



**Armagh City  
Banbridge  
& Craigavon**  
Borough Council

# **FINANCIAL ASSISTANCE POLICY**

# **APPLICANT GUIDANCE MANUAL**

**SEPTEMBER 2016**

**FOR 2016/17 CALL 3 APPLICATIONS  
ONLY**

**(INCL SMALL SCALE CAPITAL PROJECTS FUND  
2017-18)**

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# 1. Introduction

The purpose of this document is to provide guidance for organisations applying for financial assistance from Armagh City, Banbridge and Craigavon Borough Council. It is inevitable that a guidance manual cannot cover every single aspect of funding therefore potential applicants are encouraged to discuss individual applications with the relevant Council officer if they are uncertain about their eligibility.

The guidance document sets out the funding programmes and describes the process for making applications. In addition to the criteria used for each programme, Council will also consider a range of other factors to determine whether grants should be paid and at what level. These will include Council's strategic priorities, the number and range of applications received and the amount of funding available. These factors will vary from year to year and it does not follow that something which Council funds one year may be funded in subsequent years.

In an attempt to minimise wasted effort on ineligible or ill-conceived applications, a self-assess eligibility check should determine whether an application will progress towards assessment. Council would recommend that you do not submit an application if your organisation or project appears to be ineligible without first discussing with a Council Officer. Most evidence/documents will only be requested if an application is successful, although applicants are asked to ensure these are available when they apply.

This version of the Applicant Guidance Manual is only relevant for applications for Financial Assistance in 2016/17 Call 3 (5<sup>th</sup>-30<sup>th</sup> September 2016). Do not use this document for any future calls.

All applications must be submitted by **12 noon on Friday 30<sup>th</sup> September 2016.**

## Contact Points

Council wishes to ensure that all applicants have a sound understanding of Council's policies and in turn work closely with Council to achieve maximum community benefit through any financial assistance. To this end, it is recommended that you discuss any potential project or application with Council at an early stage. The initial point of contact for financial assistance is as follows:

Glen Dickson

Tel: (028) 3831 2420

Email: [glen.dickson@armaghbanbridgecraigavon.gov.uk](mailto:glen.dickson@armaghbanbridgecraigavon.gov.uk)

## 2. What Financial Assistance Does Council Offer?

Council offers five funding programmes as follows:

Programme	Sub-Programme	Open this call?
<b>1. Community Grants</b>	a. Seeding Grant (up to £400/£1,000) b. Community Development Grants i. Micro Grants (up to £1,000) ii. Small Grants (£1,001 - £2,000) iii. Medium Grants (£2,001 - £10,000, max 50% of eligible costs)	yes
<b>2. Capital Projects Grant</b>	a. Small Scale Capital Fund (up to £2,500 at a maximum rate of 25%)	yes
<b>3. Arts, Culture and Events Grants</b>	a. Community Events Fund (up to £1,000) b. Large Event Fund (up to £10,000) c. Arts Projects Fund (up to £2,500)	yes
<b>4. Good Relations Grants</b>	a. Micro Grants (up to £1,000) b. Small Grants (£1,001 - £2,000) c. Medium Grants (£2,001 - £10,000, max 50% of eligible costs)	yes
<b>5. Rural Linkages Grant (up to £500)</b>		yes

Each programme and sub-programme has distinct criteria and indicative maximum funding. Full details of each programme open in this call can be found in 8.1 and 8.2.

Groups can hold a **maximum of two successful applications per financial year**. The exception to this is:

- An application to 3a for financial assistance for a Christmas Tree Switch-on event traditionally funded by Council does not count towards the two applications.

The two applications cannot be to the same programme. However, the following are the exceptions to this:

- A group's two applications can:
  - both be made to '3a – Community Events Fund', or
  - include one to '3a – Community Events Fund' and one to '3c – Arts Projects Fund'

### Application Timetable

The following table sets out when you should be applying for financial assistance depending on your project and the dates of delivery:

<b>Funding For:</b>	<b><u>Call 3</u></b> 5–30 Sep 2016
<b>Events or programmes running December-March</b>	√
<b>Small Capital Projects to be delivered April 2017-March 2018 *</b>	√
<p>* - a further call for applications for Large Capital Projects (2017-18) is anticipated to open in October 2016. Details will be confirmed on our website: <a href="http://www.armaghbanbridgecraigavon.gov.uk/fap">www.armaghbanbridgecraigavon.gov.uk/fap</a></p>	

## 3. Who Can Apply for Financial Assistance?

Except where specifically stated for certain programmes, applications will only be accepted from formally constituted, community managed, and autonomous organisations. Such organisations should be not-for-personal profit, with wider community interests at heart, working at a local community level. The organisation's governing document must clearly state that:

1. Membership is inclusive of the identified community and open to its full range of opinion;
2. Each year the organisation holds an Annual General Meeting (AGM) at which each member has an equal vote;
3. The organisation has a management committee or board of directors which is appointed at the AGM using a clear democratic process for the selection of members i.e. election;
4. The committee/board presents the report for the year at the AGM; and
5. An annual statement of accounts is presented at the AGM

It is important that the groups funded are inclusive of their identified community and open to its full range of opinion i.e. do not exclude any part of that community. Each member must have equal status and be entitled to vote at the AGM.

Decisions about the organisation and its activity must only be made by members and no other organisation can have the ability to impose a decision on the group i.e. they must be fully autonomous organisations. Groups must be

managed by their community which means that the management committee/board has to come from the membership and be elected at the Annual General Meeting.

The management committee or board must be accountable to their membership for the work done and money spent during the year. The committee must present a report and financial accounts which are formally adopted by the membership at the Annual General Meeting.

Values inherent to community development include social justice, self-determination, working and learning together, sustainable communities, participation and reflective practice. These values are aligned to Council's statutory duties in tackling inequality and promoting good relations and the groups that Council fund must in no way contribute to inequality or poor relations.

Council will **not** consider applications from:

- Organisations that
  - discriminate against any particular racial group, political grouping or religious body;
  - are in poor financial health or cannot show effective financial control;
  - are not prepared to share learning from their project with Council and other relevant groups.
- Individuals (only constituted groups/organisations can apply for funding)
- Commercial organisations (except social enterprise).
- Statutory organisations (except through a partnership arrangement with Council where key priority outcomes are delivered)
- Schools (Parent Teacher Associations) except where there is a clear need demonstrated that the project being funded will serve the community and this need is not being met by another organisation e.g inter-school activity.

In two particular programmes (ie '1b - Community Development Grants' and '4 - Good Relations Grants') the Medium Grant sub-programme is aimed at Forums and Network Support Organisations. Our definition of these is as follows:

- A Forum is where a number of organisations come together to work for the benefit of a community defined by geography or interest. Membership must predominantly be made up of group representatives (rather than individuals) and this must be clearly stated in the Forum's constitution. Council would expect there to be a minimum of 8 groups represented in a Forum's membership.
- A Network Support Organisation also has a membership made up of groups, but its purpose is to provide support to those groups through the delivery of a range of services including, but not restricted to, training, regular information-sharing (eg newsletters), networking events, physical support services, and practical assistance to groups (eg applying for funding). Such organisations must be open to membership

from, and delivering services, across the Borough.

**If you are a branch of a larger organisation, please see the guidance in Appendix 8.8 about how you may apply.**

## 4. What Can We Apply For?

Council will only consider funding for projects, activities and organisations which meet the basic eligibility criteria. There may also be specific eligibility criteria applied to individual funding programmes (set out in 8.1 and 8.2).

The list below only includes those elements which are common to all. An application that falls outside these eligibility criteria will not be considered further.

### Basic Eligibility Criteria

The overarching principle to be applied to all financial assistance should be that of meeting local needs which have been identified and prioritised by Council or by others but acknowledged by Council. Any use of funding 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.
- Fit with a clear corporate objective or priority of Council.
- Be delivered by a credible organisation with the capacity to deliver the project as stated.
- Meet the specific objectives of the programme being applied to

Council will **not** consider applications for projects which:

- have no significant benefit to the Council area;
- provide no potential benefit to the public, either in the short or long term;
- could be carried out on a commercial basis;
- have already taken place or are already under way at the time of the assessment;
- duplicate what already exists;
- are fundraising events or activities;
- are of a party political nature;
- promote a particular religion; or
- are against Council policy.

### Eligible costs

While it is recognised that there needs to be broad eligibility criteria built into the policy, the list below of costs that can and cannot be funded leaves room for some flexibility:

- Core running costs (this may include heat and light, insurance, rent or premises costs, office costs, etc.). The proportion of costs eligible for funding will vary with the programme applied to.

- Programme or activity costs which are directly relevant to the application and where need has been demonstrated.
- Travel and transport costs within the Council area where these can be shown to be fundamental to meeting the project objectives.
- Hire or purchase of equipment for meeting project needs (subject to individual approval). In some cases where funding tends to reoccur annually, purchase of small items may prove more cost effective than hire. A maximum of £500 in total in respect of purchase of small items of equipment applies to all programmes except '2. – Capital Projects'. Where capital costs are funded Council will state a period for which the item will be retained. Any disposal within this period must be approved by Council and Council will retain the right to inspect such items at suitable intervals.
- Venue hire.
- Technical assistance.
- Training or facilitation costs.
- Festivals and events.
- Capital costs, where it can be demonstrated that this is the most cost effective means of delivering the required outcomes.
- Best practice or good relations visits.
- Inter-school activities.
- Publicity and marketing where directly relevant to the project's success.

#### Ineligible Costs

- Any costs or projects which are clearly another statutory agency's responsibility. In certain exceptional cases, where need can be clearly identified and there are compelling reasons why the statutory body concerned cannot fund an important project, Council may take a more flexible approach and fund in partnership with other statutory bodies.
- Projects or activities which are delivered outside the Council area except where it can be clearly demonstrated that a similar project or activity is not available within the Council area. This exception will only apply to projects being delivered within Northern Ireland. Projects or activities delivered outside Northern Ireland will not be considered. (Organisations which are located outside the Council area but provide direct benefit in line with strategic priorities and identified needs within the Council area may be considered for funding.)
- Salaries and wages
- Activities which specifically exist to raise funding.
- Costs incurred prior to a funding offer from Council (retrospective funding).
- Overheads allocated or apportioned at rates in excess of those used for any similar work you carry out.
- Costs which are not clearly linked to the project.
- Costs that are poor value for money, or that are purchased from outside of Council procurement guidelines.
- Costs that are already covered by other funding or income sources.
- Costs that can be recovered from elsewhere, e.g. VAT.



- Payments made to any members of the applicant group or organisation.
- Gifts, donations, prizes, trophies (except in exceptional circumstances), flags, bunting, bank/loan interest, musical instruments, accountancy, legal fees (except under programme 2 Capital Projects), kits/uniforms, private or unfunded pensions, alcohol, refreshments, food (except in exceptional circumstances eg sweets/selection boxes for Christmas Tree Switch-on events, Food Festival)
- Consultants Fees where the consultant would be paid for a service already being provided by local support networks. Such services include, but are not restricted to, funding applications and community audits.

## 5. Completing the Application Form

### 5.1 Section 1 – Organisational Details

Please ensure the accuracy of the contact details for the Contact Person as this will be the only person we will contact regarding your application. If your Contact Person changes during the application process or you know the Contact Person will not be contactable during that period, you must provide us with an alternative Contact Person. In the event we need to seek clarification on your application but cannot make contact with the Contact Person, your application will be rejected.

The organisation name on the application form **must** be exactly the same as the name on the constitution you will provide (see exceptions for branches in 8.8).

#### 1.3 Structure

When you click on this you will be offered a choice of 5 options. Most organisations applying will be Unincorporated Associations but if you are not sure, select 'Other' and then describe what type of organisation you would call yourself.

### 5.2 Section 2 – Funding Application Detail

#### 2.1 What level of grant are you applying for?

Depending on which programme you are applying to you may have a choice of level of grant. It is important you choose the programme and level that best meets your project. Details of all programmes and how they will be scored are detailed at 8.1 and 8.2.

#### 2.2 Brief Description of the project or activity for which funding is being sought.

This box should provide sufficient detail to enable Council Officers to understand what your project is about and what you will do. It should specifically note how the project or activity will address the need identified in Question 2.5. You should provide as much specific detail as possible including the type of project (eg Core Costs, Community Festival, Training Course).

### How many people will benefit directly from your project?

Please tell us how many people will take part in your activity or attend your event. For example, if twelve young people attend a six-week programme aimed at reducing anti-social behaviour there will be twelve direct beneficiaries.

### How many people will benefit indirectly from your project?

This question is asking about the other people who benefit indirectly as a result of those taking part in your project or activity. Using the example above, as a result of the twelve young people taking part in the programme, 50 local residents might benefit as a result of reduced anti-social behaviour in the community. Not all projects may have indirect beneficiaries.

### Where will your project be delivered?

Please tell us the name of the venue or site and address (including postcode) where you will deliver your project.

### What is the duration of your project?

You will have already told us the start and end date but here we need to know the duration. For example, if running a course you might state that it is running three hours per session, one session per week for six weeks. For an event this might be one afternoon for three hours.

## 2.3 Detail all the costs of your project/activity and how much funding you are applying to us for.

- a) Indicate the amount of funding you require from this programme (this must not exceed the maximum and should be the minimum amount necessary to make your project/activity happen). It should be noted that Council may choose to fund less than you request.
- b) Be as specific as possible and detail all costs associated with the project even if you are not asking us to fund all costs
- c) Ensure your costings are realistic – get quotes and do not guess amounts
- d) Detail each specific cost on a separate line. Rather than writing in one line 'Family fun day' you must detail the costs of your family fun day each on a separate line (eg bouncy castles, toilet hire, first aid cover, advertising) giving a cost for each separate item.

## 2.4 If you are not asking us for 100%, where will the balance of funding come from?

We need to know where you are planning to get the balance of your money from. This might be from another funder or from your own funds.

You should also let us know (in answer to Question 3.1) if you are applying to another funder for the same costs as you are requesting from us. **While it is not wrong to apply, it would be fraudulent to accept more than one offer of funding to cover the same costs.**

## Will there be a charge to take part in your project/activity or attend your event?

You must tell us if you are planning to charge people to attend your event or take part in your activity. We need to know how much you plan to charge per head and how much you expect to raise from charging.

## 2.5 Describe the evidence of need for the proposed activity and why existing provision does not address this.

Evidence of need: how do you know your project is needed?

- a) Are there published statistics which show a need? Have you carried out a community survey and what evidence did this produce? Did you run a focus group of members to find out what activities they wanted? Have you run this event before and each time attendance has increased or did you carry out an exit survey to see if people felt it should be run again? Were you oversubscribed and is there a waiting list? (not all of these questions are relevant to all projects)
- b) You should detail as much evidence as possible and be specific. Quote numbers where possible.

Why existing provision does not address this:

- a) Is a similar activity being offered in your community already and is oversubscribed?
- b) If there is no similar activity being offered then you must state this
- c) Council will not fund the same activity in the same areas

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**Example Answer:** Anytown is in the top 25% Super Output Areas (SOAs) in the Proximity to Services domain of the NI Multiple Deprivation Measures (NIMDMs) 2010 and also has an above average population of older people according to the 2011 census. Our group carried out an audit of older people's needs in 2014 by asking 100 people aged over 55 what they saw as the biggest issues affecting them. The top issue was social isolation (85%) and one of the activities people wished to see in their community (65%) was a weekly older people's group. We then consulted with a focus group of 12 older people in relation to a specific programme and they indicated they would like a computer class which will focus on using the internet and include the use of social media. We have asked around and are not aware of any such service being offered locally.

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## 2.6 Describe your organisation's ability/experience in delivering such a project or activity

We need to be confident your group will be able to deliver the proposed project. Please tell us if:

- a) Your group has delivered such a project before and how often
- b) What relevant training your group members have undertaken to help deliver such a project
- c) You have members on your committee or in your group who have specific skills and experience of managing and delivering projects, even if your group has not delivered such a project in the past
- d) You plan to seek advice and support from outside your organisation to help deliver the project

### 2.7a What outcomes do you expect to deliver (include specific targets by which you will measure the project or activity's success)?

In answering this question you must detail:

- a) At least one outcome (more than one if applying for larger amounts)
- b) The targets you are setting in order to measure whether you have achieved your outcome(s)
- c) The methods you will use to ascertain whether you have reached your targets

Outcomes: these are the differences you are seeking to make in the lives of the people who will benefit from your project (direct and/or indirect beneficiaries) and the community you serve. They are the change you bring about rather than the service you deliver.

Targets: these are the goals you will set which you will measure to work out if you are achieving your outcomes. There should be a minimum of one target for each outcome (although there can be more) and you must also detail what methods you will use to measure whether you have reached your targets eg questionnaires.

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**Example Answer:** *Our first project outcome is to increase levels of community spirit among the residents of Ballygobackwards estate.*

*The targets are: 30 people take part in estate clean-up; 40 households enter the best-kept garden competition; 200 people attend the family fun day; 90% of residents report increased sense of community spirit.*

*We will measure these targets by recording numbers attending events/activities and carrying out an end-of-project questionnaire among householders in the estate.*

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### 2.7b How does your project relate to Council's priorities?

Council's priorities are detailed in Appendix 8.3. You need to tell us which priorities your project contributes to and how your project helps deliver these.

## **2.8 Describe how your proposed project/activity meets the specific programme objectives**

As well as overall eligibility criteria, projects must meet specific programme objectives. Each programme has a different set of objectives and these are detailed in 8.1 or 8.2.

You should give as much detail as possible in relation to how your project will meet the programme objectives (nb – there are no programme objectives for ‘1a - Seeding Grants’ so just enter ‘N/A’ if applying for a Seeding Grant).

For example, if you were applying to ‘3b – Large Event Fund’ and you chose ‘create significant economic impact’ as one of the two objectives your project would meet, we would expect you to tell us about: the number of people who will attend the event; how many will be from outside the Borough; how many bed nights will result from the event; and any other information that will convince those assessing your application that your project meets this objective.

## **2.9 If you wish to apply for additional deprivation funding indicate the SOAs affected and the number of beneficiaries per SOA**

Council recognises that deprived areas face much bigger issues and therefore often require higher levels of funding to address these. In this way Council recognises that more deprived areas require greater financial assistance. Deprivation exists in large urban areas and in smaller pockets in both rural and urban areas. Consideration will be given to weighting the level of funding by increasing the maximum a group can apply for in each programme in a manner such as:

- 0 to 10% most deprived Super Output Areas (SOAs) – maximum potential grant +50%.
- 10 to 20% most deprived SOAs - + 25%.
- 20 to 30% most deprived SOAs – + 10%.

Where the beneficiaries for a project come from a mix of areas falling within categories and from areas which are not deprived, a pro rata calculation could be used. In cases of the latter, Council may consider smaller areas which have very poor scores under ‘employment deprivation’ and ‘income deprivation’ domains. See 8.6 for details of relevant SOAs.

Applicants must indicate if they are applying for the deprivation weighting and what proportion of beneficiaries are affected.

## **5.3 Section 3 – Any Other Information**

### **3.1 Please provide any additional information which you feel is relevant to your application**

While Council is under no obligation to use the information provided in this section, and it is unlikely to form part of the scoring of applications, you may wish to provide additional information to explain or clarify any issue raised above. This is also an opportunity to explain anything which does not fit easily into any of the boxes in Section 2 of the application form.

In particular, if you have applied to another funder for the same costs you are applying to us for, then you must detail this information in this section.

### Transition Arrangements

Council recognises that a number of organisations may face disproportionate change as a result of the new policy. To allow organisations time to adapt to change, where an event or activity is deemed to be strategically important or for projects/programmes that do not meet Council priorities, transition arrangements may be applied at a reducing rate in 2015/16 and 2016/17. If you believe your group will be negatively affected and may be eligible for transition funding you should discuss this with an officer and request transition arrangements in your answer to question Question 3.1.

### **3.2 Document/Evidence Checklist**

You must complete this checklist indicating which documents you can supply immediately. Not all documents may be required for your project but you should tell us which ones you have.

In response to consultation feedback, as a rule Council will seek limited documentary or other evidence at the application stage. You will only be asked to provide most information if your application is successful, unless it is required specifically for clarification or is essential for assessment. However, failure to provide this information when requested would result in your application being rejected. It is therefore in your own interests to consider whether you can provide any of the documents or evidence that Council may require at this stage. To this end you should indicate on the documents/evidence check list if the relevant items are available at present. If you cannot provide these you should check with the Council Officer to determine whether these will be required and to consider how you arrange to have such evidence should your application be successful. In some cases, for instance Constitution, Memorandum and Articles or management structure, Council may simply ask you to sign a declaration to say these have not changed and these documents will only be needed if there has been any declared change. Council may choose to spot check these and reserves the right to withhold grant should any declaration prove to be inaccurate or the documents are not available.

## **5.4 Section 4 – Declaration**

This is important and you should read very carefully before you sign. Online applicants will be asked to agree the declaration on behalf of the group. Those completing the paper version of the application must have it signed by an Office-bearer and another committee member.

## **6. Submitting Your Application**

The following are the important matters in relation to submitting your application:

- All applications **must** be submitted online.

- The deadline for receipt of all applications is **12noon on Friday 30<sup>th</sup> September 2016.**
- All applications received after this time will be deemed ineligible.
- It is essential that you avoid trying to submit your application at the last minute as any holdups may result in a late submission and your application therefore being deemed ineligible.
- Support to submit an application online will be available to those groups who request it. Anyone requiring such support should seek it early and not leave it until the last minute as we cannot guarantee the availability of assistance for everyone approaching the deadline.

In very exceptional circumstances a paper alternative will be allowed but this must be agreed in advance with the Community Resource Officer. When it is agreed that a paper alternative will be accepted, it must be delivered in an envelope clearly marked '**Application for Financial Assistance**' by the deadline to:

Head of Community Development  
 Armagh City, Banbridge and Craigavon Borough Council  
 Civic Centre and Conference Centre  
 Lakeview Road, Craigavon, BT64 1AL

**Paper applications which are late, incomplete or delivered anywhere other than the address above will be deemed ineligible.**

## 7. Assessment Process

Assessment will be carried out by officers using a standard assessment process. In broad terms the assessment will consider:

- A basic eligibility check applicable to all applicants (see Section 4)
- A programme eligibility check (see 8.1 or 8.2)

Applications which pass the eligibility checks will proceed for further assessment as follows:

- For programmes offering funding up to a maximum of £1,000 (Seeding Grants, Community Development Micro Grants, Community Events Fund, Good Relations Micro Grants, Rural Linkages Grant) applicants must meet the assessment criteria for that programme (see 8.1). If the application meets the criteria funding will be offered.
- For all other programmes applicants will be scored against the assessment criteria for that programme (see 8.1 or 8.2).

Scoring and Awards

- Applications which are scored will not be funded if they **do not score 50% or more**
- Applications scoring 50-69% will be awarded that percentage of the total eligible costs applied for (except applications to 2a Small Scale Capital Projects Fund – see below)

- Applications scoring 70%+ will be awarded 100% of the eligible costs they applied for (except applications to 2a Small Scale Capital Projects Fund – see below)
- Applications to 2a Small Scale Capital Projects Fund, subject to budget will be awarded a full grant if they score 50% or more

Where a programme is oversubscribed, funding will be offered to the highest scoring applications in the first instance until the budget is exhausted. The amount of funding offered will depend on the score achieved (as above) or, if applying to '3a Community Events Fund', may be determined by specific event criteria as follows:

<b>Activity</b>	<b>Criteria</b>	<b>Maximum Awards (for eligible costs)</b>
Christmas Tree Switch-ons	Population under 1000	£350
	Population 1,000-4,000	£750
	Population over 4,000	£1,000
Community Events (including Family Fun Days, Festivals)	One morning, afternoon or evening	£250
	One day	£500
	Two days	£750
	More than two days	£1,000

Grants will also have to be considered and ratified by elected members through the Council Leisure and Community Services Committee.

An outline of the assessment process is set out in 8.5.

### Decision

The assessment process will produce one of three outcomes:

- An application may be rejected as it fails to meet the criteria, has failed to reach the pass score, or has not scored a sufficiently high mark when a programme is oversubscribed. In such cases officers will complete a tick box form setting out the reasons for the rejection and the group will receive a letter detailing reasons for rejection.
- If it is clear there was a lack of clarity on the information requested in the Application Form or Guidance Manual, a decision will be made to review the project after more information is obtained. In this case a letter will go to the group requesting additional information and setting a time limit for this process. Failure to meet the time limit would result in an automatic rejection. Assuming the information is returned within the time limit the project will be reassessed using the standard process or, in certain circumstances simply checked by an officer to make sure that any shortfalls have been addressed. By this stage the applicant would be offered a grant (as below) or rejected.
- Offer of assistance – a successful application would be given an offer of assistance in writing setting out the amount of funding, the targets



and outcomes associated with this, monitoring and evaluation requirements and any other conditions to be applied. Acceptance of this would trigger the need for proof of other key documentation prior to release of grant.

### Review Process

Following the decision to reject an application, the applicant organisation will be informed in writing stating the reasons for the decision. The applicant organisation may request a review of the decision. The formal Review will provide an independent process through which the applicant organisation will have the opportunity to demonstrate in writing to the Review Panel that either:

- Option1 - the decision was wrong because the Council failed to take into account the information contained within the written application or took into account information that was not contained within the written application;

and/or

- Option 2 - there was a failure in adherence to procedures and guidance issued with the call for applications or systems that materially affected or could have materially affected the decision.

or

- Option 3 - that officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

**Appeals on any other grounds will not be considered. It should also be noted that no additional supporting documentation will be permitted at this stage.**

Requests for a review must be made in writing by the group within 28 days of the date of the letter notifying you of the outcome of your application for financial assistance.

### Acknowledging A Grant Award

If your organisation is successful in securing financial assistance from Armagh City, Banbridge and Craigavon Borough Council, it is mandatory to acknowledge this support by including the council logo on all promotional material (both print and non-print). The logo in its various forms and logo usage guidelines are available upon request from:

**Armagh Office:**

Caitriona Rafferty Tel: 028 3752 9698

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When the council logo is printed on publications produced by your organisation, you must include the following statement:

**This publication is grant-aided by Armagh City, Banbridge and Craigavon Borough Council. The views expressed herein are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views.**

If running an event you must invite the Lord Mayor to attend. Occasionally you may be asked to attend a photo call/launch event.

Failure to acknowledge funding in this way may result in your organisation's award being withdrawn, which in turn may affect future applications.

## 8. Appendices

### 8.1 Revenue Grant Programmes Eligibility and Assessment Criteria

#### Community Grants

Grant Programme: 1a – Seeding Grant		
<b>Summary</b>	Seed funding for new community groups	
<b>Award</b>	Up to £400 - Consideration may be given to a larger (up to £1,000) seeding grant for new social enterprises, subject to provision of an adequate business plan.	
<b>Programme Eligibility</b>	For new community organisations whose main focus is community development which have been formed within the 12 months prior to submitting an application (per date of adoption of constitution)	
How will applications be assessed?		
<b>Programme Eligibility (see also Basic Eligibility Criteria, pg 6)</b>	No previous applications?	Y/N
	Formed in last 12 months?	Y/N
	Community development focus?	Y/N
<b>Assessment Criteria</b>	Evidence of group membership?	Y/N
	Not for personal profit/ for community benefit?	Y/N
	Rudimentary business plan (social enterprise only)?	Y/N

Grant Programme: 1b – Community Development Grants	
<b>Summary</b>	To facilitate the work of small groups and enable larger groups to attract funding from other sources. Grants will focus primarily on core funding but be associated with very specific outcome targets where there is a clear community development focus
<b>Award</b>	Micro Grants: up to £1,000 Small Grants: £1,001 - £2,000 Medium Grants: £2,001 - £10,000 (max 50% of eligible costs)
<b>Programme Eligibility</b>	Groups/projects must: <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Not have already successfully applied to '1. Community Grants' in this year</li> <li>• Have 90% of beneficiaries in Council area</li> <li>• Have a clear community development focus</li> </ul> <p>In addition, groups applying for a Medium Grant must:</p> <ul style="list-style-type: none"> <li>• either be a Forum, an organisation currently employing staff, or a Network Support Organisation working across the Borough</li> <li>• only request a maximum of 50% of eligible project costs</li> </ul>
<b>Programme Objectives</b>	Your project should deliver <b>at least</b> three of the following objectives:

	<ul style="list-style-type: none"> <li>• Increased social inclusion (tackling marginalisation)</li> <li>• Reduced social isolation</li> <li>• Improved/increased skills within communities</li> <li>• Better quality of life</li> <li>• Better services for those in need</li> <li>• Stronger (or better run) groups</li> <li>• Better networks (within communities, between communities, or with decision-makers)</li> <li>• Improved community cohesion</li> <li>• Increased community involvement (volunteering or active citizenship)</li> <li>• Enhanced collective self-confidence (empowerment)</li> <li>• Increased collaboration or partnership working</li> <li>• Increased involvement in decision-making</li> </ul>	
<b>How will applications be assessed?</b>		
<b>Programme Eligibility</b> (see also Basic Eligibility Criteria, pg 6)	Community based/not for personal profit	Y/N
	Not have successfully applied to '1. Community Grants' this year	Y/N
	90% of beneficiaries in Council area	Y/N
	Clear community development focus to group/project	Y/N
	Group is a Forum or currently employs staff or is a Networking support organisation (Medium Grants only)	Y/N
	Only requesting maximum 50% of eligible costs (Medium grants only)	Y/N
<b>Assessment Criteria (Micro Grants)</b>	Need demonstrated	Y/N
	Group able to deliver	Y/N
	Value for money	Y/N
	Fits with Council objectives	Y/N
	Appropriate outcomes	Y/N
	Meets specific programme objectives	Y/N
<b>Assessment Criteria (Small Grants)</b>	Level of need demonstrated	0-5
	Ability of group to deliver	0-5
	Value for money (cost per significant beneficiary impact)	0-5
	Council funding % of total	0-5
	Wider community benefit	0-5
	Fit with Council objectives	0-5
	Clear measurable outcomes/targets	0-5
	Specific programme objectives	0-30
<b>Assessment Criteria (Medium Grants)</b>	Level of need demonstrated	0-5
	Ability of group to deliver	0-5
	Value for money (cost per significant beneficiary impact)	0-5
	Council funding % of total	0-5
	Wider community benefit	0-5
	Fit with Council objectives	0-5
	Clear measurable outcomes/targets	0-5

Additional beneficiary impact	0-5
Range of support offered (Networks only)	0-10
Number of member organisations (Networks only)	0-10
Specific programme objectives	0-30

## Arts, Culture and Events Grants

Grant Programme: 3a – Community Events Fund	
<b>Summary</b>	For local small scale community festivals or events
<b>Award</b>	up to £1,000
<b>Programme Eligibility</b>	Groups/projects must: <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Not have already successfully applied to '3b. – Large Event Fund' in this year</li> </ul>
<b>Programme Objectives</b>	Your project should deliver <b>at least three</b> of the following objectives: <ul style="list-style-type: none"> <li>• Improving community spirit</li> <li>• Increasing community involvement</li> <li>• Increasing social inclusion</li> <li>• Building skills and capacity</li> <li>• Exploring heritage, culture or art</li> <li>• Widening understanding and appreciation of communities of interest</li> </ul>
How will applications be assessed?	
<b>Programme Eligibility</b> (see also Basic Eligibility Criteria, pg 6)	Be community based/not for personal profit Y/N
	Not have already successfully applied to '3b. – Large Event Fund' in this year Y/N
<b>Assessment Criteria</b>	Need demonstrated Y/N
	Group able to deliver Y/N
	Value for money (cost per significant beneficiary impact) Y/N
	Fits with Council priorities Y/N
	Clear, measurable outcomes Y/N
	Meets specific programme objectives Y/N

Grant Programme: 3b – Large Event Fund	
<b>Summary</b>	For larger scale events which have value and interest well beyond the local Council area
<b>Award</b>	£1,001 - £10,000
<b>Programme Eligibility</b>	Groups/projects must: <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Not have already successfully applied to '3 – Arts, Culture and Events Grants' in this year</li> </ul>

	<ul style="list-style-type: none"> <li>• Be of significance across and beyond the Borough</li> </ul>	
<b>Programme Objectives</b>	<p>Your project should deliver <b>all</b> of the following objectives:</p> <ul style="list-style-type: none"> <li>• Create significant economic impact</li> <li>• Generate significant positive PR value for the Borough and/or NI</li> <li>• promote equality;</li> <li>• target poverty and/or social exclusion;</li> <li>• have strong community participation;</li> <li>• provide opportunities for people to improve skills or receive training;</li> <li>• improve community relations;</li> <li>• contribute to building a strong sense of community</li> </ul>	
<b>How will applications be assessed?</b>		
<b>Programme Eligibility</b> (see also Basic Eligibility Criteria, pg 6)	Be community based/not for personal profit	Y/N
	Not have already successfully applied to '3 – Arts, Culture and Events Grants' in this year	Y/N
	Be of significance across and beyond the Borough	Y/N
<b>Assessment Criteria</b>	Level of need demonstrated	0-5
	Ability of group to deliver	0-5
	Value for money (cost per significant beneficiary impact)	0-5
	Council funding % of total	0-5
	Wider community benefit	0-5
	Fit with Council priorities	0-5
	Clear measurable outcomes/targets	0-5
	Strategic importance/track record	0-5
	Meet specific programme objectives	0-30

<b>Grant Programme: 3c – Arts Projects Fund</b>		
<b>Summary</b>	For high quality arts projects	
<b>Award</b>	Up to £2,500	
<b>Programme Eligibility</b>	<p>Groups/projects must:</p> <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Not have already successfully applied to '3b. – Large Event Fund' or '3c – Arts Project Fund' in this year</li> <li>• Demonstrate partnership match funding</li> </ul>	
<b>Programme Objectives</b>	<p>Your project should deliver <b>at least</b> three of the following objectives:</p> <ul style="list-style-type: none"> <li>• Improve access to the arts</li> <li>• Contribute to the economic, social or cultural development of the Borough</li> <li>• Promote and increase awareness of, appreciation of, and participation in the arts throughout the community</li> <li>• Support and encourage best practice in the arts</li> <li>• Enhance the image of the Borough</li> </ul>	

How will applications be assessed?		
<b>Programme</b>	Be community based/not for personal profit	Y/N
<b>Eligibility (see also Basic Eligibility Criteria, pg 6)</b>	Not have already successfully applied to '3b. – Large Event Fund' or '3c – Arts Project Fund' in this year	Y/N
	Demonstrate partnership match funding	Y/N
<b>Assessment Criteria</b>	Level of need demonstrated	0-5
	Ability of group to deliver	0-5
	Value for money (cost per significant beneficiary impact)	0-5
	Council funding % of total	0-5
	Wider community benefit	0-5
	Fit with Council priorities	0-5
	Clear measurable outcomes/targets	0-5
	Meet specific programme objectives	0-30

## Good Relations Grants

Grant Programme: 4. - Good Relations Grants	
<b>Summary</b>	To facilitate all organisations working at community level to deliver on-the-ground activities and actions which impact positively on Good Relations on an intra-community or cross-community basis.
<b>Award</b>	Micro Grants: up to £1,000 Small Grants: £1,001 - £2,000 Medium Grants: £2,001 - £10,000, max 50% of eligible costs (for larger projects with substantially greater outcomes or which have clear outcomes which benefit the wider Council area)
<b>Programme Eligibility</b>	Groups/projects must: <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Not have already successfully applied to '4. – Good Relations Grants' in this year</li> <li>• Have 90% of beneficiaries in Council area</li> </ul> <p>In addition, groups applying for a Medium grant must:</p> <ul style="list-style-type: none"> <li>• either be a Forum, an organisation currently employing staff, or a Network Support Organisation working across the Borough</li> <li>• only be requesting a maximum of 50% of eligible project costs</li> </ul>
<b>Programme Objectives (see pg 23-24 for further details)</b>	Projects must contribute to <b>at least</b> one of the themes of the Executive Office's Good Relations strategy 'Together: Building a United Community' ie: <ul style="list-style-type: none"> <li>• Our Children &amp; Young People</li> <li>• Our Shared Community</li> <li>• Our Safe Community</li> <li>• Our Cultural Expression</li> </ul>

How will applications be assessed?		
<b>Programme</b>	Community based/not for personal profit	Y/N
<b>Eligibility (see also Basic Eligibility Criteria, pg 6)</b>	No other successfully application to '4. – Good Relations Grants' in this year	Y/N
	90% of beneficiaries in Council area	Y/N
	Group is a Forum or currently employs staff or is a Network Support Organisation (Medium Grants only)	Y/N
	Only requesting maximum 50% of eligible costs (Medium grants only)	Y/N
<b>Assessment Criteria (Micro Grants)</b>	Need demonstrated	Y/N
	Group able to deliver	Y/N
	Value for money	Y/N
	Fits with Council objectives	Y/N
	Appropriate outcomes	Y/N
	Meets specific programme objectives	Y/N
<b>Assessment Criteria (Small Grants)</b>	Level of need demonstrated	0-5
	Ability of group to deliver	0-5
	Value for money (cost per significant beneficiary impact)	0-5
	Council funding % of total	0-5
	Wider community benefit	0-5
	Fit with Council objectives	0-5
	Clear measurable outcomes/targets	0-5
	Specific programme objectives	0-30
<b>Assessment Criteria (Medium Grants)</b>	Level of need demonstrated	0-5
	Ability of group to deliver	0-5
	Value for money (cost per significant beneficiary impact)	0-5
	Council funding % of total	0-5
	Wider community benefit	0-5
	Fit with Council objectives	0-5
	Clear measurable outcomes/targets	0-5
	Additional beneficiary impact	0-5
	Specific programme objectives	0-30

When responding to Question 2.8, groups applying to '4 Good Relations Grants' must strongly demonstrate how they will focus on the selected theme that best fits your project and the good relations outcomes outlined below. The responsibility to provide sufficient detail rests with the applicant.



<b>Theme 1: Our Children and Young People</b>		
<b>Aim</b>	<b>Project/s</b>	<b>Outcomes</b>
To continue to improve attitudes amongst young people and to build a community where they can play a full and active role in building good relations	Under this theme your project should involve children/young people in activities (and where appropriate the planning of activities)	Improving attitudes of children from different backgrounds  Young People engaging in bringing the community together
<b>Theme 2: Our Shared Community</b>		
<b>Aim</b>	<b>Project/s</b>	<b>Outcomes</b>
To create a community where division does not restrict the life of individuals and where all areas are open and accessible to everyone.	Projects under this theme should focus on making communities welcoming and bring people together in a positive way i.e. creating an environment that promotes community spirit and good relations.	Increased use of shared space and services  Shared space accessible to all
<b>Theme 3: Our Safe Community</b>		
<b>Aim</b>	<b>Project/s</b>	<b>Outcomes</b>
To create a community where everyone feels safe in moving around and where life choices are not inhibited by fears around safety	Projects delivered under this theme should address perceptions around safety in the community.	Reduce the prevalence of hate crime and intimidation  A community where spaces and places are safe for all
<b>Theme 4: Our Cultural Expression</b>		
<b>Aim</b>	<b>Project/s</b>	<b>Outcomes</b>
To create a community which promotes mutual respect and understanding, is strengthened by its diversity, and where cultural expression is celebrated and embraced.	Under this theme it is expected that projects will encourage participants to explore culture and traditions encouraging learning and respect.	Increased sense of community belonging  Cultural diversity is celebrated

Further information on Together Building a United Community (TBUC) Strategy can be found on: <https://www.executiveoffice-ni.gov.uk/publications/together-building-unity-community-strategy>

## Rural Linkages Grant

<b>Grant Programme: 5 – Rural Linkages Grant</b>		
<b>Summary</b>	The purpose of this fund will be to meet specific identified needs in relation to transport, access or venues so that the venues' viability and sustainability are maximised and rural people have better access to facilities that are on offer in these. This fund is not for taking groups on outings or trips, nor is it to provide projects or activities, but rather seeks to reduce barriers to people attending projects or activities in their own rural community. Such barriers must be rural specific.	
<b>Award</b>	Up to £500	
<b>Programme Eligibility</b>	Groups/projects must: <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Not have already successfully applied to '5. – Rural Linkages Grant' in this year</li> <li>• Have 90% of beneficiaries in Council area</li> <li>• Delivering a service to a rural community</li> </ul>	
<b>Programme Objectives</b>	Your project should deliver <b>at least</b> one of the following objectives: <ul style="list-style-type: none"> <li>• Reduce rural isolation</li> <li>• Improve sustainability of rural community venues</li> </ul>	
<b>How will applications be assessed?</b>		
<b>Programme Eligibility (see also Basic Eligibility Criteria, pg 6)</b>	Be community based/not for personal profit	Y/N
	Not have already successfully applied to '5. – Rural Linkages Grant' in this year	Y/N
	Have 90% of beneficiaries in Council area	Y/N
	Delivering a service to a rural community	Y/N
<b>Assessment Criteria</b>	Need demonstrated	Y/N
	Group able to deliver	Y/N
	Value for money (cost per significant beneficiary impact)	Y/N
	Fits with Council objectives	Y/N
	Appropriate outcomes	Y/N
	Meets specific programme objectives	Y/N

## 8.2 Capital Projects Grant Programme Eligibility and Assessment Criteria

<b>Grant Programme: 2a – Small Scale Capital Projects Fund</b>	
<b>Summary</b>	For capital works projects, the purchase of equipment, or technical assistance for a capital project, where a relatively small amount of match funding from Council is required
<b>Award</b>	up to £2,500 – representing a maximum of 25% of overall project costs

<b>Programme Eligibility</b>	Groups/projects must: <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Have 90% of beneficiaries in Council area</li> <li>• Only be requesting a maximum of 25% of eligible project costs</li> <li>• Have provided evidence of security of tenure (for capital works projects)</li> </ul>	
<b>Programme Objectives</b>	Your project should deliver <b><u>at least three</u></b> of the following objectives: <ul style="list-style-type: none"> <li>• Build capacity and skills</li> <li>• Increase opportunities for volunteering</li> <li>• Improve facilities, access or services</li> <li>• Increase social inclusion</li> <li>• Reduce social isolation</li> <li>• Increase the utilisation of a facility or service</li> <li>• Attract a new or larger participant group</li> <li>• Contribute to the development of sport or arts</li> <li>• Reduce the running costs for a service or facility (eg purchase equipment where normally hired, or improve energy efficiency of a venue)</li> </ul>	
<b>How will applications be assessed?</b>		
<b>Programme Eligibility</b> (see also Basic Eligibility Criteria, pg 5)	Community based/not for personal profit	Y/N
	90% of beneficiaries in Council area	Y/N
	Only requesting maximum 25% of eligible project costs	Y/N
	Evidence of security of tenure (for capital works projects)	Y/N
<b>Assessment Criteria</b>	Level of need demonstrated	0-5
	Ability of group to deliver	0-5
	Value for money (cost per significant beneficiary impact)	0-5
	Council funding % of total	0-5
	Wider community benefit	0-5
	Fit with Council objectives	0-5
	Clear measurable outcomes/targets	0-5
	Potential long term impact	0-5
Specific programme objectives	0-30	

8.2.1 At the application stage, groups must provide:

- a) **Evidence of security of tenure** (for capital works projects only) which must be one of the following:
- Proof of ownership of the property
  - A lease of at least 5 years duration with written permission from the landlord for the project to proceed

Groups who use Council property should seek approval from the Financial Assistance Programme Manager before applying.

b) **Evidence of potential project costs** (for all applications) which must be one of the following:

- copy of two quotations for all items being applied for (each quotation must compare like with like ie same specification or make/model)
- if applying for capital works, we will accept one cost estimate if produced by a Quantity Surveyor
- if you are applying for a grant for land purchase you must have used the Council's independent valuer.

Failure to provide evidence of security of tenure or evidence of potential costs will result in the application being rejected.

8.2.2 In the event that an offer of funding is made, groups must provide the following by 31<sup>st</sup> July 2017:

- For capital works only: evidence in writing that all required statutory approvals are in place i.e. planning permission, building control approval, **or** evidence in writing from the statutory agency that statutory approvals are not required for the works being proposed in the application
- For all projects: evidence that the funding shortfall is in place (ie the finance is secured to pay the balance of project costs)

Failure to provide these within the specific timeframe will result in the offer of funding being withdrawn.

8.2.3 Eligible Costs

- New facilities eg community venues, pitches
- Professional & legal fees associated with capital spend on the planned project (NB excludes fees for land purchase)
- Land purchase (NB you will be required to utilise a Valuer nominated by Council and meet all associated costs including legal costs)
- Renovation works (e.g. extension, refurbishment, modernisation, conversion, flooring, ground improvement works, lighting, electrical rewiring, plumbing and heating works) required for the delivery of the project
- Non recoverable VAT
- Purchase of fixtures & fittings related to the project
- Renovations or provision to promote enhanced Child Protection and/or Disability Access to enable greater participation in community life.
- Capital expenditure to facilitate the provision of mobile services in rural areas
- Cost incurred in complying with any related Health & Safety Regulations
- Energy efficiency measures
- Measures to reduce maintenance costs (e.g. bore well)

- Development of a business plan or feasibility study related to a future project directly linked to the group's core activity.
- Programme equipment

8.2.4 Multiple applications are not eligible for projects relating to one venue even if submitted by different groups.

8.2.5 Applications for maintenance equipment (e.g. line painting, grass cutting, floor polisher) or office equipment (eg laptop/desktop, photocopier where the main purposes are administrative) will be viewed as low priority.

8.2.6 A call for Large Capital Projects Fund for 2017-18 will follow in due course. Groups will not be able to hold successful applications in both the Small and Large Funds. The only exception to this will be if a group is applying to the Small Scale Capital Projects Fund for technical assistance to allow them to subsequently apply to the Large Capital Projects Fund.

### **8.3 Council Priorities**

#### Council's Corporate Plan

Any financial assistance provided by Council must further the delivery of Council's Corporate Plan 2015-2017 and be consistent with its contents. This document sets out a comprehensive vision, mission and values for the area and for Council. Applicants should consider this document and should be prepared to explain how their application can help further Council's objectives. Council corporate priorities are:

1. Place - increasing prosperity through developing the economy, employment, connectivity and environment
2. People - improving everyone's quality of life, opportunity, safety and wellbeing
3. Position - giving the leadership to tackle the issues that matter and influencing decision makers at all levels

This will be undertaken through a range of priorities, of which the following are perhaps most relevant in this case:

#### Economy

- Increase the tourism, hospitality and entertainment economy
- Maximise external funding opportunities

#### Planning and Regeneration

- Progress existing regeneration plans

#### Environment

- Promote and sensitively regenerate the architectural heritage

#### Well Being

- Promote well-being and reduce health inequalities
- Support people to be safe, healthy and productive

- Encourage active citizenship and volunteering
- Facilitate healthy lifestyle choices
- Encourage recreational use of shared open spaces

### Community

- Create welcoming communities and neighbourhoods
- Develop community planning capacity and involvement in local decision making
- Celebrate diversity, promote equality and good relations to build a peaceful shared society
- Increase the range of activities for young and old alike

### Culture

- Promote existing and develop new culture and arts programmes and facilities
- Host major events to showcase the cultural significance of the area locally and abroad.

### Quality

- Consult with users of all Council services to develop and improve service delivery
- Develop quality standards for all services

### Leadership

- Champion key local issues
- Influence regionally on behalf of the area
- Develop the community plan for the area
- Promote civic pride in the Council and the community
- Create productive partnerships for collaborative advantage

### Transformation

- Use evidence to inform policy development
- Enable online citizen engagement and business/service transactions
- Develop new effective service models
- Promote a learning culture to drive innovation

### Governance

- Provide public accountability and confidence,

### Communication

- Keep citizens, elected members, staff and external parties well informed
- Optimise information technology to support planning, 'joined up' service delivery, decision making and performance reporting

### Performance

- Maximise the assets of the region to increase its performance
- Deliver excellent services

## 8.4 List of Required Policies and other documents

### Essential Policies and Documents

Any significant organisation receiving funding from Council should be expected to have the following as a minimum (this is in addition to the Funders Passport documents eg constitution, accounts). Discretion will be used to determine how necessary each of these are depending on the size of the organisation and the nature of their work.

- Appropriate insurance cover. This may include:
  - Employer's liability insurance (if staff are employed).
  - Public liability insurance (including cover for volunteers).
  - Specific event insurance if an event is being organised.
  - Directors and Officers liability insurance if the organisation is a limited company.
- A basic Child Protection Policy and Vulnerable Adults policy (In certain circumstances Council may judge this to be unnecessary. A more comprehensive policy should be expected if the organisation is working specifically with children or vulnerable adults.).
- A basic volunteering policy.
- A basic equal opportunities policy.
- A basic disability and age discrimination policy.
- Simple financial procedures policy.

### Additional Policies Required if Staff are Employed

The following policies must be in place if the organisation employs staff:

- Fair employment policy.
- More comprehensive health and safety policy.
- Recruitment policy.
- Staff induction policy (this may be rudimentary if there is only one member of staff).
- Staff appraisal system (ideally).

### Other Policies

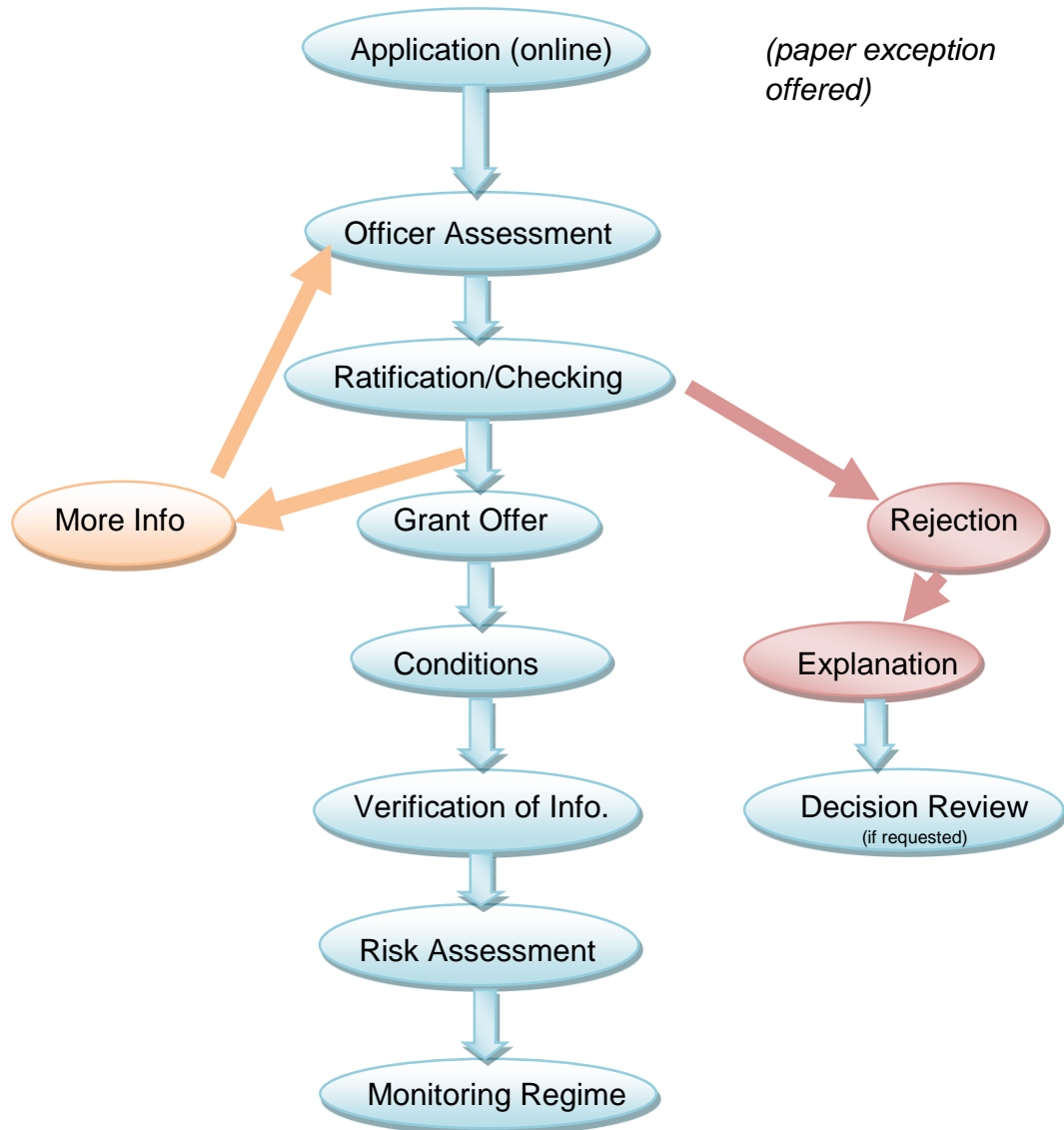
Ideally a larger organisation will have many of the following. These may be considered essential for larger organisations and would represent best practice for small organisations. In order of importance these are likely to include:

- A strategic or operational plan.
- Data protection policy (particularly if the organisation is managing and maintaining data about individuals, members, staff or the public).
- Conflict of interest register/policy.
- A financial reserves policy.
- More comprehensive financial management policies.
- An assets register or inventory.
- Fraud policy.
- Document retention policy.
- Travel policy.
- Internet policy.

- Information asset policy.
- Procurement or tendering procedure policies.

## 8.5 Application Process Diagram

### Generic Application and Assessment Process





## 8.6 Deprivation Weighting – Top 30% Super Output Areas (SOAs) in the Armagh City, Banbridge & Craigavon Borough Council area

Table 1: Top 30% Multiple Deprivation	
SOA	MDM Rank
Drumnamoe 1	31
Drumgask 2	34
Drumgor 2	55
Woodville 1	92
Court 1	99
Callan Bridge	106
Corcrain 1	119
Drumgask 1	129
Court 2	144
Corcrain 2	152
The Cut	155
Ballybay	163
Taghnevan	173
Tavanagh	174
Keady	191
Church	194
Edenderry	203
Annagh 2	213
Mourneview	228
Drumnamoe 2	255
Gilford	265

Table 2: Top 30% Income Domain	
SOA	Income Domain Rank
Drumnamoe 1	34
Drumgask 2	41
Drumgor 2	65
Callan Bridge	90
Corcrain 1	115
Court 1	126
Drumgask 1	130
Court 2	133
Church	139
Keady	142
Woodville 1	161
Taghnevan	178
Corcrain 2	180
Downs	183
Ballybay	192
Tavanagh	205
The Cut	210
Drumnamoe 2	219
Mourneview	242
Edenderry	260

Table 3: Top 30% Employment Domain	
SOA	Employment Domain Rank
Drumnamoe 1	23
Drumgask 2	50
Drumgor 2	71
Court 1	91
Court 2	100
Woodville 1	114
Corcrain 1	115
Taghnevan	128
Drumnamoe 2	151
The Cut	153
Mourneview	154
Tavanagh	159
Ballybay	170
Callan Bridge	195
Drumgask 1	196
Edenderry	200
Gilford	206
Church	208
Keady	222
Lawrencetown	236
Corcrain 2	250
Abbey Park	253
Ballyoran	257
Downs	267

Key:  =Top 10%     =Top 20%     =Top 30%

## 8.7 Frequently Asked Questions (FAQs)

### i. **Q: We are a branch of a larger organisation – can we apply?**

A: See the specific guidance in 8.8.

### ii. **Q: We will struggle to complete an application online – can we get any help?**

A: Council will offer support to groups to use the online system. Groups looking support should contact Council using the details on page 2 of this Guidance Manual. Support will also be available from Network Support Organisations operating in the Borough. When seeking support groups must bear in mind the following:

- It is essential to request support at an early stage as it cannot be guaranteed that support will be available at the last minute.
- To make the most of everyone's time and get the most out of the support being offered, groups should attend the support sessions with the answers to the questions described in Section 5 of this Guidance Manual to hand.

### iii. **Q: Can youth groups apply for funding?**

A: Council generally will not fund activities for which another organisation has a statutory responsibility. The Education Authority has a statutory responsibility for youth work. So Council will not fund the core costs of a youth organisation. However, consideration may be given to funding a time-bound project where either:

- a) there are clear good relations, or health and wellbeing benefits for children and young people (eg drug awareness project or anti-bullying project), or
- b) the direct beneficiaries may be more than just young people eg an intergenerational project, or a project that works with parents and children.

In certain exceptional cases, where need can be clearly identified and there are compelling reasons why the statutory body concerned cannot fund an important project, Council may take a more flexible approach and fund in partnership with other statutory bodies.

### iv. **Q: Can a church apply for funding?**

A: Council can accept applications from churches or other faith organisations as long as the project being applied for does not include the promotion of faith or religion.

## 8.8 Guidance for Branches of Larger Organisations

We expect groups who wish to apply for financial assistance to have a constitution in their own name. However, we recognise this may prove challenging for local branches of regional or national organisations.

If a branch of a larger organisation does not have a constitution in the name of the branch, then the branch has one of two options:

### Option 1:

If the branch:

- i. has its own management committee,
- ii. has a UK bank or building society account in the name of the branch and,
- iii. produce their own annual accounts

then the group can apply in their own name providing they get a letter of undertaking from the parent body (see required format below). The letter of undertaking states that ultimate legal and accounting responsibility for the grant will lie with the parent body.

Option 2:

Where Option 1 is not possible, then the group should get the parent body to apply on their behalf.

Letter of Undertaking

The letter of undertaking from the parent body must take the following form:

To: The Financial Assistance Programme Manager.

I confirm that *[write name of organisation applying]* is a branch of *[write name of bigger organisation]* and I am authorised to sign this letter on its behalf.

My organisation supports the application from this branch and I understand that ultimate legal and accounting responsibility for the grant will lie with us as the parent organisation.

I confirm that the answers in the application form submitted by the branch are true and accurate and that both the parent organisation and the branch will comply with the Council's terms and conditions of grant.

Signed:

Date:

Name:

Job title:

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