

**ELIGIBILITY CRITERIA FOR
HER MAJESTY THE QUEEN'S 90TH BIRTHDAY
CELEBRATORY EVENTS FUND**



Maximum Award: £1000

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 May 2016 to 30 June 2016, 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.
- 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

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 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 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 team members at the end of this document.