Armagh City Banbridge & Craigavon Borough Council

Community Grants Programme

Community Events Fund

(& Christmas switch-on events)

Grant Guidance 2027-28

Call 1 - Opens: 02 November 2026

Closes: 27 November 2026, 12 noon

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

PLEASE NOTE FOR 2027/28

THERE WILL BE
2 OPPORTUNITIES TO APPLY
TO THE
REVENUE GRANTS

Call 1: 2 November – 27 November 2026

Delivery Period: 1 April 2027 - 31 March 2028

Call 2: 1 March – 9 April 2027

Delivery Period: 1 July 2027 - 31 March 2028

Grant Programme: **Community Events Fund**

Summary	For local small scale community festivals or events
Award	Up to £1,250
Grant Programme Eligibility	Groups/projects must: • Be a community or voluntary organisation (not for personal profit) • Have 90% of beneficiaries in Council area
Grant Programme Objectives	Your project should deliver on one of the programme objectives from the list below: Improving quality of life and wellbeing. • Increasing community involvement and reducing isolation. • Building skills and capacity • Participation in heritage, culture, arts or sport. • Bringing people from different community backgrounds together. • Protecting the environment and promoting sustainability.

How will applications be assessed?

Grant Programme Eligibility (see	Be community based/not for personal profit	Y/N
	90% of beneficiaries in Council area	
	You must clearly detail evidence of financial need - see page 4	Y/N
Assessment Criteria	Need demonstrated	Y/N
	Group able to deliver	Y/N
	Value for money (cost per significant beneficiary impact)	Y/N
	Fits with Council priorities	Y/N
	Meets specific grant programme objectives	Y/N
	Demonstrate clear financial need for funding from Council	Y/N

Community Events Fund

Grant Requirements

1. Applications to this grant programme should only be for events or festivals.
2. One application should be made per event/festival. A festival is viewed as a series of events under the one theme run over consecutive days or within a short timeframe e.g. over two weeks.
3. Christmas events not related to a Christmas Switch-on Events are guided by duration of event (see box below for durations allowed)
4. Applications for time-bound programmes (e.g. a six-week intergenerational project) should be made to other more relevant grant programmes.
5. Trips are not events and are ineligible under this grant programme.
6. Applications must evidence a financial need for Council support.

This means that you must show that your projected costs are greater than your projected income.
The grant funding requested cannot be greater than your expected shortfall in funding.
e.g. Projected cost of the event is £50k
Projected income for the event is £75k
Amount requested from FAP £10k

This would be viewed as unsuccessful as there is not clear evidence of financial need as the projected income is greater than the cost of the event.

Level of funding
Maximum amounts available under this grant programme are determined by the following criteria:

Activity	Criteria	Maximum Awards (for eligible costs)
Community Events (including Family Fun Days, Christmas parties &Festivals	One day	£750
	Two days	£1000
	More than two days	£1,250

- **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, and this will incur additional cost. For more details, please contact Council's Environmental Health service on 0300 0300 900.

- For events awarded a grant through this grant programme only, where a road closure is

unavoidable, costs incurred to close the road will be reimbursed to the group upon evidence of payment of road closure costs.

Grant Programme: **Christmas Tree Switch on events only**		
Summary	Christmas Tree Switch on Events Only	
Award	up to £1,000	
Grant Programme Eligibility	Groups/projects must: • Must be a community or voluntary organisation (not for personal profit) • Have 90% of beneficiaries in Council area	
Grant Programme Objectives	Your project should deliver on a programme objective from the list below: • Improving quality of life and wellbeing. • Increasing community involvement and reducing isolation. • Building skills and capacity • Participation in heritage, culture, arts or sport. • Bringing people from different community backgrounds together. • Protecting the environment and promoting sustainability.	
How will applications be assessed?		
Grant Programme Eligibility	Be community based/not for personal profit	Y/N
	90% of beneficiaries in Council area	Y/N
	Group able to deliver e.g. will undertake risk assessment, adhere to health and safety, safeguarding	Y/N
	Value for money (cost per significant beneficiary impact)	Y/N
	Amount requested meets population criteria outlined below	Y/N
	Meets specific grant programme objectives	Y/N
	Meets specific grant programme objectives	Y/N

Christmas Switch-on Events

Grant Requirements:

1. Only one Christmas Tree event can be applied for per applicant/Group per year.
2. Christmas Tree Switch on events must be community based and held in your local area, trips out to restaurants/cinemas/pantos'/dinners/hampers etc are not eligible (even if within the Borough). Selection boxes and sweets are the only eligible food items for Christmas Tree Switch on events.
3. Living Christmas trees are an eligible cost.
4. Christmas Tree Switch on Events will not be considered as part of the 2 grants allowed per year rule, so any groups can apply for a Christmas Tree Switch on event in any call during the 27/28 year.
5. Delivery should not take place before 15 November 2027.
6. We will use the most up to date NISRA results to calculate population figures when scoring all Christmas related events as per the guidance below.

Level of funding

Maximum amounts available under this grant programme are determined by the following criteria:

Activity	Criteria	Maximum Awards (for eligible costs)
Christmas Tree Switch-on events (only)	Population under 1000	£500
	Population 1,000-4,000	£750
	Population over 4,000	£1,000

- **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, and this will incur additional cost. For more details, please contact Council's Environmental Health service on 0300 0300 900.

- For events awarded a grant through this grant programme only, where a road closure is unavoidable, costs incurred to close the road will be reimbursed to the group upon evidence of payment of road closure costs.

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 (except in exceptional circumstances e.g. sweets/selection boxes for Christmas Tree Switch-on events)
Equipment - Hire of equipment no cap, 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. Medals and trophies are eligible.	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 and should be independent/external from organisation. (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 Accommodation costs.
Road closure costs	Fundraising events and projects
For Christmas events <u>only</u> the following costs are eligible: • Living Christmas Trees • Sweets and selection boxes	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

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 a pass. 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 – Assessment & Awards
If your application passes the eligibility checks, it proceeds to assessment.

For Community Development Micro Grants, funding will be awarded if your answers demonstrate enough relevant detail for the assessment panel to determine that you meet the pass criteria as listed on page 2 above.

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:

Department for Communities
www.communities-ni.gov.uk

The Executive Office