



**Mid & East
Antrim**
Borough Council



Grants Support Scheme

2016/17 Guidance Notes

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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 £465k 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.

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 International and Major Events categories 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 and rent costs.
- c) Ongoing hire of a Council facility (funding for one-off hire for events may 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) Creation or upkeep of websites;
- g) Parades;
- h) 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;
- i) Umbrella groups not represented in the Mid and East Antrim Area;
- j) Activities in a sphere, which are principally the remit of another public sector body, e.g. schools, pre-school groups, childcare facilities, etc.;
- k) Subscriptions, bank fees and membership fees;
- l) Activities forming part of an approved course of learning, gap year or outward bound activity for students;
- m) Fun days or festivals which are eligible under the Community Festivals Fund when it is open for applications;
- n) Projects that have already commenced and expenditure incurred prior to making application to this scheme;
- o) Events and projects outside of the Mid and East Antrim area (excluding civic representation).

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
- II. The need for the project
- III. The need for Council Funding
- IV. The additionality that the project will bring

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.

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.

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.midandeantrim.gov.uk/community/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 9 of this document.

9. GRANTS CATEGORIES AND LEVELS OF SUPPORT

An annual budget of £465k has been allocated to this grants scheme for 2016/2017. The budget for projects taking place before 30 September 2016 will be capped at £300k with the remaining £165k being made available for projects taking place between 1 October and 31 March 2017. Any underspend from the first round will be rolled over into the second round.

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.

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.

Excluded items of equipment are PCs, Laptops, Tablets, Mobile Phones and items of personal or team kit, clothing and uniforms.

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.

Audit of Community Group Accounts (maximum funding up to £300)

Financial assistance is available for groups in having its annual accounts audited by a qualified accountant.

N.B. In accordance to guidance from the Charity Commission, organisations with an annual turnover of less than £25,000 are not required to have their accounts independently audited and therefore such organisations do not qualify for this category.

Please see www.gov.uk for further information.

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.

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.

GRANTS FOR GROUPS (continued)

Village Christmas Lights (Maximum funding up to £2,000 for large villages and maximum funding up to £1,000 for small villages)

Grants will be considered towards the purchase of Christmas festoon lighting, decorations and trees.

- Small Village: Population of less than 1,000
- Large Village: Population of greater than 1,000

Funding is subject to Northern Ireland Electricity approval, Road Service licensing, Competency Certification and appropriate Public Liability Insurance.

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.

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.

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.

Other Distinctive Projects (funding up to a maximum of £500)

Council, at its discretion, may consider grants for any project within its remit not covered by this scheme.

EVENTS

Council will consider funding events being organised by groups which fall under the following categories:

International Events (2016/17 Closing Date: 12pm Friday 15 April 2016)

- 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) **and**
- 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 £5,000.

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)

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:

Civic Representation (Maximum funding up to £300 per individual. Each individual participant is required to complete a separate application).

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 that they have participated in a selection process which has identified their suitability to represent at the required level.

Funding will be restricted to expenses incurred for accommodation and travel only (funding for personal fuel receipts will be capped at £50)

A maximum of **ten** individual applications will be permitted per organisation, per financial year.

Coaching Courses and First Aid Training (Maximum funding up to £250 per individual. Each individual participant will be required to complete a separate application).

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.

The individuals participating in the courses must be based 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.

A maximum of **ten** individual applications will be permitted per club, per financial year.

10. SPECIFIC CONDITIONS

- Applications will be accepted for up to two grants per financial year (one for individuals) providing they are distinctive and applied for under a different category.
- Successful applicants of the Community Festivals Fund 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

Step by Step Instructions for Online Applications

1. Visit the Council website by going to www.midandeantrim.gov.uk
2. Select 'Grants' on the left side of the main screen.
3. At the bottom of the Grants Page, select 'Apply online for Grant Application'

The screenshot shows the Council's website navigation menu on the left. Under the 'Getting things done' section, the 'Grants' link is circled in red. A large black arrow points from this link to the right-hand page. On the right-hand page, under the 'Services' section, the 'Apply online for Grant Application' button is circled in red. Text on the right page states: 'Applications can be made online at Council's Funding Hub. Manual applications require contacting the Grants Office on the contact details below and may be returned to Council buildings. Ballymena – Ardeevin, 80 Galgorm Road, Ballymena, BT42 1AB. Larne – Smiley Buildings, Victoria Road, Larne, BT40 1RU. Carrickfergus – Museum & Civic Centre, 11 Antrim Street, Carrickfergus, BT38 7JG. Further information on the grant process is available by contacting the Grants Office on 028 2563 3148 or 028 9335 8240 or by emailing grants@midandeantrim.gov.uk

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.

Welcome to Mid & East Antrim Council's Online Funding Hub.

Grants are available for qualifying groups throughout the Mid and East Antrim Council area.

If you haven't used this site before and don't have an account yet then click this button to begin.

Please note that applying for a grant is a competitive process and awards are subject to the availability of funds and may be subject to change.

Are you applying for the first time? Already have an account?

Register for a new account
Login

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	71 Applications
Submitted	16 Applications
Unsuccessful	2 Applications
Withdrawn	1 Application

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

Clone **Previous** Application

Create **New** Application(s)

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

- 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](#)

SPORTING ACTIVITIES AND GOVERNING BODIES RECOGNISED BY SPORT NI

ACTIVITY	DISCIPLINES	ACTIVITY	DISCIPLINES
AIKIDO		EQUESTRIAN	Dressage Horse Driving Endurance Vaulting Show Jumping Harness Racing Polocrosse Eventing Reigning Mounted Games Horseball
AIR SPORTS	Flying		Horse Racing
Royal Aero Club of UK	Aero model Flying	EXERCISE AND FITNESS	Yoga Keep Fit Medau Margaret Morris Movement
	Ballooning	DANCE	Ballroom Latin Highland Dancing Scottish Country Folk Dance
	Gliding	FENCING	
	Hang/ Paragliding	FIVES	Eton Rugby
	Microlight	FLOORBALL	
	Parachuting	FOOTBALL	Futsal
	Popular Flying	GAELIC GAMES	Handball (non Olympic) Football Hurling
AMERICAN FOOTBALL		GOLF	
ANGLING	Federation Coarse Game Sea	GYMNASTICS	Artistic Recreational Rhythmic Sports Acrobatics Sports Aerobics Trampoline Tumbling
ARCHERY	Target Field	HANDBALL	Olympic
ARM WRESTLING		HIGHLAND GAMES	
ATHLETICS	Mountain/Fell Road Track and Field Cross Country	HOCKEY	Field
AUSTRALIAN RULES FOOTBALL		HOVERING	
BADMINTON		ICE HOCKEY	
BASEBALL		ICE SKATING	Short Track Figure Synchronised
BASKETBALL		JUDO	
BATON TWIRLING		JU- JITSU	
BIATHLON		KABBADI	
BILLIARDS AND SNOOKER		KARATE	
BOBSLEIGH		KENDO	Iaido Jodo
BOWLS	Crown Federation	KITE SURFING	Kite surfing
BOXING		KORFBALL	
CAMOGIE		LACROSSE	
CANOEING	Marathon Polo Wild Water Racing Freestyle Sea Kayaking Slalom Surfing Open Canoeing	LIFE SAVING	
CAVING	Cave Diving Pot Holing Mine Exploration	LUGE	
CHINESE MARTIAL ARTS		MODERN PENTATHLON	
CRICKET			
CROQUET			
CURLING			
CYCLING	BMX Mountain Biking Road Racing Cycle Speedway Track Cyclo Cross Downhill Stunt		
DARTS			
DISABILITY SPORT			
See end			
DODGEBALL			
DRAGON BOAT RACING			

Guidance Notes

ACTIVITY	DISCIPLINES	ACTIVITY	DISCIPLINES
MOTOR CYCLING	Road Racing Trials Enduro Motocross Track Racing Super Moto Drag / Sprint Speedway Rallying Sidecar Racing Hill Climbing	SURFING	Short board Kneeboard Long board Body board Skim board Standup Paddle Body Surf
MOTOR SPORTS	Autocross Autotests Car Racing Drag Racing Hill Climbs Karting Rallycross Rallying Sprints Trials	SURF LIFE SAVING	
MOUNTAINEERING	Abseiling Bouldering Climbing Trekking	SWIMMING	Swimming Diving Synchronised Water Polo Open Water Long Distance
NETBALL		TABLE TENNIS	
ORIENTEERING		TAEKWONDO	
PETANQUE		TANG SOO DO	
POLO		TENPIN BOWLING	Skittles
POOL		TENNIS	
QUOITS		TRIATHLON	
RAMBLING		TUG OF WAR	
	Long Distance Walking	ULTIMATE	
REAL TENNIS		VOLLEYBALL	
ROLLER SPORTS	Speed Inline Hockey Artistic Skater Hockey Freestyle Roller Hockey	WATER SKIING	Barefoot Cable Ski Kneeboard Racing Tournament Wakeboarding
ROUNDERS		WEIGHTLIFTING	Olympic Powerlifting
ROWING		WRESTLING	Olympic Freestyle
RUGBY LEAGUE			
RUGBY UNION	Tag Sevens Touch		
SAILING	Sailing Sportsboats Powerboating Windsurfing Personal Watercraft Motor cruising Inland boating		
SAND&LAND YACHTING			
SHINTY			
SHOOTING	Federation Clay Target Pistol Rifle Muzzle Loaders Small-bore Rifle		
SKATEBOARDING			
SNOWSPORT	Skiing Snowboarding Telemark		
SOFTBALL			
SOMBO			
SQUASH	Squash Racketball		
STOOLBALL			
SUB AQUA	Underwater Hockey		

