



**Mid & East
Antrim**
Borough Council

Cultural Celebrations Grants Scheme

2019/20 Guidance Notes



028 2563 3148 or 028 9335 8240



grants@midandeantrim.gov.uk

www.midandeantrim.gov.uk

1. Introduction

Funding is available to encourage the expression of cultural identity at the time of the traditional July/August events.

2. Funding Available

Funding of up to a maximum of £1,500 for single day events and up to a maximum of £2,000 for multi-day* events is available for events held to express cultural identity.

To qualify for funding, the construction and burning of a bonfire is not necessary and applications should normally come from groups hosting a traditional bonfire, hosting a beacon, or hosting an event in place of what historically was a traditional bonfire. Where a bonfire will be built as part of the event, the following criteria will be applied.

* Activities must take place over two or more consecutive days within the timeframe stated in Section 7.

For events that do not meet the above criteria, funding may be available through the Community Festivals Fund.

4. Commitment

Where applicable, applicants are required to have close liaison with bonfire organisers and attend all site meetings with bonfire organisers to ensure that where bonfires do take place they are as safe and environmentally friendly as possible.

5. Good Relations

In the interest of good community relations, it is desirable that organisers endeavour to discourage sectarian or racist graffiti or the flying of flags or emblems or the burning of election posters at their bonfire site.

6. Funding Conditions

Funding for festivals will be withdrawn where bonfires contain any tyres.

Successful applicants of the Community Festivals Fund will not be permitted to apply for additional funding under this scheme for that particular project.

7. Dates

Closing Date for Applications: 12pm Friday 10 May 2019.

Events must take place between 10 and 13 July and 14 and 17 August 2019.

8. Who Is Eligible for Grant Aid

Applicant Groups should be properly constituted and based in the Mid & East Antrim Borough Council area, and hold a bank account in the name of the applicant organisation. A constituted group working in partnership with up to three bonfire sites/builders may apply for the collective amount of funding to host festival events in those areas, i.e. up to £4,500 for one day events and up to £6,000 for multiday events. The applicant will take full responsibility for the festivals in ensuring those events that are linked to bonfires adhere to the rules of this scheme and that high levels of governance are applied. Expenditure for all events must be evidenced in the form of paid invoices and bank statements.

9. Community Engagement / Safety

If there are plans to have a bonfire, there must be substantial engagement and co-operation with the community and the following relevant agencies:

- Mid & East Antrim Borough Council
- NIFRS
- PSNI
- Northern Ireland Housing Executive

10. What Can and Cannot Be Funded

Funding can be used for:

Festival events e.g. Activities such as music and art, various cultural/educational activities, consumables, portable toilets and skips. This list is not exhaustive and should be used only as an indication of eligible costs

Funding cannot be used for the purchase of capital equipment, items of clothing, alcohol or items directly related to a bonfire.

N.B. Where services such as Bouncy Castles/climbing frames etc. are commissioned, proof of public liability insurance from the supplier must be provided to Mid & East Antrim Borough Council prior to the event.

11. Payment of Claims

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.

Deadline for submission of all claim forms and accompanying documentation will be Friday 27 September 2019. Council will therefore endeavour to have all claims processed and paid by Friday 25 October 2019.

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

12. Equal Opportunity and Good Relations

While administering this scheme Mid & East Antrim Borough Council will ensure the promotion of equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- men and women generally
- persons with a disability and persons without
- 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.

Please note the following:

If you deliberately give any false or misleading information, we will withdraw your application, or, if a grant has already been awarded, ask you to pay back any money we have given you. This will also have implications for any future applications you may submit.

Mid & East Antrim Borough Council may defer applications if further information is needed.

Mid & East Antrim Borough Council will not consider a claim that your application was lost or delayed in the post, unless you have proof of posting.

It may not be possible to support all applications even if they are eligible to apply.

Only one application will be accepted per group for this scheme in a financial year.

➤ **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.

➤ **Specific Conditions**

- Successful applicants of any other Council grant scheme will not be permitted to apply for additional funding under this scheme for that particular project. However, these groups may apply for funding for a different activity that qualifies in one of the listed categories of this scheme.
- Groups in receipt of funding from other sections of Council are ineligible to apply for additional funding for that project under this scheme. However, these groups may apply for funding for a different activity that qualifies in one of the listed categories of this scheme.
- **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.midandeantrim.gov.uk/business/licencing
- Full terms and conditions are available on the Council website by going to www.midandeantrim.gov.uk/community/grants

➤ Guidelines for 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:

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

Tendering:

Estimated value of individual item of expenditure (exc. VAT)	Procedure
£30,000+	Publicly Advertised Tender

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.

➤ How to Apply

Applications are made online by going to www.midandeantrim.gov.uk/community/grants

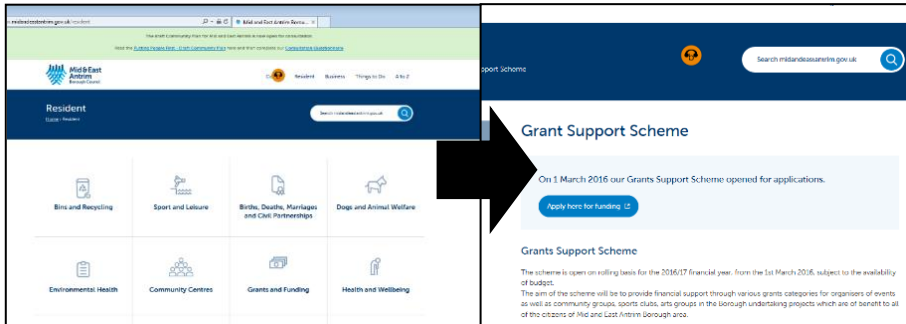
Closing Date for Applications: 12pm Friday 10 May 2019.

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

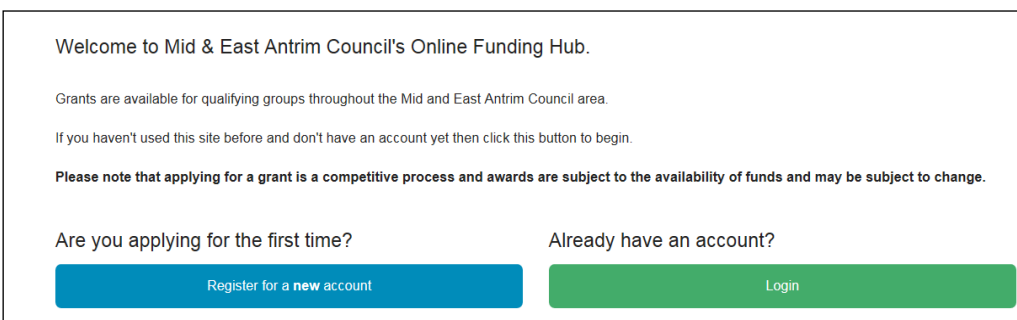
- 028 2563 3148 or 028 9335 8240
- grants@midandeantrim.gov.uk

Step by Step Instructions for Online Applications

1. Visit the Council website by going to www.midandeantrim.gov.uk
2. Select 'Resident' along the top of the main screen, then select 'Grants and Funding'
3. Select 'Apply online for Grant Application'



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.

New Grant Application

Start a **New** grant application

Create a new blank grant application or clone an existing application you have previously submitted by clicking on the green 'Start a **New** grant application' button.

Existing Grant Applications

Draft	<i>71 Applications</i>
Submitted	<i>16 Applications</i>
Unsuccessful	<i>2 Applications</i>
Withdrawn	<i>1 Application</i>

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.

Select Grants

Please tick the box or boxes below for the grants that you would like to apply for then click the blue box at the bottom 'Create Grant Application' to start your application.

Grants Support Scheme

Events 1 Grant		
Grant	Deadline	Guidance notes
<input checked="" type="checkbox"/> Events - Small	Sunday, 27/11/2016 @ 12:00pm	

Select Previous Application:

Events - Small 02/12/2015

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.

Section A

Group 1

Group 2

Contact

← Previous: Project (PLI)

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

Section C

Documents

Submission

International Events Business Case

upload

Minutes of last Annual General Meeting.

upload

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.

The screenshot shows a form titled "Submission". Below the title, it states: "You must read and agree to the following by ticking the boxes below:". There are two checkboxes with blue text labels: "Terms and Conditions of the Grant" and "Statement Regarding Equality of Opportunity". Below these are four text input fields labeled "Name", "Position Held", "Date", and "On behalf of". The "On behalf of" field has a red label "(Organisation Name)" below it. At the bottom center is a green rounded rectangular button labeled "Submit".

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.

The screenshot shows a modal box titled "Current Application Status" with a red warning icon. A red header bar contains the text "Your application contains 30 errors:". Below this is a scrollable list of three error messages, each with a blue "View" button to its left: "This field is required. Name of Group", "This field is required. Address Line 1", and "This field is required. Town / City". A blue "Close" button is located at the bottom right of the modal.