

<b>Decision released from confidential session</b>			
<b>Recommendation from (agenda report)</b>	<b>Date of meeting</b>	<b>Recommendation to (decision-making meeting)</b>	<b>Date of meeting</b>
		Council	7 March 2024
<b>Report Title and number</b>			
The Community Events Fund - Moving Decision Making to Council (R28248)			
<b>Documents released</b>			
Decision, Report (R28248), Attachments (636034393-11981 and 636034393-12070)			
<b>Decision</b>			
Resolved CL/2024/045			
That the Council			
<ol style="list-style-type: none"> <li>1. Receives the report The Community Events Fund - Moving Decision Making to Council (R28248) and its attachments (636034393-11981 and 636034393-12070); and</li> <li>2. Approves that Community Events Fund applications should be administered by Council; and</li> <li>3. Dissolves the Community Investment Funding Panel; and</li> <li>4. Adopts the Community Funding Panel Terms of Reference (636034393-11981) that administers the Community Events Fund and the Community Investment Fund; and</li> <li>5. Appoints current Community Investment Fund Panel members Arawhita Wiringi, Bhoj Raj Subba, Elva Vivienne (Viv) Lock and Rachel Gordon to the Community Funding Panel; and</li> <li>6. Appoints Councillors Councillor Anderson and Councillor Rollo to the appointment panel to recommend three new members of the Community Funding Panel; and</li> <li>7. Notes that Council will approve the selection of new Panel members for the Community Funding Panel at a future meeting; and</li> </ol>			

8. Agrees to delegate Council Facilities Venue Hire Fund funding decisions to the Chief Executive; and
9. Approves the updated Council Facilities Venue Hire Fund Criteria (636034393-12070); and
10. Agrees that Report (R28248), Attachments (636034393-11981 and 636034393-12070) and the decision be made publicly available.

RELEASED FROM CONFIDENTIAL ON 19 MARCH 2024

---

**Report Title:** The Community Events Fund - Moving Decision Making to Council

**Report Author:** Mark Preston-Thomas - Manager Community Partnerships

**Report Authoriser:** Andrew White - Group Manager Community Services

**Report Number:** R28248

---

## 1. Purpose of Report

- 1.1 To confirm a new process for Council to allocate funding for Council's Community Events and Venue Hire Funds.
- 1.2 To update the membership for the proposed combined Community Investment Fund and Community Events Fund panel.
- 1.3 To change delegations for the Facilities Venue Hire Fund to officer delegation.

## 2. Recommendation

### *That the Council*

1. ***Receives the report The Community Events Fund - Moving Decision Making to Council (R28248) and its attachments (636034393-11981 and 636034393-12070); and***
2. ***Approves that Community Events Fund applications should be administered by Council; and***
3. ***Dissolves the Community Investment Funding Panel; and***
4. ***Adopts the Community Funding Panel Terms of Reference (636034393-11981) that administers the Community Events Fund and the Community Investment Fund; and***

5. ***Appoints current Community Investment Fund Panel members Arawhita Wiringi, Bhoj Raj Subba, Elva Vivienne (Viv) Lock and Rachel Gordon to the Community Funding Panel; and***
6. ***Appoints Councillors xxx and xxx to the appointment panel to recommend three new members of the Community Funding Panel; and***
7. ***Notes that Council will approve the selection of new Panel members for the Community Funding Panel at a future meeting; and***
8. ***Agrees to delegate Council Facilities Venue Hire Fund funding decisions to the Chief Executive; and***
9. ***Approves the updated Council Facilities Venue Hire Fund Criteria (636034393-12070); and***
10. ***Agrees that Report (R28248), Attachments (636034393-11981 and 636034393-12070) and the decision be made publicly available.***

### **3. Exclusion of the Public**

3.1 This report has been placed in the confidential part of the agenda in accordance with section 48(1)(a) and section 7 of the Local Government Official Information and Meetings Act 1987. The reason for withholding information in this report under this Act is to:

- Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

### **4. Background**

#### **Community Events Fund**

- 4.1 Council has supported economic and community events for many years. On 3 May 2018 Council adopted the Nelson City Events Strategy to provide a better strategic setting for its investment in events. The Strategy included two funding components, one for events aimed at fostering community wellbeing and social outcomes, the other for events that were primarily aimed at growing the Nelson economy. The Strategy states that the NRDA will administer both funds.
- 4.2 It is proposed that events that are primarily economic will continue to be managed by NRDA and they are not discussed further in this report.
- 4.3 This report recommends that administration of the Community Events Fund moves from NRDA to Council.

4.4 The purpose of the Community Events Fund is, *"The community events stream recognises that events are important for community well-being, as they build feelings of belonging, identity, and a sense of pride amongst our diverse community."*

4.5 The 2022/23 community events budget of \$81,034 was allocated to 11 community groups in 2022/23 to support events such as Diwali, the Multicultural and Fringe festivals. The draft Long Term Plan 2024-34 has a budget of \$83,081 allocated to community events funding.

### **Council Facilities Venue Hire Fund**

4.6 In August 2019 Council resolved to approve criteria for the Council Facilities Venue Hire Fund to subsidise community events in Council venues, with a budget of \$30,000 per annum. Discounts are capped at two days community hire of the facility. It is now recommended that allocations are made by officers rather than the NRDA Events Development Committee.

## **5. Discussion**

### **Rationale for Change**

5.1 There is increasing demand from diverse community groups to stage events to celebrate identity. This, combined with rising costs, is placing increased pressure on the community events component of the Events Fund.

5.2 Other changes have occurred at Council since the adoption of the Strategy. The Community Events Advisory Committee, comprising Chairs of the former Sports and Recreation and Community Services Committees no longer meet to provide advice, as these Committees no longer exist.

5.3 Council's Community Partnerships and Events Teams are well equipped to engage with community and provide quality advice to the panel.

5.4 An independent funding panel with both community and events expertise will strengthen allocation decisions and reduce opportunities for criticism from unsuccessful applicants.

5.5 The NRDA supports this move for Council to administer the Community Events Fund.

### **Alignment between CIF and Community Events**

5.6 Benefits of merging the CIF and Community Events processes include:

5.6.1 Using an independent decision-making panel: The CIF panel has a strong track record of quality (and difficult) decisions on community benefit despite oversubscription of up to 400% of available funds.

- 5.6.2 Administrative efficiency: It is more efficient to expand the role of the existing panel than to create a new one given the small funding pool of \$80,000 per annum.

### **Changes to Panel, decision making and Terms of Reference (TOR)**

- 5.7 Key changes reflected in the updated TOR (attachment 1) include:
- 5.7.1 Changing the name from the 'Community Investment Funding Panel' to the 'Community Funding Panel' to reflect the Panel's increased scope to include CIF and community events.
  - 5.7.2 Adding an events specialist to the panel.
  - 5.7.3 Including outcomes from the Events Strategy as criteria for Community Events decisions.
  - 5.7.4 Updating delegations for community events funding to align with Council's Economic Fund. To approve applications between \$45,000 and \$100,000 require a Chief Executive decision and decisions above \$100,000 require a Council decision (noting that for the foreseeable future the total pool is less than \$100,000).

### **Panel Recruitment**

- 5.8 The Community Funding Panel requires three new Panel members to be recruited. Two of these are to replace CIF Panel resignations and one is for a new events specialist.
- 5.9 Council is requested to approve two elected members for the selection panel.
- 5.10 Officers will call for and review nominations against the desired skills and competencies. Officers will then engage with the two delegated elected members to prepare a recommendation to Council for appointment at a future meeting.

### **Council Facilities Venue Hire Fund**

- 5.11 The current NRDA facilitated Events Development Committee allocates funding for Council's Council Facilities Venue Hire Fund of \$30,870 per annum. Due to the small size of the fund, administrative efficiency and eliminating delays while waiting for panel meetings, it is recommended that funding decisions are changed to an officer delegation.
- 5.12 The Council Facilities Venue Hire Fund criteria has been updated and attached (attachment two) to accommodate these changes.

## **6. Options**

- 6.1 Option 1, combining the CIF and Community Events processes is recommended.

<b>Option 1: Combine allocation of the Community Events Fund with CIF. Move admin from NRDA to Council.</b>	
Advantages	<ul style="list-style-type: none"> <li>• Independent decision panel provides robust and transparent decisions.</li> <li>• Improved synergies between CIF and community events.</li> <li>• Administratively efficient.</li> </ul>
Risks and Disadvantages	<ul style="list-style-type: none"> <li>• Reduced frequency of allocation meetings may impact some community applications.</li> <li>• Some applicants may apply to the wrong fund.</li> <li>• Increased work programme for officers.</li> </ul>
<b>Option 2: Maintain status quo – NRDA continue to administer Community and Economic Events Fund.</b>	
Advantages	<ul style="list-style-type: none"> <li>• Events funding is managed via a single agency and process.</li> </ul>
Risks and Disadvantages	<ul style="list-style-type: none"> <li>• Panel has reduced access to community advice to assist decision making.</li> <li>• No community members on panel.</li> </ul>

6.2 Option 1, changing Council Facilities Venue Hire fund to an officer delegation is recommended.

<b>Option 1: Change Council Facilities Venue Hire Fund to officer delegation.</b>	
Advantages	<ul style="list-style-type: none"> <li>• Funding decisions made quickly for applicants.</li> <li>• Administratively efficient.</li> </ul>
Risks and Disadvantages	<ul style="list-style-type: none"> <li>• None obvious.</li> </ul>
<b>Option 2: Maintain status quo – Council Facilities Venue Hire Fund allocation is decided by the Events Development Committee.</b>	
Advantages	<ul style="list-style-type: none"> <li>• A more independent decision-making structure is utilised.</li> </ul>
Risks and Disadvantages	<ul style="list-style-type: none"> <li>• Administratively inefficient.</li> </ul>

## 7. Conclusion

7.1 Combining the CIF and Community Events funding panels provides an effective structure for community events allocation.

7.2 The Council Facilities Venue Hire Fund deals with small grant payments and budget and changing this to officer delegation allows these to be processed quickly for applicants.

## **8. Next Steps**

8.1 Officers and NRDA will move the Community Events Fund to Council from 1 July 2024.

8.2 Recruitment of new panellists will commence. An appointment recommendation will be recommended to Council at a future meeting.

8.3 The Chief Executive will delegate officers to administer the Council Facilities Venue Hire Fund.

## **Attachments**

Attachment 1: 636034393-11981 -Community Funding Panel Draft Terms of Reference

Attachment 2: 636034393-12070 Council Facilities Venue Hire Fund Draft Criteria

RELEASED FROM CONFIDENTIAL ON 19 MARCH 2024



## **Important considerations for decision making**

### **Fit with Purpose of Local Government**

Supporting the Community Events Sector promotes social wellbeing in Nelson Whakatu.

### **Consistency with Community Outcomes and Council Policy**

The recommendations in this report support the Community Outcomes

- Our communities are healthy, safe, inclusive and resilient;
- Our communities have access to a range of social, educational and recreational facilities and activities;
- Our Council provides leadership and fosters partnerships, a regional perspective and community engagement.

### **Risk**

Updating the panel membership is a low risk decision as funding support for community events is consistent with the draft Long Term Plan 2024-34.

### **Financial impact**

This matter is of low significance because changes to panel composition will not impact on the scope or level of funding for the Community Investment, Community Events or Council Facilities Venue Hire funds.

### **Degree of significance and level of engagement**

This matter is of low significance because changes to administration of the Community Events and the Community Investment Fund will not impact on the scope or level of funding for these programmes and therefore engagement is not proposed.

### **Climate Impact**

This decision will not impact on the ability of Council to proactively respond to the impact of climate change now or in the future.

### **Inclusion of Māori in the decision making process**

No engagement with Māori has been undertaken in preparing this report.

### **Legal context**

No legal context to consider.

### **Delegations**

This decision is a matter for Council.

RELEASED FROM CONFIDENTIAL ON 19 MARCH 2024

## Community ~~Investment~~ Funding Panel

### Terms of Reference

~~March~~November 2023

#### 1. Purpose

The Community ~~Investment~~ Funding Panel is responsible for assessing applications and allocating on behalf of the Nelson City Council:

(a) Community Investment Funding on behalf of the Nelson City Council.

(b) Community Events Funding.

Council may choose to delegate the oversight of the panel to a Committee, in which case all matters will be addressed to the Committee.

#### 2. Membership

The Panel consists of:

- The Group Manager Community Services as Chair, or their nominated deputy, and
- Between four and ~~six~~seven community and tangata whenua representatives.

#### 3. Panel Skills and Competencies

Community members will collectively have a broad knowledge of community sector in Nelson/Whakatū, in particular improving wellbeing in 'communities of greatest need,' focusing on reducing social isolation, reducing housing vulnerability, improving access to work and learning opportunities and reducing the impact of poverty. Panel members will also have an understanding of community events.

Members will reflect, as far as possible, a broad cross-section of the community (e.g. Māori, Pasifika, young people, older adults and other vulnerable communities).

At least one community member will have specific knowledge and understanding of Iwi Māori aspirations and organisations in Nelson.

At least one community member will have specific knowledge and understanding of the events sector.

One member may come from other funding agencies.

Community members will understand, and have experience of community funding processes.

Community Funding Panel Draft Terms of Reference Feb 2024,

636034393-11981

The Panel will have the power to co-opt further members with speaking, but not voting rights, to provide specialist perspectives on particular communities of interest, events or identity.

**4. Quorum**

The Quorum for the Community ~~Investment~~ Funding Panel is half the panel members plus the Chairperson or their delegate.

**5. Areas of Responsibility**

The Funding Panel will consider applications for the Community Investment Funding and the Community Events Fund and allocate appropriate levels of funding against the criteria set out in the Nelson City Council Community Assistance Policy, Nelson City Events Strategy, current Long-Term Plan, and other guidance or priorities that Council may set from time to time.

**6. Powers to decide for the Community Investment Fund**

The Community ~~Investment~~ Funding Panel has the powers to decide the allocation of the Community Investment Funding. Funding allocations will be guided by the priorities set out in the current Community Partnerships Activity Management Plan, i.e.

- a. To prioritise funding towards improving wellbeing in communities of greatest need, currently focusing on reducing social isolation, reducing housing vulnerability, improving access to work and learning opportunities and reducing the impact of poverty; and
- b. To respond to changing and emerging needs in the community.

The Community Investment Funding Panel will allocate up to 70% of the available funds towards strategic projects once every three years.

The remaining funding allocation will be allocated via small grants of up to \$10,000 as part of a twice yearly funding round.

**7. Powers to decide for the Community Events Fund**

The Community Funding Panel has the powers to decide the allocation for the Community Events Fund up to \$45,000.

Funding allocations will be guided by the priorities set out in the Nelson City Events Strategy to prioritise funding for events that contribute community wellbeing benefits, and the Arts and Heritage Activity Management Plan to prioritise funding towards events that contribute to:

- a. A rich events calendar providing a diverse range of events for people to enjoy.

Community Funding Panel Draft Terms of Reference Feb 2024,

[NDOCS-636034393-11981](#)

- b. A sense of identity providing opportunities for community groups to celebrate and share their culture.
- c. Partnership – building the capacity and visibility of the community sector and promoting local creativity.

Community Events funding allocations will be undertaken between two and four times each year depending on the timing and volume of applications received.

#### **7.8. Powers to recommend**

The Panel will provide a recommendation to the Chief Executive for Community Event applications received between \$45,000 and \$99,999, and to Council for applications over \$100,000.

The Panel may report to Council on any issues, themes or insights gathered in the consideration of the applications received.

#### **8.9. Role of the Funding Panel**

- To consider applications for the Community Investment Fund, and
- To consider applications for the Community Events Fund, and
- To allocate appropriate levels of funding against each programme's criteria and priorities, as set out in para. 6 and 7 above.

#### **9.10. Role of the Chair**

- To review the agenda with staff prior to Funding Panel meetings, and
- To chair meetings according to the agreed agenda and to assist the Funding Panel to make decisions on funding applications.

#### **10.11. Role of staff**

Staff provide technical expertise, project management and administrative support to the Funding Panel. Their role is to:

- Manage the application process:
  - Prepare application material and promote the fund
  - Receive applications
  - Assess applications against programme criteria and priorities, and
  - Provide applications, summaries and assessments to the Panel, to support their consideration;
- Provide advice to the Funding Panel, including on:
  - Council policies, plans and strategies that inform community funding,

Community Funding Panel Draft Terms of Reference Feb 2024,

[NDOCS-636034393-11981](#)

- Good funding practice, and
- Legal and statutory responsibilities;
- Organise and manage engagement with key stakeholders and the wider community;
- Assist in the recruitment of panel members;
- Keep panel members briefed on key communications with key stakeholders and the public;
- Prepare and distribute agendas for Panel meetings; and
- Maintain records of process used, options considered, key decisions made by the Panel and reasons for decisions, so that the decision making process can be clearly understood.

#### **11.12. Appointment process**

The process for appointment of community members is:

- Staff will:
  - call for nominations for Panel member(s) from community, events sector and tangata whenua organisations, and
  - Review nominations against the required skills and competencies.
- Staff will engage with delegated elected members to develop a shortlist and recommendations to Council .
- Council will approve the Panel members.

Should a member of the Panel stand down from his or her role, the Panel may co-opt a replacement member for the balance of the member's term, subject to the approval of the Council .

#### **12.13. Duration of appointment**

Appointments will be for a three year term for community panel members.

At the end of their term, community panel members may be reappointed for a further term, subject to the approval of Council.

If a community member doesn't seek reappointment, or their reappointment is not approved, Council will follow the appointment process outlined in item 11 to appoint new Panel members. Panel members may be appointed for a maximum of nine years in total.

#### **13.14. Conflicts of Interest**

Members will complete a declaration of interest form when appointed, and declare any conflicts of interest at the start of each meeting

#### **14.15. Code of Conduct and confidentiality**

Community Funding Panel Draft Terms of Reference Feb 2024,

[NDOCS-636034393-11981](#)

Appointed Panel members must sign and comply with a Code of Conduct for the Panel (NDOCS-636034394-8588) that includes confidentiality clause 'not to use or disclose confidential information for any reason other than the purpose for which the information was supplied to me in my role as a member of the Panel.'

**15.16. Reporting**

Minutes of Funding Panel meetings will be taken and received by Council .  
For the purposes of complying with the Local Government Official Information and Meetings Act 1987 (Part 7, 45(1)). Panel meetings will be treated as public meetings as the Panel is delegated to make decisions on the allocation of the Community Investment and Community Event Funds.

RELEASED FROM CONFIDENTIAL ON 19 MARCH 2024

Community Funding Panel Draft Terms of Reference Feb 2024,

[NDOCS-636034393-11981](#)

## COUNCIL FACILITIES VENUE HIRE FUND

### CRITERIA

**Date Updated:** March 2024.

#### **Introduction**

The Nelson City Council wishes to support a diverse range of community events within its venues. A venue community rate is available to many groups that qualify, nonetheless, requests are sometimes made for further financial support or sponsorship.

The Nelson City Council Venue Hire Fund provides further financial assistance to enable community groups to hire Nelson City Council venues for events that enhance community wellbeing. This funding is in addition to the reduced community rate available for non-profit events delivered by community groups.

#### **Purpose**

The purpose of this document is to set out the process and criteria to enable ~~the Events Development Committee (EDC)~~ Council to make decisions on requests for discounts on venue hire costs at Council facilities.

~~The EDC is administered by the Nelson Regional Development Agency (NRDA).~~

#### **Scope of the Fund**

The funding is intended ~~primarily~~ to contribute towards venue hire fees at the Trafalgar Centre, Greenmeadows Putangitangi and other Council venues. ~~If applications are received in relation to other facilities, these will be considered on a case by case basis.~~



~~Budgets are allocated by Council as part of the Long Term Plan, with a budget of \$30,870 allocated for 2024/25. A budget of \$30,000 has been allocated in 2019/2020 for groups and organisations that are planning an event, and which make a contribution towards Council's Community Outcomes (described below, no. 3).~~

Commercial ~~or for profit~~ events are ~~generally considered~~ outside the scope of this fund. Events of this nature may ~~potentially~~ be eligible for support under ~~the NRDA's Councils Economic Events Fund. The criteria of the Events Fund support events that primarily sit within the 'off season' period, which is from 1 March – 30 November, and deliver economic value to Nelson City. The point of difference being that the~~ Council Facilities Venue Hire Fund supports community events at any time of the year, and provides discount for venue hire only.

Events which are ineligible under this fund may still be eligible for a 'community hire' rate at Council facilities.

#### **Limitation on allocation**

Discounts will be capped at a maximum for each ~~application~~ event. The cap is based on two days hire at the community rate, for each hireable venue. The capped maximums will be updated annually ~~to align with the community rate for each respective venue~~. The cap levels ~~relating to proposed hire fees for 2024/25~~ are: ~~outlined below~~.

<b>Trafalgar Centre</b>	<b>Maximum available per event application</b>
Full Venue	<del>\$4850</del> <u>\$6716.20</u>
Northern Extension	<del>\$1552</del> <u>\$2152.20</u>
Main Stadium	<del>\$3072</del> <u>\$4255.60</u>
<b>Community Halls</b>	
<del>Stoke Hall Saxton Oval Pavillion</del>	<del>\$386</del> <u>\$604</u>
Trafalgar Hall	<del>\$726.80</del> <u>\$600</u>

Wakapuaka Hall	\$363294
Trafalgar Pavilion	\$728 \$1106.50
Putangitangi Greenmeadows	\$902 \$894.20
<b>Founders Park</b>	
Energy Centre	\$1236.16
Granary	\$1236.16
Jaycee Room	\$702

Applications for multi-year discounts will be considered but must demonstrate a clear benefit and value. No more than one third of the fund (ie, \$10,000 p.a. in total) may be provided for multi-year commitments at any one time. This helps to ensure that the fund doesn't become 'locked up' for long periods of time.

It should be noted that the hire discount relates to the base venue hire fee only, additional venue costs such as cleaning or setup costs are not included. A partial subsidy may be provided in some cases such as when oversubscription of the fund occurs.

### Funding Criteria

Applicants ~~are considered~~ can apply for a discount on venue hire ~~against~~ if they meet the following criteria.

1. The organisation must be a legal entity such as a trust, company, charity or incorporated society and must be able to provide evidence of this status.
2. The principle intent of the event is not for private or commercial financial gain, though such gains may occur as a consequence of the event.
- 2.3. The event should be for the benefit of the wider community rather than an existing membership.
- 3.4. The event makes a positive contribution to achieving the Council's Community Outcomes:

- Our communities have opportunities to celebrate and explore their heritage, identity and creativity.
- Our communities have access to a range of social, educational and recreational facilities.

4.5. The event should be financially accessible by a wide range of people across the community.

5.6. The event primarily benefits the people of Nelson City.

~~6.7. Sporting or recreational events will be considered, so long as they demonstrate strong community benefits (this may include a ticketed event).~~

7.8. Not for profit events, that have an educational, social or community focus.

### **Supporting information**

The applicant is requested to provide the following additional information, where appropriate, to support their application:

1. Event detail: the programme and target audience, dates, times (include links to advertising source).
2. Event management: who is organising the event, key individuals and prior experience or event management plan.
3. Community support: how the event links and supports other community organisations or industry, including volunteer and financial contributions.
4. Acknowledgement to Council: the applicant describes how Council will be appropriately recognised for its support.
5. Environmental considerations: e.g. waste minimisation.
6. Financial: the Event budget and proportion of funding contribution by the organisation, cost affordability, and the ability to leverage other funders and sponsors.
7. Regional promotion: how the event showcases the region in a positive way, and uses local companies or products.

### **Ineligibility**

1. Events that promote religious or political objectives. Note:
  - o Religious or political organisations are not necessarily excluded; they may be eligible if their event meets the funding criteria.
  - o If not eligible under this fund, a community rate may still apply.
2. Commercially focused, Conventions, Conferences, trade shows and exhibitions.
3. Private invitation-only events (e.g. weddings).
4. Events already funded through another Council funding stream (e.g. Community Investment Fund, ~~NRDA Council's Commercial Economic~~ Events Fund or ~~NRDA~~ Community Events Fund).

### **Funding mechanism**

~~The fund will be evenly spread over two 6-month periods, i.e. 1 July–31 December, and 1 January–30 June. The funding for the event will apply within the financial year in which the funding is approved.~~

The funding support will cover only venue hire fees. Additional services charged by Council's contractors, such as cleaning, set up etc, are not covered by this fund.

The funding will be applied as a reduction in the venue hire fee not as a cash transfer.

The funding must be used for the event and purposes granted and cannot be transferred.

### **Application process**

Applications can be made ~~directly to council via the council website via the EDC.~~  
~~Councils' Events Team~~The NRDA's Events Liaison staff will manage the applications and assessment process.

A staff panel delegated by the Chief Executive will make the allocation decisions as they are received.

Applicants can apply as follows (links and addresses to be added):

1. Application link — online EDC
2. Application information — online EDC
3. Application form — online EDC
4. Funding calendar — Applications reviewed last week of the month (except December)
5. Application submission — to EDC
6. Assessing application — by the Events Development Committee
7. Application notification — by email/letter from EDC

#### **Review**

These criteria and funding amounts will be updated annually to reflect updated hire charges and budget updates, reviewed at the end of the 2019/20 financial year.