**PEACE IV**

**GRANT PROGRAMME**

**APPLICATION FORM**

**Armagh City, Banbridge and Craigavon Borough Council**

**Applicants should discuss their application** with one of the Peace Officers named below and must read the guidance before completing a form.

Please complete the form in typescript (*handwritten applications are not acceptable*), outlining as much detail about your project as possible, whilst adhering to the maximum word count per question.

**Opening:** Monday, 18September 2017

**Closing:** Monday, 30October 2017 (12 noon)

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| **Officer Name** | **Email Address** | **Telephone** |
| Noreen O’Callaghan | [Noreen.ocallaghan@armaghbanbridgecraigavon.gov.uk](mailto:Noreen.ocallaghan@armaghbanbridgecraigavon.gov.uk) | 028 4066 0600 |
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**SECTION ONE**

**1.1 Organisational Details**

|  |  |
| --- | --- |
| **Name of Organisation/Group**  (Your organisation name must match the name on your governing documents.) |  |
| **Address of Organisation/Group** |  |
| **Contact Person** |  |
| **Position in Organisation** |  |
| **Daytime Tel Number** |  |
| **Email Address** |  |
| **Organisation/ Group Legal Status**  (e.g, Registered Charity, Company Ltd by Guarantee, etc) |  |
| **Charity Number (if applicable)** |  |
| **When was the organisation/group established** |  |
| **Project Partners (if applicable)**  List other partner groups if they are to be involved in your project |  |
| **Is the organisation VAT registered?** (if so, please provide a VAT number) |  |

**1.2 Please select which programme theme you are applying under: (please tick)**

**Please select one theme only.**

|  |  |
| --- | --- |
| Children and Young People |  |
| Building Positive Relations |  |
| Shared Space |  |

**SECTION 2. FUNDING APPLICATION DETAIL:**

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| **2.1: Brief description of the project/activity for which funding is being sought:** |
| (Max 1000 words) |
| **How many people will benefit directly from your project?** |
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| **How many people will benefit indirectly from your project?** |
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| **Where will your project be delivered?** |
|  |
| **What is the duration of your project?** |
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| **2.2: Detail all of the costs of your project/activity and how much funding you are applying for.**  **Before completing your project budget, please refer to the guidance notes on costs that may be eligible in the PEACE IV Grants Programme.**  *Please detail all the costs associated with your project below and any other income sources. Funding for the PEACE IV programme can be requested at 100%. There will be no opportunity for amendments / additional costs to be added upon submission of this form by the closing date.* |
| |  |  |  | | --- | --- | --- | | Item of Expenditure | Total Cost (£) | How did you arrive at your cost? | | **Salaries and administrative costs (including overheads, mileage and expenses)** | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | SUBTOTAL |  |  | | **Project Costs**  **(detail all activities including project transport, hospitality, venue hire, publicity, project equipment, etc)** | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | SUBTOTAL |  |  | | **Capital Costs**  **(if applicable under the Shared Spaces and Services Grants Programme)** | | | | Refurbishment/Construction |  |  | | Plant and Equipment |  |  | | Fixtures and Fittings |  |  | | Professional. Legal and Statutory Fees |  |  | | Other |  |  | | SUBTOTAL |  |  | | OVERALL COST | £ | | |
| **How much funding are you applying for?** |
| |  |  | | --- | --- | | **£** |  | |

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| **2.3: If you are not requesting 100% funding, please outline where the balance of funding will come from.** |
|  |
| **2.4: Will there be a charge(s) to take part in your project activity or to attend an event(s)?** |
|  |
| **2.5: Outline the evidence of need for the proposed activity and why existing provision(s) does not address this.** |
| (Max 500 words) |
| **2.6: Outline your organisation’s ability/experience in delivering a similar project or activity.** |
| (Max 500 words) |
| **2.7a: What outcomes do you expect to deliver in line with PEACE IV Guidance (include specific targets by which you will measure the project or activity’s success)?** |
| (Max 500 words) |
| **2.7b: How does your project relate to PEACE IV priorities?** |
| (Max 500 words) |
| **2.7c: Outline how your proposed project/activity meets the specific programme objectives.** |
| (Max 500 words) |

**SECTION 3. ANY OTHER INFORMATION:**

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| **3.1: Please provide any additional information which you feel is relevant to your application** |
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| **3.2: DOCUMENT/EVIDENCE CHECKLIST:**  **If successful, the PEACE IV Programme may ask you to provide proof of certain policies or documentation before funding is provided. Not all of these will be required in any single case.** | | | |
|  |  |  | **Can be supplied immediately (Y/N)** |
| **1** | **Constitution** |  |  |
| **2** | **Memorandum/Articles of Association** |  |  |
| **3** | **Management structure chart** |  |  |
| **4** | **List of Board/Committee Members** |  |  |
| **5** | **A bank or building society account in the name of the applicant organisation** |  |  |
| **6** | **Annual Audited or Independently Verified Accounts** |  |  |
| **7** | **Annual Report on last year’s work** |  |  |
| **8** | **Evidence of full Insurance cover** |  |  |
| **9** | **Event Risk Assessment (where applicable)** |  |  |
| **10** | **Health and Safety Commitment Statement** |  |  |
| **11** | **Recruitment policy (if planning to recruit staff)** |  |  |
| **12** | **Event Plan (for larger events, if applicable)** |  |  |
| **13** | **Safeguarding Policy** |  |  |
| **14** | **CAPITAL - Evidence of Security of Tenure (if applicable)** |  |  |
| **15** | **CAPITAL - Evidence of Land Purchase (if applicable)** |  |  |
| **16** | **CAPITAL - Evidence of Planning Permission or other statutory approvals (if applicable)** |  |  |

**8. Declaration**

* I, the undersigned, have read and understood the Applicant Guidance Manual and completed this form with the full knowledge and agreement of the organisation named.
* I declare that the information provided on this form is accurate, current and complete.
* I am not aware of any additional information that is relevant to this application that may portray a different perspective.
* I understand that all information provided is in the public domain and may be available to other parties for monitoring/review purposes or under the requirements of Freedom of Information.
* We agree to promote equality and good relations in all activities involving the use of Council funding in accordance with Section 75 of the Northern Ireland Act 1998.
* If successful, the project partners will deliver their project in line with all EU funding requirements that will be issued within the project Letter of Offer & Standard Conditions of grant.

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| **Signature:** |
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| **Position of signing Person (Group/Organisation Chair/CEO/Director/Office Bearer):** |
|  |
| **Date of Submission:** |
|  |

\*Please note, applications must be completed in full and all supporting documentation submitted by the closing date.