

Grants Information Sessions

2020/21

February 2020



**Mid & East
Antrim**
Borough Council

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

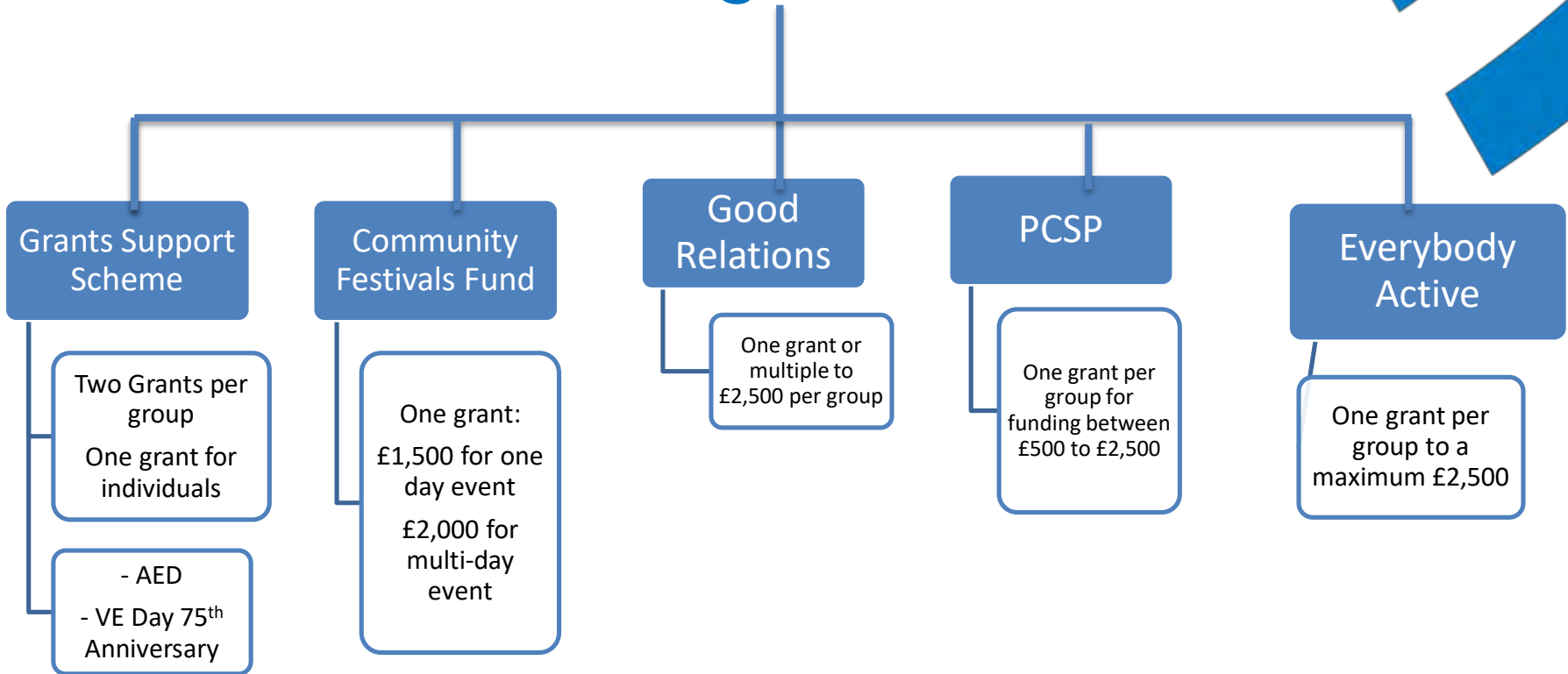
grants@midandeantrim.gov.uk

Marketing Officer:

Donna Morrison



Funding Available



Grants Support Scheme

Grant Category	Number of applications per financial year	Dates	How to apply
<ul style="list-style-type: none"> • Seeding/New Group • Equipment • Public Liability Insurance • Environmental Projects • Village Christmas Lights • Developmental Projects and Training • Other Distinctive Projects • <i>Coaching Courses and First Aid Training*</i> • <i>Civic Representation*</i> • Events <ul style="list-style-type: none"> - Small - Medium - Major - International 	<p><u>Two applications per group.</u></p> <p>Must be from different categories.</p> <p><i>*One application per individual.</i></p> <p>(1 April – 31 March)</p>	<p>Open all year subject to budget.</p>	<p>Online through the Council's funding hub</p>

Grants Support Scheme

Grant Category	Number of applications per financial year	Dates	How to apply
<ul style="list-style-type: none"> Equipment <p><i>One additional application</i></p>	<p><i>One additional application for the purpose of purchasing an Automated External Defibrillator (AED). Awards 75% up to a maximum of £2,000.</i></p>	<p>Open all year subject to budget.</p>	<p>Online through the Council's funding hub.</p>
<ul style="list-style-type: none"> Small <u>or</u> Medium Event <p><i>One additional application</i></p>	<p><i>One additional application to Commemorate the 75th Anniversary VE Day.</i></p> <p>Awards 75% up to a maximum of £1,000 <u>or</u> 50% up to a maximum of £2,500.</p>	<p>Applications must be submitted prior to the event (1 - 11 May).</p>	<p>Online through the Council's funding hub.</p>

Other Council Schemes

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

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



**Mid & East
Antrim**
Borough Council

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 

LAST SAVED 

Application Reference #7077

14/01/2020
at 11:44:30

[Edit Application](#)



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





Mid & East
Antrim
Borough Council


Funding Hub Refresh


The screenshot displays a web interface for the Funding Hub. At the top, there is a light blue notification bar with the text "View Outstanding Actions" and a close button (X). Below this, a message reads "on and any correspondence you have been sent." A navigation bar contains three tabs: "21 Correspondence 70" (highlighted), "Actions 1" (with a bell icon), and another unlabeled tab. Below the navigation bar, a section titled "ED APPLICATION" is visible. It contains a list item with the number "#6954" and a "View Form" button.

Online Monitoring / Claim Form

 Save

 Check Errors

 Print

 Close

Project Details 1

Project Details 2

Claim Form

Income

Budget

Bank Details

Declaration

Submission

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 *

Online Monitoring / Claim Form

 Save

 Check Errors

 Print

 Close

Project Details 1

Project Details 2

Claim Form

Income

Budget

Bank Details

Declaration

Submission

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 >](#)



Online Monitoring / Claim Form

Save

Check Errors

Print

Close

Project Details 1

Project Details 2

Claim Form

Income

Budget

Bank Details

Declaration

Submission

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

	Description	£
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>



Online Monitoring / Claim Form

Print

Close

Project Details 1

Project Details 2

Claim Form

Income

Budget

Bank Details

Declaration

Submission

Expenditure *

	Description of Expenditure	Amount Awarded (£)	Actual Expenditure (£)	Amount being claimed (£)	Cheque No.
1	67 meals @ £15.00	753.75			
2	67 x Gift	175.87			
3	Entertainment	60.00			
4	Games prizes	0.00			
5	Transport	0.00			
6	Hire of Hall	10.38			
		1,000.00			



Online Monitoring / Claim Form

1,000.00

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 >](#)

Online Monitoring / Claim Form

 Save

 Check Errors

 Print

 Close

Project Details 1

Project Details 2

Claim Form

Income

Budget

Bank Details

Declaration

Submission

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 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 *

Online Monitoring / Claim Form

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 *

Online Monitoring / Claim Form

 Save

 Check Errors

 Print

 Close

Project Details 1

Project Details 2

Claim Form

Income

Budget

Bank Details

Declaration

Submission

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



**Mid & East
Antrim**
Borough Council

Marketing Toolkit



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



Supported by

**Mid & East
Antrim**
Borough Council

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.midandeantrim.gov.uk/grants
- Any queries, please contact:
communications@midandeantrim.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.midandeantrim.gov.uk/grants



**Mid & East
Antrim**
Borough Council