



## *Transformation Projects and Regeneration*

# Festivals and Events Topic Information Sheet May 2019



Development and Infrastructure Services - Social Enterprise Team  
E-mail - [thirdsectorenquiries@argyll-bute.gov.uk](mailto:thirdsectorenquiries@argyll-bute.gov.uk) Tel: 01369 708547



## **Topic Introduction**

This Topic Sheet has been produced to provide consistent information when responding to enquiries received by the Council. It does not form a definitive list of all options but is a guide for where to start looking. It will be updated periodically and show the latest revision date.

## **Information page**

This part of the topic sheet provides general background on the topic subject.

## **Contacts list**

These pages lists useful contacts, addresses and links to web pages which should point you in the right direction of where to obtain further information, advice and guidance.

## **Grantfinder report**

Is a detailed funding search undertaken in respect of the specific topic and is saved on the Grantfinder website. If you have access to this site you can run an updated search. It will be updated periodically showing the latest search date.

Notes

## Information Sheet

Organising a Festival or Event requires meticulous planning and co-ordination. This information sheet supplies some useful guidance and hints on how to achieve maximum success.

*Factors to consider may include some or all of the following:-*

### **Managing an event:** Your duties as an event organiser

You are responsible for ensuring that overall safety at the event is maintained, and all due care and attention is taken to ensure that people setting up, breaking down and attending the event are not exposed to risks to their health and safety. For more information

<http://www.hse.gov.uk/event-safety/managing-an-event.htm>

### **Health and Safety Risk Assessment**

A list of health and safety topics to help an event organiser with their risk assessments, each topic covers relevant safety planning, management and monitoring issues that may arise. <http://www.hse.gov.uk/event-safety/health-safety-topics.htm> or

<http://www.eventscotland.org/development/event-planning/health-and-safety/> Identify someone in your organisation who has the relevant experience to undertake a risk assessment. There is a template to get you started: <http://www.hse.gov.uk/simple-health-safety/write.htm>

### **Responsible Person**

This would usually be a nominated member of your committee/director. They would be the person to contact in the event of any problems. A sign/notice of how to get in touch with a phone number or a point of contact is required.

### **Insurance**

Whatever event you're running, public liability insurance is an essential, as it covers you from claims made by the public arising from loss or injury. Many venue or site owners will not allow you to operate without adequate cover.

### **Road Closures or Diversions**

Police Scotland must be contacted regarding any requirement to close roads or divert traffic. This may be appropriate if you are considering a street parade or party. Talk to your local office for advice. Formal road closures do need planning consent so give the authorities enough time, talk to them early in your planning process.

### **Parking**

If you are running an event and will increase the number of people coming to an area you will need to consider if there is adequate parking at the identified site. The Police may wish to restrict parking temporarily on the approach to the venue. If parking on grassed areas, a consideration is you may require matting. You may want to publicise public transport alternatives. It's always good to talk to transport providers as they can put on additional buses or amend the timetables but they will need notice.

### **Demonstrations**

Consider any sensitive issues associated with the event and liaise with local Police.

### **Environmental Health**

For general enquiries please contact your local Environmental Health office using the [online enquiry form](#) or you can email Environmental Health at [PWS@argyll-bute.gov.uk](mailto:PWS@argyll-bute.gov.uk) please provide full details of your enquiry together with your name and contact telephone number. Advice should be sought from the Councils Environmental Health Officer for your area. Local contact details are included in the Useful Contacts section of this document.

### **Disabled Access**

You need to think about disabilities and how you can help to prevent problems before they happen, i.e. mark a difficult path, dedicate some parking close to the event. There are helpful suggestions on many websites <http://www.equalityhumanrights.com/your-rights/equal-rights/disability-discrimination> don't forget to consider disability when you plan your public convenience provision. For further information see Equality Act 2010 Statutory Code of Practice Services, public functions and associations [https://www.equalityhumanrights.com/sites/default/files/servicescode\\_0.pdf](https://www.equalityhumanrights.com/sites/default/files/servicescode_0.pdf)

### **First Aid**

Whether you're planning a major event for 30,000 people or a local fete for 300, you'll need to have first aid cover in place. <http://www.redcross.org.uk/What-we-do/First-aid/Event-first-aid-and-ambulance-support/How-we-can-help-at-events> a suitable, signposted treatment space must be available. A plan should be in place for contacting the ambulance/emergency services and suitable access for emergency vehicles should be identified prior to the event.

### **Licenses**

Argyll & Bute Council can advise on which licenses may be required. You can check the kind of licences that the Council issue online at [www.argyll-bute.gov.uk/all\\_licenses](http://www.argyll-bute.gov.uk/all_licenses) or contact your [customer service point](#). Allow a sufficient timeframe (can be up to 4 weeks) for an application to be granted. If as part of your event, you are proposing to hold a procession in public you must give written notice of that proposal to the relevant local authority. There is no fee, but it is an offence and could incur a fine or more severe penalties. For details <https://www.argyll-bute.gov.uk/licences/public-procession-licence> Voluntary organisations wishing to sell alcohol from their premises as part of an event need to apply for an occasional licence. There have been changes to the rules and regulations for more details [www.argyll-bute.gov.uk/licences/occasional-licence](http://www.argyll-bute.gov.uk/licences/occasional-licence)

### **Fire Prevention**

Scottish Fire and Rescue Service will be contacted automatically as part of a license being granted. However, it is always useful to contact your local station to discuss your plans. Even for a small event they can offer helpful advice about identifying appropriate access for emergency vehicles <http://www.firescotland.gov.uk/your-area/west/local-stations?s=west>



### **Cleaning**

You will be held responsible for the clear up after an event. Have you thought about providing bins, volunteer litter pickers arranging a special collection after the event? All of which are lots cheaper if you plan them before your event than an unexpected bill after!

### **Sanitation**

If you are bringing in large numbers of additional people to an area it is unlikely there will be sufficient permanent public conveniences at the site. You may need to hire extra facilities. Hire companies can advise you on the numbers you may require.

### **Protection of Children/Vulnerable Adults**

You need to ensure that individuals who may have direct contact with these groups have been properly vetted. This will include first aiders, those staffing the lost children tent and any supervised play areas. More information at <http://www.argyll-bute.gov.uk/social-care-and-health/argyll-and-bute-child-protection-committee> For child protection training <https://www.argyll-bute.gov.uk/childrens-services-training> For protecting vulnerable adults (pvg) <https://www.argyll-bute.gov.uk/aptraining>

### **Equipment Hire**

You may need to hire marquees, matting, PA systems, toilets, heating, lighting etc. There are several companies, who provide these as a consolidated package, or you might try to use some local contacts e.g. Building contractors use toilets and generators and you might even manage to get some local sponsorship/support for your event.

### **Venue**

Ensure the venue is suitable for the purpose – size, location, access, parking etc. Argyll and Bute Council's halls and community facilities can be hired. <http://www.argyll-bute.gov.uk/book-it> the council can also help with providing barriers, tables etc. for small outdoor events. Some venues will need to be booked through the Live Argyll website <http://www.liveargyll.co.uk/>

### **Security**

Depending on the size of the crowd you expect, this may require an additional police presence. This can incur a cost, you may be able to hire private security personnel to help with crowd control and deal with any disturbances. With a smaller event you may wish to utilise your own staff/volunteers to steward the crowd.

### **Stewards**

Ensure they are clearly identified and have a clearly defined responsibility. It is good practice to have a control point and a person in charge that can be contacted easily.

### **Funding**

The Social Enterprise Team compiles a monthly Funding Alert a wide ranging list of current funding opportunities. Find information on Argyll and Bute Council's funding webpage to access and download the latest news [www.argyll-bute.gov.uk/community-life-and-](http://www.argyll-bute.gov.uk/community-life-and-)

[leisure/new-months-funding-alert](#) you can also use Argyll & Bute - Open 4 Community to apply a more focused funding search <http://www.idoxopen4community.co.uk/argyllbute>

There are many funding sources for events and festivals, for council funding streams for the Third Sector follow this link

[www.argyll-bute.gov.uk/council-and-government/third-sector-grants](http://www.argyll-bute.gov.uk/council-and-government/third-sector-grants)

There are many more funding opportunities listed in the attached Grant Finder Pages. Remember to include funder's logos on all your publicity material.

### **Sponsorship**

Include your Sponsor's logo on all your publicity material.

### **Useful Contacts**

#### **Argyll and Bute Council Environmental Health Officers**

[www.argyll-bute.gov.uk/planning-and-environment/environmental-health](http://www.argyll-bute.gov.uk/planning-and-environment/environmental-health)

You can telephone Environmental Health on **01546 605519**

Bute and Cowal:	Richard Gorman	01700 501366
Helensburgh and Lomond:	Mary Watt	01436 658906
Oban, Lorne and the Isles:	Iain MacKinnon	01631 567922
Mid Argyll, Kintyre and Islay:	Jaqui Middleton	01546 604361

#### **Argyll & Bute Council Law & Licensing**

[www.argyll-bute.gov.uk/all\\_licenses](http://www.argyll-bute.gov.uk/all_licenses)

Whether you are looking to apply for an alcohol license (including personal, occasional and premises licenses), a license to carry out charity collections, food premises approval, a taxi license or even a pet shop or street cafe license, Law and Licensing can help you.

On this section of the site you will find all the information you need to apply and pay for whatever license you need, you can apply for most online

#### **Argyll & Bute Council Venues**

[www.argyll-bute.gov.uk/community-life-and-leisure/arts-and-entertainment](http://www.argyll-bute.gov.uk/community-life-and-leisure/arts-and-entertainment)

If you are considering holding an event on council land or you are interested in one of the play parks or open areas Contact **Amenity Services** Tel : 01546 605514

Amenity Services – incorporates a number of services which have a significant impact on public open spaces in terms of their appearance and condition, and importantly ensuring that they are well maintained and operational. These services include grounds maintenance, burials, public conveniences, play parks, street sweeping, horticulture, cemeteries, crematoriums, warden services and minor road works. Contact your local area office or for a more general enquiry; email: [enquiries@argyll-bute.gov.uk](mailto:enquiries@argyll-bute.gov.uk) or contact your nearest Customer Service Point Tel: 01546 605520 You can download the [Event application form](#) and [Terms and conditions](#) from here.

### **Argyll & Bute Website**

Events are publicised on the [What's on pages](#). The Council promotes events that happen throughout Argyll & Bute. Find out more on the [Argyll and the Isles website](#).

Check out our Arts & Entertainment pages

[www.argyll-bute.gov.uk/community-life-and-leisure/arts-and-entertainment](http://www.argyll-bute.gov.uk/community-life-and-leisure/arts-and-entertainment)

### **Creative Scotland**

Creative Scotland is the national leader for Scotland's arts, screen and creative industries. Their aim is to make it as clear and straightforward as possible for people and organisations working in the arts, screen and creative industries to apply for funding to make great ideas happen, to give people across Scotland the chance to experience arts, culture and creativity. [www.creativescotland.com/](http://www.creativescotland.com/)

### **Health and Safety Guides Books**

Here are some detailed Health and Safety Guide Books that may offer help.

<http://www.argyll-bute.gov.uk/sites/default/files/community-life-and-leisure/hsg195%20Event%20Safety%20Guide%20updated.pdf>

[http://www.argyll-bute.gov.uk/sites/default/files/community-life-and-leisure/entertainment\\_and\\_assembly.pdf](http://www.argyll-bute.gov.uk/sites/default/files/community-life-and-leisure/entertainment_and_assembly.pdf)

Don't forget to check out the Health and Safety Executive web pages for more helpful information. <http://www.hse.gov.uk/>

### **Impact Assessment Toolkits**

There are many toolkits and guides that focus on gathering information with a particular focus, i.e. tourism, hotel bed nights, etc. Have a look at this guide written by Volunteer Scotland

[http://www.argyll-bute.gov.uk/sites/default/files/good\\_practice\\_guide\\_-\\_measuring\\_the\\_impact\\_of\\_volunteering.pdf](http://www.argyll-bute.gov.uk/sites/default/files/good_practice_guide_-_measuring_the_impact_of_volunteering.pdf)

Events have the power to inspire and change people's lives in a number of different ways. [eventIMPACTS](#) provides a toolkit of resources to help event organisers improve their evaluation of the impacts associated with staging sporting and cultural events.

<http://www.eventimpacts.com/calculator>



### Introduction

There are funders for community led development depending on the aim of the project. The main issues around projects are sustainability and ensuring that groups and organisations are inclusive and opportunities for participation are available to all. Funders prefer to support community led projects which maximise people's ability to strengthen community cohesion and build social capacity. This search was produced for your specific project, it is a fully interactive document, criteria, contacts, and the application process can be accessed simply by clicking on the links. It is always useful to contact funders before filling in an application. Funders like to hear from potential applicants and can usually tell you if your project fits with their criteria and if not may often signpost you to a funder where there is a better fit. It is also useful in terms of time and effort on both sides.

### Main funders

Funding	Amount available	Deadline	Criteria	Key Outcomes
<p><b>Event Scotland – Year of Coasts and Waters 2020 (Scotland)</b>  <a href="http://www.eventscotland.org/funding/year-of-coasts-and-waters-2020/">http://www.eventscotland.org/funding/year-of-coasts-and-waters-2020/</a></p>	Grants of between £10,000 and £50,000	<b>7th June 2019</b>	Applications must be made by a legally constituted organisation	Projects that support 2020 as Scotland's Year of Coasts and Waters (YCW2020). Projects will spotlight, celebrate and promote opportunities to experience and enjoy Scotland's unrivalled Coasts and Waters. Supported events will offer new, creative activity that will add value and capture the attention of potential audiences and media. The four programme strands that the programme is looking to celebrate are: Our Natural Environment and Wildlife; Our Historic Environment and Cultural Heritage; Activities and Adventure; Food and Drink.
<p><b>BIG Lottery Fund – Awards for All</b>            Tel: 0300 123 7110  <a href="https://www.biglotteryfund.org.uk/funding/programmes/national-lottery-awards-for-all-scotland">https://www.biglotteryfund.org.uk/funding/programmes/national-lottery-awards-for-all-scotland</a></p>	Grants of between £300 to £10,000	<b>Applications may be submitted at any time</b>	Awards for All welcomes applications from the following organisations in Scotland: Voluntary or community organisations, including registered charities or companies and social enterprises, Schools. Community councils.	Putting on an event, activity or performance buying new equipment or materials improvements or additions to community buildings or play facilities paying expenses for volunteers transport costs





<p><b>Beacon Events Programme</b>  <a href="http://www.eventscotland.org/funding/beacon-events-programme/">http://www.eventscotland.org/funding/beacon-events-programme/</a></p>	Discretionary	<b>Deadline: 7<sup>th</sup> June 2019</b>	Event organisers	The Beacon Events Programme complements the existing National and International Programmes and will support strategic development activity in line with the objectives of the National Events Strategy - Scotland the Perfect Stage. The purpose of the Beacon Events Programme is to support uniquely Scottish events, which generate tourism benefits, contribute significantly to the Scotland the Perfect Stage impact areas and act as examples of best practice.
<p><b>ACHA Community Action Fund</b>  <a href="https://www.acha.co.uk/services-community-action-fund/">https://www.acha.co.uk/services-community-action-fund/</a></p>	Grants of £500	<b>Applications may be submitted at any time</b>	Registered charitable organisations which are worthwhile causes and which have some housing connection or a connection to the Aims & Objectives of the Association.	Social activities (e.g. fun days, bingo, lunch clubs)
<p><b>Open Fund For Music Creators</b>  <a href="https://prsfoundation.com/funding-support/funding-music-creators/all-career-levels/the-open-fund-for-music-creators/">https://prsfoundation.com/funding-support/funding-music-creators/all-career-levels/the-open-fund-for-music-creators/</a></p>	Grants up to £5,000	<b>Deadline: 10<sup>th</sup> June 2019</b>	Songwriters, composers, and artists, bands, producers and performers	Aims to support the creation, performance and promotion of outstanding new music in any genre and to enable the UK's most talented music creators to realise their potential. The funding is being made available through the PRS Foundation's Open Fund for Music Creators and can support activities such as touring, music creator residencies, community projects and live performances featuring new UK music, etc.
<p><b>Allen Lane Foundation</b>          Tel: 01904 613223  <a href="http://allenlane.org.uk/social-cohesion-programme/">http://allenlane.org.uk/social-cohesion-programme/</a></p>	The Foundation makes single grants, or grants split over two or three years. One-off grants of between £500 and £15,000 are available. The average grant is between £5,000 and £6,000. Grants repeated for more than one year	<b>Applications may be submitted at any time</b>	The Foundation is seeking applications from community-led grassroots groups and organisations which have a focus of work being at a very local/community level, which could be a housing estate or distinct community.	This is a new funding programme, which has been established to provide support to local communities. It will focus on funding projects that aim to proactively break down barriers and tensions between different groups of people, and build a more cohesive and inclusive community for all.



	vary from around £500 per annum up to £5,000 per annum, for a maximum of three years.			
<b>Scottish Sea Farms - Heart of the Community Trust (HCT)</b> Tel: 01786 445521 <a href="https://www.scottishseafarms.com/community/heart-of-the-community/">https://www.scottishseafarms.com/community/heart-of-the-community/</a>	The average award is currently between £4,000 and £5,000.	<b>Applications may be submitted at any time</b>	Constituted organisations established on a not-for-profit basis. They do not need to be registered charities	Grants for projects that deliver lasting change within Shetland, Orkney, Highland, Argyll and Dumfries in the following areas: health and health promotion; education; personal development; and community projects.
<b>National Events Programme (Scotland)</b> Tel: 0131 472 2313 <a href="http://www.eventscotland.org/funding/national-events-programme/">http://www.eventscotland.org/funding/national-events-programme/</a>	Minimum award available £4,000 maximum £25,000, up to 25% of the total event budget.	<b>Round 42</b> <b>Deadline: Friday 7 June 2019 for events from January 2020 onwards.</b> <b>Round 43</b> <b>Deadline: Friday 4 October 2019 for events from May 2020 onwards.</b> <b>Round 44</b> <b>Deadline: Friday 7 February 2020 for events from August 2020 onwards.</b>	Applications must be made by legally constituted organisations	Support is available towards cultural and sporting events, designed to showcase specific towns and regions across Scotland, outside of the key metropolitan areas of Glasgow and Edinburgh. If your event takes place from January 2020 onwards and you would like to discuss submitting an application with a member of the team please contact the EventScotland team on 0131 472 2313 or <a href="mailto:information@eventscotland.org">information@eventscotland.org</a> .

The Social Enterprise Team have produced a number of resources designed to help groups find their way through the funding maze to assist The Third Sector in identifying funding streams with which to develop their projects and organisations. You can get help to develop your project, information on sources of funding, links to sites that will give you tips on funding and free software, and the monthly funding bulletin. We can offer support in finding information and resources to help with compiling your funding application, and get links to organisations that offer support in taking your project ideas forward <http://www.argyll-bute.gov.uk/community-support>



GRANTnet is a straightforward free to use service from GRANTfinder provided by Argyll & Bute Council as a tool for community and voluntary groups, sports and other clubs, schools, social enterprises and small businesses to search across a huge range of funding sources to identify suitable funding for their activity or project. <http://www.argyll-bute.gov.uk/grantnet>

Funding Alert is a free monthly update of funding streams which are open for applications and available in your area. It is a fully interactive document and criteria, contacts and the application process can be accessed simply by clicking on the links. You can download the latest copy here <http://www.argyll-bute.gov.uk/community-life-and-leisure/new-months-funding-alert> or submit a Note of Interest to [thirdsectorenquiries@argyll-bute.gov.uk](mailto:thirdsectorenquiries@argyll-bute.gov.uk) and we will add your contact details to our distribution list for the monthly bulletin. You can unsubscribe from Funding Alert at any time.

Bespoke funding searches and funding plans are for specific project using information and criteria which you have given us. Bespoke searches and funding plans can be requested at any time by contacting the Social Enterprise Team [thirdsectorenquiries@argyll-bute.gov.uk](mailto:thirdsectorenquiries@argyll-bute.gov.uk)

Note of Interest forms allow you to request information on a number of topics, <http://www.argyll-bute.gov.uk/forms/note-interest-form>

Isabell jones

Social Enterprise Team

Projects and Renewables

Development and Infrastructure

Argyll and Bute Council

[Isabell.jones@argyll-bute.gov.uk](mailto:Isabell.jones@argyll-bute.gov.uk)

Tel: 013697 08547

Further Information at;

<http://www.argyll-bute.gov.uk/community-life-and-leisure/grants-and-funding>

<http://www.argyll-bute.gov.uk/community-support>

*Realising our potential together*