

Great Big Green Week Event Grants

Our Funding Objectives

To support the delivery of a diverse range of community events during Great Big Green Week by helping event organisers promote active participation of residents in the environment and climate change.

We will fund community events that:

- Take place during Great Big Green Week from 7th – 15th June 2025 or a week either side
- Are delivered within the borough of Ashford.
- Are open to the whole community.
- Are free to attend
- Provide opportunities for volunteering and/or community participation.
- Promote environmental responsible and sustainable behaviour.

Funding available – revenue grants up to £500 for any one project.

Funding can cover the full cost of your event – but we particularly welcome applications where other funding sources will contribute to the full costs.

Eligibility

In order to apply for a Great Big Green Week Events Grant from Ashford Borough Council, you must meet all of the criteria below:

- Be a not-for-profit organisation with a formal charitable status OR an unincorporated organisation with a constitution and a formally appointed voluntary management committee OR be partnered with an organisation that is one of the above
- Deliver the event in the Ashford Borough during Great Big Green Week from 7th – 15th June 2025 or a week either side
- Ensure your service(s), project(s) or facilities are open to any resident in the borough (or have a clear, non-financial justification for targeting or prioritising a client group).
- Have a bank or building society account in the organisation's name OR be partnered with an organisation that has one (such as a parish council)
- Have relevant insurances in place e.g. public liability insurance, buildings insurance OR be partnered with an organisation that has one (such as a parish council)
- Demonstrate you have relevant safeguards and policies in place i.e. risk assessments, health and safety policy, safeguarding policy.
- Have obtained all relevant licences and permissions e.g. permission of landowner or temporary event notice. [Temporary Event Notice \(TEN\) - to authorise one or more licensable activities.](#)

How to apply

[Complete your application by filling out the form](#) by Friday 7th March 2025

Application and assessment process

You can send in your application at any time. Please [send your application to grantsandfunding@ashford.gov.uk](mailto:grantsandfunding@ashford.gov.uk).

We will give you an in-principle funding decision within four weeks of submission of a fully and properly completed application.

If funding is approved in principle, details of your event will be referred to the Safety Advisory Group (SAG) if necessary, who will review your event to ensure suitable safety requirements are met. Please be aware, the SAG may require you to submit further documentation and will advise you accordingly. On agreement from SAG, you will receive confirmation of funding.

[View further details of the SAG process.](#)

Grant offer

If your application is successful, we will send you a grant offer. The grant offer sets out the amount of grant funding approved, purpose of the funding, any additional grant conditions, monitoring and review requirements and the evidence of spend we require.

In signing your grant offer, you accept [our standard Terms and Conditions of Funding](#) and any additional conditions stated in the offer.

You will also be informed of how you can claim your grant. You have 3 months from the date of the grant offer to claim your grant.

You will be asked to provide a short monitoring report once the event had been delivered

Great Big Green Week Events Grant funding is subject to the council's budget so we may not be able to fund every eligible application.

The decision of the council is final.

Who to contact for help

Claire Norman – Senior climate and energy strategy officer

T: 01233 330527

E: grantsandfunding@ashford.gov.uk

Safeguarding

Ashford Borough Council is required by law to safeguard children and to protect public funds. We may use the information you have provided for the prevention and detection of criminal activity and fraud. We may also share this information with those bodies responsible for auditing or administering funds for these purposes.

Data protection

Ashford Borough Council (ABC) is the data controller for the personal information you provide in this form. Your information will be used to administrate your grant application. Collection and processing of your personal data is being conducted under a contractual legal basis. Your information will be held for a period of 7 years (6yrs +current) if your application is successful or 12 months if unsuccessful. ABC may use your organisation name and the name and details of your project in its own publicity materials. In addition, details of any funding received will be publicly available in line with ABC transparency code. For more information about your data protection rights please see the Council's data protection pages which can be found at www.ashford.gov.uk or contact the Data Protection Officer at The Data Protection Officer, Ashford Borough Council, International House, Dover Place, Ashford TN23 1HU.