipment.
- Ensure you get relevant risk assessments, insurance certificates, health and safety policies and method statements from all your contractors and suppliers.

- Ensure that all contractors hold appropriate Public Liability Insurance and Employer Liability Insurance (if they are employing staff).
- Ensure that all food safety and hygiene certificates and requirements are in place.
- Ensure you have adequate toilet provision for public, contractors and volunteers.
- Consider a welfare plan for volunteers working at your event – toilets, breaks, catering, protection against adverse weather or any specialist equipment, for example, ear defenders.
- Carefully consider how to manage vehicle movements before, during and after your Gala.
- Look at access/exit routes both for vehicles and pedestrians. Watch out for conflict.
Identify dedicated access/exit for emergency vehicles only.
- Make sure you leave the site as you found it. Provision of an adequate litter bin service is a must. Look at recycling bins. You may have to consider a clean up at the end of your Gala.
- Have you adequate and appropriate signage in place?

Risk Assessment

Five Steps to Risk Assessment

The five steps as outlined by the Health and Safety Executive (HSE) can be summarised as follows:

1. Identify the hazards associated with the activities within the Gala, where they are carried out and how they are undertaken
2. Identify those at risk and how they may be harmed
3. Identify existing procedures and precautions
4. Evaluate the risk - that is the severity x the likelihood
5. Decide what, if any, further action may be required

There is a template example of a Risk Assessment at Appendix 2

Accident Form

At any event, there is the risk of an accident occurring. It is important to log any accident.

Catering Provision

A catering concession is a good way of generating revenue for your Gala. You can either agree a fixed fee for each catering unit or alternatively take a percentage of their income for the day.

It is essential that you contact the Council's Food Hygiene/Safety Service to discuss your proposals well in advance of your Gala. Contact details are included in Appendix 1.

Waste Disposal and Refuse Collection

Outdoor Gala organisers should pay sufficient attention to litter control and refuse management. Litter detracts from the enjoyment and reflects badly not only on the organisers but on the owners of the land.

Appendix 1 has contact details for this service.

Marketing and Publicity

It is always helpful, preferable and productive to get as much information about your Gala out to your target audience.

Information should be clear and concise. Highlight any special attractions and make sure you include who/what the Gala is for, dates and times, venue(s), and contact information.

Event Manual

What is an Event Manual?

An Event Manual is a document that provides a summary of information for each aspect of Your Gala and is for the benefit of those involved in the organisation, as well as external agencies such as Police, Fire, Scottish Ambulance Service, Aberdeen City Council etc..

Why have an Event Manual?

Your Event Manual will be invaluable. You will have all the necessary contact details if a supplier or a performer does not turn up on time. It will also be a handy reference tool which will give clear guidance on all aspects of your event/Gala.

Content of your Event Manual

It will be possible to have one manual which covers all aspects of your event. This will include any contingency plan you may have.

USEFUL CONTACTS

Police Scotland (Aberdeen Ops Planning) Aberdeenopsplanning@scotland.police.pnn.uk	01224 306481
Scottish Fire and Rescue Service www.firescotland.gov.uk	01224 696666
Scottish Ambulance Service www.scottishambulance.com	01224 812200
Civil Aviation Authority (Safety Regulation Group) www.caa.co.uk	01224 567171
HM Coastguard www.aberdeencoastguardcrt.co.uk	01224 592334
Aberdeen Harbour Board www.aberdeen-harbour.co.uk	01224 597000
First Aid (British Red Cross) www.redcross.org.uk	01224 647741
First Aid (St Andrew's Ambulance Association) www.firstaid.org.uk	01224 877271
City Events cityevents@aberdeencity.gov.uk	01224 522998
Licences – Public Entertainment, Lottery, Alcohol, Street Traders and Public Processions or Parades licensing@aberdeencity.gov.uk	01224 522377
All Types of Litter Bins, Waste Disposal businesswaste@aberdeencity.gov.uk	01224 489348 01224 489264
Portable toilet units	
Aberloos info@aberloos.co.uk	01224 515972
Nixon Hire Aberdeen@nixonhire.com	01467 631 054
Scotloos www.scotloo.co.uk	01738 472 002
Heilan' Loos info@heilanloos.co.uk	01479 872800
Security/Stewarding	
Specialized Security info@specializedsecurity.co.uk	01506 411 231
Securigroup info@securigroup.co.uk	0141 221 5448
Showsec www.showsec.co.uk	0191 232 8722
G4S www.g4s.com	01224 635461
Aberdeen City Wardens Service citywardens@aberdeencity.gov.uk	01224 814524 (North) 01224 871953 (South) 01224 627800 (Central)
Environmental Health Noise control poll@aberdeencity.gov.uk	01224 523737
Raised Structure Licence pi@aberdeencity.gov.uk	01224 523470

RISK ASSESMENT TEMPLATE

RISK ASSESSMENT COVER SHEET

Event:	Dates: (Build / Event / De-rig)	Date RA Undertaken:
Venue:	RA Undertaken by:	Distribution:
Scope of Arena:	Signed:	
Organiser:	For:	

Scope of Risk Assessment:

Key Activities / Visitor Profile:

EVENT RISK ASSESSMENT

Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5-Almost inevitable 4-Very likely 3-Likely 2-Unlikely 1-Very Unlikely	5-Multi death/injury 4-Single death 3-RIDDOR Maj inj 2-RIDDOR 7 day 1-Minor/First Aid	Prob 5	5.M	10.H	15.H	20.H	25.H	LOW – no action required
		4	4.L	8.H	12.H	16.H	20.H	
		3	3.L	6.M	9.H	12.H	15.H	MED – justify /review for each event day
		2	2.L	4.L	6.M	8.H	10.H	
		1	1.L	2.L	3.L	4.L	5.M	
			1	2	3	4	5	HIGH –immediate action/ further controls needed
		Severity						

PRO-ACTIVE MONITORING

Hazard	Type of Monitoring	Frequency	Responsible

Extract from Application Forms:

1. Danestone Gala

Gala Details

Name of Gala: Danestone Gala

Gala Location: Community Area, Fairview Street, Danestone, Aberdeen

Gala Date: 2 July 2016

Time: 11am – 3 pm

Brief description of proposed event:

Annual Community Gala

(Organising Committee includes Danestone Community Centre, Danestone Congregational Church, Danestone Medical Practice, Step by Step nursery and the local Police)

How many people will be involved in / attending your planned event?

Approximately 500 – 1,000

Budget

Please provide details of planned gala expenditure

Expenditure	Amount
Staging / PA	£300
Licensing / Traffic Management PAID IN PREVIOUS YEARS	£0
Staffing 45 VOLUNTEER	£2,340
Stewarding / Marshals 8 VOLUNTEERS	£640
Catering VOLUNTARY INCLUDED ABOVE	£0
Marquees / Tents	£560
Medical VOLUNTARY. COVERED BY ST ANDREWS FIRST AID AND DR'S (INCLUDED ABOVE)	£0
Toilets COMMUNITY AREA BUILDINGS	£0
Bins COMMUNITY AREA BINS + EXTRA BLACK BAGS	£30
Stalls	£696
Other (Please detail) ENTERTAINMENTS	£520
COMMUNITY CENTRE – VENUE	£455
CHURCH - VENUE	£182
Total	£5,723

2. Friends of Duthie Park Open Day

Gala Details

Name of Gala: Friends of Duthie Park Open Day

Gala Location: Duthie Park

Gala Date: 21st August

Time: 12 – 6

Brief description of proposed event:

Family fun day at the park, with a variety of entertainment including children's rides, horse and cart, wrestling, musical entertainment, stalls and vintage vehicles throughout the afternoon.

How many people will be involved in / attending your planned event?

12 Organisers and approximately 5,000 in the park for the event in 2015

Budget

Please provide details of planned gala expenditure

Expenditure	Amount
Staging / PA	£600
Licensing / Traffic Management	£100
Staffing	
Stewarding / Marshals	
Catering	£100
Marquees / Tents	£300
Medical	
Toilets	£400
Bins	£100
Stalls	
Other (Please detail)	
Total	£1,600

Aberdeen City Council

Small Financial Assistance Grant

Guidance

Small Financial Assistance Grant

The Finance, Policy and Resources Committee have a budget from which they can approve small financial assistance grants. This guidance explains the procedure for groups applying for such grants.

Who Can Apply

The Committee will consider one-off requests which arise from time-to-time and do not fall within the assessment criteria of another established Council funding budget.

All applications must be for a clear and specific purpose.

How Much Funding is Available

The fund has limited resources and grants will be allocated to all eligible applications as they are received.

Applications can only be considered whilst budget remains available.

What We Will Not Fund

Aberdeen City Council are unable to offer small financial assistance grants for:

- Projects/events already being funded from another Council Budget
- Projects/events which secured a small financial assistance grant in the previous 12 months

How To Apply

Step 1: Read the guidance to ensure that you meet the grant requirements

Step 2: Submit the application form to:
FinAsstGrantsandGalas@aberdeencity.gov.uk

or by post to:

Small Financial Assistance Grant,
Corporate Accounting Team, Aberdeen City Council, Marischal College, First Floor West, Business Hub 7, Broad Street, Aberdeen, AB10 1AQ.

What Happens Next

Your application will be assessed to ensure it meets the grant criteria. Additional information may be sought to support the application.

Applications which fall within the assessment criteria of another established Council funding budget will be referred to that process.

Applicants which are not eligible will receive written notification of the reasons for not receiving funding.

Eligible applications will be included in a report to the next available Finance, Policy and Resources Committee.

Following the committee, applicants will receive written notification of the committee decision and, if approved, of the amount of grant awarded and the purpose for which it was made.

If funding is awarded, payment will be made by BACS and could take up to 4 weeks.

Funding Conditions

- Grants must only be used for the purpose as set out in the application.
- Grant recipients must keep appropriate financial records and receipts of expenditure. Proof of expenditure will be required by Aberdeen City Council.
- Funding will only be issued to accounts in the name of groups, associations, organisations and representative bodies not individuals.
- Under no circumstances will the council increase a grant after the allocation has been set.

Acknowledgement

Successful applicants should:

- acknowledge Aberdeen City Council's support through the Small Financial Assistance Grant scheme.
- Place Aberdeen City Council's logo on any advertising publication.

Aberdeen City Council Small Financial Assistance Grant

Application Form

Organisers Details

Full Name of Organisation:

Contact name:

Address:

Postcode:

Email:

Telephone Number:

Mobile Number:

Project/Event Details

Name of Project/Event:

Location:

Date:

Brief description of proposed project/event:

Financial Information**Total Cost of Project/Event**Please provide details of **total** planned expenditure

Type of Expenditure	Amount
<i>Eg hire of venue; food/drinks; travel; accommodation etc</i>	£
Total (A)	

Any Other Sources of Funding

Please provide details of any other funding already secured for the project/event

Type of Funding	From	Amount
<i>Eg grant; donation; fundraising event</i>	<i>Eg individual; other organisation (name)</i>	£
Total Other Funding (B)		

Total Financial Assistance Requested

Please provide a summary of the amount of funding being requested

Details	Amount
<i>Usually Total (A) less Total (B).</i>	£
Total Amount Requested (C)	

Bank Account Information (Group/association accounts only)

Payee name: _____ Contact Telephone Number: _____

Address: _____

Postcode: _____

Remittance Email: _____

Bank Account Number: _____ Bank Account Sort Code _____

Submit Your Application Form

Please return form to: Small Financial Assistance Grant, Corporate Accounting, Business Hub 7, First Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AQ or FinAsstGrants&Galas@aberdeencity.gov.uk

Declaration and Data Protection

I confirm that to the best of my knowledge the information given is correct and that I have read and accept the guidance and terms and conditions relating to this grant scheme.

The information supplied on this application form will be stored for use by Aberdeen City Council in monitoring and reporting on grants paid. By signing this form you are consenting to the council using this information, which you have supplied in this manner stated above.

Print Name:

Position:

Signed:

Date:

Aberdeen City Council Small Financial Assistance Grant

Flowchart of Process

