

# **Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership**

## **Shared Spaces and Services Capital Grants**

### **APPLICANT GUIDANCE MANUAL**

**September 2017**

**This project is supported by the European Union's PEACE IV Programme,  
managed by the Special EU Programmes Body.**

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# 1. Introduction

The purpose of this document is to provide guidance for organisations applying for financial assistance from Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership for Capital Projects through the Capital Project Fund.

The purpose of the Capital Project Fund is to enable high quality capital projects that could bring significant benefit to the Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership area.

It is inevitable that a guidance manual cannot cover every single aspect of funding therefore potential applicants are encouraged to discuss individual applications with a relevant PEACE IV officer if they are uncertain about their eligibility.

The guidance document sets out details of the funding programme and describes the process for making applications and details of how they will be assessed. Groups who read this manual are likely to be in a better position to make a good application than those who do not.

**The first point of contact for queries is**

**Noreen O’Callaghan, Grants Programme Officer**

**Tel: (028) 4066 0600**

**Email: [noreen.ocallaghan@armaghbanbridgecraigavon.gov.uk](mailto:noreen.ocallaghan@armaghbanbridgecraigavon.gov.uk)**

## 2. What Financial Assistance Does Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership Offer for Capital Projects?

2.1. PEACE IV Partnership offers one funding programme for Capital Projects. The key details of the Capital Project Fund are as follows:

<b>Programme</b>	Capital Projects Grant
<b>Grant Range</b>	£40,000 up to a maximum of £100,000
<b>Project Delivery Period</b>	01 March 2018 to 30 June 2019
<b>Call Period</b>	The call for applications will open from 18 <sup>th</sup> September 2017 to 30 <sup>th</sup> October 2017 at 12 noon

2.2. Applications must demonstrate how their project meets at least one of the following outcomes:

- Public facilities and services are more inclusive and therefore lead to an increase in
- Shared spaces.
- A reduction in sectarianism and racism incidents.
- A reduction in public disorder incidents around flags, emblems and parades.

- Evidence of greater religious and ethnic tolerance. The celebration of cultural expression rather than contestation

2.3. Applications must also demonstrate how their project contributes to the following results:

- The % of people who would define the neighbourhood where they live as neutral; from 64% always or most of the time to 68% and from 22% sometimes to 26%.
- The % of people who would prefer to live in a neighbourhood with people of only their own religion, from 20% to 16%.
- The % of people who prefer to live in a mixed religion environment; from 71% to 75%.

### **3. Who Can Apply for Financial Assistance?**

**3.1.** Applications will only be accepted from formally constituted, community managed, and autonomous organisations. Such organisations should be not-for-personal profit, with wider community interests at heart, working at a local community level. The organisation's governing document must clearly state that:

Membership is inclusive of the identified community and open to its full range of opinion;

- Each year the organisation holds an Annual General Meeting (AGM) at which each member has an equal vote;
- The organisation has a management committee or board of directors which is appointed at the AGM using a clear democratic process for the selection of members i.e. election;
- The committee/board presents the report for the year at the AGM; and
- An annual statement of accounts is presented at the AGM

It is important that the groups funded 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.

Values inherent to community development and good relations include social justice, self-determination, working and learning together, sustainable communities,

participation and reflective practice. These values are aligned to Council's statutory duties in tackling inequality and promoting good relations and the groups that are funded by Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership must in no way contribute to inequality or poor relations.

**3.2.** Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership will not consider applications from:

- Organisations that
  - discriminate against any particular racial group, political grouping or religious body;
  - are in poor financial health or cannot show effective financial control;
  - are not prepared to share learning from their project with Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership and other relevant groups.
- Individuals (only constituted groups/organisations can apply for funding)
- Commercial organisations (except social enterprise).
- Statutory organisations (except through a partnership arrangement with Council where key priority outcomes are delivered)

### **3.3. Basic Eligibility Criteria**

The overarching principle to be applied to all financial assistance should be that of meeting local needs which have been identified and prioritised by Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership. The basic eligibility criteria are that projects must:

- Have a clearly identified need.
- Be able to deliver outcomes which meet this need.
- Fit with a clear objective or result of PEACE IV
- Be delivered by a credible organisation with the capacity to deliver the project as stated.
- Meet specific programme aims and objectives

An application that falls outside these eligibility criteria will not be considered further.

**3.4.** The Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership will not consider applications for projects which:

- have no significant benefit to the Armagh City, Banbridge and Craigavon Borough PEACE IV area;
- provide no potential benefit to the public, either in the short or long term;
- could be carried out on a commercial basis;
- have already taken place or are already under way at the time of the assessment;
- duplicate what already exists;
- are fundraising events or activities;
- are of a party political nature;
- promote a particular religion;

## **4. What Can We Apply For?**

**4.1.** This programme is to fund Capital Works projects only.

### **4.2. Eligible costs**

- New facilities (eg community venues, pitches)
- Professional & legal fees associated with capital spend on the planned project
- Land purchase
- Renovation works (e.g. extension, refurbishment, modernisation, conversion, flooring, ground improvement works, lighting, electrical rewiring, plumbing and heating works) required for the delivery of the project
- Non recoverable VAT
- Purchase of fixtures related to the project
- Renovations or provision to promote enhanced Child Protection and/or Disability Access to enable greater participation in community life
- Capital expenditure to facilitate the provision of mobile services in rural areas
- Measures to reduce maintenance costs (e.g. bore well)

### **4.3. Ineligible Costs (General)**

- Any costs or projects which are clearly another statutory agency's responsibility.
- Projects outside the Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership area
- Costs incurred prior to a funding offer from the Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership (retrospective funding).
- Costs which are not clearly linked to the project.
- Costs that are poor value for money, or that are purchased from outside of SEUPB and Council procurement guidelines.
- Costs that are already covered by other funding or income sources.
- Costs that can be recovered from elsewhere, e.g. VAT.
- Payments made to any members of the applicant group or organisation.

### **4.4. Ineligible Costs (Specific)**

- Ongoing maintenance costs (eg painting) where it is a standalone project
- Equipment and fittings
- Murals
- Sculptures
- Commemorative projects eg gardens, gates, memorials
- Flag poles and flags
- Entrance features to housing estates

**4.5.** Multiple applications are not eligible for projects relating to the same venue even if submitted by different groups. Applications for projects on the same land may be considered where separate and distinct in nature.

## 5. Essential Documentation Required

5.1. Applications can be submitted at any stage while the call is open, however a submitted application will not be assessed until all the following is provided:

- Evidence of security of tenure which must be one of the following:
  - Proof of ownership of the property
  - A lease of at least 10 years duration remaining with written permission from the landlord for the project to proceed
- Evidence of potential project costs (for all applications) as follows:
  - For capital works, one of the following:
    - copy of three quotations for the work being applied for (each quotation must compare like with like, ie same specification) or
    - one cost estimate if produced by a Quantity Surveyor
- For land purchase, one of the following:
  - a valuation carried out by a valuer appointed by the Funding Body who are match-funding your project
  - if the above does not exist, the Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership will require a valuation to be carried out by an independent valuer – however, this will only happen if an offer of funding is to be made. In this case the value indicated by the independent valuer will be used when calculating any final grant award.
- Evidence in writing that all required statutory approvals are in place i.e. planning permission and building control approval., or evidence in writing from the statutory agency that statutory approvals are not required for the works being proposed in the application.
- If your project is being funded from another source as well as the Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership, evidence that the funding shortfall is in place (ie the finance is secured to pay the balance of project costs). This may take the form of a grant from another funder, a loan, a donation etc. Please note the following:
- contribution in kind will only be considered in the form of the donation by a third party of land or buildings. In this case the value will have to be independently evaluated as described above for land purchase

## 6. Completing the Application Form

### Section 1 – Organisational Details

Please ensure the accuracy of the contact details for the Contact Person as this will be the only person we will contact regarding your application. If your Contact Person changes during the application process or you know the Contact Person will not be contactable during that period, you must provide us with an alternative Contact Person. In the event we need to seek clarification on your application but cannot make contact with the Contact Person, your application will be rejected.

The organisation name on the application form **must** be exactly the same as the name on the constitution you will provide.

### Section 2 – Funding Application Detail

#### 2.1 Brief Description of the project or activity for which funding is being sought.

This box should provide sufficient detail to enable Council Officers to understand what your project is about and what you will do. It should specifically note how the project or activity will address the need identified in Question 2.5. You should provide as much specific detail as possible including the type of project (eg Core Costs, Training Course).

#### **How many people will benefit directly from your project?**

Please tell us how many people will take part in your activity or attend your event and provide the cross-community/cross-cultural breakdown. Describe how you will ensure that contact is sustained and meaningful.

#### **How many people will benefit indirectly from your project?**

This question is asking about the other people who benefit indirectly as a result of those taking part in your project or activity. Using the example above, as a result of the twelve young people taking part in the programme, 50 local residents might benefit as a result of reduced anti-social behaviour in the community. Not all projects may have indirect beneficiaries.

#### **Where will your project be delivered?**

Please tell us the name of the venue or site and address (including postcode) where you will deliver your project.

#### **What is the duration of your project?**

You will have already told us the start and end date but here we need to know the duration. For example, if running a course you might state that it is running three hours per session, one session per week for twenty six weeks.

#### 2.2 Detail all the costs of your project/activity and how much funding you are applying to us for.

- Indicate the amount of funding you require from this programme (this must not exceed the maximum and should be the minimum amount



necessary to make your project/activity happen). It should be noted that PEACE IV Partnership may choose to fund less than you request.

- Be as specific as possible and detail all costs associated with the project even if you are not asking us to fund all costs
- Ensure your costings are realistic – get quotes and do not guess amounts
- Detail each specific cost on a separate line (eg training, venue hire, transport tec.) giving a cost for each separate item.

### **2.3 If you are not asking us for 100%, where will the balance of funding come from?**

We need to know where you are planning to get the balance of your money from. This might be from another funder or from your own funds.

You should also let us know if you are applying to another funder for the same costs as you are requesting from us. **While it is not wrong to apply, it would be fraudulent to accept more than one offer of funding to cover the same costs.**

### **2.4 Will there be a charge to take part in your project/activity or attend your event?**

You must tell us if you are planning to charge people to attend your event or take part in your activity. We need to know how much you plan to charge per head and how much you expect to raise from charging.

### **2.5 Outline the evidence of need for the proposed activity and why existing provision does not address this.**

Evidence of need: how do you know your project is needed?

- Are there published statistics which show a need? Have you carried out a community survey and what evidence did this produce? Did you run a focus group of members to find out what activities they wanted? Have you run this event before and each time attendance has increased or did you carry out an exit survey to see if people felt it should be run again? Were you oversubscribed and is there a waiting list? (not all of these questions are relevant to all projects)
- You should detail as much evidence as possible and be specific. Quote numbers where possible.

Why existing provision does not address this:

- Is a similar activity being offered in your community already and is oversubscribed?
- If there is no similar activity being offered then you must state this
- Council will not fund the same activity in the same areas

### **2.6 Outline your organisation's ability/experience in delivering such a project or activity**

We need to be confident your group will be able to deliver the proposed project. Please tell us if:

- Your group has delivered such a project before and how often
- What relevant training your group members have undertaken to help deliver such a project
- You have members on your committee or in your group who have specific skills and experience of managing and delivering projects, even if your group has not delivered such a project in the past
- You plan to seek advice and support from outside your organisation to help deliver the project

**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)?**

In answering this question you must detail:

- A minimum of one outcome (more than one if applying for larger amounts)
- The targets you are setting in order to measure whether you have achieved your outcome(s)
- The methods you will use to ascertain whether you have reached your targets

Outcomes: these are the differences you are seeking to make the lives of the people who will benefit from your project (direct and/or indirect beneficiaries) and the community you serve. They are the change you bring about rather than the service you deliver to meet PEACE IV outcomes/themes.

Targets: these are the goals you will set which you will measure to work out if you are achieving your outcomes. There should be a minimum of one target for each outcome (although there can be more) and you must also detail what methods you will use to measure whether you have reached your targets for cross-community contact eg questionnaires.

**2.7b How does your project relate to PEACE IV priorities?**

PEACE IV priorities are detailed in Appendix 8.3. You need to tell us which priorities your project contributes to and how your project helps deliver these.

**2.7c Outline how your proposed project/activity meets the specific programme objectives**

As well as overall eligibility criteria, projects must meet specific programme objectives. Each programme has a set of objectives.

You should give as much detail as possible in relation to how your project will meet the programme objectives.

**Section 3 – Any Other Information**

**3.1 Please provide any additional information which you feel is relevant to your application**

While the PEACE IV Partnership is under no obligation to use the information provided in this section, and it is unlikely to form part of the scoring of applications, you may wish to provide additional information to explain or clarify any issue raised above. This is also an opportunity to explain anything which does not fit easily into any of the boxes in Section 2 of the application form.

In particular, if you have applied to another funder for the same costs you are applying to us for, then you must detail this information in this section.

### **3.2 Document/Evidence Checklist**

You must complete this checklist indicating which documents you can supply immediately. Not all documents may be required for your project but you should tell us which ones you have.

In response to consultation feedback, as a rule the PEACE IV Partnership will seek limited documentary or other evidence at the application stage. You will only be asked to provide most information if your application is successful, unless it is required specifically for clarification or is essential for assessment. However, failure to provide this information when requested would result in your application being rejected. It is therefore in your own interests to consider whether you can provide any of the documents or evidence that the PEACE IV Partnership may require at this stage. To this end you should indicate on the documents/evidence check list if the relevant items are available at present. If you cannot provide these you should check with the PEACE IV Officer to determine whether these will be required and to consider how you arrange to have such evidence should your application be successful. In some cases, for instance Constitution, Memorandum and Articles or management structure, PEACE IV Partnership may simply ask you to sign a declaration to say these have not changed and these documents will only be needed if there has been any declared change. PEACE IV Partnership may choose to spot check these and reserves the right to withhold grant should any declaration prove to be inaccurate or the documents are not available.

## **Section 4 – Declaration**

This is important and you should read very carefully before you sign. Online applicants will be asked to agree the declaration on behalf of the group. Those completing the paper version of the application must have it signed by an Office-bearer and another committee member.

## **7. Submitting Your Application**

The following are the important matters in relation to submitting your application:

- All applications **must** be submitted by email to [Noreen.ocallaghan@armaghbanbridgecraigavon.gov.uk](mailto:Noreen.ocallaghan@armaghbanbridgecraigavon.gov.uk).

- The deadline for receipt of all applications is 12.00pm on 30 October 2017. All applications received after this time and date will be deemed ineligible.
- It is essential that you avoid trying to submit your application at the last minute as any holdups may result in a late submission and your application therefore being deemed ineligible.

**Applications which are late, incomplete or delivered anywhere other than the address above will be deemed ineligible.**

## **8. Assessment Process**

**8.1.** The assessment process will produce one of three outcomes:

- An application may be rejected as it fails to meet the criteria, has failed to reach the pass score, or the programme budget has been committed. In such cases PEACE IV officers will complete a tick box form setting out the reasons for the rejection and the group will receive a letter detailing reasons for rejection.
- If it is clear there was a lack of clarity on the information requested in the Application Form or Guidance Manual, a decision will be made to review the project after more information is obtained. In this case a letter will go to the group requesting additional information and setting a time limit for this process. Failure to meet the time limit would result in an automatic rejection. Assuming the information is returned within the time limit the project will be reassessed using the standard process or, in certain circumstances simply checked by a PEACE IV officer to make sure that any shortfalls have been addressed. By this stage the applicant would be offered a grant (as below) or rejected.
- Offer of assistance – a successful application would be given an offer of assistance in writing setting out the amount of funding, the targets and outcomes associated with this, monitoring and evaluation requirements and any other conditions to be applied. Acceptance of this would trigger the need for proof of other key documentation prior to release of grant.

**8.2.** Assessment will be carried out by Peace IV officers using a standard assessment process. The assessment will include:

- A basic eligibility check
- A programme eligibility check ie.:
  - Groups must be community based/not for personal profit (see 3.1 and 3.2)
  - Projects must be located in Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership area
  - Projects must contribute to the programme objectives and results (see 2.2 and 2.3)

Following the decision to reject an application, the applicant organisation will be informed in writing stating the reasons for the decision. The applicant

organisation may request a review of the decision. The formal Review will provide an independent process through which the applicant organisation will have the opportunity to demonstrate in writing to the Review Panel that either:

**Option 1** - the decision was wrong because the Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership failed to take into account the information contained within the written application or took into account information that was not contained within the written application;

and/or

**Option 2** - there was a failure in adherence to procedures and guidance issued with the call for applications or systems that materially affected or could have materially affected the decision.

or

**Option 3** - that officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

Appeals on any other grounds will not be considered. It should also be noted that no additional supporting documentation will be permitted at this stage.

Requests for a review must be made in writing by the group within 28 days of the date of the letter notifying you of the outcome of your application for financial assistance.

**8.3.** Groups being offered a grant will have to agree to Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership Terms and Conditions of Grant Award. These are numerous but include an undertaking that:

- All works will be carried out and supervised by suitably qualified professionals ie must be members of respective professional bodies
- SEUPB and Council's procurement processes will be followed when delivering the project
- The award will be appropriately acknowledged (see below)

Failure to adhere to the Terms and Conditions of an award will result in the Letter of Offer being withdrawn.

## 9. Acknowledging a Grant Award

**8.1.** If your organisation is successful in securing financial assistance from Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership, it is mandatory to acknowledge this support by including the council logo on all promotional material (both print and non-print) and on any plaques erected. The logo in its various forms and logo usage guidelines are available upon request from the PEACE IV Programme staff.

**8.2.** If running an event (eg official opening) you must invite the Joint Chairs of the Armagh City, Banbridge and Craigavon Borough PEACE IV Partnership to attend. Occasionally you may be asked to attend a photo call/launch event.

8.3. Failure to acknowledge funding in this way may result in your organisation’s award being withdrawn, which in turn may affect future applications.

## 10. Appendices

### 10.1 Large Capital Projects Fund Programme Eligibility and Assessment Criteria

Grant Programme: Capital Projects Fund

Grant Programme: Peace IV Capital Grants – Shared Spaces & Services	
Programme Objective	To create a more cohesive society through an increased provision of shared spaces and services.
Award	£40,000- £100,000 at a maximum rate of 100%
Number of Awards	Expected awards: Minimum 4
Project delivery period	18 months from February/March 2018
Application Assessment	Applications will be assessed in compliance with the SEUPB’s rules on project selection and will include: <u>Stage One:</u> Applications must demonstrate they meet Programme Eligibility. <u>Stage Two:</u> Applications passing Stage One will be scored on a range of criteria including (but not restricted to) how well the project will deliver Programme Results and Project Results.
Programme Eligibility	Groups/projects must: <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Have 100% beneficiaries from the eligible area</li> <li>• Contribute to cross-community and/or cross-border outcomes</li> <li>• Contribute to the Programme Objective of the Shared Spaces &amp; Services strand of Peace IV</li> </ul>

Programme Results	<p>Projects must contribute to <u>at least</u> one of the following results:</p> <ul style="list-style-type: none"> <li>• The % of people who would define the neighbourhood where they live as neutral; from 64% always or most of the time to 68% and from 22% sometimes to 26%.</li> <li>• The % of people who would prefer to live in a neighbourhood with people of only their own religion, from 20% to 16%.</li> <li>• The % of people who prefer to live in a mixed religion environment; from 71% to 75%</li> </ul>
Project Results	<p>Projects must deliver <u>at least</u> one of the following results:</p> <ul style="list-style-type: none"> <li>• Public facilities and services are more inclusive and therefore an increase in shared spaces.</li> <li>• A reduction in sectarianism and racism incidents.</li> <li>• A reduction in public disorder incidents around flags, emblems and parades.</li> <li>• Evidence of greater religious and ethnic tolerance.</li> <li>• The celebration of cultural expression rather than contestation.</li> </ul>

10.2

### PEACE IV Priorities

Please see link to PEACE IV Citizens Summary for further guidance on the PEACE IV programme.

[http://www.seupb.eu/Libraries/PEACE\\_IV\\_Programme\\_Guidance/PIV\\_CitizensSummary\\_English\\_Version11.sflb.ashx](http://www.seupb.eu/Libraries/PEACE_IV_Programme_Guidance/PIV_CitizensSummary_English_Version11.sflb.ashx)

10.3

### APPLICATION PROCESS

<b>1</b>	<b>Application process opens on 18 September 2017</b>
<b>2</b>	<b>Deadline Closes for applications on 30 October 2017</b>
<b>3</b>	<b>Assessment by Officers</b>

<b>4</b>	<b>Recommendations to PEACE IV Partnership</b>
<b>5</b>	<b>Approval by Council Committee</b>
<b>6</b>	<b>Approval by ABC Council</b>
<b>7</b>	<b>Correspondence to all applicants</b>
<b>8</b>	<b>Pre LoO Checks</b>
<b>9</b>	<b>Letter of Offer issued</b>
<b>10</b>	<b>Projects commence</b>



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