
Maximum Award: £500

This is a small grants fund to support local senior's activities over the Christmas period. This may include provision of Christmas Dinners/home delivery of dinners, Tea Dances or Christmas Celebration Events.

Who can apply?

Community/Voluntary 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.

Events/projects must take place during the period 14 November – 25 December 2020 and must be delivered in compliance with relevant government and public health guidance and regulations. Any activity outside these timescales will not be eligible for funding.

Exclusions

Council will not normally fund the following:-

- Festivals/projects operating outside of the Borough Council area.
- Applications for specific projects 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 which 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.
- The purchase of flags and bunting without prior approval.
- Alcohol
- Transport

General conditions for funding

- All applications must be completed in full, submitted with all necessary supporting information as requested and received by the closing date set out in the public advertisement otherwise they will not be considered.
- 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.
- Retrospective applications will not be considered.
- Grants will normally be released in full to the group prior to the start date of the event/activity.
- 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 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.
- 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.

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 the officers detailed at the end of this document.

How to apply?

Applications for the Seniors Christmas Event grants will be available for completion online at www.antrimandnewtownabbey.gov.uk/grants from **12noon on Monday 12 October 2020**.

The closing date for receipt of completed application forms is **Friday 30 October 2020 at 4pm**. Late applications will not be accepted.

What happens next?

- w/c Monday 2 November 2020 - Applications will be assessed
- w/c Monday 9 November 2020 - It is envisaged that groups will be notified of the outcome of their application and Letters of Offer will be issued.

For further information, please contact:

Stefanie Buchanan

E: Stefanie.buchanan@antrimandnewtownabbey.gov.uk

Jonathan Henderson T: 07733 263 202

E: Jonathan.Henderson@antrimandnewtownabbey.gov.uk

Eligibility Criteria

Title	Seniors Christmas Event Grant <ul style="list-style-type: none"> • Up to £500 available
Supporting Documents Required	<ul style="list-style-type: none"> • Signed and Dated Constitution • List of current board and/or committee members • Recent bank statement (within 2 months) • Annual Accounts (independently audited or verified)
Eligible Expenditure	<ul style="list-style-type: none"> • Room/Venue Hire • Transport Hire • Hire of Entertainment • Advertising and publicity for event • Hospitality (capped at £12.50 per person)
Additional Requirements	<ul style="list-style-type: none"> • Strict compliance with current government and public health guidance and regulations • Provision of food must be undertaken by suitably approved person(s)