

# BID4Oban Events Grants 2017

## Guidelines

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The aim of the grant scheme is to increase the size, range and number of events and festivals in Oban. It aims to increase the number of visitors to the town, especially in the out of season months, and stimulate the business activity of levy payers.

Specifically, the grants will be targeted towards -

- Increasing the duration or scale of events already happening in Oban
- Increasing the number of events happening in Oban
- Increasing the number of participants attending events
- Improving the quality of the events in Oban, thereby encouraging repeat attendance

BID4Oban can provide grants to enable new events to happen and existing events to develop.

There are two schemes, one aimed at events happening in-season (from 31st March to 30<sup>th</sup> September) and the other at out of season events (1<sup>st</sup> October to 30<sup>th</sup> April).

There is no maximum value for grants; however it is highly unlikely that BID4Oban will allocate more than half of each budget to a single event.

### Who can apply?

Any organisation, business or individual planning a non-profit making event taking place in Oban can apply for a BID4Oban event grant. If an event is taking place in a number of locations the grant can assist an element that will benefit the BID4Oban area of Oban.

The event need not be a public event. Events with an invited membership (eg conferences) are eligible to receive a grant, providing a benefit to businesses in Oban can be demonstrated.

The scheme is open to new events and regular, established events who want add a new element to what they have to offer. It should not replace existing funding, but add extra value to existing events, for example -

- to extend an event into the evening or over more days to encourage more overnight stays  
*eg by adding a social occasion to a sporting event.*
- to publicise the event to a wider audience and encourage more participation  
*eg by taking advertising in national, trade or special-interest publications*
- to add an extra element to make the event more appealing to prospective participants  
*eg by improving facilities on offer to participants*

### What can you apply for?

Grants can be used either for running costs or specific elements within a budget, including capital expenditure.

The grant should be no more than 50% of the overall projected costs. Only costs incurred after the date of the award letter will be eligible for support.

## How do you apply?

By submission of an application form accompanied by -

- a projected budget for the event
- a projection of economic and social benefits to town
- previous event reports including financial and other quantifiable outcomes (if applicable)
- confirmation of permissions from relevant bodies that the event can take place e.g. police / council / licencing authorities / landowners
- confirmation that appropriate public liability insurance is in place
- confirmation that all statutory requirements are met. In particular, those relating to Health and Safety legislation and the Protection of Vulnerable Groups (Scotland) Act 2007
- details of other funding received or applied for

## Deadlines

Applications are processed on a rolling programme, with the BID4Oban board making the final decisions at its monthly meetings. Applicants will be informed of the decision within one week of the board meeting.

| Complete application received by   | Considered at meeting on           |
|------------------------------------|------------------------------------|
| Tuesday 14 <sup>th</sup> March     | Tuesday 18 <sup>th</sup> April     |
| Tuesday 18 <sup>th</sup> April     | Tuesday 16 <sup>th</sup> May       |
| Tuesday 16 <sup>th</sup> May       | Tuesday 20 <sup>th</sup> June      |
| Tuesday 20 <sup>th</sup> June      | Tuesday 15 <sup>th</sup> August    |
| Tuesday 15 <sup>th</sup> August    | Tuesday 19 <sup>th</sup> September |
| Tuesday 19 <sup>th</sup> September | Tuesday 18 <sup>th</sup> October   |
| Tuesday 18 <sup>th</sup> October   | Tuesday 21 <sup>st</sup> November  |
| Tuesday 21 <sup>st</sup> November  | Tuesday 19 <sup>th</sup> December  |

Payments will be made after the event on submission of a claim form accompanied by paid invoices as detailed in the budget together with submission of a monitoring report showing quantifiable benefits achieved. Alternative arrangements can be made at the discretion of the board.

## What does BID4Oban expect of the event?

BID expects event organisers to publicly recognise the support of the company. Details of conditions specific to your event will be given in the letter of offer but generally speaking, an event would need to

- circulate a joint press release on award of grant
- include the BID4Oban Logo on publicity and any event literature
- produce a report to BID4Oban board within 2 months of the event detailing final budget and outcomes for the town, both qualitative and quantitative.

## For more information

Contact via phone or email

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