

Festivals Innovation Fund (FIF) criteria and guidance note (These are reviewed annually to reflect the Council's current Corporate Priorities).

FIF applications are subject to a 2 stage process (in common with the process adopted by other external funding agencies, such as Arts Council England).

Stage 1

Essential: Event organisers must demonstrate how their project/festival/event;-

- Contributes to attracting visitors (day or staying visitors) and/or be for the enjoyment and wellbeing of local residents and/or encourage wider access and involvement from under represented groups
- Demonstrates good practice (quality, well throughout in terms of planning, promotion and management, financially sound and have a rigorous evaluation process)

Desirable:

- Attracts additional external funding over and above the required match funding being sought via FIF.
- Demonstrate partnership working.
- Improves an existing festivals or events or introduces a new festival or event.

Match Funding

Private Sector – will need to secure 50% minimum match funding (not including in-kind contributions)

Voluntary Sector – will need to secure 25% match funding (15% of this can be in-kind contributions)

NB. Payments of FIF grant will only upon receipt of invoices. For the voluntary sector, up to a maximum of 50% can be paid in advance. Cultural Services may “claw-back” full or partial FIF grants in cases where stated outcomes are not achieved, or an event is cancelled. There will be a partial retention of any FIF grant (10%), payable on completion of a satisfactory evaluation process. It will be a requirement of any FIF grant that the applicant includes the Lancaster City Council logo on all promotional literature etc.

What FIF will fund and won't fund

Will:

- Cost of performers/artists
- Marketing & Promotion
- Purchase of essential equipment
- Insurance cover for the event (if not covered elsewhere)
- Cost of hiring external facilities
- Only Festivals or Events which take place in our District

Won't:

- Hire cost of applicants own facilities
- Replace existing funding
- Double fund i.e., fund from more than one Council budget
- If there is no match funding at the level required
- Support for individuals
- Provide funds to generate income for organisers

Stage2

Once a Stage 1 FIF has been assessed by the Programming Group and approved by the Head of Cultural Services, a Case Officer will be assigned to the FIF applicant to ensure compliance with regards to developing, planning, delivering, monitoring and evaluating the festival/project/event.