



**Armagh City
Banbridge
& Craigavon**
Borough Council

Community Grants Programme

Coronation Bursary Scheme

Grant Guidance 2026-27

Opens: 12 January 2026

Closes: 05 February 2027, 12 noon

Grants Officer Contact Details:

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1. Introduction

The Coronation Bursary Scheme has been developed to support young people to achieve their potential and to recognise the hard work, positive behaviours and endeavours of young people within an educational setting.

The Bursary will provide support for access to education and/or career development for young people aged between 15 – 19 years of age who have demonstrated a positive approach and exceptional endeavour in relation to their learning and development.

Schools and colleges are each invited to nominate one young person aged between 15 – 19 years of age for a bursary award. Costs may be used to support their ongoing development and to recognize their achievement. Funding is available to support 20 bursaries of £500 across the Borough.

Applications will be assessed on the basis that the young person has demonstrated achievement which may not have resulted in high academic results, but through other means which could be demonstrated e.g. participation, providing support to promote respect and understanding amongst others, overcoming adversity.

This version of the Applicant Guidance Manual is only relevant for applications for the Coronation Bursary Scheme 2026 -27 or once the budget is fully committed. 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. About the Coronation Bursary Scheme

| Grant Programme: Coronation Bursary Scheme | |
|---|--|
| Summary | <p>The Coronation Bursary Scheme has been developed to support young people to achieve their full potential and to recognise the hard work, positive behaviours and endeavours of young people within an educational setting.</p> <p>Schools and colleges are each invited to nominate one young person aged between 15 – 19 years of age. Funding is available to support 20 bursaries of £500 across the Borough.</p> |
| Purpose | Grants will fund support relating to education and/or career development that is not available by other means. |
| Award | up to £500 |
| Delivery period | Grant funding must be spent between the date of letter of offer and 31 st March 2027. |
| Call dates | Opens: 12 th January 2026 Closes: 5 th February 2027 |
| Grant Eligibility | <p>Applications must meet the following criteria:</p> <ul style="list-style-type: none"> • Only one application per school/college per financial year • Pupil lives in and attends a school, or college based within the ABC Borough. • Pupil is nominated by the school or college. • Pupil is aged 15 – 19 years of age <p>Applications will be required to demonstrate:</p> <ul style="list-style-type: none"> • Evidence of how pupil has met grant programme objectives • How funding will be used within limits of grant programme |
| Programme Objectives | <p>To celebrate achievement and recognise endeavour beyond academic results through, for example:</p> <ul style="list-style-type: none"> • Exceptional participation • Providing support and assistance to others • Acting as an ambassador for the school or college • Taking action to promote respect and understanding • Overcoming adversity |

3. How will applications be assessed?

| | | |
|----------------------------|--|-----|
| Grant Eligibility | Pupil lives within the Borough and attending school/college within the Borough | Y/N |
| | Pupil within eligible age range: 15 – 19 years | Y/N |
| | Nominated by a school/college within the Borough | Y/N |
| | Does not exceed the bursary limit of one application per school/college per financial year | Y/N |
| Assessment Criteria | Demonstrates evidence of achievement in line with programme objectives: Please outline why the young person has been nominated for this award. Please provide a detailed answer clearly linked to the programme objectives (max. 300 words) | Y/N |
| | Funding request is within the limits of grant purpose and conditions of spend | Y/N |

Points to note: if the Bursary Fund is oversubscribed, awards will be made on the basis of first come first served until the budget is fully committed.

- All receipts/invoices must be retained and sent to Council for vouching/audit requirements.
- Commercial organisations are not eligible to apply.

Assessment will be carried out by officers using a standard assessment process. In broad terms the assessment will consider a basic eligibility check and assessed criteria. All criteria will be scored on a Pass/Fail basis.

Safeguarding requirements:

- A self-declaration must be completed in relation to safeguarding
- Where the application is on behalf of a young person under the age of 18 or a person with additional needs it is a requirement that they have the permission to accept the award by an appropriate adult.

Grants will be considered and ratified by elected Members through the Council's Community & Wellbeing Committee. Applicants will be informed in writing of the outcome of their application following Council approval.

4. What costs will Council fund?

| Eligible Costs | Ineligible costs |
|---|---|
| Materials to promote or develop a project in line with the programme objectives. (e.g. essential software package not provided by the school/college) | Activities that are of a party-political nature, that promote a particular religion or are against Council policy (<i>see note below</i>) |
| Books and textbooks | Costs which can be funded through other means (e.g. school budget) |
| Course specific equipment (e.g. arts materials, tools for a trade) | Costs incurred prior to a funding offer from Council (retrospective funding) |
| Laptop or related equipment if required for study | Equipment that is not clearly linked to personal study or career development. |
| Job essential tools to support career development | Any purchases or payments made in cash |
| Costs detailed in application or subsequently approved by Council Grants Officers | Any other costs not listed or approved by Grants Officers will be deemed ineligible |

*Points to note:

Council will not fund organisations or activity that discriminates against anyone on the basis of religious belief, political opinion, racial group, age, marital status or sexual orientation, gender or disability.

5. Application Timetable

School and individuals can expect to hear the outcome of their application within three months of submitting their application.

If successful and following letter of offer the bursary will be paid to the nominating school/college once the proof of spend and any required paperwork is submitted to Council.

6. Submitting Your Application

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 26/27 year is 12 noon on 5 February 2027 however applications are welcome throughout the year and will be assessed on an ongoing basis.
- The delivery period must be after date of Letter of Offer and completed by 31 March 2027
- Please note, for bursaries awarded there will be a requirement to submit all acceptance paperwork, vouching information (e.g. receipts) and evaluation information by electronic means.
- 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 schools/colleges 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.

Nominations are limited to one application per school. However, should your application be unsuccessful, the school may submit a further application. This will be communicated to the applicant school/college and will be subject to consideration of available budget and feasibility of submission prior to the deadline for applications.

7. Appeals 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:

- Option 1 - 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.

8. Other considerations:

Payment of Grant

Subject to the Grant Terms and Conditions, the Council shall pay the Grant to the School in retrospect on receipt of an official Council Claim Form. This form must be submitted by the School only, not by the grant recipient.

Conflict of Interest

Make sure there are no conflicts of interest when choosing suppliers. For more information on managing this, check resources from the Charity Commission NI and NICVA (below).

- <https://www.charitycommissionni.org.uk/>
- <https://www.nicva.org/>

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.

Acknowledging a Grant Award

If you get a grant, you must acknowledge Council support by acknowledging the Council in any promotion, or including the Council logo on any promotional materials (print or online). You can request the logo and guidelines by contacting Design Services at

CommunicationsandDesignServices@armaghbanbridgecraigavon.gov.uk

When using the logo, you must include this statement:

'This publication is grant-aided by Armagh City, Banbridge and Craigavon Borough Council. The views expressed herein are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views.'

Please note that the Lord Mayor and elected members may wish to attend any awards ceremony for the presentation of the Bursary and can be invited by contacting the Community Grants team.

If you don't properly acknowledge the funding, this could affect future funding applications.

9. Top Tips When applying

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.

Please provide detailed answers, which demonstrate how the nominated pupil has achieved this and why they should be considered for the award.