



Community Grants Programme

Civic Representation Grant

Grant Guidance 2026-27

Opens: 23 February 2026

Closes: 29 January 2027, 12 noon

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Contents

1. Introduction	3
2. About the Civic Representation Grant	3
3. Applying as an individual	5
4. Applying as an organisation	5
5. What can be funded?	7
6. Completing the application form	8
7. Assessment Process	9
8. Other considerations	11
9. Additional guidance for organisations – essential policies and documents	

1. Introduction

The Civic Representation Grant has been developed to give special recognition to individuals and organisations from the Borough who have been selected to compete at provincial level or above in their particular field, whether that be sports or the arts.

The grant will provide support for accommodation or travel costs for individuals and organisations who will act as effective ambassadors for the Armagh City, Banbridge and Craigavon Borough Council in their chosen activity.

Before applying, please read the notes below which provide further detail on:

- Who can apply
- How we will assess applications
- What you can apply for
- How to ensure your applications is successful.

Submitting your application

- Applications **must** be submitted online through the Council's Online Funding Hub.
- Applications are welcome throughout the year and will be assessed on a monthly basis where necessary
- The event or activity must be after 1 April 2026 and after the date of the letter of offer. Please allow up to twelve weeks from submission to receive the outcome of your application.
- The deadline for receipt of all applications in the 2026/27 year is 12 noon on **29 January 2027**.
- Successful applicants will also be required to submit acceptance paperwork, receipts and evaluation information through the Funding Hub.

2. About the Civic Representation Grant

Grant Programme: Civic Representation Grant		
Summary	To give special recognition to individuals and/or organisations within the Council area who have been selected to compete at provincial level or above in their particular field, whether that be sports or the arts.	
Award	Up to £200 per individual Up to £500 per organisation.	
Grant programme eligibility criteria	<p>Individual applicants must:</p> <ul style="list-style-type: none"> • Live within the Borough • Be participating in an event at Provincial level or above* • Have been nominated via a recognised selection process to represent the Borough within the chosen field**. <p>Organisation applicants must:</p> <ul style="list-style-type: none"> • Be a constituted community or voluntary organisation • Be active within the ABC Borough • Be participating in an event at Provincial level or above* • Have been nominated via a recognised selection process** 	
How will applications be assessed?		
Grant eligibility	<p>Individual applicant assessment:</p> <ul style="list-style-type: none"> • Live within the Borough • Be participating in an event at Provincial level or above* • Have been nominated via a recognised selection process** <p>Organisation applicant assessment:</p> <ul style="list-style-type: none"> • Be a constituted community or voluntary organisation • Be active within the ABC Borough • Be participating in an event at Provincial level or above* • Have been nominated via a recognised selection process** 	<p>Y/N Y/N Y/N</p> <p>Y/N Y/N Y/N Y/N</p>
Assessment criteria	<ul style="list-style-type: none"> • Event will take place between date of letter of offer and 31 March 2027 • Benefit to Borough of attending the event (e.g. recognition) • Applicant is suitable to act as an ambassador for the ABC Borough • Costs are eligible (see table below) • Checked that outside the remit of a Sports Development Grant 	<p>Y/N Y/N</p> <p>Y/N Y/N Y/N</p>

Important notes:

- ***Provincial level or above**
 - This means the competition or representation must be at Northern Ireland, Ulster, Ireland, UK, European or World level
- ****Nominated by a competitive selection process**
 - Applicants must have gone through a competitive selection process carried out 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.

Applications relating to sporting competitions

- Civic Representation Grants are only available to those who are not already eligible for support through the ABC Sports Forum Grants.
- If your competition is sports-related, please initially contact Sports Development within Council by emailing sportsdevelopment@armaghbanbridgecraigavon.gov.uk to check eligibility for funding.
- Please only apply for a Civic Representation Grant if you have been advised that you are not eligible for support from Sports Development. Checks will be made with all sports-related applications.

3. Applying as an individual

Individual applicants who meet the grant criteria are welcome to apply directly. Please check that you meet the eligibility criteria as defined in the table above.

Maximum amount of funding available:

- up to £100 where no overnight stay is required.
- up to £200 per individual where at least one overnight stay is essential

Multiple applicants from the same organisation:

- Where more than one applicant applies for support to compete in the same event, funding will be capped at the organisation rate (maximum of £500)
- Where the value of the requested funding exceeds £500, individual awards to applicants attending the same event will be reduced on a pro-rata basis.
- This limit applies 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.
- Please contact a Grants Officer for any clarifications before applying.

To guarantee consideration where more than one individual from the Borough will be applying for the same event, **applications should allow sufficient time. Please note it may take up to 12 weeks before you hear the outcome of your application.**

Only individuals actively participating or competing in the event will be eligible for funding.

4. Applying as an organisation

Organisations who meet the grant criteria are welcome to apply on behalf of one or more competitors. Please check that you meet the eligibility criteria as defined in the table above.

Unless stated otherwise, only community-led, formally set up, and independent groups can apply. These groups must be:

- Not-for-profit
- Focused on the wider benefit of the local community
- Working at a local level

What Does That Mean?

- **Formally Set Up (Constituted)**

Your group must have a written set of rules (like a constitution), and it must clearly state:

- Membership is open to the full community and welcomes different views
- You hold an Annual General Meeting (AGM) every year where every member has an equal vote
- You have a management committee or board of directors, elected democratically at the AGM
- At the AGM, the group presents a yearly report and a statement of finances (accounts)

- **Community-Managed and Independent (Autonomous)**

- Only your group's own members can make decisions – no other group or organisation should control or influence your decisions
- Your management committee or board must be made up of elected members from your own community

- **Not for Personal Profit**

- The group must not exist to make money for its members or leaders
- Committee or board members must be accountable to the full membership for how money is used and what is achieved
- You need to be able to produce independently verified accounts

What values must groups follow?

The Council expects all funded groups to reflect values such as:

- Social justice – the idea everyone deserves the same opportunities and access to resources and benefits regardless of their identity or background
- Community self-determination – collective action
- Working and learning together
- Sustainable communities
- Participation.

These values support the council's legal duty to tackle inequality and promote good community relations. Any group that may contribute to having a negative impact on communities will not be funded.

5. Exclusions - who can't apply

If you're not sure whether your group can apply, it's best to contact the council for advice. But generally, the following **cannot** apply for community grants:

- Groups without a signed Constitution/Articles of Association/Trust Deeds
- Commercial businesses, unless they are social enterprises
- Schools, PTAs and after-school clubs - unless the project clearly:
 - Benefits the wider community **and**
 - Fills a gap that no other group is addressing (e.g. an inter-school event)
- Groups that discriminate against people based on religion, politics, race, age, marital status, sexual orientation, gender, or disability
- Groups with poor finances or weak financial management
- Groups that aren't willing to share what they learn from their project with the council and other relevant groups.

Branches of Larger Organisations

Ideally, local branches of national or regional organisations should have:

- Their own constitution or set of rules
- Their own management committee
- A UK bank account in the branch's name
- Their own annual accounts

If a branch doesn't have its own constitution, it can still apply if:

Option 1:

- It meets the four criteria listed above (own Constitution, committee, bank account, accounts)
- It provides a Letter of Undertaking from the parent organisation, confirming that the parent body accepts legal and financial responsibility for the grant (see below)

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:

Option 2:

If a local branch cannot meet the requirements in Option 1, the parent organisation should apply for the grant on behalf of the branch.

Option 3:

Official documentation that evidences that the charity or association have authority under their governing document to enter into legally binding contracts on behalf of the organisation. If unsure please discuss with the Community Grants team.

6. What can be funded?

Eligible Costs	Ineligible Costs
Accommodation costs – if booked through a recognised provider	Overheads (e.g. electric or heating) allocated or apportioned at rates in excess of those used for any accommodation costs
Travel costs – e.g. flight, coach, boat, train from a recognised provider. Private car up to 25 pence per mile.*	Food or meals
Costs that were incurred after the date of the letter of offer and before 31 March 2027	Costs that were incurred prior to the date of the letter of offer or for events that have already taken place
	Any costs or projects which are clearly another statutory agency's responsibility
	Activities which specifically exist to raise funding
	Costs that can be recovered from elsewhere, e.g. VAT
	Payments made to any members of the applicant group or organisation for goods or services

* If applying to use a private car or organisation bus you must declare that the vehicle has the appropriate insurance for the individual or organisation, and any legal requirements to include that the vehicle is road worthy, taxed and any MOT requirements have been met.

Grant limits

- Organisations and individuals can hold a maximum of one successful application per financial year.
- Applicants cannot submit two separate applications for the same event, even if applying for different categories of the same competition.
- All offers of grant funding unclaimed for financial year 2026/2027 at 31 March 2027 will be automatically withdrawn.
- Applications to the Civic Representation Grant by organisations do not count towards the two successful grants currently allowed within the Council's Community Grants Programme.

7. Completing the Application Form

Top Tips:

- Answer all questions fully and clearly.
- Repeat information if relevant - assessors won't look elsewhere for answers.
- Assume assessors know nothing about your event or activity.

Refer to the pointers below when completing your form and watch out for the *helpful hints* against each question.

Organisational Details:

- Organisation name must exactly match the name on your constitution (exceptions for branches).
- Provide your organisation's full address

Contact Details:

- Ensure all the contact person's details are accurate.
- If the contact person changes or is unavailable, provide an alternative contact.
- If the contact person does not respond to clarification requests your application may be unsuccessful.

About Your Organisation and its Activities:

- Structure: - Choose your organisation type. If unsure, select "Other" and describe.
- When was your organisation established?
- Charity No (if applicable)

Describe the event:

- State the name of the event:
- Where will the event take place?

- Category of event – this should indicate the level in the competition (e.g. European Championship)
- Start and end dates of the event – ensure you have applied sufficiently in advance of the start date (see notes above).

Participant name and how many days they will be involved in the event:

- If multiple participants are attending, please list the names, but note that the amount will be capped at £500 regardless of how many are attending.

Please describe the qualification or selection process you underwent to participate in this event

- Be specific
- This should be a competitive selection process carried out by the relevant assessment body for the chosen activity
- You will be asked to upload evidence of your selection through this process (e.g. correspondence from the selection body).

Safeguarding Declaration

The following declaration must be completed within the application for your application to be considered:

Please complete the appropriate declaration(s) below for your application to be considered:

- To be completed where the participant is a young person under the age of 18 years or has additional support needs:

I certify that the participant 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.

- To be completed for all group applications:

I certify that the group will be subject to appropriate supervision for the full duration of the trip including travel and during the event. I understand that there is a duty on group members to behave in such a manner as not to bring ABC Council into disrepute.

- For all other applications:

I understand that there is a duty on the participant to behave in such a manner as not to bring ABC Council into disrepute.

7. Assessment Process

An application that falls outside the following general eligibility criteria will not be considered further. Council will not consider applications for events which:

- Have already taken place or are already under way prior to the letter of offer
- Are fundraising events or activities.
- Are of a party-political nature.
- Promote a particular religion; or are against Council policy.

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.

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

Stage 1 – Eligibility Checks

- A basic check to make ensure you or your organisation are eligible.
- Check if your activity fits the grant programme specifications.
- Confirm all required documents are uploaded and declarations completed.

Stage 2 – Scoring & Awards

- Applications which pass the eligibility checks will proceed for further assessment using the criteria as detailed in the table in Section 2.
- These will be assessed on a Pass/Fail basis.

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

Grants will also have to be considered and ratified by elected Members through the Councils Development, Community & Wellbeing Committee.

Decisions

The assessment process will produce one of two outcomes:

- **Offer of funding** – a successful application would be given an offer of funding by email setting out the amount of funding, 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.
- **Unsuccessful application** - An application may be unsuccessful 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.

Review Process

If your application is unsuccessful, you can ask for a review of the decision (appeal).

- You must request a review within 28 days of receiving the decision letter.
- Review requests must be submitted online through the same system you used to apply.

To ask for a review, you must explain in writing to the Review Panel why you believe the decision was wrong based on one of these reasons only:

Option 1 – You believe the decision was incorrect because the council either: did not properly consider the information you included in your application, or based the decision on information that was not part of your application.

Option 2 - There was a problem with how the Council followed the rules or procedures during the assessment that affected the decision.

Option 3 - Someone involved in assessing your application had a clear conflict of interest and didn't declare it properly.

Other reasons for an appeal will not be accepted. You can't provide new supporting documents at this stage.

Important:

If your application was rejected because it was **ineligible**, you **cannot appeal** the decision. However, you can still ask for feedback within 28 days by emailing:

fap@armaghbanbridgecraigavon.gov.uk

Terms and Conditions of Grant

Groups being offered a grant will have to agree to Council's Terms and Conditions of Grant Award. These include an undertaking that the award will be appropriately acknowledged (see below).

If you do not confirm consent to the Terms and Conditions of an award, this will result in the Letter of Offer being withdrawn.

Payment of Grant

If your application is successful you will receive funding once the following requirements are met and checked:

- You've sent in all paperwork from any previous grants, returned any unused money, and completed a post-project evaluation.
- You've provided all documents requested in the new Letter of Offer.

8. Other Considerations

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

If fraud or other irregularities are suspected the matter will be referred to the council fraud and investigation panel.

In the event of suspected fraud, or other irregularity, Council will refer the matter to the Council Fraud and Financial Investigation Panel. 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. a group may be ineligible to apply for Council's Community Grants until agreed conditions have been met etc.

Acknowledging a Grant Award

If you receive a grant, you must acknowledge Council support in any promotion relating to your participation in the event. If you don't properly acknowledge the funding, your grant may be withdrawn, which could affect future funding.

For further information on this please contact the Community Grants team.

9. Additional Guidance for Organisations – Essential documents

If your organisation gets funding from the Council, you should have these documents and policies in place, in addition to your constitution and audited accounts. How many are needed depends on the size of your group and what you do.

Essential Policies and Documents (for all organisations):

- **Insurance:**
You need the right insurance, which could include:
 - Employer's liability insurance (if you have staff).
 - Public liability insurance (including for volunteers).
 - Event insurance (if you're running an event).
 - Directors and Officers insurance (if you're a limited company).
- **Safeguarding Policy:**
A child protection or vulnerable adults policy. If you work closely with children or vulnerable adults, this should be more detailed.
- **Volunteering Policy:**
A simple policy on how volunteers are managed.
- **Equal Opportunities Policy:**
A basic policy to ensure fairness and non-discrimination.
- **Disability and Age Discrimination Policy:**
A basic policy covering disability and age equality.
- **Financial Procedures Policy:**
Simple rules on how your finances are managed.

Additional Policies (if you have staff):

- Fair Employment Policy
- More detailed Health and Safety Policy
- Recruitment Policy
- Staff Induction Policy (can be simple if you only have one staff member)
- Staff Appraisal System (ideally to review staff performance)

Other Policies

Larger organisations should ideally have many of these policies. Smaller organisations are encouraged to develop them as best practice. The key ones, roughly in order of importance, include:

- **Strategic or Operational Plan:**
A roadmap for how the organisation will achieve its goals.
- **Data Protection Policy:**
Important if you handle personal data of members, staff, or the public.
- **Conflict of Interest Register/Policy:**
To record and manage any conflicts of interest.
- **Financial Reserves Policy:**
Guidance on how much money the organisation should keep in reserve.
- **Comprehensive Financial Management Policies:**
More detailed rules about managing money.
- **Assets Register or Inventory:**
A list of all physical assets owned by the organisation.
- **Fraud Policy:**
Procedures to prevent and address fraud.
- **Document Retention Policy:**
How long records and documents should be kept.
- **Travel Policy:**
Rules and guidelines for travel expenses.
- **Internet Policy:**
Guidelines on the appropriate use of the internet.
- **Information Asset Policy:**
Management of information resources.
- **Procurement or Tendering Procedure Policies:**
How the organisation buys goods or services.

Supporting Documents

All organisations must upload a **formal signed Constitution or governing documents** at application stage for their application to be eligible.

Please refer to your specific Grant Guidance manual for any other essential documentation that must be uploaded at application stage.

As part of your application, you must complete the checklist confirming whether your organisation can provide the necessary documents if your application is successful.

By ticking all the boxes, you are confirming that your organisation is, has, or will have the following in place by the start of the proposed project and for its duration.

- Not a commercial organisation. If, in the reasonable opinion of the Council, the organisation applying for the funding is a de facto commercial organisation, whatever the legal make-up of the organisation, then the council shall not fund that organisation.

- No conflicts of interest with any of the suppliers who you will use for activities being funded by the grant applied for.
- If your organisation has employees - an equal opportunities policy or statement and adheres to relevant legislation by the grant applied for
- Adequate insurance to cover all activities run by the organisation, for example, public liability insurance
- Any licences and all other relevant permissions needed to complete the activity, for example, entertainments licence, road closures, and so on
- Completed any relevant risk assessments that your activity may require
- Access NI checks completed on all staff, coaches and volunteers where appropriate
- You must confirm by ticking the box that none of your committee members, staff, coaches, volunteers or other members of your organisation have been convicted of any criminal offence not considered to be “spent” under the Rehabilitation of Offenders (NI) Order 1978 which has not been disclosed with this application.

Important: All boxes must be ticked in order to submit your application. While you will not be required to provide evidence of these documents at the time of application, the council may choose to spot check these. Failure to provide accurate information or required documents if requested may result in withholding or withdrawal of the grant. The decision of the Council shall be final in this regard.

Equality Monitoring Form

Any information provided by you will not be disclosed to any third party, unless law regulations compel such a disclosure.

CHECK YOUR ANSWERS:

- It is the organisations responsibility to ensure that all answers are answered correctly before submitting their online application.
- Answer all questions fully and clearly
- Repeat information if relevant - Assessors will not look anywhere else for answers
- Assume assessors know nothing about your project and organisation