

Antrim and Newtownabbey Borough Council / Sport Northern Ireland Everybody Active Grants Programme

Guidance Notes (June 2019)

Information for those wishing to make a grant application

The Every Body Active Grant is available to local organisations that can both promote and participation in physical activity and its development within the Borough.

Council will consider up to 100% funding of total eligible costs up to a maximum of £1,000.

Only 1 application will be permitted from each organisation.

To be eligible for this Grant your project must meet the following criteria:

- a) Project must take place within the Borough.
- b) Grants will be open to online applications from: Not for profit, Community and Voluntary Organisations who are delivering activities aligned to the established outcomes of the Council's Community plan; Sports Clubs; Parent and Teacher organisations.
- c) Activities planned and delivered must be a recognised Sport NI sport or physical activity.
- d) Beneficiaries must be residents in Northern Ireland
- e) Applications must be submitted online

Project priorities: Priority will be given to project which aims to increase participation among traditionally underrepresented groups which include:

- o Women and girls
- o People with a disability;
- o Those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010)

Eligible expenditure

- Upper funding limits £1000 per project/ per organisation.
- All projects must be completed by end of February 2020 and programme costs must be incurred and/or delivery of equipment before 31st March 2020.
- Award cannot be used retrospectively
- No single item cannot be valued at more than £1,000 including VAT
- Award must be used for costs directly related to increasing participation in physical activity i.e. no hospitality or entertainment costs
- Award cannot be allocated to individuals/or individual costs
- Award cannot be awarded to for profit organisations
- All organisations in receipt of awards must be fully governed and constituted.
- For sports club applicants only** Council must sign post any applicable awards to the Club Mark programme under Performance Management if not already held

Supporting Documentation.

Organisations must provide evidence of the following documentation at time of application. 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. Signed and dated Constitution.
- ii. Copy of annual accounts.
- iii. At least 3 months recent bank statements.
- iv. Public liability insurance.

Timeline for grants process

1. Applications will be processed on a rolling basis.
2. Applications will be assessed in the month following submission and prepared for next available Committee meeting.
3. Applications passed at Committee will then await Full Council approval.
4. Letters of offer will be issued subject to Council decision.
5. Payment for grants will be specified in the letter of offer.
6. We aim to release funding 21 days after verification of satisfactory receipts.

Section One - 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 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.
- It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. Groups will therefore be required to demonstrate the need for financial assistance. The group financial reserve levels will be reviewed taking into consideration restricted and unrestricted funds.

Section Two - Conditions of Grant

1. Letter of offer will highlight clearly on an offer by offer basis the primary conditions applicable to the grant, in addition to those detailed below.
2. Applicants must demonstrate how the grant will be used to contribute towards toward Councils Community plan under the following outcomes:
 - a. **Outcome 1: Our citizens enjoy good health and wellbeing:**
 - i. To enjoy long healthy lives
 - b. **Outcome 2: Our citizens live in connected safe, clean vibrant places**
 - i. Our citizens can be active participants in community life, if they wish to be, with opportunities to participate in clubs and activities and to get involved in volunteering
 - c. **Outcome 4: Our citizens achieve their full potential:**
 - i. A range of formal and informal learning opportunities will be available
 - ii. A range of opportunities to acquire new skills and qualifications
 - iii. Our children and young people achieve throughout their education and progress to employment
 - iv. Our children and young people are ambitious and inspired to achieve from an early age
 - v. The range of ways in which people learn and develop skills for life and work, is acknowledged through availability of placements, internships and apprenticeships.
 - f) **Projects must be able to demonstrate contribution to at least one of the following outcomes**
 - i. % increase in number of people participating in physical activity
 - ii. An increase in the % if people who are volunteer members of a group/ sports club
 - iii. An increase in the % of residents of working age who are engaged in learning.
 - iv. A decrease in the % residents of working age with no qualifications
3. Applications will only be considered for Projects taking place within the Antrim and Newtownabbey Borough.
4. Applications must be completed online via the Grant Manager system.
5. Applications must be submitted prior to the project. Retrospective applications will not be considered.
6. Where appropriate, evidence of satisfactory risk assessments and insurances must be provided to an event or project.
7. Organisations which have restrictive memberships will be excluded from the process.

8. Organisations will obtain and maintain all appropriate statutory approvals and at all times comply with legislative requirements.
9. Applicants will submit their audited accounts and must satisfy Council that they are financially sound. The level of financial reserves held by an organisation will be reviewed, taking into consideration restricted and unrestricted funds.
10. Applicants to the process will submit all documentation relevant to demonstrate good governance practices (e.g. Child protection policy, equity statement, financial processes etc.).
11. Events already commenced before Council has issued and received a satisfactorily completed Letter of Offer will be excluded from consideration.
12. 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.
13. Legal costs incurred by the recipient organisation in relation to this grant are not covered under the Letter of Offer.
14. Antrim and Newtownabbey Borough Council and Sport Northern Ireland support must be acknowledged prominently on all promotional materials relating to the event.

Section Three: Eligible and Ineligible items

Table of eligible/ineligible items not exclusive/exhaustive; all items will be considered on individual merit.

We will fund:	We will not fund:
<ul style="list-style-type: none">▪ Projects that support increased participation in Physical recreation; Coach education courses; Project specific venue hire; Project specific travel within Northern Ireland; Project specific equipment; Equipment hire to allow you to run your project.	<ul style="list-style-type: none">▪ General running costs of current activities; Insurance, affiliation, entry or membership fees; Accommodation/ hotels; Publications, marketing and websites; Consultancy fees; Access NI registration fees; Travel outside Northern Ireland; First aid kits / medical bags, defibrillators; Non inclusive fitness equipment; Existing activities; Capital costs; Office equipment/ furniture/ maintenance equipment; Entertainment costs, food or beverages; Secondary, further or higher education costs; Activities promoting religious or political beliefs; Fundraising events; Clothing.

Section Four - Application Process

1. Applications for the Grant will be open August 1st 2018- January 31st 2019
- Step 1: Plan your project. *read the programme guidance notes. Obtain accurate project costs*
- *If required arrange 1-1 with Grants officer*
- Step 3: Complete the application online and submit the relevant required documentation.
- Step 4: Assessment of your application (see section 5 evaluation criteria)
- Step 5: Council consideration of your application
- Step 6: Notification of Council decision:
 - If successful, you will receive a letter of offer which must be returned within 10 working days.
- Step 7: Project delivery
- Step 8: Return receipts and Monitoring Forms
- Step 9: Payment of your grant

Section Five - Evaluation Criteria

Applications will be evaluated as follows:

1. Compliance with good Governance practices (max 10 points)
2. Number of participants (max 20 points)
 - a) Total number of participants involved
 - b) Total number of women and girls involved
 - c) Total number of people with a disability involved
 - d) Total number of participants from areas of high social need.
3. Target groups (max 20 points)
4. Project detail i.e. new activities/ services created (20 points) What will you do? When will you do it? Where will you do it? How will you do it? Who will benefit?
5. Contribution to Community Plan outcomes (max 20 points) See section 3 of guidance notes.
6. Sustainability (max 10 points) i.e. How will you ensure that your project will assist with keeping people involved in Physical activity?

Total possible Score 100 points

GDPR PRIVACY NOTICE

We are collecting information from you as a Leisure Grant applicant. This is in accordance with section 6 (1)(b) of the GDPR – processing is necessary for the performance of a contract with you. Antrim and Newtownabbey Borough Council will communicate with you via phone, email and possibly post. Your information will also be shared with elected members as part of the approvals process and with Public Relations and Communications team to publicise the financial support we give to you or your organisation.

If you do not provide the information requested, Council will be unable to progress your grant application.

Information will not be transferred to countries outside the EEA.

- All information collected and processed may be subject to audit.
- The Council may also process the information for research purposes carried out in the public interest.
- All information will be held in accordance with the Council's retention and disposal schedule (see <http://www.antrimandnewtownabbey.gov.uk/Council>) and will be disposed of securely when no longer required.
- You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Antrim and Newtownabbey Borough Council's Data Protection Officer is:

Data Protection Officer
Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB
T: 028 94 463113
E: DPO@antrimandnewtownabbey.gov.uk

If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

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