



Small grants application form guidance notes for the Community Development - Project Grant

Contents	Page
1. Introduction to Belfast City Council small grants	1
2. Applying for Belfast City Council small grants	1
3. Application and assessment	3
4. Filling in your application form	
- Organisation, legal, staff and financial information	4
- Community Development - Project Grant guidelines	4
- Completing your budget for small grants	7
- Submitting your application	7
- Equality monitoring	8
5. What happens next?	10
6. Useful contacts	11

1. Introduction to Belfast City Council small grants

- The general purpose of this fund is to help pay for projects that match our targets.
- In each financial year there will be two application rounds for small grants. However, not all of the small grants will be available every time as they will be subject to availability of funds. For example, the Summer Intervention Fund will not open for tranche 2.
- If you are applying for more than one of these grants, the projects you are applying for must be different from each other.
- Each grant fund is limited. Even if an application scores highly, we cannot guarantee funding.

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.

2. Applying for Belfast City Council small grants

It is important to remember that we assess your application on the information you provide. We will not take into account any information that you do not include in this application.

For some questions we have set a maximum number of words you can have in your answer. The word limits are not just for guidance. We will not consider any words over the word limit, unless the help notes state that extra information can be included.

Your responses should be well structured and clearly linked to the question. We recommend you use bullet points and headings where possible.

Our grant scheme has been carefully designed to make the application process as easy and straightforward as possible. We do not think any paid help is necessary and we do not act with or endorse the services of

any supplier or consultant and will not pay any costs, commission or fees that they may charge you to make an application. Officers can meet with you to give advice and guidance on your application and/or project plan. It is important that you complete the form yourself, and apply directly to us.

Please do not try to influence the decision by lobbying Belfast City Council, directly or indirectly.

The following list is basic eligibility criteria that your organisation must meet to be able to apply for any of these small grants. If your organisation does not meet the eligibility criteria, we will not consider your application for funding.

We do not fund the following.

- Organisations that are:
 - not formally constituted, in other words, they do not have a constitution or memorandum and articles of association;
 - not operating on a not-for-profit basis (taken from the constitution or memorandum and articles of association) as we cannot support commercial projects or projects that could be carried out commercially. If, in the reasonable opinion of the Council, the Organisation applying for funding is a de facto commercial Organisation, whatever the legal make-up of the Organisation, then the Council shall not fund that Organisation. The decision of the Council shall be final in this regard;
 - able to share out profits (taken from the constitution or memorandum and articles of association);
 - not prepared to share learning from their project with us and other relevant groups;
 - Local authorities or public-sector organisations;
 - Schools, except where there is a clear need demonstrated that the project being funded will serve the community and this need is not being met by another organisation. Please contact us before applying for funding if you fall into this category and please note schools are not eligible for any community development grants;
- Individuals, unless they have been nominated by an appropriate organisation for either Support for Sporting Individuals Grant or a bursary for Good Relations practitioners to attend a conference through the Good Relations Grant.
- Groups/organisations in directly managed community centres that are supported for programmes through the centre budget.
- Projects that:
 - have no significant benefit to the Belfast City Council area;
 - provide no potential benefit to the public, either in the short or long term;
 - could be carried out on a commercial basis;
 - have already taken place or are already under way at the time of the assessment;
 - duplicate what already exists;
 - are charity or fundraising events or activities;
 - are of a party political nature;
 - promote a particular religion; or
 - are against Belfast City Council policy. For example, we do not allow balloon or Chinese lantern releases as they are against our environmental policy.

Applications that are not complete or do not provide a detailed project budget are also not eligible.

We are unlikely to fund an organisation that is in poor financial health or cannot show effective financial control.

Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation, cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant

It is also unlikely that you will receive funding if you have previously received a grant from us that was not managed satisfactorily or was not completed. This includes if you did not send us the monitoring and evaluation forms within the agreed timescales or if you did not seek approval for changes to your project. As well as the above, your project or organisation must also meet the specific eligibility for any of the small grants applied for.

If you are not sure whether your organisation and project meets the eligibility criteria, or you need more guidance on the application form, please contact one of our grants officers. You can find contact details at the end of these guidance notes.

You can also get a glossary of key terms at www.belfastcity.gov.uk/funding.

3. Application and assessment

Application process

The dates for the current round of funding are shown below.

Applications open	Closing date	Notice to applicants with our decision	Proposed activity begins	Proposed Activity ends
24 October 2016	12 noon Friday 13 January 2017	March 2017	From 1 April 2017	By 31 March 2018

Projects **must** occur between 1 April 2017 and 31 March 2018, any activity outside these timescales will not be eligible for funding.

We will not accept applications we receive after the closing date and time.

You must use the correct form, which can be completed at www.belfastcity.gov.uk/funding. If you would like an application emailed or posted to you, please contact the Central Grants Unit at 9027 0513 or email cugrants@belfastcity.gov.uk. We are committed to making sure that our services are available to all sections of the community. We will consider providing this form and the application form in other formats if you ask, if this is practical.

We would ask organisations not to bind their applications.

Assessment process

1. We will log all applications when we receive them.
2. We will check your application to make sure it meets the eligibility criteria (both the basic grant criteria and specific criteria of the grant). If we find that there is information missing at this point, we will contact you and give you five days to send it to us. If you fail to send the missing information to us in this period, or if the application fails to meet other eligibility criteria, your application will fail at this stage and not go forward for further assessment.
3. We will forward eligible applications to the relevant unit for scoring against the specific criteria of the grant applied for.
4. Based on the confirmed scores, we may make an offer of funding.

4. Filling in your application form

All organisations must complete sections Organisation, Legal, Staff and Financial and the relevant form for the grant or grants they are applying for. If an organisation is applying for multiple grants, these sections should only be completed once, along with the 'Submit application' section and an Equality section for each grant you are applying for.

If you any problems filling in your application please call the Central Grants Unit on 9027 0513.

Organisation, Legal, Staff and Financial

This section gathers information about how your organisation is set up and managed. It asks for financial information and about procedures your organisation uses to manage money on a day-to-day basis. We will not consider an application made by one organisation on behalf of another.

Community Development – Project Grant

Funding Limits

Maximum award: £500 for each organisation in each financial year. This first call will be open for projects and seasonal celebrations that take place at any time **across the whole year April 2017 – March 2018**. The second call in Tranche 2 will be budget dependent.

Purpose of the fund

The purpose of this grant is to support projects that meet Council's community development outcomes. Community development project grants support small scale community projects that enhance and improve quality of life by funding programme development, costs for small projects, supporting new community groups and funding short courses for committee members and volunteers.

Community development outcomes

1. Residents are active and involved
More residents are active and involved in their community in positive ways, building relationships, groups and activities from which they and others benefit
2. Communities are influential and engaged
Residents, communities and the delivery of services benefit from community influence, engagement and collaboration
3. Community groups are resilient and thriving
Community groups achieve more of their objectives and make a greater contribution to local well being
4. Community buildings are welcoming and inclusive
Community buildings host a diverse range of activities and groups, are used by residents from all sections of the community and are managed effectively as assets
5. People have access to services and support
More people obtain access to services, benefits and support to which they are entitled and gain from information, advice and advocacy

Community development grant eligibility

To access a project grant, your group must meet the community development grants eligibility requirements; your organisation's governing document must clearly state that:

1. your organisation has community development as a primary objective; this would include promoting the benefit of the area, relieve poverty, sickness and the aged, improving social welfare and quality of life, offering generalist advice services
2. Membership is inclusive of your identified community and open to its full range of opinion;
3. Each year your organisation holds an Annual General Meeting (AGM) at which each member has an equal vote;
4. Your organisation has a management committee or board of directors which is appointed at your AGM using a clear democratic process for the selection of members i.e. election;
5. The committee/board presents the report for the year at the AGM; and
6. An annual statement of accounts is presented at the AGM

We provide community development grants to formally constituted, community managed, and autonomous organisations to enable people to engage in the long term, value based process of community development.

It's important that the groups we fund are inclusive of their identified community and open to its full range of opinion i.e. do not exclude any part of that community. Each member must have equal status and be entitled to vote at the AGM.

Decisions about the organisation and its activity must only be made by members and no other organisation can have the ability to impose a decision on the group i.e. they must be fully autonomous organisations. Groups must be managed by their community which means that the management committee/board has to come from the membership and be elected at the Annual General Meeting.

The management committee or board must be accountable to their membership for the work done and money spent during the year. The committee must present a report and financial accounts which are formally adopted by the membership at the Annual General Meeting.

The values inherent to community development are social justice, self determination, working and learning together, sustainable communities, participation and reflective practice. These values are aligned to our statutory duties in tackling inequality and promoting good relations and the community development groups that we fund must in no way contribute to inequality or poor relations.

Project costs

1. Project grants typically fund the following:

- Tutors and materials
- Training courses for committee members and other volunteers
- Equipment costs so that the project can take place
- Community events and celebrations
- Seasonal celebrations e.g. Easter, Halloween, Christmas, New Year etc
- Transport

2. Project grants will not fund the following:

- Groups that discriminate against any particular racial group, political grouping or religious body
- Statutory organisations, including schools, statutory youth clubs
- Preschool provision
- Groups/organisations in directly managed community centres that are supported for programmes through the centre budget.

- Thematic activity like arts, culture, sport etc. unless the group meets the community development eligibility criteria and the programme is of a community development nature
- Religious activity
- If your group already has free use of one of Council's community centres, we will **not** fund projects to take place in that centre; but we will fund project activity elsewhere
- Running costs for the group, however you may apply for room or facility hire. See: Completing your budget for small grants - restricted costs, section of these guidance notes.

Completing the application form

- Q1&2 please clearly name your project and provide a brief description in enough detail so that we understand what your group will do based on your answers
- Q3 tell us how you know the project is needed or wanted; when did your group discuss it; is it the development of a project you have recently completed; if you are applying for training, tell us why it is relevant and if it is new or development of previous training; or if it is an activity that you deliver every year, tell us how many people attended last year so we can see the level of demand.
- Q4 tick the applicable community development outcome(s) that your project relates to. We will ask you to tell us how the project contributed to those outcome(s) in your groups monitoring once the project is finished.
- Q5 describe each activity that will make up your project, where it will take place and if possible the postcode of the venue; what age the people participating are likely to be; and when you expect each stage of the project to start and finish.
- Q6
- a) tell us the number of people who will participate in the project, count each person only once during the project, even if they take part in different activities or attend numerous sessions throughout - do not include any tutors or instructors or people that are helping to deliver the project
 - b) tell us about any groups of people the project is specifically designed to benefit
 - c) tell us where the participants/beneficiaries are from, if everyone is from the same area you will enter the number in the same box; but if your project includes people from different parts of the city tell us how many come from where. Remember the total number of people should be the same as in Q6a.
- Q7 it is important to know how many volunteers will help run the project, include the committee members and others that are involved.
- Q8 What aim(s) will the project achieve; each aim is a difference you would expect the project to make and will relate to the outcomes the project will contribute to and your answer to Q2
- Q9 your group will have to complete a project monitoring booklet after your project has finished and it is important that you have gathered enough relevant information during the project to be able to complete it. The monitoring booklet will ask you to tell us how the project:
- contributed to the outcome(s) that were identified in Q3;
 - met the project aim(s) in Q8;
 - to confirm your group did each of the activities described in Q5;
 - to confirm the number of participants and their age range;
 - if you have told us that your group plans to work with other organisations or agencies to deliver the project, we will ask you about that;
 - we will also ask your group to confirm the number of volunteers.
- Q10 tell us how your project will acknowledge Council support for your project, e.g. use of BCC logo on project documentation, informing participants, press releases, etc.
- Q11 tell us about the items needed to deliver your group's project in enough detail that we can align it to the description in Q5. For example, if you are taking 10 people on a tour that costs £7.50 per person, you should give us this explanation in calculation of cost and confirm the total cost as £75. Finish the table by telling us exactly how much you are requesting from this grant towards each

item. You have an opportunity to explain any aspect of the budget in more detail so we can confirm that all the costs are reasonable and necessary for the project

- Q12 confirm with us that you will not be in receipt of any other funding towards costs that Belfast City Council's grant is being used to support.
- Q13 if you have included the cost of a facilitator, mediator, consultant or project evaluator in your application, you must provide the name of the company you propose to use and a detailed breakdown of the rates that will apply
- Q14 if your group has been able to attract any in kind support for the project, please tell us about it. In kind means help that is not cash money; for example, the local bakery may have agreed to provide buns and cakes
- Q15 tell us if there is any other information about the project you think we would benefit from knowing

Support for groups that wish to submit a community development project grant

Community Services will offer advice to groups that wish to submit an application for a project grant by:

1. The community development grant helpdesk can be contacted by phoning 9027 0540
2. To access direct support from a community development officer or a specifically funded capacity building group, email oliverj@belfastcity.gov.uk or caldwells@belfastcity.gov.uk

Criteria for making our decision

If your organisation has met all of the eligibility criteria, we will use the following criteria to score your application:

Criteria
1. How well the need/demand of the project is established
2. How clearly the application contributes to at least one community development outcome
3. How well the project is planned
4. How well the project plans to engage their target participants
5. How likely the project is to engage the target participants
6. Number of volunteers and level of in-kind support
7. How well the budget is explained; appropriate and necessary to deliver the project
8. How well the group is prepared for monitoring
9. How well the group will promote the success of the project

Completing your budget for small grants

You must show that all costs are **reasonable** and **necessary** to complete the project, and you should give us enough detail to assess this. For example, you should give us the unit costs and quantities needed, 10 artists x £50 = total cost £500.

We will not consider your application as eligible if you do not provide a detailed project budget.

• Ineligible costs for all grants

- Overheads allocated or apportioned at rates in excess of those used for any similar work you carry out.
- Building/capital costs
- Costs which are not clearly linked to the project.
- Costs that are associated with filling in the small grants application form.
- Costs that are poor value for money, or that are bought from outside of Belfast City Council procurement guidelines.
- Costs that are already covered by other funding or income sources.
- Costs related to private or unfunded pensions.
- Amounts for gifts and donations including vouchers

- Reclaimable VAT.
- Money for buying flags and bunting.
- Alcohol
- Prizes and trophies (except for Policing and Community Safety Small Grants, Community Development grants and Support for Sport grants)
- Equipment costs unless they have an ongoing use throughout the project and are essential and necessary to complete the project.

Restricted costs:

- Costs must be proportionate to the overall cost of your project and essential for delivering it. If we do not think that the amount you have asked for is good value for money, we may also offer you less than the amount you applied for. To make sure you provide value for money, we can cap any project costs we are funding. If you are successful, these costs will be shown in the letter of offer, for example, facilitators, residentials, catering, and so on.
- We will only fund costs for using your own facilities or internal charges within an organisation (notional costs), for example, internal room hire, pitches, theatre spaces and so on, if you normally use them for commercial activity (in other words, hired at a charge to outside organisations). And, if we do fund them, we will do it at a rate lower than you would charge to the general public. Policing and Community Safety Small Grants would prefer that, where possible, local community facilities are used.
- Where eligible we will only give funding for catering, hospitality or refreshments if these are clearly detailed in your application form, your budget and are essential to the project. If you need to provide catering, hospitality or refreshments, you must explain why it is essential.
- You must clearly list any costs for facilitators, mediators, consultants or project evaluators clearly in the budget. You must also describe the work they intend to carry out and how it is reasonable and necessary to your project.
- Any item or service bought for £3,000 or over must have at least three written quotes for it.
- Any item or service bought for £8,000 or over must have at least four written quotes for it. Please contact the Central Grants Unit if you intend purchase any items or services over £8,000 with Belfast City Council money.
- Staff time claimed for the project:
 - Any staff time charged to the project will only be paid at the normal hourly rate of the post and only where the post is not funded from another source.
 - If you have an appropriate paid member of staff in post (funded from another source) who could deliver all or part of the project we will not provide funding for that part of the project. If you cannot use your member of staff, we will pay external/sessional rates, but you must explain why your own member of staff cannot work on the project, and provide appropriate information. For example, this might be that another project already has a claim on the member of staff, with evidence of the dates and times of the two projects clash or confirmation that your member of staff doesn't have the skills needed and so on.
- If your organisation owns its own minibus, we will not pay commercial hire rates for its use in the project. We will pay a maximum mileage rate based on local government rate which includes insurance, maintenance and fuel use. If you cannot use your own minibus, we will pay hire rates, but you must explain why you cannot use your bus and provide appropriate information, for example, that another project already has a claim on the bus, with evidence that the dates and times when the two projects clash.

Submitting your application

You must tick the boxes to confirm that your organisation:

- meets the basic eligibility criteria;

- meets the specific eligibility criteria for the grant or grants you are applying for;
- has enclosed the documents we have asked for;
- has or will arrange enough appropriate insurance for the activities. Where you are holding an event on Belfast City Council property - a risk assessment, proof of public liability insurance up to £5 million and an event management plan **must** be given by your organisation to the Open Spaces and Active Living Officer (for a Parks event Grant) or the relevant Belfast City Council property manager (for all other grants) at least 4 weeks before your event. Failure to do so will result in the withdrawal of the grant offer. Templates of a risk assessment and an event management plan are available at www.belfastcity.gov.uk/usingparks; and
- has or will get any licences or permission you need from any authority to carry out your activities.
- Access NI checks completed on all staff, coaches and volunteers where appropriate.

Policy requirements

To be eligible for funding, you must have the following policies in place.

- **Child protection:** If your project involves, or may involve, children or young people under the age of 18, your organisation must have a child-protection policy in place before we will release funding. This includes events targeted at adults. For example, those attending may choose to bring along their children or young people, or the event may attract young people although it is targeted at adults. For advice on developing a policy, we recommend you contact Volunteer Now at: www.volunteernow.co.uk.
- **Equal opportunities** – Only if you employ staff.
- Specific grants may have further policy requirements. Please read the full notes for the grants you plan to apply for.
- While we do not yet need you to have adopted a vulnerable adults policy, we would recommend you begin to consider adopting one as this may be a future requirement. For advice on this, we recommend you contact Volunteer Now at: www.volunteernow.co.uk.

We do not require you to submit copies of your policies with your application. However we may ask to see these if your application for funding is successful.

If you are awarded a grant, Belfast City Council does not provide insurance for any activity you undertake. We strongly advise you to consult an insurance broker or advisor about the possible insurance requirements for your proposed activities.

If you are applying online you must type 'I agree' before you submit the application. If you are emailing or submitting the application by hand or post, the declaration must be signed by your organisation's chair, treasurer, secretary or most senior member of staff or trustee. If you are returning this form by email, it must have a full and true electronic signature. This means a scanned copy of the handwritten signature in the box on the declaration page. We will not accept a typed name instead of a signature.

If you are emailing your application and other documentation, the maximum size we can accept is 10MB. If you need to send your application and documents in multiple emails please clearly label each email and request delivery receipts.

We will not contact you to confirm that we received your application.

Section D: Equal opportunities monitoring

We must promote equal opportunities. We must also promote good relations between people of different religious belief, political opinion or racial group. We will treat as anonymous all of the information you

provide in this questionnaire. We do not consider it in the assessment of your application. Please complete a 'Your beneficiaries' section for each grant you are applying for.

5. What happens next?

Letter of offer

If your organisation is successful, we will send you a letter of offer outlining:

- the general conditions of the grant;
- any special conditions;
- the stages we will pay the grant in; and
- your project and its targets.

If the grant we offer your organisation does not correspond with the amount you have asked for, you will need to resubmit a project budget reflecting the amount we have awarded.

Before we can release any grant payments, you must:

- sign the letter of offer to say you accept it. At the latest, this must happen within six weeks of the date of the letter of offer or we will withdraw the offer of the grant.
- come to a mandatory training session as part of the terms and conditions of funding. The session will give you guidance on the funding and monitoring requirements. For this round of funding training sessions will be held in April 2016.

We will not fund any project costs you pay or agree to pay before you have signed and returned the letter of offer.

You must get our approval before you make any changes to the project or the budget.

If you receive a grant offer and no longer want to take it up, please tell us in writing as soon as possible.

The Council's decision on whether to award funding is final, however if your application is unsuccessful you can contact an officer from the relevant council unit for feedback and advice on future funding applications.

Paying the funds

We will pay 80% of your grant when we receive your signed letter of offer and you have attended the training session. We will pay the other 20% once we have received a satisfactorily completed monitoring booklet within six weeks of completing your project.

Monitoring and reporting

As you are receiving public funding, you must answer for what you do with this money. Because of this, we will expect you to complete a monitoring booklet based on information provided in the small grants application. We will also choose a number of organisations to audit to check how the grant was spent and that the terms and conditions of the funding were met.

If your project does not meet its targets and outcomes, we can review and reduce the amount of funding awarded.

Marketing and promotion

You must acknowledge our support by including our logo on all printed materials associated with your programme of work.

Occasionally you may be asked to make appearances and assist us with launches and photo shoots.

If you receive funding from us, it does not mean we endorse your project. When you display the council logo on published material, you must include the following sentence: “This publication is grant-aided by Belfast City Council. The views expressed are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views.”

We will give you more information about logos if your application is successful. For information on Belfast City Council branding and logos please refer to www.belfastcity.gov.uk/brand.

6. Useful contacts

Advice on	Contact	Contact Details
General advice about the application process or on filling in sections A, C, D or budgets in the application.	Central Grants Unit	Tel: 9027 0513 Email: cgugrants@belfastcity.gov.uk Website: www.belfastcity.gov.uk/funding
Community Festivals Fund and Arts and Heritage Project Grant	Tourism, Culture, Arts and Heritage Unit	Tel: 9050 0512 Email: culture@belfastcity.gov.uk Website: www.belfastcity.gov.uk/culture
Policing and Community Safety Small Grant	Community Safety Unit	Tel: 9027 0469 Email: pcsp@belfastcity.gov.uk Website:
Good Relations Grant and Summer Intervention Fund	Good Relations Unit	Tel: 9027 0663 Email: goodrelations@belfastcity.gov.uk Website: www.belfastcity.gov.uk/community/goodrelations
Parks Event Grant	Open Spaces and Active Living Unit	Tel: 90918 768 Email: parksevents@belfastcity.gov.uk Website: www.belfastcity.gov.uk/parks
Support for Sport: Sports Event Grant	City Events Unit	Tel: 90 270 345 Email: events@belfastcity.gov.uk Website: www.belfastcity.gov.uk/events
Support for Sport: Large Development Grant, Small Development Grant, Hospitality Grant and Sports Individual Grant	Sports Development Unit	Tel: 9027 0515 Email: supportforsport@belfastcity.gov.uk Website: www.belfastcity.gov.uk/supportforsport
Community Development - Project Grant	Community Services	Tel: 9027 0513 Email: oliverj@belfastcity.gov.uk or caldwells@belfastcity.gov.uk Website: www.belfastcity.gov.uk/community
Community Development – Summer Scheme Grant	Community Services	Tel: 9027 0513 Email: oliverj@belfastcity.gov.uk or caldwells@belfastcity.gov.uk Website: www.belfastcity.gov.uk/community

7. Other Contacts

Entertainments Licences	Building Control	<p>Tel: 90 270 650 Email: buildingcontrol@belfastcity.gov.uk Website: www.belfastcity.gov.uk/buildingcontrol-environment/licences-permits/entertainmentlicence.aspx</p>
Refuse Collection	Cleansing	<p>Tel: 9027 0230 Email: refusecollection@belfastcity.gov.uk Website: www.belfastcity.gov.uk/bins-recycling/bins/bins.aspx</p>
Safeguarding Children	<p>Keeping Children Safe training is free to community groups so please take advantage of this opportunity to ensure staff and volunteers are trained before the summer scheme begins.</p> <p>Belfast Trust: Officer: Sheina Rigg Tel: 028 90504 6717 Email: sheina.rigg@belfasttrust.hscni.net</p> <p>Officer: John Barnes Tel: 028 9504 6684 Email: john.barnes@belfasttrust.hscni.net</p> <p>South Eastern Trust (Lisburn) Officer: Ian MacPherson Tel: 028 9268 3609 ext 240 Email ian.macpherson@setrust.hscni.net</p> <p>Standards for safeguarding policies for children – down load from Volunteer Now’s website: http://www.volunteernow.co.uk/fs/doc/publications/getting-it-right-2011.doc</p>	