



Coronation Fund Application Guidelines

Grants of between £100 and £5,000 are available for community groups, voluntary organisations and groupings of local residents, for events and activities being held on or around the weekend of 6 to 8 May 2023 to celebrate the Coronation of King Charles III.

Application process

- There are two different application types, small grants from £100-£500 and medium grants for £500 - £5,000. You can download an application form [here](#).
- Complete the relevant form electronically and return via email to dsbusinesssupport@milton-keynes.gov.uk.
- The closing date for receipt of applications is midnight on Monday 10 April 2023.
- Small grant applications will be assessed in the order they are received and be paid on a first come, first served basis.
- Medium grant application will be assessed by a panel appointed by Milton Keynes City Council and you will be notified of the outcome by email on or by Thursday 13 April 2023.
- Please ensure that you provide contact information in order that the panel can contact you to discuss any questions or clarifications.
- Officer / panel decisions will be final and there is no right of appeal.

Your application must meet the following criteria

1. Groups and organisations must be based in or operate in Milton Keynes and provide support, goods or services to residents of Milton Keynes on a non-profit and philanthropic basis. The grant must be used to fund an event or activity that is free to access by city residents and with a clear and demonstrable community benefit and involvement.
2. The event or activity must be related to and celebratory of the King's Coronation and take place within the City of Milton Keynes on or around the weekend of 6 to 8 May 2023.
3. Applicants will be fully responsible for ensuring that appropriate insurance arrangements are in place. Applicants will also undertake to provide for the health, safety and welfare of attendees.
4. The activity or event must not be overtly political in nature, for example it must not be used to promote the views or policies of a political organisation or movement.
5. Applications are welcomed from residents' groups, charities, voluntary and social enterprise groups, educational establishments, faith organisations, public sector organisations and other community groups that meet the criteria above.
6. Applicants seeking a grant of between £500 and £5,000 must be a properly constituted and registered group or organisation with a bank account in its own name. Informal groups may apply for a grant of between £100 and £500.

What we cannot fund

- Events or activities that have already happened.
- Events or activities that do not meet the criteria specified above.
- Events or activities which charge an entrance fee.
- Food, refreshments and publicity where the costs are disproportionately high.
- Unreasonable administrative/management costs.
- Excessive equipment costs.
- The hire of a bar or the purchase of alcohol.
- Activities where there is a private, personal or commercial gain or profit.
- Activities outside of the city boundary or for non-city residents.
- Events or activities that the panel deems unsuitable for the award of a grant.

Further Guidance

Funds are limited and we may not be able to support all applications. There is an absolute limit for individual applications of £5,000. We may not be able to offer you the whole of the amount requested and may instead offer a smaller contribution. You will need to make clear in your application if you have a minimum sum that makes your proposal viable.

Please also indicate on the form if you have made any other applications for funds for this event or activity.

When considering, assessing and prioritising medium grant applications we will consider some or all of the following factors:

- How many people are likely to participate
- The deliverability and viability of the project / event
- Whether the project / event will be arranged in partnership with other organisations
- How accessible and inclusive the project / event will be
- Links to volunteering opportunities or the promotion of voluntary work

Activities on Council owned land

For more information on road closures within Milton Keynes City, please read our guidance - www.milton-keynes.gov.uk/celebrating-his-majesty-king-charles-iiis-coronation.

Information about hosting small events on Parks Trust land is available at www.theparkstrust.com/our-work/hosting-events-in-our-parks/host-a-small-outdoor-event/

General Data Protection Regulations (GDPR)

We will collect information about the applicant and about the event and/or activities that are the subject of the grant application, and how you intend to deliver and monitor them so that we can assess your grant application and monitor awards.

For further information on the reasons why this information is collected and the processing of any personal data please see our privacy notice - <https://www.milton-keynes.gov.uk/milton-keynes-council/privacy-notices/milton-keynes-city-council-corporate-privacy-notice>.

Further Information

For more information or if you have any questions contact dsbusinesssupport@milton-keynes.gov.uk or call 01908 252426.