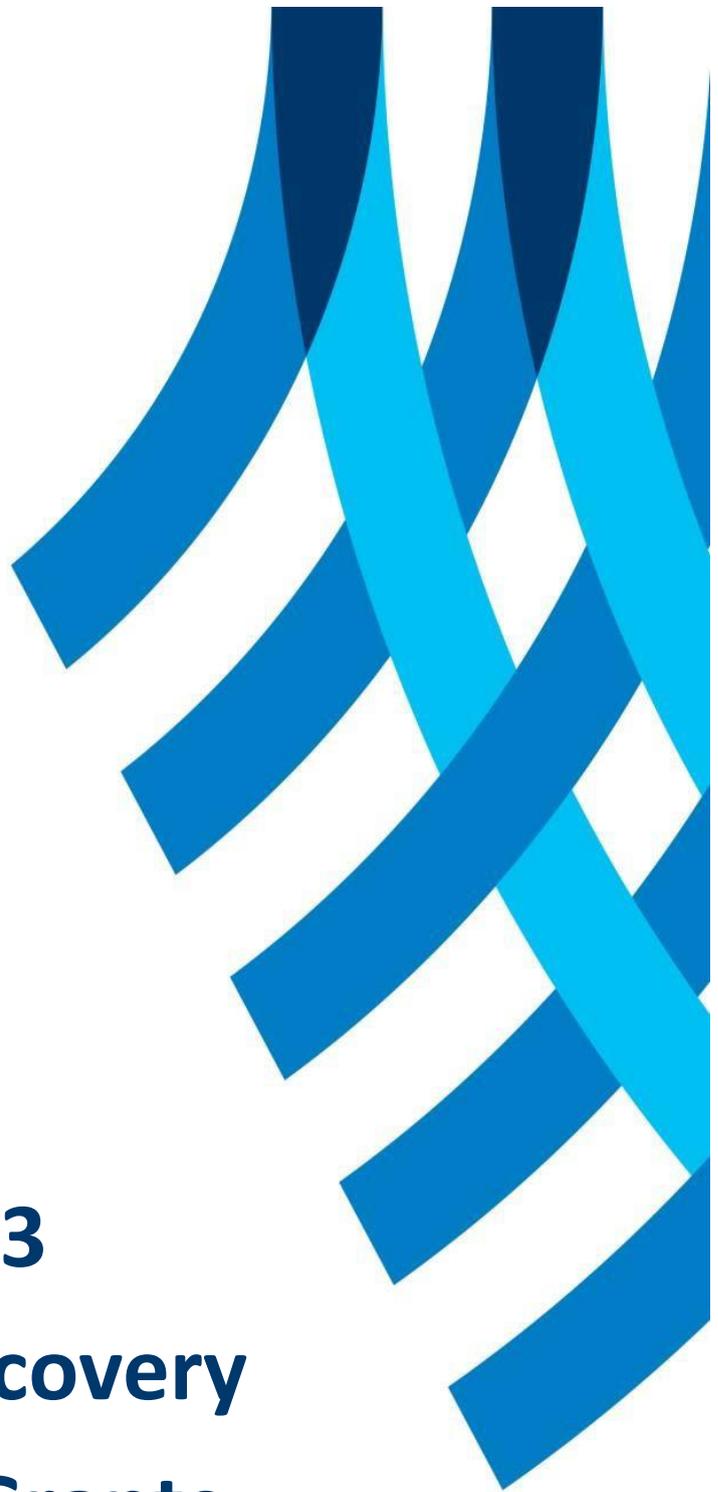




**Mid & East
Antrim**
Borough Council



COVID –19 Call 3 Community Recovery Warm Spaces Grants Scheme

**Guidance Notes
October 2022**

www.midandeantrim.gov.uk

1. PURPOSE

This scheme aims to offer Community and Voluntary Organisations funding to aid them in rebuilding and reconnecting communities during the recovery phase of the coronavirus pandemic. It aims to help residents of this Borough who are vulnerable, isolated and/or struggling during the cost-of-living crisis by supporting groups to provide new, renewed or extended community activities which bring people together in a warm, safe and shared space.

2. BACKGROUND

Council has identified a budget to support projects that assist local communities through new, renewed or extended community activities which bring people together in a warm, safe, shared space.

Constituted groups are permitted to apply for 100% funding up to a maximum of £500 to encourage them to host a Warm Space for the local community. These grants are designed to support activities, not capital costs. Projects must run for a minimum of 3 sessions.

The definition of a Warm Space is that they must be a free to use, warm, safe place where residents can expect a friendly and inclusive welcome. People can attend on their own, or with a friend, and will have an opportunity to talk to others over a hot drink or maybe a hot meal and be encouraged to stay for long as they wish throughout its opening hours. You may also wish to make some social activities available.

Council will provide all successful projects with information packs to give out, which will contain practical advice on keeping safe and warm this winter. There can be further help to find out about more specialist advice and support for any issues or challenges they are facing.

The grant scheme will open for applications on 21st October 2022 for projects taking place between 31st October 2022 and 31st March 2023. It will stay open for applications until either:

- The budget has been fully allocated; or
- 1st January 2023, whichever is first; at which point the scheme will close for applications

N.B. Only applications that have been submitted before the closing of the scheme will be considered for funding. No draft applications will be considered.

Applications are restricted to one application per community group only.

3. SCOPE

To qualify for a grant under this Scheme, applicants must be formally constituted with a current committee and based in the Mid and East Antrim Borough Council area. The applicant must also ensure that any benefits from the funding are in the Mid and East Antrim Borough only.

A community organisation is defined as a group constituted to undertake specific duties and responsibilities as confirmed in their constitution for no private or commercial gain. There are a number of ways in which to constitute a community group and this can include groups that have a memorandum and articles of association as long as any profits are reinvested and not for private gain. This includes faith-based groups and single identity organisations undertaking community activities.

EXAMPLES OF PROJECTS

- Enabling people to reconnect with their communities by hosting coffee/newspaper mornings or luncheon club in a warm and welcoming building running for six weeks
- Enabling people to access a nutritious meal by hosting an activity such as a weekly beetle drive or cookery demonstration followed by supper
- Extending the opening hours and/or range of activities provided by existing community organisations which bring people together in warm spaces for companionship eg guest speakers, keep fit classes etc
- Hosting a series of information events, along with refreshments, with representatives attending from organisations who may be able to provide support and advice for the community in relation to the cost-of-living crisis.
- Enabling and encouraging vulnerable people to use and access technology to keep them connected to the outside world by hosting an intergenerational club where the young people share computer skills and the older people share baking or sewing skills
- Awareness raising events directly relating to the purpose of the fund, e.g. series of weekly speakers to provide wellbeing information, healthy eating, keep warm projects etc

Please note:

- a. We ask that you are able to provide toilets, heating, tables and chairs and tea and coffee-making facilities.*
- b. the aim of the funding scheme is to facilitate groups to provide a number of repeated sessions over a period of weeks, during the winter months, not a one-off event*
- c. Council will also require successful applicants to contact the wellbeing team on wellbeing@midandeastantrim.gov.uk to register the project as a warm space, get a copy of the warm space charter and toolkit and to collect information packs for distribution*

Eligible spend

The following are examples of items which can qualify for eligible spend:

- Slow cookers to facilitate provision of meals such as soups and stews
- Tea, coffee, milk, biscuits for coffee mornings
- Newspapers or board games
- Food ingredients for cookery demonstrations
- Materials for a craft class or similar
- Venue hire costs (eg hire of local hall or community centre)

These lists are not exhaustive, and any project ideas should be discussed with your local DEA Council Officer in the first instance to determine suitability (see contact details below).

Any groups who require support for projects are advised to contact their relevant DEA Officer to discuss other sources of guidance and support.

Applicants are reminded that the outbreak of the COVID-19 Coronavirus is an unprecedented global event and advice is constantly being updated. The latest advice from the UK government and the NHS can be found at; www.gov.uk/coronavirus

4. SCORING CRITERIA

To qualify for a grant under this Scheme, applicants must clearly demonstrate the following in completing the relevant application form:

- I. What the project is, including planned dates (events should be well-planned and locally connected)
- II. The need for the project (evidence base that the project meets the needs of the local community)
- III. The benefits of the project (eg strengthens community, addresses loneliness, provides warm spaces)
- IV. Specifically targets people that are lonely or socially isolated

Each answer will require a minimum of 50% in scoring for the application to be successful.

5. PAYMENT OF GRANT

To enable projects to commence as soon as possible, groups may request 50% advance payment of grant. In order to avail of this please contact the Grants Team to request an Advance Payment Request Form. The remaining 50% will be paid on completion of the project and satisfactory vouching has taken place (at Council's discretion).

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

6 EXCLUSIONS

Mid and East Antrim Borough Council will not fund the following under this scheme:

- a) Any action or project that breaches the directive given by the UK Government in relation to self-isolation and the delaying of the spread of the virus;
- b) Commercial ventures and organisations;
- c) Organisations which fall under the remit or are primarily funded by Central Government or public sector bodies, such as schools, state funded / private pre-school groups, state funded / private childcare facilities, PTAs. (N.B. Community and Voluntary operated pre-school and childcare facilities are eligible to apply to this scheme);
- d) Large items of equipment which would be deemed capital, i.e. non-portable, permanent fixtures or vehicles etc.
- e) Use of commercial/business premises during normal opening hours (hire of a commercial premises outside normal opening hours for an activity which is not for commercial gain may be considered)
- f) Single issue organisations whose primary focus is campaigning or lobbying;
- g) Parades;
- h) Events, parties, shopping trips or other day trips;
- i) Umbrella groups not represented in the Mid and East Antrim area by a locally based committee;
- j) Projects that have already commenced or expenditure incurred prior to making application to this scheme;
- k) Projects outside of the Mid and East Antrim area;
- l) Groups currently in arrears or in bad debt to Council;
- m) Items of personal team kit, clothing and uniforms;
- n) Alcohol;
- o) Applications from individuals;
- p) Holiday schemes/projects;
- q) Party political activity
- r) General running costs of an organisation. This includes salary, electricity, heating, Mobile / telephone, internet, rent costs, subscriptions, bank fees and membership fees, ongoing upkeep of websites.
- s) The purchase of equipment relating to the administration of the group, e.g. IT equipment and mobile phones.
- t) One off events

6. EQUALITY OF OPPORTUNITY

While administering the Grants Support 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.

7. HOW TO APPLY

Before completing an application, applicants should make sure that they are eligible to apply and have read these guidance notes in full.

Applications are made online by going to;
www.midandeantrim.gov.uk/residents/grants

If you have issues in accessing the grants portal, please contact DEA Council Officer for your local area (see contact details below).

8. SPECIFIC CONDITIONS

Projects that have been awarded funding through this or other Council grants schemes will not be permitted to obtain additional funding under this scheme for that particular project.

All projects awarded funding within the 2022/23 financial year must have their final claims submitted before **31 May 2023**.

Proposed activity/project ends by	Final Claims/Paperwork submitted by
By 31 st March 2023	31 st May 2023

N.B. 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 may include Entertainments, Street Trading etc.

For information on licences and fees, please visit;
www.midandeantrim.gov.uk/business/licencing

Full terms and conditions are available on the Council website by going to:
www.midandeantrim.gov.uk/community/grants

9. 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
£0.00 - £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
£30,000 +	Publicly Advertised Tender

Regulations to note:

- The Public Supplies Contracts Regulations 1991
- The Public Works Contracts Regulations 1991
- The Utilities Supply and Works Contracts Regulations 1992
- The Public Services Contracts Regulations 1993
- It is good practice to have a system of opening and evaluating tenders.
- Claims: Please use the proforma provided and submit by the target date. Original invoices and receipts should be submitted and a copy retained for your records.
- Any legal agreements should only be made following professional advice.
- When renewing insurance always check with alternative firms to obtain the best quote. Voluntary organisations like NICVA have favourable group arrangements in place.
- Applicants are advised to maintain records of small purchases in a petty cash book and to ensure that cheques are not signed in advance.
- Where it is evident that one supplier can provide the product or service as one itemised invoice as opposed to a series of invoices, the project promoter should treat this as such and seek quotations according to procurement thresholds. This will ensure the best value for money. Separating the scope of works into sections for the purpose of invoicing below the procurement threshold, will be deemed by audit as purposely splitting work values to avoid due process.

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

DISTRICT ELECTORAL AREA (DEA) OFFICERS CONTACT DETAILS

CARRICKFERGUS

Janet Shearer
DEA Officer - Knockagh
janet.shearer@midandeastantrim.gov.uk
Tel: 028 9335 8312
Mob: 07762 105 915

Alison Kane
DEA Officer - Carrick Castle
alison.kane@midandeastantrim.gov.uk Tel:
028 2826 2460
Mob: 07939 634403

LARNE

Wendy Carson
DEA Officer - Larne Lough
wendy.carson@midandeastantrim.gov.uk
Tel: 028 2826 2459
Mob: 07966 888 131

Amanda Cotter
DEA Officer - Coast Road
Amanda.cotter@midandeastantrim.gov.uk
Tel: 02825 633196
Mob: 07391 863 492

BALLYMENA

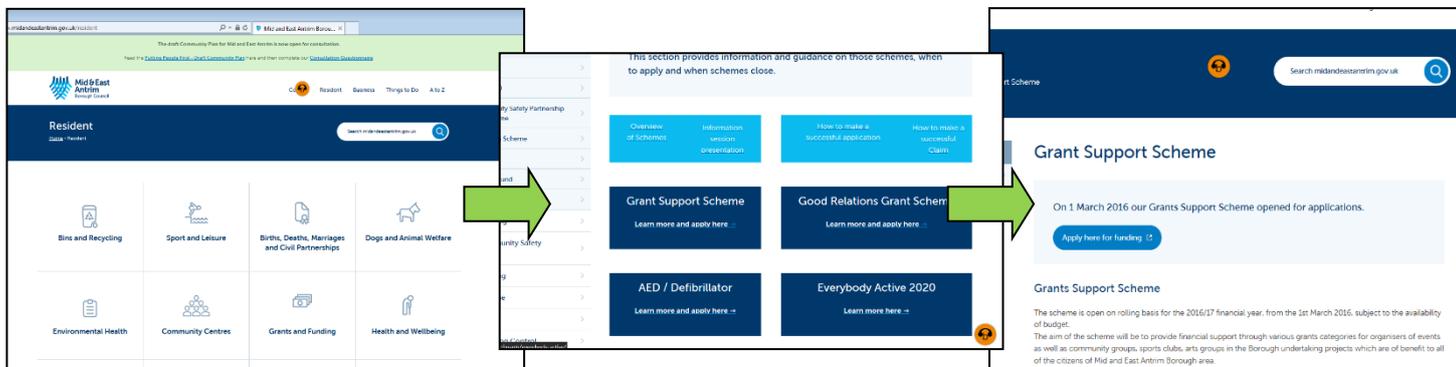
Jane Dunlop
DEA Officer - Bannside
jane.dunlop@midandeastantrim.gov.uk
Tel: 028 2563 3141
Mob: 07894 295 224

Fiona Surgenor
DEA Officer - Braid
fiona.surgenor@midandeastantrim.gov.uk
Tel: 028 9335 8265
Mob: 07880 432458

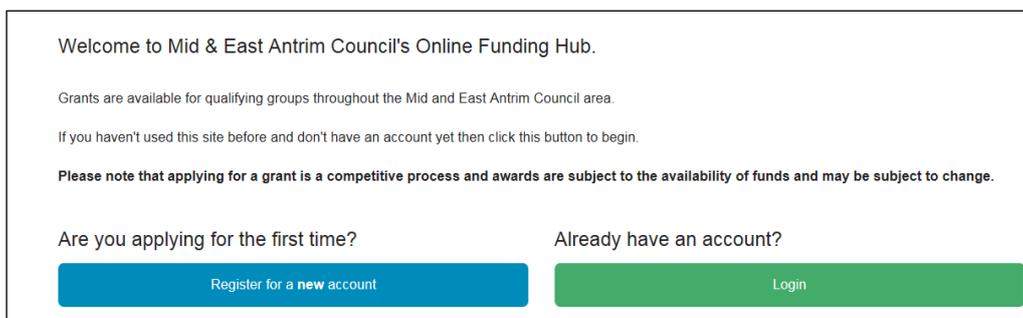
Stephen Sheerin
DEA Officer - Ballymena
stephen.sheerin@midandeastantrim.gov.uk
Tel: 028 2826 2461
Mob: 07753 859 712

Step by Step Instructions for Online Applications

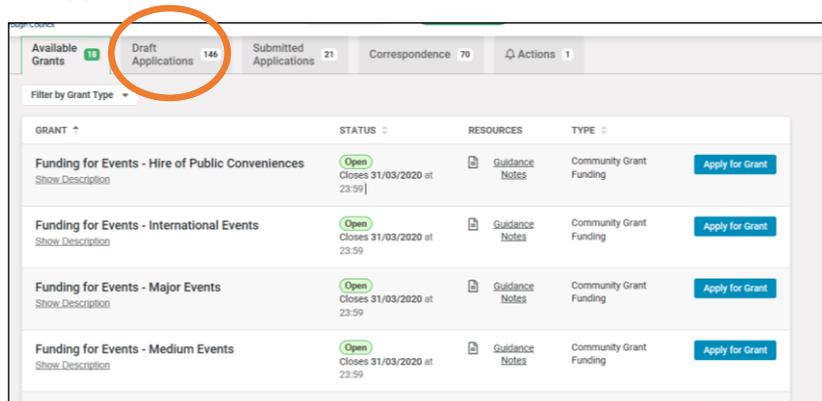
1. Visit the Council website by going to www.midandeantrim.gov.uk
2. Select 'Resident' at the top of the main screen and then 'Grants and Funding'.
3. Select the scheme for which you wish to apply to and select 'Apply here for funding'



4. The Council's Funding Hub will load up. If you are new user to the system (i.e. have not made application since 1 April 2015) select the Blue box to 'Register for a new Account'. Users who have previously registered on the system can select the Green box to 'Login' to their account.



5. To start a new application, select any of the blue 'Apply for Grant' buttons.
6. If you want to continue a previously started application, select the 'Draft Applications' tab and find the application desired.



7. Upon selecting to start a new application, the next page you will find is a list of the grants currently open along with the closing dates and an electronic copy of these guidance notes.
8. Select the grant you wish to apply for by ticking the box on the left of the grant name. N.B. only one grant can be selected per application.
9. You now have two options at the bottom of this page; either to start a blank application from the beginning by selecting 'Create New Application' or to clone a previously submitted form.

10. To clone an application, first select the previous application from the drop-down box. Then select 'Clone Previous Application'. The information submitted in the group details and upload documents will automatically enter into the new form. The applicant will be required to enter the information specifically relating to the new project. If any of the uploads require updating from the last application, please do this manually in the 'Documents' tab.

<input type="checkbox"/>	Grants for Groups - Environmental Projects	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Village Christmas Lights	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Public Liability Insurance	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Coaching Courses & First Aid Training	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Civic Representation	Tuesday, 31/03/2020 @ 23:59	
<input type="checkbox"/>	Grants for Groups - Other Distinctive Projects	Tuesday, 31/03/2020 @ 23:59	

Select Previous Application:

Grants for Groups - Other Distinctive Projects 07/12/2016

11. In either instance, the application form will now load and you must complete all sections with as much relevant detail as possible. Boxes marked with a red * are mandatory and must be completed to allow submission of the form.

12. Applicants can navigate through the form by using the tabs at the left side of the page or by using the blue boxes at the bottom of each page. Moving from page to page will automatically save the information entered up to the point where one of these is pressed.

Section A

Group 1

Group 2

Contact

13. The 'Documents' tab allows applicants to upload electronic or scanned copies of the required supporting documentation for the application, such as the constitution, accounts, bank statement etc. Once again the sections marked with a red * are mandatory for the submission of an application. If you require assistance with the upload of documents, you can contact a Grants Officer by email on grants@midandeantrim.gov.uk

Section C

Documents

Submission

International Events Business Case

Minutes of last Annual General Meeting.

14. The final page of the application is the Submission page in which you should read the terms and conditions of the scheme and statement regarding equality of opportunity. The tick boxes indicating that you agree to the conditions must be selected before the application can be submitted.
15. Complete the Declaration section at the bottom of the page and when ready press 'Submit'.
16. If the application is complete, a box will appear to confirm a successful submission.

Submission

You must read and agree to the following by ticking the boxes below:

- [Terms and Conditions of the Grant](#)
- [Statement Regarding Equality of Opportunity](#)

Name

Position Held

Date

On behalf of

(Organisation Name)

[Submit](#)

17. If there are any omissions from the form, a box will appear to inform you of the sections missed. Press 'View' and the system will take you to the section, which requires attention. Once all areas are complete, press the 'Submit' button once again.

⚠ Current Application Status

Your application contains 30 errors:

- [View](#) This field is required.
Name of Group
- [View](#) This field is required.
Address Line 1
- [View](#) This field is required.
Town / City

[Close](#)

GRANTfinder

an **idox** solution

Should you wish for Council to investigate sources of match funding for any project, please contact the Grants Officer at grants@midandeantrim.gov.uk requesting a GrantFINDER™ search to be carried out.

You need to provide brief details of:

- *the applicant organisation;*
- *the project;*
- *the approximate cost;*
- *who will benefit from it.*

A funders report will be emailed to you with details of potential funders and schemes that may be applicable to your project.

Please be advised that not all searches will guarantee positive results or funding.