

# Cherwell District Council

## Queen's 90<sup>th</sup> Birthday Celebration Fund

### DRAFT Guidance Notes

To celebrate the Queen's 90<sup>th</sup> birthday, Cherwell District Council is providing financial support towards local community events that aim to bring people together and strengthen community spirit.

#### Who can apply?

- Parish Authorities (Town & Parish Councils, Parish Meetings)
- If the relevant Parish Authority will not be applying, constituted community associations or constituted neighbourhood/resident associations may apply.

#### How much is available?

The Council will determine what level of support will be given to any event, up to the maximum sum. This will be based on the population size and on the scope/nature of the event. Applications will be assessed and grants awarded on a first come, first served basis, subject to budget availability.

- Banbury, Bicester and Kidlington – up to £500 per ward
- Rest of the District – From £100 per parish for smallest parishes, up to £500 per parish for largest parishes

Plus

- Fee waived for one Temporary Road Closure and one Temporary Event Notice (if required for the approved event)

#### When should the events take place?

- Between 16 April 2016 and 30 September 2016

#### Will retrospective applications be accepted?

- No, a grant application must be submitted before the event takes place. However, we accept that there may have been some preparatory expenditure.

#### What types of event can be funded?

- Events celebrating Queen Elizabeth's 90<sup>th</sup> year, that encourage participation by the whole community:
  - Stand-alone events
  - Special elements taking place in association with established annual events

#### What costs can the grant cover?

- Costs associated with events and activities such as street parties, parades, music/art/dance performance and entertainment
- Equipment hire costs such as the hire of tables, chairs, marquees, electrical/mechanical apparatus
- Local promotional and publicity costs

### What costs can the grant not be used for?

- Purchase of equipment
- Food and drink
- Commemorative keepsakes
- Fireworks
- Religious or political activities

### Application process

- Application forms will be supplied electronically by e-mail or can be downloaded from the District Council's website at
- The final deadline for applications will be 27 May
- Please complete the application form and return it to:  
Countryside and Community Services  
Cherwell District Council  
Bodicote House  
Bodicote  
Banbury  
Oxfordshire  
OX15 4AA

### Additional information

Additional guidance notes have been made available on the street parties page of the Council's website – <http://www.cherwell.gov.uk/streetparties>

### Further help and advice

Please contact Sue Marchand 01295 221707 [sue.marchand@cherwell-dc.gov.uk](mailto:sue.marchand@cherwell-dc.gov.uk)