

Belfast City Council Community Development Grants

Guidance notes for a Capacity Building Grant application

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Important Notice

There are separate application forms for the Capacity building grant and the Revenue grant for a community building. Please note organisations can only apply for **either** a Capacity building grant **or** a Revenue grant for community buildings. Organisations **cannot** apply for both grants.

1. Introduction to Belfast City Council Community Development Grants

Belfast's Community Development Grants 2020/21, aim "to promote and invest in a resilient and effective independent community sector across Belfast City Council area." In order to achieve this aim, there are a number of Community Development Outcomes we need to achieve (see Appendix 1).

Council supports the sector by offering a number of different funding streams that any eligible group can apply for. These include: the Capacity Building Grant, Revenue Grant for Community Buildings, Generalist Advice Grant, Community Development Project Grant and Summer Scheme Grant. The funding for the Community Development Grants Programme is made available by Belfast City Council and the Department for Communities Community Support Programme

2. Introduction to Capacity Building Grants

Capacity Building Grants are aimed at lead community development organisations that advocate the interests of their local groups, area and residents; and support local community groups to ensure good practice in governance, committee procedures, appropriate policies and financial management.

They provide core funding for organisations to show leadership and support the local community development sector. In essence, successful capacity building groups contribute to Belfast City Council's community development outcomes, as do the local groups they support.

Areas that benefit from a capacity building grant funded organisation will have a stronger local community development sector so that residents can be engaged to:

- influence or take decisions about issues that matter to them and affect their lives
- define needs, issues and solutions for their community
- take action to help themselves and make a difference



3. General information on making an application

These guidance notes are designed to tell you what you need to know about applying for a Capacity Building Grant. They will also help your organisation decide if a Capacity Building Grant is appropriate for your needs in 2020/21; and if so, how to submit a high quality, complete application.

Before you fill in the form, you should consider whether this is the right grant for you as the application process can be time consuming. You must at least be able to meet the eligibility criteria listed under “Who can apply?” below.

You should note that funding is very competitive and just meeting the eligibility is not enough to guarantee funding. If you’re not sure whether your organisation meets the eligibility criteria, or whether a capacity building grant is appropriate, we strongly recommend that you contact the Central Grants Unit at cgugrants@belfastcity.gov.uk or call 9027 0513.

All Belfast City Council grant schemes have been carefully designed to make the application process as easy and straightforward as possible and we do not think that any paid help is necessary to complete an application. We do not act with or endorse the services of any supplier or consultant to make an application and will not pay any costs, commission or fees they may charge you to do so. It is important that you complete the form yourself, and apply directly to us.

It is important to remember that we assess your application only on the information you provide in the application along with information requested by Council, and community development officers will not be contacting you for further information or to clarify an answer you have submitted. We will not consider additional information that has not been requested with the application form.

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.

When referring to timescales, we use the financial year which starts on the 1 April and finishes on 31 March each year.

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

It is 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.

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.

Who can apply for a Capacity Building Grant?

To be considered for a Capacity Building Grant your organisation must meet a number of eligibility criteria which are explained and detailed below. They include eligibility criteria for all Belfast City Council grants, for Community Development Grants and specifically for a Capacity Building Grant.

Belfast City Council's grant eligibility

If your organisation does not meet these eligibility criteria, we will not consider your application:

Your organisation must meet **all** of the following criteria.

1. It must have an office in and operational focus in the Belfast City Council local government district. (The Northern Ireland Neighbourhood Information Service has maps of Belfast with a postcode search function. See www.ninis.nisra.gov.uk)
2. It must be a not-for-profit organisation and be unable to share out profits to members or shareholders. If it includes any social economy enterprise, any profit must be reinvested in the objects of the organisation.
3. It must have up-to-date annual and management accounts signed as agreed by the board or management committee and supply copies of them. (More information on the evidence you must provide is given under "Section A: Management and governance" on page 7.)
4. It must hold a bank account in the organisation's name and provide evidence of this. (More information on the evidence you must provide is given under "Section A: Management and governance" on page 7.) **Belfast City Council is highly unlikely to fund an organisation that is in poor financial health or that cannot prove that it has effective financial controls.**
5. It must have a board or management committee and supply a list of members and hold Annual General Meetings.
6. It has ensured that all of your organisation's policies and procedures are in place, up to date and fit for purpose to comply with all relevant legal and regulatory requirements for the group, services and activities for which your organisation is wholly liable. This may include a child protection policy if a child or young person may come into contact with your organisation's activities; an equal opportunities policy; it must keep to all relevant laws including the Race Relations (NI) Order 1997, the Sex Discrimination (NI) Order 1976, Fair Employment and Treatment (NI) Order 1998, when staff are employed and have met the Disability Discrimination Act 1995 requirements for its building i.e. have made all reasonable efforts to ensure your building is accessible. 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. See www.volunteernow.co.uk for further information.

Community Development Grant eligibility

To meet the community development grants eligibility requirements, your organisation's governing document must clearly state that:

7. 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
8. Membership is inclusive of your identified community and open to its full range of opinion;
9. Each year your organisation holds an Annual General Meeting (AGM) at which each member has an equal vote;
10. 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;
11. The committee/board presents the report for the year at the AGM; and
12. An annual statement of accounts is presented at the AGM



We provide Community Development Grants to formally constituted, autonomous community development 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.

Capacity Building Grant eligibility

Finally, to be eligible for a capacity building grant, your organisation must also meet all of these eligibility criteria:

13. It must be seen as a **"lead"** community development organisation and be able to provide three examples of advocating the interests of local community groups, the area and residents in the last two years April 2017-March 2019.
14. It must be a locally based capacity building organisation operating within a defined **geographical** catchment area which is typically smaller than north, south, east, or west Belfast.
15. It must be an organisation that **supports** community groups and residents in your area and be able to provide 3 examples of doing so in the last two years April 2017-March 2019.

We do not fund organisations that:

- discriminate against any particular racial group, political grouping or religious body
- have free use of centres directly managed by Council
- are not prepared to share learning from their project with us and other relevant groups;
- are individuals, local authorities or public sector organisations;
- are schools or formal youth organisations, that is, those registered with the Education Authority or uniformed organisations

Applications that are not complete and/or do not provide detailed financial budgets in the tables provided in the application form will also be deemed ineligible.

If you are not sure whether your organisation and programme meets the eligibility criteria, or you need more guidance on the application form, please contact one of our officers. You can find contact details at 3. General Information on making an application in these guidance notes.

The organisation completing the form must be the same organisation that will receive the grant and manage the programme. We will not consider an application made by one organisation on behalf of another.

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

Typical activity that will be funded through a Capacity Building Grant

The activity you include in your application must reflect the needs of local community groups, the local area and meet the needs for leadership; however the **types of activity** we expect to fund through our Capacity Building Grant include:

1. Supporting local community groups to ensure good practice in governance, committee procedures, appropriate policies and financial management
2. Signposting community groups to most appropriate support organisations and funding opportunities e.g. sport, culture, arts, good relations, community safety, health etc
3. Creating and distributing newsheets and other communication to local community groups and residents
4. Leading on securing adequate local community development infrastructure
5. Understanding the needs of the local community and share this knowledge amongst local community groups
6. Supporting local community groups and residents to react to emerging issues
7. Helping new community groups get established to address local needs
8. Supporting community groups to:
 - a. develop local area plans
 - b. develop outcomes and action plans
 - c. apply for funding
 - d. become sustainable
9. Supporting community groups to undertake projects and programmes that address the needs in their specific areas
10. Providing community development capacity building support to local community groups via formal and informal training and mentoring
11. Providing opportunities for local community groups and residents to work together to provide local solutions to common issues
12. Providing processes by which your community groups influence policy and service delivery in the area
13. Representing your areas' interests on high level structures e.g. strategic partnerships

This list details the type of the activities we would expect to fund under the Capacity Building Grant; however we do **not** expect to see all of the examples reflected in your application. You must align the activity you are applying for to the needs of the area and your members, and contribute to Council's community development outcomes.

It is unlikely that thematic activity like arts, culture, sport etc. will be funded by a Community Development Grant unless the group meets the community development eligibility criteria and the programme is of a community development nature. However groups can apply for these activities under Council's small grants which are available twice a year. Groups should regularly check for Council funding opportunities at www.belfastcity.gov.uk/funding

Amount of funding available

- Capacity Building Grants: **maximum of £50,000.**
- Funding will only be available for capacity building programmes that are used for the benefit of Belfast residents
- Costs are likely to include capacity building staff, capacity building programme delivery costs and running costs/use of space to support capacity building

4. 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
3 June 2019	12 noon Friday 9 August 2019	Early January 2020	From 1 April 2020	31 March 2021

Projects **must** occur between 1 April 2020 and 31 March 2021. Any activity outside these timescales will not be eligible for funding.

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 cgugrants@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.

Any evidence that has been summarised and referenced on the form must be accurate and fully accessible to Belfast City Council at any time. Please note that **only** the information requested by Council will be considered so you should not attach further papers, reports, and so on, as they will not be considered.

If you are including reference's to any paper or documents please detail it in italics and as follows: Title of document, for which organisation, with the date of publishing; by the name of the author or group. For example, *Evaluation of volunteer development programme 2017, for Capacity Builders R Us, June 2018; Evaluating Experts.*

Assessment process

Stage-one assessment:

Eligibility, management and governance

We will first make sure your organisation meets the eligibility criteria listed above. Then we will assess your organisation's management and governance.

If any of the key eligibility information we need is missing or incomplete, for example an unsigned constitution or annual accounts, we will contact you and ask you to send the information within five working days.

Your application will be deemed ineligible if your organisation:

- does not provide key eligibility information or provides incomplete eligibility information within the deadline given; or
- does not meet the eligibility criteria; or
- does not meet the criteria relating to management and governance

This means that your application has been unsuccessful and will not be recommended for funding.

Stage-two assessment:

Your planned activity and fit with community development outcomes (section B of the form and completed templates for each Activity)

If your application meets the first stage eligibility assessment, we will use the **information you provide** to assess it against the criteria detailed below.

Criteria for making our decision

The following key areas will provide reassurance about your organisation's **capability to deliver** (weighting 33%) the proposed programme:

1. Experience of delivering capacity building activities with a similar budget
2. Experience of establishing and sharing local needs, then responding to them
3. Experience of working with other groups or agencies
4. Evidence of a well managed organisation

The **quality of the programme** (weighting 67%) will be assessed against the following key areas:

5. How well the application establishes the capacity building needs the group will address and contribute to Council's community development outcomes
6. How well the overall programme is planned
7. How well the programme will be evaluated
8. How well the programme will engage potential beneficiaries
9. How well Belfast City Council funding will be acknowledged
10. How well the proposal will meet the identified capacity building needs and contribute to our community development outcomes

After all the applications have been assessed, recommendations for funding will be presented to and ratified by the council. Applicants will be notified of Council's decision in January 2020.

5. Filling in your application form

All organisations must complete all sections to apply for a Capacity Building Grant. If you have any questions about the application form or the application process, contact the Central Grants Unit on 9027 0513.

Section A: Management and Governance

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.

If your organisation has been operating for several years, you are required to submit **all** the following information to demonstrate that it is financially sound:

- Copy of your organisation's most recent annual accounts

- Management accounts dated within the last three months and signed as agreed by the board of directors or management committee
- Copies of three months' most recent bank statements

If your organisation has only been established recently and cannot reasonably have produced annual accounts, you are required to submit **all** the following information to demonstrate that it is financially sound:

- Management accounts dated within the last three months and signed as agreed by the board of directors or management committee
- Copies of six months' most recent bank statements

Signatures on Annual accounts, Management Accounts and Constitutions must be full and true electronic signatures. This means a scanned copy of the handwritten on the relevant page of the document. We will not accept a typed name instead of a signature.

The following text provides extra information you may need to answer questions in Section A – Management and governance:

Question 6

Confirm the legal status of your organisation; these relate to eligibility requirements.

Question 9

Tell us exactly who can be a member of your group – include the formal wording from your constitution and then expand on it if further clarity is required.

Question 10

Tells us who your management committee or board of director's members represents.

Section B: Capacity Building Grant

The following text provides extra information you may need to answer questions in Section B – Capacity Building Grant. The Community Development Outcomes are detailed in Appendix 1.

Questions B3 and B4

Tell us more about how your organisation operates.

Question B5

Confirms that your organisation holds annual general meetings (AGM); this is an eligibility requirement.

Question B6

Tells us about how your group operates its AGM and relate to eligibility requirements.

Question B9

Should tell us that your group has a clear democratic process for the selection of members of the management committee or board of directors i.e. elections – include the formal wording from your constitution and then expand on it if further clarity is required; this is an eligibility requirement.

Question B10

It is important that your organisation:

- furthers Council's responsibility to tackle inequality and disadvantage, so we ask you to confirm that you are not excluding people from your membership.
- is managed in line with democratic principles so that any member of your group can be nominated to sit on the committee or board.

Question B11

This evidences that you are considered a lead organisation in the area and we expect to see 3 different examples of leadership since 2017; this is an eligibility question.

Question B12

You must provide 3 examples of how you supported local community groups; detail those that had the most impact in 2017/19; please note this grant specific eligibility.

Assume Council has no knowledge of your experience, even if we have previously funded you to provide a capacity building programme, and include summaries of positive evaluations of your work. To evidence that you have two full years experience of capacity building, you should include all relevant programmes that were active from 2017 and summarise positive evaluations for each.

Question B13

As far as possible, your answer should follow an issue through from establishing the need, to sharing the information and responding to it – try to provide at least three examples in the last two years. However, in recognition that establishing, sharing and responding to needs can sometimes take longer than the two year timeframe, **do** include work that either finished or started within the two years. Involvement of members is important in community development work, so remember to include details about member involvement at any point in the process and summarise positive evaluations for each. Membership arrangements can be formal with registered groups or informal with local community groups.

Question B14

You must allocate each capacity building need your organisation intends to address in your programme to one of the three capacity building categories. Council has categorised capacity building needs as those of local groups (training, support to secure funding, local needs assessments etc.); the need for local leadership (facilitating joint working, advocating the needs of the local sector on more strategic bodies, helping new groups to get established to address local need); and the needs of the area or residents (advocating the needs of the area on more strategic bodies, providing processes by which your community groups influence local service delivery or regeneration).

Tell us the evidence your organisation used to establish each of the capacity building needs. Applications will get points for providing independent statistical information e.g. NISRA stats; more points for tailoring it or providing specific information about your catchment area e.g. an area survey; and more points if you have involved members in identifying the capacity building needs e.g. training needs analysis. The more specific and clearly identified the capacity building need is, the more highly the application will score.

Question B15

Complete the overview table to show how and when your organisation will respond to each identified capacity building need.

Question B16

Your organisation's capacity building programme will be made up by a number of Activities. Each Activity should relate to a single capacity building need and community development outcome; and it should be

possible to evaluate each Activity separately. The Activity is a number of interrelated elements/tasks that knit together to create a comprehensive response, it may include projects with discreet start and end dates, ongoing core activity or research and consultation about next steps. Consider pitching each Activity as the next step down from the whole programme; possibly think of it as a sub-programme. We are not asking you to tell us about each separate element/task, but to encapsulate your organisation's response to a need and how you contribute to Council's community development outcomes.

It is important that your organisation is able to successfully deliver the activities we have assessed your application on, so this question establishes how you will monitor the progress of your programme to keep it on track and evaluate the overall programme. Tell us when you intend to monitor the progress of your work and how and when you will tell your management committee or board of directors about it e.g. you may provide an update on each project at regular meetings, or you may only tell the committee/board when activities are not performing as planned (if so, how you decide when to tell them). We also want to know what you do when activities need to be changed to meet your obligations, including who makes those decisions and how.

Please provide further detail on how you monitor and evaluate the programme in Question B21.

Question B17

If your organisation's application is successful there are a number of marketing requirements and obligations it must meet. Tell us how your organisation will market the programme to the wider community and other stakeholders including any information it plans to develop and distribute. Tell us how you will promote the whole programme, and identify any practical ways you will acknowledge specific aspects of the Activity e.g. DVDs produced, invites to launches, on the building you operate from, in media and online communications, information materials and any other ways.

Question B18

Tell us how your organisation cooperates with other groups and showcase the range of informal and formal cooperation over the last two years with neighbouring groups, groups across the city or beyond. Showcase this with examples since 2017 and ensure you have been clear about the purpose of the cooperation and the difference it made - try to provide at least two examples.

Question B19

Remember to summarise your organisation's annual planning process and then describe its most recent experience; it is important that you tell us who participated in the planning, when and what was done with the results of the process.

Question B20

If your organisation has capacity building staff, it is important to tell us the processes it uses to manage them e.g. staff manual, line management, team meetings; and support their training and development.

If your organisation is supported by volunteers use average numbers for a week from **March 2019** to tell us the number of people who volunteer each week and the total number of hours the volunteers contributed each week.

Question B22

Please detail the costs for delivery of the 2020/21 programme and confirm how much you are requesting from this Capacity Building Grant. The costs must be reasonable and necessary for the delivery of the programme and you should provide a brief explanation of how you arrived at each figure. Further information on completing your income and expenditure is detailed in the section below.

Question B23

Please detail any other funding that you are seeking for the 2020/21 capacity building programme. It is not necessary that you secure other funding.

Completing your income and expenditure

The budget must be profiled and aligned with the capacity building programme as detailed in your application. You must show that all costs are **reasonable** and **necessary** to deliver your capacity building programme and give us enough detail to assess this. For example, you should give us the unit costs and quantities needed, 10 tutors x £50 = total cost £500.

If you do not provide a detailed enough budget, the application may be deemed ineligible.

We do not fund the following.

- Activities that:
 - are against Belfast City Council policy. For example, we do not allow balloon or Chinese lantern releases as they are against our environmental policy
 - are before 1 April 2020 - we will not fund costs you pay or agree to pay before you have signed and returned the letter of offer
 - are charity or fundraising events
 - are of a party political nature
 - duplicate what already exists
 - pre-school or nursery provision for children under 5 years
 - promote a particular religion, or support religious activity

- Items :
 - alcohol
 - amounts for gifts and donations
 - building or capital costs
 - costs associated with filling in the application form
 - costs related to private or unfunded pensions
 - costs that are already covered by other funding or income sources
 - costs that are poor value for money or that are bought from outside of Belfast City Council procurement guidelines
 - costs which are not clearly linked to the capacity building programme
 - equipment costs unless they have an ongoing use throughout the project and are essential and necessary to complete the project
 - higher than necessary apportioned costs e.g. overheads, staff time etc
 - purchase of flags or bunting
 - reclaimable VAT
 - travel outside the UK or Ireland

Restricted costs:

Costs must be proportionate to the overall cost of your programme 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 currently cap a number of costs we are funding and if deemed necessary we may introduce new caps. If you are successful, this will be clearly detailed in the letter of offer.

- Hospitality and refreshments

Length of activity or event	Amount per person attending
less than 3 hours	£2.50
less than 5 hours	£6.00
more than 5 hours	£10.00

- Residential costs or overnight stays are capped at £80 per person per night: to include bed and breakfast and evening meal.
- If, under Activity delivery costs, you have included the costs of using a facilitator, mediator, consultant or project evaluator you must provide the name of the company that you would propose to use and a detailed breakdown of the rates that will apply.
- 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 that 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.
- Internal costs –
 - 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. In this case, you should inform your BCC Project Officer as to the extent of the commercial hire (e.g. approximate average hours per week)
 - If you are also in receipt of a grant that contributes to the running of your building and you have now also been awarded funding towards these costs through the small grants you must notify your BCC Project Officer. You will also be asked to provide confirmation of this when you complete project monitoring
- Overheads must be clearly calculated and apportioned
 - must be clearly calculated and apportioned.
 - If you are also in receipt of a grant that contributes to the running of your building and you are have now also been awarded funding towards these costs through the small grants you must notify your BCC Project Officer.
- 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.

Eligibility, enclosure checklist and declaration

You must tick the boxes to confirm that your organisation:

- meets the basic Council eligibility criteria;

- meets the Community Development Grants eligibility criteria
- meets the specific Capacity Building Grant eligibility criteria;
- if your organisation is successful it can confirm a number of grant requirements;
- is submitting the application following appropriate governance and accountability arrangements
- has enclosed the documents we have asked for
- has or will arrange appropriate insurance for the activities.

We do not require you to submit copies of your policies with your application. However we may ask to see them 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.

In the online application 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 completed by your organisation's chair, treasurer, secretary or most senior member of staff or trustee.

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 that will be emailed to you if you submit an application. We do not consider it in the assessment of your application.

6. What happens next?

Notice of funding

We will contact you in January to advise you if your application has been successful, and the date of the mandatory training your organisation must attend. You do not need to attend the training if your organisation has received either Capacity or Revenue funding through Belfast City Council's Central Grant Unit previously, however, if you have a change in staff or would like to attend please let us know.

Letter of offer

If your organisation is successful, we will send you a funding agreement outlining:

- the general conditions of the grant;
- any special conditions;
- the stages we will pay the grant in; and
- targets for the capacity building programme

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

Before we can release any grant payments, you must:

- sign the funding agreement 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.
- attend a mandatory training session as part of the terms and conditions of funding. The session will give you guidance on making a financial claim, the monitoring requirements and how to request a change to the programme that was submitted. Community development grants training sessions will be held in February 2020.



We will not fund 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. The mandatory training will include the change control process your organisation must follow. If it does not follow them, we may not fund the different activities when you submit a claim for them.

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 are encouraged to seek feedback from Community Services; submit your request to Central Grants Unit and they will arrange the feedback with an appropriate Community Services Manager.

Paying the funds

We will pay the funds to you in two equal instalments. We will make the first payment when we receive your signed funding agreement and you have attended a mandatory training workshop. We will then make a further payment when we receive a satisfactory monitoring booklet for the previous six months' activity (see 'Monitoring and reporting' below).

We make all payments by BACS transfer.

Monitoring and reporting

If we agree to fund your organisation's community development capacity building programme, it will be receiving ratepayers' money and so must be accountable for how it is spent.

If your application is successful, your organisation is legally required to deliver the capacity building programme it submitted and if your organisation needs to change any aspect of delivery it must secure formal approval by following Council's change control process.

At the end of the first six months you will have to fill in a monitoring booklet giving details of your progress, including your performance against your planned activities, targets, outcomes and spending. If you do not return the monitoring booklets on time or to a satisfactory standard, your organisation may not receive further payments. Your organisation will also be required to submit an end of year and end of programme evaluation reports.

Monitoring reports will confirm that you have achieved the milestones and delivered the outputs that were in the capacity building application. The end reports will be focused around evaluating the difference that has been made to the identified capacity building needs and the community development outcomes your programme was contributing to.

We will also randomly choose a number of organisations for 'financial verification'. This means that we will examine their financial records and check that the terms and conditions for the funding are being met.

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 be involved in communications activity including media launches, filming for social media 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.

APPENDIX 1

Belfast City Council's Community Development Outcomes

1. Residents are active and involved.....in their community in positive ways, building relationships, groups and activities from which they and others benefit

This outcome reflects the involvement of residents in community activities and in establishing community groups to undertake activities that improve quality of life for participants. The issues people become active about and the positive way they get involved are very diverse and we would like to see more people becoming active and involved

For example:

- You may be hosting a volunteering conference to help your local groups attract more volunteers
- You may be offering training about participation and involvement so that your local groups use new approaches to get more residents involved in their activities
- You may be leading a local press campaign to raise awareness of the different groups and opportunities in your catchment area
- You may signpost community groups to most appropriate support bodies and funding opportunities, for example, sports, culture, arts, good relations, and so on

2. Communities are influential and engaged..... residents, communities and the delivery of services benefit from community influence, engagement and collaboration

This outcome reflects collective community action in order to influence service delivery of social policy; the community may be a single group, or a number of groups working together.

For example:

- You may be advocating the interest of the local area/residents on high level structures e.g. strategic partnerships
- You may support a local community worker or volunteer forum
- You may support an area response to formal government consultations
- You may be facilitating training for local groups in influencing, lobbying, PR and media skills
- You may be working with a number of local groups to develop area plans

3. Community groups are resilient and thriving.... community groups achieve more of their objectives and make a greater contribution to local wellbeing, that is, quality of life

This outcome relates to the processes by which groups strengthen their knowledge, skills and abilities and become more effective. It is about supporting groups to be better able to achieve the improvements they want to see in their communities, for example, safer, cleaner and greener, better community relations, healthier, and so on.

For example:

- You may undertake an area needs assessment, then share the knowledge with local groups and help them use it appropriately
- You may support your local groups to develop area or thematic action plans

- You may support local groups to identify funding opportunities and submit high quality applications
- You may act as a critical friend by monitoring and evaluating work; then help local groups apply the learning and take opportunities for improvement
- You may facilitate information sessions about diversity of funding and financial sustainability for your local groups

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.

This outcome is about ensuring that community buildings are well managed and fully used by as many different people as possible in the catchment area.

For example:

- You may arrange a number of events where local groups that operate a community building are facilitated to meet new groups and understand how the building could help meet their needs
- You may host a number of information seminars for local groups that operate a community building; they could be focused around good building management, for example, maintenance, accessibility and DDA compliance, insurance levels, and so on

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

This outcome tries to ensure people have the information they need and the support they require to access services and support

For example:

- You may facilitate better working arrangements between generalist advice services and local groups
- You may lead an awareness raising campaign for the area
- You may act as an information broker for the area, identifying opportunities for services or support relevant to local needs