



**Mid & East
Antrim**
Borough Council



COVID-19 Community Support Grants Scheme

Guidance Notes

**NOW ONLY OPEN
TO EXISTING
FOOD BANKS**

1. PURPOSE

This scheme aims to offer community organisations emergency funding to deal with emerging issues in the community, affecting the local community as a result of the continuing threat of coronavirus, and the need for self isolation and the potential for further exacerbation of loneliness and isolation of these vulnerable people.

2. BACKGROUND

Council has identified a budget to support projects which aid those most vulnerable in society and are at risk or have been directly affected by the COVID-19 Coronavirus pandemic and the self isolation measures introduced to combat the spread of the infection.

- ~~• **Constituted groups** are permitted to apply for 100% funding up to a maximum of £1,000 per application towards eligible items. Further funding applications may be made where a need has been identified working with the local DEA Officer (contact details are listed at the back of this guide) and where all funding awarded towards the previous project(s) have been satisfactorily vouched by a Council Grants Officer. **(This element of the scheme closed on 1 May 2020)**~~
- **Existing operating Food Banks** within the Borough are permitted to apply for **100% funding up to a maximum of £2,000** per application to assist in meeting the high demand for those services during the pandemic.

The scheme will operate on a rolling basis from 12pm Friday 27 March 2020 until either:

- The budget has been fully allocated;
- The emergency is declared to be ended by the government;
- or 31 March 2021, whichever is first. At which point the scheme will close for applications.

3. SCOPE

To qualify for a grant under this Scheme, applicants must be formally constituted with a current committee and based in the Mid and East Antrim Borough Council area.

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.

New groups formed in response to the outbreak of the COVID-19 Coronavirus or groups that are not formally constituted are required to work with a local constituted group on a partnership basis and that the constituted group will be the lead applicant in the project.

4. EXAMPLES OF PROJECTS

- Enabling vulnerable people to keep warm by accessing home heating oil or warm clothes.
- Enabling vulnerable people to access a nutritious meal by connecting them to services providing groceries, and/or ready-made meals.
- Enabling and encouraging vulnerable people to use and access technology to keep them connected to the outside world.
- Reaching out to isolated vulnerable people by telephone, befriending if possible.

This list is not exhaustive, and any project ideas should be discussed with a local DEA Officer to determine suitability.

Applicants are reminded that the outbreak of the COVID-19 Coronavirus is an unprecedented global event and advice is constantly being updated. The latest advice from the UK government and the NHS can be found at www.gov.uk/coronavirus.

5. SCORING CRITERIA

To qualify for a grant under this Scheme, applicants must clearly demonstrate the following in completing the relevant application form:

- I. What the project is
- II. The need for the project
- III. The benefits of the project
- IV. Additional scoring will be given for projects that display partnership working within the community

Each answer will require a minimum of 50% in scoring for the application to be successful.

6. PAYMENT OF GRANT

To enable projects to commence as soon as possible, full payment of grant will be made after the Letter of Offer from Council has been accepted by the group. Full vouching of the expenditure will take place at a suitable time after the isolation period is over or in advance of additional applications to this scheme being approved (at Council's discretion).

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.

7. EXCLUSIONS

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

- a) Any action or project that breaches the directive given by the UK Government in relation to self-isolation and the delaying of the spread of the virus;
- b) Commercial ventures and organisations;
- c) Large Items of equipment which would be deemed capital, i.e. non-portable, permanent fixtures or vehicles etc.
- d) Ongoing hire of a Council facility (funding for one-off hire for events will be considered);
- e) Hire of a Council facility as part of a wide scale service or programme external to Council's remit;
- f) Single issue organisations whose primary focus is campaigning or lobbying;
- g) Parades;
- h) Events, parties, shopping trips or other day trips;
- i) from a festival or event to a charity or other third-party organisation;
- j) Umbrella groups not represented in the Mid and East Antrim Area by a locally based committee;
- k) Projects that have already commenced or expenditure incurred prior to making application to this scheme.
- l) Projects outside of the Mid and East Antrim area;
- m) Groups currently in arrears or in bad debt to Council;
- n) Items of personal team kit, clothing and uniforms.
- o) Alcohol
- p) Applications from individuals
- q) Holiday schemes/projects
- r) Party political activity

8. 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.

9. 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.midandeantrim.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@midandeantrim.gov.uk

A step by step guide for the online application process is available at page 6 of this document.

10. SPECIFIC CONDITIONS

- Projects that have been awarded funding through this or other Council grants schemes will not be permitted to obtain additional funding under this scheme for that particular project without prior consultation with a DEA Officer.
- All projects awarded funding within the 2020/21 financial year must have their final claims submitted before 31 May 2021.

Proposed activity ends	Final Claims/Paperwork to be submitted by
By 31 March 2021	31 May 2021

- **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

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:

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:

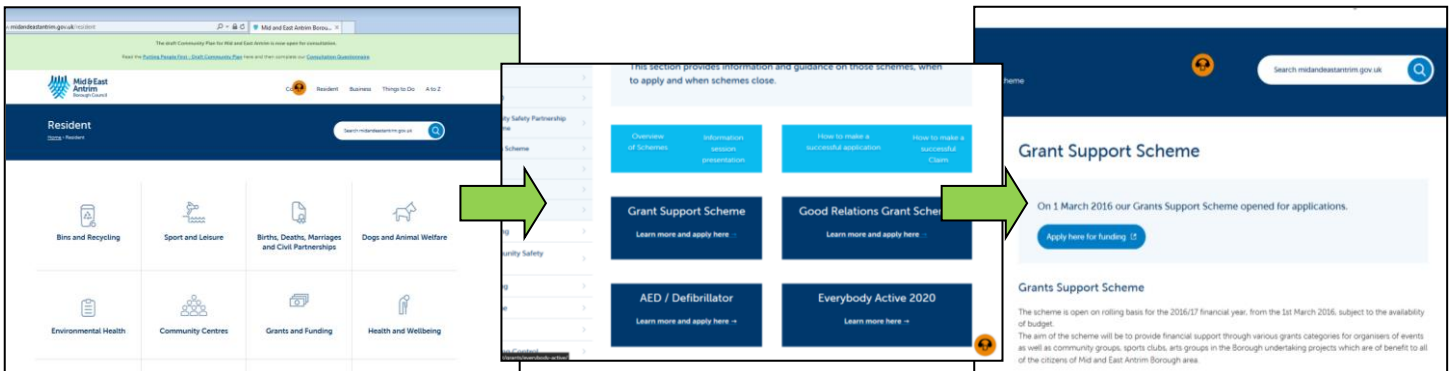
- The Public Supplies Contracts Regulations 1991
- The Public Works Contracts Regulations 1991
- The Utilities Supply and Works Contracts Regulations 1992
- The Public Services Contracts Regulations 1993

- 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.

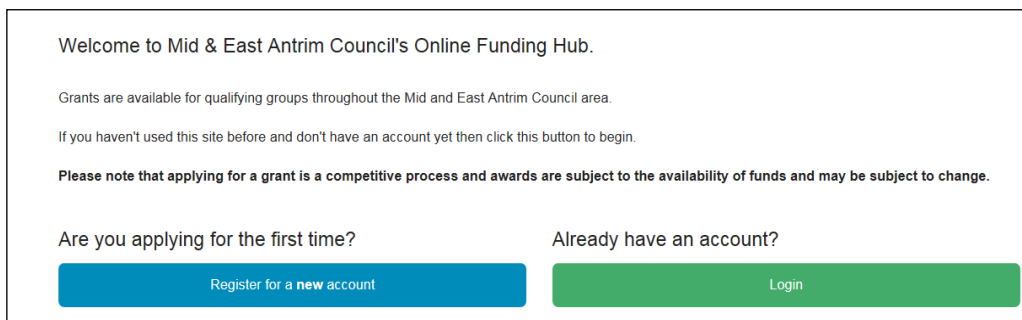
N.B. Council, at its discretion, may contact suppliers directly to verify expenditure has taken place in accordance to the application for funding and any offer of funding by Council. Cases of suspected fraud involving Mid and East Antrim Borough Council funds will be reported to the police.

Step by Step Instructions for Online Applications

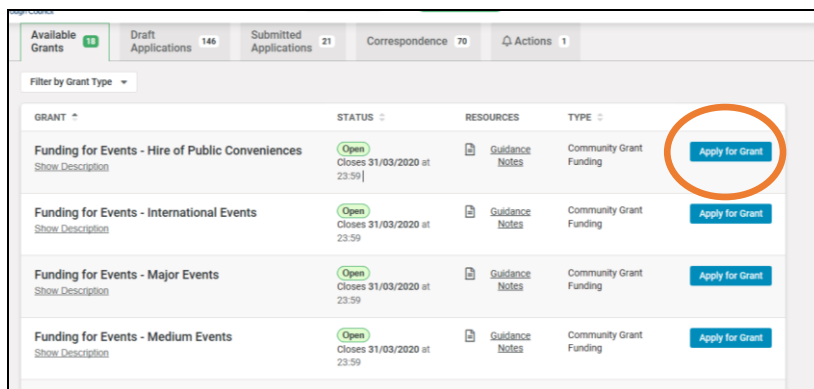
1. Visit the Council website by going to www.midandeantrim.gov.uk
2. Select 'Resident' at the top of the main screen and then 'Grants and Funding'.
3. Select the scheme for which you wish to apply to and select 'Apply here for funding'



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.

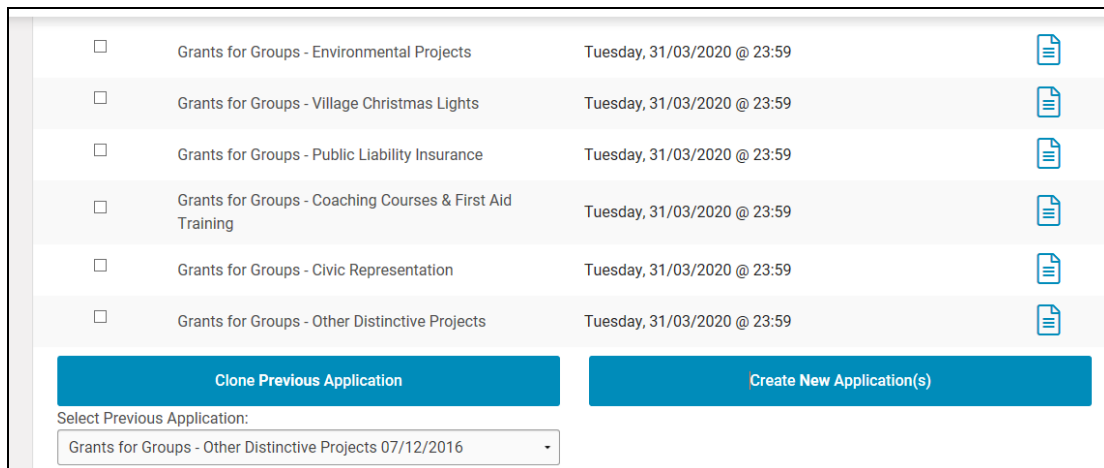


5. To start a new application, select any of the blue 'Apply for Grant' buttons.
6. If you want to continue a previously started application, select the 'Draft Applications' tab and find the application desired.

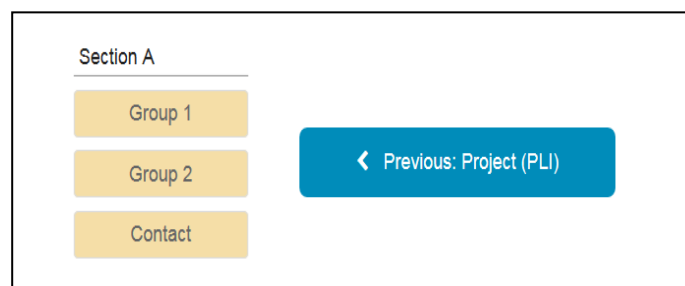


7. Upon selecting to start a new application, the next page you will find is a list of the grants currently open along with the closing dates and an electronic copy of these guidance notes.
8. Select the grant you wish to apply for by ticking the box on the left of the grant name. N.B. only one grant can be selected per application.

9. You now have two options at the bottom of this page; either to 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 marked 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

The screenshot shows a sidebar with 'Section C' containing 'Documents' and 'Submission' tabs. The main content area has two red buttons labeled 'upload' with an upload icon, one for 'International Events Business Case' and one for 'Minutes of last Annual General Meeting'.

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 the 'Submission' page. It has a section titled 'Submission' with the instruction 'You must read and agree to the following by ticking the boxes below:'. There are two checkboxes: 'Terms and Conditions of the Grant' and 'Statement Regarding Equality of Opportunity'. Below this is a declaration section with fields for 'Name', 'Position Held', 'Date', and 'On behalf of' (with '(Organisation Name)' in red text below it). A green 'Submit' button is at the bottom.

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 an error message box titled 'Current Application Status' with a red warning icon. It says 'Your application contains 30 errors:'. Below this are three error messages, each with a 'View' button: 'This field is required. Name of Group', 'This field is required. Address Line 1', and 'This field is required. Town/City'. A 'Close' button is at the bottom right.

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