

# THE OPEN<sup>®</sup>

148<sup>TH</sup> ROYAL PORTRUSH

## The 148<sup>th</sup> Open Legacy Fund

### Guidance Notes



**Deadline for Submission of Application**

**12.00 noon on Friday 31 May 2019**

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Author	Patricia O'Brien
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## **1.0 Introduction**

The Open generates up to £80 million of economic benefit for the region in which it is staged and ensures that the host venue is seen by hundreds of millions of television viewers around the world. This coverage inspires many thousands of visitors to come to play the course and enjoy the local area in subsequent years. The R&A fully recognises the importance of the communities which play host to the Championship and introduced The Open Legacy Fund as a vehicle for direct investment into the locality. The fund provides £100,000 each year for sustainable development initiatives which enhance the local community and environment and deliver a long-lasting contribution to the area. In recent years a wide range of initiatives in the towns which host the Championship have received funding and this reflects The R&A's goal of supporting the enhancement and continuing prosperity of these communities.

Causeway Coast and Glens Borough Council is administering the Legacy Fund for The 148<sup>th</sup> Open on behalf of The R&A.

You may find it helpful to discuss your project with an officer from the Council's Funding Unit before submitting an application:

Patricia O'Brien      028 7034 7198  
[patricia.obrien@causewaycoastandglens.gov.uk](mailto:patricia.obrien@causewaycoastandglens.gov.uk)

Christopher Dunne    028 7034 7266  
[christopher.dunne@causewaycoastandglens.gov.uk](mailto:christopher.dunne@causewaycoastandglens.gov.uk)

### **1.1. Purpose of grant programme**

The Open Legacy Fund provides £100,000 each year for sustainable development initiatives which enhance the local community and environment and deliver a long-lasting contribution to the area.

### **1.2 Who Can Apply?**

Not for profit Community and Voluntary organisations and statutory organisations where projects developed can clearly deliver good outcomes for the residents of Portrush. The beneficiaries of your project must be Portrush residents (as specified in Appendix 2, the Portrush Funding Boundary Map).

Applicant Organisations must have a properly adopted "Governing Document" such as a constitution or memorandum and articles of association which clearly show that it is a not-for-profit organisation. Evidence that a constitution has been formally adopted must be supplied.

### **1.3 Levels of grant award**

The total funds available are £100,000. This is a competitive fund. In the event that the fund is oversubscribed only the highest scoring applicants will be considered for an award. The R&A and its partners reserve the right to make the final decision on which projects receive support from The 148<sup>th</sup> Open Legacy Fund.

There are 2 levels of grants available within The 148<sup>th</sup> Open Legacy Fund:

The 148 <sup>th</sup> Open Legacy Fund Grant Programme	Maximum Grant Amount
(a) Small Grants (b) Large Grants <b>(100% of total project costs can be applied for)</b>	£5,000 - £10,000 £10,000 - £50,000

## 2.0 Themes for The 148<sup>th</sup> Open Legacy Fund

Organisations applying for funding from The 148<sup>th</sup> Open Legacy Fund will have to demonstrate how their project contributes to at least one of the three Open Legacy Fund **themes**. (Your project does not have to address all three themes, it is better to address one really well)

Social	Environmental	Health & Well-being
<i>Social may include:</i>	<i>Environmental may include:</i>	<i>Health &amp; Well-being may include:</i>
<ul style="list-style-type: none"> <li>• Projects which support and encourage children and young people to explore and use creativity to improve communication.</li> <li>• Projects which innovatively address the issues surrounding access for disabled and socially excluded people.</li> <li>• Projects which address isolation and inclusion.</li> <li>• Projects which are creatively designed, harnessing new technology to create greater cohesion in the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects which support sustainable living.</li> <li>• Projects which promote sustainable food networks and sustainable farming.</li> <li>• Projects which create and promote opportunities to use sustainable transport solutions.</li> <li>• Projects which conserve and promote conservation of the natural environment and enhancement of biodiversity.</li> <li>• Projects which use and promote the use of renewable energy solutions.</li> <li>• Projects which seek to protect and enhance the coastal and marine ecosystems.</li> <li>• Projects which involve the protection and promotion of our historic environment and heritage.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects which create greater awareness of the benefits of physical activity on health and wellbeing.</li> <li>• Projects which encourage and promote healthier lifestyle choices and behaviour.</li> <li>• Projects which promote good mental health.</li> <li>• Projects which enable vulnerable people to live as independently and safely as possible with the support of their families, friends and communities.</li> <li>• Projects which address issues surrounding access for disabled and socially excluded people to participate in physical activity.</li> </ul>

### 3.0 The Process

The Council's Funding Unit will receive, assess and score all applications and prepare a shortlist of recommended projects. All projects must score the minimum threshold of 65% to be shortlisted. The shortlisted projects will be shared with The R&A and their partners for consideration.

Depending on the mix and quality of small (£5,000 - £10,000) and large (£10,000 - £50,000) grant applications, the partners will determine the number of small and large grants available. Following the partners' determination, shortlisted large grant applications may be invited to publicly present their projects in Portrush at a venue and date to be agreed. The event will be open to all Portrush residents and a public voting system will be used to select the large grant legacy projects.

#### 3.1 How to Apply

Applications should be submitted online at [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)  
Hard copies can be made available. Please contact the Council's Funding Unit or email [grants@causewaycoastandglens.gov.uk](mailto:grants@causewaycoastandglens.gov.uk)

Please note: you must submit quotations for all expenditure items exceeding £1,500 (£1,501 - £10,000 = 3 written quotations, £10,001 - £30,000 = 4 written quotations, £30,001 or above = full public tender). Failure to do so will result in your application being rejected.

### 4.0 General Principles Applying to The 148<sup>th</sup> Open Legacy Fund

The following general principles will apply to the administration of The Open Legacy Fund programme.

This is a competitive grant programme and grant awards will be determined on the basis of merit. All applications must be completed in full and retrospective applications will not be considered i.e. any application for funding support must be submitted before the event, activity or project takes place.

**The R&A's decision on project selection will be final and there is no right to appeal.**

#### 4.1 Eligibility Criteria

To be eligible for funding support from The Open Legacy Fund, the project must meet the following criteria:

- Be based in Portrush or have their project activities based in Portrush.
- Project Beneficiaries must be Portrush residents.
- Applicants must be from "not for profit" organisations.
- Any necessary permissions must be in place prior to a letter of offer being issued.  
(For example, planning permission or building control)

If an organisation is satisfied that it is eligible as outlined above, 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.
- 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 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.
- Be non-party political and open to the full range of local opinion.
- 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.
- Have membership open to all those residing in the area that they seek to represent, regardless of ethnic origin, gender, religious or political belief.
- 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.
- Agree to all promotion, monitoring, evaluation, and training procedures as required.

## 4.2 Exclusions

The 148<sup>th</sup> Open Legacy Fund will not award grants to the following:

- Individuals
- Organisations with charitable fundraising as their main focus
- Organisations who have substantial, demonstrable reserves

All expenditure must be completed and claimed before **31 March 2020**. There is no provision for extending this deadline.

### 4.3 Eligible and Ineligible items

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

<b>Eligible</b>
Projects that support increased participation in physical activities Coaching fees (capped at £20 per hour), Facilitators fees, Tutors fees Materials Project specific equipment Project specific venue hire Workshops Artwork Minor capital works / items
<b>Ineligible</b>
Proposals that do not directly benefit Portrush residents General running costs of current activities Insurance Salary costs Project administration costs Affiliation, entry or membership fees Accommodation/hotels Consultancy fees Gifts Alcohol Activities promoting religious or political beliefs Fundraising events Retrospective expenditure where services/items have already been obtained and paid Applications received after the closing date 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 Costs towards banking charges and/or repayment of debt Costs that can be claimed back from elsewhere e.g. VAT

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

If an application is not eligible it will not proceed to assessment and scoring, the applicant will be notified and the reasons will be outlined. The Council's Funding Unit may help signpost to alternative sources of funding.

### 5.0 Assessment and Scoring

#### 5.1 Small Grants (£5,000 - £10,000)

Eligible Applications will be assessed against the advertised assessment criteria. All questions will be scored out of 5 and weighting will be applied as detailed in the table below. All applications must score a minimum of **65%** to be considered for a grant award. In the

event that the fund is oversubscribed, only the highest scoring applications will be selected for shortlist.

## 5.2 Large Grants (£10,000 - £50,000)

Eligible Applications will be assessed against the advertised assessment criteria. All questions will be scored out of 5 and weighting will be applied as detailed in the table below. Applications which score above the minimum threshold of 65% will be shortlisted. The shortlisted projects will be considered by The R&A, in consultation with its partners, who will then determine a final selection of projects who may be invited to publicly present at an event in Portrush. A public voting system will then be used to decide which large grant projects are to be funded. In the event that the fund is oversubscribed, the projects with the highest number of votes will be awarded funding.

## 5.3 Criteria for Assessment

	Criteria	Score out of a possible 5	Weighting	Available points
1	<b>Project detail</b> What will you do? When will you do it? Where will you do it? How will you do it?		X 4	20
2	<b>Identified Need</b> How did you identify the need for this project and what evidence is there to support that? i.e. consultation with other stakeholders.		X 2	10
3	Have the <b>project beneficiaries been identified?</b>		X 2	10
4	<b>Project Outcomes</b> (Community Cohesion + one other; Are the outcomes appropriate, measurable, has the applicant demonstrated how they will be achieved?)		X 2	10
5	<b>Ability to deliver</b> the project outcomes		X 2	10
6	Contribution to the <b>themes</b> : <ul style="list-style-type: none"> <li>• Social</li> <li>• Environmental</li> <li>• Health and Well-being</li> </ul>		X 4	20
7	<b>Publicity, Marketing &amp; Promotion</b> Media content should be linked to The 148 <sup>th</sup> Open Legacy Fund.		X2	10
8	<b>Legacy / Sustainability</b> Projects must demonstrate a clear contribution to the legacy of The 148 <sup>th</sup> Open		X 2	10
				<b>100</b>

Applications must score **65%** or above to be shortlisted and considered for a grant award.

## 6.0 How to answer the questions

Applications should be submitted online at [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

Guidance on completing the application online is provided on the website link.

**All questions must be completed as fully and concisely as possible. Please see below for help in completing your application.**

**Q1** – Please give a brief summary / description of your project. Describe exactly what you are going to do and how you will go about doing it. Be as precise as possible providing dates and venues. Failure to provide sufficient detail will result in a low score. Tell us the ‘What?’, the ‘When?’, the ‘How?’ and the ‘Who?’.

**Q2** – In this question please provide details of how you know this project is needed. You can do this by providing details of any consultation that you have carried out with the local community; perhaps you have undertaken questionnaires and received feedback on the project you are planning eg. household survey, feedback forms, social media, focus groups with participants, evaluation of previous projects/programmes, official statistics, anecdotal evidence etc. Desk Research and statistics will strengthen your application.

**Q3** – Please provide details of who will benefit from your project. Please remember that The Open Legacy Fund only provides funding for projects that benefit **Portrush** residents. You need to provide numbers and tell us about the beneficiaries. For example: if it is a young persons project tell us the age groups and how many are in each age group. Give as much detail as possible, including the number of participants that will be involved in your project. Are there other people who will benefit apart from the participants? How will they benefit? For example, if there is an identified issue with graffiti, litter or antisocial behaviour, a project aimed at working with a local group to address this issue will not only have benefits for participants but also for the residents who live in that area.

*Priority will be given to projects or programmes with participants from areas of high deprivation and social need.*

**Q4** – Please list two outcomes for your project. All projects must include Community Cohesion as one of their two outcomes. You must explain how your project will work towards achieving the outcomes you have listed. For example, to achieve greater Community Cohesion you may be working in partnership with a number of other organisations or groups; list who they are and what you will be doing together.

**Q5** – Please provide details of your ability to deliver the project; this may include any relevant expertise your individual organisation members have in project delivery, monitoring and project administration. Provide details of previous projects you have delivered; tell us the project name, the date it started and the date it was completed, the total cost, how it was funded and whether it was delivered on time and in budget.

**Q6** – Please describe how your project addresses the specific themes of The Open Legacy Fund. It is not necessary to address all of the themes but more important to have a good quality project that meets one of them.

**Q7** – It is a requirement of any group applying for funding from The Open Legacy Fund that, if successful, they agree to take part in any promotion or publicity as deemed necessary by The R&A and its partners. It is also a requirement that, if they undertake their own publicity, reference should be made to the support they received from the fund. Please describe how you intend to publicise your project.

**Q8** – Please describe how your project will provide a legacy for The 148<sup>th</sup> Open. For example, are there plans to continue the activity after the funding has ceased? Will there be a lasting impact? Does your project build on health benefits or sporting activity? Does your project have a lasting impact on addressing the issue of social inclusion?

**Q9** – Please provide a full breakdown of the total costs for your project. Please refer to the what can/cannot be funded in section 4.3 of these guidance notes to ensure that all costs are eligible.

An acknowledgement receipt will be electronically issued to you once your application has been submitted. If you do not receive this please contact the Funding Unit on 028 7034 7198 for advice. The Funding Unit will assess your application for eligibility. If your application is eligible to apply for grant aid, it will be processed for a full assessment and scoring against the advertised criteria.

## **7.0 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 cannot be accepted after the closing date and time. Late applications will not be considered. No exceptions will be made and there is no recourse to appeal.

### 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 the 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 exemptions 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)

Portrush Funding Boundary Map

