

Events Grants Exceptional Guidance Notes (Reviewed Feb 2018)

Contents	Page
1. Introduction	1
2. Applying for Antrim and Newtownabbey Council Events Grants Exceptional	1
- We do not fund	2
3. Specific Conditions for Eligibility	3
- Supporting Documentation	3
4. Assessment Process	4
5. General Principles Applying to the Programme	4
6. Conditions of Grant	4
7. Application Process	6
- Evaluation Criteria	6
8. Data Protection Act	6
9. Freedom of Information Act	6
10. Marketing and Promotion	7
11. Useful Contacts	7

1) Introduction

The Events Grant Exceptional is available to local sports clubs that wish to improve performance and increase participation levels or capacity through the purchase of highly specialised equipment. Clubs must be established for a period of over 5 years.

Maximum grant awarded from £5,000 - £20,000 (funding is limited to 50% of total vouched project costs)

Maximum available grant is not definitively awarded; the amount of total fund granted will be based on merit and criteria provided in each application.

2) Applying for Antrim and Newtownabbey Council Events Grant Exceptional

It is important to remember that we assess your application on the information you provide. Your response should be well structured and clearly linked to the question. We will not take into account any information that you do not include in your application.

Please do not try to influence the decision by lobbying Antrim and Newtownabbey Council directly or indirectly.

If your organisation does not meet the eligibility criteria, we will not consider your application for funding. Applications that are not complete or do not provide a detailed project budget are categorised as ineligible.

We do not fund the following:

- Organisations/Events that are:
 - Not formally constituted, in other words, they do not have a constitution or memorandum and articles of association;
 - Not operating on a not-for-profit basis (taken from the constitution or memorandum and articles of association) as we cannot support commercial projects or projects that could be carried out commercially. If, in the reasonable opinion of the Council, the Sports Club applying for funding is a de facto commercial Organisation, whatever the legal make-up of the Organisation, then the Council shall not fund that Sports Club. The decision of the Council shall be final in this regard;
 - Able to share out profits (taken from the constitution or memorandum and articles of association);
 - Not prepared to share learning from their project with us and other relevant groups/clubs;
 - Local authorities or public-sector organisations;
 - Sports Clubs which are not based with Antrim and Newtownabbey Borough;
 - Sports Clubs not recognised by Sport NI, Irish or UK Governing body;
 - Are of a party political nature; Promote a particular religion; Or are against Antrim and Newtownabbey Council policy;
 - Not taking place within Antrim and Newtownabbey Borough;
- Overheads allocated or apportioned at rates in excess of those used for any similar work you carry out.
- Costs which are not clearly linked to the project.
- Costs that are poor value for money or that are bought from outside of Antrim and Newtownabbey Council procurement guidelines.
- Costs that are already covered by other funding or income sources.
- Core costs e.g. salary, utilities or other ongoing costs;
- Legal costs associated with the event;
- Clothing and uniforms;
- Insurance associated with the club or event;
- Face painters, bouncy castles etc.;
- Confectionary or drinkers that are to be sold at the Event to make a profit;
- Appearance fees;
- Cleansing of the site post or pre event (support in kind may be considered);
- Administration costs;
- Entertainment;
- Events/Projects that:
 - have no significant benefit to the Antrim and Newtownabbey Council area;
 - provide no potential benefit to the public, either in the short or long term;
 - could be carried out on a commercial basis;
 - have already taken place or are already under way at the time of the assessment;
 - duplicate what already exists;
 - are charity or fundraising events or activities;

We are unlikely to fund an organisation that is in poor financial health or cannot show effective financial control.

Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation, cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant.

It is also unlikely that you will receive funding if you have previously received a grant from us that was not managed satisfactorily or was not completed. This includes if you did not send in the monitoring and evaluation forms within the agreed timescales or if you did not seek approval for changes to your project.

If you are not sure whether your organisation and project meets the eligibility criteria, or you need more guidance on the application form, please contact one of our Grants or Sports Development Officers. You can find contact details at the end of these guidance notes.

3) Specific Conditions for Eligibility

1. Sports Clubs must be based within Antrim and Newtownabbey Borough;
2. Sport NI, Irish or UK Governing body recognised;
3. Sports clubs who can demonstrate they are a not for profit organisation;
4. The Club/Group must be able to fund 50% of the overall cost of the event from either internal funds or other funding sources. The Club/Group will be asked to provide evidence of funding.
5. Demonstrate compliance with good Governance practices.
6. Examples of eligible items that may be considered on individual merits (list not exhaustive):
 - Up to 50% of catering costs up to a maximum of £1000
 - Up to 50% Equipment including Marquees hire up to a maximum of £3000
 - Up to 50% Trophies and awards up to a maximum of £500
 - Up to 50% Facilities hire up to a maximum of £3000
 - Up to 50% Hire of equipment awards up to a maximum of £3000
 - Up to 50% of marketing and PR costs up to a maximum of £1000
 - Up to 50% of First aid cover up to a maximum of £250
 - Up to 50% accommodation cost for travel officials staying within the Borough up to a maximum of £2000

Supporting Documentation

Clubs must provide evidence of the following documentation. These must be uploaded in the supporting documentation section on the online grant manager. Applications will not be assessed in the absence of supporting documentation.

- i. Constitution.
- ii. Organisation/Club's Management/Development Plan.
- iii. Sports Development Plan.
- iv. Equal Opportunities (only if you employ staff).
- v. Safeguarding Children and Adults at Risk of Harm policy. If your Organisation does not have a Safeguarding Policy, you must adhere to the Council's Child and Adult Safeguarding Policy and Procedures. Please indicate your agreement to compliance to this Policy.
- vi. Estimated project cost (if applicable) from three separate sources.

- vii. Previous year audited annual accounts.
- viii. At least 3 months recent bank statements.
- ix. Club insurance.
- x. Confirmation that funding is substantially in place to complete the event.
- xi. Event risk assessment.
- xii. Event Safety Management Plan.
- xiii. Public liability insurance to cover the event.
- xiv. Evidence of economic spend.
- xv. The Club/Group must be able to fund 50% of the overall cost of the event from either internal funds or other funding sources. The Club/Group will be asked to provide evidence of funding.

If documentation is not provided to confirm the funding package within 6 months of the application closing date then the application will be withdrawn.

4) Assessment Process

1. We will log all applications when we receive them. (The onus is on the applicant to ensure the grant application is received in adequate time to be assessed prior to date of planned event, as retrospective funding will not be eligible).
2. Applications will be processed and scored quarterly (January, April, September, and November).
3. Applications will be assessed in the following month and prepared for next available Committee meeting.
4. Applications passed at Committee will then await Full Council approval.
5. Based on the confirmed scores and subject to Council decision, we may make an offer of funding.
6. Payment for grants will be specified in the letter of offer.
7. We aim to release funding 21 days after verification of satisfactory receipts.

5) General Principles Applying to the Programme

The following general principles will apply to Antrim and Newtownabbey Borough Council's administration of the grant aid programme.

- This is a competitive programme and grant awards will be determined on the basis of merit. Applicants are advised that organisations which have been successful in securing funding in the past will not automatically be guaranteed funding in the future. All applications must be completed in full and retrospective applications will not be considered i.e. the application must be submitted before event, activity or project takes place.
- Applications to the Council within the context of this programme will be open to all properly constituted groups. Evidence that a constitution has been formally adopted must be supplied. Groups must demonstrate that they can meet the criteria of the programme.
- Groups must demonstrate their commitment to promoting social inclusion, equality of opportunity and good relations.
- Groups will be expected to make efforts to maximise their income by securing other sources of funding e.g. through club funds, loans, external grants.

- It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. Organisations will therefore be required to demonstrate the need for financial assistance. The group's financial reserves levels will be reviewed taking into consideration restricted and unrestricted funds.
- Groups will be required to demonstrate the effectiveness and impact of their grant aid and how it will generate positive and measurable outputs and outcomes for the sports club.

6) Conditions of Grant

1. Depending on the type of project additional conditions may be applied these will be outline in the letter of offer.
2. Applicants must demonstrate how the grant will be used to:
 - Increase the profile of sport within the Borough
 - Bring economic benefits to the Borough greater than £500,000 to the borough
 - Increase the Borough's profile locally, regionally, nationally and internationally
3. Applications will only be considered for events taking place within the Antrim and Newtownabbey Borough.
4. Applications must be completed online via the Grant Manager system.
5. Applications should add value to existing sports provision or opportunity (e.g. a event/project or activity which meets unmet demand and/or generates additional services). Activities should not duplicate current provision.
6. Applications for exceptional events will be considered on a case by case basis and should be submitted a minimum of 12 months in advance of event date. These applications will be considered through a full report and presentation (if requested). Retrospective applications will not be considered.
7. Where appropriate, evidence of satisfactory risk assessments and insurances must be provided to an event or project.
8. Any applicant/facility which has secured funding from the Events Grant Exceptional category will be ineligible to re-apply for this grant for a rolling 2 year period after completion of the previous project/event. In this instance, the completion date will be the date the last payment was made by Council. The condition applies jointly to the facility/location of previously supported schemes as well as applicant organisation. However, other grants may be accessed during this period.
9. Clubs or organisations will obtain and maintain all appropriate statutory approvals and at all times comply with legislative requirements.
10. Clubs or organisations which have restrictive memberships will be excluded from the process.
11. Clubs/Groups will be required to submit their audited accounts and must satisfy Council that they are financially sound.
12. Applicants to the process will submit all documentation relevant to demonstrate good governance practices (e.g. Safeguarding Children and Adults at Risk of Harm, equity statement, financial processes etc.).
13. Reasonable access will be available to Council officials for monitoring and post event/project evaluation.
14. Clubs or groups must maintain adequate insurance to indemnify Council, users and visitors during and after event/project completion.
15. Events/Projects already commenced before Council has issued and received a satisfactorily completed letter of offer will be excluded from consideration.

16. Council's Core Themes are contained within the Corporate Plan and are available at www.antrimandnewtownabbey.gov.uk. All projects must be compatible and in no way conflict with Council's Corporate Plan.
17. Legal costs incurred by the recipient organisation in relation to this grant are not covered under the letter of offer.
18. The recipient will comply with Public Procurement Policies as defined by Council at the point of grant award.
 - £3,000 to £7,999.99 (excl. VAT), 3 quotations required.
 - £8,000 to £29,999.99 (excl. VAT), 4 quotations required.
19. The recipient organisation may not assign any interest in the property without the written consent of Antrim and Newtownabbey Borough Council.
20. In the event of breach of grant conditions the Club or group, will be required to repay the grant in full.
21. Applicants must confirm in advance that funding is substantially in place to complete the event/project.
22. If documentation is not provided to confirm the funding package within 6 months of the application closing date then the application will be withdrawn.
23. The club may be asked to show effective use of the award by pursuing a sharing agreement with other Clubs or Groups.
24. Should you run into difficulties that will affect your event/project, especially its overall costs or timing of completion, you must notify the Council immediately.
25. Costs must be proportionate to the overall cost of your project and essential for delivering it. If we do not think that the amount you have asked for is good value for money, we may also offer you less than the amount you applied for. To make sure you provide value for money, we can cap any project costs we are funding. If you are successful, these costs will be shown in the letter of offer.
26. Antrim and Newtownabbey Council does not provide insurance for any activity you undertake or responsible for any overspend.

7) Application Process

1. The Events Exceptional grant scheme will be open all year round (subject to funding availability).
2. Applications will be evaluated against the criteria and on the achievement of a 70% threshold, will be presented to Committee in priority order as a shortlist of applications.
3. The applicants on the shortlist will make formal request for funding on the basis of confirmation that funding is substantively in place to complete the project.
4. Applicants from the short list may be asked to make a presentation to Committee, with a report on each application submitted the following month for Members' consideration.
5. Successful applicants will be provided with a letter of offer which when signed by the applicant will constitute a legal agreement between Council and the applicant.
6. Decisions for funding applications are final, there is no appeals process. However, unsuccessful applicants may reapply within predetermined timeframes.

Evaluation Criteria

If your Sports Organisation/Club has met all of the eligibility criteria we will use the following criteria to score your application.

Criteria	Weighting %
----------	-------------

1. Compliance for Good Governance	Max 10 points
2. Increases profile of the borough	Max 10 points
3. Engages all sections of the local community	Max 20 points
4. Estimated visitors to the Borough	Max 20 points
5. Number of expected competitors	Max 20 points
6. Economic benefits to the Borough	Max 10 points

8) Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

9) Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk.

10) Marketing and promotion

You must acknowledge our support by including our logo on all printed materials associated with your programme of work. Occasionally you may be asked to make appearances and assist us with launches and photo shoots. If you receive funding from us, it does not mean we endorse your project. When you display the council logo on published material, you must include the following sentence: "This publication is grant-aided by Antrim and Newtownabbey Council. The views expressed are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views." We will give you more information about logos if your application is successful. For information on Council branding and logos please refer to www.antrimandnewtownabbey.gov.uk/Council/Press-Office.

11) Useful Contacts

Advice on	Contact	Contact Details
General advice about the application process or on filling in the first sections or budgets in the application.	Grants Officer	Tel: Email: leisure.grants@antrimandnewtownabbey.gov.uk
If you have any questions in regard to Safeguarding Children and Adults at Risk of Harm	Safeguarding Manager Jenifer Buckley	Tel: 028 90 340084 Email: jennifer.buckley@antrimandnewtownabbey.gov.uk
Communications, PR and Marketing	Joanne Heasley Media and Marketing Officer	Tel: 028 9446 3113 - Ext. 40144 Email: Joanne.Heasley@antrimandnewtownabbey.gov.uk