



A Guide to Funding

Introduction

You may be planning an event on a small scale in which case you will not require additional funding. However, if you are planning a medium to larger scale event, then there will be a strong possibility that you will require additional funding for a variety of uses.

If this is the case, you may need to contact agencies who provide funding to assist with the delivery of events. There are several agencies who currently supply funding which are listed below but it is always worthwhile searching the internet for additional funders and using the contacts which you will make with other event organisers to source additional providers.

Funding Providers

Research is a vital part of funding. It is always advisable to source an event funding provider, then find out if they would support the type of event which you are planning to run. Some providers only support certain types of event while others will support any events which attract visitors to the region.

The best way to ascertain the provision of funding is to firstly contact the funder to discuss your event outline. They will then be able to inform you as to whether or not they will be able to accept an application for your event.

It can be possible to fit some of your event aims and objectives around those provided by funders but you should not totally change the whole event just to ensure you receive funding from certain providers. If one agency cannot assist you then there may be others who will accept an application. You should try to contact as many funders as possible.

Submitting an Application

Most funding providers have deadlines for the submission of applications. You should always ensure that you submit completed applications before the deadline date – if you realise that this may not be possible for whatever reason then you must contact them as soon as possible to request a possible extension date to the deadline. This may not always be possible but it is worth trying in-case others are in a similar situation. You must always aim to have submissions in on time though as this will save rushing applications. Late applications are often not



as well planned as those which have been methodically put together and therefore have less of a chance of acceptance.

You could also ask if it would be possible to receive any help from the funder in relation to completing the application form – most providers would be happy to help and it is always worth asking as they will be the experts at completing their own application forms!

Aims & Objectives

These two terms are often misunderstood in relation to funding applications. The two definitions below should assist when completing any applications which require these details:

Aims

Aims are statements outlining what the group or organisation is trying to do (e.g. run an event to raise funds for a local charity).

Objectives

These are statements about what the group or organisation wishes to achieve by a particular date or by the running of an event. The objectives should directly relate back to the over all aim, e.g.

- Raise awareness of the charity within the local area
- Raise funding for the continuation of the charitable work
- Attract more volunteers to assist the charity etc.

Grant Receipt & Evaluation

If you have been successful in obtaining grant funding, you will probably receive a letter confirming that your application has been accepted. You may be asked to confirm acceptance of the grant and this should always be acknowledged as soon as possible. This allows potential under-spends to be highlighted to funders, therefore allowing for further allocations of funding which has not been accepted by the original applicants.

You should also retain all receipts in relation to your event but especially if you are claiming grant funding for a particular section of the event (i.e. payment for performers). Most grant funders are happy to receive photocopies of the original



receipts but some require the original in which case you should photocopy this before submission in-case the original is lost.

Nearly all funders will require an evaluation of some kind to be carried out to enable them to prove that their funding has been allocated to events which have carried out their overall aims and objectives.

You should study the evaluation document before the event if possible and this will give you an idea of the information required. As covered in the Guide to Event Planning, you should carry out your own evaluation which can then be used to complete the evaluation report. You can include extras such as photographs and press cuttings of the coverage of your event and also try to retain some of the advertising used for the event which shows the logo of your funder for submission.

Try to provide as much information as possible so that funders do not feel that they have to ask you for more information after the receipt of your evaluation. If you can provide a good evaluation, then there is a possibility that this will assist you in future grant submissions as it will prove that your event has been well managed, documented and evaluated.



south-west-events.com
THE events site for Dumfries & Galloway

Please find below a list of current event funders within Dumfries & Galloway:

Event Funders

Name	Contact Details
Awards for All	www.awardsforall.org.uk
Gaelforce	www.gaelforcefestival.co.uk
The Scottish Book Trust	www.scottishbooktrust.com
Dumfries & Galloway Council Area Committee's (Wigtownshire, Stewartry, Nithsdale & Annandale & Eskdale)	www.dgcommunity.net Phone No's Wigtownshire – Tel: 01776 702151 Stewartry – Tel: 01557 330 291 Nithsdale – Tel: 01387 260 000 Annandale & Eskdale – 01461 203 311
Dumfries & Galloway Arts Association	www.dgaa.net

Please note that there may be other funding providers which have not been identified within the above table but it will be updated on a regular basis when new providers are sourced.