



**Causeway  
Coast & Glens  
Borough Council**



## **NI 100 Small Grant Programme**

### **Guidance Notes**

Deadline for Submission of Application

**12.00 noon on Wednesday 5<sup>th</sup> May 2021**

Guidelines Number	
Version Number	1
Author	

Date of Screening of Policy	
EQIA Recommended?	No
Date Adopted by Council	
Date Guidelines Revised	

## **Contents**

### **1.0 Introduction**

- 1.1. Purpose of Grant Programme
- 1.2 Overview of fund
- 1.3 Levels of grant award
- 1.4 General Principles
- 1.5 Who can apply?
- 1.6 What can be funded?
- 1.7 What cannot be funded?

### **2.0 How to answer the questions**

### **3.0 How we assess and score your application**

- 3.1 Eligibility assessment
- 3.2 What if an application is not eligible?
- 3.3 Assessment and Scoring
- 3.4 How decisions are made
- 3.5 What happens if an application is successful?
- 3.6 What happens if an application is unsuccessful?
- 3.7 Government Funding Database
- 3.8 Late applications

### **Appendix 1**

Data Protection Act

Freedom of Information Act

## 1.0 Introduction

These guidance notes provide an overview of financial support available through the NI100 Small Grant Programme for 2021. They will help you and your organisation decide if the financial assistance offered is appropriate for your project.

### Covid-19 notice for projects

Please note responsibility remains with you, the applicant, to ensure that any activities planned as part of your project are permitted and comply with current and any future changes in Northern Ireland regulations, as set out in the Government's Coronavirus guidance at the time of planning/delivery of your project.

Council reserves the right to withdraw funding if it is deemed that either during the course of planning and/or at the point of any project delivery date should proposed activities contravene the latest Northern Ireland Covid-19 guidance. At the project delivery date if proposed activities contravene the latest Northern Ireland Covid-19 recommendations and therefore necessitate cancellation, at that point only eligible costs accrued will be paid.

## 1.1 Purpose of Grant Programme

The purpose of the NI100 Small Grant Programme is to provide funding for community and voluntary groups to contribute to an overall programme of events and activities to mark the 100th anniversary of Northern Ireland by celebrating people, places and products through community, cultural and sporting activities with an opportunity for good relations activities and to build awareness of the anniversary.

Examples of projects *might* include:

- cross community heritage programmes of music traditions, traditional crafts;
- workshop or activity programme showcasing shared history themes e.g. sports, agriculture, school days;
- Intergenerational projects collecting memories of NI100 themes.
- Historic talks, seminars or conferences
- Study visits to historic places of relevance to the centenary;
- art project

## 1.2 Overview of fund

Programme Themes and Outcomes have been developed by the NI100 Working Group and agreed by council and successful applications to the NI100 Small Grant Programme will be required to focus on at least one of these Programme Themes and meet at least one of the Outcomes.

The Programme Themes are as follows:

- i. Heritage and Culture,
- ii. Great Northern Ireland Minds and Innovation,

- iii. Sport & Wellbeing and Community Development
- iv. Food, Drink and Entertainment

Outcomes for the programme are as follows:

- a) Promoting the Borough as an attractive place to visit, invest and do business, utilising the centenary to celebrate our people, places and products by showcasing the rich sporting, cultural, entrepreneurial and academic talent which exists therein;
- b) Building a shared understanding of our collective history in a way that can build good relations and reconciliation within and between communities by facilitating opportunities that both reflect on our past as well as build for our future;
- c) Recognising and building awareness of this significant anniversary, locally, nationally and internationally, supporting expression of the diverse identities and culture that exist within the Borough.

### 1.3 Levels of Grant Award

There are 3 levels of grants available

NI 100 Small Grant Programme	Maximum Grant Amount
Single organisations can apply for a grant of:	Up to £1,500
Two organisations working together :	Up to £3,500
Three or more organisations working together:	Up to £5,000

The level of grant awarded will depend on how the project meets the assessment criteria and there is no guarantee that successful applicants will receive the amount applied for. Grants awarded can cover 100% of overall project costs.

This is a competitive process, and all grant awards will be determined on the basis of merit. Council reserves the right to reduce the amount of funding awarded if Council do not consider that the amount applied for represents value for money or if the level of applications exceeds the budget available.

Please Note: Groups will have to provide all evidence requested once the project expenditure is complete. This will include receipts, bank statements, or any other documentation deemed necessary. This list is not exhaustive. If requested documentation is not supplied, then payment cannot be made. Please do not apply for funding if you cannot supply these items.

Applications will be considered for events and activities up to 31<sup>st</sup> March 2022.

## 1.4. General Principles

In line with Council's Grant Funding Policy the overarching principle for all Council grant funding is that of meeting local needs which have been identified and prioritised by Council or by others but acknowledged by Council. Any activity that cannot be shown to meet the following basic requirements will not be provided with funding:

- Have a clearly identified need.
- Can deliver outcomes which meet this need.
- Deliver cost effective and quality service provision, fitting with the purpose and remit of the funding.
- Be delivered by a credible organisation with the capacity to deliver the project as stated.
- Reflect the statutory remit of Causeway Coast and Glens Borough Council, aligning with Council's Corporate Plan, the relevant Service plan and that they can meet the specific criteria of the Fund.
- Applicants must demonstrate their commitment to promoting Good Relations and Equality of Opportunity.
- In the interests of transparency, equality and accountability all applicants will have a right of appeal should their application be rejected.

## 1.5 Who can apply?

- Applications can be made by non-profit taking community and voluntary organisations that are based in the Causeway Coast and Glens Borough Council area or have their main activities based in the Causeway Coast and Glens Council area.
- Events developed by public bodies or private sector companies cannot apply.
- To be eligible for grant-aid, you will have to show that your organisation is a bona fide organisation that is well run and that it has a properly adopted "Governing Document" such as a constitution or memorandum and articles of association which clearly show that it is non-profit making and taking. Evidence that a constitution has been formally adopted must be supplied.
- In the event of two or more organisations working in partnership, one organisation should submit the application as lead applicant.
- Each partner organisation must be constituted and provide a copy of their constitution to Council.
- Organisations working in partnership should prepare a brief Partnership Agreement which should be submitted to Council at time of application. Council can provide a template Partnership Agreement which organisations may wish to use.
- An organisation can only be involved in one successful application to Council, either as lead applicant organisation or partner organisation.

**Only groups which meet these criteria can apply.**

If an organisation is satisfied that it is an eligible formally constituted organisation as outlined, it **MUST** be in a position to meet the following criteria:

- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
- Be non-party political and open to the full range of local opinion.
- Have a constitution / governing document that has been adopted at a public meeting showing clearly defined purposes that are for the public benefit in line with the Charities Act (Northern Ireland) 2008.
- Be able to demonstrate a fair and equitable ethos through established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Be able without prejudice to the obligations of Section 75 of the Northern Ireland Act (1998), to demonstrate regard to the desirability of promoting Good Relations between persons of different religious belief, political belief, political opinion or racial group.
- Be accountable to local people through an established constitution, open membership, committee elections, accounting procedures and Annual General Meetings. The Office Bearing positions of Chairman, Secretary and Treasurer should be held as a minimum.
- Have appropriate and adequate insurance cover for all activities and all actions proceeding such as costs, claims, demands and liabilities whatsoever, arising from all or any of the group activities. To also ensure that any individuals or organisations worked with are properly insured.
- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Child Protection Policy / Vulnerable Adults Policy and Procedures are in place and adhered to as and where appropriate.
- Have a bank/building society account and keep a proper record of group accounts.
- Be able to produce an annual statement of independently audited or certified accounts, or be able to present a bank statement in the case of newly established groups.
- Have arrangements in place for dispersing the group's funds if they dissolve/ end.
- Agree to Causeway Coast and Glens Borough Council's promotion, monitoring, evaluation, and training procedures as required.

## **1.6 What can be funded?**

### **Eligible items of expenditure may include:**

- Facilitators/tutors/ speaker fees
- Venue hire
- Performance fees

- Equipment hire
- Signage – temporary signs, project banners etc.
- Arts & crafts materials
- Small items of equipment or garden furniture
- Advertising, marketing and media costs
- Event insurance
- Cost to design and print heritage materials e.g. exhibition panels, publications, information leaflets
- Hospitality (capped at 15% of grant award)
- Administration (stationery, postage etc.) related to the project.

Please note that it is the responsibility of the applicant to ensure that all Planning, Building Control and other approvals have been sought for any permanent fixtures, if required.

A plaque or inscription should be included on any permanent fixture acknowledging the source of the funding.

### **1.7 What cannot be funded?**

In general the following will not normally be eligible for funding Fund:

- Applications for funding which are considered to be the responsibility of another statutory organisation or Council fund or applications that have applied for and secured funding from another Council programme.
- Retrospective expenditure where projects have started, or services/items have already been obtained and paid.
- Applications where the applicant will have a personal financial benefit.
- Costs that are not auditable e.g. Cash payments unsupported by an approved petty cash system.
- Core running costs including overheads such as electricity, rent, rates, membership fees and annual premises and organisational insurance. Some costs may be eligible where they can be specifically identified as related to the activities only.
- Staff salaries
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Alcohol costs.
- Gratuities, gifts and prizes.
- Charitable donations
- Any costs not approved by the assessment panel unless approval has been requested.

## 2.0 How to answer the questions

Applications for financial assistance to the Programme should be submitted online at [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

Hard copies can be made available. Please contact the Central Funding Unit on email [grants@causewaycoastandglens.gov.uk](mailto:grants@causewaycoastandglens.gov.uk)

**All questions must be completed as fully and concisely as possible. Please remember to answer each question fully as the Grants Assessment Panel can only take into consideration your answer to each individual question when allocating a score.**

Please see below for help in completing your application.

### Qu.1 Please describe your project. What do you plan to do? Who will take part?

Please provide detail in your answer of what your project involves, when it will take place and who will participate in the project.

**Qu.2 Please indicate the District Electoral Area (DEA) and the Electoral Ward that your project will take place in; you can identify these from the map below:**



**Qu. 3 Please tell us which of the Programme Themes your project relates to. (Please tick all that apply)**

Heritage and Culture,	
Great Northern Ireland Minds and Innovation	
Sport & Wellbeing and Community Development	
Food, Drink and Entertainment	

**Qu. 4 Please tell us how your project meets at least one of the Programme Outcomes.**

In this answer please tell us how your project meets one or more of the three Programme Outcomes detailed at Section 1.1

a) Promoting the Borough as an attractive place to visit, invest and do business, utilising the centenary to celebrate our people, places and products by showcasing the rich sporting, cultural, entrepreneurial and academic talent which exists therein	
b) Building a shared understanding of our collective history in a way that can build good relations and reconciliation within and between communities by facilitating opportunities that both reflect on our past as well as build for our future	
c) Recognising and building awareness of this significant anniversary, locally, nationally and internationally, supporting expression of the diverse identities and culture that exist within the Borough.	

**Qu.5 Please tell us about who will deliver your project and if you are working with other organisations.**

Please tell us about the skills and experience of those who are managing and delivering the Project. We would like to encourage project organisers to collaborate with groups in your area to avoid duplication and ensure complementarity of activities. Please tell us about how you have linked with other groups in your area to co-ordinate activities.

**Qu. 6 Please tell us how your project will be inclusive and promote Good Relations**

Please tell us how you will engage and encourage people to participate in your activities and how you will promote your project.

**Qu. 7 Please provide a breakdown of the costs that you are applying for.**

Please provide a breakdown of costs. Details of what costs are eligible are included at Section 1.6 and 1.7.

**3.0 How we assess and score your application**

Every application that is received requesting a Grant will be assessed for the following:

- to ensure that the organisation is eligible to apply to this particular Grant Programme
- for reassurance of each organisation's capability to deliver the proposal, and
- how well the proposal meets the outcomes of the Programme.

An acknowledgement receipt will be electronically issued to you once your submission has been received. The Funding Unit will assess your application for eligibility. If your application is eligible to apply for grant aid, it will be reviewed by the NI100 Working Group who will carry out a full assessment and scoring against the stated criteria.

**3.1 Eligibility assessment**

The assessments in respect of Part 1 of the application are awarded a pass or fail eligibility rating.

If the organisation, based on the information supplied is able to satisfy the Council of their eligibility to draw down the grant, they will progress to the next part of the process.

### 3.2 What if an application is not eligible?

If your application is not eligible, you will be notified immediately and the reasons will be outlined to you, if your application is deemed ineligible, it will not proceed to assessment and scoring.

If an organisation is not eligible for funding from Programme, staff may be able to help signpost to other sources of funding.

To avoid duplication of funding, if an organisation or its activities are deemed to be the responsibility of other Council Departments, statutory agencies or voluntary bodies then an organisation will be signposted to a relevant agency / organisation that they should apply to.

Whilst your application cannot be re-directed to another fund, you may be signposted to another fund, where you will be required to complete and submit the relevant application form.

### 3.3 Assessment and Scoring

Each application will be assessed and scored against the criteria listed below.

All questions will be scored out of 5 and weighting will be applied as detailed below:

Question	Criteria	Score out of a possible 5	Weighting	Possible Score
1	Project detail including activities, timescale and participants.		X2	10
2	How well the project meets one or more of the Programme Outcomes		X2	10
3	Level of co-operation with other organisations		X1	5
4	How the project is inclusive and promotes good relations		X1	5
				<b>30</b>

**Applications must score 65% in order to avail of funding. However in the event of oversubscription Council reserves the right to increase the threshold for applicants to avail of funding.**

### **3.4 How decisions are made**

When the assessment scores are finalised the applications will be presented to the Leisure and Development Committee for consideration and recommendation to full Council for approval.

It will be at this point, that the successful/unsuccessful applicants will be notified

### **3.5 What happens if an application is successful?**

If an application is successful, Council will issue a letter of offer which is a legal agreement with the organisation to deliver on the proposals outlined in their application form.

Signed Letters of Offer will need to be returned before any funding is released

Council funding is usually paid retrospectively. Grants on occasions be released in two instalments – 50% of the grant will be awarded upfront if the organisations does not have sufficient reserves followed by remaining 50% once evaluation/financial claim is verified satisfactorily. Successful organisations are required to submit an end of funding evaluation report.

### **3.6 What happens if an application is unsuccessful?**

If an application is not successful officers from the Council will be available to meet with the organisation to go through their application, develop a working relationship and provide practical developmental support to address areas of concern.

An Appeals Process / Review Procedure is also available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken and procedures followed by Committees for individual applications are applied fairly and consistently. The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

### **3.7 Government Funding Database**

Please be aware we are required to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding.

If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) to help with this process. Details of grants awarded will be uploaded to the GFD, it is the

responsibility of the applicant group to ensure that the organisation details held on GFD are up to date.

### **3.8 Late applications**

It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing. Applications received after the closing time/date will not be considered for funding. No exceptions will be made and there is no recourse to appeal.

### **3.9 Use of Council Land**

**Please Note:** If you wish to use Council land to hold an event, you must submit *A Request to Use Council Land* to Land and Property section in Council in writing at least eight weeks before the proposed event. Requests can be submitted online at:  
<https://www.causewaycoastandglens.gov.uk/council/land-and-property>

## Appendix 1

### Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

### Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).