



**Causeway  
Coast & Glens  
Borough Council**



Department for  
**Communities**  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

# **Social Inclusion**

## **Grant Programme 2020-21**

### **Guidance Notes**

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## 1.0 Introduction

These guidelines provide information about the financial support available through the Social Inclusion Grant Programme. They will help you and your organisation decide if the financial assistance offered is appropriate to support the project or activities that you are planning.

You may find it helpful to discuss your project with the following officer within the Community Development Team before submitting your application:

Catherine Farrimond 0287776 0311 [catherine.farrimond@causewaycoastandglens.gov.uk](mailto:catherine.farrimond@causewaycoastandglens.gov.uk)

## 1.1 Purpose of Grant Programme

The purpose of the Social Inclusion Grant Programme is to provide small grants to local community and voluntary organisations that are involved in activities that encourage people within your community, particularly those that are socially excluded, to participate in social and recreational activities.

## 1.2 Overview of fund

All organisations funded through the Social Inclusion Grant Scheme must demonstrate how their project contributes towards addressing the issues in their area. Organisations will be asked to report back on how effective their project has been in meeting these needs.

Social inclusion is about involving everyone within a community and making sure that everyone has the opportunity to participate in society. People can feel excluded or isolated for a number of reasons e.g. older people, people on low incomes, people living in isolated rural areas, people with a disability.

You should consider how you will target those people who are socially isolated within your community and how best to promote your activities in order to ensure that those who will most benefit are aware of the activities.

## 1.3 Levels of grant award.

Social Inclusion Grant Programme	Maximum Grant Amount
Applicants can apply for grants of up to 85% of costs, towards project revenue costs.	£500

This is a competitive process and all grant awards will be determined on the basis of merit. Applicants are advised that organisations that have been successful in securing Council funding in the past will not automatically be guaranteed funding in the future. Council reserves the right to reduce the amount of funding awarded if we do not consider that the amount applied for represents value for money.

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 clawback procedures will be initiated. Please do not apply for funding if you cannot supply these items.

## 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, in this instance the Social Inclusion Grant Programme 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.

## 1.5 Who Can Apply?

Organisations must be from within the Causeway Coast and Glens Borough Council area. 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.

Sports Clubs and Youth Clubs can apply to the grant programme as long as the project you are applying for is a social inclusion project that is in addition to and separate from your regular activities.

Organisations that intend to apply for a Community Festivals Fund Grant can apply to the Social Inclusion Grant Programme as long as the project they are applying for is different to the community festival event.

**Organisations that are successful in an application to the Community Development Support Grant from Causeway Coast and Glens Borough Council are not eligible to receive a Social Inclusion Grant.**

Groups must demonstrate that they are well run and that they provide a voice for local concerns. The initiatives in which they are seeking funding for must be inclusive, open to the whole community and adhere to democratic principles.

## **Only groups which meet the criteria can apply to the Social Inclusion Grant Programme**

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 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.
- 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 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.
- Be accountable 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 Council's promotion, monitoring, evaluation, and training procedures as required.

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

Applicants can apply for grants of up to 85% of costs up to a maximum of £500 towards project revenue costs.

Example projects might include:

- Programme of tutors/ speakers at an older peoples group.
- Recreational activity programme for a group of people with a disability.
- Annual programme of activity for a hobby group which encourages participation from for example lone parents or people on a low income.
- Education or skills development programmes.

The types of expenditure that the grant can contribute towards include:

- Venue hire
- Tutors
- Materials
- Insurance
- Marketing and publicity (up to maximum of £100)
- Small amount of refreshment costs (however the amount applied for must not exceed £100)
- Transport costs (transport outside of Causeway Coats and Glens will only be considered if the activity cannot be accessed within the Borough. The amount applied for towards transport costs must not exceed £250)

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

In general the following will not normally be eligible for funding from the Social Inclusion Grant 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 services/items have already been obtained and paid.
- Applications received after the closing date specified in the promotional literature.
- 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.
- Festivals and Fun days (as there is a separate Community Festivals Fund).
- Salary costs
- Alcohol
- Gratuities, gifts or prizes
- Equipment or maintenance of equipment
- Admission fees
- Overnight trips

If you are unsure if the project you have in mind is eligible please contact one of the Community Development Officers who will discuss your project with you.

### **1.8 Exclusions**

In general it is important to note that this funding programme will not normally award grants to the following:

- 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
- Organisations with an annual income in excess of £50,000
- Umbrella organisations that do not have a separate local constitution
- Schools, pre-school or nursery provision
- Uniformed youth organisations
- Political Organisations
- Religious Organisations
- Organisations that are applying for a Causeway Coast and Glens Community Development Support Grant in 2020-21 (unless that application is unsuccessful).

## 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](http://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](mailto:grants@causewaycoastandglens.gov.uk)

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

**Q1:** In this question we would like you to tell us about the project or activities that you are planning. The purpose of the Social Inclusion Grant Programme is to provide small grants to local community and voluntary organisations that are involved in activities that encourage people within their community, particularly those that are socially excluded, to participate in social and recreational activities. Please provide details of the project or range of activities that you are planning, including details of where the project will take place, when the project will take place and who is expected to participate. Please tell us about how you know there is a need for the project.

**Q2:** 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:



Applications will be weighted in accordance with level of deprivation based on the Multiple Deprivation Measures 2017. This is to ensure that support is provided to those areas in most need.

**Q3:** Please tell us about the groups of people who will benefit from your project. There may be other groups that your project primarily benefits such as those living in isolated rural areas, people on low incomes etc. Section 75 and Schedule 9 of the NI Act 1998 recognises a statutory obligation towards a range of groups including those of different religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, those with or without disabilities, and those with or without dependants.

**Q4:** Social inclusion is about involving everyone within a community and making sure that everyone has the opportunity to participate in society. People can feel excluded or isolated for a number of reasons e.g. older people, people on low incomes, people living in isolated rural areas, people with a disability.

In this question we would like you to tell us about the people that are socially excluded in your community that you are trying to support through your project. Please tell us how the project will benefit the participants. Please also tell us how you will target those people who are socially isolated within your community and how you will publicise your activities in order to ensure that those who will most benefit are aware of the activities.

**Q5 and 6:** Please provide a breakdown of all costs for your project and how much you are requesting from Council. Please refer to 1.6 of these guidance notes for what can be funded. Causeway Coast and Glens Borough Council will contribute a maximum of 85% of the total project costs, up to a maximum of £500. Applicants will be expected to make efforts to maximise their income by securing other sources of funding to support their work.

**Q7:** Please tell us how you plan to match fund your project including brief details of any other funding applied for.

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

Every application that is received requesting a Social Inclusion 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 community needs and contributes to Council's Strategic Priorities

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 form 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.

If the organisation, based on the information supplied, is not able to satisfy the Council of their eligibility to draw down the grant from the fund, they will be advised of specific omissions / shortcomings and how these can be addressed to help prepare them for any future funding requests.

### 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, it will not proceed to assessment and scoring.

If an organisation is not eligible for funding through the Social Inclusion Fund, organisations should contact the staff member listed on page 3 who will help signpost to alternative sources of funding.

If an organisation or its activities are deemed to be the responsibility of other Council Departments, statutory agencies or voluntary bodies then you will be signposted to who you should apply to. If signposted elsewhere you will be required to complete and submit the relevant application form.

### 3.3 Assessment and scoring

If the organisation, based on the information supplied is able to satisfy the Council of their eligibility for the Social Inclusion Grant Programme they will be assessed according to established assessment criteria shown in the table below.

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

Criteria	Score out of a possible 5	Weighting	Possible Score
1. Range and quality of project activities		X2	10
2. Number and type of beneficiaries		X2	10
3. Area deprivation score		X1	5
4. How well the project promotes and addresses social inclusion		X2	10
			<b>35</b>

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

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

When the scores are finalised the applications will be presented to the Leisure & 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

If successful, group members can avail of training that will explain the processes and procedures that relate to programme monitoring, submitting a financial claim, requesting a change to programme, promoting Council's support for the programme, monitoring and evaluation requirements and the process of verification

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 may also be required to submit an annual/ 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 relevant service area 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 organisations 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.

### 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)