



**Mid & East
Antrim**
Borough Council



COMMUNITY GRANTS SCHEME

2024 - 2025

GUIDANCE NOTES FOR APPLICANTS

www.midandeantrim.gov.uk

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COMMUNITY GRANTS SCHEME 2024/25 UNDERPINNING PRINCIPLES

All investment by council to the community and voluntary sector through the various grant schemes and bursaries outlined within this Scheme must illustrate and evidence alignment with the Community and Corporate Plan.

The Vision of both the community plan “Putting People First” and the Council’s own Corporate Plan (2024 – 2028) is as follows;

“Mid and East Antrim will be a strong, vibrant, safe and inclusive community, where people work together to improve the quality of life for all”

The four themes within Putting People First are:

Good Health & Wellbeing

- Our People enjoy good mental and physical health and wellbeing

Progress in Education & Employment

- We have a skilled workforce able to adapt to the changing economy
- Our Borough provides opportunities for all and supports people to achieve their full potential

Tourism & the Economy

- Our Borough is a leading and competitive place to start and grow business
- Our Borough is a destination of choice

Community Safety & Cohesion

- Our Borough has vibrant, inclusive and cohesive communities
- Our people feel safe in their community
- Our older people live healthy active lives in their community

There is also five **Crosscutting Priorities**

- Tackling poverty
- Prioritising the most vulnerable
- Addressing the inequalities in our borough
- Valuing the views and contribution of our residents
- Valuing our environment

[Putting People First - The Mid and East Antrim Community Plan 2022 Update](#)

The Councils Corporate Plan 2024 – 2028 has four pillars:

PEOPLE

Mid and East Antrim will be a borough where diversity and inclusion are celebrated. Our people, regardless of their ability, location or socio-economic background will have equity of opportunity and support to achieve their full potential. Through partnership working, our communities and individuals will have a shared sense of independence and empowerment to be self-sustaining, allowing us to focus our efforts on supporting those who need it most. Our businesses will have the required support to become economically affluent, resulting in stable employment and elevated inward investment.

PLACE

Mid and East Antrim will be a safe and cohesive borough, where everyone feels a sense of belonging and pride. Our shared spaces will be shaped around our natural and built heritage and assets. Through our relationships with local communities and businesses our tourism offering, will be filled with diversity and a richness of culture and history, attracting visitors on a global scale.

PLANET

Through working in partnership with our citizens, communities and businesses, and through leading by example, Mid and East Antrim will be a sustainable borough, safeguarding the future of our economy, society and environmental assets.

PERFORMANCE

An internally focused pillar, not relevant to the applicants of this scheme.

OUR CITIZENS TOP PRIORITIES

In addition, our citizens survey resulted in the following top 5 priorities for our residents:

1. Supporting and developing activities for children and young people
2. Support to reduce poverty
3. Developing skills and job prospects
4. Delivering clean and attractive streets and towns
5. Supporting our parks, green spaces and the natural and built environment

All projects, programmes and organisations seeking support through this scheme must demonstrate how they are in line with and contributing to the vision of Mid and East Antrim Borough and Council.

Please note that the vision, pillars, objectives stated within the relevant plans have been developed as a result of consultation and in response to what our citizens have told us is important to them and their communities.

[Mid & East Antrim Borough Council Corporate Plan 2023-2024](#)

SUMMARY OF CATEGORIES & LEVELS OF AWARDS AVAILABLE

For full detail on eligibility and criteria please see Pages 11 - 15

CATEGORY 1 - GRANTS FOR EVENTS	
International Events	25% (of total event costs) up to a maximum of £25,000
Large Events	75% (of total event costs) up to maximum of £6,000
Medium Events	75% (of total event costs) up to maximum of £3,000
Small Events	75% (of total event costs) up to a maximum of £1,500

CATEGORY 2 - GRANTS FOR GROUPS	
New Community Projects	75% (of total costs) up to a maximum of £1,000
Public Liability Insurance	75% (of total costs) up to a maximum of £300
Equipment	75% (of total costs) up to a maximum of £1,000
Village Christmas Lights	100% funding up to a maximum of £1,500 for Large Villages (Population greater than 1,000) 100% funding up to a maximum of £750 for Small Villages (Population less than 1,000)
Other Distinctive Projects	75% funding up to a maximum of £750 (inside MEA) or 75% funding up to a maximum of £500 (outside MEA)
Civic Representation	100% up to a maximum of £400 per person or (£1,600 per group)
Developmental Projects and Training	75% (of total costs) up to a maximum of £1,000

CATEGORY 3 - GRANTS FOR INDIVIDUALS	
Civic Representation	100% up to a maximum of £400
Training Courses	100% up to a maximum of £200
Jonathan Rea Bursary	100% up to maximum of £750

In addition to the Community Grants Scheme, Mid and East Antrim Borough Council operates other grants schemes. Details of these can be found on page 15 or by going to the Online Grants Hub at the Council Online Grants Hub by going to <https://midandeantrim.submit.com>

WHO CAN APPLY?

To qualify for a grant under this Scheme, applicants must:

- Be a formally **constituted Community Organisations/Group** in good standing with the Charity Commission of NI and be based in the Mid and East Antrim Borough Council area.
 - *Please note the organisations fitting the above description, but NOT based in Mid and East Antrim Borough can apply to the Events Category ONLY, and must demonstrate that the activity provides a clear and direct benefit to the Mid and East Borough and its citizens.*
- Be **an individual who lives in the Borough** of Mid and East Antrim and who can illustrate how they qualify under the appropriate category.

MAKING A SUCCESSFUL APPLICATION

The application will have a number of questions which will give applicants an opportunity to outline their project / event and detail how it meets the particular criteria. It will also ask about your organisation its governance, procedures, and size.

Most importantly applicants must detail on how their project / event aligns with the stated priorities of the community plan “Putting People First” and the Corporate Plan 2024 – 2028.

To be successful in securing funding under this scheme applicants must score a minimum of 50% against the response to each question within the application. It is therefore essential that the applicant provides as much relevant detail as possible to enable their application to be assessed. Those assessing applications will focus on both the organisation’s merit, and the project or activity for which funding is sought.

This is a “rolling” programme, where applications can be made throughout the year and grants are awarded on a regular basis. When applying, it is advised to plan ahead and allow for a gap of approximately 8 weeks between submission of an application and a decision being made.

We expect to be able to inform groups of the outcome of their application within 8 weeks of submission (though it might take a bit longer if we were to receive a large amount of applications at the same time).

Groups are permitted to apply for a maximum of two grants per financial year plus one New Community Project grant, subject to eligibility. Applicants cannot apply for the same category twice in the same financial year.

Should the council not receive enough good quality applications which meet its priorities, the Council reserves the right to not allocate the full grants budget.

Only fully completed funding applications with the required supporting documentation will be considered. Incomplete applications will be disregarded.

WHAT HAPPENS NEXT?

Before completing an application, applicants should make sure that they are eligible to apply and have read these guidance notes in full. **Applicants are encouraged to submit the application at least eight weeks in advance of the commencement of the event / project to ensure Council can make a decision in a timely decision.**

- Applicants must register with the MEA Online Grants Hub, <https://midandeastantrim.submit.com/>.
- You submit your online application any time through the MEA Online Grants Hub.
- Officers aim to assess your application within two months of receiving it. You may be contacted if further information is required.
- Organisations will be notified about the outcome of their applications, usually within two months after submitting it.
- Organisations will be required to submit a monitoring report, detailing how your grant has been spent (e.g. providing receipts) together with the outcomes of the service or activity. Failure to provide this information will affect any future applications for funding.
- All funding must be spent within the current financial year.
- The council's decision on your application will be final. Should your application not be successful, you will be given a reason why.

If you require assistance please feel to contact the Grants Team;

Tel: 028 2563 3342
Email: grants@midandeastantrim.gov.uk

EQUALITY OF OPPORTUNITY

While administering the Community Grants Scheme, Mid and East Antrim Borough Council will ensure the promotion of equality of opportunity between:

- a. Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- b. Men and women generally;
- c. Persons with a disability and persons without; and
- d. Persons with dependants and persons without;

In addition, due regard will be given to the promotion of good relations between persons of different religious belief, political opinion or racial group.

EXCLUSIONS

Mid and East Antrim Borough Council WILL NOT fund the following:

- Commercial ventures/organisations (with the exception of the International Events category).
- General running/revenue costs of an organisation. Ineligible items include salaries, electricity, heating, telephones, internet, websites, rent, subscriptions, bank fees and membership fees. The purchase of equipment relating to the administration of the group, such as IT equipment and mobile phones.
- Items of equipment which would be deemed capital spend, i.e. non-portable, permanent fixtures etc.
- Ongoing hire of a Council facility (funding for one-off hire for events will be considered).
- Hire of a Council facility as part of a wide scale service or programme external to Council's remit.
- Single issue organisations whose primary focus is campaigning or lobbying.
- Parades.
- Fundraising events for either the group itself or events that are heavily branded with charity branding or deploy potential sources of income from a festival or event to a charity or other third-party organisation.
- Umbrella groups/branch organisations not represented in the Mid and East Antrim Area by a locally based committee.
- Activities within an area of work which is principally the remit of another public sector body, e.g. schools, pre-school groups, childcare facilities, PTAs, activities forming part of a vocational qualification, gap year or outward bound activity for students and residential courses etc.
- Projects that have already commenced or expenditure incurred prior to making application to this scheme. Council at its discretion will however consider funding costs associated with payments to secure venues, the booking of transport and accommodation, which are relevant to the project and demonstrate value for money.
- Creation of books (tourism leaflets and programmes produced as part of an event will be eligible).
- Groups who, at the time of application, are not in good financial standing with the Council.
- Items of personal team kit, clothing and uniforms including purchase of flags and/or emblems. (See Jonathan Rea bursary for exceptions).
- Alcohol.
- Automated External Defibrillators (AEDs)
- Sports not recognised by Sport NI.
- Prize monies
- Payments to suppliers/service providers that are members of the applicant group, such as Tutors/Coaches/Facilitators etc.

SPECIFIC CONDITIONS

- Council reserves the right to amend and open or close the scheme as required throughout the financial year.
- The scheme will close for applications on 31 March 2025 or upon full allocation of the overall budget.
- Groups are permitted to apply for a maximum of two grants per financial year plus one New Community Project grant, subject to eligibility. Applicants cannot apply for the same category twice in the same financial year.
- Individuals are permitted to apply for a maximum of one grant per financial year plus one application for Jonathan Rea Bursary, subject to eligibility.
- Applicants/projects that have been awarded funding through this or other Council grants schemes will not be permitted to obtain additional funding for that particular project or through another applicant.
- All projects awarded funding within the 2024/25 financial year must be completed by 31 March 2025 and have final claims submitted by 30 April 2025.
- It is the responsibility of the applicant to ensure that all statutory licences and permits are in place prior to an event taking place. Typical licences required for a community event include Entertainments, Street Trading etc. For information on licences and fees, please visit www.midandeantrim.gov.uk/business/licencing
- Any sports clubs or activity to be eligible to apply for a grant they must fall into one of the categories defined by Sport NI as a sport. Sports activities by any group must also fall into one of the categories defined by Sport NI as a sport. A list of recognised sports for the purposes of this policy is available at <http://www.sportni.net/wp-content/uploads/2024/01/Recognition-NGBs-Master-List-January-2024.pdf>
- Further specific terms and conditions for successful are available on the Council Online Grants Hub by going to <https://midandeantrim.submit.com>

PROCUREMENT OF GOODS AND SERVICES

The following procurement procedures must be adhered to when purchasing any individual good or service relating to the project or event. Applicants are required to upload the necessary written quotations as outlined below to the application form. Failure to do so will result in the application not moving to the next stage of evaluation and may be deemed ineligible for funding.

Quotations:

Estimated value of individual item of expenditure (exc. VAT)	Number of Quotations Required
£0 - £2,999.99	Minimum of 1 telephone / email quotation
£3,000 - £7,999.99	Minimum of 3 written / email quotations
£8,000 - £29,999.99	Minimum of 4 written / email quotations

PAYMENT OF GRANT

Payment of grant will be made after the project or activity has taken place and upon submission of the Claim Form and the completion of Council's vouching and monitoring processes.

All successful applicants will have the opportunity to request a 50% advance payment. This can be done online via the Grants Portal. No further payments will be made until completion of the project and satisfactory vouching has taken place.

N.B. Council, at its discretion, may contact suppliers directly to verify expenditure has taken place in accordance with the funding awarded. Cases of suspected fraud involving Mid and East Antrim Borough Council funds will be reported to the police.

MARKETING

Successful applicants will be required to acknowledge the contribution made by the Council in proportion to the level of funding awarded. Guidance will be provided in the Letter of Offer.

DETAIL OF CATEGORIES, CRITERIA & LEVELS OF AWARDS AVAILABLE

CATEGORY 1 - GRANTS FOR EVENTS	
<p>International Events</p> <p>(closes for applications at 4pm Friday 26 April 2024)</p>	<ul style="list-style-type: none"> • 25% (of total event costs) up to maximum of £25,000 • Events with more than 10,000 people in attendance (participants and attendees combined) AND • Can demonstrate significant economic benefit to the Council area through attracting international tourism. Evidence must include information on monetary spend within the Council area and bed-nights relating to the event. • Funding for the event will be reduced on a pro-rata basis if profit* exceeds £20,000.
<p>Large Events</p>	<ul style="list-style-type: none"> • 75% (of total event costs) up to maximum of £6,000 • Events with more than 2,000 people in attendance (participants and attendees combined). • N.B Funding for the event will be reduced on a pro-rata basis if profit* exceeds £1,000.
<p>Medium Events</p>	<ul style="list-style-type: none"> • 75% (of total event costs) up to maximum of £3,000 • Events with more than 500 but less than 2,000 people in attendance (participants and attendees combined) • N.B. Funding for the event will be reduced on a pro-rata basis if profit* exceeds £500
<p>Small Events</p>	<ul style="list-style-type: none"> • 75% (of total event costs) up to a maximum of £1,500 • Events with up to 500 people in attendance (participants and attendees combined) • N.B. Funding for the event will be reduced on a pro-rata basis if profit* exceeds £200.
<p>Please note, all events must be held within the Mid and East Antrim Borough, be within Council's overall remit for support and should complement current strategies and objectives.</p> <p>* Profit is defined as surplus revenue generated by the event through ticket sales and admission fees. This surplus is restricted and can only be used for the development of future events organised by the applicant organisation. At no point will the applicant be permitted to forward this profit to a third-party, e.g. a nominated charity.</p> <p>All income generated by the applicant towards the running of the event should be declared in the application form and as part of the claim. This includes for example monetary donations/sponsorship etc.</p>	

CATEGORY 2 - GRANTS FOR GROUPS

New Community Projects	<ul style="list-style-type: none"> • N.B. only new projects will be eligible for funding through this category. These projects/programmes must demonstrate long-term additionality to the group and Borough. Projects/programmes must also be innovative and directly address at least one of the stated priorities within the Community Plan. • 75% (of total costs) up to a maximum of £1,000 • This can be applied for in addition to the permitted 2 grants per year.
Public Liability Insurance	<ul style="list-style-type: none"> • 75% (of total costs) up to a maximum of £300 • Financial assistance is available for groups in obtaining either annual or ad hoc Public Liability Insurance.
Equipment	<ul style="list-style-type: none"> • 75% (of total costs) up to a maximum of £1,000 • Grants will be considered for the purchase of items of non-capital equipment that will promote and develop the work being carried out by locally based groups.
Village Christmas Lights	<ul style="list-style-type: none"> • 100% funding up to a maximum of £1,500 for Large Villages (Population greater than 1000) • 100% funding up to a maximum of £750 for Small Villages (Population less than 1000) • Groups who manage the Village Christmas Lights in a number of different villages where no constituted community group currently exists and who can demonstrate a previous working relationship in those villages may apply for the relevant additional funding per village up to a maximum of three villages (£4,500 maximum for large villages; £2,250 maximum for small villages). • Funding is subject to Northern Ireland Electricity approval, Road Service licensing, Competency Certification and appropriate Public Liability Insurance.
Other Distinctive Projects	<ul style="list-style-type: none"> • Council, at its discretion, may consider grants for any project within its remit not covered by this scheme. • 75% funding up to a maximum of £750 for project activity inside the Borough or; • 75% funding up to a maximum of £500 for projects outside the Borough) Council, at its discretion, may consider grants for any project within its remit not covered by this scheme.

CATEGORY 2 - GRANTS FOR GROUPS (continued)

<p>Civic Representation</p>	<ul style="list-style-type: none"> • 100% (of total costs) up to a maximum of £1,600 (£400 per person attending for the group). • A group is defined as anything over and above 2 persons attending the same event. • Grants will be considered to give special recognition and support to individuals within the Council area who will act as ambassadors for Mid and East Antrim in their chosen activity. • To be eligible under this category, applicants must be actively competing or participating at least at Ulster Level in a one-off event. • Applicants must demonstrate that they have participated in a selection process which has identified their suitability to represent at the required level. • Funding will be restricted to expenses incurred for accommodation and travel only (funding for personal fuel receipts will be capped at £100) • Residential courses and training associated with the civic representation project are not eligible for funding. • Only individuals actively participating or competing in the event or coaches for those actively participating or competing in the event will be eligible for funding. • Governing Bodies must provide written evidence to confirm competing or representing at least at Ulster Level.
<p>Developmental Projects and Training</p>	<ul style="list-style-type: none"> • (75% funding up to £1,000 for groups). • Grants will be considered to help groups undertake appropriate projects or training which will further the objectives of the organisation or build towards developing it in terms of first aid, coaching, capacity building, sustainability and governance. • Groups may be required to work with Council Officers to identify the objectives and outcomes to be achieved by the project or training. • Courses that result in a vocational qualification are not eligible.

CATEGORY 3 - GRANTS FOR INDIVIDUALS

Individuals can apply for one grant per year plus one Jonathan Rea Bursary, subject to eligibility.

Civic Representation

- 100% up to a maximum of £400
- Grants will be considered to give special recognition and support to individuals within the Council area who will act as ambassadors for Mid and East Antrim in their chosen activity.
- To be eligible under this category, applicants must be actively competing or participating at least at Ulster Level in a one-off event under Council's remit for support. Applicants must demonstrate that they have participated in a selection process which has identified their suitability to represent at the required level.
- Funding will be restricted to expenses incurred for accommodation and travel only (funding for personal fuel receipts will be capped at £100)
- Residential courses and training associated with the civic representation project are ineligible for funding.
- A maximum of five individual applications will be permitted per organisation, per financial year.
- Only individuals actively participating or competing in the event or coaches for those actively participating or competing in the event will be eligible for funding.
- Governing Bodies must provide written evidence to confirm competing or representing at least at Ulster Level

Training Courses

- 100% up to a maximum of £200 per individual.
- Supporting individuals who wish to improve their coaching and first aid capacity through attendance at courses which have been identified by their club/organisation.
- Evidence of this selection will be required at the stage of application.
- The individuals participating in the courses must reside in the Council area and be affiliated to a club/organisation in the Borough.
- If sport coaching applicant must be involved in the chosen sport in an amateur capacity and the sport must be recognised by Sport NI.
- A maximum of five individual applications per club/organisation, will be permitted per financial year.

CATEGORY 3 - GRANTS FOR INDIVIDUALS (continued)

Jonathan Rea Bursary	<ul style="list-style-type: none"> • 100% up to maximum of £750 • This Bursary aims to give additional support to individuals within the Borough who will act as ambassadors for Mid and East Antrim in their chosen sporting activity. • To be eligible under this category, applicants must be competing or representing at least at Ulster Level for support. • Applicants must demonstrate at application stage that they have or will be participating in a selection process which has identified their suitability to represent at the required level. • Council will consider this additional application from individuals for equipment, training facilities, coaching support, and kit only. • Governing Bodies of Sport must provide written evidence to confirm competing or representing at least at Ulster Level.
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OTHER MEA GRANT SCHEMES

Community Festivals Fund (DfC Funding)	100% funding up to £1,500 for single day events 100% funding up to £2,000 for multi-day events
Policing & Community Safety Grants Scheme (DoJ & NIPB Funding)	80% of total project cost. Grant Awards between £500 - £2,500
Good Relations (TEO Funding)	100% funding up to £2,500
Cultural Celebrations Grants Scheme	75% (of total event costs) up to a maximum of £500 (For one day events held between 9th and 13th July and 13th and 17th August 2024).

For further information on these schemes please contact the Grants Team:

Tel: 028 2563 3342
 Email: grants@midandeantrim.gov.uk