

UK Shared Prosperity Fund Tendring District Council Extend the Season Events Grants

Supported by the UK Shared Prosperity Fund, Tendring District Council (TDC) are pleased to announce a grant scheme, with the aim of supporting events run by local communities in the District.

- The money will be available to independent organisations of any kind arranging an event in a Tendring town/village centre, using local independent traders/performers where possible as part of the event (unless the required services do not exist within Tendring).
- Under the scheme, organisations can apply for funding of up to £1,000 per event. Organisations are welcome to apply for more than one events grant should they wish to do so, but only one grant may be active at a time. This is to ensure where possible that towns and villages across the District can benefit from this opportunity.
 - For example, if an organisation wishes to hold an event in July 2025 and February 2026, the July event must have taken place, and monitoring of spend completed satisfactorily, before the next application would be considered.
- In a change to previous rounds of this funding, events being held in the Summer school holidays are now eligible to be considered for support. Events taking place in December are however still ineligible.
- All events must be held by 31st March 2026.

Events the scheme will support:

- All types of events will be considered for a grant but they must meet the criteria set out in the terms & conditions. The Scheme is designed to support footfall into town and village centres across the District, so please consider this as you plan your event and complete the application form.

Application Process:

- This application form must be fully completed.
- For full 'Terms and Conditions' please see details at the end of this application form.

5. What type of event will you be holding?

6. What is the event you wish to organise? Please provide detailed plans for the event including evidenced costings; attach plan or provide a full description below:

Please give details – 250 words max

7. What is the location and date of your event?

Please give details – 100 words max

8. Will you be using local businesses, suppliers, local performers and/or groups as part of the event:

Yes ☐ No ☐

Please provide details:

Please give details – 250 words max

9. Please attach a risk assessment:

Tick to confirm this is attached: ☐

10. Please attach details of Public Liability Insurance if required:

Tick to confirm this is attached: ☐

11. Please detail what permits or licenses will be required for your event and attach detail of any permits or licences you have been granted already:

Please give details – 100 words max

12. How much funding are you requesting in this application?

13. Have you received any grant funding from Tendring District Council in the last 3 years, and if so, what for? Please give full details:

Please give details – 100 words max

Applicant Declaration

I hereby declare that the information I have provided in this application is true and accurate and details the plans for the future event. Any deviations to the plan after approval will be sent to the Council for further consideration.

Signed.....

Print

Name.....Date.....

Position:

Your completed application form must be accompanied with the following:

- **Detailed plan for event including costings**
- **Risk assessment**
- **Details of any licenses and/or permits needed and granted**

Notes

- Please ensure that all questions are answered fully.
- Absence of information requested will delay processing of application.

Please send your completed form, with all the necessary information requested, to tendring4growth@tendringdc.gov.uk

The information being collected on this form will only be used by Tendring District Council to process your application for event funding. Please be advised that the Council is subject to requests for information under the Freedom of Information Act, the Environmental Information Regulations and the Data Protection Act 2018 (including the UK General Data Protection Regulation).

In the interests of openness and transparency the Council also routinely publishes financial information regarding payments on its website. If your application is successful, details of the grant will be included in this published information. Any personal information will be redacted.

If you would like to receive information about other services and/or events hosted by Tendring District Council's Economic Growth Team, please tick this box: ☐

UKSPF 25/26 Extend the Season Events Grants TERMS & CONDITIONS

Grants are awarded subject to the following Terms & Conditions:

1. The Grant will only be made available to applicants organising an event in one of the Tendring District's town/village centres. However, this excludes national retailers, chains, banks, and national charities.
2. Applications for grants will be decided by the Economic Growth and Enterprise Manager. Their decision will be final and no further correspondence will be entered into.
3. All grants are discretionary and subject to the availability of funds.
4. There is a limit of £1000 per event and not per organisation. If more than one organisation is involved then a joint application can be submitted however a main contact name must be provided. Please refer to page 1 of the application form for further information about how repeat applications from the same organisation will be considered.
5. Events being held in December will not be eligible for funding.
6. This grant scheme is of a fixed term and is only available for events that will take place by the 31st March 2026.
7. Any businesses submitting an application should be local independent businesses. This excludes national retailers, chains, banks, and national charities.
8. All artists, entertainers, dancers, musicians or any other form of performer, and all suppliers, where possible, should be from the Tendring District; unless the service being procured is not available locally.
9. No grant monies can be used to pay for staffing costs for the event organisers or support team.
10. All events supported by the grant must be free for the public to attend.
11. Any events to be held in public will conform to any licensing or permit restrictions and these must be in place prior to the event taking place.
12. A plan of the event including evidenced costings must be submitted at the time of application.
13. Any deviations to the original plan submitted for approval must be sent to the Council for further consideration. Grant award will not be increased but may be reduced if costs change.
14. Any event must not involve or in any way be connected with:
 - Nude/semi-nude modelling
 - Gambling

- Offering sexual services of any kind
 - Pornography
 - The promotion of particular religious or political views
 - Any illegal activity
 - Any other activity that TDC has indicated that it does not regard as suitable for support from public funds
15. Successful applicants must acknowledge the support they have received via this Fund when promoting the event, speaking about the event to the press, or similar. The UKSPF Logo and/or required wording will be supplied alongside the Grant Offer Letter to successful applicants.
16. After the event has taken place, evidence of eligible spend will be required (via receipts/invoices etc.) and monitoring will take place to ensure the grant was spent as applied for. Reporting will also be required on aspects such as the number of attendees, any verbal feedback from attendees/businesses, etc. as appropriate per event. If, as part of this monitoring, any monies are found to have been underspent/misspent, the grant will be required to be paid back in full to Tendring District Council.
17. If underspends are communicated to the Council, only the underspend amount will be recouped, if the applicant organisation cannot spend the remainder on any relevant cost which meets the same outcome to increase footfall; this must be discussed in advance with the Council.
18. Tendring District Council reserves the right to publicise and promote these grants in any way they see fit, including if you succeed in being awarded a grant; this could include press releases, photography, printed material, website, social media, or any other appropriate means, and to process any requests for information which the council has a legal obligation to comply with.

For further information or any other assistance, please e-mail
tendring4growth@tendringdc.gov.uk

Tendring
District Council

