FINANCIAL ASSISTANCE POLICY

APPLICANT GUIDANCE MANUAL

NOVEMBER 2020

FOR 2020/21 COVID-19 COMMUNITY SUPPORT GRANT 2ND CALL APPLICATIONS ONLY

Contents

1.   Introduction

1.1.   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.

1.2.   The guidance document sets out details of the funding programme and describes the process for making applications. In addition to the criteria used for the 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.

1.3.   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. Unless stated, most evidence/documents will only be requested if an application is successful, although applicants are asked to ensure these are available when they apply.

1.4.   This version of the Applicant Guidance Manual is only relevant for applications for Financial Assistance to the 2020/21 Covid-19 Community Support Grant 2nd Call (9th - 27th November 2020). Do not use this document for any future calls.

1.5.   The call closes at **12 noon on Friday 27th November 2020**.

1.6.   Contact Point:

The initial point of contact for financial assistance is as follows:
Valerie Leatham
Tel: 07515 607480
Email: fap@armaghbanbridgecraigavon.gov.uk

2.   What Financial Assistance Does Council Offer?

2.1.   Council normally offers seven funding programmes as follows:

Programme	Sub-Programme
Revenue Grants	

Community Grants	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)

Arts, Culture and Events Grants	a. Community Events Fund (up to £1,000) b. Large Event Fund (up to £10,000) c. Arts Projects Fund (up to £2,000) d. International Tourism Event Fund (up to £15,000)
Good Relations Grants	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)
International Linkages Grant	up to £3,000
Commemorative Events Grant	Up to £500
Capital Grants	
Capital Projects Grants	a. Small Scale Capital Project Fund
	b. Large Capital Project Fund

2.2.   The Covid-19 Community Support Grant programme is a special programme aimed at supporting the community and voluntary sector to address issues arising in local communities. The first call for applications under this programme opened in April 2020 and was aimed at supporting the emergency response. This call for applications has a different focus to the first call - full details of the grant programme can be found in 9.1.

2.3.   Applications to this programme do not count towards the 'two grant rule' ie a group can already hold two successful grants in this financial year and still apply to this grant programme.

2.4.   Only one application per group is permitted in this call.

2.5.   Different groups cannot submit two separate applications for the same project, even if applying for different elements of the same project.

2.6.   All offers of financial assistance unclaimed at the end of the financial year following

the year offered are withdrawn.

2.7. Groups who hold a Service Level Agreement (SLA) with Council:

- cannot apply to the Financial Assistance Programme if the value of their SLA(s) exceeds £10,000
- can hold one successful application if the value of their SLA(s) is up to £10,000

3. Application Timetable

3.1. Groups applying for a grant through the Covid-19 Community Support Grant 2ⁿᵈ Call can expect to hear the outcome of their application from mid-December 2020.

3.2. If successful, the grant will not be paid to a group until all outstanding paperwork from any previous year's funding is provided, satisfactorily vouched, and any monies due are returned.

4. Who Can Apply for Financial Assistance?

4.1. 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:

- Membership is inclusive of the identified community and open to its full range of opinion;

- Each year the organisation holds an Annual General Meeting (AGM) at which each member has an equal vote;

- 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;

- The committee/board presents the report for the year at the AGM; and

- An annual statement of accounts is presented at the AGM

4.2. 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.

4.3. 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.

4.4. 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.

4.5. 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.

4.6.   Council will not consider applications from:

- Organisations that

  - discriminate against anyone on the basis of religious belief, political opinion, racial group, age, marital status or sexual orientation, gender, or disability;

  - 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 wider community and this need is not being met by another organisation e.g inter-school activity.

4.7.   If you are a branch of a larger organisation, please see the guidance in Appendix 9.2 about how you may apply.

5.   What Can We Apply For?

5.1.   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 9.1).

5.2.   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.

5.3.   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.

5.4.   Eligible costs

- 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). A maximum of £500 in total in respect of purchase of small items of equipment applies. 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.
- Training or facilitation costs.
- Publicity and marketing where directly relevant to the project's success.

5.5.   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, flags, bunting, bank/loan interest, musical instruments, legal fees, kits/uniforms, private or unfunded pensions, alcohol, refreshments, food, accommodation
- 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.

5.6. Applications will be deemed ineligible if only applying for equipment. Applications solely for equipment should be made to the Small Scale Capital Project Fund when open for applications.

6.   Submitting Your Application

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

- All applications **must** be submitted online through the Council's Online Funding Hub.
- The deadline for receipt of all applications is **12noon on Friday 27th November 2020.**
- 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.

6.2. In very exceptional circumstances a paper alternative will be allowed but it is essential that:

- this must be agreed in advance with the Financial Assistance Programme Grants Officer
- if agreed, then it must be hand-delivered to Craigavon Civic Centre and a receipt from the Receptionist obtained as evidence of submission

Paper applications which are not approved for submission, cannot produce a receipt for their submission, or which are late, incomplete or delivered anywhere other than Craigavon Civic Centre, will be deemed ineligible.

7.   Assessment Process

7.1. 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 5.3)

- A programme eligibility check (see 9.1)

7.2. Applications which pass the eligibility checks will proceed to be assessed against the

assessment criteria as set out in 9.1. If the application meets the assessment criteria funding will be offered.

7.3. Officers can only use the information included in the application form submitted when assessing applications. Applicants need to convince officers that their project meets the criteria and the aims of the funding programme. One line answers are not adequate to convey the level of information required. Guidance on what we expect in answering questions is included at 9.6.

7.4. Where a Call is oversubscribed, all applications eligible to be funded will have their award reduced by the same percentage (topsliced) to ensure the funding offered is within the budget available.

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

7.6. Decisions

The assessment process will produce one of three outcomes:

- An application may be rejected as it fails to meet the basic criteria, the programme criteria, or the assessment criteria. 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.

7.7. 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 through the online funding application portal within 28 days of the date of the letter notifying you of the outcome of your application for financial assistance.

7.8.   Payment of Grant

- Any groups who are successful in their application will not receive any money until:
  a) all previous year's paperwork has been supplied and any outstanding monies have been returned. This includes satisfactory evidence of how previous grants have been spent (vouching) and a completed post-project evaluation form.
  b) all documentation requested within the new Letter of Offer has been provided.
- Subject to the above point, groups will receive 100% of their award upfront.

7.9.   Procurement

Successful applicants must follow Council's procurement guidelines when purchasing items funded through the award ie: the number of written quotations which are required for all purchases are set out as follows:

Estimated Value	Process To Be Used
Where estimated cost does not exceed £1,500	No quotation required but reasonable effort must be made to obtain value for money.
Where estimated cost is £1,501 - £7,500	A minimum of 3 written competitive quotations required.
Where estimated cost is £7,501 - £20,000	A minimum of 4 written competitive quotations required.

Failure to provide evidence of appropriate procurement, if requested at the vouching stage, will result in that cost being disallowed.

8.   Acknowledging A Grant Award

8.1.   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

Email: caitriona.rafferty@armaghbanbridgecraigavon.gov.uk

Banbridge Office: Sharon Harrison   Tel: 028 4066 0619
Email: sharon.harrison@armaghbanbridgecraigavon.gov.uk

Craigavon Office: Hugh Carey   Tel: 028 3831 2443
Email: hugh.carey@armaghbanbridgecraigavon.gov.uk

8.2. When the council logo is printed on publications (eg books/booklets) 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.**

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

9.   Appendices

9.1   Covid-19 Community Support Grant 2nd Call: Eligibility, Assessment Criteria and General Guidance

Grant Programme: Covid-19 Community Support Grant 2nd Call		
Summary	To improve connectivity among those who are isolated as a result of Covid-19.	
Award	Up to £1,000	
Programme Eligibility	Groups/projects must: • Be community based/not for personal profit • Have 90% of beneficiaries in Council area • Deliverable within the Covid-19 regulations and restrictions in place at time of assessment	
Programme Objective	Your project should deliver the following objective: • Improve connectivity among those living alone or in rural and border areas that are likely to experience greater challenges in accessing services	
How will applications be assessed?		
Programme Eligibility (see also **Basic Eligibility Criteria, 5.3**)	Community based/not for personal profit	Y/N
	90% of beneficiaries in Council area	Y/N
	Project is deliverable within Covid-19 regulations and restrictions in place at time of assessment	Y/N
Assessment Criteria	Need demonstrated	Y/N
	Group able to deliver	Y/N
	Value for money	Y/N
	Fits with Council priorities	Y/N
	Meets specific programme objective	Y/N

Notes:
a) An application to this grant programme should be for delivering a time-bound programme with a maximum duration of 12 sessions.
b) Applications to this grant programme for an event or core running costs will be ineligible.
c) Only one application per group is allowed.
d) Only one application per project is allowed ie different groups cannot apply for different elements of the same project.
e) Project delivery can be from the date of a Letter of Offer (expected to be mid-December) up until 31st March 2021.
f) Funded projects must abide by the Covid-19 restrictions and regulations in place at the time of delivery.
g) Examples of types of project that may be funded include:
   i. Good morning scheme to check-in with isolated vulnerable people living in a community
   ii. Establishing online programmes to connect isolated vulnerable people
   iii. Purchase of PPE which would allow groups to deliver their services and thereby reduce isolation (PPE to be used by the group and must not be distributed to individuals and/or other settings)

These examples are not exhaustive but there must be a clear reduction in isolation as a result of any proposed project.

h) If applying for PPE, applicants must detail what is being applied for. Some PPE will be treated as consumable eg disposable masks and hand sanitiser. Other PPE will be treated as equipment eg hand sanitiser dispensers and screens.

i) The first call for applications under the Covid-19 Community Support Grants was for emergency response projects and these included food support. This second call however has a different focus (connectivity) and food provision is not eligible.

9.2 Guidance for Branches of Larger Organisations

We expect groups who wish to apply for financial assistance to have a constitution (or rules/standing orders/bye-laws) 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:

9.3   Council Priorities

Council's Corporate Plan

Any financial assistance provided by Council must further the delivery of Council's Corporate Plan 2018-2023 and be consistent with its contents. The table below sets out Council's commitments (or priorities) to help achieve the vision as set out in the plan. Applicants should consider this table and need to explain how their application can help further Council's priorities:

	Enterprising	Skilled	Tourism
ECONOMY	• Business Start- up and growth. • Efficient connections. • Provide information, services and programmes.	• Employability skills and training. • Apprenticeships, work experience, volunteering. • Up to date skills and learning.	• Understanding visitors. • Create and develop a unique visitor proposition and brand. • Quality visitor experiences through places, accommodation & attractions.
	Confident	Healthy	Welcoming
COMMUNITY	• Empower communities to contribute to decisions. • Community activities and events. • Safe, accessible and welcoming facilities.	• Work with partners to reduce inequalities in health. • Provide a range of quality opportunities for everyone to be active and healthy. • Health protection and safety.	• Empower communities to respect each other, build relationships, grow together. • Shape and design places that value diversity. • Include everyone in community life.
	Enhanced	Creative	Revitalised
PLACE	• Increased understanding and respect of environment. • Develop and enhance our assets in sustainable way. • Promote civic pride and access to our local places.	• Seek investment to preserve uniqueness of our heritage. • Increase participation in arts and culture. • Improve accessibility to creative experiences.	• Tackle physical and social deprivation. • Secure investment in infrastructure and connectivity. • Attractive, healthier, safer, cleaner neighbourhoods.

9.4   List of Required Policies and other documents

<u>Essential Policies and Documents</u>

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:
  o Employer's liability insurance (if staff are employed).
  o Public liability insurance (including cover for volunteers).
  o Specific event insurance if an event is being organised.
  o Directors and Officers liability insurance if the organisation is a limited company.
- A Safeguarding Policy (Child Protection Policy and/or 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.

<u>Additional Policies Required if Staff are Employed</u>

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).

<u>Other Policies</u>

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.

9.5   Frequently Asked Questions (FAQs)

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

A: See the specific guidance in 9.2.

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 9.6 of this Guidance Manual to hand.

iii.   **Q: Can we just apply for PPE?**

A: Yes, you can just apply for PPE but you need to detail what type of PPE you are applying for. You also must detail how the PPE you are applying for will achieve the objective of the grant programme. The PPE must be used solely by your group and must not be distributed to individuals and/or to other settings.

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. This includes, but is not restricted to, anything that facilitates church services for example.

9.6   Completing the Application Form

a.   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 9.2).

1.3 Structure

When you click on this you will be offered a choice of 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.

b. Section 2 – Funding Detail

Description

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.

Where will your project be delivered?

Please tell us the name of the venue or site and address 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.

Finance

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 specific costs of your family fun day each on a separate line (eg bouncy castles [line 1], toilet hire [line 2], first aid cover [line 3], advertising [line 4]) giving a cost for each separate item.

e) Multiple items listed on the same line may result in the whole line being disallowed.

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.

Project Details

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) This might seem like an obvious question. However, what specific need are you aware of in your local area? How are you aware of this? Have you spoken to anyone? Who did you talk to? What did they say?
b) You should detail as much evidence as possible and be specific. Quote numbers where possible.
c) Officers will use your answer here when assessing the need for the project. In addition, officers will also assess whether there is a financial need for funding based on information given elsewhere in the application form or supporting documents.

Why existing provision does not address this:

a) Is a similar activity being offered in your community already and is it 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

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 (or similar) before and how often
b) Members have undertaken relevant training 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
e) Has your group experience of managing grants before of a similar size? If so, give details of funders and amounts

2.7a Describe how your project relates to Council's priorities?

Council's priorities are detailed in Appendix 9.3. You need to tell us which priorities your project contributes to and describe how your project helps deliver these. **Please do not just list the Council priorities**. If you fail to describe how your project meets specific priorities, it is unlikely to be funded.

Programme Objective

As well as overall eligibility criteria, projects must meet the specific programme objective. Each grant programme has a different set of objectives and these are detailed in 9.1 and in this section of the application form.

Describe how you will identify those most isolated in your community?

This grant programme is aimed at those living alone or in rural and border areas that are likely to experience greater challenges in accessing services. You need to give as much information here as you can in relation to how you plan to identify the most isolated.

Describe how your project will connect people and reduce isolation?

The purpose of this grant is to increase connectivity. So describe here how your programme will connect people and reduce the isolation they may be experiencing.

c. 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.

3.2 Document/Evidence Checklist

You must complete this checklist indicating whether you can provide the documents that will be requested if your application is successful. While it will not prevent you being awarded a grant, you will not receive any money until you provide them.

3.3 You must confirm by ticking the boxes below that your organisation is, has, or will have by the commencement of the proposed project and for its duration, the following:

Your group must confirm the list of statements detailed in this question by ticking the boxes. All boxes must be ticked to be able to submit an application. We will no longer ask you for any evidences of these by default but 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.

d. 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.

Financial Assistance provided by Armagh City, Banbridge and Craigavon Borough Council is assisted through financial support from: