

Everybody Active Grants Programme 2018-19

Guidance Notes

Information for those wishing to make a grant application

The Every Body Active Grants Programme is available to local organisations that can both promote and increase participation in physical activity and its development within the Borough.

Council will consider up to 100% funding of total eligible costs up to a maximum of £1,000. Applications Close 12 Noon Monday 15th October 2018

To be eligible for this Grant your project must meet the following criteria:

- a) Project must take place within the Borough.
- b) Grants will be open to online applications from: Not for profit, Community and Voluntary Organisations who are delivering activities aligned to the established outcomes of the Council's Community plan; Sports Clubs; Parent and Teacher organisations, etc.
- c) Activities planned and delivered must be a recognised Sport NI sport or physical activity.
- d) Beneficiaries must be residents in Northern Ireland

Project priorities: Priority will be given to projects which aim to increase participation among traditionally underrepresented groups which include:

- Women and girls
- People with a disability;
- Those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010)
- **Please see below the list of the top 25% areas of greatest social need within the Causeway Coast and Glens Borough Council area as supplied by Sport NI.**

Area	Rank
Greystone (Limavady LGD)	40
Ballysally 1	64
Coolessan	65
Central (Coleraine LGD)	115
Cross Glebe	116
Enagh 2 (Limavady LGD)	121
Churchland	133
Dungiven	189
Armoy & Moss-Side and Moyarget	198
Newhill	205
Roeside	206
Knocklayd	210
Ballylough and Bushmills	215

Please indicate on your application which HSN Areas will benefit from your project (If applicable). Based on NISRA Statistics

<http://www.ninis2.nisra.gov.uk/public/AreaProfile.aspx?Menu=True>

Eligible expenditure

Upper funding limits £1000 per project/ per organisation.

- All projects must be completed by 31st March 2019 and programme costs must be incurred and/or delivery of equipment before 31st March 2019.
- Award cannot be used retrospectively
- No single item cannot be valued at more than £500 including VAT
- The Award must be used for costs directly related to increasing participation in physical activity i.e. no hospitality or entertainment costs
- An Award cannot be allocated to individuals/or individual costs
- The Award cannot be awarded to for profit organisations
- All organisations in receipt of awards must be fully governed and constituted.
- For sports club applicants only** Council must sign post any applicable awards to Sport Northern Ireland's Clubmark NI accreditation programme under Performance Management if the applicant has not already achieved the Clubmark Award.

Section One - General Principles Applying to the Programme

The following general principles will apply to Causeway Coast and Glens Borough Council's administration of the grant aid programme.

~ This is a competitive programme and grant awards will be determined on the basis of merit. Applicants are advised that organisations which have been successful in securing funding in the past will not automatically be guaranteed funding in the future. All applications must be completed in full and retrospective applications will not be considered i.e. the application must be submitted before the event, activity or project takes place.

~ **Previous recipients of Every Body Active Grant Funding** should note that the programme will not fund general running costs for current activities. Any additional grant applications to the programme should therefore demonstrate progression, additionality and increased participation within their submission.

~ Applications will be open to all properly constituted groups. Evidence that a constitution has been formally adopted must be supplied. Groups must demonstrate that they can meet the criteria of the programme.

~ Groups must demonstrate their commitment to promoting social inclusion, equality of opportunity, and good relations.

~ The Every Body Active Grants Programme (Strand 4) funding is one element within a four strand lottery programme to enable Outreach, Capacity Building and Small Grants. We would encourage applicants to liaise / link with Causeway Coast and Glens Borough Councils Every Body Active 2020 Coaching Programme supported by (Strand 1) funding where applicable. To link the two Sport NI funded programmes encourage partnership working, capacity building and the overall sustainability of participation levels post funding.

~ It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. Groups will therefore be required to demonstrate the need for financial assistance.

Section Two - Conditions of Grant

1. Applicants **must** demonstrate how the grant will be used to contribute towards the Causeway Coast and Glens Community Plan under the following outcomes:

Outcome 1: All people of the Causeway Coast and Glens benefit from improved physical health and mental wellbeing

This means that:-

1.1 The people of the Causeway Coast and Glens will have increased opportunities to participate in sustained physical activity.

1.2 The people of the Causeway Coast and Glens will have increased opportunities to participate in social and creative activity.

Outcome 2: Our children and young people will have the very best start in life

This means that:-

2.1 Our children and young people will have the best start in life, with lifelong opportunities to fulfil their potential.

2.2 Our children and young people will live healthy and fulfilling lives

Outcome 3: All people of the Causeway Coast and Glens can live independently as far as possible and access support services when they need it

This means that:-

3.1 The people of Causeway Coast and Glens will be supported in making healthy lifestyle choices which protect and enhance their physical and mental health and wellbeing.

Outcome 5: The Causeway Coast and Glens area promotes and supports positive relationships

This means that:-

5.3 The Causeway Coast and Glens area will benefit from sustainable community and voluntary activities, leading to an increased sense of community belonging and resilience.

Conditions of Grant continued:

1. Applications must be submitted prior to the project. Retrospective applications will not be considered.
2. Where appropriate, evidence of satisfactory risk assessments and insurances must be provided to an event or project.
3. Organisations which have restrictive memberships will be excluded from the process.
4. Organisations will obtain and maintain all appropriate statutory approvals and at all times comply with legislative requirements.
5. Applicants will submit their audited accounts and must satisfy Council that they are financially sound. The level of financial reserves held by an organisation will be reviewed, taking into consideration restricted and unrestricted funds.
6. Applicants to the process will submit all documentation relevant to demonstrate good governance practices (e.g. Child protection policy, equity statement, financial processes etc.).
7. Events already commenced before Council has issued and received a satisfactorily completed Letter of Offer will be excluded from consideration.
8. Council's Core Themes are contained within the Corporate Plan and are available at www.causewaycoastandglens.gov.uk. All projects must be compatible and in no way conflict with Council's Corporate Plan.
9. Legal costs incurred by the recipient organisation in relation to this grant are not covered under the Letter of Offer.
10. Causeway Coast and Glens Borough Council and Sport Northern Ireland support must be acknowledged prominently on all promotional materials relating to the event.

Section Three: Eligible and Ineligible items

Table of eligible/ineligible items not exclusive/exhaustive; all items will be considered on individual merit.

<p>We will fund</p>
<p>Projects that support increased participation in Physical recreation, Coach education courses, Project specific venue hire, Project specific travel within Northern Ireland, Sports Specific Coaching fees (capped at £20 per hour) Project specific equipment, Equipment hire to allow you to run your project.</p>
<p>We will not fund</p>
<p>General running costs of current activities, Insurance, affiliation, entry or membership fees, Accommodation/ hotels, Publications, marketing and websites, Consultancy fees, Access NI registration fees, Travel outside Northern Ireland, First aid kits / medical bags, defibrillators, Non inclusive fitness equipment; Existing activities, Capital costs; Office equipment/ furniture/ maintenance equipment, Entertainment costs, food or beverages, Secondary, further or higher education costs, Activities promoting religious or political beliefs, Fundraising events, Clothing</p>

Section Four - Application Process

Applications for the Grant will be open on a bi-annual basis (subject to funding availability). 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

“ Step 1: Plan your project, read the programme guidance notes. Obtain accurate project costs. Costs must be eligible and value for money and must relate to your project description

“ Step 2: If required ask for advice or arrange a 1-1 meeting with the Sport and Well Being Development Manager.

“ Step 3: Complete the application online and submit the relevant required documentation.

“ Step 4: Assessment of your application (see section 5 evaluation criteria)

“ Step 5: Council consideration of your application

“ Step 6: Notification of Council decision.

“ Step 7: If successful, you will receive a letter of offer which must be returned within 10 working days.

“ Step 8: Project delivery

“ Step 9: Return receipts and Monitoring Forms

“ Step 10: Payment of your grant

Section Five - Evaluation Criteria

Applications will be evaluated as follows:

	Criteria	Score awarded out of 5	Weighting	Possible Score
1	Project detail i.e. new activities/ services created (What will you do? When will you do it? Where will you do it? How will you do it?)		X6	30
2	Identified Need. Who will benefit? (How did you identify the need for this project? Have you consulted with potential participants? How does your project fit strategic with Every Body Active & Community Plan priorities? Number of beneficiaries)		X7	35
3	Contribution to Community Plan outcomes (See section 2 Guidance notes)		X3	15
4	Sustainability (How will you ensure that your project will assist with keeping people involved in Physical activity? Has the project development plans in place to sustain the project? Has the project coaching in place to help sustain increased participation? Does your project link to Causeway Coast and Glens Borough Councils Every Body Active 2020 Coaching Programme funded through Strand One Every Body Active 2020 Opportunities programme funded by Sport NI)		X4	20
	Total			100

Applications must score at least 65% in order to avail of funding.

Timeline for grants process

1. Applications will be processed when the 4 week funding window closes if the programme is undersubscribed a second round of funding will be considered.
2. Applications will be assessed in the month following submission and prepared for next available Committee meeting.
3. Applications passed at Committee will then await Full Council approval.
4. Letters of offer will be issued subject to Council decision.
5. Payment for grants will be specified in the letter of offer.
6. We aim to release funding 21 days after verification of satisfactory receipts.

General Data Protection Regulation

Causeway Coast and Glens Borough Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing grant applications.

You are providing your personal data to the Council whose lawful basis for processing is for the performance of a task carried out in the public interest or in the exercise of official authority.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. Data will be shared with an external assessor from the funding body who will assist Causeway Coast and Glens Borough Council with the assessment process for Everybody Active Grants Programme applications.

Limited personal data will also be shared with external funders as part of external funding requirements.

Council may also process the information for research purposes carried out in the public interest.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Causeway Coast and Glens Borough Council to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with General Data Protection Register legislation and in line with the Council's Records Retention and Disposal Schedule.

Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found at:

<https://www.causewaycoastandglens.gov.uk/council/access-to-information/privacy-statement>

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