

## **COMMUNITY DEVELOPMENT – SMALL GRANT AID PROGRAMME 2024-2025**

The aim of the Community Development Grant Aid Programme is to provide financial support for projects which have Community Development as a primary objective that improve the lives of local people. Projects must develop a strong, healthy and vibrant community whilst encouraging maximum participation in community life by all residents.

Community development is a process where community members come together to find solutions to common problems and to take local actions (economic, social, environmental or cultural) to support community well-being. Part of this process is the positive change that takes place in relation to the number of people volunteering, the increased use of community buildings and the number of educational programmes being offered. The process allows the community to engage with each other and become more involved in local projects which not only improve the quality of life but by working together can bring real change to local communities.

### **What is a Community Development Project?**

Organisations applying to this fund must have community development as a primary objective of their application. A 'project' is a series of activities with a common theme delivered within a defined start and end date. There should be a clear purpose to the activity and it should be based on sound community need. The activity should promote participation, involvement, progression and create a sense of community ownership and pride contributing in a positive way to the social well-being of the community.

### **Who can apply?**

Only properly constituted community, voluntary & charitable groups can apply to the grant aid scheme and must be able to meet the following conditions. The group must:

- Be comprised of at least six members.
- Be democratically accountable through regular public meetings.
- Hold an Annual General Meeting (AGM).
- Be properly constituted and include a decision making process, and aims and activities that are acceptable to the Council.

- Be managed by a publicly elected committee; the office bearing positions of Chairman, Secretary and Treasurer must be held as a minimum.
- Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Demonstrate that proposed activities are not a duplication of other activities.
- Produce an annual statement of independently verified or certified accounts, or a bank statement for new groups only.
- Agree to Antrim and Newtownabbey Borough Council's monitoring, evaluation, and training procedures if required.

Projects **must** take place between 1 April 2024 and 31 March 2025, any activity outside these timescales will not be eligible for funding.

### **Exclusions**

Council will not normally fund the following:

- Costs associated with Festivals/projects operating outside of the Borough Council area.
- Applications for specific projects/festivals which are clearly the responsibility of another statutory organisation.
- Retrospective expenditure.
- Applications received after the closing date specified in the public advertisement.
- Salary costs.
- Unrelated professional fees.
- Bank charges, loans, deficits or fines.
- For profit enterprises.
- Costs that are already covered by other sources of funding.
- Organisations that are able to share out profits to individuals, members or shareholders.
- Charity, fundraising events and donations.
- Individuals.
- Costs that are not clearly linked to the project.
- Projects that provide no significant benefit to the Antrim and Newtownabbey Borough Council area.
- Projects that duplicate what already exists.
- Projects that are not in line with Antrim and Newtownabbey Borough Council policies.
- Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation, cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant.
- It is unlikely that you will receive funding if you have previously received a grant from us that was not managed in accordance with the terms and conditions of the Letter of Offer.

- Thematic activity such as arts, culture, sport etc. unless the application meets the community development eligibility criteria and the programme is of a community development nature.
- The purchase of balloons and single use plastics.
- The purchase of flags and bunting without prior approval.
- Alcohol

Further details of what is eligible and ineligible is listed later in this document per grant type.

### **General conditions for funding**

- All applications must be completed in full, submitted with **any** necessary relevant supporting information as requested and received by the closing date set out in the public advertisement otherwise they will not be considered.
- Payments will only be made by electronic bank transfer to an organisation's bank account and not to any one individual.
- Grants will only be approved if the Council is satisfied that the applicant has the necessary expertise and resources to see the application through to successful completion.
- Groups seeking support from Council should have a minimum of £2M Public Liability and £10M Employers' Liability in place or be willing to obtain this cover. These are Council's minimum requirements. However, you are advised to contact your insurance broker to ensure that these levels are sufficient to cover the activities of your organisation. Use of inflatables, fireworks etc. may require higher levels of cover.
- Retrospective applications will not be considered. A minimum lead-in period of at least three months from the date of closing must be allowed for Council to consider applications and appeals.
- Grants will normally be released in two instalments with 75% of the grant being paid in advance of the start date subject to receipt of an acceptance form of the Council's formal letter of offer and the remaining 25% being paid on completion of both vouching of the first 75% and monitoring/evaluation forms. This will be detailed within the formal letter of offer. All awards will be 100% vouched.
- It is a stipulation of all successful grant applications that the Council and any other relevant funders' logos appear on all publicity material during the duration of the grant and that the Council's support is acknowledged. If requested, applicants must attend press opportunities and participate in all media activities as requested by Council staff. All printed materials and use of the logo must be agreed and approved by Council staff.
- Post project the applicant will be required to complete the Council's monitoring and evaluation form, in order to demonstrate how the organisation met the criteria detailed in the application form.
- Council reserves the right to request further information or clarification on any request for support and to share information on support with other funders.

- To be eligible for funding you must have a child protection policy in place if your project involves, or may involve, children or young people under the age of 18 or a Safeguarding Adults policy if your project involves, or may involve, adults at risk.

Applicants should note that this is a competitive process and awards are subject to the availability of funds and may be subject to change.

### How much can I apply for?

Grant Scheme	Grant Type	Rolling / Call	Maximum Award
Small Grant	Seeding/Activity Grant and/or Insurance	Rolling - Only one grant per year.	£1,000 (max. up to £500 for equipment)

### Grant Checklist

All applications should be accompanied by any relevant supporting documents requested at the beginning of the application form and shown below.

**There is only one Small Grant application form which covers Seeding, Activity and/or Insurance.**

Title	Small Grant Seeding, Activity and/or Insurance Grant - up to £1,000
Supporting Documents Required	<p>Applicants will need to upload the following documents:</p> <ul style="list-style-type: none"> <li>• a proper signed and dated constitution or other governing document - <u>only required if you have updated your document or haven't submitted to Council within the last five years</u></li> <li>• a list of current committee members</li> <li>• a recent (within the last two months) bank statement showing the applicants name</li> <li>• minutes of last AGM/Public Meeting (within last 15 months)</li> </ul> <p>A declaration for all other documents will need to be signed to confirm that these are in place should they be requested by Council.</p>

<p><b>Eligible Expenditure</b></p>	<ul style="list-style-type: none"> <li>• Room/venue hire</li> <li>• Facilitation costs/Coaching/Training/Tutor costs</li> <li>• Training / Capacity building costs</li> <li>• Hospitality (small only - £10.00 maximum per head, per day)</li> <li>• Advertising/publicity/newsletters/website development, maintenance and hosting (relating specifically to programme)</li> <li>• Promotional material/banners/flyers</li> <li>• Stationery/administration/essential office equipment (up to max. of £100, e.g. printer)</li> <li>• Internet or telephone costs (account in applicant's name)</li> <li>• Transport hire</li> <li>• Hire of entertainment (to include inflatables)</li> <li>• Hire of infrastructural items (PA/electronic equipment/staging)</li> <li>• Trips/entrance fees</li> <li>• Travel relating specifically to project/programme</li> <li>• Access NI checks</li> <li>• Public and employer's liability insurance</li> <li>• Purchase of materials and essential small items of equipment up to a maximum of £500 per annum</li> <li>• Volunteer expenses (up to a maximum of £10.00 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.</li> </ul>
<p><b>Ineligible Items</b></p>	<ul style="list-style-type: none"> <li>• Projects operating outside of the Antrim and Newtownabbey Borough Council area</li> <li>• Trips/visits/outings outside of Northern Ireland (exception – if they have been specifically approved by Council)</li> <li>• Applications for specific projects which are clearly the responsibility of another statutory organisation</li> <li>• Retrospective expenditure</li> <li>• Applications received after the closing date specified in the public advertisement</li> <li>• Unrelated professional fees (solicitors, etc.)</li> <li>• Bank charges, loans, deficits or fines</li> <li>• Professional/Consultancy fees</li> <li>• Rent or hire of group's own facility</li> <li>• Salary costs including seasonal staff</li> <li>• Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses)</li> <li>• Purchase of Balloons &amp; single-use plastics</li> <li>• Purchase of flags and bunting without prior approval.</li> </ul>

## How to apply?

Interested applicants should book a place at one of the following **MANDATORY** in person/online Grant Information Sessions where we will take groups through the grant funding available as well as the new application forms and online process.

Applicants should apply at least 8 weeks prior to their project start date or insurance renewal date as applications need to go to two Council meetings for approval.

## Grant Information Sessions

**Wednesday 10 April** – 2pm – 4pm – Round Tower, Antrim Civic Centre

**Wednesday 10 April** – 6.30pm – 8.30pm – Ballyearl Courtyard Theatre, Newtownabbey

**Thursday 18 April** – 2pm – 4pm – Ballyearl Courtyard Theatre, Newtownabbey

**Thursday 18 April** – 6.30pm – 8.30pm – Steeple Suite, Antrim Civic Centre

**Wednesday 24 April** – 2pm – 4pm – Online

To book a session please email – [cpbs@antrimandnewtownabbey.gov.uk](mailto:cpbs@antrimandnewtownabbey.gov.uk) or call 0300 123 4568.

The Small Grant will be available on a rolling basis subject to the availability of funding and will normally open in February each year.

Applications for the above grant will be available for completion online from **12noon on Monday 8 April 2024**.

## For further information, please contact:

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