

Board/Committee:	GRANTS SUB BOARD
Date of meeting:	26 September 2024
Title:	Community Event Grant Fund Applications
Author:	Head of Corporate Policy and Community Safety
Status:	For Recommendation

Purpose

To provide the Sub Board with Community Event Fund grant applications in order that members can determine grant awards.

Recommendation

That the Board:

- Consider the two grant applications outlined in this report.

1.0 Background

1.1 In November 2022 the Policy and Organisation Board agreed to set up a new Community Fund to offer grants to local community projects to be administered via this Grants Sub Board.

1.2 In March 2024, the Grant Sub Board established a Community Event Fund element. This report contains verified grant applications, up to £10,000, made since the last Grant Sub Board Meeting.

1.3 The Event Community Fund has the following priorities and applicants are asked to identify which of the following their project will help to address:

- Enhancing community places and spaces;
- Bringing people together and building stronger communities;
- Improving sustainability and tackling climate change;
- Developing people, skills and opportunities.

1.4 The Event Community Fund guidance advises that funding awards will be looked on more favourably where applications can demonstrate:

- A strong evidence of need;
- The proposed approach is likely to achieve the desired outcomes;
- The application does not contain high revenue costs that cannot be sustained long term;
- A lasting benefit can be achieved;
- It meets more than one of the four funding priorities;
- Match funding is provided;
- It will benefit a significant number of people;
- Public benefit outweighs any private gain.

2.0 Report

2.1 Accounts has confirmed that there is a total of £8,932 remaining in the Community Event Fund for 2024/25.

2.2 Each grant application is shown in an Appendix as summarised below:

	Applicant	Event Name	Amount
Appendix 1	Portsmouth Harbour Marine CIC	Gosport Marine Festival 2025	5,500
Appendix 2	Gosport Rotary Club	Alverstoke Michaelmas Fayre- event on 29-09-24	2,945
Total			£8,445

Please note that the above organisations have previously received community grants as follows:

Portsmouth Harbour Marine CIC, Round 1 £2000

Portsmouth Harbour Marine CIC, Round 5 £4500

3.0 Next Steps

3.1 Subject to Members' decisions on each of the applications, the grants officer will advise the applicant accordingly and process the grant award (including satisfactory receipt of all information required, a grant agreement and bank account verification).

4.0 Risk Assessment

4.1 There will always be an element of a risk when issuing grants to a third party organisation. The Council has financial and legal due diligence measures in place to ensure that the risks are minimised and will not issue any grants until the Council is satisfied that these measures have been satisfied.

4.2 The Grant Agreement forms are part of the measures to ensure the money is used for the purposes set out in the application and agreed by the Sub Board.

5. Conclusion

5.1 This report facilitates the Grant Sub Board's role by enabling it to consider Community Grant Fund applications.

Financial Services comments:	Contained within this report
Legal Services comments:	There are no legal implications with respect to the process. The applications are solely to be judged by the relevant Sub-Board within the existing policy framework.
Equality and Diversity:	Community Fund application form template and

	guidance was reviewed by the Council's Equality & Diversity Lead Officer.
Climate Change implications:	Not applicable.
Crime and Disorder:	Not Applicable.
Corporate Plan:	Grant applications empower residents to help contribute to the six strategic priorities.
Risk Assessment:	Contained within the report.
Background Papers:	Community Event Fund Guidance.
Appendices:	Appendices 1- 2 contain the grant applications.
Report Author/Lead Officer:	Julie Petty, Head of Corporate Policy and Community Safety, julie.petty@gosport.gov.uk , or 02392 545381.

APPENDIX 1

PLEASE NOTE THIS IS AN EXTRACT OF THE FULL APPLICATION

Events Fund

Details of the Organisation delivering the event	
Name of organisation	Portsmouth Harbour Marine CIC
Organisation address	20 Bell Hill Petersfield Hants GU32 2DY
Organisation type	Community interest company
Please provide number	08478820
Please state other	
What is the purpose of your organisation?	To stimulate and support marine business growth in Gosport To raise the profile of Gosport as a yachting destination and service centre To promote careers and employment in the marine sector To support all in the pursuit of marine activities
About the event	
Event name	Gosport Marine Festival 2025
Event start data	17/05/2025
Event end date	17/05/2025
Event site	Walpole Park, Cockle Pond and Boating Lake, Millenium Timespace, Trinity Green, Haslar Marina
Description of Event	We will transform areas in Gosport Town to provide a festival for young and old to celebrate and promote the marine heritage and opportunities of Gosport including most notably free on the water activities.
How many people are expected to attend?	2500
How have you arrived at this expected attendance figure?	Experience of Gosport Marine Festivals in previous years.
Delivering Fund Priorities	
Please tick the fund priority/ies that the event will help address	Enhancing community places and spaces, Bringing people together and building stronger communities, Developing people, skills and opportunities

<p>Please outline the benefits of your event and specifically how it will address any of the fund priorities that you have ticked</p>	<p>Gosport Marine Festival is a free community event that brings alive public spaces that are otherwise often unused, most notably Millenium Timespace and Walpole Park South (including ponds). An inclusive and accessible event that brings together individuals and organisations for the benefit of the community. Our relationship with the sea is critical in an appreciation of sustainability and climate change. We will make this a priority to be represented in future festivals via partnership with environmental groups and culture. The core of the festival is about people developing skills which unlock opportunities for education, employment and enjoyment.</p>
<p>Finances - Cost</p>	
<p>What is the total cost of the event (including any non-recoverable VAT)</p>	<p>£16,700</p>
<p>Please provide a breakdown of the total costs and indicate which costs the grant would cover</p>	<p>The costs have been calculated from a mix of historic spending over past festivals and current estimates and quotes for our current budget: Use of land £ 1,500 Waste Collection £ 500 Public Liability Insurance £ 1000 Traffic Management £ 1,500 Other Expenses (Funded Elsewhere) Staging, Lighting & PA systems £ 3,000 Marketing Management Costs £ 1,500 Promotional Material £ 2,000 First Aid £ 750 Site Security £ 300 Photography £ 150 Funfair Zone £ 1,450 Cost of third-party street performers £ 1,131 Volunteer Welfare £ 500 Contingency £ 750 PC Sum to be paid as donations post event £1,000.</p>
<p>Please upload any quotes for items over £1500</p>	
<p>Finances - Income</p>	
<p>Please provide a breakdown of income</p>	<p>Zero beyond sponsorship and grants as specified below.</p>
<p>Please outline any ticket/admission/activity charges</p>	<p>Free</p>
<p>Finances - Match Funding</p>	
<p>Amount of financial commitment from the organisation</p>	<p>£1,000</p>
<p>Amount of any contribution in kind and description</p>	<p>Boatfolk Haslar Marina £2000 (estimate of use of pontoons, facilities and staff).</p>

	Volunteer Efforts £5000
Amount of other income (ie: grants or sponsorship) and description	Hampshire Councilors £1300 GBC (for 2024 Event) £4500 Commercial Sponsorship £2700 Boatfold Haslar Marina £3000
Finances - Financial Reserves	
Financial reserves held (unrestricted and undesignated funds) held by your organisation, Amount:	£2,181
The number of months running costs that this equates to	10
Finances - Grant Request	
Grant request amount	5500
Grant request as % of event costs (max 90%)	33
Can your event be delivered on a smaller scale or different way?	No
If yes please provide details of this including a revised funding request amount	
Process and Policies	
Are any permits or consents required for your event?	Yes
If yes, please provide type and current status	Temporary Events Notice for entertainment and drinks in Millenium Timespace (Pending)
Is this a one off event?	Yes
If no please provide details of how you will sustain funding for this event in the future	
Is your organisation involved with children, young people or vulnerable persons?	No
If yes please confirm that you have a safeguarding policy	Yes
Do you have an Equality and Diversity Policy?	Yes
If no, please state how you ensure Equality and Diversity	
Do you have relevant insurance policies for your organisation and event?	Yes
If yes please upload copies of insurance policies	files.zip
Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	Yes
If yes please state their name and role and/or contract	Cllr Julie Westerby sits in on our organisational committee meetings as an observer.

APPENDIX 2

PLEASE NOTE THIS IS AN EXTRACT OF THE FULL APPLICATION

Events Fund

Details of the Organisation delivering the event	
Name of organisation	Gosport Rotary Club
Organisation address	5 Lichfield Drive Gosport PO12 4GB
Organisation type	Registered charity
Please provide number	269023
Please state other	
What is the purpose of your organisation?	Gosport Rotary provides help and support to the local community, charities and good causes within the Borough. Rotary is the worlds largest service organisation, providing humanitarian support across the world.
About the event	
Event name	Alverstoke Michaelmas Fayre
Event start data	28/09/2024
Event end date	28/09/2024
Event site	Alverstoke Village, Green Road and Parish Centre
Description of Event	Alverstoke Michaelmas Fayre is a Charity event, bringing together the community of Gosport for a closed road day of entertainment, fun along with 100+ stall holders. The majority of the stall holders are from local charities, good causes and organisations, giving them the opportunity to gain publicity and to raise much needed funds for their cause. The entertainment includes a Jazz band, HMS Sultan band, singers, magic show. Making this a fun day for all the family, and a stronger happier community. This event is now in its 34th year, as is looked forward to by the local community
How many people are expected to attend?	2,000 over the duration of the days event. I have SAG approval and a TEN licence for the event
How have you arrived at this expected attendance figure?	Based on previous years experience
Delivering Fund Priorities	

Please tick the fund priority/ies that the event will help address	Enhancing community places and spaces,Bringing people together and building stronger communities
Please outline the benefits of your event and specifically how it will address any of the fund priorities that you have ticked	This is a much loved community event, held with closed roads in Alverstoke. It attracts people from accross the Borough who attend, making it a fun family day. The money raised by Gosport Rotary, will be divided between Gosport Rotary, for use in the community, Parish Centre and the Mayors Charity Appeal. There is also a considerable amount raised by the various stall holders for local charities
Finances - Cost	
What is the total cost of the event (including any non-recoverable VAT)	£2,945
Please provide a breakdown of the total costs and indicate which costs the grant would cover	<p>We would like the grant to cover the following cost we incur on the day of the event, and pay after the event. Van hir, tabard, marking paint, barriers, chairs, tables will be provided by Rotary and not included in this.</p> <p>Balloons Today & Magician Dave £100 Magic show £75 Smith - Samba £150 Sultan Band £350 The Strutters Maurice Dennis £480 Walls Funfair £300 Raffle Tickets £50 Toilet Hire £492 Event Bins £180 TEN Licence £21 Lottery Licence £40 St John Ambulance £257 Road Closure Signage £450</p>
Please upload any quotes for items over £1500	
Finances - Income	
Please provide a breakdown of income	<p>Income is from stall holders pitch fees and is expected to be in the region of £4,600.</p> <p>As you can see the surplus from this event is small as we are trying to keep this event as an affordable community event. Receiving this grant would enable us to release and distribute more funds to good causes in the local community</p>
Please outline any ticket/admission/activity charges	this is a free event
Finances - Match Funding	
Amount of financial	£550

commitment from the organisation	
Amount of any contribution in kind and description	We receive the day's van rental free. Gazebo, chairs, tables, road barriers, tabards for marshalling, volunteers to assist on the day, Rotarians time from January in setting up the event and planning is all free.
Amount of other income (ie: grants or sponsorship) and description	None. Only income is from stall holders.
Finances - Financial Reserves	
Financial reserves held (unrestricted and undesignated funds) held by your organisation, Amount:	none
The number of months running costs that this equates to	none
Finances - Grant Request	
Grant request amount	2945
Grant request as % of event costs (max 90%)	84
Can your event be delivered on a smaller scale or different way?	No
If yes please provide details of this including a revised funding request amount	
Process and Policies	
Are any permits or consents required for your event?	Yes
If yes, please provide type and current status	I have obtained SAG approval. TEN licence, Lottery Licence, Road Closure Licence from HCC
Is this a one off event?	No
If no please provide details of how you will sustain funding for this event in the future	This is an annual event. We will retain funds from this years surplus to enable the running of future events
Is your organisation involved with children, young people or vulnerable persons?	No
If yes please confirm that you have a safeguarding policy	
Do you have an Equality and Diversity Policy?	Yes
If no, please state how you ensure Equality and Diversity	
Do you have relevant insurance policies for your organisation and event?	Yes
If yes please upload copies of insurance policies	files.zip

Does anyone in your organisation have any direct link with Gosport Borough Council (for example officers, councillors, contracts)?	No
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