FINANCIAL ASSISTANCE POLICY

APPLICANT GUIDANCE MANUAL

FEBRUARY 2024

FOR SMALL SCALE CAPITAL PROJECT FUND 2024/25 APPLICATIONS ONLY

Contents

1.   Introduction

The purpose of this document is to provide guidance for organisations applying for financial assistance from Armagh City, Banbridge and Craigavon Borough Council for Capital Projects through the Small Scale Capital Project Fund 2024-25.

The purpose of the Small Scale Capital Project Fund is to enable small high quality capital projects that could bring significant benefit to the Borough to be delivered where only a proportion of the overall funding is required.

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 Council 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.**

Please note: Applications to this programme cannot be used as match-funding for applications to SOAR's Basic Services Measure. Separate arrangements are in place for SOAR applicants.

The first point of contact for queries is Valerie Armstrong on 07515 607480 or by email fap@armaghbanbridgecraigavon.gov.uk .

2.   What Financial Assistance Does Council Offer for Capital Projects?

2.1.   Council offers two funding programmes for Capital Projects. A call for applications to the **Small Capital Project Fund 2024-25** will be opening on 26 February 2024 and will remain open until noon on 12 April 2024. A different Applicant Guidance Manual exists for the Large Capital Project Fund 2024-25.

The key details of the Small Scale Capital Project Fund 2024-25 are as follows:

Programme	2. Capital Project Grants
Sub-Programme	a. Small Scale Capital Project Fund
Grant Range	Up to £2,500
Maximum Grant Rate	Up to 50%
Project Delivery Period	Projects must be delivered between the date of your Letter of Offer and 31.3.25
Call Period	The call for applications opens on 26 February 2024. The call will close for applications at 12 noon on Friday 12 April 2024.

2.2. Applications must demonstrate how their project meets **at least three** of the following Programme Objectives:
- Build capacity and skills
- Increase opportunities for volunteering
- Improve facilities, access or services
- Increase social inclusion
- Reduce social isolation
- Increase the utilisation of a facility or service
- Attract a new or larger participant group
- Contribute to community, sport or arts development
- Reduce the running costs for a service or facility (eg improve energy efficiency of a venue)

2.3. A successful application to the Small Scale Capital Project Fund 2024-25 will count towards a group's maximum of two successful applications to the Financial Assistance Programme allowed per financial year.

2.4. Groups cannot apply to both '2a Small Scale Capital Project Fund 2024-25' and '2b Large Capital Project Fund 2024-25' unless their application to 2a is for technical assistance to subsequently allow for an application to 2b.

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:

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 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 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 Council fund must in no way contribute to inequality or poor relations.

3.2.   Council 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 Council 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)

If you are a branch of a larger organisation, please see the guidance in Appendix 9.2 about how you may apply.

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 Council or by others but acknowledged by Council. 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 corporate objective or priority of Council.
- Be delivered by a credible organisation with the capacity to deliver the project as stated.
- Meet the specific programme objectives

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

3.4. Council will not consider applications for projects which:
- have no significant benefit to the Council 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; or
- are against Council policy.

4. What Can We Apply For?

4.1. This programme is being offered to fund:
- capital works projects
- equipment
- technical assistance related to a capital works project up to and including design stage

4.2. Eligible costs
- New facilities eg community venues, pitches
- Professional & legal fees associated with capital spend on the planned project (NB excludes fees for land purchase)
- Land purchase (NB you will be required to utilise a Valuer nominated by Council and meet all associated costs including legal costs)
- 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 & fittings 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
- Cost incurred in complying with any related Health & Safety Regulations
- Energy efficiency measures
- Measures to reduce maintenance costs (e.g. bore well)
- Development of a business plan or feasibility study related to a future project directly linked to the group's core activity.
- Programme equipment
- Maintenance equipment

4.3. Ineligible Costs (General)

- 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, Council may take a more flexible approach and fund in partnership with other statutory bodies.
- Projects outside the Council area
- Costs incurred prior to a funding offer from Council (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 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
- 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.

4.6. A call for Large Capital Project Fund applications for 2024-25 is opening on 26 February 2024. Groups will not be able to hold successful applications in both the Small and Large Funds. The only exception to this will be if a group is applying to the Small Scale Capital Project Fund for technical assistance to allow them to subsequently apply to the Large Capital Project Fund. Successful applications to either Large or Small Capital Grants count towards the maximum two successful applications per financial year allowed across all programmes under the Financial Assistance Programme.

5. Essential Documentation Required

5.1. At the application stage groups must provide:

a) **Evidence of security of tenure** (for capital works projects only) which must be one of the following:
- Proof of ownership of the property
- A lease of at least 5 years duration remaining with written permission from the landlord for the project to proceed
- Groups who use Council property should seek written approval from Council before applying.

b) **Evidence of potential project costs** (for all applications) which must be <u>one</u> of the following:
- copy of two quotations for all items being applied for (each quotation must compare like with like ie same specification or make/model)
- if applying for capital works, we will accept one cost estimate if produced by a Quantity Surveyor
- if you are applying for a grant for land purchase Council will carry out an independent valuation of the land and will use that figure as the basis of any award offered. The Councils independent valuer cost is the responsibility of the applicant.

5.2. All evidence should be uploaded with the application form at time of submission, if all evidence required is not submitted with your application, then your application will be deemed ineligible and will not reach assessment stage.

5.3. In the event that an offer of funding is made, groups must provide the following by 31st October 2024:
- **For capital works only**: evidence in writing from **both** the Planning Department and Building Control Department that all required statutory approvals are in place i.e. planning permission **<u>and</u>** building control approval, **<u>or</u>** evidence in writing from the statutory agency that statutory approvals are not required for the works being proposed in the application
- **For all projects**: evidence that the funding shortfall is in place (ie the finance is secured to pay the balance of project costs)

5.4. Failure to provide these within the specific timeframe will result in the offer of funding being withdrawn.

6. Completing and Submitting the Application Form

6.1. Guidance on how to complete specific questions is included at Appendix 9.7. **It is highly recommended that you take the time to read the guidance offered**.

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

- All applications **must** be submitted online.
- Essential supporting documentation must be provided with the submission of the application or within 7 days if producing hard copies of such documentation
- The call will remain open until **12 noon on Friday, 12 April 2024**.

7. Assessment Process

7.1. 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 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.

7.2. Assessment will be carried out by officers using a standard assessment process. The assessment will include:

- A basic eligibility check (see 3.3 and 3.4)
- A programme eligibility check ie.:
  - Groups must be community based/not for personal profit (see 3.1 and 3.2)
  - 90% of beneficiaries must be from the Council area
  - Projects must contribute to the requisite number of programme objectives (see 2.2)

7.3.   Applications which pass the eligibility checks will be scored against the assessment criteria:

Criteria	Score Range
Level of need demonstrated	0-5
Ability of group to deliver	0-5
Value for money (cost per significant beneficiary impact)	0-5
Council funding % of total	0-5
Fit with Council objectives	0-5
Potential long term impact	0-5
Specific programme objectives	0-30

7.4.   Applications must achieve the pass score of 50% to be considered for funding. The highest scoring applications will be offered funding first until the budget is committed.

7.5.   Where an existing arrangement exists to contribute to a project undertaken by groups on Council property, the maximum amount available from the Small Scale Capital Project Fund will be reduced by the amount available through that existing arrangement. This restriction does not apply to projects under Health and Recreation Department's Collaborative Working Policy.

7.6.   Grant recommendations will be considered and ratified by elected members through the Council Leisure and Community Services Committee.

7.7.   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 Council 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.

7.8. Groups being offered a grant will have to agree to Council's 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
- 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.

8.   Acknowledging a Grant Award

8.1. If your organisation is successful in securing financial assistance from Armagh City, Banbridge and Craigavon Borough Council, 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:

Armagh Office:
Caitriona Rafferty   Tel: 0300 0300 900
Email: caitriona.rafferty@armaghbanbridgecraigavon.gov.uk

Banbridge Office:
Sharon Harrison   Tel: 0300 0300 900
Email: sharon.harrison@armaghbanbridgecraigavon.gov.uk

Craigavon Office:
Hugh Carey   Tel: 0300 0300 900
Email: hugh.carey@armaghbanbridgecraigavon.gov.uk

8.2. If running an event (eg official opening) you must invite the Lord Mayor 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.

9. Appendices

9.1 Small Scale Capital Project Fund Programme Eligibility and Assessment Criteria

Grant Programme: 2a – Small Scale Capital Project Fund	
Summary	For capital works projects, the purchase of equipment, or technical assistance for a capital project, where a proportion of match funding from Council is required.
Award	Up to £2,500 (max rate 50%)
Programme Eligibility	Groups/projects must: • Be community based/not for personal profit • Have 90% of beneficiaries in Council area • Have provided evidence of security of tenure (for capital works projects) and evidence of potential costs (all projects)
Programme Objectives	Your project should deliver **<u>at least three</u>** of the following objectives: • Build capacity and skills • Increase opportunities for volunteering • Improve facilities, access or services • Increase social inclusion • Reduce social isolation • Increase the utilisation of a facility or service • Attract a new or larger participant group • Contribute to community, sport or arts development • Reduce the running costs for a service or facility (eg improve energy efficiency of a venue)

How will applications be assessed?		
Programme Eligibility (see also Basic Eligibility Criteria, see 3.3)	Group is community based/not for personal profit	Y/N
	90% beneficiaries in Council area	Y/N
	Evidence of security of tenure (capital works projects only) and evidence of costs (all projects) provided	Y/N
Assessment Criteria	Level of need demonstrated	0-5
	Ability of group to deliver	0-5
	Value for money (cost per significant beneficiary impact)	0-5
	Council funding % of total	0-5
	Fit with Council objectives	0-5
	Potential long term impact	0-5
	Specific programme aims and objectives	0-30

9.2   Guidance for Branches of Larger Organisations

We expect groups who wish to apply for financial assistance to have a constitution in their own name. However, we recognise this may prove challenging for local branches of regional or national organisations.

If a branch of a larger organisation does not have a constitution (or a set of rules/bye-laws) in the name of the branch, then the branch has one of two options:

Option 1:

If the branch:

  i. has its own management committee,

  ii. has a UK bank or building society account in the name of the branch and,

  iii. produce their own annual accounts

then the group can apply in their own name providing they get a letter of undertaking from the parent body (see required format below). The letter of undertaking states that ultimate legal and accounting responsibility for the grant will lie with the parent body.

Option 2:

Where Option 1 is not possible, then the group should get the parent body to apply on their behalf.

Letter of Undertaking

The letter of undertaking from the parent body must take the following form:

To: The Financial Assistance Programme Manager.

I confirm that *[write name of organisation applying]* is a branch of *[write name of bigger organisation]* and I am authorised to sign this letter on its behalf.

My organisation supports the application from this branch and I understand that ultimate legal and accounting responsibility for the grant will lie with us as the parent organisation.

I confirm that the answers in the application form submitted by the branch are true and accurate and that both the parent organisation and the branch will comply with the Council's terms and conditions of grant.

Signed: Date:

Name: Job title:

9.3 Council Priorities

Council's Corporate Plan

Any financial assistance provided by Council must further the delivery of Council's Corporate Plan 2018-2023 and be consistent with its contents. The table below sets out Council's commitments (or priorities) to help achieve the vision as set out in the plan. Applicants should consider this table and need to explain how their application can help further Council's priorities:

	Enterprising	Skilled	Tourism
ECONOMY	• Business Start- up and growth. • Efficient connections. • Provide information, services and programmes.	• Employability skills and training. • Apprenticeships, work experience, volunteering. • Up to date skills and learning.	• Understanding visitors. • Create and develop a unique visitor proposition and brand. • Quality visitor experiences through places, accommodation & attractions.

	Confident	Healthy	Welcoming
COMMUNITY	• Empower communities to contribute to decisions. • Community activities and events. • Safe, accessible and welcoming facilities.	• Work with partners to reduce inequalities in health. • Provide a range of quality. opportunities for everyone to be active and healthy. • Health protection and safety.	• Empower communities to respect each other, build relationships, grow together. • Shape and design places that value diversity. • Include everyone in community life.

	Enhanced	Creative	Revitalised
PLACE	• Increased understanding and respect of environment. • Develop and enhance our assets in sustainable way. • Promote civic pride and access to our local places.	• Seek investment to preserve uniqueness of our heritage. • Increase participation in arts and culture. • Improve accessibility to creative experiences.	• Tackle physical and social deprivation. • Secure investment in infrastructure and connectivity. • Attractive, healthier, safer, cleaner neighbourhoods.

9.4 Supporting Documents Checklist

The following documents should be supplied at the application stage. They can be supplied in one of the following two ways:

a) By uploading directly as part of the submission of your application form. This is done by clicking the 'Upload' button on the Documents page of the application website

b) Alternatively you may provide electronic copies of the required documents within 7 days of submitting your application by emailing them to fap@armaghbanbridgecraigavon.gov.uk

Essential Policies and Documents

The following checklist will help you to determine what you need to submit.

Documentation	√
State of Readiness	
Evidence of security of tenure (capital works projects only)	
Evidence of potential project costs (all projects)	
Governance	
Constitution (if not previously provided to ACBCBC)	

9.5   Application Process Diagram

Generic Application and Assessment Process
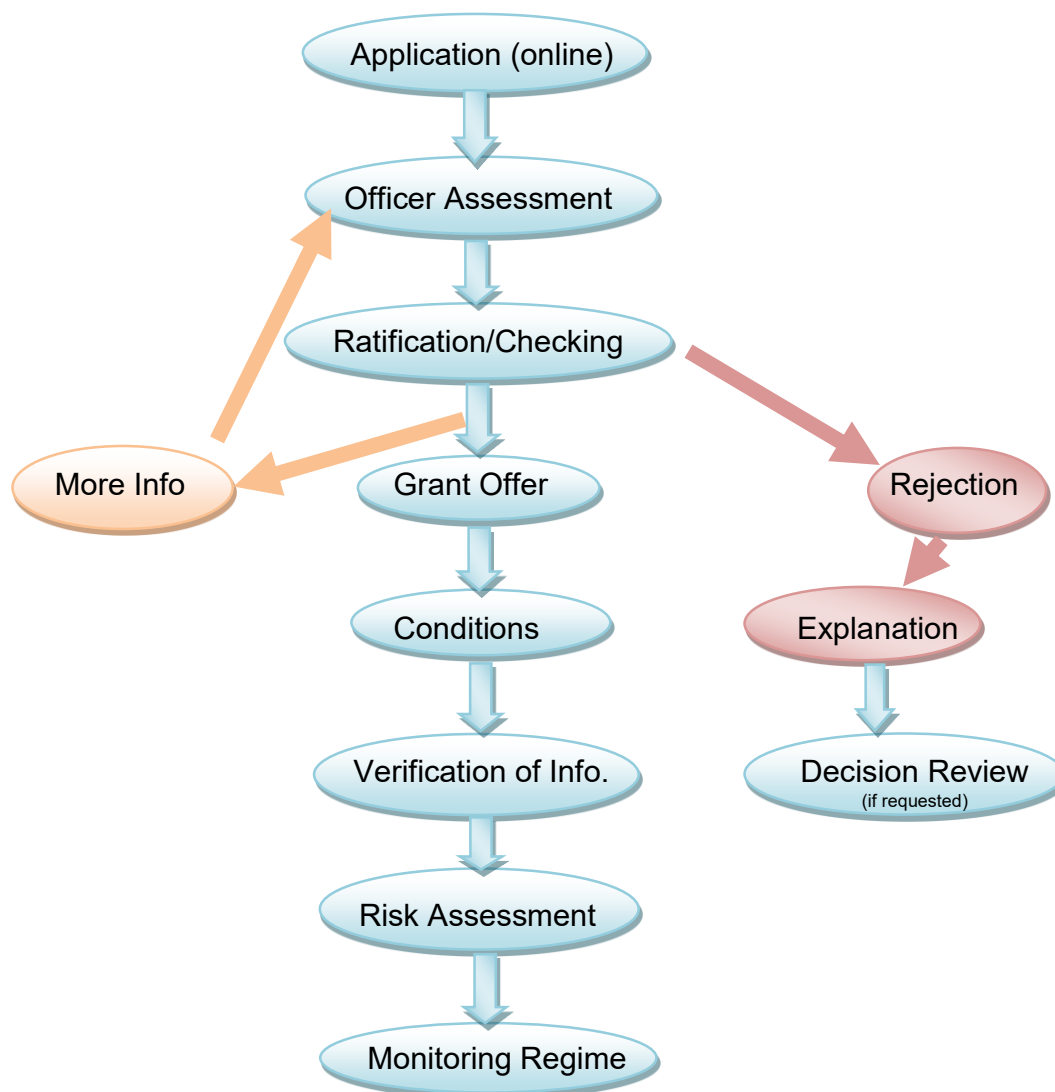
9.6   Frequently Asked Questions (FAQs)

i.   Q: We are a branch of a larger organisation – can we apply?

A: See the specific guidance in 9.2.

ii.   Q: We will struggle to complete an application online – can we get any help?

A: Council will offer support to groups to use the online system. Groups looking support should contact Council using the details on page 2 of this Guidance Manual. Support will also be available from Network Support Organisations operating in the Borough. When seeking support groups must bear in mind the following:

- It is essential to request support at an early stage

- To make the most of everyone's time and get the most out of the support being offered, groups should attend the support sessions with the answers to the questions described in Section 5 of this Guidance Manual to hand.

iii. **Q: Can a church apply for funding?**

A: Council can accept applications from churches or other faith organisations as long as the project being applied for does not include, will not result in, or does not contribute to, the promotion of faith or religion.

For capital works projects, in practice this means work to church halls which are open for use by the wider community may be considered. However, work to the church building itself where the act of worship takes place will not be considered. Similarly equipment used in a church will not be considered but equipment used in a church hall for the wider community may.

9.7 Completing the Application Form

This section offers help regarding the type of information we are looking for when answering specific questions. It is designed to help you - so reading it and referring to it when completing the application form is likely to improve your chances of getting funding.

In general, please note the following:

- You should answer each question as fully as possible and do not be afraid to repeat part of an answer to another question if it is relevant to the question you are working on. Officers will not be able to go looking for the answers to questions in other parts of the application.

- You must also assume the person assessing your application knows nothing about your project.

SECTION 1 – ORGANISATION

Organisation 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 assessment will be delayed.

The organisation name on the application form **must** be exactly the same as the name on the constitution you will provide (see exceptions for branches in 9.2).

1.3 Structure

When you click on this you will be offered a choice of 4 options. Most organisations applying will be Unincorporated Associations but if you are not sure, select 'Other' and then describe what type of organisation you would call yourself.

SECTION 2 – FUNDING DETAIL

Description

2.2 Title of Project

This title will be used in any correspondence with you so should be something short that you will recognise.

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 will address the need identified in Question 2.5. You should provide as much specific detail as possible. including the type of project (eg refurbishment of hall, installation of pitch).

How many people will benefit directly from your project?

Please tell us how many people will use the facility or project once the work is complete, or use the equipment once purchased. This figure should represent the number of different people over the course of a year. For example if the same 30 people use your facility weekly for 40 weeks a year, the number of beneficiaries is 30 (rather than 1200).

How many people will benefit indirectly from your project?

This question is asking about the other people who benefit indirectly as a result of the project you are applying to us for. If the 30 people above are young people who frequently engage in anti-social behaviour and will start to use your facility as a result of the project you are applying to us for, 50 local residents might benefit as a result of reduced anti-social behaviour in the community. Not all projects may have indirect beneficiaries.

How have you calculated the figures for beneficiaries?

Please explain here how the figures given in the previous two questions come from.

Finance

2.3 Detail all the costs of your project and how much funding you are applying to us for.

a) 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 Council may choose to fund less than you request.

b) Be as specific as possible and detail all costs associated with the project even if you are not asking us to fund all costs

c) Detail each specific cost on a separate line. Rather than writing in one line 'Project costs' you must detail the costs of your project each on a separate line (eg construction costs, architect's fees, quantity surveyor's fees) giving a cost for each separate item. If applying for equipment you should give as

much detail as possible – we need to know specifically what you are asking us to fund.

d) You can add as many rows as you want

e) You can only request a maximum of 50% of each item listed

2.4 As you can only apply for 50% from Council, where will the balance of funding come from? Please provide details of source and amounts.

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

You should also let us know (in answer to Question 3.1) 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.**

Project Details

2.5 Describe the evidence of need for the proposed project and why existing provision does not address this.

We need to know how you know this project is needed. There could be two sides to the need depending on your project ie need for the specific works or equipment (capital need), or need for the activities that will happen when the work is complete or equipment purchased (programme need)

Evidence may include:

- Have you had a condition report produced?
- Are there published statistics which show a need?
- Have you carried out a community survey and what evidence did this produce? Be specific and quote stats.
- Did you run a focus group of members to find out what activities they wanted?
- Have you asked people why they are not attending your activities?
- Are you oversubscribed and is there a waiting list?

You should detail as much evidence as possible and be specific. Quote numbers where possible.

Why existing provision does not address this:

a) Is a similar activity being offered in your community already and is oversubscribed?

b) If there is no similar activity being offered then you must state this

c) Council will not fund the same activity in the same areas

Example Answer: *Our group carried out an audit of older people's needs in 2019 by asking 100 people aged over 55 what they saw as the biggest issues affecting them. The top issue was social isolation (85%) and one of the activities people wished to see in their community (65%) was a weekly older people's group. We then consulted with a focus group of 12 older people in relation to a specific programme and they indicated they would like a luncheon club three times a week. We have asked around and are not aware of any such service being offered locally. As our hall is in constant use during the week, we asked an architect to help us identify the best options for adding additional space to our facility. The architect recommended extending the hall to the back as this would offer us the most space without compromising car parking space.*

2.6 Describe 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:

a) Your group has delivered such a project before and how often
b) What relevant training your group members have undertaken to help deliver such a project
c) 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
d) You plan to seek advice and support from outside your organisation to help deliver the project
e) Your group has managed funding of the size requested before – if so please tell us amounts and the name of the funder

2.7 How does your project relate to Council's priorities?

Council's priorities are detailed in Appendix 9.3. You need to tell us which priorities your project contributes to and how your project helps deliver these. **It is important you do not just list the priorities** – we need to know how your project will help deliver these.

Programme Objectives

Your project should meet at least three specific Programme Objectives. You should give as much detail as possible in relation to how your project will meet the programme objectives.

In answering this question you must detail:

a) Which programme objective from the drop-down list (at least three) your

project meets
b) Describe how your project will contribute to this objective
c) What indicator(s) you will use as a measure of whether you have achieved the programme objective(s)
d) The target(s) you will set to measure whether you have achieved the indicator
e) The methods you will use to ascertain whether you have reached your targets

Indicators: these are the differences you are seeking to make in 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. There should be a minimum of one indicator for each aim

Targets: these are the goals you will set which you will measure to work out if you are contributing to the programme aim(s).

The scoring of the question on Programme Objectives have the most points available so particular care should be taken in your response to this question.

Example Answer:

Programme Objective: Reduce Social Isolation

Describe how your project contributes to this Programme Objective: By purchasing the equipment we require, we will be able to offer a wide range of programmes for the older people in our community. The range of programmes will help older people come together at least once a week, make new friends, and interact with others they would not otherwise meet. (much more detail is expected from applicants in the answer to this question but it gives a sense of what is required).

Indicator(s): Increase in numbers attending older people's programme

Decrease in percentage of older people reporting feeling socially isolated

Target(s): 30 more people attending older people's programme

Reduction in those feeling socially isolated from 70% to 50%

How will you measure achievement of target: attendance at activities; regular questionnaires

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SECTION 3 – OTHER INFORMATION

Any Other Information

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

While Council 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.

In response to consultation feedback, as a rule Council 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. If you cannot provide these, you should check with the Council Officer to determine whether these will be required and to consider how you arrange to have such evidence should your application be successful.

3.3 Confirmations

You are also asked to confirm certain statements by ticking the boxes. These statements are generic to all financial assistance programmes and groups should be in a position to confirm all the statements. If your group has any issue ticking any boxes you should contact us for advice.

Documents

Supporting Documents

If you have not provided Armagh City Banbridge and Craigavon Borough Council with a constitution, or if you have and it has subsequently changed, you must upload a signed and dated copy of your constitution with the application or supply a hard copy within 7 days of submission of your application.

You must also provide other essential documentation (see supporting documents checklist, section 9.4). You have 7 days from the submission of your application to provide all essential documentation. Failure to provide this within the timescales allowed will result in your application being rejected.

Submission

This is important and you should read the declaration very carefully before you sign. Online applicants will be asked to agree the declaration on behalf of the group.