

# Terms of Reference: Community Benefit Fund - Castle Bytham Midsummer Festival (CBMF)

- ① The purpose of this document is to establish clear guidelines for the dispersal of surplus funds generated by the Castle Bytham Midsummer Festival (CBMF). These funds are intended to support local community-based organisations and initiatives that benefit the wider Glenside community.





# Scope and Eligibility Criteria

These terms cover the process for applying, evaluating, and disbursing grants, as well as the accountability measures in place to ensure fairness, transparency, and alignment with the objectives of CBMF.

## Eligibility Criteria

Grants will be made available to individuals, organisations or projects that are one or more of the following:

- ☐ Operate/reside within the Glenside Community
- ☐ Align with CBMF Constitutional Priorities
- ☐ Are not-for-profit or community-focused organisations.
- ☐ Are individuals with a specific need that aligns with the CBMF objectives of supporting community causes
- ☐ Submit a completed application within specified deadlines outlined in the disbursement offer letter.

- ❗ The size of any award will take into account but will not be wholly conditional on any support and contribution made to the CBMF. **See CBMF Priorities and Evaluation Framework** - next page.

The committee reserves the right to be flexible in its interpretation of award criteria subject to the majority agreement of the committee.

# CBMF Priorities and Evaluation Framework

The CBMF Community Benefit Fund prioritises applications based on one or more of the following:

1. **Contribution to Castle Bytham Midsummer Festival:** Any contributions made to the running of the Festival will be taken into account and may be reflected in the level of funding.
2. **Community Impact and Benefit** Activities and Projects that demonstrate clear, measurable benefits to the wider Glenside community or to individual initiatives or needs.
3. **Alignment with Community Needs** Projects/services addressing identified community assets priorities and gaps in services.
4. **Project Feasibility** and **Value for Money** Realistic project plans with appropriate budgets and achievable outcomes.

The committee maintains flexibility in applying these criteria while ensuring fair and transparent decision-making that reflects the festival's community-focused mission.

# Exclusions and Grant Application Process

## General Exclusions

Grants will not be awarded for:

- Political or ideological campaigning organisations/projects.
- Projects or individual needs where alternative funding is clearly and readily available.
- Private, profit-making businesses.

## Grant Application Process

1. **Announcement:** The availability of funds and application deadlines will be communicated publicly through the Castle Bytham Midsummer Festival website, local community noticeboards, social media and other appropriate channels (The Glenside). This will happen once the amount of funds available for disbursement has been agreed by the CBMF committee.
2. **Application:** Interested organisations must submit a Grant Application Form, detailing the purpose of the funding request, estimated costs, anticipated community benefits if applicable, and any timelines or milestones for delivery. The Grant Application Form will include details of all required information to be supplied.
3. **Deadline:** Applications must be received by date published in the **Grant Application Announcement or Letter**. Late submissions will not be considered unless agreed by the committee.

# Evaluation and Decision-Making

**1**

## Initial Review

Applications will be screened by a Grant Subcommittee (formed from members of the CBFM committee, excluding any potential recipients) to ensure they meet the eligibility criteria.

**2**

## Prioritisation

Eligible applications will be assessed for award based on contribution to the CBFM, community impact and alignment with CBFM priorities.

**3**

## Final Decision

Recommendations from the Grant Subcommittee will be presented to the full CBFM committee for approval. Decisions will be made by majority vote.



# Grant Conditions and Disbursement of Funds

## Grant Conditions

Grant recipients may be required to:

- Provide a brief report on how the funds were used.
- Acknowledge CBMF support in promotional materials.
- Return unused funds or funds not spent as agreed.

## Disbursement of Funds

- Successful applicants will be notified of an intent to award within 8 weeks of the completion of the festival subject to the availability of the CBMF to meet post event.
- Funds will be transferred within 2 weeks of approval/confirmation by the CBMF Committee.

# Accountability and Transparency

## **Annual Summary**

A summary of recipients and the total awarded to each, will be published annually in the CBMF accounts.

## **Public Availability**

A summary of the total awarded and recipients will be made available via the festival website and on request.

## **Audit Rights**

The committee reserves the right to audit the use of funds and request additional documentation if required.



# Contingency and Review of Terms

## Contingency

All grant funding is subject to the availability of surplus funds from the annual Castle Bytham Midsummer Festival. In the event of insufficient funds (e.g., due to poor weather or higher operational costs), the grant programme may be scaled back or cancelled for that year.

## Review of Terms

These Terms of Reference will be reviewed annually to ensure they remain fit for purpose and aligned with the needs of the Glenside Community.



# Availability of Terms

These terms will be published on the Castle Bytham Midsummer Festival website and will also be available on request.

# Related Procedures/Forms

Title	Reference
Grant Disbursement Procedure - CBFM	Overview end-to-end
Grant Disbursement Notification	Notification for publication of grant
CBMF Grant Application Form	Organisations complete to apply for grant
CBMF Grant Evaluation Form	CBMF uses to evaluate applications
CBMF Grant Award Letter	CBMF uses to communicate award
CBMF Grant Rejection Letter	CBMF uses to communicate non-award
CBMF Dispersal Form	Organisation completes with banking details

# Version Control

ID	Date	Author	Comment
D1.0	09-06-25	JP	Initial draft
D1.1	10-07-25	JP	Review comments, inclusion CBMF priorities
1.0	27-07-25	JP	Review comments