

## **GOOD RELATIONS GRANT AID PROGRAMME**

### **Information for applicants**

#### **Section 1: What is the Purpose of the Programme?**

Section 75 of the Northern Ireland Equality Act states that Public Authorities should promote good relations between people of different religious belief, political opinion and racial group. As part of this work the Council supports a Good Relations Grant Aid Programme with awards of up to £2,500 per application. All projects MUST contain a substantial good relations element in keeping with the government's 'Together: Building a United Community' (T:BUC) Strategy, which reflects the Executive's commitment to improving community relations and continuing the journey towards a more united and shared society. A breakdown of the key priorities and desired outcomes required by T: BUC are outlined fully in section 2.

The aim of Good Relations (GR) is to improve day to day relationships by reducing all forms of prejudice, promoting equality and encouraging a society in which our own cultures and traditions as well as other people's cultures and traditions are understood, respected and accepted.

As Northern Ireland becomes a more culturally diverse society, we must work to ensure that people of all cultures feel comfortable living here. We must also work towards overcoming sectarianism and division, whilst addressing the legacy of our own conflict.

All communities must have the access to the same skills, relationships and knowledge to enable them to become more integrated over time. Antrim and Newtownabbey Borough Council is committed to providing these resources through its GR Programme.

## Who can apply?

Only groups meeting the following conditions are eligible to apply.

- Be comprised of at least six members.
- Be democratically accountable through regular public meetings.
- Hold an Annual General Meeting (AGM).
- Be properly constituted and include a decision making process, and aims and activities that are acceptable to the Council (a copy must be submitted with the application).
- Be managed by a publicly elected committee; the office bearing positions of Chairman, Secretary and Treasurer must be held as a minimum.
- Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Demonstrate that proposed activities are not a duplication of other activities.
- Produce an annual statement of independently verified or certified accounts, or a bank statement for new groups only.
- Agree to Antrim and Newtownabbey Borough Council's monitoring, evaluation, and training procedures if required.

## Exclusions

Council will not normally fund the following:-

- Projects operating outside of the Borough Council area.
- Applications for specific projects which are clearly the responsibility of another statutory organisation.
- Retrospective expenditure.
- Salary costs.
- Unrelated professional fees.
- Bank charges, loans, deficits or fines.
- For profit enterprises.
- Costs that are already covered by other sources of funding.
- Organisations that are able to share out profits to individuals, members or shareholders.
- Charity or fundraising events.
- Individuals.
- Costs that are not clearly linked to the project.
- Projects that provide no significant benefit to the Antrim and Newtownabbey Borough Council area.
- Projects that duplicate what already exists.
- Projects that are not in line with Antrim and Newtownabbey Borough Council policies.
- 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 unlikely that you will receive funding if you have previously received a grant from us that was not managed in accordance with the terms and conditions of the Letter of Offer.
- Thematic activity such as arts, culture, sport etc. Unless the activity has clear good relations outcomes and can positively demonstrate that it addresses at least one of the key T:BUC priorities and outcomes listed in section 2.
- The purchase of clothing, flags and bunting without prior approval.
- Alcohol.

Further details of what is eligible and ineligible is listed later in this document.

## Section 2: What is the criteria for scoring?

Each application will be considered on its own merits. Applicants will need to demonstrate how their good relations project meets the appropriate criteria listed below.

### GOOD RELATIONS GRANT AID PROGRAMME

The table below provides all of the allowable Key Priority, T:BUC and project Level Outcomes for Council's Good Relations Grant Aid. You must select **one** Key Priority, T:BUC Outcome and Project Level Outcome from the table below. You will be required to demonstrate how this T:BUC outcome has been achieved through the collection of evidence.

#### Collection

- You need to collect evidence relating to the Project Level Outcome from participants at the beginning and the end of the programme. Collecting information at these two points allows you to determine the difference the programme has made over the course of delivery.
- At each collection stage, both numbers and percentages (the number as a proportion of the total cohort involved in the programme) should be collected.
- The information can be collected using a variety of methods – electronic or hard copy surveys, evaluations, questionnaires, data analysis or any other appropriate and robust method of collection.
- The table below gives an example of what needs to be collected in relation to the chosen Project Level Outcome for your programme.

Key Priority	T:BUC Outcome	Project Level Outcome
<b>1: OUR CHILDREN AND YOUNG PEOPLE</b>	1.1: Improved attitudes between young people from different backgrounds.	An increase in the number of participants who are more favourable towards people from the Catholic community.
		An increase in the number of participants who are more favourable towards people from the Protestant Community.
		An increase in the number of participants who are more favourable towards people from an ethnic minority background.
	1.2: Young people engaged in bringing the community together.	An increase in the percentage of young people who regularly socialise or play sport with people from a different religious community.
<b>2: OUR SHARED COMMUNITY</b>	2.1: Increased use of shared space and services (e.g. leisure centres, shopping centres,	An increase in the percentage of participants who feel comfortable socialising in a shared space or space they would not traditionally visit.
		An increase in the percentage of participants who feel comfortable attending a sporting event

	education, and housing).	regularly that is associated with another community background.
		An increase in percentage of people who consider the area they live as welcoming to all communities.
	2.2: Shared Space is accessible to all.	An increase in the percentage who think that leisure centres, parks, libraries and shopping centre in their area are shared and open to both Protestant and Catholics.
		An increase in the percentage of participants who would prefer to live in a mixed religion neighbourhood.
		An increase in the percentage of participants who would prefer to work in a mixed religion workplace.
		An increase in the percentage of participants who would prefer to send their children to a school with children of mixed religion.
<b>3: OUR SAFE COMMUNITY</b>	3.1: Reduce the prevalence of hate crime and intimidation.	An increase in the percentage of participants who feel safe going to events held in for example, an Orange Hall, a GAA club, a Protestant secondary school, a Catholic secondary school.
		A decrease in the number of participants who felt intimidated by republican/loyalist murals, kerb paintings or flags in the last year.
	3.2: A community where places and spaces are safe for all.	An increase in the percentage of participants who see town centres as safe and welcoming places for people from all walks of life.
		An increase in the percentage of participants who would like to see peace walls come down now or in the near future.
<b>4: OUR CULTURAL EXPRESSION</b>	4.1: Increased sense of community belonging (widens contribution beyond community background).	An increase in the percentage of participants who feel a sense of belonging to their neighbourhood.
		An increase in the percentage of participants who feel a sense of belonging to Northern Ireland as a whole.
		An increase in the percentage of participants who feel they have an influence when it comes to the local decisions made in their neighbourhood.
		An increase in the percentage of participants who feel they have an influence when it comes to any of the local decisions made in Northern Ireland.
	4.2: Cultural diversity is celebrated.	An increase in the percentage who think that the culture and traditions of the Catholic Community add to the richness and diversity of Northern Ireland.
		An increase in the percentage who think that the culture and traditions of the Protestant Community add to the richness and diversity of Northern Ireland.

		An increase in the percentage who think that the culture and traditions of the Minority Ethnic Community add to the richness and diversity of Northern Ireland.
		An increase in the percentage of Protestants who think that their cultural identity is respected by society.
		An increase in the percentage of Catholics who think that their cultural identity is respected by society.

Applications must meet **ALL** of the following five measurable criteria; applicants who fail to demonstrate how their proposal meets any one of these will have their application rejected; the responsibility to provide sufficient detail in any application for Council's consideration rests with the applicant:

1. **Demonstration of need** –You must demonstrate that there is a need for your proposed project, and if so how has this been demonstrated? You should back up your answer using community surveys, public meetings, focus groups and/or external statistics such as PSNI Hate Crime or Neighbourhood statistics, community plans, local knowledge or history of poor community and race relations in your area.
2. **Strategic Fit, Outputs and Outcomes** - You must demonstrate clear realistic and measurable outputs and project level outcomes which complement one of the Together Building a United Community key priorities.
3. **Benefits and Opportunities** – You must demonstrate that this project will provide benefits and opportunities for people to improve their knowledge and understanding of Good Relations issues.
4. **Financial viability** –You must submit a secure financial proposal with a clear confirmation of “total” project costs. Your proposal must represent value for money. Please note that groups are not required to show evidence of match funding however where this has been demonstrated groups will be able to access additional points for showing efforts towards financial sustainability.
5. **Inclusion** –You must demonstrate that this project will promote inclusion and encourage people to play an active role in Good Relations.

Assessment of applications will be made using a system that measures and scores each of the criteria listed above out of a total of five points. Weighting will not apply (all elements will be scored equally) and a scoring threshold of 50% (pass or fail) will be applied to all applications.

Applicants should note that this is a competitive process and awards are subject to the availability of funds and may be subject to change. In addition to meeting the above criteria, applicants must also meet/comply with the following conditions.

## General conditions for funding

- All applications must be completed in full, submitted with all necessary supporting information as requested otherwise they will not be considered.
- An application must meet all of the five criteria to be considered (see above), and the applicant organisation must meet all of the conditions previously outlined to be eligible to apply as mentioned in the earlier section, "Section 1: Who can apply?"
- Payments will only be made by electronic bank transfer to an organisation's bank account and not to any one individual.
- Grants will only be approved if the Council is satisfied that the applicant has the necessary expertise and resources to see the application through to successful completion.
- The content of Good Relations projects, including items produced for display or use in the public domain including any exhibitions, booklets or public art will require prior approval by Council.
- Retrospective applications will not be considered. A minimum lead-in period of at least three months from date of submission must be allowed for Council to consider applications and appeals.
- Groups seeking support from Council should have a minimum of £2M Public Liability and £10M Employers' Liability in place or be willing to obtain this cover.
- Grants will normally be released in two instalments; 50% of the grant will be paid in advance of the project's start date subject to receipt of a signed copy of the Council's formal letter of offer; the remaining 50% will be paid after the first 50% funding has been accounted for and all relevant monitoring and evaluation information submitted. This will be detailed within the formal letter of offer. All awards will be 100% vouched.
- It is a stipulation of all successful grant applications that both the Council and The Executive Office's logo with the wording 'this project has received financial support from The Executive Office through Antrim and Newtownabbey's Good Relations Programme' appear on all publicity material during the duration of the grant and that the Council's support is acknowledged. If requested, applicants must attend press opportunities and participate in all media activities as requested by Council officers. All printed materials and use of the logo must be agreed and approved by Council officers.
- Post project the applicant will be required to complete the Council's monitoring and evaluation form, in order to demonstrate how the organisation met the criteria detailed in the application form.
- Council reserves the right to request further information or clarification on any request for support and to share information on support with other funders.
- To be eligible for funding you must have a child protection policy in place if your project involves, or may involve, children or young people under the age of 18 or a vulnerable adult's policy if your project involves, or may involve, vulnerable adults.

### **What happens if my application is unsuccessful?**

If you are unsuccessful in your application, you will be sent the broad reasons why you have not received funding. You may request feedback as to the strengths and weaknesses of your application.

### **Appeals procedure**

An appeals procedure will be available to unsuccessful applicants. For further information please contact team members, details can be found at the end of this document.

### **Section 3: How much can I apply for?**

Grant requests will be considered under the following category as follows:

<b>Grant Scheme</b>	<b>Grant Type</b>	<b>Rolling / Call</b>	<b>Maximum Award</b>
Good Relations	Programme Costs	Rolling programme	£2,500

All expenditure must be incurred within the relevant financial year e.g. April 2018 to 16 March 2019.



## Section 4: Grant checklists

All applications should be accompanied by the relevant supporting documents and shown below (click on relevant icon to open and find out more):

Title	<b>Good Relations Grant – up to £2.500</b>
<b>Supporting Documents Required</b>	<ul style="list-style-type: none"> <li>• Signed and dated constitution</li> <li>• Annual accounts (independently audited or verified)</li> <li>• Recent bank statement (2 months)</li> <li>• Most recent AGM minutes (to include committee members)</li> <li>• Proof of public and employer's liability and buildings insurance</li> <li>• Child protection and / or safeguarding vulnerable adults policy</li> <li>• Risk assessment for any activities being undertaken</li> <li>• All relevant supporting documents must be submitted with the application. Applications that do not have the relevant supporting documentation submitted will be rejected.</li> </ul>
<b>Eligible Expenditure</b>	<ul style="list-style-type: none"> <li>• Room/venue hire</li> <li>• Facilitation costs/coaching/training/tutor etc.</li> <li>• Training / capacity buildings costs</li> <li>• Hospitality on a study visit or workshop or conference</li> <li>• Advertising/publicity/newsletters/website development, maintenance and hosting (relating <b>specifically</b> to programme)</li> <li>• Transport hire</li> <li>• Hire of entertainment</li> <li>• Purchase of materials and essential small items of equipment relevant to the project</li> <li>• Hire of infrastructural items (PA/electronic equipment/staging)</li> <li>• Transport of equipment/items relating specifically to project</li> <li>• Trips/entrance fees</li> <li>• Best practice visits</li> <li>• Flights/travel relating specifically to project /programme</li> <li>• Seminars/ training days</li> <li>• PLEASE NOTE APPLICANTS SHOULD DEMONSTRATE A CLEAR RATIONALE FOR ANY PROJECTS OPERATING OUTSIDE OF NORTHERN IRELAND.</li> </ul>

<b>Ineligible Items</b>	<ul style="list-style-type: none"><li>• Projects operating primarily for the benefit of people outside the Borough Council area</li><li>• Applications for specific projects which are clearly the responsibility of another statutory organisation</li><li>• Retrospective expenditure</li><li>• Applications received after the closing date specified in the public advertisement</li><li>• Unrelated professional fees (solicitors, etc.)</li><li>• Bank charges, loans, deficits or fines</li><li>• Rent</li><li>• Alcohol</li><li>• Salary costs</li><li>• Group members or volunteers cannot benefit financially from this award</li><li>• Purchase of clothing, flags and bunting without prior approval.</li></ul>
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## Section 5: How to apply?

Information, including the deadline for applications is available on the following website [www.antrimandnewtownabbey.gov.uk](http://www.antrimandnewtownabbey.gov.uk) and all groups should apply online.

### What happens next?

- Council staff will review applications with a view to prioritising requests using a scoring system based on the stated criteria. They will then make recommendations for Council's consideration. The Council will then either make an award or reject a request for assistance.
- Full letter of offer issued, signed and returned by applicant, and the first of two instalments of funding will be released.

The Good Relations team is available should you require any assistance with an application and it is strongly recommended that you speak to a member of the team prior to making an application.

### For further information please contact:

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