Armagh City Banbridge & Craigavon Borough Council

Community Grants Programme

International Tourism Event Grant

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: **International Tourism Event Fund**

Summary	For large scale events with genuine appeal to the out-of-state visitor and which will generate significant out-of-state tourism revenue and PR for the Borough.
Award	Up to £15,000
Grant Programme Eligibility	Groups/projects must: • Must be a community or Voluntary organisation (not for personal profit) • Not already hold a successful Medium Grant (CD or GR), Large Event Fund Grant, or International Tourism Event Fund Grant in this year • Generate significant out-of-state tourism revenue and PR
Grant Programme Objectives	Your project should deliver **all** of the following objectives: • 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. • Create significant economic impact. • Generate significant positive PR value for the Borough and/or NI.

How will applications be assessed?

Grant Programme Eligibility	Be community based/not for personal profit	Y/N
	Not already hold a successful Medium Grant (CD or GR), Large Event Fund Grant, or International Tourism Event Fund Grant in this year	Y/N
	Generate significant out-of state tourism revenue and PR	Y/N
	You must clearly detail evidence of financial need – see page 4	Y/N
Assessment Criteria	Level of need demonstrated	0-5
	Council funding % of total	0-5
	Ability of group to deliver	0-5
	Out of state attendance	0-5
	Overall attendance	0-5
	Demonstrate sense of place and uniqueness of event/Fit with Tourism Strategy	0-10
	PR (inc Marketing Plan) See note 'C' below	0-15
	Commercial bed nights, within Borough, generated (evidenced with supporting documentation eg. surveys) See note E below	0-9
	Meet specific grant programme objectives	0-16

Completing the Application Form

Top Tips:

- Select the grant that best fits your project and costs
- Refer to the specific guidance manual for details
- Answer all questions fully and clearly.
- Repeat information if relevant - assessors won't look elsewhere for answers.
- You must clearly detail evidence of financial need
- Assume assessors know nothing about your project.
- You must clearly show why your project or activity is needed.
- It is the responsibility of the applicant to demonstrate clear financial need for funding from Council.
- You also need to explain how your project helps support the council's goals and priorities.
- If a grant has been funded one year, it may not be funded in subsequent years, as it is subject to an independent assessment process each call

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.

Grant Requirements:

1. Applicants **must** demonstrate in the application form that this event is of significance beyond Northern Ireland.

2. Events of significance to the local community only, or within the Borough but not beyond, should apply to 'Community Events Fund'. Events of significance beyond the Borough but with little or no international significance should apply to 'Large Event Fund'
3. Domestic visitors are from within NI. International visitors are defined as outside of Northern Ireland.

4. Applicants **must** attach the following with the application through the 'Supporting Documents' section of the application form (see also d) and e) below):
    a. the organisation's Health and Safety Policy
    b. A Risk Assessment.
    c. A Marketing Plan for the event
    d. A draft programme for the Event
    e. A detailed Event Plan (the previous year's plan is acceptable)

    If you do not provide these at time of application submission your application will be deemed ineligible.

    For a sample template event plan, sample template marketing plan and sample template risk assessment please contact the grants team.

5. Evidence of PR secured from the previous year needs to be included as part of the supporting documentation and should include online, print, broadcast coverage secured in NI and internationally.

6. Evidence of actual beneficiaries of the event and commercial bed-nights generated within the Borough also needs to be provided. These should be from previous years' events.

    a. Applicants are asked to describe how their event relates to the Council's Tourism Action Plan. There are five questions applicants are asked to answer, and it is highly recommended that applicants talk to a Council Officer in relation to completing these questions.

    b. Applicants are asked to describe how their event will generate significant positive PR value for the Borough (local, regional and international). The answer to this question will need to complement the Marketing Plan that has to be provided by the applicant.

7. 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.

   It is strongly recommended that applicants consult with a relevant Council Officer before submitting an application.

   Important note: if your Event involves closing one or more roads, 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.

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 of equipment no cap, purchase of equipment for up to £500, must be linked to the programme. (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 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
	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 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:

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

The Executive Office