



Christmas Festive Fund 2018

Guidance Notes

Deadline for Submission of Application
12.00 noon on Friday 21st September 2018

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1.0 Introduction

These guidance notes provide an overview of financial support available through the Christmas Festive Fund for 2018. They will help you and your organisation decide if the financial assistance offered is appropriate to support the needs of your community.

You may find it helpful to discuss your application with one of the following officers within the Tourism Events Team before submitting your application:

Kerry McMullan 028 7034 7220 kerry.mcmullan@causewaycoastandglens.gov.uk

Tracey Freeman 028 7034 7221 tracey.freeman@causewaycoastandglens.gov.uk

1.1 Purpose of Grant Programme

Causeway Coast and Glens Borough Council has developed the Christmas Festive Fund to support Community Associations from the smaller towns, villages and hamlets to help celebrate Christmas. Applications are invited for clearly defined outdoor events to mark the lighting of the Christmas tree/ festive lighting in that settlement. Due to a limited funding pot only **ONE** community group per settlement will be successful.

Projects/events must take place between 24th November 2018 and 15th December 2018.

Activities must be cross community and open for all residents offering an opportunity for all within the locality to participate.

1.3 Levels of Grant Award

Christmas Festive Fund	Maximum Grant Amount
1. Applications for a range of costs relating to festive entertainment can be supported. Priority will be given to projects that promote wide community involvement for events celebrating this festive period.	Up to £250

Project planning is an essential aspect of any successful event . evidence of appropriate project planning, consultation, permissions, licensing, risk assessment etc. will be requested.

Post event the applicant will be required to complete the Council's monitoring and evaluation form, and to provide information detailed, in order to demonstrate how the

organisation met the criteria detailed in their application form. The following information will be required:

- number of attendees,
- a minimum of 6 photographs taken during the event/activity that we are able to use in the Council's publicity.
- Publicity material used to advertise your event
- Evidence of social media

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.

1.3 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, in this instance the Community Festivals Fund criteria.
- 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.

1.4 Who can apply?

Organisations must be from within the Causeway Coast and Glens Borough Council area. Towns, villages, settlements with a population of over 100 residents may apply or towns, villages, settlements who have been allocated a Christmas tree from Causeway Coast and Glens borough Council may 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.

Only one grant per settlement will be awarded. Should Council receive more than one application per settlement the application which is the most inclusive and has the most far reaching community involvement will be selected. Council may also request that applicants work together to produce one all-inclusive event.

Only groups which meet these criteria can apply to the Christmas Festive Fund

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 based in the Causeway Coast and Glens Borough Council area or have their main activities based in the Causeway Coast and Glens Council area.

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 groups funds if they dissolve/ end.
- Agree to Causeway Coast and Glens Borough Council's promotion, monitoring, evaluation, and training procedures as required.
- Be prepared to take part in any peer supported workshops that the Causeway Coast and Glens Borough Council deems necessary

1.6 What can be funded?

Applications may be made for financial assistance towards events which may include:

- Community led events open to all residents raising awareness of what is going on in the local community
- Appropriate events that celebrate the community in the Causeway Coast and Glens Borough Council area.
- Costs associated directly with staging and promoting the event . e.g. entertainment, venue hire and promotional literature.

- Performing Arts
- Visual arts
- Cultural, recreational and sporting activities
- Workshops
- Displays
- Exhibitions
- Lectures
- Performances
- Competitions and other activities

Eligible costs may include:

- Event insurance
- Venue hire
- Performance fees
- Transport
- Equipment hire
- Signage
- Advertising, marketing and media costs
- Printing
- Administration (stationery, postage etc.)

1.7 What cannot be funded?

In general the following will not normally be eligible for funding through the Community Festivals Fund:-

- Proposals that do not directly benefit Causeway Coast & Glens Council residents.
- Applications for funding which are considered to be the responsibility of another statutory organisation or Council fund.

- 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. Electricity costs may be eligible where the supply is specifically for the festival on site.
- Staff salaries - however, where staff are specifically festival-related, Council may consider allowing a proportion of basic salary costs. This must be discussed with Council staff before submission of an application. Staff costs may amount to no more than 10% of total costs and may be capped at the discretion of the assessment panel.
- Festival management / organising fees: professional and consultancy fees.
- Purchase of equipment;
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Alcohol costs.
- Gratuities and prizes.
- Provision for depreciation of assets used in the festival; corporation taxation; capital expenditure e.g. equipment such as computers, digital cameras etc.
- Charitable donations;
- Any costs not approved by the assessment panel.

1.8 Exclusions

In general the following will not normally be eligible for funding from the Community Festival Fund:-

“ Individuals

- “ Groups operating outside the Causeway Coast and Glens Council area
- “ Organisations with charitable fundraising as their main focus
- “ Organisations who have substantial, demonstrable reserves
- “ Political Organisations

2.0 How to answer the questions

Applications for financial assistance from Causeway Coast and Glens for 2018-19 should be submitted online at www.causewaycoastandglens.gov.uk

Guidance on completing the application online is provided on the web-site link.

Hard copies can be made available. Please contact the Central Funding Unit on email grants@causewaycoastandglens.gov.uk

A draft itemised festival programme must be provided within the application indicating dates and activities with approximate times. This can be an initial draft as we understand that you may not have finalized details of events. A final programme must be submitted to Council at least 2 weeks prior to the event taking place.

3.0 How we assess and score your application

Every application that is received requesting a Christmas Festival Fund 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 activity involves wider community involvement proposal meets community needs and contributes to Council's Strategic Priorities and Department for Communities objectives for Community Festival Fund.

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 forwarded to the relevant section for 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.

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:

Criterion	Score (0-5)	Weighting	Overall Score
1. Clear and concise evidence of a developed project with a date within the scope of the advertised fund (activity to take place between 24 th November to 15 th December)		X 3	<i>Max available 15 points</i>
2. Clear and realistic objectives set for the project		X 2	<i>Max available 10 points</i>
3. Ability, skills and experience of the group which enables them to deliver the project		X 2	<i>Max available 10 points</i>
4. Detailed explanation of planned promotion of project		X3	<i>Max available 15 points</i>

Applications must score 65% in order 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 paid retrospectively. Grants will normally 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. Officers may discuss the monitoring information with the groups that were funded and also with some of the people who have benefited from the community activity.

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.

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.

Section 75 of the Northern Ireland Act 1998

All applications will be in accordance with Section 75 of the Northern Ireland Act 1998; without prejudice, promoting good relations between persons of different religious beliefs, different political beliefs/opinion, different sexual orientation and different racial groups.