

## **GOOD RELATIONS GRANT AID PROGRAMME 2017/2018**

### **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.

The aim of Good Relations (GR) is to improve day to day relationships by reducing all forms of prejudice, encouraging everyone to treat others equally 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 diverse society which includes many differing cultures we must work to ensure that all of these cultures feel comfortable to fully integrate within our communities for the overall benefit of everyone as well as working to overcome the legacy of our own conflict.

In order to do this 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.

Antrim and Newtownabbey Borough Council invites new approaches to the above as well as more traditional approaches using opportunities through Arts, Sports, and/or Cultural activities.

#### **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 eight members.
- Be democratically accountable through regular public meetings.

- 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.

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. In order to deliver the programme's aim and general principles, applicants will need to demonstrate how their good relations project meets the appropriate criteria listed below.

## **GOOD RELATIONS GRANT AID PROGRAMME 2015/2016**

**Grant** applications must meet **ONE** of the following four themes in line with the Office of the First Minister and Deputy First Minister Together Building a United Community Strategy; applicants who fail to demonstrate how their proposal meets this theme will have their application rejected; the responsibility to provide sufficient detail in any application for Council's consideration rests with the applicant:

**1. Our Children and Young People** - To continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations.

**2. Our Shared Community** - To create a community where division does not restrict the life opportunities of individuals and where all areas are open and accessible to everyone.

**3. Our Safe Community** - To create a community where everyone feels safe in moving around and where life choices are not inhibited by fears around safety.

**4. Our Cultural Expression** - To create a community which promotes mutual respect and understanding, is strengthened by its diversity, and where cultural expression is celebrated and embraced.

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 outcomes which link to one or more of the Together Building a United Community themes.
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 Section 2), 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.
- 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 OFMDFM logo with the wording 'this project has received financial support from OFMDFM 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.

### **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, 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 2015 to March 2016. The eligibility of any other identified expenditure may be funded at the discretion of Antrim and Newtownabbey Borough Council.

## 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> </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 specifically to programme)</li> <li>• Transport hire</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></ul>
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## **Section 5: How to apply?**

Information, including the deadline for applications is available on the following websites [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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