Grants Support Scheme

2018/19 Guidance Notes

028 2563 3148 or 028 9335 8240
www.midandeastantrim.gov.uk
grants@midandeastantrim.gov.uk
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1. PURPOSE

This policy sets out how Mid and East Antrim Borough Council will consider support for any constituted
community or voluntary group undertaking activities within its statutory and civic remit where there is a benefit
to the Mid and East Antrim Area.

2. BACKGROUND

A budget of £430k has been identified for reinvestment back into the Mid and East Antrim Borough Council
community via funding for projects, events and festivals allowing them to become more sustainable attract more
visitors and tourists and support the local business and economy.

The Grants Support Scheme, as allowed for within this policy, provides a basic model to which new categories
can be added and existing ones can be amended to suit the needs of the relevant sectors.

Groups are permitted to apply for a maximum of two grants (individuals one grant) per financial year plus one
application for an Automated External Defibrillator (AED) - see page 5 for further information. In addition,
groups may apply for funding towards events to celebrate the wedding of His Royal Highness Prince Harry and Ms.
Meghan Markle on 19 May 2018 - see page 8 for further information.

3. SCOPE

To qualify for a grant under this Scheme, applicants must meet the following criteria:

a) Community organisations should be formally constituted with a current committee (appropriate details are
requested in the Application Form) based in the Mid and East Antrim Borough Council area.

Organisations based outside of the Mid and East Antrim Borough must demonstrate that the activity provides
a clear and direct benefit to the Borough (this relates only to the Events category of this scheme).

Organisations based outside of the Mid and East Antrim Borough are ineligible to apply for any other category
of this scheme).

A community organisation is defined as a group constituted to undertake specific duties and responsibilities as
confirmed in their constitution for no private or commercial gain. There are a number of ways in which to
constitute a community group and this can include groups that have a memorandum and articles of association as
long as any profits are reinvested and not for private gain. This includes faith based groups and single identity
organisations undertaking community activities.

Or

b) Individuals who live within the Council area who qualify under the appropriate categories of this scheme.

Individuals are only permitted to apply for funding once per financial year.

4. EXCLUSIONS

Mid and East Antrim Borough Council will not fund the following under this scheme:

a) Commercial ventures/organisations (except for commercial organisations hosting International Events only, as
per page 7 of these guidance notes);

b) General running costs of an organisation. This includes salary, electricity, heating, Mobile / telephone,
internet, rent costs, subscriptions, bank fees and membership fees, ongoing upkeep of websites. The
purchase of equipment relating to the administration of the group, e.g. IT equipment and mobile phones.

c) Ongoing hire of a Council facility (funding for one-off hire for events will be considered);

d) Hire of a Council facility as part of a wide scale service or programme external to Council’s remit;

e) Single issue organisations whose primary focus is campaigning or lobbying;

f) Parades;

g) Fundraising events or events that are heavily branded with charity branding or deploy potential sources of
income from a festival or event to a charity or other third-party organisation;

h) Umbrella groups not represented in the Mid and East Antrim Area by a locally based committee;

i) Activities in a sphere, which are principally the remit of another public sector body, e.g. schools, pre-school
groups, childcare facilities, PTAs, activities forming part of a vocational qualification, gap year or outward
bound activity for students and residential courses etc.;

j) Projects that have already commenced or expenditure incurred prior to making application to this scheme.

Council at its discretion will however consider funding costs associated with payments to secure venues, the
booking of transport and accommodation, which are relevant to the project and demonstrate value for
money.

k) Events and projects outside of the Mid and East Antrim area (excluding civic representation and other
distinctive projects);

l) Creation of books (tourism leaflets and programmes produced as part of an event will be eligible);

m) Groups currently in arrears or in bad debt to Council;

n) Items of personal team kit, clothing and uniforms.

o) Alcohol
5. **EQUALITY OF OPPORTUNITY**

While administering the Grants Support Scheme, Mid and East Antrim Borough Council will ensure the promotion of equality of opportunity between:

a. Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
b. Men and women generally;
c. Persons with a disability and persons without; and
d. Persons with dependants and persons without;

In addition due regard will be given to the promotion of good relations between persons of different religious belief, political opinion or racial group.

6. **SCORING CRITERIA**

To qualify for a grant under this Scheme, applicants must clearly demonstrate the following:

I. Financial viability of the project - 5 marks available
II. The need for the project - 5 marks available
III. The need for Council Funding - 5 marks available
IV. The additionality that the project will bring - 5 marks available

Out of 20 available marks, applications must score a minimum of 10 marks (50%).

**N.B.** It is crucial that the applicant provides as much relevant detail as possible within their application in order for it to be successfully scored. Guidance on the type of information required for a successful application can be found in the online application by clicking on the buttons.

7. **PAYMENT OF GRANT**

Payment of grant will be made after the project or activity has taken place and upon completion of the Project Report and Claim Form and the submission of original invoices, receipts and bank statements.

In the instance where issues with cash flow may prove detrimental to the project or activity taking place, consideration may be given to releasing 50% of the awarded funding in advance. This will be done on a case by case scenario and the applicant will be required to demonstrate that there is a need for this advance payment. No further payments will be made until completion of the project and satisfactory vouching has taken place.

Please consult the Grants Officers if you require any additional information.

**N.B.** Council, at its discretion, may contact suppliers directly to verify expenditure has taken place in accordance to the application for funding and any offer of funding by Council. Cases of suspected fraud involving Mid and East Antrim Borough Council funds will be reported to the police.

8. **HOW TO APPLY**

Before completing an application, applicants should make sure that they are eligible to apply and have read these guidance notes in full.

Applications are made online by going to www.midandeastantrim.gov.uk/residents/grants

Further Information on the grant process is available by contacting the Grants Office at:

📞 028 2563 3148 or 028 9335 8240  📧 grants@midandeastantrim.gov.uk

A step by step guide for the online application process is available at page 11 of this document.
9. **GRANTS CATEGORIES AND LEVELS OF SUPPORT**

An annual budget of £430k has been allocated to this grants scheme for 2018/2019. Council reserves the right to open or close the scheme as required throughout the financial year. Approval of applications will be in accordance with the following procedures:

- Grants of £2,500 and under: Approval will be granted by the Operational Management Team, meeting on a fortnightly basis.
- Grants over £2,500: Approval will be granted by the Policy & Resources Committee, meeting on a monthly basis and ratified by the succeeding Monthly Meeting.

**GRANTS FOR GROUPS**

Grants in this category are open to Community Groups, Sports Clubs, Arts & Heritage Groups, Single identity Organisations and Church Groups. These groups are permitted to apply for a maximum of **two grants** (individuals one grant) per financial year. The applications must be a different category also.

Council will consider an additional application only for the purchase of an Automated External Defibrillator (AED) and associated storage box to be applied for under the Mid & East Antrim Borough Council Equipment Grant, i.e. 75% up to a maximum of £2,000. In addition, groups may apply for funding towards events to celebrate the wedding of His Royal Highness Prince Harry and Ms. Meghan Markle on 19 May 2018 - see page 8 for further information.

In order for Sports clubs to be eligible to apply for a grant they must fall into one of the categories defined by SportNI as a sport. A list of recognised sports for the purposes of this policy is available at Appendix 1.

### Seeding/New Group (maximum funding up to £300)

Groups making application for a seeding grant for a new group will be considered for funding to cover running costs for the first year which may include initial outlay costs and administration.

In order to be eligible under this category groups should be established for not more than one year and have not received funding from this category previously.

Successful applications will receive 50% of their grant upfront on return of the signed completion form. The balance of the grant will be paid retrospectively and on completion of vouching.

### Equipment (75% funding up to a maximum of £2,000)

Grants will be considered for the purchase of items of equipment that will promote and develop the work being carried out by locally-based groups.

Council will consider an additional application only for the purchase of an Automated External Defibrillator (AED) and associated storage box to be applied for under the Mid & East Antrim Borough Council Equipment Grant, i.e. 75% up to a maximum of £2,000.

**Should you wish for Council to investigate sources of match funding for this category, please contact the Grants Officer requesting a GrantFINDER ™ search to be carried out. Please be advised that not all searches will guarantee funding.**

### Public Liability Insurance (maximum funding of up to £300)

Financial assistance is available for groups in obtaining either annual or ad hoc Public Liability Insurance.

### Environmental Projects (75% funding up to maximum of £1,000)

Funding towards the purchase of shrubs, trees, baskets, fixed boxes, troughs etc. will be considered.

Groups who manage environmental projects in a number of different villages whereby no constituted community group currently exists and can demonstrate a previous working relationship in those villages may apply for the relevant additional funding of £1,000 per village up to a maximum of three villages (£3,000).

**Should you wish for Council to investigate sources of match funding for this category, please contact the Grants Officer requesting a GrantFINDER ™ search to be carried out. Please be advised that not all searches will guarantee funding.**
<table>
<thead>
<tr>
<th>Grants for Groups (continued)</th>
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<tbody>
<tr>
<td><strong>Village Christmas Lights (Maximum funding up to £2,000 for large villages and maximum funding up to £1,000 for small villages)</strong></td>
</tr>
<tr>
<td>Grants will be considered towards the purchase of Christmas festoon lighting, decorations and trees.</td>
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<tr>
<td>- Small Village: Population of less than 1,000</td>
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<tr>
<td>- Large Village: Population of greater than 1,000</td>
</tr>
<tr>
<td>Groups who manage the Village Christmas Lights in a number of different villages whereby no constituted community group currently exists and can demonstrate a previous working relationship in those villages may apply for the relevant additional funding of £1,000 per village up to a maximum of three villages (£6,000 for large villages; £3,000 for small villages).</td>
</tr>
<tr>
<td>Funding is subject to Northern Ireland Electricity approval, Road Service licensing, Competency Certification and appropriate Public Liability Insurance.</td>
</tr>
<tr>
<td><em>Should you wish for Council to investigate sources of match funding for this category, please contact the Grants Officer requesting a GrantFINDER™ search to be carried out. Please be advised that not all searches will guarantee funding.</em></td>
</tr>
</tbody>
</table>

| Coaching Courses and First Aid Training (Maximum funding of up to £250 per person attending, up to a maximum of £1,000 for the group. A group is defined as anything over and above 2 persons attending the same course). |
| Sports clubs and community groups who wish to improve their coaching and first aid capacity through attendance at courses. |
| Clubs and the individuals participating in the courses must be based in the Council area or affiliated to a club in the Council area; must be involved in the chosen sport in an amateur capacity; and be recognised by SportNI. |

| Developmental Projects and Training (75% funding up to £2,000 for groups) |
| Grants will be considered to help groups undertake appropriate projects or training which will directly further the objectives of the organisation or build towards developing it in terms of capacity building, sustainability and governance. |
| Groups will be required to work with Council Development Officers to identify the objectives and outcomes to be achieved by the project or training. |
| Courses that result in a vocational qualification are ineligible. |
| *Should you wish for Council to investigate sources of match funding for this category, please contact the Grants Officer requesting a GrantFINDER™ search to be carried out. Please be advised that not all searches will guarantee funding.* |

| Civic Representation (Maximum funding of up to £300 per person attending, up to a maximum of £1,200 for the group. A group is defined as anything over and above 2 persons attending the same course). |
| The purpose of this category is to give special recognition to groups and individuals within the Council area who will act as effective ambassadors for Mid and East Antrim in their chosen activity. |
| To be eligible under this category, applicants must be competing or representing at least at Ulster Level in a one-off event under Council’s remit for support. Applicants must demonstrate at application stage that they have participated in a selection process which has identified their suitability to represent at the required level. |
| Residential courses and training associated with the civic representation project are ineligible for funding. |
| Only individuals actively participating or competing in the event or coaches for those actively participating or competing in the event will be eligible for funding. |

| Other Distinctive Projects (funding up to a maximum of £750 for projects inside the Borough and funding up to a maximum of £500 for projects outside the Borough) |
| Council, at its discretion, may consider grants for any project within its remit not covered by this scheme. |
Council will consider funding events being organised by groups which fall under the following categories:

### International Events (25% funding up to maximum of £75k)*

*Based on the overall eligible expenditure of the event. Prize monies are deemed ineligible.

Events must be open to all sections of the Community, be within Council’s overall remit for support and should complement current strategies and objectives.

Council will consider offering funding to events that can fulfil the following criteria:

- Events projected to have more than 10,000 people in attendance (participants and attendees combined)
- Can demonstrate significant economic benefit to the Council area through attracting international tourism. Evidence must include information on monetary spend within the Council area and bed-nights relating to the event.

N.B. To maximise the possible benefits from any international event supported by Council, fulfilment of additional specific conditions may be required by the event organiser. These conditions will be detailed at the Letter of Offer stage.

Funding for the event will be reduced on a pro-rata basis if profit** exceeds £20,000.

### Major (50% funding up to maximum of £5,000)

Events with more than 2,000 but less than 10,000 people in attendance (participants and attendees combined)

N.B. Funding for the event will be reduced on a pro-rata basis if profit** exceeds £1,000.

### Medium (50% funding up to a maximum of £2,500)

Events with more than 500 but less than 2,000 people in attendance (participants and attendees combined)

N.B. Funding for the event will be reduced on a pro-rata basis if profit** exceeds £500.

### Small (75% funding up to a maximum of £1,000)

Events with up to 500 people in attendance (participants and attendees combined)

Council will consider an additional application through this category only to celebrate the wedding of His Royal Highness Prince Harry and Ms. Meghan Markle on 19 May 2018.

N.B. Funding for the event will be reduced on a pro-rata basis if profit** exceeds £200.

** Profit is defined as surplus revenue generated by the event through ticket sales and admission fees. This surplus is restricted and can only be used for the development of future events organised by the applicant organisation. At no point will the applicant be permitted to forward this profit to a third-party, e.g. a nominated charity.

*Should you wish for Council to investigate sources of match funding for this category, please contact the Grants Officer requesting a GrantFINDER™ search to be carried out. Please be advised that not all searches will guarantee funding.*

### Hire of Public Conveniences for Events (Maximum funding of up to £500)

Groups may apply for funding towards the cost of hiring portable public conveniences for events throughout the Council area. Those applying for funding under the Events category are not permitted to apply for additional funding under this category.
GRANTS FOR INDIVIDUALS

Individuals are permitted to apply for one grant per financial year from one of the following categories:

<table>
<thead>
<tr>
<th>Civic Representation (Maximum funding up to £300 per individual. Each individual participant is required to complete a separate application).</th>
</tr>
</thead>
<tbody>
<tr>
<td>The purpose of this category is to give special recognition to groups and individuals within the Council area who will act as effective ambassadors for Mid and East Antrim in their chosen activity.</td>
</tr>
<tr>
<td>To be eligible under this category, applicants must be actively competing or participating at least at Ulster Level in a one-off event under Council’s remit for support. Applicants must demonstrate that they have participated in a selection process which has identified their suitability to represent at the required level.</td>
</tr>
<tr>
<td>Funding will be restricted to expenses incurred for accommodation and travel only (funding for personal fuel receipts will be capped at £50)</td>
</tr>
<tr>
<td>Residential courses and training associated with the civic representation project are ineligible for funding.</td>
</tr>
<tr>
<td>A maximum of ten individual applications will be permitted per organisation, per financial year.</td>
</tr>
<tr>
<td>Only individuals actively participating or competing in the event or coaches for those actively participating or competing in the event will be eligible for funding.</td>
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<th>Coaching Courses and First Aid Training (Maximum funding up to £250 per individual. Each individual participant will be required to complete a separate application).</th>
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<tbody>
<tr>
<td>Individuals who wish to improve their coaching and first aid capacity through attendance at courses which have been identified by their club. Evidence of this selection will be required at the stage of application.</td>
</tr>
<tr>
<td>The individuals participating in the courses must reside in the Council area and affiliated to a club in the Council area; must be involved in the chosen sport in an amateur capacity; and be recognised by SportNI.</td>
</tr>
<tr>
<td>A maximum of ten individual applications will be permitted per club, per financial year.</td>
</tr>
</tbody>
</table>

10. SPECIFIC CONDITIONS

- Groups are permitted to apply for a maximum of two grants (individuals one grant) per financial year plus one application for an Automated External Defibrillator (AED) - see page 5 for further information. In addition, groups may apply for funding towards events to celebrate the wedding of His Royal Highness Prince Harry and Ms. Meghan Markle on 19 May 2018 - see page 8 for further information.

- Applicants/projects that have been awarded funding through other Council grants schemes will not be permitted to obtain additional funding under this scheme for that particular project or through another applicant.

- N.B. It is the responsibility of the applicant to ensure that all statutory licences and permits are in place prior to an event taking place. Typical licences required for a community event include Entertainments, Street Trading etc. For information on licences and fees, please visit www.midandeastantrim.gov.uk/business/licencing

- Full terms and conditions are available on the Council website by going to www.midandeastantrim.gov.uk/community/grants
11. PROCUREMENT OF GOODS AND SERVICES

The following procurement procedures must be adhered to when purchasing any individual good or service relating to the project or event. Applicants are required to upload the necessary written quotations as outlined below to the application form. Failure to do so will result in the application not moving to the next stage of evaluation and may be deemed ineligible for funding.

Quotations:

<table>
<thead>
<tr>
<th>Estimated value of individual item of expenditure (exc. VAT)</th>
<th>Number of Quotations Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>£0 - £2,999.99</td>
<td>Minimum of 1 telephone / email quotation</td>
</tr>
<tr>
<td>£3,000 - £7,999.99</td>
<td>Minimum of 3 written / email quotations</td>
</tr>
<tr>
<td>£8,000 - £29,999.99</td>
<td>Minimum of 4 written / email quotations</td>
</tr>
</tbody>
</table>

Tendering:

<table>
<thead>
<tr>
<th>Estimated value of individual item of expenditure (exc. VAT)</th>
<th>Procedure</th>
</tr>
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<tbody>
<tr>
<td>£30,000+</td>
<td>Publicly Advertised Tender</td>
</tr>
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</table>

Regulations to note:

- The Public Supplies Contracts Regulations 1991
- The Public Works Contracts Regulations 1991
- The Utilities Supply and Works Contracts Regulations 1992
- The Public Services Contracts Regulations 1993

- It is good practice to have a system of opening and evaluating tenders.
- Claims: Please use the proforma provided and submit by the target date. Original invoices and receipts should be submitted and a copy retained for your records.
- Any legal agreements should only be made following professional advice.
- When renewing insurance always check with alternative firms to obtain the best quote. Voluntary organisations like NICVA have favourable group arrangements in place.
- Applicants are advised to maintain records of small purchases in a petty cash book and to ensure that cheques are not signed in advance.
- Where it is evident that one supplier can provide the product or service as one itemised invoice as opposed to a series of invoices, the project promoter should treat this as such and seek quotations according to procurement thresholds. This will ensure the best value for money. Separating the scope of works into sections for the purpose of invoicing below the procurement threshold, will be deemed by audit as purposely splitting work values to avoid due process.

N.B. Council, at its discretion, may contact suppliers directly to verify expenditure has taken place in accordance to the application for funding and any offer of funding by Council. Cases of suspected fraud involving Mid and East Antrim Borough Council funds will be reported to the police.
Step by Step Instructions for Online Applications

1. Visit the Council website by going to www.midandeastantrim.gov.uk
2. Select ‘Resident’ at the top of the main screen and then ‘Grants and Funding’.
3. Select the scheme for which you wish to apply to and select ‘Apply here for funding’.

4. The Council’s Funding Hub will load up. If you are new user to the system (i.e. have not made application since 1 April 2015) select the Blue box to ‘Register for a new Account’. Users who have previously registered on the system can select the Green box to ‘Login’ to their account.

5. To start a new application, select the Green button.

6. If you want to continue a previously started application, select the ‘Drafts’ box and find the application desired. Similarly, you can view previously Submitted, Unsuccessful or Withdrawn applications.
7. Upon selecting to start a new application, the next page you will find is a list of the grants currently open along with the closing dates and an electronic copy of these guidance notes.

8. Select the grant you wish to apply for by ticking the box on the left of the grant name. N.B. only one grant can be selected per application.

9. You now have two options at the bottom of this page; to either start a blank application from the beginning by selecting ‘Create New Application’ or to clone a previously submitted form.

10. To clone an application, first select the previous application from the drop-down box. Then select ‘Clone Previous Application’. The information submitted in the group details and upload documents will automatically enter into the new form. The applicant will be required to enter the information specifically relating to the new project. If any of the uploads require updating from the last application, please do this manually in the ‘Documents’ tab.

11. In either instance, the application form will now load and you must complete all sections with as much relevant detail as possible. Boxes mark with a red * are mandatory and must be completed to allow submission of the form.

12. Applicants can navigate through the form by using the tabs at the left side of the page or by using the blue boxes at the bottom of each page. Moving from page to page will automatically save the information entered up to the point where one of these is pressed.

13. The ‘Documents’ tab allows applicants to upload electronic or scanned copies of the required supporting documentation for the application, such as the constitution, accounts, bank statement etc. Once again the sections marked with a red * are mandatory for the submission of an application. If you require assistance with the upload of documents, you can contact a Grants Officer by email on grants@midandeastantrim.gov.uk
14. The final page of the application is the Submission page in which you should read the terms and conditions of the scheme and statement regarding equality of opportunity. The tick boxes indicating that you agree to the conditions must be selected before the application can be submitted.

15. Complete the Declaration section at the bottom of the page and when ready press ‘Submit’.

16. If the application is complete, a box will appear to confirm a successful submission.

17. If there are any omissions from the form, a box will appear to inform you of the sections missed. Press ‘View’ and the system will take you to the section, which requires attention. Once all areas are complete, press the ‘Submit’ button once again.
### SPORTING ACTIVITIES AND GOVERNING BODIES RECOGNISED BY SPORT NI

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