

COMMUNITY DEVELOPMENT – THREE YEAR FACILITY AND/OR PROGRAMMES/ACTIVITIES GRANT AID PROGRAMME 2024-2027

Information for applicants

Section 1: What is the Purpose of the Programme?

This is a new three-year Community Development Grant Aid Programme (2024-2027) which will allow interested community/voluntary/charitable organisations to apply for grant aid for community facilities and programmes/activities to cover a three-year period (subject to availability of funding), with the exception of the Small Grant & Technical Assistance Grant which will continue to be available all year round on a rolling basis.

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.

1.1 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.

1.2 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 in Year 1 and between 1st April and 31st March in subsequent years, any activity outside these timescales will not be eligible for funding.

1.3 Exclusions

Council will not normally fund the following:

- Costs associated with projects operating outside of the Borough Council area.
- Applications for specific projects 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.

1.4 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.
- An application must meet all of the criteria to be considered, and the applicant organisation must meet all of the conditions previously outlined to be eligible to apply as mentioned in the earlier section, "Who can apply?"
- 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.
- 2nd year & 3rd year funding will only be released upon submission of required vouching and monitoring information. All vouching must be submitted or Council may withhold grant payments.
- 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.

Section 2: What is the criteria for scoring?

Each application will be considered on its own merits. In order to deliver the programme's aim and general principles, applicants will need to demonstrate how their community development project meets the appropriate criteria. It is important to remember that the application will be assessed ONLY on the information provided in the application form and specifically in the box relating to the particular question asked. Any information that you do not include or that is contained in other parts of the application form will not be considered. Therefore, you MUST demonstrate how you meet the essential criteria as set out in these guidelines in the application.

2.1 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2024-2027

The two different options available are:

- 1) **Community Programmes and Activities Grant** (up to £5,000 available per year for a three-year period, £15,000 max. in total for the three-year period) – which will cover what was previously community outreach and involvement and summer scheme and will also cover insurance. Summer Programmes are limited to £3,000 per year - £2,000 for Programme & £1,000 for Insurance.
- 2) **Community Facilities and Programmes Grant** (up to £10,000 available per year for a three-year period, up to £5000/year for facilities/ premises and up to £5,000/year for Programmes - £30,000 max. in total for the three-year period) – which will cover what would have been premises, community outreach and involvement, summer scheme and insurance.

2.2 Community Programmes and Activities Grant (max score 50 marks).

Applicants must score against each of the measurable criteria below. Failure to score against one of the measurable criteria will result in the application being rejected; the responsibility to provide sufficient detail in any application for Council's consideration rests with the applicant:

- 1) **Identified Community Need (max. score 24 marks)** – have you identified that there is a need for your proposed programme of activity/facility, and if so how has this been identified, for example, we identified the need for a programme for young people through a young person's focus group. Who was involved in identifying the need, for example, 12 local young people who attended the focus group. How is your organisation responding to the identified need, what are they doing to meet the need, for example, we now run a summer programme for young people. Each of the four questions score up to 6 marks each.
- 2) **Outputs and outcomes (max. score 25 marks)** to include:

Climate Change As part of its commitment to acting sustainably and safeguarding the environment Antrim and Newtownabbey Borough Council follow an informed approach in protecting the environment and our outstanding natural surroundings. To mitigate and adapt to climate change it will reduce its greenhouse gas emissions and improve its resilience to current and future impacts. Council will conserve natural resources, enhance biodiversity and further improve the quality of life and the sense of well-being for all our residents. Merit will be awarded to organisations that clearly

demonstrate an active commitment to environmental improvement and practices along with addressing positive climate change, which contributes to the Council's Environmental objectives. Examples could include no use of single use plastics, using local suppliers (reducing carbon footprint), using recycled materials etc.

Programming

What activities will you be delivering as part of your programme? Who will the activities be targeting? How many people will attend? How many sessions will there be and how often will they be delivered? What benefits will result from the sessions?

Promotion and Inclusion

How will you promote your proposed programme of activity and actively engage your target audience? What methods will you use to engage them? How will you target those that you would like to attend/benefit from your activity?

How will you make your programme/activities welcoming and inclusive in particular for first time users, low income families, ethnic minorities and disabled?

Monitoring and Evaluation

What methods will you use to monitor and evaluate your programme/activities? Tick all that apply.

- 3) **Finance (max. score 1 mark)** – you need to submit a secure financial proposal with a clear confirmation of "total" programme costs. Please note that you must complete **all** columns in the table if you are applying for a three-year grant and that the maximum amount available per year is £5,000 for Community Programmes & Activities and up to £15,000 for three years.

2.3 Community Facilities & Programmes Grant (max. score 63 marks)

Applicants must score against each of the measurable criteria below. Failure to score against one of the measurable criteria will result in the application being rejected; the responsibility to provide sufficient detail in any application for Council's consideration rests with the applicant:

- 1) **Identified Community Need (max. score 24 marks)** – have you identified that there is a need for your proposed programme of facility/activity, and if so how and when was this identified, for example, we identified the need for a community space to meet and organise programmes through a community public meeting held in 2018. Who was involved in identifying the need, for example, 37 people attended the meeting. How is your organisation responding to the identified need, what are they doing to meet the need, for example, we have recently refurbished an old local sports hall onto a community hall? Each of the four questions score up to 6 marks each.
- 2) **Facility Opening and Programmes (max score 10 marks)** to include:

Facility Opening Hours – have you included all the days that your facility is open and the number of hours per day?

Facility proposed weekly programme for 2024-27 – have you included all the different broad based activities that are delivered weekly in your facility?

Additional community events or seasonal activity – are you organising any additional community events or seasonal activities, e.g. Christmas Party?

3) **Outputs & Outcomes (max score 28 marks)** to include:

Climate Change As part of its commitment to acting sustainably and safeguarding the environment Antrim and Newtownabbey Borough Council follow an informed approach in protecting the environment and our outstanding natural surroundings. To mitigate and adapt to climate change it will reduce its greenhouse gas emissions and improve its resilience to current and future impacts. Council will conserve natural resources, enhance biodiversity and further improve the quality of life and the sense of well-being for all our residents. Merit will be awarded to organisations that clearly demonstrate an active commitment to environmental improvement and practices along with addressing positive climate change, which contributes to the Council's Environmental objectives. Examples could include no use of single use plastics, using local suppliers (reducing carbon footprint), using recycled materials, green energy generation e.g. solar panels, wind turbines or LED lighting etc.

Programming

What activities will you be delivering in your facility? Who will the activities be targeting? How many people will attend? How many sessions will there be? How will it be delivered? What benefits/changes will result from the sessions and when will they take place?

How will you make your programme/activities welcoming and inclusive, in particular for, first time users, low income families, ethnic minorities and disabled?

Promotion and Inclusion

How will you promote your proposed programme of activity and actively engage your target audience? What methods will you use to engage them? How will you target those that you would like to attend/benefit from your activity?

Monitoring and Evaluation

What methods will you use to monitor and evaluate your programme/activities?
Tick all that apply.

4) **Finance (max. score 1 mark)** – you need to submit a secure financial proposal with a clear confirmation of "total" programme costs. Please note that you must complete **all** columns in the table if you are applying for a three-year grant and that the maximum amount available per year is £10,000 for Community Facilities & Programmes. If you are applying for a Community Facilities grant only the maximum available is up to £5,000 per year, £15,000 over the three-year period.

Section 3: How much can I apply for?

The total amount of funding available within each grant category is outlined below:

Grant Scheme	Grant Type	Rolling / Call	Maximum Award
Community Facilities & Programmes	3 year period to cover facilities/premises, community programmes and insurance	Grant call normally November – January each year but only one application needed per three-year period. 2 nd Call – normally April/May subject to available funding.	Up to £10,000 per year Up to £30,000 for three-year period Up to £5,000 for Facilities and £5,000 for Programmes/Insurance
Community Programmes & Activities	3 year period to cover community programmes and insurance only	Grant call normally November – January each year but only one application needed per three-year period. 2 nd Call – normally April/May subject to available funding.	Up to £5,000 per year Up to £15,000 for three-year period Up to £5,000 for annual programmes, summer programme and insurance

Section 4: Which type of grant should I apply for?

4.1 Community Facilities & Programmes Grant

To contribute towards running costs for groups that provide community development activities in their own facility/premises. The facility operated by the group must be considered essential to the delivery of the programme to be considered appropriate for this grant. This grant can also provide support for the programmes delivered in the facility/premises.

Community Facilities & Programmes grants awarded for 2024/2025 may be extended to cover a three-year period up to 31 March 2027. Groups who wish to avail of this option will be required to confirm, on an annual basis, that all details contained in the original application remain valid.

Grant Criteria

- 1) Groups who either own a facility outright or have a lease/rental agreement may apply for a community facilities & programmes grant if they can demonstrate that they are running a programme of community development activity. A lease/rental agreement must be in place to cover the period 1 April 2024 – 31 March 2027.
- 2) In the instance where more than one group is eligible to apply under this criteria, for the same building, the maximum amount awarded to the building as a whole, will not exceed the maximum Community Facilities & Programmes grant of £5,000. Where an annual rent is paid for the facilities, the total rent paid by groups in the building will not exceed this amount.

- 3) The exception to (b) above will be a scenario where more than one group operates from the same building but each has a separate rental agreement and metering arrangements for electricity etc. In this case each group may apply for a Community Facilities & Programmes grant. As above where an annual rent is paid for the premises, the total rent paid by groups in the building will not exceed this amount.
- 4) In the absence of ownership or lease/rental agreements groups will not be eligible to apply for a community facilities & programmes grant, however if using the facilities on a casual basis for the delivery of a programme the group could apply for the cost of room hire under the Community Programmes & Activities grant.

4.2 Community Programmes & Activities Grant

Provided for groups that deliver a year-long service/programme (or a project that is part of a year long programme) for the benefit of the community, engaging with those who might otherwise be isolated or detached from community life and introducing new or additional activity where there is a demonstrated need.

This grant can also include a **Summer Programme** for groups who want to provide five, or more days' activity over the summer period from June to September each year. Maximum amount available for a Summer Programme is £3,000 (£2,000 for Summer Programme & up to £1,000 for **Insurance** (Public and Employer's Liability)). Buildings and Contents Insurance Costs are only eligible to groups running a facility – groups should provide information on support requested on the facilities finance section of the Community Facilities & Programmes grant application.

Section 5: Grant checklists

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

Title	Community Facilities & Programmes
Supporting Documents Required	<p>Applicants will only need to upload the following documents:</p> <ul style="list-style-type: none"> • Governing document – i.e. signed/dated constitution, Memorandum & Articles of Association or other document – <u>only required if you have updated your document or haven't submitted to Council within the last five years</u> • A current list of committee members • A recent bank statement (within last 2 months) • Minutes of last AGM (must be within last 15 months) <p>A declaration will need to be signed to confirm that all other documents listed are in place should they be requested by Council.</p>

<p>Eligible Expenditure</p>	<ul style="list-style-type: none"> • Rent • Utility bills to include: Heating (gas/oil/electric), Rates/Water charges, Phone/Internet/Broadband/Website hosting • Cleaning materials • Stationery, postage, photocopying and promotional materials specifically relating to the premises • Health & safety (e.g. Refuse collection costs/ Health/hygiene services) • Maintenance • Licences (e.g. TV, entertainment etc.) • Insurance e.g. buildings and contents, public and employer's liability • Purchase of materials and essential small items of equipment up to a maximum of £500 per annum • Accountants fees in relation to running premises up to a maximum of £500 • 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. • Council cannot fund costs for groups using their own facilities or internal charges, for example, internal room hire, pitches, theatre spaces, etc. unless they are normally used for commercial activity (in other words, hired at a charge to outside groups). Council may then be able to consider support, but at a lower rate than the general public charge.
<p>Ineligible Items</p>	<ul style="list-style-type: none"> • Projects operating outside of the Antrim and Newtownabbey Borough Council area • Applications for specific projects which are clearly the responsibility of another statutory organisation • Retrospective expenditure • Applications received after the closing date specified in the public advertisement • Salary costs including seasonal staff • Unrelated professional fees (solicitors, etc.) • Bank charges, loans, deficits or fines • Refurbishments • Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses) • Purchase of Balloons & single-use plastics • Purchase of flags and bunting without prior approval.

Title	Community Programmes & Activities
Supporting Documents Required	<p>Applicants will only need to upload the following documents:</p> <ol style="list-style-type: none"> 1) Governing document – i.e. signed/dated constitution, Memorandum & Articles of Association or other document – <u>only required if you have updated your document or haven't submitted to Council within the last five years</u> 2) A current list of committee members 3) A recent bank statement (within last 2 months) 4) Minutes of last AGM (must be within last 18 months) <p>A declaration will need to be signed to confirm that all other documents listed are in place should they be requested by Council.</p>
Eligible Expenditure	<ul style="list-style-type: none"> • Room/venue hire (excluding internal hire costs) • Facilitation costs/coaching/training/tutor - up to a maximum of £300 for a one-week summer programme & up to £600 for a two-week programme – evidence of relevant qualifications will be required • DJ costs • Training / capacity buildings costs • Hospitality on a study visit or trip: <ul style="list-style-type: none"> ▪ Breakfast capped at £7.50 per person, per day ▪ Lunch capped at £10.00 per person, per day ▪ Dinner capped at £15 per person, per day ▪ Total: No more than £25 per person, per day • Advertising/publicity/newsletters/website development, maintenance and hosting (relating specifically to programme) • Transport hire • 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. • Purchase of materials and essential small items of equipment up to a maximum of £500 per annum • Hire of infrastructural items (PA/electronic equipment/staging) or equipment for summer programmes • Transport of equipment/items relating specifically to project • Trips/entrance fees • Best practice visits • Flights/travel relating specifically to project /programme • Seminars/ training days • Accommodation (up to £25 per person, per night for a maximum of 2 nights under any one grant award) • Access NI checks • Public and employer's liability insurance.
Ineligible Items	<ul style="list-style-type: none"> • Projects operating outside of the Antrim and Newtownabbey Borough Council area • Applications for specific projects which are clearly the responsibility of another statutory organisation

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| | <ul style="list-style-type: none"> • Retrospective expenditure • Applications received after the closing date specified in the public advertisement • Unrelated professional fees (solicitors, etc.) • Internal room hire costs • Bank charges, loans, deficits or fines • Rent • Alcohol • Salary costs including seasonal staff • Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses) • Purchase of Balloons & single-use plastics • Purchase of flags and bunting without prior approval. |
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Section 6: 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.

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 or call 0300 123 4568.

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

The closing date for receipt of completed application forms is **4pm on Monday 13 May 2024.** Late applications will not be accepted.

What happens next?

- May 2024 – Applications will be assessed
- June 2024 – Details reported to the Council
- July 2024 – It is envisaged that groups will be notified of the outcome of their application/s and Letters of Offer will be issued.

For further information, please contact:

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