

## **COMMUNITY DEVELOPMENT / FESTIVALS GRANT AID PROGRAMME 2021/2022**

### **Information for applicants**

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

The aim of the Community Development and Festivals Grant Aid is to provide financial support for projects which have Community Development as a primary objective that improve the lives of local people. Projects must also develop a strong, healthy and vibrant community whilst encouraging maximum participation in community life by all residents.

Community development is a process where community members come together to find solutions to common problems and to take local actions (economic, social, environmental or cultural) to support community well-being. Part of this process is the positive change that takes place in relation to the number of people volunteering, the increased use of community buildings and the number of educational programmes being offered. The process allows the community to engage with each other and become more involved in local projects which not only improve the quality of life but by working together can bring real change to local communities.

#### **What is a Community Development Project?**

Organisations applying to this fund must have community development as a primary objective of their application. A 'project' is a series of activities with a common theme delivered within a defined start and end date. There should be a clear purpose to the activity and it should be based on sound community need. The activity should promote participation, involvement, progression and create a sense of community ownership and pride contributing in a positive way to the social well being of the community.

#### **What is a Festival?**

A community 'festival' is defined as a series of events with a common theme and delivered within a defined time period. It is developed from within a community and should celebrate and positively promote what the community represents. Community festivals are about participation, involvement, inclusion and the creation of a sense of identity, and are important in contributing to the social well-being of a community.

## Who can apply?

Only groups can apply to the grant aid scheme and must be able to meet the following conditions. The group must:

- 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.

Projects **must** take place between 1 April 2021 and 31 March 2022, any activity outside these timescales will not be eligible for funding.

## Exclusions

Council will not normally fund the following:-

- Costs associated with Festivals/projects operating outside of the Borough Council area.
- Applications for specific projects/festivals which are clearly the responsibility of another statutory organisation.
- Retrospective expenditure.
- Applications received after the closing date specified in the public advertisement.
- 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, fundraising events and donations.
- 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 application meets the community development eligibility criteria and the programme is of a community development nature.
- The purchase of flags and bunting without prior approval.
- Alcohol

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

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

Each application will be considered on its own merits. In order to deliver the programme's aim and general principles, applicants will need to demonstrate how their community development project/festival meets the appropriate criteria listed below. It is important to remember that the application will be assessed ONLY on the information provided in the application form and specifically in the box relating to the particular question asked. Any information that you do not include or that is contained in other parts of the application form will not be considered. Therefore, you MUST demonstrate how you meet the essential criteria as set out in these guidelines in the application.

### 2.1 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2021/2022

**Small grant** applications have changed and there are now two main questions.

1. **Please give a brief description of your activity/proposed project** – what is it that you are doing? When are you doing it? What is the Community Development element? What are the benefits to participants?
2. **Please give a brief description of what you want funding for** – e.g. an outing might require funds for transport, entrance fees or hospitality. You might want to apply for insurance only.

Both these questions have a word limit of 50 words and are either a pass or fail. Both need to pass in order to be awarded a grant.

**Applications in the following categories must meet ALL of the following three measurable criteria:**

- **Premises grants**
- **Outreach and Involvement**
- **Summer Scheme grants**
- **Technical Assistance**

Applicants must score against each of the measurable criteria below. Failure to score against one of the measurable criteria will result in the application being rejected; the responsibility to provide sufficient detail in any application for Council's consideration rests with the applicant:

1. **Demonstration of need** (max score 9) – have you demonstrated that there is a need for your proposed programme of activity/premises, and if so how has this been evidenced? You should back up your answer using community surveys, public meetings, focus groups and other external statistics such as NISRA or for example Neighbourhood Renewal Action Plans. How many attendees do you expect will benefit from your proposed programme of activity/premises? Please note that higher

numbers of attendees will attract a higher score. You will need to provide evidence to support your rationale. Three types of evidence are required – internal, external and anecdotal. (1500 words)

**2. Realistic outputs and outcomes** (max score 15) to include:

- a) **Programming** – Tell us the number of individuals and their age range who will benefit from your proposed programme of activity **or** tell us all the activities and the numbers attending that will take place in your premises over the next 12 months.
  - b) **Promotion and Inclusion** –
    - How will you promote your proposed programme of activity/premises to promote maximum participation/usage?
    - How will you ensure that your proposed programme of activity/premises are open and inclusive to all Section 75 groupings?
  - c) **Difference** – what difference does your proposed programme of activity make to participants?
  - d) **How does it add value to Community Development work in your area?** Your proposed project should not duplicate current provision but should enhance or provide additional services/activities for our local communities. Think about what other groups in the area similar to yours are doing and how your project differs from theirs. Tell us who these groups are. What does your project do that is additional?
  - e) **Sustainability** - How do you propose to cover the total running costs of your proposed programme of activity **or** the total running costs of your premises over the next 12 months?
3. **Financial viability** (max score 1) – you need to submit a secure financial proposal with a clear confirmation of “total” project/festival costs. Your proposal must represent value for money. Please note that groups are no longer required to show evidence of match funding. Please note that you must complete all columns in the table including the Source column.

## **2.2 COMMUNITY FESTIVALS GRANT AID PROGRAMME 2021/2022**

Applications under the Community Festivals category must meet **ALL** of the following ten measurable criteria; applicants must score against each of the measurable criteria. Failure to score against one of the measurable criteria will result in the application being rejected; the responsibility to provide sufficient detail for the Council's consideration rests with the applicant. All ten measurable criteria carry equal marks, the maximum score in each is 5.

1. **Demonstration of need and level of demand** – have you outlined that there is a clearly identified need for your proposed festival, explaining how you know this? You should back up your answer using community surveys, public meetings, focus groups and other external statistics such as NISRA or for example Neighbourhood Renewal Action Plans. How many attendees do you expect will benefit from your festival? Please note that higher numbers of attendees will attract a higher score. You will need to provide evidence to support your rationale.

- 2. Evidence of a high level of community involvement** – how will your target “community” be involved in the planning and running of the proposed festival? How will your festival encourage the local community to become more involved? You will need to demonstrate how this will happen and define the range and scale of community participation in the development, delivery and promotion of the festival and ownership of it.
- 3. Evidence of providing opportunities to improve skills and receive training for local people** – you will need to outline how your proposed festival will provide opportunities to increase local people's skills.
- 4. Evidence of the promotion of social inclusion** – you will need to show how your proposed festival will encourage marginalised groups, e.g. senior citizens, those with disabilities, minority communities, etc. to become more involved in your festival resulting in their involvement in the wider local community.
- 5. Evidence of an improvement in community relations** – you should describe what action will be taken to ensure the festival will be open to everyone in the community, regardless of religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, dependants or physical status. Will your festival have any cross community impact? I.e. will it encourage different communities/areas to work together?
- 6. Evidence of adding value to Community Development in the Antrim and Newtownabbey Borough Council area** – your proposed festival should not duplicate current provision but should enhance or provide additional services/activities for our local communities. You will need to describe in detail how the aim of your festival is not being met already in your area and specify how your proposed festival will add value in your area. What will your festival achieve that does not occur already? Are there organisations in your area that run a similar event?
- 7. Financial viability** – you will need to submit a secure financial proposal with a clear confirmation of “total” festival costs. Your proposal must represent value for money. Please note that groups are no longer 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.
- 8. Sustainability** – you will need to outline ways in which your group/organisation will be able to reduce your future requirements for financial assistance from Antrim and Newtownabbey Borough Council's Community Festivals Fund. You should also list any steps taken such as what training will you organise to enhance sustainability of the festival, for example financial management, marketing, communication, festival planning, etc.
- 9. Development of Festival** – demonstrate how your festival has developed since the last time you delivered it. For those running a festival for the first time tell us how you would propose to develop it for next year.
- 10. Cultural Expression** – how will your festival explore, celebrate and positively promote cultural traditions?

In addition to meeting the above grant specific criteria, applicants must also meet/comply with the following general conditions:

### **General conditions for funding of Festivals**

- All applications must be completed in full, submitted with **all** necessary relevant supporting information as requested and received by the closing date set out in the public advertisement otherwise they will not be considered.
- An application must meet all of the ten criteria (see Section 2.2), to be considered, 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.
- 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. These are Council's minimum requirements. However, you are advised to contact your insurance broker to ensure that these levels are sufficient to cover the activities of your organisation. Use of inflatables, fireworks etc. may require higher levels of cover.
- Retrospective applications will not be considered. A minimum lead-in period of at least three months from the date of closing must be allowed for Council to consider applications and appeals.
- Grants will normally be released in two instalments. 50% of the grant will be paid in advance of the festival'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 the Council and any other relevant funders' logos 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 staff. All printed materials and use of the logo must be agreed and approved by Council staff.
- Post festival 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 an adults at risk policy if your project involves, or may involve, adults at risk.

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.

**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 will receive 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 at the end of this document.



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

The total amount of funding available within each grant category is outlined below:

| Grant Scheme    | Grant Type                      | Rolling / Call                              | Maximum Award |
|-----------------|---------------------------------|---|---------------|
| 1. Small Grants | Seeding Grant* and/or Insurance | Both are Rolling - Only one grant per year. | £500          |
|                 | Activity Grant and/or Insurance |   | £500          |

\*Please note that groups who, in the first instance, apply for and are awarded a Seeding Grant may have the opportunity to apply for a further grant during the same financial year. Further details will be provided to groups that fall within this category.

|                                 |   |  |        |
|---------------------------------|---|--|--------|
| 2. Premises Grants              | Only for those who have not already applied for a 3 year period                           | Grant call normally October – December each year | £5,000 |
| 3. Community Development Grants | 1. Outreach and Involvement   | Grant call normally October – December each year | £2,000 |
|                                 | 2. Summer Schemes   | Grant call normally October – December each year | £1,500 |
|                                 | 3. Technical Assistance   | Grant call normally October – December each year | £3,000 |
|                                 | Insurance for programmes (in conjunction with <b>one</b> of the above 3 grant categories) |  | £500   |
| 4. Festivals Grants             |   | Grant call normally October – December each year | £5,000 |

## Section 4: Which type of grant should I apply for?

### 1. Small Grants

- **Seeding / Insurance Grant:** To support groups in the early stages of development to cover essential set up, insurance and administration costs. Applicants must demonstrate why they have been established and the needs that they intend to address through their existence. Only groups which have been in existence for less than 18 months are eligible to apply for a Seeding Grant.
- **Activity / Insurance Grant:** To support groups to plan and deliver activities on a small scale and support associated insurance costs. Groups can only apply for a Small Grant if they are not applying for a Community Outreach and Involvement, Premises, Summer Scheme or Technical Assistance Grant in the same financial year. However, groups can apply for a Small Grant and a Festivals Grant in the same financial year.

### 2. Premises Grants

To contribute towards running costs for groups that provide community development activities in their own premises. The premises operated by the group must be considered essential to the delivery of the programme to be considered appropriate for this grant.

**Groups can apply for this grant for a three-year period.**

**Premises grants awarded for 2021/2022 may be extended to cover a three-year period up to 31 March 2024. Groups who wish to avail of this option will be required to confirm, on an annual basis, that all details contained in the original application remain valid.**

### Premises Grant Criteria

- a) Groups who either own premises outright or have a lease/rental agreement may apply for a community premises grant if they can demonstrate that they are running a programme of community development activity. The ownership or lease/rental agreement must be demonstrated by way of appropriate documentation covering the period April 2021 – March 2022.
- b) In the instance where more than one group is eligible to apply under this criteria, for the same building, the maximum amount awarded to the building as a whole, will not exceed the maximum Community Premises grant of £5,000. Where an annual rent is paid for the premises, the total rent paid by groups in the building will not exceed this amount.
- c) The exception to (b) above will be a scenario where more than one group operates from the same building but each has a separate rental agreement and metering arrangements for electricity etc. In this case each group may apply for a premises grant. As above where an annual rent is paid for the premises, the total rent paid by groups in the building will not exceed this amount.
- d) In the absence of ownership or lease/rental agreements groups will not be eligible to apply for a community premises grant, however if using the premises on a casual basis for the delivery of a programme the group could apply for the cost of room hire under the Community Outreach and Involvement category.

### 3. Community Development Grants

1. **Outreach and Involvement Grant:** Provided for groups that deliver a yearlong service/programme (or a project that is part of a year long programme) for the benefit of the community, engaging with those who might otherwise be isolated or detached from community life and introducing new or additional activity where there is a demonstrated need.
2. **Summer Schemes:** Available to groups who want to provide five, or more days activity over the summer period from June to September 2021.
3. **Technical Assistance:** To support groups to take part in training programmes, to develop actions plans, feasibility studies and relevant research project/festivals which support the development of their group's activities.
4. **Insurance:** Buildings and Contents Insurance Costs are only eligible to groups running a facility – groups should provide information on support requested on the Premises finance section of the Premises Grant application.  
Public and Employer's Liability Insurance Costs - Apply on the separate insurance tab – will be allocated against any **one** successful grant in the Community Development category above.

***Insurance costs can only be awarded once per group per year.***

### 4. Festivals Grant

The Festivals Grant Programme recognises the potential contribution that festivals can make to communities, to the local economy and wider Government policy priorities by providing direct grant aid to local groups for eligible events. The Programme seeks to improve the capacity of groups in organising and running community festivals and make them less reliant on public funding by providing support and training. This Fund enables community organisations to celebrate their cultural identity and in the process to strengthen community relations generally. If you are applying for funding for more than one festival/event you should include all dates/events in a single application. You are only allowed to submit one application to the Festivals Grant Aid Programme per financial year. **Groups applying for a Festivals grant should include insurance costs in the finance section of the application if required.**

## Section 5: Grant checklists

All applications should be accompanied by the relevant supporting documents requested at the end of the application form and shown below.

|                                      |  |
|--------------------------------------|--|
| <b>Title</b>                         | <p><b>Small Grants</b> - Only groups which have been in existence for less than 18 months are eligible to apply for a Seeding Grant.</p> <p><b>Seeding Grant and/or Insurance Grant – up to £500</b></p>   |
| <b>Supporting Documents Required</b> | <ul style="list-style-type: none"> <li>• Signed and dated constitution</li> <li>• Recent bank statement (2 months) in place of annual accounts</li> <li>• List of committee/board members</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>• Public and employer's liability insurance</li> <li>• Promotional material/banners/flyers</li> <li>• Venue/Room hire</li> <li>• Hospitality (small only - £3 maximum per head, per day)</li> <li>• Stationery/administration/essential office equipment (up to max. of £50, e.g. printer)</li> <li>• Purchase of materials and essential small items of equipment up to a maximum of £300 per annum</li> <li>• Internet or telephone costs.</li> </ul>   |
| <b>Ineligible Items</b>              | <ul style="list-style-type: none"> <li>• Projects operating outside of the Antrim and Newtownabbey 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>• Salary costs including seasonal staff</li> <li>• Rent</li> <li>• Bank charges, loans, deficits or fines</li> <li>• Capital items (large and small)</li> <li>• Transport and travel expenses</li> <li>• Professional/Consultancy fees</li> <li>• Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses)</li> <li>• Purchase of flags and bunting without prior approval.</li> </ul> |

| <b>Title</b>                         | <b>Small Grants<br/>Activity and/or Insurance Grant - up to £500</b>   |
|--------------------------------------|--|
| <b>Supporting Documents Required</b> | <ul style="list-style-type: none"> <li>• Signed and dated constitution</li> <li>• List of committee/board members</li> <li>• Recent bank statement (2 months)</li> <li>• Annual accounts (independently audited or verified)</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 costs</li> <li>• Training / Capacity building costs</li> <li>• Hospitality (small only - £3 maximum per head, per day)</li> <li>• Advertising/publicity/newsletters/website development, maintenance and hosting (relating specifically to programme)</li> <li>• Transport hire</li> <li>• Hire of entertainment (to include inflatables)</li> <li>• Hire of infrastructural items (PA/electronic equipment/staging)</li> <li>• Trips/entrance fees</li> <li>• Travel relating specifically to project/festival/programme</li> <li>• Access NI checks</li> <li>• Public and employer's liability insurance</li> <li>• Purchase of materials and essential small items of equipment up to a maximum of £300 per annum</li> <li>• Volunteer expenses (up to a maximum of £7.50 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.</li> </ul> |
| <b>Ineligible Items</b>              | <ul style="list-style-type: none"> <li>• Projects operating outside of the Antrim and Newtownabbey 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 or hire of group's own facility</li> <li>• Salary costs including seasonal staff</li> <li>• Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses)</li> <li>• Purchase of flags and bunting without prior approval.</li> </ul>  |

| Title                                | Premises Grant – up to £5,000  |
|--------------------------------------|--|
| <b>Supporting Documents Required</b> | <ul style="list-style-type: none"> <li>• Lease/Rental agreement /Title deed</li> <li>• Signed and dated constitution</li> <li>• Annual accounts (independently audited or verified)</li> <li>• Recent bank statement (2 months)</li> <li>• Minutes of last AGM</li> <li>• Proof of public and employer's liability and buildings and contents insurance/insurance quotation</li> <li>• Facility risk assessment</li> <li>• Safeguarding children &amp; adults at risk policy (where applicable)</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>• Rent</li> <li>• Utility bills to include: Heating (gas/oil/electric), Rates/Water charges, Phone/Internet/Broadband/Website hosting</li> <li>• Cleaning materials</li> <li>• Second fixings up to a maximum of £300 per annum</li> <li>• Stationery, postage, photocopying and promotional materials specifically relating to the premises</li> <li>• Refuse collection costs</li> <li>• Health/hygiene services</li> <li>• Licences (e.g. TV, entertainment, PPS/PRS, etc.)</li> <li>• Insurance e.g. buildings and contents, public and employer's liability</li> <li>• Purchase of materials and essential small items of equipment up to a maximum of £300 per annum</li> <li>• Accountants fees in relation to running premises up to a maximum of £500</li> <li>• Volunteer expenses (up to a maximum of £7.50 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.</li> <li>• Council cannot fund costs for groups using their own facilities or internal charges, for example, internal room hire, pitches, theatre spaces, etc. unless they are normally used for commercial activity (in other words, hired at a charge to outside groups). Council may then be able to consider support, but at a lower rate than the general public charge.</li> </ul> |

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|-----------------------------|--|
| <b>Ineligible<br/>Items</b> | <ul style="list-style-type: none"><li>• Projects operating outside of the Antrim and Newtownabbey 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>• Salary costs including seasonal staff</li><li>• Unrelated professional fees (solicitors, etc.)</li><li>• Bank charges, loans, deficits or fines</li><li>• Refurbishments</li><li>• Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses)</li><li>• Purchase of flags and bunting without prior approval.</li></ul> |
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|                                      |  |
|--------------------------------------|--|
| <b>Title</b>                         | <b>Community Development Grants<br/>Community Outreach and Involvement Grant – up to £2,000</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>• Minutes of last AGM</li> <li>• Proof of public and employer's liability insurance/insurance quotation</li> <li>• Risk assessment for any activities being undertaken</li> <li>• Safeguarding children &amp; adults at risk policy (where applicable)</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 (excluding internal hire costs)</li> <li>• Facilitation costs/coaching/training/tutor /DJ costs</li> <li>• Training / capacity buildings costs</li> <li>• Hospitality on a study visit or trip: <ul style="list-style-type: none"> <li>▪ Breakfast capped at £5 per person, per day</li> <li>▪ Lunch capped at £5 per person, per day</li> <li>▪ Dinner capped at £10 per person, per day</li> <li>▪ Total: No more than £15 per person, per day</li> </ul> </li> <li>• Advertising/publicity/newsletters/website development, maintenance and hosting (relating specifically to programme)</li> <li>• Transport hire</li> <li>• Volunteer expenses (up to a maximum of £7.50 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.</li> <li>• Purchase of materials and essential small items of equipment up to a maximum of £300 per annum</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>• Accommodation (up to £25 per person, per night for a maximum of 2 nights under any one grant award)</li> <li>• Access NI checks</li> <li>• Public and employer's liability insurance.</li> </ul> |
| <b>Ineligible Items</b>              | <ul style="list-style-type: none"> <li>• Projects operating outside of the Antrim and Newtownabbey Borough Council area</li> <li>• Applications for specific projects which are clearly the responsibility of another statutory organisation</li> </ul>  |



- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><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>• Internal room hire costs</li><li>• Bank charges, loans, deficits or fines</li><li>• Rent</li><li>• Alcohol</li><li>• Salary costs including seasonal staff</li><li>• Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses)</li><li>• Purchase of flags and bunting without prior approval.</li></ul> |
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| <b>Title</b>                         | <b>Community Development Grants<br/>Summer Scheme Grant – up to £1,500</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>• Minutes of last AGM</li> <li>• Proof of Public and employer's liability insurance/insurance quotation</li> <li>• Risk assessment for any activities being undertaken</li> <li>• Safeguarding children &amp; adults at risk policy (where applicable)</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 (excluding internal hire costs)</li> <li>• Tutor/Coaching costs – up to a maximum of £200 for a 1-week programme and up to a maximum of £400 for a 2-week programme. Evidence of relevant qualifications will be required</li> <li>• Advertising/Publicity/Printing</li> <li>• Transport hire</li> <li>• Purchase of materials and essential small items of equipment up to a maximum of £300 per annum</li> <li>• Equipment hire in relation to scheme activities</li> <li>• Trips/entrance fees</li> <li>• Access NI checks</li> <li>• Public and employer's liability insurance</li> <li>• Volunteer expenses (up to a maximum of £7.50 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.</li> </ul> |
| <b>Ineligible Items</b>              | <ul style="list-style-type: none"> <li>• Projects operating outside of the Antrim and Newtownabbey Borough Council area</li> <li>• Applications for specific projects which are clearly the responsibility of another statutory organisation</li> <li>• Retrospective expenditure</li> <li>• Room/venue hire in own premises</li> <li>• Applications received after the closing date specified in the public advertisement</li> <li>• Unrelated professional fees (solicitors, etc.)</li> <li>• Salary costs including seasonal staff</li> <li>• Bank charges, loans, deficits or fines</li> <li>• Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses)</li> <li>• Purchase of flags and bunting without prior approval.</li> </ul>                       |

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| <b>Title</b>                         | <b>Community Development Grants<br/>Technical Assistance Grant – up to £3,000</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>• Minutes of last AGM</li> <li>• Proof of public and employer's liability insurance/insurance quotation</li> <li>• Any applications for grants for any works or projects must be supported by a risk assessment or an evaluation of the risk, where applicable. Detail will be confirmed with Letter of Offer.</li> <li>• Risk assessment for any activities being undertaken</li> <li>• Safeguarding children &amp; adults at risk policy (where applicable)</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>• Consultancy fees (business plans / plans / feasibility studies / audits /options appraisals/economic appraisals/ environmental assessments, etc.)</li> <li>• Statutory approval fees up to a maximum of £300</li> <li>• Public and employer's liability insurance</li> <li>• Volunteer expenses (up to a maximum of £7.50 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.</li> </ul>  |
| <b>Ineligible Items</b>              | <ul style="list-style-type: none"> <li>• Projects operating outside of the Antrim and Newtownabbey 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>• Capital works</li> <li>• Unrelated professional fees (solicitors, etc.)</li> <li>• Bank charges, loans, deficits or fines</li> <li>• Salary costs including seasonal staff</li> <li>• Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses)</li> <li>• Purchase of flags and bunting without prior approval.</li> </ul>   |

| <b>Title</b>                         | <b>Community Festivals – up to £5,000</b>   |
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| <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>• Minutes of last AGM</li> <li>• Proof of public and employer's liability insurance/insurance quotation</li> <li>• Risk assessment for any activities being undertaken</li> <li>• Safeguarding children &amp; adults at risk policy (where applicable)</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>• Advertising/promotional materials/banners/flyers, etc.</li> <li>• Venue hire (excluding group's own premises)</li> <li>• Equipment hire (e.g. audio/visual, staging, lighting etc.)</li> <li>• Consumable materials/small pieces of essential equipment</li> <li>• Entertainment/performances/artists</li> <li>• Exhibitions/facilitation costs/guest speakers</li> <li>• Health and safety – first aid, security, safety barriers</li> <li>• Refreshments for participants (up to £3 per head per festival)</li> <li>• Public and employer's liability insurance</li> <li>• Clean up costs (bins, grabbers, etc.)</li> <li>• Purchase of materials and essential small items of equipment up to a maximum of £300 per annum.</li> <li>• Volunteer expenses (up to a maximum of £7.50 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.</li> </ul> |
| <b>Ineligible Items</b>              | <ul style="list-style-type: none"> <li>• Festivals operating outside of the Antrim and Newtownabbey Borough Council area</li> <li>• Festivals that are primarily fundraising events for a charity</li> <li>• Applications for specific projects/festivals 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 or hire of group's own facility</li> <li>• Salary costs including seasonal staff</li> <li>• Alcohol</li> </ul>  |

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|  | <ul style="list-style-type: none"><li>• Trade or professional conferences/conventions</li><li>• Awards ceremonies or industry events</li><li>• Group members or volunteers cannot benefit financially from this award (with the exception of volunteer expenses)</li><li>• Purchase of flags and bunting without prior approval.</li></ul> |
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## Section 6: How to apply?

Interested applicants should book a place at one of the online Grant Information Sessions where we will take groups through the funding and assessment criteria as well as the application form and online process.

- **New applicants session - Thursday 22 October 2020 at 11.00am – 12.30pm** on Zoom
- **Refresher session - Wednesday 4 November 2020 at 11.00am – 12noon** on Zoom

Applications for the above grants will be available for completion online at [www.antrimandnewtownabbey.gov.uk/grants](http://www.antrimandnewtownabbey.gov.uk/grants) from **12noon on Monday 12 October 2020**.

The closing date for receipt of completed application forms is **Friday 11 December 2020 at 4pm**. Late applications will not be accepted.

### Small Grants

The current Small Grants Programme will be available on a rolling basis subject to the availability of funding.

### What happens next?

- January 2021 - Applications will be assessed
- February/March 2021 - Details reported to the Council
- April 2021 - It is envisaged that groups will be notified of the outcome of their application/s and Letters of Offer will be issued.

### For further information, please contact:

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