



**Mid & East  
Antrim**  
Borough Council



# Good Relations Grants Scheme Guidance Notes 2019/20

## 1. Introduction

### Purpose

Mid & East Antrim Borough Council will consider support for any constituted community or voluntary group undergoing activities within its statutory and civic remit where there is a benefit to Good Relations in the Mid & East Antrim area.

## 2. Who is Eligible for Grant funding?

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

- (a) Community organisations should be formally constituted with a current committee (appropriate details are requested in the Application Form) and based in the Mid & East Antrim Borough Council area.

### OR

- (b) Constituted community organisations which provide a service that is a clear and direct benefit within the Mid & 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.

## 3. Grant Categories and Level of Support

The Good Relations grant is 100% funded up to a maximum of £2,500. This can be applied for through one large application or through a series of smaller applications throughout the financial year. Applicants should note this is a competitive process and awards are subject to availability of funds and may be subject to change. The scheme will close when funding has been fully committed.

### Application Process

The indicative dates for this round of funding are shown below:

| Applications open | Applications close | Proposed activity end | Final Claims/Paperwork to be submitted by |
|-------------------|--------------------|-----------------------|---|
| 18 March 2019     | 31 January 2020    | 31 March 2020         | 1 May 2020                                |

## 4. Exclusions

Mid & East Antrim Borough Council will **not** fund the following under this Scheme:

- Commercial ventures.
- Salary costs and core costs.
- Equipment that is not project specific
- Items of personal or team kit, clothing and uniforms.
- Single issue organisations whose primary focus is campaigning or lobbying.
- The creation or upkeep of websites.
- Parades.
- Fundraising events or events that are heavily branded with charity branding or deploy potential sources of income from a festival or event to a charity.
- Umbrella groups not represented in Mid & East Antrim.
- Activities in a sphere, which is principally the remit of another public sector body.
- Subscriptions, membership bank fees.
- Activities forming part of an approved course of learning, gap year or outward bound activity for students.
- Fun Days or Festivals which are eligible under the Community Festivals Fund when it is open for applications.
- Projects that have already commenced and expenditure incurred prior to making application to this scheme.
- Events and projects outside of Mid & East Antrim Borough area. Please note that for the purposes of Good Relations, funding for travel outside Northern Ireland is only available on condition that:
  - The beneficiaries are from the Mid & East Antrim Borough area
  - The event/project/activity has clear good relations impacts
  - The proposed outcomes contained within the application form cannot be achieved through activities undertaken within Northern Ireland.

## 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:

- I. The need for the project
- II. The additionality that the project will bring (repeat projects should show progression and development from the previous application)
- III. How the project compliments the theme.

**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.

## 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. Specific Grant Criteria: Good Relations

Under the Good Relations Grants Programme, groups are permitted to apply for funding up to a maximum of £2,500. This can be applied for through one large application or through a series of smaller applications throughout the financial year.

If the activity involves publicity Council/ The Executive Office funding should be acknowledged in all publicity material relating to the event through display of the Council and The Executive Office logos, which will be forwarded with any relevant letter of offer. The following wording should also be included in all communications. **“This project has received financial support from The Executive Office through Mid and East Antrim Borough Council’s Good Relations Programme”**.

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

If applying to other sources for funding towards the project, groups must ensure that double funding does not occur and it is for a different element of the project not already being funded by Council’s Good Relations Grants Scheme.

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.

## Purpose of the fund

The purpose of the fund reflects the Together: Building a United Community Strategy which outlines a vision of *“a united community, based on equality of opportunity, the desirability of good relations and reconciliation - one which is strengthened by its diversity, where cultural expression is celebrated and embraced and where everyone can live, learn, work and socialise together, free from prejudice, hate and intolerance.”*

## Underpinning principles of the fund

- Cohesion
- Diversity
- Fairness
- Inclusion
- Integration
- Interdependence
- Respect
- Responsibilities
- Rights
- Sharing
- Tolerance

## Grant Theme

Projects which are funded by the Good Relations Grant must clearly link to the following T:BUC aim which is to create a community which promotes mutual respect and understanding, is strengthened by its diversity, and where cultural expression is celebrated and embraced.

As we move towards achieving our vision of a united community, we are committed to developing an open and tolerant society in which everyone is free to mark and celebrate their identity, or indeed identities, in a peaceful and respectful manner.

Applicants will be asked to demonstrate how their project meets the following Project Level Outcome, which falls under TBUC Outcome 4.1: Increased sense of community belonging (widens contribution beyond community background). Successful applicants will be required to complete a pre and post project survey as part of the evaluation process.

| T:BUC Outcome  | Project Level Outcome   |
|--|---|
| 4.1: Increased sense of community belonging (widens contribution beyond community background). | An increase in the percentage of participants who feel a sense of belonging to their neighbourhood. |

## 9. General Conditions of Grant

All applicants should note the following:

- Applications will only be approved for funding if there is evidence that the applicant demonstrates a clearly defined need for the project and for Council funding and how the project achieves the Good Relations outcome identified within the theme.
- Any assistance offered by Council must only be used for the purpose stated on the application. If not, Council have the right to ask you to repay the grant. You may be asked to repay any grant if there is a failure to deliver the activity for which funds are allocated.
- Activities taking place between 1 April 2019 and 31 March 2020 will only be considered. The application for funding must be submitted before the project commences.
- All claim paperwork must be submitted not later than 4 weeks after the end of your project (2 weeks for projects taking place in March)
- Award of grants will be strictly limited to a maximum of the sum offered by the Council. No supplementary grant will be allowed.
- Group applicants must have a bank/building society account and must declare details of their account/s to the Council. Groups will be required to provide evidence of their financial position with their application.
- It is the Group's responsibility to ensure that any individuals or organisations it engages prior, during or post project/event activity, are adequately insured. The group must be completely satisfied that all insurance documents are up to date and adequate liability cover is in place for the duration of the project/event. Evidence of this will be required.
- The Council can choose to interview a representative of the group or organisation making the funding application, and we can deal directly with the applicant's parent organisation or governing body (as applicable).
- Previous funding does not guarantee further funding.
- The Council will only accept applications made on Council official application forms, or through the online service.
- 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.
- Successful applicants must complete and return a Pre-event Survey as part of the conditions of the Letter of Offer. The survey will be issued along with the Letter of Offer and must be returned along with Schedule 3 Acceptance Form.
- 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)

## 10. 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](http://www.midandeantrim.gov.uk)

Email: [grants@midandeantrim.gov.uk](mailto:grants@midandeantrim.gov.uk)

**If you would like to discuss a Good Relations Application before submission, please contact your local Good Relations Officer as shown below:**

Jane Dunlop

T: (028) 2563 3141

E: [jane.dunlop@midandeantrim.gov.uk](mailto:jane.dunlop@midandeantrim.gov.uk)

Janet Shearer

T: (028) 9335 8312

E: [janet.shearer@midandeantrim.gov.uk](mailto:janet.shearer@midandeantrim.gov.uk)

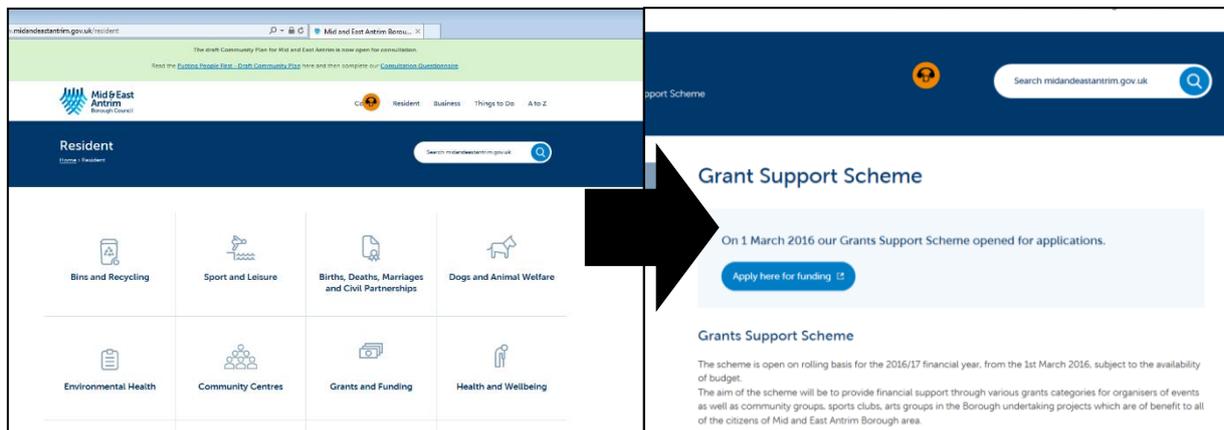
David McAllister

T: (028) 9335 8315

E: [david.mcallister@midandeantrim.gov.uk](mailto:david.mcallister@midandeantrim.gov.uk)

## Step by Step Instructions for Online Applications

1. Visit the Council website by going to [www.midandeastantrim.gov.uk](http://www.midandeastantrim.gov.uk)
2. Select 'Grants' on the left side of the main screen.
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? Already have an account?

Register for a new 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

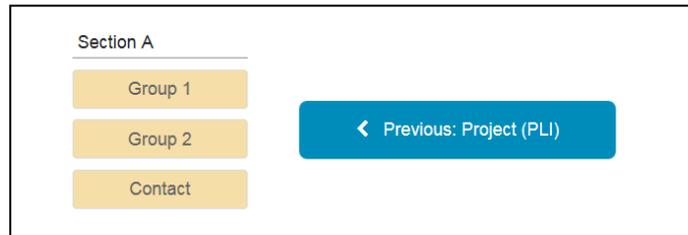
Create **New** Application(s)

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.

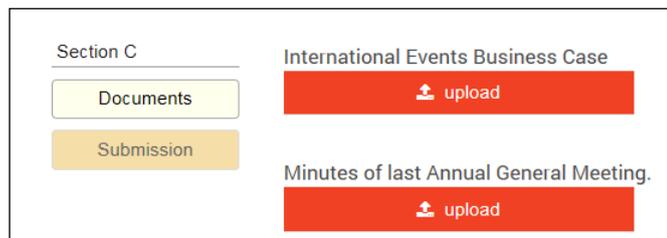


Section A

- 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@midandeantrim.gov.uk](mailto:grants@midandeantrim.gov.uk)



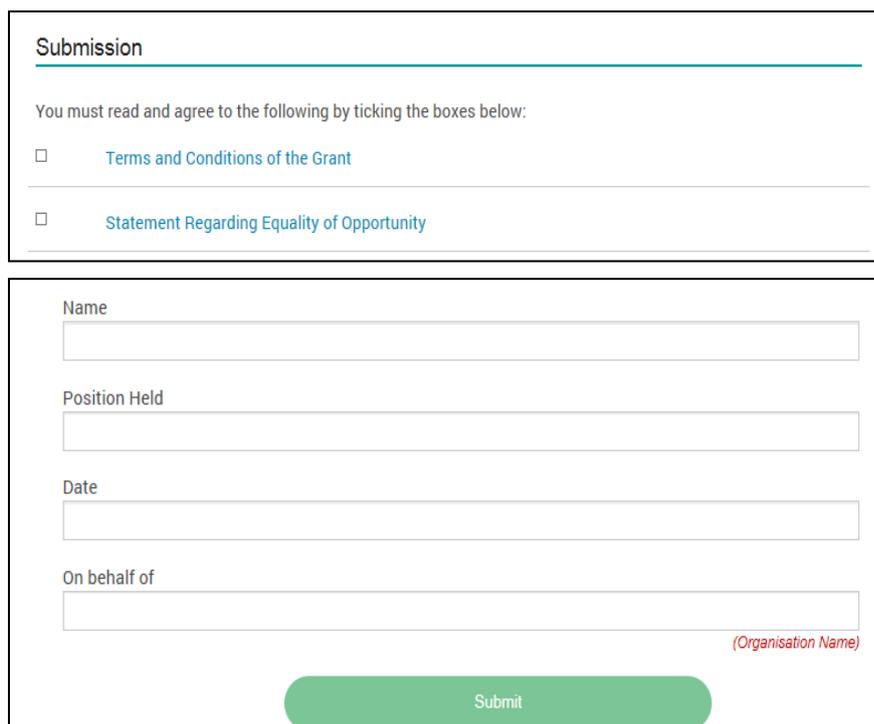
Section C

- 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.



**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:

|                      |   |
|----------------------|---|
| <a href="#">View</a> | This field is required.<br>Name of Group  |
| <a href="#">View</a> | This field is required.<br>Address Line 1 |
| <a href="#">View</a> | This field is required.<br>Town / City    |

[Close](#)