

ARDS AND NORTH DOWN
BOROUGH COUNCIL

GROWTH EVENTS FUND
2024 - 2027

GUIDANCE NOTES FOR
APPLICANTS

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YOUR GUIDE TO COMPLETING AN APPLICATION TO THE GROWTH EVENTS FUND 2024 – 2027

The information in these guidance notes will tell you about and help you apply for the multi-annual **Growth Events Fund**.

Please note that you cannot apply for both the AND Events and Festivals Fund and the Growth Events Fund.

In order to apply to the Growth Events Fund, you must meet with the Events Team to discuss your event. If your event is eligible, you will be sent an application form to complete.

It is anticipated that applications for multi-annual grants will be very competitive. If you are unsure if your event meets the criteria for the Growth Events Fund, talk to us. Our contact details are available at the end of the Guidance Notes.

Introduction

In November 2020, Ards and North Down Borough Council approved the Borough Events Strategic Direction 2021- 2026 (BESD). The BESD outlines a vision for a more sustainable, successful, and impactful portfolio of events that deliver a range of cultural, social and economic outcomes for the Borough. To enable this to happen, ANDBC has developed a tiered funding model to support events and festivals. The first tier, the AND Events and Festivals Fund, opens annually and aims to provide grant aid for events and festivals which can best demonstrate a positive economic or social impact within the Borough of Ards and North Down.

In 2023, ANDBC introduced an additional tier of support - the Growth Events Fund which will be available to support suitable events subject to the availability of budget and the annual Rates setting process. This is a multi-year Fund which aims to assist the Borough develop its range of Growth events. The key output being that, with the ability to support events through longer funding arrangements, and assistance with business planning, the Council will be able to link each event's key performance indicators to our strategic outcomes.

Aim of the Growth Events Fund (GEF)

The aim is to support large events, which can best meet the strategic requirements of Council to increase the number of events 'distinctive to place' within the Borough, by providing a grant for one year and committing to a maximum of ONE further year to encourage events to continue to grow.

Objectives of an AND Growth Event

1. Grow our local economy

- ~ Increase overnight stays and visitor spend within the Borough
- ~ Increase local attendee spend
- ~ Increase investment in local businesses

2. Grow our visitor experience and destination
 - ~ Deliver stand out sustainable destination event/s
 - ~ Increase awareness of AND by marketing nationally and internationally
3. Grow the potential of our local community and place
 - ~ Support and invest in local people
 - ~ Support and invest in local businesses, venues and assets

What we can fund

Our funding can be used towards the cost of delivering your event. A list of Eligible and Ineligible costs is available in Annex A.

It cannot be spent on:

- ~ commercial programmes or activities that could be undertaken on a commercial basis. If, in the reasonable opinion of the council, the organisation applying for a grant is a de facto commercial organisation, whatever the legal make-up of the organisation, then the council will not fund that organisation. The decision of the council shall be final in this regard. Regardless, our grant must only be used to support elements of your programme that are not commercial and can demonstrate public benefit;
- ~ any event that does not foster equality of opportunity and good relations including political opinion, religious belief or racial group;
- ~ capital expenditure (that is the cost of buying physical assets for long-term use, such as buildings, land, vehicles, equipment and so on);
- ~ costs associated with filling in this application form;
- ~ ongoing operational costs;
- ~ any costs or activities before 1 April 2025

Funding available

The level of grant available within the Growth Events Fund will be a minimum of £15,000 per year for a maximum of 2 years, subject to available budget.

Who can apply

You must meet the following eligibility criteria to be eligible to apply.

Common eligibility criteria

Your organisation **must**:

- ~ be a legally constituted group and supply evidence of this (a constitution or memorandum and articles of association);
- ~ be a not-for-profit organisation and be unable to share out profits to members or shareholders;
- ~ have a board or management committee and supply a list of members;
- ~ hold a bank account in the organisation's name and provide evidence of this;
- ~ be in good financial health, have effective financial controls and submit evidence of this such as financial accounts and bank statements;
- ~ complete the application form in full;

- ~ contribute to the promotion of a positive image of the Borough and must take steps to avert anti-social behaviour;
- ~ ensure the proper and efficient use of and the accountability of public monies.
- ~ deliver Year 1 of the event in the Borough of Ards and North Down, between 1 April 2025 and 31 March 2026;
- ~ Year 2 must be complete by 31 March 2027.

We may verify information you provide about the management and governance of your organisation by checking it with Companies House or the Charity Commission NI.

Growth Events Fund specific eligibility criteria

In addition to the common eligibility criteria above, to apply to the Growth Events Fund you must be able to demonstrate how the event meets the criteria as set out below:

- ~ Provide evidence of the event growth to date and a robust plan for growth to Year 2, over a number of areas i.e. increase in ability to bring additional revenue into local economy, social sustainability (use of volunteers with availability of training and an increase in local business partnerships), increase in attendees (includes participants), increase in duration of event and/or venues used.
- ~ provide evidence of the event previously bringing at least 20% of attendees (and/or participants) from Out of Borough (OoB), including at least 5% from out of Northern Ireland and an evidence-based plan to continue to grow this percentage OR a structured business plan detailing how the event will attract at least this percentage in Year 1 i.e. first year event will receive funding from the Growth Events Fund.
- ~ provide a detailed marketing plan which includes OoB promotion, and a plan to increase this going forward in Year 2
- ~ Must take place within the Borough and showcase its assets
- ~ Must take place over a maximum of an 8-week period and have a distinctive theme. A theme is defined as topic or subject that run through your entire event such as maritime, art, or music etc.
- ~ Minimum eligible expenditure threshold £50,000
- ~ Must demonstrate need for Council's financial support by showing match funding of a minimum of 50% (this can be made up from own funds or other sources of funds/sponsorship/grants).

All of your organisation's policies and procedures must be in place, up to date and fit for purpose to comply with all relevant legal and regulatory requirements for the group, services and activities for which your organisation is wholly liable. Please see Annex B, Additional Information for further information.

Ineligible Applications

Applications will **not** be accepted from the following:

- ~ Individuals or sole traders;

- ~ Trade or professional conferences/conventions;
- ~ Organisations not legally established in the UK;
- ~ Events that are substantially fundraising vehicles, whether for the event organisation itself or to raise funds for transmission to a third party;
- ~ Events not compliant with the Council's aims and objectives;

And for the following activity:

- ~ Ongoing operational costs;
- ~ Retrospective events or activities undertaken, or items purchased outside the specified award period (events/festivals which have already taken place or where expenditure was incurred before a grant award was confirmed);
- ~ Events or aspects of the event outside the Borough;
- ~ Events or activity which conflicts with any Council run project, event or activity;
- ~ Any event that does not foster Section 75, promote positive attitudes, equality of opportunity and good relations including political opinion, religious belief or racial group;
- ~ Events that are substantially fundraising vehicles, whether for the event organisation itself or to raise funds for transmission to a third party.

It is unlikely that we will invest in you if you have previously received a grant from us that was not managed satisfactorily or was not completed. This includes if you did not send us monitoring reports within the agreed timescales or if you did not seek approval for changes to your project.

Overview of the application – what we will ask for

The same level of award will be received each year. For example, if you apply and are awarded £25,000, you will receive £25,000 each year. If you wish to request a reduced amount each year, please indicate this on your application form.

As this is a competitive fund subject to the confirmation of budget via the annual rates setting process, we may offer you less than the amount you applied for annually. If this is the case, we will talk to you about the impact this may have on your event before we issue your Letter of Offer.

The organisation completing the form must be the same organisation that will receive the grant and deliver the event. We will not consider an application made by one organisation on behalf of another.

Your responses should be well structured and clearly linked to the specific question. We recommend you use bullet points and headings where possible.

It is important that the answers you give are clear and detailed. It is not enough to repeat what we say in these guidance notes.

We can only assess your application on the information you provide within it. We may already be familiar with you and your event but we cannot take this knowledge or experience into account. We will also not take into account information we have

not specifically asked for as part of the application, such as press clippings, photographs, evaluation reports, CVs and so on.

In addition to completing the application form in full, you must provide us with a copy of your Event Business Plan. It should describe the targets you want to reach and how you plan to achieve them. It should include an action plan covering all aspects of your event delivery, including how, when and how much and must demonstrate how the event will meet the aim and objectives of the Growth Events Fund. We will refer to your Business Plan alongside the application when scoring.

You must assure us that you have the skills, systems and procedures in place to deliver a safe event and that you have considered:

- facilities, such as access, utilities, toilets, accommodation, catering, communication, technology and so on
- services, such as medical, police, child protection, fire, traffic management, health and safety, security and so on
- production, such as power, fencing, staging, sound, lighting, vision, heavy plant and so on
- legal requirements, including contractual arrangements, licences, permits and so on
- insurance to cover all aspects of the event.

You should tell us who is going to carry out this work – the skills, roles and responsibilities of your management team, staff, freelancers, subcontractors etc.

You should also demonstrate that your activity is financially viable. That includes having realistic plans to secure adequate income and maintain sufficient cash flow. You should describe the systems and process you have in place to control your finances.

You should identify key challenges and risks to the achievement of your business plan, and how you will manage these. You should include a clear statement of your vision, long-term goals and desired impacts. It should consider how you are going to achieve your vision, goals and impacts, including resources required.

Growth

It is unlikely that you will have your event planned to a high level of detail for year 2. However, within the application form, we will ask you to provide us with an outline of the projected growth throughout the form. This will cover the following areas:

- Growth of our local economy (attendees/participants, bednights, investment with local businesses etc)
- Growth of the visitor experience, event duration or programme of event and how you market the event to achieve this growth and showcase the Borough
- Growth and increase in potential of community and place such as more volunteers and training, more venues used etc

Detail and other projected growth can be outlined in your business plan.

Finally, you should tell us how you will monitor and evaluate, review and revise your business plan.

Alongside the application and business plan, **you must provide us with a copy of your event Marketing Plan**. The information contained in your marketing plan and business plan should support what you have told us in the application form. We will be looking for a connection between your application form and these supporting documents. Your marketing plan can be included within your business plan, as 1 document. We will use the Business and Marketing Plans alongside the application form for scoring.

Applications that are not complete or do not provide detailed financial **budgets in the tables provided in the application form** will be deemed ineligible.

Organisations/groups can only apply for funding through **one** application, for **one** event to Ards and North Down Borough Council. This is a competitive grants scheme and applications will be determined on the basis of merit and need.

Completing the Application

About your organisation

This section gathers basic information on your organisation, its setup and management, and the main contact who we can speak with regarding the application.

Management Committee and Staff

You should submit copies of minutes of any board meetings you have had over the last 12 months. If your organisation has not been running for 12 months, you should submit minutes of any board meetings you have had since it was formed.

Financial information and procedures

If your organisation has been operating for several years, you are required to submit copies of the following information to demonstrate that the organisation is financially sound:

- Two years' most recent signed annual accounts
- Management accounts dated within the last three months and signed as agreed by the board of directors or management committee
- Three months' most recent bank statements

If your organisation has only been established recently and cannot reasonably have produced two years' annual accounts, you must submit copies of the following information:

- Management accounts dated within the last three months and signed as agreed by the board of directors or management committee
- Six months' most recent bank statements
- If available, one year's signed annual accounts

Annual accounts and management accounts must be signed and dated by your chairperson or treasurer to confirm they are your organisation's accounts.

Ards and North Down Borough Council is highly unlikely to invest in an organisation that is in poor financial health or that does not have effective financial controls.

Section 1: Your Event – Information

This is your opportunity to tell us about your event.

In this section, please provide us with enough detail so that we understand what will happen on each day of your event, i.e the programming.

For 2025-26 (i.e. Year 1), this should include a description of each element of your event, including:

Your activity	What it is you are planning
When and where it will take place	Tell us the name of your event, where it takes place, dates and times, programming and so on.
Facilities	Those already at the venue and those you have brought in specifically for the event and how they impact your attendees and participants, including catering all Section 75 groups.

Quality

We realise that quality can be defined in many different ways depending on what you do. This is your opportunity to demonstrate how you define, measure and deliver quality. It is important that you support your response by providing evidence from a variety of sources. It is great if you can tell us that your work is excellent because your beneficiaries said it was. It is stronger still if you can say that your beneficiaries told you and that it also received positive media coverage.

These are some of the signs of quality we are particularly interested in.

- Is your work distinctive? That is, work that could not have emerged elsewhere, or is it significant that it is happening within the Borough?
- Does your event provide an opportunity for people to immerse themselves in local culture?
- Is your activity unique within the Borough? That is, if you don't programme it, nobody else will.
- Tell us about the calibre, skills and experience of participants you work with - don't assume we know who the participants are by name
- Do you consider the experience of your audience and take steps to improve, eg. Add on / merchandise / food and drink offer / map / signage / ambience etc?

Section 2:
Objective 1: Grow our local economy

Attendees and Participants

You must complete the table to show the targets you intend to achieve through your event. If a target is not relevant to your activity, write “N/A” in the appropriate box. Your targets should be based on a good understanding of what you are currently delivering. Please provide baseline figures from your most recent event.

If your application is successful, your targets will form part of your Letter of Offer. For this reason, you should make sure you can realistically achieve them. If you do not meet your targets, we may not pay out all or some of the grant.

Target	How this should be calculated
Number of volunteers	This is staff or helpers who receive no wages or salary or who receive no more than basic expenses. You can include your board. You should count each volunteer once even if they help out several times throughout your event.
Number of volunteer hours	
Number of participants	This is the number of people who actively take part in activities, those who make your event happen. These can be performers, security, bar staff, traders etc You must only count participants who take part in event you are applying for, not those that may run throughout the year, including outreach or audience development. Please break these down as to where you project where they are coming from. Please include a rationale for these numbers, how have you arrived at that figure.
Number of attendees	This is the number of people attending your event, your spectators. These can be calculated using ticket sales or digital registration– and verifiable. Please break these down as to where you project where they are coming from. Please include a rationale for these numbers, how have you arrived at that figure. This can be ticket sales from a previous year event, PSNI numbers at the event, market research etc

Please let us know how your event encourages overnight stays and please let us know how many bednights, if these are attendees/and or participant bednights and the type of accommodation you project they will be staying in.

Please note, a bednight is the number of nights a person occupies a bed, for example if an attendee at your event stays in a hotel for 2 nights with their partner, that would equal 4 bednights – 2 people staying for 2 nights.

Type of accommodation
Commercial (hotel, Guest House, B&B, Self Catering)
Registered camping/caravanning
Motorhome
Family/friends
Other

Investment in local businesses

<p>Businesses and Partnerships</p>	<p>This is the number of local businesses your event partners with to increase spend within the Borough.</p> <p>Tell us about how these partnerships will assist the businesses and venues and increase spend in the borough. This includes spend from local attendees as well as those travelling to be at your event. This could include encouraging attendees and participants to spend locally, including partnerships with local businesses, transport, use of local suppliers.</p> <p>You must clearly state how you hope to achieve this and give specific examples.</p>
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Section 3:
Objective 2: Grow our visitor experience and destination

Deliver a standout and sustainable destination event

<u>Stand out</u>	Your event should be attracting attendees from outside of the Borough and Northern Ireland. It may also bring the area/Borough to the world. This impact is about looking outward and connecting the Borough to the rest of the world. Tell us how you will deliver a standout event. Are there elements of your event that are unique and not available or limited at other events? Does the event have a USP? Or a wow factor? Is it unique to the Borough?
<u>Environmental Impact/Sustainability</u>	Environmental sustainability is a high priority on Ards and North Down Borough Council’s agenda. We recognise the need to take responsibility for our environment and the role of events in changing behaviours. Tell us about the impact your event has on the environment, and what proactive steps you will take to reduce this impact. Your event should strive to meet social, economic and environmental sustainability. You should enclose a copy of your environmental or sustainability policy if you have one.

Marketing Plan

You must include an event marketing plan with your application. This must be for at least your 2025-26 event. It may form a part of your business plan as long as the level of detail provided explains exactly how you plan to market the event to your audiences, including costs.

Your marketing plan should show that you understand your audience and are communicating with them efficiently and effectively, including digitally.

Your activity	What it is you are planning
Your target audience	Who they are, where they come from and number of participants and known and estimated attendees.

Your activity	What it is you are planning
	<p>Tell us about the market and audience segments your event appeals to and why your event will appeal to those segments and markets</p>
<p>Domestic market</p>	<p>Tell us about how you market to residents and how you market to beyond borough and within NI.</p> <p>What budget and channels are used and when.</p> <p>You should include actions, targets, timescales – including when and how you will review and revise your plan – and the resources involved – both people and money.</p>
<p>International market</p>	<p>Tell us about how you market to ROI, UK and other markets (if applicable).</p> <p>What budgets and channels are used and when.</p> <p>You should include actions, targets, timescales – including when and how you will review and revise your plan – and the resources involved – both people and money.</p>
<p>Tourism</p>	<p>Your event should be attracting attendees from outside of the Borough and Northern Ireland. It may also bring the area/Borough to the world through promotion, showcases or international networks. This impact is about looking outward and connecting the Borough to the rest of the world.</p>
<p>How did you do</p>	<p>Tell us about your monitoring and evaluation arrangements. How will you gather data, insights and evidence that your event is having the desired impact on the area/Borough and its people? How will you reflect on and learn from this data?</p>

Section 4:
Objective 3: Grow the potential of our local community and place

This section is about the impact your event has on the area/Borough and its people.

Impact on	What difference we want to make
Place	<p>We want to support activity that strengthens our residents' connection to the place they call home. This can be emotional change – so that people feel like they are part of their community or are proud of their area. Or physical transformation – bringing public spaces to life or creating extraordinary experiences in unexpected places.</p> <p>Tell us about the stand out elements of your event, those that aren't available anywhere else or how you tell the story of the town/city your event is in.</p> <p>Tell us how your event supports and invest in local businesses, venues and assets.</p>
People	<p>We want to support events that are inclusive. That means providing experiences and events that are not only open to all, but that increase knowledge and skills. This also means showcasing talent from local people and helping grow their confidence.</p> <p>Tell us how your event fosters equality of opportunity and good relations and supports /invests in local people – local talent, volunteers and residents.</p>
Local Businesses	<p>We also want to support activity that engages with local businesses, whether it be through financial support or otherwise.</p> <p>Tell us about how you work with other organisations</p>

Section 5: Finance/Economic Impact

You must fill in the tables to show your event's projected income and expenditure. Your income and expenditure must match. The figures you give should be accurate, detailed, realistic and consistent with your business plan and information you have provided elsewhere in the application form. You should use the same budget lines you use in your organisation's own financial reporting, for example, in your annual or management accounts, excluding any capital income and expenditure.

Organisers are encouraged to develop a plan to improve the event's financial sustainability and reduce reliance on public funding. ANDBC will only provide the minimum level of financial assistance to allow the event, or elements of the event, to take place. In some cases, without Council intervention, events would be unlikely to happen or would take place at a reduced size or scale.

The Growth Events Fund is not designed to be a core funder of events but will support the development of your event.

You do not need to tell us where you will spend our money at this stage. We will agree this with you if your application is successful, in line with eligible costs.

Successful applicants will receive the same level of investment from ANDBC each year, subject to the annual Rate setting process. Should you wish the award to reduce for Year 2, please indicate this in your application form. Year 2 funding will be subject to an annual evaluation and assessment of continuing need going forward, Council may reduce funding on that basis. The applicant has the right to declare a withdrawal from any requirement for funding beyond the first year.

Applications must show minimum eligible expenditure of £50,000 and must demonstrate need for Council's financial support by showing match funding of a minimum of 50% (this can be made up from own funds or other sources of funds/sponsorship/grants).

If you do not provide detailed financial budgets in the tables provided, your application will be deemed ineligible.

A list of eligible and ineligible costs is at Annex A

WHAT HAPPENS NEXT

DEADLINE

The Growth Events Fund will close on **Thursday 7 November 2024 at 12noon**. Incomplete applications or those received after this time will NOT be considered.

Return to

Email (preferable) tourismgrants@ardsandnorthdown.gov.uk

By post to: **Visitor Information Centre, Tower House, 34 Quay Street, Bangor, BT20 5ED.**

EVALUATION

Following the closing date, applications will be assessed and scored according to the weighted criteria below.

Evaluation Panel:

Your application will be assessed by a panel that will comprise of at least 3 officers of which one will be from the service delivering the grant. At least 2 other officers that have experience in administering grants will make up the panel.

Scoring

The answers to each of the questions above will be given a score out of 4 using the matrix in the table below.

Measure	Score
Excellent response that fully answers the question Indicates an excellent response with detailed supporting evidence and no weaknesses.	4
A good response to the question with good supporting evidence.	3
A response with reservations. Lacks convincing detail to demonstrate that the proposed response answers the question.	2
An unacceptable response with serious reservations. Very limited detail to demonstrate that the proposed response answers the question.	1
The applicant failed to address the question.	0

As part of the scoring, the Panel will also use your answers to complete an economic impact assessment. This will help gauge how much economic benefit your event will bring to the Borough, as well as calculate a return on ANDBC investment and value for money.

Oversubscription to the Fund

Where the amount of grant funding requested exceeds the available grant budget, all successful grants will be reduced by an equal percentage.

Notifying applicants

The date of notification to applicants is subject to Council ratification and call in period but the aim is to advise applicants in early February 2025.

If your application is unsuccessful, you will be notified via email with the reasons clearly stated. You will be sent a copy of Council appeal procedure. Feedback on your application can be provided on written request. However, an appeal can only be made where an applicant can evidence that the process of assessment was not followed in accordance with the criteria detailed in the Guidance Notes.

The aim of the appeals process is to ensure a fair and transparent process for the assessment of grant applications. Grants will be assessed based on the criteria set out in the Guidance Notes.

If your Application is successful, we will:

- arrange a meeting with Council officers to discuss and agree the **Letter of Offer** (LoO) conditions and our requirements for the evaluation of your event. Evaluation expectations will be in line with the level of grant.
- send you a LoO confirming the amount of the award and detailing the conditions attached to the award. The Form of Acceptance within the LoO must be signed and returned within 4 weeks of the date printed on the LoO.
- You must provide appropriate insurance, risk assessments and an event management plan (EMP) **at least** 3 months before the start of your event, or as soon as possible after receiving confirmation of a grant (Council officers will provide a template for the EMP or your risk assessment if required).

Monitoring

You should expect a visit from a Council officer during the event who will observe/check that you are compliant with any conditions within your LoO.

After each year of your event, we will provide templates for monitoring and arrange a meeting with you to discuss these. These include:

- Attendee and participant numbers
- Lessons learned
- Marketing
- Budget
- Section 75 monitoring arrangements

Annex A

Eligible and Ineligible Costs

Please note, this list is not exhaustive

Eligible Costs	Ineligible Costs
Event Costs (including entertainment/performer costs, equipment hire, venue hire/ security / Health and Safety/First Aid/freelance fees	Bank Fees/Bank Charges/ Interest Charges/ Bank Commission / Tax and VAT Payments /Accountancy Fees /Corporation Tax/Legal Fees
Marketing– Advertising / PR Activities / Advertising Promotional Material/ Media Monitoring / Promoter fee / Market Research/Event Evaluation	Hospitality – The cost of alcohol cannot be claimed in any context/circumstance
Judges' Fees/Accommodation/Travel	Cash Payments/Transactions including Petty Cash
Road closures (including licence, stewarding/traffic management costs)	Capital Repayments /Capital Expenditure e.g. equipment such as cameras or computers etc
Participants and volunteers catering (NO alcohol)	Rates/ Fuel /Electricity/Rent / Phone Bills
Prize Awards and Trophies (NOT cash prizes)	Charitable Donations
Administration Costs (excluding wages)	Prize Fund - Cash
Event Insurance	Membership Fees
any reasonable adjustment requests under the DDA 1995	Liquor Licences
	Staff salaries

Annex B

ADDITIONAL INFORMATION

Organisations in receipt of public funding must comply with all statutory obligations regarding the safe delivery of and access to their events. All of your organisation's policies and procedures must be in place, up to date and fit for purpose. These may include:

SAFEGUARDING

Individuals and organisations working with children, young people and/or adults who may be vulnerable must have an existing policy that ensures good practice guidelines are followed.

You can adopt the Council's Safeguarding policy if your organisation does not have a policy in place by signing and returning the **Confirmation of Safeguarding arrangements** form at Appendix 1 of the Council's Safeguarding Policy.

This is available to download at: www.ardsandnorthdown.gov.uk/about-the-Council/safeguarding.

The signed form should be returned along with your acceptance of the LoO.

DISABILITY ACCESS AND INCLUSION

The Disability Discrimination Act 1995 (DDA) aims to ensure that disabled people are not treated less favourably than people who are not disabled. It covers access to goods, services, facilities, education and transport. This means that you have a duty to anticipate that disabled people will want to use your services and you should make changes accordingly to increase accessibility.

The DDA also requires employers not to discriminate against disabled people and to make reasonable adjustments for applications and in the workplace.

We expect all applicants to be familiar with the DDA and have made reasonable adjustments that aim to provide equality of access, dignity and choice.

SECTION 75 CATEGORIES

Section 75 categories are:

Religious belief, political opinion, racial group, age, marital status, sexual orientation, men and women generally, disability and dependents

TOOLKIT

Ards and North Down Borough Council have developed a Toolkit to assist in organising a safe and successful event. The toolkit and other relevant templates can be accessed at [Event Management Toolkit](#)

CONTACTS

Email

tourismgrants@ardsandnorthdown.gov.uk

By post to:

**Visitor Information Centre, Tower House, 34 Quay Street,
Bangor, BT20 5ED.**