



**Mid & East
Antrim**
Borough Council



Policing and Community Safety (PCSP) Small Grants Programme

2023/24 Guidance Notes

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□ grants@midandeantrim.gov.uk

www.midandeantrim.gov.uk

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1. Introduction

Purpose

Mid & East Antrim Policing and Community Safety Partnership will consider support for any constituted community or voluntary group undergoing activities within its statutory and civic remit where there is a benefit to Policing and community safety in the Mid & East Antrim area.

Policing and community safety partnerships aim to create safer and shared communities. To help achieve this aim, the PCSP Small Grants Programme will fund projects which prevent, reduce or address the following issues:

- Addressing Anti-Social Behaviour
- Reducing Crime, Fear of Crime (may include Business Retail Crime)
- Rural Crime
- Hate Crime
- Road Safety
- Cyber Crime
- Domestic Violence
- Drugs and Alcohol
- Building Confidence in Policing
- Paramilitary Activity

Grants will be considered for those groups who provide a platform for increasing relationships with police or where Police are directly involved in the project. Mid and East Antrim PCSP would also encourage applications which create relationships between communities particularly where traditionally these relationships may have been difficult.

Small Grants are a good way for PCSP to support the work carried out by community and voluntary groups at a local level and to help build relationships between community/voluntary groups and Mid and East Antrim Policing and Community Safety Partnership.

The amount of funding available per application is £500 - £2,500 although most awards will be less than this. Projects can be supported to a maximum of 80% of the total project cost. Applicant groups are required to access the remainder 20% of the project costs either through match funds and/or in kind costs.

2. Who is Eligible for Grant funding?

The PCSP Small Grants Programme is open to **Community, Voluntary, Designated and Statutory bodies - formally constituted organisations** based within the Mid and East Antrim Borough Council area such as:

- community development groups;
- minority ethnic groups;
- children's/ young adults' groups;
- women's groups;
- senior citizens' groups;
- playgroups; parent and toddler groups;
- PTAs;
- environmental and housing groups;
- faith-based groups;
- other organisations involved in community safety initiatives which may aid in the reduction of crime and fear of crime
- designated bodies of the PCSP
- statutory bodies (any project must be over and above statutory obligations)

If you are a new group, we would recommend that you perhaps partner with another constituted group locally. Please call the PCSP office if you are unsure of who you could partner with.

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.

Any awarded projects will require them to be held in accordance with the dates outlined in the scheme guidance notes.

3. Application Dates for 2023/24

Applications will be assessed on a rolling basis throughout the year. Please make timely applications in line with the closing dates for successful applications as detailed below.

Applications Opening Date for 23/24	Applications Closing Date	Projects to be completed by	Progress Report & Claim to be submitted by
Friday 01 September 2023 (Subject to Letter of Offer)	Open on a rolling basis until 31 January 2024. Retrospective applications are ineligible.	Monday 05 February 2024	<u>One month</u> after the project has completed and as soon as all payments are visible on the bank statements.

Please be aware that the awarding of funding from the PCSP Small Grants Programme is always a competitive process and limited to available funding. Within this context there is no guarantee that a completed application will receive funding.

4. Activities Supported

The following list shows some examples of projects that are eligible for funding subject to the conditions highlighted in this document. These are only ideas to help you decide on what is possible and suitable for your group. Many of you will have your own ideas. Our DEA Staff will be happy to help (contact details at end of guidance notes).

- Crime diversionary programmes.
- Behaviour modification and respect programmes such as 'Road Safety' programmes to include young people in developing safe road use.
- Intergenerational projects where differences and similarities are explored and shared which are themed on community safety.
- Projects that address issues linked to drug and alcohol misuse among young people.
- Community safety projects - involving people who have different experiences to share or learn about - this may include areas relating to anti-social behaviour, drugs & alcohol and domestic abuse.
- Community group schemes which may include environmental clean-up projects focused on the younger generation.
- Community Safety workshops and outreach activities associated with sport, drama, music or artistic works - which may have a crime prevention or diversionary aspect to them.
- Facilitated study tours which encourage participants to develop links and knowledge outside their own community to address issues such as the reduction of crime and fear of crime.
- Community dialogues with speakers available to discuss Policing and Community Safety issues.
- Cross Community activity to build relationships.

5.1. Exclusions

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

- Any project already in receipt of funding through MEA PCSP Grants / Programmes or other Council grants schemes / programmes
- Parades
- core costs of your group
- ongoing revenue costs (e.g. rent, electricity costs, insurance, rates etc)
- Any costs associated with venue booking unless hiring is available to all.
- covering loans or debts
- projects that could be carried out on a commercial basis
- schemes that generate money
- contributions to charity fundraising events
- salaries, apart from those apportioned and linked to the delivery of the project and over and above normal duties.
- carnivals / fun days (may be considered if there is a clear demonstration of cross community with PSNI involvement)
- competitions/ prizes
- religious services where only one section of the community is represented
- party political activities

- alcohol
- activities which are party-political in intention, use or presentation
- projects that have already started ('retrospective')
- Groups applying to do repeat work with the same participants from year to year - this is in order to ensure value for money

* *Consoles and electronic personal devices will not be considered. Applications for such items will be signposted to the Grants Support Scheme.*

5.2 Eligible items

Equipment costs

Equipment costs are eligible but must be directly linked to the delivery of the project and for use solely as part of the delivery of that project. Equipment will remain the property of Mid and East Antrim PCSP throughout the project and upon completion of the project. PCSP may request the return of the equipment upon completion of the project. Council have the right to refer the request for equipment to the Grants Support Scheme if deemed for generic use.

Subsistence costs

Please note that any assistance towards relevant subsistence costs (i.e. refreshments) incurred will not exceed more than 20% of the amount awarded except under exceptional circumstances and with the prior consent of Mid and East Antrim PCSP.

Travel costs

You cannot claim travel costs for projects outside the United Kingdom.

Capped Rates

For events lasting less than three hours, there is a basic cost for refreshments which is capped at £2.50 for every person present.

1. Lunch fees are available for events that continue for more than five hours at a capped rate of £6 for every person present.
2. For a residential, which is referenced as essential to the project, fees are capped at £80 for every person for every 24 hour period. This includes dinner, bed, breakfast and refreshments. Activities must be listed and costed separately.
3. If you are using a facilitator, mediator, consultant or project evaluator you must provide names and organisations and a detailed breakdown of the rates.

* *All associated costs must adhere to Council's Procurement Guidelines that will be stipulated in the Letter of Offer*

6. Equality of Opportunity

While administering the PCSP Small Grants 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. 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
- II. The need/demand for the project
- III. Partnerships and capacity to deliver the project

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

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.

All applications must demonstrate how they will meet the PCSP Outcomes Based Accountability.

8. 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, Project Report Card 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.

Applicants should note that all projects must be Outcomes Based and that final payment will NOT be made until completion of a full evaluation at the conclusion of the project.

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.
- 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.
- Only Activities **will be completed by Monday 05 February 2024** will be considered. The application for funding must be submitted before the project commences.
- 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.
- Specific projects / programmes that have been awarded funding through MEA PCSP Grants / Programmes or other Council grants schemes / programmes will not be permitted to obtain additional funding under this scheme for that particular project or through another applicant.

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

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

10. Specific Grant Criteria:

Please Note : All project activity must be completed by Monday 05 February 2024.

The PCSP's work is informed by a number of regional and local strategies addressing policing and community safety. They include:

- NI Programme for Government
- Community Safety Strategy for NI
- Local Mid and East Antrim Borough Council Policing Plan
- Policing with the Community Strategy
- Strategic Framework for Reducing Offending
- Mid and East Antrim PCSP Action Plan
- Good Relations
- Community Planning

The strategies highlight the importance of:

- Partnership working to ensure effective intervention and action
- Working closely with local communities
- Supporting all those within our communities, especially vulnerable, isolated and older people
- Reducing levels of anti-social behaviour and crime
- Addressing the wider social issues that lead to crime and anti-social behaviour.

The aims of the Mid and East Antrim's Policing & Community Safety Partnership small grants programme all link to Department of Justice's overarching objectives for the PCSP which are:

- Objective 1: To ensure effective delivery in response to local need, and improve the visibility and recognition of the work of the PCSP through effective consultation, communication and engagement
- Objective 2: To improve community safety by prioritising and addressing local community safety issues, tackling crime and anti-social behaviour
- Objective 3: To support confidence in policing, including through collaborative problem solving with communities

The rationale behind the PCSP Small Grants Programme is to facilitate groups/organisations to:

- Prevent, reduce or address anti-social behaviour;
- Prevent, reduce or address crime including hate crime;
- Reducing road deaths, speeding through villages, anti-social/inconsiderate driving and impaired driving;
- To increase confidence in policing;
- Help people feel safer;
- Reduce paramilitary activity;
- Encourage community involvement in local community safety programmes that are consistent with Mid and East Antrim PCSP's Community Safety Strategy (link to the priorities);
- Provide opportunities for local community groups to develop and implement effective community safety projects targeting specific local community safety issues;
- Encourage collaborative projects from a collective of organisations;
- Encourage projects that are innovative in nature or which are new pilot projects;
- Increase engagement by the local community in community safety and policing related projects thus widening the reach of the PCSP.

AIMS OF PROJECT MAY INCLUDE:

- Addressing Anti-Social Behaviour
- Reducing Crime, Fear of Crime (may include Business Retail Crime)
- Rural Crime
- Hate Crime
- Road Safety
- Cyber Crime
- Domestic Violence
- Drugs and Alcohol
- Building Confidence in Policing
- Paramilitary Activity

Programme outputs and outcomes

Delivery of Policing and Community Safety projects must be outcomes based. These outcomes may include some of the following:

Outcomes:

- Fear of Crime - Increased awareness of the fear of crime issues relevant to vulnerable groups including older people, youth, people with a disability, LGBT community, and those from a BME community or different religions perspective
- Road Safety - Increased awareness of the road safety issues in the area and a more joined up approach linking to key target groups in the area in order to widen the road safety message
- Business & retail crime - participants (retailers and those using the town centres) with an increased confidence in the police in tackling retail theft & crime in town centres
- Rural Crime - Reduction in thefts and burglaries in rural areas machinery theft; horse box or trailer theft; livestock thefts; metal thefts; house burglaries and attacks on vulnerable people
- Violent crime - Reduction in Violent crime
- Burglaries and other crime - Reduction the number of Domestic Burglaries
- Confidence in Policing - hard to reach and disadvantaged communities, (those on low incomes, young people or those in loyalist or republican areas where paramilitary influence is a challenge) who have engaged in projects or initiatives around crime, fear of crime and ASB & who have greater confidence in the police
- Hate crime in the Mid & East Antrim Council area - Projects to help reduce incidents of hate crime

Contribution in Kind (CIK) can be used to match fund. Examples of CIK could be in the form of management time, volunteer time or venue hire, but you need to put a monetary value to it, (the current hourly rate for volunteer time is £10.92 per hour.) Median gross hourly earnings, excluding overtime, for all employees was £10.82 per hour in April 2013. (Source DETI NI Annual survey of Hours and Earnings 2013)
CIK is a cost that you would normally have to pay for but you are getting it contributed in kind with no charge to the project.

If you are applying for funding to work with other groups it is essential that you talk to your partner groups before you apply. Where appropriate, we encourage groups to comply with any relevant Council health & safety, events management and licensing guidelines. You can get more information about these from the relevant Council Department.

Please be aware that we are required by the Department for Social Development (DSD) to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding. If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) on your application form to help with this process.

The fund is limited and even if your application meets all the conditions, we cannot guarantee funding and may only be able to offer a percentage of the funding you request. Please feel free to contact the DEA Staff team if you need more information or advice when putting together your application.

All applications must be accompanied by the following documents in order to be processed:

1. A copy of the organisation's constitution/articles of association
2. A copy of the most recent bank statement / accounts for the organisation.
3. A copy of insurance cover for the project, (minimum £5m public liability cover)

If your application is successful, a Letter of Offer (LOO) will be issued. At this stage you will be required to provide a completed preliminary risk assessment for the proposed project.
(A format for this is available upon request to the PCSP or you may wish to use your own format).

Applicants must also confirm:

1. That the organisation operates on a not-for-profit basis unless the organisation has charitable status or all profits are reinvested in the organisation in furtherance of its objectives and are not distributed by way of profit, dividend or otherwise to the organisation's shareholders, members, owners, stakeholders or anybody else connected with the organisation
2. That sufficient insurance cover (minimum £5 million public liability cover) has been sought for the programme and that Mid and East Antrim PCSP is not responsible for providing insurance for, or claims which arise from, award-aided programmes.

3. That if the project intends to work with vulnerable people, the organisation has a Safeguarding Policy.
4. Permission to publicise contact details if Mid and East Antrim PCSP request the option to publicise your event if applicable.

For your group to receive funding, you must:

- 1 enclose copies of your valid Constitution (set of rules);
- 2 have a bank or building Society account, in the name of the group, which needs at least two (unrelated) signatures on each cheque or withdrawal;
- 3 enclose copies of the most recent yearly accounts or bank statements;
- 4 agree to complete and return an evaluation report to Mid and East Antrim PCSP upon request - an evaluation form will be provided for this purpose; and participate in a post project evaluation meeting upon request;
- 5 keep all receipts relating to the project and send them to Mid and East Antrim PCSP upon request; you must ensure that you are in a position to provide all original receipts of expenditure relevant to the project; failure to provide the original receipts may result in the withdrawal of the grant; you may also be required to produce original bank statements to verify all expenditure relating to the project;
- 6 be prepared to share learning from the project with us and other relevant groups;
- 7 make sure that the project has a minimum of £5 million public liability insurance; we are not responsible for providing insurance or for any claims that arise from projects.

Your project must:

- show that most of the people who will benefit live in the Mid and East Antrim Borough Council area;
- keep to the principles and objectives of our Policing and Community Safety Partnership Strategy, and include as many people from different backgrounds as is appropriate and possible;
- deal with a need or gap in existing services to support projects in the local community;
- represent value for money;
- show that, if funding is only needed for part of a project, the PCSP part of the project must be clearly set out;
- acknowledge our support by using the **Mid and East Antrim PCSP logo on all printed materials and refer to the support we have given in all publicity and press releases; we can provide you with a copy of these logos;**

NB. All projects funded may be used by Mid and East Antrim PCSP for publicity, unless otherwise agreed.

11. 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.midandeastantrim.gov.uk and through the PCSP Social media page at <https://www.facebook.com/midandeastantrimpcsp/>

A step by step guide for the online application process is available at page 10 of this document.

We recommend that you discuss your application with a member of staff prior to application. Please contact your local DEA Officer listed at the back of this document.

12. Disclaimers

It will be a condition of the application to Mid and East Antrim PCSP that the applicant has read, understood and accepted the following:

Mid and East Antrim PCSP's policies on funding are subject to change from time to time, including variations required to comply with government directions and auditors requirements on the distribution of funds. Mid and East Antrim PCSP reserves the right to amend, supplement and/or discontinue at its absolute discretion, for whatever reason, any or all of the policies, criteria and application procedures set out in its publications.

All applications are made entirely at the applicant's sole risk and Mid and East Antrim PCSP shall not be liable to any applicant or any other party in respect of loss, damage or costs of any nature arising directly or indirectly from:

- the application or the subject matter of the application or any part thereof; and/or
- the rejection for any reason of any application or any matter arising there from; and/or
- any delay in processing any application however arising
- All decisions as to the acceptance or rejection of applications are at Mid and East Antrim PCSP's sole discretion.

The Mid and East Antrim PCSP has used its best endeavours to provide clear and helpful guidance for potential applicants to the PCSP Small Grants Programme. Mid and East Antrim PCSP, its servants and agents shall not, however, at any time in any circumstances be held responsible or liable in relation to any matter whatsoever or howsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

Any approach, be it direct or indirect by an applicant, its officers, servants, contractors, personal or professional representatives or advisors made to members of the Mid and East Antrim PCSP, its Committee or officers which, in the view of the Mid and East Antrim PCSP or their advisors, constitutes an attempt in any way to influence the outcome of an application will, at the absolute discretion of the PCSP, render the application ineligible for further consideration.

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.

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.

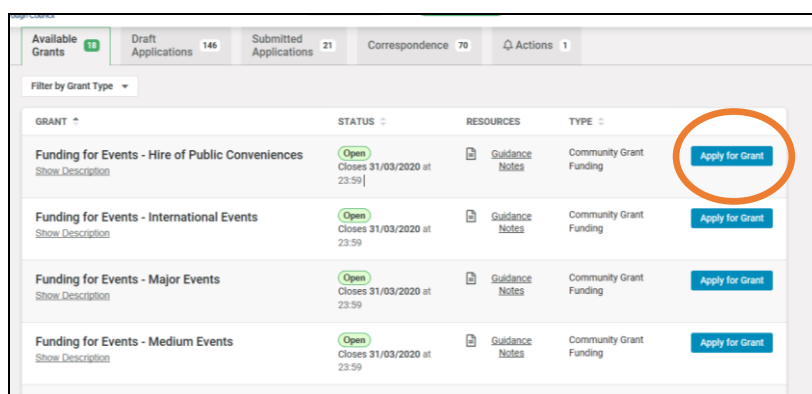
Are you applying for the first time?

Register for a new account

Already have an account?

Login

5. To start a new application, select 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.

The screenshot shows a table with six rows of application entries. Each row has a checkbox, a title, a timestamp, and a document icon. Below the table are two buttons: 'Clone Previous Application' and 'Create New Application(s)'. Under the 'Clone Previous Application' button is a dropdown menu labeled 'Select Previous Application:' with the selected option 'Grants for Groups - Other Distinctive Projects 07/12/2016'.

<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	

Clone Previous Application **Create New Application(s)**

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.

The screenshot shows a section titled 'Section A' with three tabs: 'Group 1', 'Group 2', and 'Contact'. To the right of these tabs is a blue button with a left arrow and the text 'Previous: Project (PLI)'.

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

The screenshot shows a section titled 'Section C' with two tabs: 'Documents' and 'Submission'. To the right of the 'Documents' tab are two red buttons with an upload icon and the text 'upload'. The first button is labeled 'International Events Business Case' and the second is labeled 'Minutes of last Annual General Meeting'.

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:

View

This field is required.
Name of Group

View

This field is required.
Address Line 1

View

This field is required.
Town / City

Close

13

DEA Officer Contact Details

Ballymena

- Jane Dunlop
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