

VE Day Commemoration 2025

Information for all Applicants

1. Purpose and Eligibility

8th May 2025 will be 80 years since VE Day, the official end of the Second World War in Europe. Applications are invited from constituted community, voluntary and/or resident's groups who wish to apply for funding towards the costs involved in organising local neighbourhood events, within Ards and North Down Borough Council area to commemorate VE Day 2025. Only one application will be accepted per group or organisation.

The VE Day Application form and Guidance can be found on Council's website at <https://www.ardsandnorthdown.gov.uk/grants>

2. Exclusions and Eligible/Ineligible costs

Exclusions –

- Individuals
- Political organisations
- Celebrations taking place outside the Ards and North Down area.
- Celebrations organised to make a profit.
- Celebrations that are primarily fundraising events, are heavily branded with charity branding or deploy potential sources of income from a celebration to a charity.
- Primarily tourism focused events where the organisation cannot demonstrate significant community involvement.
- Retrospective events that have already taken place; and
- Events which conflict with any Council run festival/event

Eligible/Ineligible costs -

The table below lists eligible and ineligible costs. Please note this list is not exhaustive -

Eligible Costs	Ineligible Costs
Festival Costs (including entertainment/performer costs, equipment hire, venue hire/ security / Health and Safety/First Aid/ any reasonable adjustment requests under the DDA 1995	Bank Fees/Bank Charges/ Interest Charges/ Bank Commission / Tax and VAT Payments /Accountancy Fees /Corporation Tax
Marketing– Advertising / PR Activities / Advertising Promotional Material/ Media Monitoring / Promoter fee / Market Research/Festival Evaluation/ any reasonable adjustment requests under the DDA 1995	Staff salaries / freelance fees / consultancy fees
Judges' Fees/Accommodation/Travel	Hospitality – The cost of alcohol cannot be claimed in any context/circumstance.

Road closures (including licence, stewarding/traffic management costs)	Capital Repayments /Capital Expenditure e.g. equipment such as cameras or computers etc
Prize Awards and Trophies (Not cash prizes)	Festival Management Fees
Administration Costs (excluding wages)	Cash Payments/Transactions including Petty Cash
Festival Insurance	Legal Fees
Participants and volunteers catering (No alcohol)	Membership Fees
	Charitable Donations
	Liquor Licences
	Prize Fund - Cash
	Rates/ Fuel /Electricity/Rent / Phone Bills

3. Timeframe

VE Day 2025 Grants will be open for application from **10th March 2025 at 9am** and will close **24th March 2025 at 12 noon**. Late or incomplete applications will not be considered.

All VE Day Commemoration events **must** be held between **Monday 5th May 2025 and Monday 12th May 2025**.

4. Council Land

If your application is successful, you should be aware that if the community activity is to be held on Council land, that appropriate permission must be applied for. To apply for permission please contact the Compliance Section, landsrequests@ardsandnorthdown.gov.uk or telephone 0300 013 3333.

5. Road Closures

If your application is successful, you should be aware that if a road is to be closed as part of your community activity, that appropriate permission must be applied for. To seek further advice and apply for Road Closure permission please contact the Licensing and Regulatory Services Section, licensingandregulatoryservicesteam@ardsandnorthdown.gov.uk or telephone 0300 013 3333.

6. Financial Information

Funding for all successful applicants will be issued upon the submission of a claim for reimbursement of the awarded grant. All applicants will be required to submit original invoices, receipts, and bank statements in order to verify all funding awarded. If this information is incomplete or not provided or the funding is not spent in line with approved costs, the funding must be repaid to council. **The maximum amount available is £1,000.00 per group.**

Please note no other Community Development/Council Grant can be used in conjunction with this fund. 50% advance payment can be requested with a cashflow forecast showing need for spend.

7. Scored Criteria for Funding

Grant awards will be made to applicants that meet the following criteria.

- Event / Activities to commemorate VE Day
- Event / Activities are open and inclusive to wider community
- Benefits to community
- Value for money is demonstrated

Scoring Measure	Score
Excellent response that meets the requirement. Indicates an excellent response with detailed supporting evidence and no weaknesses.	5
A good response that meets the requirement with good supporting evidence. Demonstrates good understanding of the requirement.	4
The response generally meets the requirement with acceptable detail but lacks sufficient detail to warrant a higher mark.	3
A response with reservations. Limited detail to demonstrate that the proposed response will meet the requirement.	2
An unacceptable response with serious reservations. Very limited/poor detail to demonstrate that the proposed response will meet the requirement.	1
The applicant failed to address the question.	0

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.

8. Government Funding Database (GFD)

Ards and North Down Borough Council has adopted the Northern Ireland Executive's Best Practice Principles to reduce bureaucracy through the use of Government Funding Database. The GFD requires the Council to input details of all successful applicants onto the database.

Applicants are required to set up a profile and upload the following essential information on to the Government Funding Database:

- Constitution/Memorandum of Association,
- List of Office Bearers/Board of Governors,
- Annual Accounts/Financial Statement

Please submit with your application the supporting documents on the checklist in the application form (page 4) and the completed declaration confirming the documents are up to date and fit for purpose. **The required supporting documentation must be sent in with the application unless we have already received it in the last 6 months and there are no changes to them.**

The information entered on to the Government Funders Database can then be shared across funding organisations. All subsequent funders who wish to fund the same voluntary/community organisation can then access this information, rather than applicants providing multiple copies to each funder.

Please contact the Community Development Team if you need any more information on the Government Funding Database - communitygrants@ardsandnorthdown.gov.uk

9. Application Process

Following submission of applications:

- Application forms received will not be reviewed until after the closing date deadline.
- All applications received will be acknowledged by email, within 3 working days of receipt.
- Eligible and fully completed applications, received by the closing time/date, will be assessed by a grant assessment panel against the criteria outlined.
- Late or incomplete applications will not be scored.
- Please ensure all your essential documents are also included
- The recommendations of the assessment panel will be presented to the Community and Wellbeing Committee and Full Council for consideration/approval.

Where possible completed applications and supporting documents should be emailed as a pdf to communitygrants@ardsandnorthdown.gov.uk

You are advised to either hand deliver your application and documents or encrypt emails that contain sensitive data in order to keep you and your personal information safe and instructions on how to do this are included. Council also now use Zivver for safe transfer of information and we can assist applicants with doing this.

Completed applications should be returned to:

E-mail – communitygrants@ardsandnorthdown.gov.uk

Or alternatively to:

Community Development – VE Day Grants
Ards and North Down Borough Council
Signal Centre
2 Innotec Drive
Balloo Road
Bangor
BT19 7PD