COVID-19 COMMUNITY SUPPORT GRANT APPLICANT GUIDANCE

PROGRAMME OBJECTIVE:

To provide financial support to community-led initiatives aimed at providing relief to those affected by the Coronavirus pandemic.

In particular it will support actions in line with the following interventions:

- **Financial** - to those on low income and at risk due to financial stress.
- **Food** - access to food (whether due to cost or availability) for those most in need.
- **Connectivity** - to those living alone or in rural and border areas that are likely to experience greater challenges in accessing services.

KEY DETAILS:

- The programme will open for applications on Friday 17th April 2020. It will be a rolling programme and will remain open until the budget is committed or until Council closes the programme.
- The maximum award available will be up to £1,000.
- Successful applications to this grant programme do not count towards the 'two grant rule' normally applied under Council's Financial Assistance Programme.

ELIGIBILITY:

- Applicant organisations must:
  - o Be a constituted community or voluntary sector organisation.
  - o Have a bank account in the same name as appears on the constitution.

    (Note: New groups formed in response to the outbreak of the COVID-19 or groups that are not formally constituted are required to work with a local constituted group on a partnership basis and the constituted group must be the lead applicant in the project.)
  - o If a branch of a larger organisation does not have a constitution in the name of the branch, then see the guidance document for branches
- 90% of the beneficiaries must be in the Borough.
- Eligible costs include:
  - o Any costs which will directly benefit those affected by the pandemic (incl equipment up to £500 – PPE is not being treated as equipment in this case)
  - o Reasonable 'out of pocket' expenses incurred by volunteers in delivering the project being applied for

- o Costs associated with preventing further spread of Coronavirus linked to delivery of the project eg PPE, hand sanitiser

- Ineligible costs include: core running costs of the organisation; direct payments to vulnerable people; costs not deemed to be essential to the delivery of the project; and costs which will not contribute to the achievement of the programme objectives.

- Decisions concerning eligible/ineligible costs are at the Council's discretion and our decision will be final.

- All applications to be submitted online – www.armaghbanbridgecraigavon.gov.uk/resident/community-grants

- Retrospective applications will be ineligible.

- Applications for funding for projects already in receipt of funding for the same costs from another funder will be deemed ineligible.

- Groups can only hold one successful application to this programme at one time.

- Council reserves the right to review and amend the criteria at any stage.

ASSESSMENT:

- Applications will be assessed in order of submission.

- Applicants may be phoned about their application as part of the assessment process.

- An eligibility check will first be carried out on the application. If deemed eligible, the application will proceed for further assessment against the programme criteria:
  - o Need for specific project
  - o Steps taken to avoid duplication
  - o How it meets the programme objective

  If the application meets the programme criteria, funding will be offered.

- Funding awarded will be restricted to reasonable costs only.

- Vouching of expenditure and post-project evaluation requirements will be similar to those of current FAP awards.

- If successful, payment of grant will be made upfront.

FURTHER DETAILS:

First point of contact for any queries:

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