



**Mid & East  
Antrim**  
Borough Council



# Everybody Active 2020 Grants Programme

2019/20 Guidance Notes

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## 1. PURPOSE

This policy sets out how Mid and East Antrim Borough Council will consider support for any constituted community or voluntary group undertaking activities within its statutory and civic remit where there is a benefit to the Mid and East Antrim Area.

## 2. BACKGROUND

The Sport NI for the Everybody Active 2020 Small Grants Programme is primarily aimed at grassroots community based sport. The programme aims to prioritise investment in sports clubs, community groups and governing bodies of sport, especially those based in areas of greatest need that will deliver increased sports participation and physical activity.

Project priorities: Priority will be given to projects which aim to increase participation among traditionally underrepresented groups which include:

- Women and girls
- People with a disability;
- Those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010)
- Projects that promote positive mental health and wellbeing and use sport and physical activity as a mechanism.

Council will consider up to 100% funding of total eligible costs up to a maximum of £2,500. Projects must be completed by 29 February 2020 (subject to available budget).

Applications can be made online at <https://mea.eformz.info>.

- Applications will be accepted for one Everybody Active 2020 grant per financial year.
- Applications are encouraged to link with Everybody Active 2020 (Strand One) Coaching team where possible which will encourage and foster partnership working, capacity building and sustainable programmes post funding. For further information on this contact [Katrina.mccaughan@midandeantrim.gov.uk](mailto:Katrina.mccaughan@midandeantrim.gov.uk)
- If an application is submitted, assessed and deemed unsuccessful, the applicant may reapply to the scheme if time permits.

## 3. SCOPE

Applications can be accepted from:

- Governing Bodies of sport (recognised by Sport Northern Ireland)
- Sport clubs (must be affiliated to a Governing Body of Sport recognised by Sport Northern Ireland)
- Charities (must have registered charity number)
- Parent Teacher Associations; and
- Community/voluntary groups

To qualify for a grant under this Scheme, applicants must meet the following criteria:

- a) Organisations should be formally constituted with a current committee (appropriate details are requested in the Application Form) based in the Mid and East Antrim Borough Council area or provide a service that is a clear and direct benefit within the Mid and East Antrim Borough Council area.

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. Applicants must **demonstrate how the grant will be used to contribute towards Council’s Community Plan** under the Good Health & Wellbeing priority:

Prevention and early intervention  
Our people are able to enjoy longer and healthier

Healthy places and lifestyles  
Our people are physically active more often

Deprivation and health  
Our borough has health equality for all

#### 4. ELIGIBLE AND INELGIBLE ITEMS

Table of eligible/ineligible items not exclusive/exhaustive; all items will be considered on individual merit.

Please note that only one application will be accepted per organisation. The following items/services are eligible in regards to the Everybody Active 2020 Small Grants **Programme**. Submitting an application is not a guarantee of receiving funding. If you apply for CPD costs you must demonstrate how this will help increase participation.

Eligible items	Ineligible items
<ul style="list-style-type: none"> <li>• Projects that support increased participation in Physical recreation especially among underrepresented groups;</li> <li>• Coach education courses which will be completed by 31<sup>st</sup> March 2019;</li> <li>• CPD courses/training - e.g. Disability Awareness, Sport Leadership;</li> <li>• Sport specific Coaching fees (capped at £20 per hour)</li> <li>• Project specific venue hire;</li> <li>• Project specific travel within Northern Ireland;</li> <li>• Project specific equipment*;</li> <li>• Equipment hire to allow you to run your project.</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Ventures/Organisations;</li> <li>• General running costs of current activities;</li> <li>• Insurance, affiliation, entry, membership or subscription fees;</li> <li>• Accommodation/ hotels;</li> <li>• Ongoing hire of a Council facility;</li> <li>• Publications, marketing and websites;</li> <li>• Consultancy fees;</li> <li>• Access NI registration fees;</li> <li>• Travel outside Northern Ireland;</li> <li>• Single issue organisations whose primary focus is campaigning or lobbying;</li> <li>• First aid kits / medical bags, defibrillators;</li> <li>• Non inclusive fitness equipment;</li> <li>• Existing activities;</li> <li>• Capital costs;</li> <li>• Parades</li> <li>• Office equipment/ furniture/ maintenance equipment;</li> <li>• Entertainment costs;</li> <li>• Secondary, further or higher education costs;</li> <li>• Activities promoting religious or political beliefs;</li> <li>• Fundraising events;</li> <li>• Clothing;</li> <li>• Retrospective funding;</li> <li>• Umbrella groups not represented in the Mid and East Antrim Area;</li> <li>• Activities which are principally the remit of another public sector body</li> <li>• Activities forming part of an approved course of learning, gap year outward bound activity for students;</li> </ul>

\* *buying equipment should not be the focus of the project. Equipment is viewed as a means to achieving the target of increasing participation in sport. Any application for equipment should explain why it is needed and how it will achieve this.*

### 5. 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.

### 6. SCORING CRITERIA

To qualify for a grant under this Scheme, applicants must clearly demonstrate the following:

- Compliance with good Governance practices
- Number of participants
  - Total number of participants involved
  - Total number of women and girls involved
  - Total number of people with a disability involved
  - Total number of participants from areas of high social need.
- Target groups
- Project detail i.e. new activities/ services created. What will you do? When will you do it? Where will you do it? How will you do it? Who will benefit?
- Contribution to Community Plan outcomes.
- Sustainability i.e. How will you ensure that your project will assist with keeping people involved in Physical activity? Have you linked with Every Body Active 2020 Coaching Team?

N.B. It is crucial that the applicant provides as much relevant detail as possible within their application in order for it to be successfully scored.

Should the scheme go over-subscribed, Council may reduce the amount offered on a pro-rata basis.

### 7. PAYMENT OF GRANT

Payment of grant will be made after the project or activity has taken place and upon completion of the Project Report and Claim Form and the submission of original invoices, receipts and bank statements.

In the instance where issues with cash flow may prove detrimental to the project or activity taking place, consideration may be given to releasing 50% of the awarded funding in advance. This will be done on a case by case scenario and the applicant will be required to demonstrate that there is a need for this advance payment. No further payments will be made until completion of the project and satisfactory vouching has taken place.

Please consult the Grants Officers if you require any additional information.

## 8. 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/community/grants](http://www.midandeantrim.gov.uk/community/grants)

Further Information on the grant process is available by contacting the Grants Office at:

- 028 2563 3148 or 028 9335 8240
- [grants@midandeantrim.gov.uk](mailto:grants@midandeantrim.gov.uk)

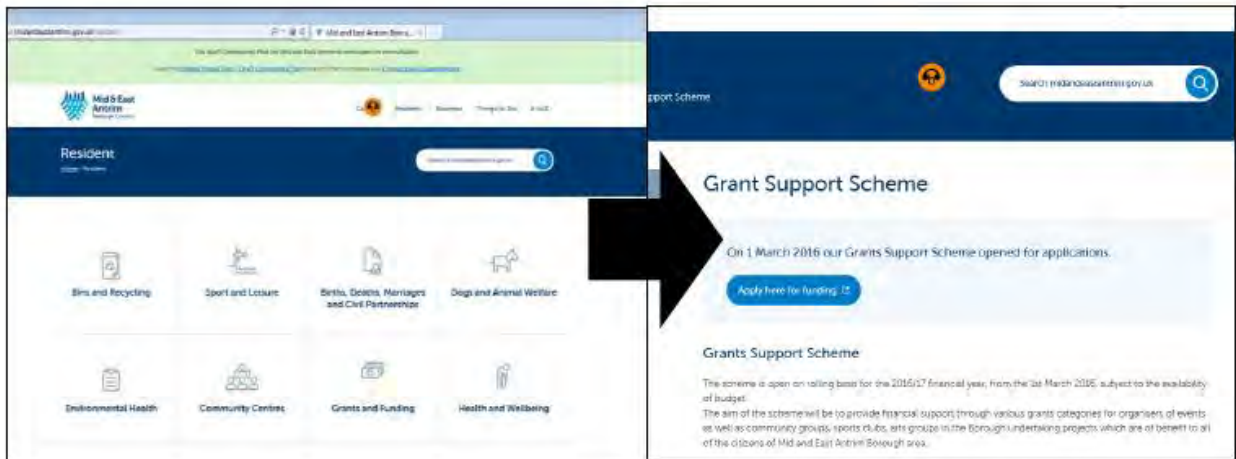
A step by step guide for the online application process is available at page 8 of this document.

## 9. SPECIFIC CONDITIONS

- Successful applicants of any other Council Grants Scheme will not be permitted to apply for additional funding under this scheme for that particular project. However, these groups may apply for funding for a different activity that qualifies in one of the listed categories of this scheme.
- Groups in receipt of funding from other sections of Council are ineligible to apply for additional funding for that project under this scheme. However, these groups may apply for funding for a different activity that qualifies in one of the listed categories of this scheme.
- 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 include Entertainments, Street Trading etc. For information on licences and fees, please visit [www.midandeantrim.gov.uk/business/licencing](http://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](http://www.midandeantrim.gov.uk/community/grants)

## Step by Step Instructions for Online Applications

1. Visit the Council website by going to [www.midandeantrim.gov.uk](http://www.midandeantrim.gov.uk)
2. Select 'Resident' at the top of the main screen and then 'Grants and Funding'.
3. At the bottom of the Grants Page, select 'Apply online for Grant Application'



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.

Welcome to Mid & East Antrim Council's Online Funding Hub.

Grants are available for qualifying groups throughout the Mid and East Antrim Council area.

If you haven't used this site before and don't have an account yet then click this button to begin.

**Please note that applying for a grant is a competitive process and awards are subject to the availability of funds and may be subject to change.**

Are you applying for the first time?

Register for a new account

Already have an account?

Login

5. To start a new application, select the Green button.
6. If you want to continue a previously started application, select the 'Drafts' box and find the application desired. Similarly you can view previously Submitted, Unsuccessful or Withdrawn applications.

### New Grant Application

📄
Start a New grant application

Create a new blank grant application or clone an existing application you have previously submitted by clicking on the green 'Start a **New** grant application' button.

### Existing Grant Applications

Draft	71 Applications
Submitted	16 Applications
Unsuccessful	2 Applications
Withdrawn	1 Application

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; to either 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.

### Select Grants

Please tick the box or boxes below for the grants that you would like to apply for then click the blue box at the bottom ‘Create Grant Application’ to start your application.

#### Grants Support Scheme

Events		1 Grant
Grant	Deadline	Guidance notes
<input checked="" type="checkbox"/>	Events - Small	Sunday, 27/11/2016 @ 12:00pm

Clone **Previous** Application

Create **New** Application(s)

Select Previous Application:

Events - Small 02/12/2015

11. In either instance, the application form will now load and you must complete all sections with as much relevant detail as possible. Boxes mark 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

← Previous: Project (PLI)

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@midandeastantrim.gov.uk

Section C

Documents

Submission

📄 International Events Business Case  
upload

📄 Minutes of last Annual General Meeting.  
upload



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.

The screenshot shows a form titled "Submission". Below the title, it says "You must read and agree to the following by ticking the boxes below:". There are two checkboxes: "Terms and Conditions of the Grant" and "Statement Regarding Equality of Opportunity". Below these are four text input fields: "Name", "Position Held", "Date", and "On behalf of". The "On behalf of" field has a red label "(Organisation Name)" below it. At the bottom center is a green "Submit" button.

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.

The screenshot shows a modal box titled "Current Application Status" with a red warning icon. It contains a red header bar that says "Your application contains 30 errors:". Below this is a list of three error messages, each with a blue "View" button to its left: "This field is required. Name of Group", "This field is required. Address Line 1", and "This field is required. Town / City". At the bottom right of the modal is a blue "Close" button.

SPORTING ACTIVITIES AND GOVERNING BODIES RECOGNISED BY SPORT NI

ACTIVITY	DISCIPLINES	ACTIVITY	DISCIPLINES
AIKIDO		EQUESTRIAN	Dressage Horse Driving Endurance Vaulting Show Jumping Harness Racing Polocrosse Eventing Reining Mounted Games Horseball
AIR SPORTS	Flying		Horse Racing
Royal Aero Club of UK	Aero model Flying	EXERCISE AND FITNESS	Yoga Keep Fit Medau Margaret Morris Movement
	Ballooning	DANCE	Ballroom Latin Highland Dancing Scottish Country Folk Dance
	Gliding	FENCING	
	Hang/ Paragliding	FIVES	Eton Rugby
	Microlight	FLOORBALL	
	Parachuting	FOOTBALL	Futsal
	Popular Flying	GAELIC GAMES	Handball (non Olympic) Football Hurling
AMERICAN FOOTBALL		GOLF	
ANGLING	Federation	GYMNASTICS	Artistic Recreational Rhythmic Sports Acrobatics Sports Aerobics Trampoline Tumbling
	Coarse	HANDBALL	Olympic
	Game	HIGHLAND GAMES	
	Sea	HOCKEY	Field
ARCHERY	Target	HOVERING	
	Field	ICE HOCKEY	
ARM WRESTLING		ICE SKATING	Short Track Figure Synchronised
ATHLETICS	Mountain/Fell	JUDO	
	Road	JU-JITSU	
	Track and Field	KABBADI	
	Cross Country	KARATE	
AUSTRALIAN RULES FOOTBALL		KENDO	laido Jodo
BADMINTON		KITE SURFING	Kite surfing
BASEBALL		KORFBALL	
BASKETBALL		LACROSSE	
		LIFE SAVING	
BATON TWIRLING		LUGE	
BIATHLON		MODERN PENTATHLON	
BILLIARDS AND SNOOKER			
BOBSLEIGH			
BOWLS	Crown		
	Federation		
BOXING			
CAMOGIE			
CANOEING	Marathon		
	Polo		
	Wild Water Racing		
	Freestyle		
	Sea Kayaking		
	Slalom		
	Surfing		
	Open Canoeing		
CAVING	Cave Diving		
	Pot Holing		
	Mine Exploration		
CHINESE MARTIAL ARTS			
CRICKET			
CROQUET			
CURLING			
CYCLING	BMX		
	Mountain Biking		
	Road Racing		
	Cycle Speedway		
	Track		
	Cyclo Cross		
	Downhill		
	Stunt		
DARTS			
DISABILITY SPORT			
See end			
DODGEBALL			
DRAGON BOAT RACING			

## Guidance Notes

ACTIVITY	DISCIPLINES	ACTIVITY	DISCIPLINES
MOTOR CYCLING	Road Racing Trials Enduro Motocross Track Racing Super Moto Drag / Sprint Speedway Rallying Sidecar Racing Hill Climbing	SURFING	Short board Kneeboard Long board Body board Skim board Standup Paddle Body Surf
MOTOR SPORTS	Autocross Autotests Car Racing Drag Racing Hill Climbs Karting Rallycross Rallying Sprints Trials	SURF LIFE SAVING	
MOUNTAINEERING	Abseiling Bouldering Climbing Trekking	SWIMMING	Swimming Diving Synchronised Water Polo Open Water Long Distance
NETBALL		TABLE TENNIS	
ORIENTEERING		TAEKWONDO	
PETANQUE		TANG SOO DO	
POLO		TENPIN BOWLING	Skittles
POOL		TENNIS	
QUOITS		TRIATHLON	
RAMBLING		TUG OF WAR	
	Long Distance Walking	ULTIMATE	
REAL TENNIS		VOLLEYBALL	
ROLLER SPORTS	Speed Inline Hockey Artistic Skater Hockey Freestyle Roller Hockey	WATER SKIING	Barefoot Cable Ski Kneeboard Racing Tournament Wakeboarding
ROUNDERS		WEIGHTLIFTING	Olympic Powerlifting
ROWING		WRESTLING	Olympic Freestyle
RUGBY LEAGUE			
RUGBY UNION	Tag Sevens Touch		
SAILING	Sailing Sportsboats Powerboating Windsurfing Personal Watercraft Motor cruising Inland boating		
SAND&LAND YACHTING			
SHINTY			
SHOOTING	Federation  Clay Target Pistol Rifle Muzzle Loaders Small-bore Rifle		
SKATEBOARDING			
SNOWSPORT	Skiing Snowboarding Telemark		
SOFTBALL			
SOMBO			
SQUASH	Squash Racketball		
STOOLBALL			
SUB AQUA	Underwater Hockey		

