Grants Information Sessions
2020/21
February 2020
Order of the evening

• Introductions
• Funding available / Grants Schemes
• Amendments to Schemes
• Funding Hub Refresh
• Branding and Marketing
• Points to Note / Key Dates
• Other sources of funding - Grantfinder
• Questions & Answers
Introductions

Grants Officers:
James Healy
Christine Barnhill

grants@midandeastlantrim.gov.uk

Marketing Officer:
Donna Morrison
Funding Available

Grants Support Scheme
- Two Grants per group
- One grant for individuals
  - AED
  - VE Day 75th Anniversary

Community Festivals Fund
- One grant:
  - £1,500 for one day event
  - £2,000 for multi-day event

Good Relations
- One grant or multiple to £2,500 per group

PCSP
- One grant per group for funding between £500 to £2,500

Everybody Active
- One grant per group to a maximum £2,500
## Grants Support Scheme

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Number of applications per financial year</th>
<th>Dates</th>
<th>How to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Seeding/New Group</td>
<td><strong>Two applications per group.</strong></td>
<td>Open all year subject to budget.</td>
<td>Online through the Council’s funding hub</td>
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<tr>
<td>• Equipment</td>
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<td>• Public Liability Insurance</td>
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<td>• Environmental Projects</td>
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<td>• Village Christmas Lights</td>
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<tr>
<td>• Developmental Projects and Training</td>
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<tr>
<td>• Other Distinctive Projects</td>
<td></td>
<td></td>
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<tr>
<td>• <em>Coaching Courses and First Aid Training</em></td>
<td></td>
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<tr>
<td>• <em>Civic Representation</em></td>
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<tr>
<td>• Events</td>
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<tr>
<td>- Small</td>
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<td>(1 April – 31 March)</td>
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<td>- Medium</td>
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<td>- Major</td>
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<td>- International</td>
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<tr>
<td>• Village Christmas Lights</td>
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</tbody>
</table>

Realising our potential
### Grants Support Scheme

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<th>Number of applications per financial year</th>
<th>Dates</th>
<th>How to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Equipment</td>
<td><strong>One additional application</strong> for the purpose of purchasing an Automated External Defibrillator (AED). Awards 75% up to a maximum of £2,000.</td>
<td>Open all year subject to budget.</td>
<td>Online through the Council’s funding hub.</td>
</tr>
<tr>
<td><strong>Small or Medium Event</strong></td>
<td><strong>One additional application</strong> to Commemorate the 75th Anniversary VE Day. Awards 75% up to a maximum of £1,000 or 50% up to a maximum of £2,500.</td>
<td>Applications must be submitted prior to the event (1 - 11 May).</td>
<td>Online through the Council’s funding hub.</td>
</tr>
</tbody>
</table>
## Other Council Schemes

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Number of applications per financial year</th>
<th>Dates of schemes</th>
<th>How to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Festivals Fund</td>
<td>One per group</td>
<td>Opens: Mon 16 March Closes: 12noon, Fri 8 May 2020 (subject to funding)</td>
<td>Online through the Council’s funding hub</td>
</tr>
<tr>
<td></td>
<td><strong>Contact the Grants Team</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Relations</td>
<td>One or multiple to a value of £2,500 per group</td>
<td>Opens Mon 16 March 2020 on a rolling basis (subject to funding)</td>
<td>Online through the Council’s funding hub</td>
</tr>
<tr>
<td></td>
<td><strong>Contact DEA Officers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Everybody Active 2020</td>
<td>One per group</td>
<td>Opens Mon 16 March 2020 on a rolling basis (subject to funding)</td>
<td>Online through the Council’s funding hub</td>
</tr>
<tr>
<td></td>
<td><strong>Contact the Grants Team</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Policing &amp; Community Partnership</td>
<td>One per group to a value of £500 - £2,500 per group</td>
<td>Opens Mon 4 May 2020 on a rolling basis (subject to funding)</td>
<td>Online through the Council’s funding hub</td>
</tr>
<tr>
<td></td>
<td><strong>Contact DEA Officers</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Amendments to the Schemes

- VE Day 75th Anniversary (Events between 1 – 11 May 2020)
- Updated terms and conditions on application form
  - AED Registration on NIAS Website
  - Marketing / Branding of project
  - Conflicts of Interest
- Online Acceptance Process
- On-site monitoring will increase
- Online Monitoring and Claim Form
Funding Hub Refresh

You have 1 actions that require your attention. View Outstanding Actions

Use this area to create and manage your grant applications.
You can also view available grants, associated documentation and any correspondence you have been sent.

Available Grants 16
Draft Applications 7
Submitted Applications 21
Correspondence 70
Actions 1

Application Reference #7077
Grants for Groups - Equipment
Closes in 54 days - 31/03/2020 at 23:59

LAST SAVED: 14/01/2020 at 11:44:30
Edit Application
Funding Hub Refresh

View Outstanding Actions

Correspondence 70

Actions 1

ED APPLICATION

#6954

View Form
Realising our potential

Online Monitoring / Claim Form

Please remember to save your form regularly and do not leave the form open.

**Monitoring Form**:

- **Grant Applied For**: 
- **Organisation Name / Individual Name**: 
- **Project Name**: 
- **Project Ref No.**: 
- **Monitoring Type**: -select-
Online Monitoring / Claim Form

Please remember to save your form regularly and do not leave the form open.

**Monitoring Form**:

How has the project met the needs and demands as identified in the application form? *

Has the project delivered on the benefits as identified in the application form? What have been these benefits and who has benefited? *

How have these benefits been measured? *

Please detail how you have promoted the contribution made by Mid and East Antrim Borough Council within your promotional activities. *
Online Monitoring / Claim Form

Problems encountered (if any): *

Solutions offered: *

Please include any photographs which you think might benefit your application

- photograph of event (if applicable)
- equipment used to promote council involvement
- press releases which promote council involvement

upload

Previous: Project Details 1

Next: Claim Form
Please remember to save your form regularly and do not leave the form open.

**Monitoring Form:**

Please include details of all income relating to this claim. This may include funds awarded from other funding organisations, fundraising activities, etc.

More specifically, for events this may also include ticket sales, entrance fees, trade fees, sponsorship, programme advertising, etc. This list is not exhaustive.

### Actual Income

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
### Online Monitoring / Claim Form

#### Expenditure

<table>
<thead>
<tr>
<th>Description of Expenditure</th>
<th>Amount Awarded (£)</th>
<th>Actual Expenditure (£)</th>
<th>Amount being claimed (£)</th>
<th>Cheque No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 67 meals @ £15.00</td>
<td>753.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 67 x Gift</td>
<td>175.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Entertainment</td>
<td>60.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Games prizes</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Transport</td>
<td>0.00</td>
<td></td>
<td></td>
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<tr>
<td>6 Hire of Hall</td>
<td>10.38</td>
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</tr>
</tbody>
</table>

**Total:** 1,000.00
Online Monitoring / Claim Form

Please upload all bank statements, invoices and receipts relating to this project and highlight the above payments being made on the bank statement. Ensure that the account number, sort code and account name are clearly visible *

Upload

File Name

Invoice_1.pdf

Invoice_2.pdf

Previous: Income

Next: Bank Details
Please remember to save your form regularly and do not leave the form open.

Monitoring Form:

Please provide the relevant bank details to allow Council to pay the grant funding by BACS. Please be aware that funding will only be paid into an account held in the name of the applicant organisation, no payments will be made into personal bank accounts or to other organisations.

N.B. In line with Council’s Fraud Awareness Policy, new applicants or applicants using a different bank account from previous claims may be asked to confirm the bank details by a member of Council’s Purchase Ledger Department before payment is processed.

Name of bank *

Bank Sort Code *

Account Name *
Please remember to save your form regularly and do not leave the form open.

**Monitoring Form**:

“We declare that the supporting documentation contained within this claim is accurate and that the bank details provided relate to the group / individual for which grant funding has been awarded”

N.B. Providing wrong or deliberately misleading information is an offence, and such information may be used in any subsequent criminal investigation. The information provided on this form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

(Please note: this declaration must be signed by two senior office bearers. For individual applicants, one signature is required from the applicant or parent/guardian should the applicant be a minor.)

**Only one Officer reference is required for individual grants**

**Officer 1**

Name in capitals *

[Form fields for input]
Please remember to save your form regularly and do not leave the form open.

**Monitoring Form:**

**Declaration**

By the authority and consent of the above Group or organisation, we declare that the information provided is true, accurate and complete.

We understand the terms and conditions of funding from Mid & East Antrim Council and agree to comply with them.

We understand that Mid & East Antrim Council may request further information at any stage of the application process.

**Name**

**Position Held**

**Date**
Donna Morrison
Marketing Officer
Marketing Toolkit

- This year a marketing toolkit will be available on the Grants portal, to help you raise awareness of Mid and East Antrim Borough Council’s support for your event or project.

- The marketing toolkit will contain:
  - Relevant ‘Supported by’ logos - a unique stamp for our partnerships
Marketing Toolkit

• A simple style guide on how to use across promotional material such as:
  • Newspaper articles or press releases
  • Flyers, brochures, posters, banners and adverts
  • Social media posts
  • Organisation’s website

Supported by
Mid & East Antrim Borough Council
Key information points

- Marketing Toolkit will be available here: [www.midandeastantrim.gov.uk/grants](http://www.midandeastantrim.gov.uk/grants)

- Any queries, please contact: [communications@midandeastantrim.gov.uk](mailto:communications@midandeastantrim.gov.uk)
Points to Note

- Blue Info Icons are more specific to the category.

Read before answering.

- Scheme now running in line with the financial year (projects must take place and expenditure incurred between 01 April – 31 March) – this will have implications on the claim timeframe.
Key Dates (Summary)

- **Grants Support Scheme**
  Open as a rolling scheme (subject to available budget)

- **Good Relations**
  Open Monday 16 March as a rolling scheme (subject to funding)

- **Community Festivals Fund**
  Open Monday 16 March – Closes 12noon Friday 8 May 2020 (subject to funding)

- **Everybody Active 2020**
  Open Monday 16 March as a rolling scheme (subject to funding)

- **PCSP**
  Open Monday 4 May as a rolling scheme (subject to funding)
GRANTfinder
an idox solution 4 Local Government

Free external funding search facility offered by the Grants Team to assist with match funding or to find possible funding opportunities outside Council schemes.

For enquiries contact: grants@midandeastantim.gov.uk
Thank you

Application forms available at:

www.midandeastantrim.gov.uk/grants