



Application form guidance notes for the Community Recovery Support Grant - Medium Grant Tranche 2

Please ensure that you read these guidelines before completing your application

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1. Introduction to the Medium Grant Tranche 2

- The Community Recovery Support Grant 2021/22 Medium Grant Tranche 2 opens on Monday 7th June 2021.
- Only **one** Application per organisation will be accepted;
- The closing date for applications is 12 noon Friday 2nd July 2021
- Completed applications will not be accepted after 12 noon Friday 2nd July.
- We will fund projects to be delivered anytime within the period 1st September 2021 to 31st March 2022
- Please note your group can apply for BOTH the Community Recovery Support Grants 2021/22 – MicroT3 AND the Medium Grant. The maximum grant for the Community Recovery Support Grant - MicroT3 Grant – is £1,500.00 **AND** for the Community Recovery Support Grant - Medium Grant – it is £5,000.00 (opening date: 7th June 2021)

Please note that applying for the Medium Grant is a competitive process and awards are subject to the availability of funds and may be subject to change.

For further information on the Medium Grant Tranche 2 please contact the Core Team at communitysupportgrants21@belfastcity.gov.uk.

This project is supported by the following agencies:



Belfast
City Council



DfC
Department
for Communities
www.communities.gov.uk



The
Executive Office
www.executiveoffice-ri.gov.uk

Supporting
Belfast
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Public Health
Agency

2. Applying for the Medium Grant Tranche 2

The Council is conscious of the impact that Coronavirus has had on residents and communities across the City, particularly over the last few months of restrictions.

Now, as we continue to support communities and look towards recovery, Belfast City Council, supported by partners, is launching two funded programmes which will provide resources to constituted groups to deliver projects until the end of March 2022.

There are two funding streams and your organisation can apply for BOTH grants but for different projects:

1. **Medium Grant** - up to £5,000.00 opening on 7th June closing on 2nd July 2021, for project delivery from 1st September 2021 to 31st March 2022. The application is available online at www.belfastcity-grants.com and can be accessed from 7 June 2021.
2. **MicroT3 Grant** - up to £1,500. This grant which will provide resources to community-based organisations to deliver projects that will be delivered from 1st July 2021 to 31st March 2022. The application form and guidance notes can be requested from communitysupportgrants21@belfastcity.gov.uk

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.

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 the Medium Grant Tranche 2. If your organisation does not meet the eligibility criteria, we will not consider your application for funding.

Who can apply?

- Constituted Community Based Organisations
- Community/Voluntary Groups
- Sport clubs (must be fully constituted and affiliated to a Governing Body of Sport that is recognised by Sport Northern Ireland).
- Charities

All organisations must be based in the Belfast City Council area and people living in the Belfast City Council area must benefit from your project.

Who cannot apply?

- Local authorities or public sector organisations
- Schools, Colleges and Universities (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).
- Organisations that are not formally constituted, in other words, they do not have a constitution or memorandum and articles of association.
- Organisations that do not have their own bank account.
- Organisations that are 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.
- Organisations that are able to share out profits (taken from the constitution or memorandum and articles of association)
- Individuals - we will not fund individuals or projects established to benefit an individual.

We will not fund:

- Projects that have no significant benefit to the Belfast City Council area.
- Projects that have already taken place or are already under way at the time of the assessment
- Projects that are charity or fundraising events or activities
- Projects that are of a party-political nature
- Projects that promote a particular religion
- Projects 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
- Food parcels and meals, nor to assist with the payment of individual/family utilities
- Costs that are deemed to be unreasonable, for example excessive goods or services
- Items which only benefit individuals, for example prizes, scholarships, bursaries, personal clothing, personal equipment and non-essential items for example water bottles.
- Sports team playing kits
- Provide no potential benefit to the public, either in the short or long term
- Could be carried out on a commercial basis
- Duplicate what already exists
- Building/capital costs
- Costs which are not clearly linked to the project
- Costs that are associated with filling in the grant 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

Capped Rates:

- Activities such as 'fun days' and community events may be funded by the Medium Grant Tranche 2 up to £1,500.00. Applicants must provide details of each item of expenditure.
- For events lasting less than three hours, there is a basic cost for refreshments which is capped at £2.50 for every person present.
- For events lasting more than five hours, there is a basic cost for refreshments which is capped at £8.00 for every person present.
- For a residential, which is referenced to as essential to the project, fees are capped at £80 for every person for every 24-hour period. This includes accommodation and all refreshments. Activities must be listed and costed separately.

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, for facilitators, residentials, catering, and so on.
- Equipment, unless it clearly demonstrates that it is essential to the project delivery, benefits the community and does not breach Covid-19 Restrictions
- Where eligible, we will only give funding for catering, hospitality or refreshments if these are clearly detailed in your application form and your budget and are essential to the project. If you need to provide catering, hospitality or refreshments, you must explain why it is essential.
- 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 etc.
- 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.
- 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). 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 evidence of this when you complete project monitoring.

- 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 to purchase any items or services over £8,000 with Belfast City Council money.
- Overheads - 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 also been awarded funding towards these costs through the small grants you must notify your BCC Project Officer.
- Conflict of Interest - in the application your organisation confirmed that it had no conflict of interest with the suppliers used for the project. Should any potential for a conflict of interest arise such as where a member of your organisation or members of their family receive personal benefit/payment from the grant, you must notify the Core Team at: communitysupportgrants21@belfastcity.gov.uk.

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 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.

We will not consider an application made by one organisation on behalf of another.

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.

3. 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
7 June 2021	12 noon Friday 2 July 2021	End of August 2021	From 1 September 2021	By 31 March 2022

Projects **must** occur between **1 September 2021 and 31 March 2022**, 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 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 document and the application form in other formats if you ask, if this is practical.

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 basic eligibility information missing at this point, we will email 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. Completing the application form

About Your Organisation

Previous Funding

If you previously received any of the following grants:

- Community Support Fund Covid-19 (Recovery) Micro Grant Summer 2020 up to £1,000.00
- Community Support Fund Covid-19 (Recovery) Micro Grant 2020/21 (11th December 2020 closing date) up to £1,500.00
- Community Support Fund Covid-19 (Recovery) Medium Grant 2020/21 (18th December 2020 closing date) up to £5,000.00

you will be required to complete and return the Project Evaluation Report before Council will issue any further payments. This means you can submit an application for the Medium T2 Grant and if successful you will be allocated funding, but you will not receive payment until we receive the completed Project Evaluation. If you are not in a position to complete the Project Evaluation the offer of funding may be withdrawn.

Your Details

In this section you are asked to provide contact details for your organisation

Main Contact Details

The main Contact details should be for the person we should contact about this application. This person must have detailed knowledge of the application and be able to answer any questions

about it as we may send sensitive and urgent information to them for any queries relating to eligibility criteria.

Legal Status

Please provide details on the legal status of your organisations, its main purpose, aims and objectives and any restrictions on who can join your organisation. In this section, you must provide a signed copy of its governing document (a memorandum and articles of association or constitution) if it has not previously been supplied to the Central Grants Unit. If it is a constitution it must be signed and dated as adopted by the chairperson at the time or the current chairperson to confirm it your group's constitution.

Management Committee and Staff

In this section you are asked to list the members of your board or management committee or trustees. If you, any members, or staff are an elected member of council or related to an elected member of council. We also ask you if you employ staff.

Financial Information

In this section we ask you to provide your bank details. This information will allow us to make the grant payment directly to your organisation should your application be successful. In this section, you must provide a copy of your organisation's most recent 3 months' bank statements. The bank statements must show your organisation's name as the name of the account.

We also ask you for the dates of your financial year and the level of income and expenditure for the most recent year. In this section, you must provide a signed copy of your organisation's most recent, current, annual accounts. This document must be signed and dated by the Chairperson or Treasurer to confirm it is your group's accounts. The accounts must be no more than 18 months old.

Please provide the contact details of the person who manages the organisation's finances and details of your financial procedures in relation to cheques, electronic payments and petty cash.

Medium Grant - Your Project

In this section we ask you questions about your project. Please ensure that your application form represents your project in the best light. We cannot assess your project fully if you do not give us as much detail as possible about your organisation and your plans for the project.

Question 1 Please provide a unique title for your project

Question 2a Please provide a summary of your project

Question 2b If you are a sports club please provide details on the club's governing body

Question 3 The project must be based in and support beneficiaries from within the Belfast City Council boundaries. Please select the DEA/s or Citywide areas below to demonstrate the project catchment area.

Scoring the project

Each application is assessed and scored. The information you provide for each of the following questions will help us determine your score.

We will score the following questions:

Questions 4a and 4b Why is this project needed and what you hope to achieve, its outputs.

This question carries 20% of the overall marks.

- What needs or issues you hope to address, please be specific about the impact of Covid-19.
- How you identified the need for the project- who was involved in the process and how
- How you identified and agreed what you hope to achieve, the outputs- who was involved in the process and how
- What positive impact the project will have on the community, and how it will address the impact of Covid-19
- Who are the specific beneficiaries

Question 5 Please select one of the Grant Programme Priorities below and tell us how the project meets this priority. This question carries 20% of the overall marks.

Priority
Environmental benefit / improvement Projects which support civic pride, benefit the local environment and enhance the connection which participants have to their environment (including projects that build the confidence of people/communities to use spaces they may not have previously felt comfortable using.)
Improved health / wellbeing Projects that focus on improving the physical health and/or emotional wellbeing of participants, for example programmes that encourage the development or maintenance of healthy behaviours/routines, where participants learn new skills to support a healthier lifestyle, or which incorporate the 'Take 5' steps to wellbeing approach i.e. 'Connect, Keep learning, Be active, Take notice and Give.' (Health and wellbeing).
Improved attitudes towards people from different backgrounds and cultures Projects that will support participants to have improved attitudes towards people from different backgrounds and cultures and provide opportunities for people from different backgrounds to meet and develop positive relationships.
Better connections with support networks and communities Projects which help participants to have better connections with support networks and communities. This can be improved access to relevant services for those who are vulnerable/isolated or better social and community connections for individuals.

Question 6 In the table below, please select the main project beneficiaries. Please note that this question is **not scored** but the information is required to help us determine the potential number of beneficiaries being supported.

Question 7 Please tell us about your proposed activities, participants, dates and outcomes

This question carries 20% of the overall marks.

In previous questions you have told us about your outputs and the priority. In this question we want you to breakdown the project into its activities, providing detail of the activities and how each activity relates to an outcome and the priority.

The table is a summary of what you will deliver and covers the following;

- What you will do
- Who you will do it with - the beneficiaries
- When you will do it - dates the activity will be delivered
- The output it will achieve an - identified in question 4b
- The council priority you selected in question 5

Question 8 Tell us how you will manage the project to ensure it meets the funding priorities, the outputs and stays within budget. Please include the measures you will put in place to mitigate the risk of Covid-19.

This question carries 20% of the overall marks.

Please tell us about:

- Who will be involved in the management and delivery of the project?
- The processes that are in place to manage the delivery of the activities
- How you will manage the finances
- How you will monitor the project against the outcomes and priorities

What will you do to mitigate the impact of Covid-19, e.g. how you will comply with guidelines, appoint a Covid-19 Officer, apply track and trace protocols

Your Expenditure

This section carries 20% of the overall marks. Please ensure that you provide a detail breakdown of expenditure relating to each activity.

Declaration and submission

Please ensure that you read all the information in this section and check the boxes. 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.

Where you are holding an event on Belfast City Council property you must contact the relevant property manager about your risk assessment, proof of public liability insurance up to £5 million and event management plan, 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.

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.

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 (these will be within section 2.1 d) of your terms and conditions within your letter of offer)
- the stages we will pay the grant in
- 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.
- If you have not received funding through CGU before, attend 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.

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 (see above Letter of Offer). 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 form based on information provided in the grant 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. Other Contacts

Entertainments Licences	Building Control	Tel: 90 270 650 Email: buildingcontrol@belfastcity.gov.uk Website: www.belfastcity.gov.uk/buildingcontrol-environment/licences-permits/entertainmentlicence.aspx
Refuse Collection	Cleansing	Tel: 9027 0230 Email: refusecollection@belfastcity.gov.uk Website: www.belfastcity.gov.uk/bins-recycling/bins/bins.aspx
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 a project begins.</p> <p>Belfast Trust: Officer: Sheina Rigg Tel: 028 90504 6717 Email: sheina.rigg@belfasttrust.hscni.net</p> <p>Officer: Grainne Nelson Tel: 028 9504 6684 Email: grainne.nelson@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/vn-kcs-jul-2017.pdf</p>	