



**Mid & East  
Antrim**  
Borough Council

# Cultural Celebrations Grants Scheme

2020/21 Guidance Notes



028 2563 3148 or 028 9335 8240



[grants@midandeantrim.gov.uk](mailto:grants@midandeantrim.gov.uk)

[www.midandeantrim.gov.uk](http://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 for virtual events only.

### Examples of Projects

- Enabling online streaming of virtual events such as internet workshops which could include culturally based cookery demonstrations and children's crafting activities.
- Production of cultural activity packs for distribution amongst communities.
- Enabling the recording of online resources with regard to cultural education which can be viewed by communities - e.g. history talks etc.

This list is not exhaustive, and any project ideas should be discussed with a local DEA Officer to determine suitability (contact details are listed at the back of this guide).

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](http://www.gov.uk/coronavirus)

## 2. Funding Available

Funding of up to a maximum of £1,500 for single day events is available for events held to express cultural identity in a virtual format.

A constituted group working in partnership with up to three groups may apply for the collective amount of funding to host festival events in those areas, i.e. up to £4,500 for single day events.

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 a virtual event in place of what historically was a traditional bonfire. Where a bonfire will be built as part of the virtual event, the following criteria will be applied.

- All activities for which funding is provided must be planned and undertaken in compliance with the Government's social distancing guidance, to protect everyone from the risk of infection.
- Visit the PHA COVID-19 Advice page at <https://www.publichealth.hscni.net/news/covid-19-coronavirus>

## 3. Commitment

Applicants must ensure that they are committing to virtual activities only and that all activities for which funding is provided must be planned and undertaken in compliance with the Government's social distancing guidance, to protect everyone from the risk of infection.

Applicants must also ensure they have sought and acquired all permissions in relation to use and broadcasting of music and when making recordings where other members of the public are involved.

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

#### **4. Good Relations**

In the interest of good community relations, organisers of virtual events should endeavour to discourage sectarian or racist graffiti, or the flying of flags or emblems or the burning of election posters at their bonfire site.

#### **5. Funding Conditions**

Funding will be withdrawn for any virtual events that do not adhere to the PHA guidance for social distancing.

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

Funding for festivals will be withdrawn where sectarian or racist graffiti or the flying of flags or emblems or the burning of election posters at their bonfire site.

Funding will be withdrawn for any activities that are unlawful or have a negative impact on Council reputation.

#### **6. Dates**

**Closing Date for Applications: 12noon Friday 19 June.**

Events must take place between 10 and 13 July and 14 and 17 August 2020.

#### **7. 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 groups 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. The applicant will take full responsibility to ensure adherence 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 in the name of the lead applicant.

#### **8. 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

All activities for which funding is provided must be planned and undertaken in compliance with the Government's social distancing guidance, to protect everyone from the risk of infection.

## **11. What Can and Cannot Be Funded**

Funding can be used for:

Virtual festival events e.g. Virtual activities such as music and art, various virtual cultural/educational activities including streaming costs. This list is not exhaustive and should be used only as an indication of eligible costs.

Funding cannot be used for the purchase of items of clothing, alcohol or items directly related to a bonfire, or items that would encourage large gatherings (e.g.family fun activities, food/refreshments consumables, portable toilets and skips).

## **10. 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.

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

## **11. 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](http://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](http://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](http://www.midandeantrim.gov.uk/community/grants)

**Closing Date for Applications: 12pm Friday 19 June**

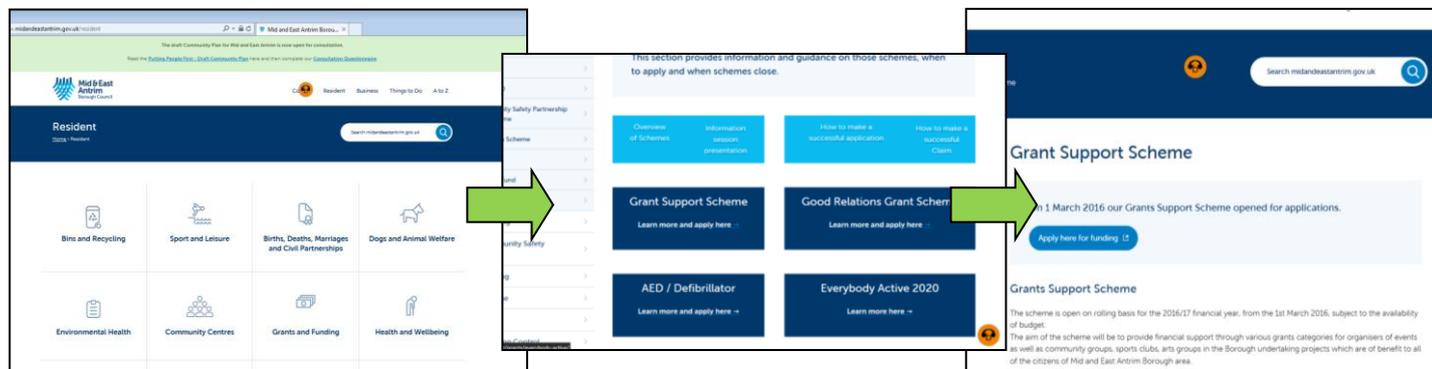
Further Information on the grant process is available by contacting the Grants Office at:

028 2563 3148 or 028 9335 8240

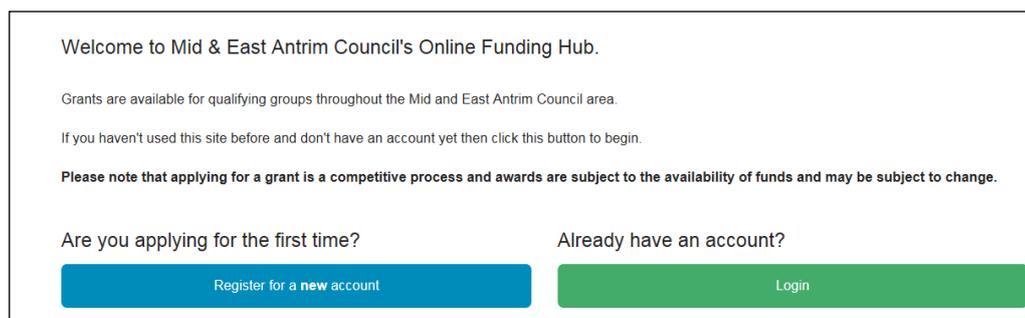
[grants@midandeantrim.gov.uk](mailto:grants@midandeantrim.gov.uk)

# Step by Step Instructions for Online Applications

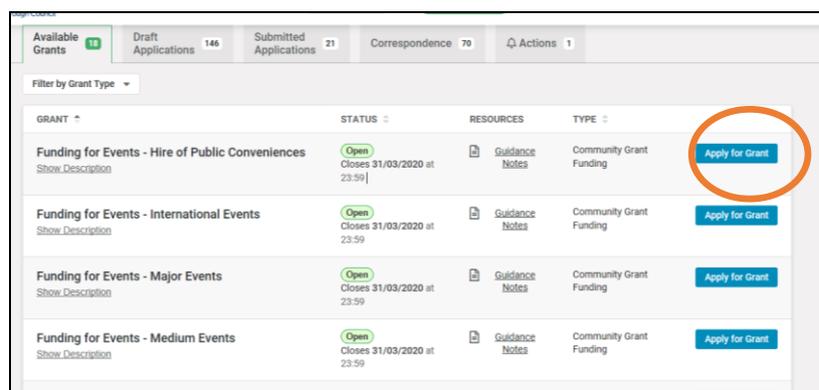
1. Visit the Council website by going to [www.midandeantrim.gov.uk](http://www.midandeantrim.gov.uk)
2. Select 'Resident' at the top of the main screen and then 'Grants and Funding'.
3. Select the scheme for which you wish to apply to and select 'Apply here for funding'



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.

The screenshot shows a list of six previous applications, each with a checkbox, a title, a date, and a document icon. Below the list are two blue buttons: 'Clone Previous Application' and 'Create New Application(s)'. Underneath these buttons is a dropdown menu labeled 'Select Previous Application:' with the selected option 'Grants for Groups - Other Distinctive Projects 07/12/2016'.

<input type="checkbox"/>	Grants for Groups - Environmental Projects	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Village Christmas Lights	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Public Liability Insurance	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Coaching Courses & First Aid Training	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Civic Representation	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Other Distinctive Projects	Tuesday, 31/03/2020 @ 23:59	

Clone Previous Application      Create New Application(s)

Select Previous Application:  
Grants for Groups - Other Distinctive Projects 07/12/2016

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.

The screenshot shows a navigation interface for 'Section A'. On the left, there are three yellow buttons labeled 'Group 1', 'Group 2', and 'Contact'. On the right, there is a blue button with a left-pointing arrow and the text '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](mailto:grants@midandeastantrim.gov.uk)

The screenshot shows a navigation interface for 'Section C'. On the left, there are two yellow buttons labeled 'Documents' and 'Submission'. On the right, there are two red buttons with an upload icon and the text 'upload'. The first red button is labeled 'International Events Business Case' and the second is labeled 'Minutes of last Annual General Meeting'.

- 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.
- Complete the Declaration section at the bottom of the page and when ready press 'Submit'.
- If the application is complete, a box will appear to confirm a successful submission.

**Submission**

You must read and agree to the following by ticking the boxes below:

- [Terms and Conditions of the Grant](#)
- [Statement Regarding Equality of Opportunity](#)

Name

Position Held

Date

On behalf of  
 (Organisation Name)

[Submit](#)

- 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.

**Current Application Status**

Your application contains 30 errors:

- [View](#) This field is required. Name of Group
- [View](#) This field is required. Address Line 1
- [View](#) This field is required. Town / City

[Close](#)

## DEA Officer Contact Details

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