Belfast City Council Community Development Grants
Guidance notes for a Revenue grant for a community building 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.

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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 Revenue grants for a community building

Revenue grants for community buildings are one of the ways Belfast City Council will invest in a resilient and effective, independent community development sector across the city. They are aimed at community development organisations which address the needs of their community by delivering a broad based programme from their building. The building may be used by the local neighbourhood, or the community may be from across the whole city for a thematic/special interest group.

These grants contribute to the running costs of community buildings in recognition that the community development activity inside allows residents 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

Belfast City Council, Community Development Strategy

All successful applications will clearly evidence how they contribute to Council's community development outcomes as detailed below.

Revenue Grants for community buildings contribute to centre running costs to allow groups to directly offer services for members and to undertake developmental programmes to benefit the community. Direct **service delivery** is when the group offers an opportunity to attend a programme or receive support e.g. parent and toddler groups or a lunch club for older people. **Developmental activity** is when communities come together to address new and emerging needs or work to create a change e.g. bring local young people inside the building to develop a community safety project or run a programme to enable parents to support their children to do better at school.

3. General information on making an application

These guidance notes are designed to tell you what you need to know about applying for a Revenue grant for a community building. They will also help your organisation decide if a Revenue grant for a community building is appropriate for your needs over the next two years; 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 this 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 that 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, Council uses 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 Revenue grant for a community building?

To be considered for a Revenue grant for a community building 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 all community development grants and specifically for a Revenue grant for a community building.

Belfast City Council's grant eligibility
If your organisation does not meet these eligibility criteria, your application will not be considered for a Council grant:
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 not 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 8)
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 8) **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 in place; and all other relevant policies and 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. For advice on this, we recommend you contact Volunteer Now at: www.volunteernow.co.uk.

Community development grants 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.

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

13. Operate a broad based programme of activity to meet community needs and support community development, and
14. Operate from a community building that is welcoming and inclusive, and
15. The centre must be compliant with all relevant legislative requirements for the running of a community building, and
16. Have the right to use the building to deliver your programme

We do not fund organisations that:
- o have free use of centres directly managed by Council
- o are not prepared to share learning from their project with us and other relevant groups;
- o Community buildings that duplicate what already exists
- o Community buildings that host:

- Activities that are against BCC policy e.g. balloon or Chinese lantern releases which are against our environmental policy
- groups or activities that discriminate against any particular racial group, political grouping or religious body
- any particular political party or party political activity
  o Community buildings where the majority of the programme is delivered by other public sector organisations e.g. formal youth groups, preschool or nursery provision
  o Community building that are significantly or wholly used for religious activity

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.

What we mean by a 'broad based' programme

A **broad based programme must** address at least 3 different community needs and work with children/young people and adults and older people. The activity you tell us about in your application must be delivered **from** the community building you are seeking a revenue grant for.

The needs you identify must be specific to your community and it is likely that your programme will address more than 3 needs each week. Some examples of community needs that you may address are; lack of positive opportunities for teenagers, isolation of older people, new parents need to learn how to play with their children, low level of success in school exams. Think of needs as the problem you are going to address.

To have the right to use the building to deliver your activity programme you must confirm the status by which you have the right to use the building e.g. owned by your organisation, leased or rented; that legally, you are able to deliver your programme from there i.e. there are no exclusion/limitation clauses in the deeds and that the arrangement will be in place for a minimum of 12 months from 1 April 2020.

It is unlikely that thematic activity like arts, culture, sport etc. will be funded from community development grants 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

Amounts of funding available

Revenue grants for community buildings are up to a maximum of **£20,000.** We will only fund community buildings which are primarily used for community development to the benefit of Belfast residents. If your

building also supports people from outside Belfast; any award that is made will be paid at a pro rata rate to reflect this.

The grant will **contribute** to running costs for community buildings to enable groups to respond to community needs by delivering a broad based programme and supporting community development.

As such the **only** costs that are eligible are:
- Cleaning
- Health and safety, including security
- Insurance
- Maintenance costs
- Office Supplies
- Telephone, postage and IT costs
- Utilities – gas, electricity, oil, water
- Rent

The amount that Council contributes to your running costs will depend on the number and quality of applications we receive, and the total amount of funding that is made available for revenue grants for community buildings.

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 Memorandum and Articles of Association, 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 regular broad based programme)

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 proposal:
1. Experience of delivering a broad based community development programme from a community building
2. Experience of establishing and responding to local needs
3. Resident/user involvement in the running of the centre
4. Experience of working with other groups
5. Evidence of being a well managed organisation

The **suitability of the programme** (weighting 67%) will be assessed against the following key areas:
1. How well the applicant has established the community needs they will address using Council's community development outcomes
2. Usage rates for the building
3. How well the community building will be made welcoming and inclusive
4. How well the programme will be monitored and controlled
5. How well Belfast city Council's funding will be acknowledged
6. How well the programme will meet the identified community needs and contribute to Council's 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 10

tells us who your management committee/board of director's members represents

Section B: Revenue grant for a community building

The following text provides extra information you may need to answer questions in Section B – Revenue grant for a Community building. The Community development outcomes are detailed in Appendix 1.

Questions B2-B4

tells 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

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

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/board

Questions B11-B14

These questions ask for details that relate to your organisation's community building and are important to establish that you can use the building for the delivery of the programme in 2020/21 as well as its size and shape

Question B15

We need to understand how busy your organisation's building is and as such have asked you to tell us exactly how much space is available for use – only include the space that is used for the delivery of your broad based programme or community development activities i.e. if the kitchen is not used for the delivery of the programme, don't include it in available space. We ask for the community building's average usage rate during the busiest week in March 2019 to get a good understanding of the amount of available space is actually used.

Question B16

Tell us your organisation's experience of running a community building over the last two years; assume Council has no knowledge of your experience, even if we previously funded this work. We are asking for the size and running costs for any building your group has previously managed to determine how relevant your experience is to managing a building the size of the one in your application. Many groups will be managing the same building and if this is the case, please tell us.

Question B17

Assume Council has no knowledge of your experience, even if we have previously given you a revenue grant for a community building. When you outline the programme try to evidence two full years experience of both service delivery and developmental work and clearly confirm the ages it was for. Summarise and reference any positive evaluations of your work.

Question B18

As far as possible, your answer should follow an issue through from establishing the need, to responding to it – provide 2 different examples since 2017 and summarise and reference evaluations for each example. Participation is important in community development work, so remember to include details about user and community involvement at any point in the process.

Clearly state the community need your organisation intends to address during 2020/21 using both the broad based programme and other community development activities. The needs you identify must be specific to your community and some examples of community needs that you may address are lack of positive opportunities for teenagers, isolation of older people, new parents not knowing how to play with their children, low level of success in school exams. Think of needs as the problem you are going to address.

Provide the evidence of how you established each need, there are points for providing independent statistical information; more points if there has been member involvement in identifying the needs and more points for tailoring specific information about the catchment area or target groups.

Finally, confirm which of Council's community development outcomes it will contribute to; as far as possible only align activity to the outcome it contributes to most. The application is not scored on the number of outcomes, but on how suitable they are to address needs.

Question B19
We want to know about the people who may use your organisation's community building in as much detail as possible, please tell us the source of all information used in answer to this question. If your organisation caters for a thematic membership give us as much information about your members as possible. If your community building is for a specific geographical community, please tell us information that you know about the community in your area and complete the table.

Your organisation must provide a broad based programme which addresses at least 3 of the different needs that were identified in B18; **and** works with children/young people **and** adults **and** older people; this is an eligibility requirement.

The programme you supply will be unique to your community and it is likely that you will address more than 3 needs each week. Complete the grid to summarise your regular weekly programme. For each session confirm the age group the session is for ADLT, OP or if it is CYP try to tell us the age range of the children; put the activity name you told us in Q12; and make a realistic estimation of the number of people you expect to attend.

Finally, tell us the total number of people you expect to use the community building each week; then tell us the age ranges they fall into.

Use one grid for each different room used for programme delivery adding new grids as you need to.

Question B20
Tell us how your organisation's community building will be used for seasonal activity or community events in 2020/21. It is important that you tell us how your organisation will attract people to attend each event. Try to include at least 2 events or seasonal activities during the year

Question B21
One of the core principles of community development is about proactively engaging new people in the process. Tell us how your organisation will attract more people from your current groups of users e.g. attracting new older people to your older peoples' group, and from new groups of users/people from non traditional communities e.g. expanding your activity to start a new group e.g. young women's group (13 – 15yrs) or if a new community has developed in your area. It is important that you tell us what you plan to do to attract them, when and importantly how you will know that you have attracted them. You may use a particular event or seasonal activity (B20) as part of your approach to attract new users.

If your organisation's application is successful there are a number of marketing requirement and obligations it must meet. Tell us how your organisation will market the community building to the wider community and other stakeholders including any information it plans to develop and distribute.

Question B22
It is important that any building that Council helps fund is welcoming and inclusive. One important aspect of ensuring a centre is welcoming and inclusive is what is seen by visitors or potential users; please tell us how you will ensure that nothing displayed in the centre will be exclusionary, intimidating or offensive.

Question B23

Having a community building provides lots of opportunities to contribute to Council's community development outcomes; use this question to tell us anything else that will happen in your organisation's community building - only tell us activity that has not been included in your answers so far. Some examples may include having a community information point inside the centre, having drop in space that is regularly used by the community, having a swap shop for books, DVDs etc, if you have a community garden or allotment in the grounds of your centre. There are many more ways that groups use community buildings and we would like to value them when assessing your application, so please make sure to tell us about them and which outcome the activity contributes to.

Question B24

it is important that your organisation is able to successfully deliver the activities we have assessed your application on, so this question establishes how it will monitor the progress of your programme and keep it on track. Tell us when your organisation intends to monitor the progress of the work and how and when it will report to the management committee or board of directors 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.

Question B25

Similarly we want to know how satisfied your centre users are, so tell us how you will find that out; and what you will do to improve any aspects where satisfaction is poor. Tell us what happens if someone makes a complaint about your centre.

Question B27

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 or other groups. Showcase this with examples since 2017/19 and ensure you have been clear about the purpose of the cooperation and the difference it made - try to provide at least 2 examples, focusing on those that had the biggest impact

Question B28

Remember to summarise how your organisation plans its broad based programme and use the most recent process to answer the question. It is important that you tell us who participated in the planning and when it took place.

Question B29

If your organisation has staff, 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.

Completing your income and expenditure

The budget must be profiled and aligned with the Revenue grant for a community building activity as detailed in your application. You must show that all costs are **reasonable** and **necessary** to run the community building and give us enough detail to assess this.

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

We will not fund any costs other than those detailed in the 'Amount of funding available' section.

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 Revenue grant for a community building 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, risk assessments, and so on, 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.

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

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 broad based 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 be 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 for its application for a Revenue grant for a community building, 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 broad based programme of activity 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 Revenue grants for a community building application. The end reports will be focused around evaluating the difference that has been by the broad based programme 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 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.

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 but are all valued by Belfast City Council.

For example:
- You may target specific groups of people to become involved in one of the sessions that run from your building e.g. new mothers may be invited to a "Help! I've got a new baby! Group" with practical help to get everything she needs (pram...bottle...bibs..) to the centre
- You may run a range of activities to help address the health challenges faced by older people e.g. puzzle clubs, Tai Chi and craft time
- You may publish and distribute a regular information sheet about what is available for people in the local community to encourage them to come along
- Or people could just call into the building to read the morning paper, have a cup of tea and some company

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 participate in an interagency forum for your area
- You may host an information session about a local issue e.g. if you are in an area that is often effected by floods, you may arrange for Council to give a talk about emergency planning and being prepared for floods
- You may make representation about the needs of your membership to the Policing and Community Safety Partnership for your area, the local health centre manager or BELB's youth services coordinator

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 and consultation with your members/community to decide what your local priorities are e.g. to make the area feel safer, to improve the health of children from 9 – 12 years etc.
- You may develop an action plan to deliver those improvements e.g. to set up a drop in youth club, or continue to deliver an afterschool physical activity programme

- You may run training for your volunteers so that you can deliver the plan e.g. outreach youth work training or training in coaching physical activity for children

Your committee may be participating in training to become a more effective community group

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 have agreed how you are going to ensure that none of the building users display anything that could make someone feel unwelcome, intimidated or offended
- You may have identified people in the local community who do not use the centre, and arrange an event to bring them in to meet and socialise with regular users

You have been DDA (Disability Discrimination Act) compliant and made all reasonable adjustments to ensure the centre is accessible to everyone

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 have an information point to signpost your members to useful opportunities or watchdog/compliance bodies
- You may host a job fair where local employers, the job centre and training providers present opportunities for training and employment

You may host advice clinics or "surgeries" e.g. for people to drop in and talk to NIHE Wardens or BCC's Safer Neighbourhood Officers about relevant issue