Armagh City, Banbridge and Craigavon Borough Council

PEACE IV
CHILDREN & YOUNG PEOPLE
AND
BUILDING POSITIVE RELATIONS

APPLICANT GUIDANCE MANUAL
SEPTEMBER 2017

Contents

1. Introduction

The purpose of this document is to provide guidance for organisations applying for financial assistance through the PEACE IV programme within Armagh City, Banbridge and Craigavon Borough Council. It is inevitable that a guidance manual cannot cover every single aspect of funding therefore potential applicants are encouraged to discuss individual applications with the relevant PEACE IV officer if they are uncertain about their eligibility.

The guidance document sets out the funding programmes and describes the process for making applications. In addition to the criteria used for each programme theme, the PEACE IV Partnership will also consider a range of other factors to determine whether grants should be paid and at what level. These will include PEACE IV strategic priorities, the number and range of applications received and the amount of funding available. The PEACE IV Partnership would recommend that you do not submit an application if your organisation or project appears to be ineligible without first discussing with the PEACE IV Officer. Most evidence/documents will only be requested if an application is successful, although applicants are asked to ensure these are available when they apply.

This Guidance Manual is only relevant for applications made under the PEACE IV Programme.

All applications must be submitted by **12 noon on Monday 30th October 2017**

Contact Points

The PEACE IV Partnership wishes to ensure that all applicants have a sound understanding of PEACE IV and that successful applicants will work closely with PEACE IV staff to achieve maximum community benefit through any financial assistance. To this end, it is recommended that you discuss any potential project or application with the PEACE IV Officer at an early stage.

The initial point of contact for financial assistance is:

Noreen O'Callaghan, Grants Programme Officer.
Tel: (028) 4066 0600
Email: noreen.ocallaghan@armaghbanbridgecraigavon.gov.uk

2. What Financial Assistance Does PEACE IV Offer?

There are three funding streams on offer through PEACE IV
1.   Children and Young People Small Grants Programme (grant awards of £40,000-£75,000 at a maximum rate of 100%).
2.   Shared Spaces and Services Small Grants Programme
3.   Building Positive Relations Small Grants Programme (grant awards of £40,000-£75,000 at a maximum rate of 100%).

Each programme has distinct criteria and indicative maximum funding.
Groups can only apply **for one grant across all three themes.**

3. Who Can Apply for PEACE IV Financial Assistance?

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:

1. Membership is inclusive of the identified community and open to its full range of opinion;
2. Each year the organisation holds an Annual General Meeting (AGM) at which each member has an equal vote;
3. 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;
4. The committee/board presents the report for the year at the AGM; and
5. An annual statement of accounts is presented at the AGM

It is important that the groups funded are inclusive of all communities and open to a 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 good relations and community development include social justice, self-determination, working and learning together, sustainable communities, participation and reflective practice.

The application MUST adhere to PEACE IV SEUPB guidance.

Each application for funding will be assessed as follows:
1. The merits of the project proposal against the funding criteria and the objectives of PEACE IV and the relevant Programme.
2. Financial aspects of the proposed project, in relation to the costs of delivering the project, the long-term financial requirements of the project and the capacity of the applicant to sustain it;
3. How the applicant proposes to deliver the project;
4. Whether these proposals represent value for money;
5. Whether the applicants have the capacity, skills, and experience to manage and deliver the scale and nature for the project proposed.

In addition:
- The funding offered should be the minimum necessary to deliver the project outputs identified.
- The project partners must have the technical skills, organizational capacity, governance arrangements and financial capacity to deliver and sustain the project.
- There must be a robust project plan in place to ensure the project is delivered within the budget and time available.
- The project should meet all EU requirements in respect of revenue generation (Article 61 of Regulation (EU) No. 1303/2013 [CPR] and State Aid).
- Applicants must provide sufficient information to allow the PEACE IV Partnership to understand the nature, extent and implementation plan for the project.

The PEACE IV Partnership will **not** consider applications from:
- Organisations that
    i. discriminate against any particular racial group, political grouping or religious body;
    ii. are in poor financial health or cannot show effective financial control;
    iii. are not prepared to share learning from their project with the PEACE IV Partnership and other relevant groups.
- Individuals (only constituted groups/organisations can apply for funding)
- Commercial organisations (except social enterprise).
- Statutory organisations
- Schools (Parent Teacher Associations) 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 e.g inter-school activity.

4. What Can We Apply For?

The PEACE IV Partnership will only consider funding for projects, activities and organisations which meet the basic eligibility criteria.

The list below only includes those elements which are common to all. An application that falls outside these eligibility criteria will not be considered further.

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 PEACE IV Partnership or by others but acknowledged by PEACE IV Partnership. Any use of funding that cannot be shown to meet the following basic requirements will not be provided with funding:

- Have a clearly identified need.
- Can deliver outcomes which meet this need.
- Fit with clear PEACE IV outcomes such as : building a cohesive society, promoting relations characterised by respect, where cultural diversity is celebrated and people can live and socialise together, free from prejudice, hate and intolerance.
- Promote quality of life outcomes within a cross community and building good relations context.
- Be delivered by a credible organisation with the capacity to deliver the project as stated.
- Meet the specific objectives of the programme theme being applied to

Council will **not** consider applications for projects which:
- have no significant benefit to the PEACE IV Partnership 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;

Eligible costs
While it is recognised that there needs to be broad eligibility criteria built into the policy, the list below of costs that can and cannot be funded leaves room for some flexibility:

- Core running costs (this may include heat and light, insurance, rent or premises costs, office costs, etc.). The proportion of costs eligible for funding will vary with the programme applied to.
- Programme or activity costs which are directly relevant to the application and where need has been demonstrated.
- Reasonable travel and transport costs within the Council area where these can be shown to be fundamental to meeting the project objectives.
- Reasonable accommodation costs
- Hire or purchase of equipment for meeting project needs (subject to individual approval). A maximum of £500 in total in respect of purchase of small items of equipment applies to all programmes except '2. – Capital Projects'. Where capital costs are funded PEACE IV Partnership will state a period for which the item will be retained. Any disposal within this period must be approved by PEACE IV Partnership and PEACE IV Partnership will retain the right to inspect such items at suitable intervals.
- Venue hire.
- Technical assistance.
- Training or facilitation costs.
- Festivals and events.
- Capital costs, where it can be demonstrated that this is the most cost effective means of delivering the required outcomes.
- Best practice or good relations visits.
- Publicity and marketing where directly relevant to the project's success.
- Reasonable hospitality costs (excludes alcohol)

Ineligible Costs
- Any costs or projects which are clearly another statutory agency's responsibility. In certain exceptional cases, where need can be clearly identified and there are compelling reasons why the statutory body concerned cannot fund an important project, PEACE IV Partnership may take a more flexible approach and fund in partnership with other statutory bodies.
- (Organisations which are located outside the Council area but provide direct benefit in line with strategic priorities and identified needs within the Council area may be considered for funding.)
- Activities which specifically exist to raise funding.
- Costs incurred prior to a funding offer from Council (retrospective funding).
- Overheads allocated or apportioned at rates in excess of those used for any similar work you carry out.
- Costs which are not clearly linked to the project.
- Costs that are poor value for money, or that are purchased from outside of EU 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.

- Gifts, donations, prizes, (except in exceptional circumstances), flags, bunting, bank/loan interest, musical instruments, accountancy, legal fees (except under programme 2 Capital Projects), private or unfunded pensions (Consultants Fees where the consultant would be paid for a service already being provided by local support networks. Such services include, but are not restricted to, funding applications and community audits.

5. 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.

6. 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.
- 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 <u>essential</u> 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.

7. Assessment Process

Assessment will be carried out by officers using a standard assessment process. In broad terms the assessment will consider:

- A basic eligibility check applicable to all applicants.
- A PEACE IV programme eligibility check

Applications which pass the eligibility checks will proceed for further assessment as follows:

- Grant applicants will be scored against the assessment criteria for the theme applied to.

<u>Scoring and Awards</u>
Where a programme is oversubscribed, funding will be offered to the highest scoring applications in the first instance until the budget is exhausted.

Grants will also have to be considered and ratified by the PEACE IV Partnership members.

<u>Decision</u>
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 has not scored a sufficiently high mark when a programme is oversubscribed. In such cases 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 an 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.

Review Process

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:

- Option1 - the decision was wrong because the 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 PEACE IV staff 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. The Review Panels decision is final.

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.

Acknowledging a Grant Award

If your organisation is successful in securing financial assistance from Armagh City, Banbridge and Craigavon Borough Council PEACE IV Programme, it is mandatory to acknowledge this support by including the SEUPB and council logos on all promotional material (both print and non-print). The logo in its

various forms and logo usage guidelines are available upon request from:

Armagh Office:
Caitriona Rafferty   Tel: 028 3752 9698
Email: caitriona.rafferty@armaghbanbridgecraigavon.gov.uk

Banbridge Office:
Sharon Harrison   Tel: 028 4066 0619
Email: sharon.harrison@armaghbanbridgecraigavon.gov.uk

Craigavon Office:
Hugh Carey   Tel: 028 3831 2443
Email: hugh.carey@armaghbanbridgecraigavon.gov.uk

When the SEUPB and council logo is printed on publications produced by your organisation, you must include the following statement:

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

If running an event as part of your project, you must invite the Joint Chairs of the PEACE IV Partnership. Occasionally you may be asked to attend a photo call/launch event.

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

8. Appendices

8.1

Grant Programme: Peace IV Small Grants – Children & Young People	
Programme Objective	To enhance the capacity of children and young people (0-24 years) to form positive and effective relationships with others of a different background and make a positive contribution to building a cohesive society.
Award	£40,000- £75,000 at a maximum rate of 100%
Number of Awards/Beneficiaries	Expected awards: 4-6 Beneficiaries: at least 396
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: Stage One: Applications must demonstrate they meet Programme Eligibility. Stage Two: 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: • Be community based/not for personal profit • Have 100% beneficiaries from the eligible area • Contribute to cross-community and/or cross-border outcomes • Contribute to the Programme Objective of the Children & Young People strand of Peace IV
Programme Results	Projects must contribute to **at least** one of the following programme results: • An increase in the % of 16 year olds who socialize or play sport with people from a different religious community 'very often' from 43% to 50%, 'sometimes' 24% to 28%. • An increase in the % of 16 year olds who think relations between Protestants and Catholics are better than they were 5 years ago from 45% to 50%. • An increase in the percentage of 16 year olds who think relations between Protestants and Catholics are better than they were 5 years ago from 45% to 50%. • An increase in the % of 16 year olds who think relations between Protestants and Catholics will be better in 5 years time from 38% to 45%

Project Results	Projects must deliver **at least** one of the following project results: • Increased support for young people in areas of high religious and/or racist segregation. • Teenagers involved in a more active lifestyle within an inclusive society. • Young adults better prepared for life and less likely to be involved in anti-social behaviour. • Greater propensity amongst young people to engage in cross-community activity. • Greater awareness of and appreciation of minority ethnic groups and their significant contribution to Northern Ireland Society. • Better parenting skills in segregated (and disadvantaged) communities and, in turn, early years advantage for their children.

8.2

Grant Programme: Peace IV Small Grants – Building Positive Relations	
Programme Objective	To promote relations characterised by respect, where cultural diversity is celebrated and people can live and socialise together, free from prejudice, hate and intolerance.
Award	£40,000- £75,000 at a maximum rate of 100%
Number of Awards	Expected awards: 7-12 Beneficiaries: at least 450
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: Stage One: Applications must demonstrate they meet Programme Eligibility. Stage Two: 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: • Be community based/not for personal profit • Have 100% beneficiaries from the eligible area • Contribute to cross-community and/or cross-border outcomes • Contribute to the Programme Objective of the Building Positive Relations strand of Peace IV

Programme Results	Projects must contribute to **at least** one of the following results: • An increase in the % of people who think relations between Protestants and Catholic are better than they were 5 years ago from 45% to 52%. • An increase in the % of people who think relations between Protestants and Catholics will be better in 5 years time from 40% to 48%. • An increase in the % of people who know quite a bit about the culture of some minority ethnic communities from 30% to 38%.
Project Results	Projects must deliver **at least** one of the following results: • A more cohesive Council area where marginalized communities see a stake in the future. • A greater understanding and appreciation of our cross-border partners. • Interface communities seeing common cause and greater tolerance of each other's common issues and concerns. • An appreciation in a post-conflict society that communities have more that unites them than divides them.

8.3

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

8.4

APPLICATION PROCESS

1	Application process opens on 18 September 2017
2	Deadline Closes for applications on 30 October 2017
3	Assessment by Officers
4	Recommendations to PEACE IV Partnership
5	Approval by Council Committee
6	Approval by ABC Council
7	Correspondence to all applicants
8	Pre LoO Checks
9	Letter of Offer issued
10	Projects commence

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