

Report on Applications for Financial Assistance

1 Berwick Literary Festival 2017 – Berwick Literary Festival Steering Group

1.1 Background: Following the changed circumstances that saw the Berwick Events Group withdraw from organising a Berwick Book Festival early in 2014, a new group, Berwick Literary Festival steering group, formed. The 2017 Literary festival is planned to build on the success of the past 3 events with a 4 day programme including a continued schools programme in the Town Hall and a Saturday programme across 5 venues.

1.2 Event and Organisation Finances: The overall cost of the festival is estimated to be just over £11000, with contributors, publicity and venue hire being the main costs, comprising 88% of the expenditure. The costs exclude administration and stewarding, which are delivered by volunteers, effort previously estimated as worth at least £1200 to the organisation.

For 2016, 47% of income was self-generated through ticket sales and a Patrons scheme; for 2017, this is anticipated to grow to over 50%.

Accounts for 2015 show a surplus of £3271, with the actual expenditure for 2016 suggesting an event that broke even.

1.3 Previous Grants: BLFSG have received grants for each festival, £2500 for the first two festivals and £2000 for the third.

1.4 Sum Requested: BLFSG are requesting £2000 from BTC towards the overall cost of the project [16% of the overall cost]. Specifically, BTC is asked to contribute towards the cost of venue hire, fees and expenses for contributors and printing and advertising costs.

1.5 Budget: In the 2017-18 budget there is a revenue allocation for 'other events' of £5000. In part, this sum anticipated an application for support for a literary festival.

1.6 Relevant Statutory Power: The legislation relevant to this application is s144 of the Local Government Act 1972

1.7 Council Mission: Supporting a Literary Festival would be consistent with two of the Council's stated aims, to promote economic growth and encourage visitors.

1.8 Conclusions: To date, the literary festival is fulfilling its potential to significantly add to the developing attraction of Berwick during September and October. The feedback from the previous Literary Festivals was positive and resulted in a 'busier' town, particularly during the Saturdays of the festival weekends. As a means of supporting on-going, developing event, the application could be considered worthy of positive consideration.

1.9 Recommendation: Agree support for BLFSG to cover costs associated with a Berwick Literary Festival, the support to cover fees and travel expenses for authors and illustrators presenting talks or leading workshop activities at the festival [up to £500], venue hire costs [up to £750] printing and advertising costs [up to £750].

BERWICK-UPON-TWEED TOWN COUNCIL

Grant Application Form

Please complete all sections, providing as much detail as possible. If necessary, continue on separate sheets, indicating clearly which part of the form the continuation relates to. Failure to complete the form may delay your application and may lead to its refusal.

Applications for Town Council grants are discussed in public meetings and parts of this application form will be included in an appendix circulated with the meeting agenda; information you provide in Sections 3 and 4 will normally be public, while personal and bank information provided in sections 1 and 2 will be kept confidential.

Any problems, please contact the Town Council Office on 01289 302391,
Email: admin@berwick-tc.gov.uk

Send your completed application to:

**Berwick-upon-Tweed Town Council, Berwick Workspace, Boarding School Yard,
90 Marygate, Berwick-upon-Tweed. TD15 1BN or by e-mail to admin@berwick-tc.gov.uk**

Please keep a copy of the completed form for your own records.

Section 3 About Your Organisation

Name of Organisation Berwick Literary Festival

What type of organisation are you (please tick)

Registered Charity	<input checked="" type="checkbox"/>	Unregistered Community Group/Club/Society	<input type="checkbox"/>
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Other (please state):

Do you have a set of rules or a constitution (please tick)? <i>(please supply a copy if this is your first application to BTC)</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Where does your organisation work (please tick)?

Just in the Berwick, Tweedmouth and/or Spittal area	<input checked="" type="checkbox"/>	Regionally in the North East and/or Southern Scotland	<input type="checkbox"/>
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Throughout Northumberland	<input type="checkbox"/>	Nationally	<input type="checkbox"/>
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For the most recent financial year please state: Figures not yet approved by Trustees

Income £10000 (approx)	Expenditure £9000 (approx)	Year end balance £2000 (approx)
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What does your organisation do?

We organise and run the annual Berwick Literary Festival. October 2017 will be the fourth such Festival.

How many people take part in your activities each year? Audiences of 1200 approx plus, via schools, 1500 children

How many people are involved in your organisation?

Committee & Volunteers 11 plus 20 stewards etc	Paid Staff (FTE) 0 but hoping to engage part time help this year
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Section 4 Your Project

Describe your project [Continue on a separate sheet as necessary; include any drawings or plans of your project that will help explain what it is about]

The Literary Festival is becoming an established part of the cultural life of Berwick and is one of the four "Autumn Festivals" in the Town. Since last year we have become a Charitable Incorporated Organisation (CIO). The main programme and the associated programme for schools for October 2017 have now been organised and all the venues booked. We believe that, along with the other Festivals, the Literary Festival brings economic, cultural and social benefits to our Town and we hope the Council recognises this.

A copy of the 2016 Programme is attached.

Our priority is now to secure significant funding from the Arts Council to enable us to engage some part time administrative support (to complement the work of our volunteers). If we do not secure this, the future viability of the Festival will be an issue. An application has been made for this. In the meantime, a continuation of the valuable contribution which the Town Council has made in the past would be greatly appreciated.

Why is it needed? (include details of any research you have carried out to identify the need and describe any specific benefits for the people of Berwick, Tweedmouth and Spittal)

The growing participation levels in terms of audiences and the involvement of children is, we believe, testament to the benefit of the Festival to the area.

How will you measure the success of your project?

Audience survey, critical reviews, financial outcome (as in previous years).

What is the total cost of your project? £11000 (£16000 if we secure additional funding)

Please provide a project budget Please see attached

Have you asked any other organisation for help to fund the project?

If yes, please give details below

Organisation	Amount requested	Outcome
Arts Council	£10000	Awaited
Rothley Trust	£1000	£750 awarded

Section 4 Your Project (continued)

What will the Town Council grant be used for?

Item	Cost	Purchased or hired?	Town Council Contribution
Contribution to costs of contributors and infrastructure	£16000	NA	£2000
Total requested from Town Council			£2000

How will you publicise the Town Council's assistance (for example at the event and/or in publicity or other material)?

In the Festival Programme and publicity leaflet (as in previous years)

What will happen if you are not given funding at this time?

This partly depends upon the outcome of other bids (see above). The worst outcome would be that the 2017 Festival has to be cancelled. Alternatively, it would have to be scaled back and/or less publicity given to it. The more likely scenario is that the 2017 Festival would be the last one since we could exhaust our limited reserves and our "private" income – from Patrons, ticket sales etc.

If the bid to the Arts Council is successful, we anticipate that applications for future support from Town Council would reduce.

Declaration

I, the undersigned, declare that:

1. I am authorised to make the application on behalf of the applicant organisation
2. I certify that the information contained in this application is correct
3. If the information in the application changes in any way I will inform Berwick Town Council
4. I understand that any grant may only be paid when confirmation of specific expenditure, e.g. an invoice, is available
5. I give permission for the Town Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities.
6. I undertake to supply Berwick-upon-Tweed Town Council with a report on how all funds were spent within six months of receiving any grant.
7. I undertake to retain **all** receipts and invoices relating to the project as evidence of expenditure, and to make these available for inspection if required.
8. I understand that Berwick Town Council reserves the right to recover any amounts given in the event that the conditions the grant is made under are not fulfilled or the organisation ceases to exist

Signed: ...Michael Wright..... on behalf of ..Berwick Literary Festival.....

Name (please print): MICHAEL WRIGHT.....Date: ...5th April 2017.....