**VE DAY COMMEMORATION 2025**

**GRANT APPLICATION**

**SECTION 1 – ABOUT YOUR GROUP/ORGANISATION**

1. Name of Group/Organisation: \_\_\_\_\_\_

Address for Correspondence: \_\_\_\_\_\_

 Postcode:

Main Contact Name: Position:

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:

1. **Is your community/voluntary/residents group constituted?** Yes / No

**SECTION 2**

**1.** When will your VE Day Commemoration / Event take place? Please provide the date and time.

**Please note all commemoration events must be delivered between**

**Saturday 3rd May 2025 and Monday 12th May 2025**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (duration)

**2.** Where will your VE Day Commemoration take place? (Address and postcode) **(not scored)**

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1. Please give us a description of your Commemoration event to mark VE Day. **(scored 0-5)** (maximum 300 words)

*NB: tell us what will happen at the Commemoration event, what activities will be there, event details, facilitators, refreshments etc*

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1. How many people do you estimate to attend your VE Day Commemoration event? (**not scored)**

*NB: have you ran similar events that can help you estimate or are you targeting a certain demographic.*

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1. How and where are you planning to publicise / advertise your VE Day Commemoration event. How will Council be acknowledged? (Council logo should be on all printed or online material associated with your festival) **(scored 0-5)** (maximum 200 words)

*NB: tell us about any advertising and how will you reach your attendees?*

**VALUE FOR MONEY**

1. What is the Total Cost of the VE Day commemoration?
2. Please give a detailed breakdown of the projected cost, including details of any other funding that will be used for this VE Day Commemoration event.  **Maximum amount available is £1000.00**

*Please note this grant is not to be used in conjunction with any other Community Development / Council funding. Eligible/Ineligible costs are listed on page 1 and 2 of the guidance notes*. **(scored 0-5)**

***\*Please add more boxes if required\****

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| **COMMEMORATION ELEMENT BEING FUNDED** | **Income from other sources – e.g., grants or fund raising** | **Amount applied for from ANDBC (£)** |
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| **Total Amount** |  |  |

How much funding are you seeking from Ards and North Down Borough Council?

**ADDITIONAL INFORMATION**

1. Do you have the permission of the property owner or landowner where the VE Day Commemoration event is to take place? **Yes / No** (if on Council land, please see section 4 in the guidance and criteria). (**not scored)**
2. Do you plan to close any roads during your VE Day Commemoration event? (**not scored)** **Yes / No** (if yes please refer to section 5 in the guidance and criteria).
3. How do you propose to evaluate your VE Day Commemoration event? **(scored 0-5)** (maximum 200 words)

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**SECTION 3**

**GOVERNMENT FUNDING DATABASE - this section is not scored but must be completed.**

Have you previously uploaded the following on the Funders Passport? If yes, please provide your Unique Reference Number (URN) and ensure your most recent documents have been uploaded to the GFD. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

However, we do require all applicants to please enclose the following essential documents with your application **unless we have already received them in the last 6 months** and there have been no changes to them**.**

**Please tick whether the document has been submitted with your application or is already on the GFD (this must be the most recent version):**

**Essential documentation for GFD On GFD Submitted already**

Copy of Constitution or Memorandum

of Association

List of Office Bearers

Copy of most recent audited Annual Accounts

**Other Essential documentation required at time of application submission:**

Most recent AGM Minutes N/A

Most recent Bank Statement N/A

Child Protection Policy/ Statement N/A

We hereby agree that the above documents will be:

1. held on the Government Funding Database (GFD) and are the most up to date and fit for purpose for this application period. **Y/N**
2. We agree these documents may be made available to other public sector funders via the GFD. **Y/N**

We declare that this application is made with the authority and consent of the above organisation and that the information provided is true, accurate and complete.

Please note: **Unfortunately** **late or incomplete applications will not be considered**

Name (in capitals):

Position held:

Signature (on behalf of the applicant):

Date:

Name (in capitals):

Position held:

Signature (on behalf of the applicant):

Date:

**Completed application forms and supporting documentation should be forwarded by no later than: 24th April 2025 at 12 noon.**

**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 uses Zivver for safe transfer of information and we can assist applicants with doing this.**

**Applications will not be reviewed by the Grants Team until after the closing date and time.**

**Completed applications should be emailed to:**

**As a pdf to** **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

**Freedom of Information**

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000. This Act came into operation on 1st January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted “in confidence” and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ards and North Down Borough Council does not have a discretion regarding whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in Ards and North Down Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

Ards and North Down Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information.

**Data Protection**

Ards and North Down Borough Council values your right to personal privacy.  We collect this information solely for the purposes of this application and do not share it with anyone.  We comply with the DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation), ensuring that information is collected fairly and lawfully, is accurate, adequate, secure, up to date and not held any longer than necessary.

For further information our Privacy Statement can be viewed at [https://www.ardsandnorthdown.gov.uk/privacy-and-cookies](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ardsandnorthdown.gov.uk%2Fprivacy-and-cookies&data=04%7C01%7Canne.lendrum%40ardsandnorthdown.gov.uk%7Cf720ee16c62c4f7d4c7708d9e00d3fb2%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C637787169765990001%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BuZ76ilI40Ef%2B7Kk4E62iBYfc5pkLJFDmZD8Xs58Z98%3D&reserved=0)

**Equality of Opportunity, Section 75 and Good Relations.**

Ards and North Down Borough Council (the Council) is required to have due regard to the need to promote equality of opportunity between

* persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
* men and women generally
* persons with a disability or without
* persons with dependants or without.

In addition, without prejudice to the obligations above, Council is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion, or racial group.

Council is committed to fulfilling the Section 75 statutory duties across all functions (including service provision, employment, and procurement)

**Please tick the box to confirm you have read the Freedom of Information, Data Protection and Equality statements above** 

The VE Day Application form and Guidance can be found on Council’s website at [**https://www.ardsandnorthdown.gov.uk/grants**](https://www.ardsandnorthdown.gov.uk/grants)

If you require any further information please contact -**communitygrants@ardsandnorthdown.gov.uk**