



**Armagh City
Banbridge
& Craigavon**
Borough Council

FINANCIAL ASSISTANCE POLICY

APPLICANT GUIDANCE MANUAL

March 2024

**FOR 2024-25 CIVIC REPRESENTATION
GRANTS APPLICATIONS ONLY**

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1. Introduction

The Civic Representation Grant has been developed to give special recognition to individuals and/or organisations within the Council area who will act as effective ambassadors for the Borough in their chosen activity.

The focus of this grant is to support individuals or organisations who are competing in an event as outlined within the guidance with accommodation or transport costs.

- 1.1. The purpose of this document is to provide guidance for individuals or organisations applying for financial assistance via the Civic Representation Grant from 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 Council officer if they are uncertain about their eligibility.
- 1.2. The guidance document sets out the grant programme and describes the process for making applications. These factors will vary from year to year and it does not follow that something, which Council funds one year, may be funded in subsequent years.
- 1.3. In an attempt to minimise wasted effort on ineligible or ill-conceived applications, a self-assessment eligibility check should determine whether an application will progress towards assessment. Council would recommend that you do not submit an application if you or your organisation appears to be ineligible without first discussing with a Council Officer. Unless stated, most evidence/documents will only be requested if an application is successful, although applicants are asked to ensure these are available when they apply.
- 1.4. Please note it remains the responsibility of the individual or organisation to check the application details are correct prior to submission. The assistance of a Council officer in developing the application does not automatically guarantee that the application will be successful as all applications are subject to a scoring process.
- 1.5. Please note all successful applications must adhere to whatever Covid regulations are in place at the time of the event and a Covid risk assessment should be included as part of your planning process.
- 1.6. **This version of the Applicant Guidance Manual is only relevant for applications for Financial Assistance Civic Representation Grant Programme 2024 - 2025 (8 April 2024 – 7 February 2025). Do not use this document for any future calls.**

Contact Point:

The initial point of contact for financial assistance is as follows:

Tel: Valerie Armstrong on 07515 607480

Email: fap@armaghbanbridgecraigavon.gov.uk

2. What Financial Assistance Does Council Offer?

- 2.1 The Civic Representation Grant is open to applications for accommodation and or travel as outlined below:
- From individuals: max funding of £200 per individual where at least one overnight stay is essential, or £100 where no overnight stay is required.
 - From constituted organisations: max funding of £500 based on costs of up to £500 for overnight accommodation, or up to £250 where no overnight stay is required.

If your organisation/individual is sports orientated, please initially contact Sports Development within Council by emailing sportsdevelopment@armghbanbridgecraigavon.gov.uk to check eligibility of funding as anyone eligible through the ABC Sports Forum grants **cannot be** funded through the Civic Representation Grant.

If you have been advised that you are not eligible from Sports Development, please continue to progress your application through the Financial Assistance Programme. Please note that checks will be made with all sports related applications.

- 2.2 Applications by groups: funding will be capped at £500 per organisation. Where an organisation is defined as anything over and above two persons attending the same event, even if those persons are not connected in any way. The event is deemed the 'same event' even if there are different categories contained within. Where requests are in excess of £500 awards will be pro-rated.
- 2.3 Organisations and/or individuals should have undergone a competitive selection process in order to be successfully nominated as an ambassador for the Borough by the relevant assessment body for the chosen activity. Please note evidence will be required to support this at application stage in order to be eligible for assessment.
- 2.4 Organisations and individuals can hold a maximum of one successful application per financial year. Applications to the Civic Representation Grant by organisations do not count towards the two successful grants currently allowed within the FAP.
- 2.5 Groups or individuals cannot submit two separate applications for the same event, even if applying for different categories of the same competition.
- 2.6 All offers of Financial Assistance unclaimed for financial year 2024/2025 at 31 March 2026 will be automatically withdrawn.

3. Application Timetable

- 3.1. Groups and individuals should be aware that they can expect to hear the outcome of their application within three months of submitting their application.

- 3.2. If successful, the grant will not be paid to a group or individual until all outstanding paperwork from any previous year's funding is provided, satisfactorily vouched, and any monies due are returned where applicable.

4. Who Can Apply for Financial Assistance?

Guidance for individuals and organisations wishing to apply:

- Individual Applicants and organisations must be a resident in the Borough and be either:
 - Competing at least at Provincial* level in a one-off competitive event (eg World Championships).
 - Representing at least at Provincial* level on an arts-related performance group (eg Ulster Youth Orchestra).

* Provincial level definition – this means the competition or representation must be at Northern Ireland, Ulster, Ireland, UK, European or World level

- Demonstrate at application stage that they have participated in a selection or qualifying process which has identified their suitability to represent at the required level.
- Only one application per individual/constituted group per financial year allowed.
- Each individual/constituted group must complete a separate application.
- All applications to be submitted online –

www.armaghbanbridgecraigavon.gov.uk/resident/community-grants

Applications will open on 8 April 2024 and close on 7 February 2025. Applications can be submitted at any time within these dates, before the event is due to take place or until the budget is fully committed, whichever occurs first.

To guarantee consideration where more than one individual from the Borough will be applying for the same event, applications should be submitted at least one month before the date of the participation.

- Retrospective applications will be ineligible.
- Please note in relation to individuals who may have a vulnerability or under the age of 18 year old that the self declaration must be completed within the application as detailed below. Failure to do so will render the application ineligible.

I certify that subject to the particular needs of the individual, or in the event of a young person under the age of 18 years they will have appropriate care and

supervision provided by a fit and proper person during the time they are away and whilst participating in the event.

I certify that individuals and groups will be subject to appropriate supervision and conduct during the travel to, time that they away and during the event. I understand that there is a duty on the group or individual to behave in such a manner as not to bring the Council into disrepute.

- Only individuals actively participating or competing in the event will be eligible for funding.
- Council will not consider applications from:
Applicants who:
 - discriminate against anyone on the basis of religious belief, political opinion, racial group, age, marital status or sexual orientation, gender, or disability;
 - are not prepared to share learning from their project with Council and other relevant groups.

Additional Guidance for eligible organisations:

- 4.1. 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.
- 4.2. The organisation must be located within the Borough to be eligible for consideration of funding.
- 4.3. 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
- 4.4. 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.
- 4.5. 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.
- 4.6. The management committee or board must be accountable to their membership for the work done and money spent during the year. Groups should be able to provide a copy of independently audited/verified accounts upon request.
- 4.7. Council will not consider applications from:
 - Organisations that:

- discriminate against anyone on the basis of religious belief, political opinion, racial group, age, marital status or sexual orientation, gender, or disability;
 - 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.
 - Commercial organisations (except social enterprise).
 - Statutory organisations (except through a partnership arrangement with Council where key priority outcomes are delivered)
 - Schools except where there is a clear need demonstrated that the project being funded will serve the wider community and this need is not being met by another organisation e.g. inter-school activity.
- 4.8. If you are a branch of a larger organisation, please see the guidance in Appendix 9.1 about how you may apply.

5. What Can We Apply For?

- 5.1. Council will only consider funding for individuals and groups who meet the basic eligibility criteria.
- 5.2. 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.
- 5.3. Basic Eligibility Criteria
- Individuals/organisations must be based within the Borough.
 - If your organisation/individual is sports orientated, please initially contact Sports Development within Council by emailing sportsdevelopment@armghbanbridgecraigavon.gov.uk to check eligibility of funding as anyone eligible through the ABC Sports Forum grants **cannot be** funded through the Civic Representation Grant. If you have been advised that you are not eligible from Sports Development, please continue to progress your application through the Financial Assistance Programme. Please note that checks will be made with all sports related applications.
 - Organisations and/or individuals should have undergone a competitive selection process in order to be successfully nominated as an ambassador for the Borough by the relevant assessment body for the chosen activity. Please note evidence will be required to support this at application stage in order to be eligible for assessment.
 - Competing at least at Provincial* level in a one-off competitive event (eg World Championships) Provincial level definition – this means the competition or representation must be at Northern Ireland, Ulster, Ireland, UK, European or World level representing at least at Provincial* level on an arts-related performance group (eg Ulster Youth Orchestra).

Council will **not** consider applications for projects which:

- Have already taken place or are already under way at the time of application submission.
- Duplicate what already exists;
- Are fundraising events or activities;
- Are of a party political nature;
- Promote a particular religion; or are against Council policy.

5.4. Eligible costs

- Accommodation/travel costs if applying as an organisation i.e. 2 or more people up to a maximum of £500.
- Accommodation/travel costs if applying as an individual up to a maximum of £200

Please note accommodation costs must be booked through a recognised provider e.g. Air BnB, Hotel, Booking.com etc. Evidence of the booking will be requested as part of the vouching process e.g. email confirmation of receipt of payment.

5.5. Ineligible Costs

- Retrospective events.
- Any costs or projects which are clearly another statutory agency's responsibility.
- 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 accommodation costs.
- 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.
- Transport costs

5.6. Covid-19

- i. It is the responsibility of all successful applicants for Financial Assistance to abide by the government and PHA restrictions regarding Covid-19 in place at the time of the proposed delivery of your project.
- ii. At the very least the group or individual must:
 - take all reasonable measures to limit the risk of transmission of the coronavirus
 - undertake to carry out a risk assessment which meets the requirement of the Management of Health and Safety at Work Regulations (Northern Ireland) 2000. Please note this must include consideration of the latest guidance from the Government in relation to the Covid pandemic. Given the fast changing pace of the guidance, the risk assessment should continue to be reviewed by the organisation prior to and during the delivery of your event.

iii. Groups should be aware:

- of the fines for non-compliance with the Public Health Agency Regulations
- that Council will not be held responsible for the group's non-compliance

5.7. The most up to date Covid guidance can be accessed via the following link:
<https://www.publichealth.hscni.net/covid-19-coronavirus>

6. Submitting Your Application

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

- All applications **must** be submitted online through the Council's Online Funding Hub.
- The deadline for receipt of all applications in the 2024/25 year is 12 noon on **7 February 2025**, however applications are welcome throughout the year and will be assessed on an ongoing basis.
- Please note for grants commencing there will be a requirement to submit all acceptance paperwork, vouching information and evaluation information by electronic means. An electronic reminder will be issued to all successful groups, who will need to login to the Funding Hub, where they made the original application and attach or enter this detail. If a group is unable to submit vouching information or evaluation information electronically they should contact the FAP team and arrange for an appointment to meet with an Officer at Council offices in order to submit the information.
- Please note Council is seeking to continuously update and improve the service, hence in 2024/2025 all applications will also be asked to complete an Equality Monitoring Questionnaire. This will be entirely separate from the assessment process and will be used for the purposes of equality monitoring only. Assessment panels will not have sight of the equality monitoring information.
- All applications received after 7 February 2025 at 12 noon 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.
- Support to submit an application online will be available to those groups who request it. Anyone requiring such support should seek it early and not leave it until the last minute, as we cannot guarantee the availability of assistance for everyone approaching the deadline.

6.2. In very exceptional circumstances a paper alternative will be allowed but it is essential that:

- this is agreed in advance with the Financial Assistance Programme Grants Officer
- if agreed, then it must be hand-delivered to Craigavon Civic Centre and a receipt from the Receptionist obtained as evidence of submission.

Paper applications which are not approved for submission, cannot produce a receipt for their submission, or which are late, incomplete or delivered anywhere other than Craigavon Civic Centre, will be deemed ineligible.

7. Assessment Process

7.1. 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 which will include:

- organisation is required to provide a copy of constitution if not previously submitted to FAP.
- Self declaration process completed in relation to safeguarding requirements
- In the event the award is on behalf of a young person under the age of 18 or a person with a vulnerability it is a requirement that they are accompanied by an appropriate adult.
- Must be based within the Borough
- Demonstrate at application stage that they have participated in a selection or qualifying process which has identified their suitability to represent at the required level.

7.2. Applications which pass the eligibility checks will proceed for further assessment.

7.3. In the event the budget is oversubscribed, Council does not guarantee that additional applications will be funded.

7.4. Grants will also have to be considered and ratified by elected Members through the Councils Economic Development and Regeneration Committee.

7.5. Decisions

The assessment process will produce one of three outcomes:

- An application may be rejected as it fails to meet the criteria. In such cases, officers will complete a tick box form setting out the reasons for the rejection and the group or individual 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 or individual by email 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.

7.6. 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 submitted online through the same system the application was submitted by the group. The request for a review must be made within 28 days of the date of the letter notifying you of the outcome of your application for financial assistance.

7.7. Payment of Grant

- Any groups who are successful in their application will not receive any money until:
 - a) All previous year's paperwork has been supplied and any outstanding monies have been returned. This includes satisfactory evidence of how previous grants have been spent (vouching) and a completed postproject evaluation form. (if relevant)

- b) All documentation requested within the new Letter of Offer has been provided.
- c) Any organisation or individual who acts in such a way as may bring the Council into disrepute may be asked to return the funding.

Conflict of Interest

Organisations should be aware of any potential conflicts of interest. Further information on managing conflicts of interest can be obtained from Charity Commission (Home | The Charity Commission for Northern Ireland (charitycommissionni.org.uk) and NICVA (NICVA).

7.12 Fraud

In the event of suspected fraud, or other irregularity, Council will refer the matter to the Council Fraud and Financial Investigation Panel for further investigation. Council retains the right to withhold making an award until the outcome of an investigation is complete and/or to impose appropriate sanctions in the event of an irregularity e.g. ineligible to apply to FAP until agreed conditions have been met etc.

8. Acknowledging A Grant Award

- 8.1. If an event is being held in the Borough to highlight the success of the individual or group in their chosen field, you must invite the Lord Mayor to attend. Furthermore we would ask that you apply a Council logo to any advertising of the event. The logo in it various forms etc, etc, Occasionally you may be asked to attend a photo call/launch event.

9. Appendices

9.1 Civic Representation Grant

Grant Programme: Civic Representation Grant	
Summary	To give special recognition to individuals and/or organisations within the Council area who will act as effective ambassadors for the Borough in their chosen activity.
Award	Up to a maximum of £500 (per organisation) £200 (per individual).
Grant programme Eligibility	For voluntary, community or social enterprise organisations or eligible individuals.
How will applications be assessed?	
Grant	Based within the Borough Y/N

programme Eligibility (see also Basic Eligibility Criteria, 5.3)	Nominated via a recognised selection process to represent the Borough within the chosen area of expertise	Y/N
	Participating in an event at provincial, Ulster, Northern Ireland and up to World class level.	Y/N
Assessment Criteria	Event held within the correct timeframe?	Y/N
	Benefit to the Borough of attending the event e.g. recognition?	Y/N
	Suitability of the applicant to be nominated as an ambassador to represent the Borough?	Y/N

Notes:

Grant is paid in advance of event and costs will be vouched post-event.
If money awarded is in excess of actual costs incurred, Council will ask to be reimbursed for the difference.

9.2 Guidance for Branches of Larger Organisations

We expect groups who wish to apply for financial assistance to have a constitution (or rules/standing orders/bye-laws) 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 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 <i>[write name of organisation applying]</i> is a branch of <i>[write name of bigger organisation]</i> 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 List of Required Policies and other documents

Essential Policies and Documents

Any significant organisation receiving funding from Council should be expected to have the following as a minimum (this is in addition to the Funders Passport documents eg constitution, accounts). Discretion will be used to determine how necessary each of these are depending on the size of the organisation and the nature of their work.

- Appropriate insurance cover.
- A Safeguarding Policy (Child Protection Policy and/or Vulnerable Adults policy). In certain circumstances Council may judge this to be unnecessary. A more comprehensive policy should be expected if the organisation is working specifically with children or vulnerable adults.
- A basic volunteering policy.
- A basic equal opportunities policy.
- A basic disability and age discrimination policy. □ Simple financial procedures policy.

Additional Policies Required if Staff are Employed

The following policies must be in place if the organisation employs staff:

- Fair employment policy.
- More comprehensive health and safety policy.
- Recruitment policy.
- Staff induction policy (this may be rudimentary if there is only one member of staff).
- Staff appraisal system (ideally).

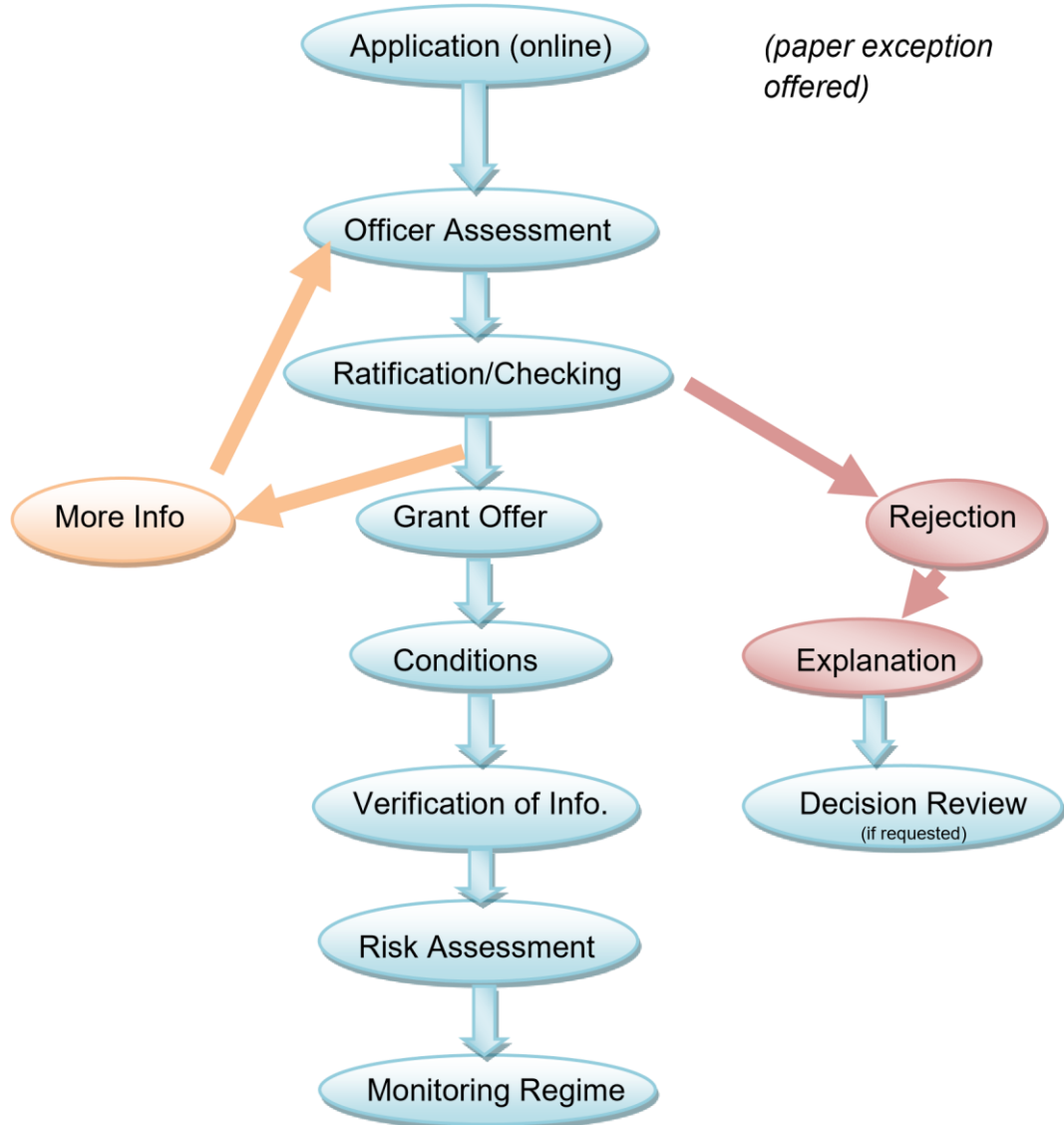
Other Policies

Ideally a larger organisation will have many of the following. These may be considered essential for larger organisations and would represent best practice for small organisations. In order of importance these are likely to include:

- A strategic or operational plan.
- Data protection policy (particularly if the organisation is managing and maintaining data about individuals, members, staff or the public).
- Conflict of interest register/policy.
- A financial reserves policy.
- More comprehensive financial management policies.
- An assets register or inventory.
- Fraud policy.
- Document retention policy.
- Travel policy.
- Internet policy.
- Information asset policy.
- Procurement or tendering procedure policies.

9.4 Application Process Diagram

Generic Application and Assessment Process



9.5 Frequently Asked Questions (FAQs)

Q: We are a branch of a larger organisation or an individual – can we apply?

A: See the specific guidance in 9.1

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

A: Council will offer support to groups and individuals to use the online system. Groups looking support should contact Council using the details on page 2 of this Guidance Manual. It is essential to request support at an early stage as it cannot be guaranteed that support will be available at the last minute.

9.6 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 will be rejected.

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 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

Grant Select

2.1 What level of grant are you applying for?

Depending on which grant programme you are applying to you may have a choice of level of grant. It is important you choose the grant programme and level that best meets your project. Details of all grant programmes and how they will be scored are detailed at 9.1.

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 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, Community Festival, 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. For example, if twelve young people attend a six-week programme aimed at reducing anti-social behaviour there will be twelve direct beneficiaries.

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 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 six weeks. For an event this might be one afternoon for three hours.

Finance

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

- a) Indicate the amount of funding you require from this grant 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) Ensure your costings are realistic – get quotes and do not guess amounts
- d) Detail each specific cost on a separate line. Rather than writing in one line “Travel costs” you must detail the specific costs e.g. Anytown to Nowtown – 100 miles return journey
- e) Multiple items listed on the same line may result in the whole line being disallowed.

2.4 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 (in answer to Question 3.1) if you are applying to another funder for the same costs as you are requesting from us.

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.

Project Details

2.5 Describe 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?

- a) 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)
- b) You should detail as much evidence as possible and be specific. Quote numbers where possible.
- c) Officers will use your answer here when assessing the need for the project. In addition, officers will also assess whether there is a financial need for funding based on information given elsewhere in the application form or supporting documents.
- d) Groups applying to a revenue grant programme where the maximum available is £10k or more will have to provide accounts (independently verified or audited) which must include a balance sheet. Where the balance sheet provided indicates unrestricted funds equivalent to at least one year’s annual costs of the organisation then it will be deemed there is no financial need for a grant. The exception to this case will be where the group can demonstrate a valid reason for holding such high levels of free reserves.

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 2014 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 computer class which will focus on using the internet and include the use of social media. We have asked around and are not aware of any such service being offered locally.*

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) Members have undertaken relevant training 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) Has your group experience of managing grants before of a similar size? If so, give details of funders and amounts.

2.7a Describe how your project relates to Council's priorities?

Council's priorities are detailed in Appendix 9.2. You need to tell us which priority (from the drop-down list) your project contributes to and describe how your project helps deliver these. If you fail to adequately describe how your project meets the specific priority, it is unlikely to be funded.

Programme Objectives

As well as overall eligibility criteria, projects must meet specific grant programme objectives. Each grant programme has a different set of objectives and these are detailed in this section of the application form.

This page of the application form states the minimum number your project should be meeting. By ticking only the three most relevant objectives your project will meet, further boxes are opened below this for you to complete.

Describe how your project contributes to this programme objective

You should give as much detail as possible in relation to how your project will meet this specific grant programme objective. You should assume the Officers assessing your application know nothing about your project and therefore how it will meet the grant programme objectives.

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 whether you can provide the documents that will be requested if your application is successful. While it will not prevent you being awarded a grant, you will not receive any money until you provide them.

Documents

Supporting Documents

If applying as an Organisation, you must upload a signed and dated copy of your constitution with the application. (Please note this is a change to previous years)

You must also provide other essential documentation (see supporting documents checklist). Your application will not be assessed and will be deemed ineligible unless **ALL** essential documentation is provided at time of application submission. (Please note this is a change to previous years)

Submission

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.

Financial Assistance provided by Armagh City, Banbridge and Craigavon Borough Council is assisted through financial support from:

