



Community Grants Programme

Large Event Fund

Grant Guidance 2026-27

Call 3 - Opens: 17 August 2026

Closes: 11 September 2026, 12 noon

**Please read this grant guidance alongside the
general Applicant Manual (Revenue Grants)**

Grant Programme: Large Event Fund

Summary	For large scale events held within the Borough which have value and interest well beyond the local Council area		
Award	£1,001 - £10,000		
Grant Programme Eligibility	Groups/projects must: • Be a community or voluntary organisation (not for personal profit) • Not already hold two successful grants within the one financial year within FAP • Not already hold a Medium Grant (CD or GR), Large Event Fund Grant or International Event Fund Grant in this year • Be of significance across and beyond the Borough		
Grant Programme Objectives	Your project should deliver all the following objectives: • Improving quality of life and wellbeing. • Increasing community involvement and reducing isolation. • Building skills and capacity • Enabling participation in heritage, culture, arts or sport. • Bringing people from different community backgrounds together. • Protecting the environment and promoting sustainability. • Create significant economic impact. • Generate significant positive PR value for the Borough and/or NI.		
How will applications be assessed?			
Grant Programme Eligibility	Applicant is community based/not for personal profit		Y/N
	Applicant does not already hold a successful Medium Grant (CD or GR), Large Event Fund Grant or International Event Fund Grant in this year		Y/N
	Project is of significance across and beyond the Borough		Y/N
Assessment Criteria	Level of need demonstrated		0-5
	Ability of group to deliver		0-5
	Value for money (cost per significant beneficiary impact)		0-5
	Council funding % of total		0-5
	Fit with Council priorities		0-6
	Meet specific grant programme objectives		0-24

Grant Requirements

1. Applicants **must** demonstrate in the application form that this event is 'of significance across and beyond the ABC Borough'.
2. Applicants **must** demonstrate the economic benefit your event will bring to the Borough in terms of visitor spend, bed nights, benefit to local business.
3. Applicants **must** upload an Event Plan and Marketing Plan with their application. If these documents are not uploaded at application stage this will result in the application being deemed ineligible.

4. Applications for drama productions should apply to the Arts Project Fund.
5. **Please note:** if your event involves closing one or more roads, a recent change in the legislation means you must apply to Council for a road closure, which will incur additional cost. For more details, please contact Council's Environmental Health service on 0300 0300 900.

What costs will Council fund?

Eligible Costs	Ineligible costs
Venue hire – This must be a publicly recognised venue e.g. a Community Centre (not a domestic property)	Alcohol, refreshments, food
Equipment - Hire or purchase of equipment up to £500, must be linked to the Event. (If you ONLY want to purchase equipment then please apply for a small capital grant.)	Flags, bunting, musical instruments, kits/uniforms Fireworks and beacons of any kind (to include lantern or balloon releases)
Printing costs - for advertising only linked to the programme and not exceeding £200	Projects or activities which are delivered outside the Council area
Materials – must be related to the Event	Gifts, donations, prizes
Insurance – Public Liability Insurance costs for an event	Bank/loan interest, legal fees.
Programme Facilitator – claimed costs should not exceed £45 per hour. (We will assume each session is for 1 person for 1 hour only unless advised otherwise in the application)	Salaries, wages, administration and private or unfunded pension costs Payments made to any members of the applicant organisation for goods or services All Cash Transactions of any kind
Toilets - Hire of a mobile accessible toilet or portaloo toilet	Trips or transport of any kind
Road closure costs	Fundraising events and projects
Living Christmas Trees	Costs incurred prior to a funding offer from Council (retrospective funding)
	Costs which are not clearly linked to the event or project
	Costs that are poor value for money, or that are purchased from outside of Council procurement guidelines
	Costs that are already covered by other funding, income sources, or can be recovered from elsewhere (eg. VAT)
	Any costs or projects which are clearly

	another statutory agency's responsibility
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How we will assess your application

Your application will be reviewed by Council officers using a standard process. It can be unsuccessful if it does not meet the rules or does not achieve the pass mark. The assessment process includes:

Stage 1 – Eligibility Checks

- To ensure your organisation is eligible.
- To check that your project fits the specific grant programme.
- To confirm all required documents are uploaded.

Stage 2 – Scoring & Awards

If your application passes the eligibility checks, it proceeds to scoring. Applications are scored based on criteria for that specific grant. Funding is awarded based on your score:

- Score 70% or above = Awarded get 100% of the eligible costs you applied for.
- Score 50% to 69% = Awarded get that percentage of the eligible costs (e.g., 60% score means 60% of your requested amount).
- Score below 50% = Application will be unsuccessful and no funding will be awarded.

If there are more eligible applications than the budget can cover, all successful grants may be reduced by the same percentage to fit the budget.

Interested in applying?

Before applying, read the general Applicant Manual (Revenue Grants) for guidance on:

- Who can apply
- What projects we can fund
- Support for applicants
- Completing your application
- Assessment process and scoring
- Procurement rules when spending your grant.

The Community Grants Programme provided by Armagh City, Banbridge and Craigavon Borough Council is delivered with financial support from:

