



**Armagh City
Banbridge
& Craigavon**
Borough Council

Community Grants Programme

Large Capital Projects Fund

Grant Guidance 2026-27

Call 1 - Opens: 12 January 2026

Closes: 16 October 2026, 12 noon
(or when budget is fully committed)

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Contents

<u>Content</u>	<u>Page No</u>
1. Introduction	3
2. What community grants does Council offer?	3
3. About the Large Capital Project Fund	4
4. What can we Apply for?	6
5. What costs will Council fund?	7
6. Essential Documentation	8
7. Who can Apply?	9
8. Exclusions: who cannot apply?	10
9. Completing and Submitting an Application	12
10. Assessment Process	13
11. Expenditure of Grant	15
12. Other Considerations	16
13. Required Policies and Documents	16
14. Top Tips when Applying	18

1. Introduction

Armagh City, Banbridge and Craigavon Borough Council is committed to supporting local community and voluntary groups by offering funding through various community grants.

The purpose of this document is to provide guidance for organisations applying for funding from the Council. It is inevitable that the 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.

2. What Community Grants does the Council offer?

Community grants are grouped based on what kind of costs or activities they cover. Here's a simple breakdown:

Revenue Grants- programme delivery, organisation running costs and events.

Capital Grants - Includes equipment, technical assistance, building or other fixed assets

The Council provides five main revenue grant programmes for community groups:

Grant Programme	Grant Levels
Revenue Grants	
Community Development Grants	Micro Grants (up to £1,000) Small Grants (£1,001 - £2,000) Medium Grants (£2,001 – £10,000)
Arts, Culture and Events Grants	Community Events** (up to £1,250) Large Events (up to £10,000) Arts Projects (up to £2,000) International Tourism Events (up to £15,000)
Good Relations Grants	Micro Grants (up to £1,000) Small Grants (£1,001 - £2,000) Medium Grants (£2,001 - £10,000*)
International Linkages Grant	Up to £3,000 – available Call 1 only
Civic Representation Grant	Individuals (up to £200) Constituted Organisations (up to £500)

Council offers two funding programmes for Capital Projects:

Capital Projects Grants	Small Capital Projects (up to £3,750)
	Large Capital Projects (£2,501 and £20,000)

This Application Manual provides details on the Large Capital Project Fund 2026/27 only.

For details of Revenue Grants or the Large Capital Project Fund, please visit the Funding Hub at <https://www.armaghbanbridgecraigavon.gov.uk/resident/community-grants/>

3. About the Large Capital Project Fund

Grant Programme: Large Capital Project Fund		
Summary	For large capital works projects where a relatively small percentage of match funding from Council is required. Projects must commence before 31 March 2027.	
Award	£2,501-£20,000 (max rate 50% of eligible costs)	
Delivery period	Project delivery should not commence before Letter of Offer is issued and a handover meeting has happened, and must commence before 31 March 2027	
Call dates	Opens: 12 January 2026 Closes: 16 October 2026 at 12 noon or once the budget is fully committed, whichever comes first	
Programme Eligibility	<ul style="list-style-type: none"> • Applicant must be a properly constituted community or voluntary sector group • Group must operate on a not-for-profit basis • Projects must be located in ABC Council area • Projects must meet the required programme aims and objectives 	
Programme Aims	Your project should contribute to at least one of the following aims: <ul style="list-style-type: none"> • Addressing disadvantage • Promoting tolerance (respect and acceptance of diversity/different beliefs) and social inclusion • Contributing to the reduction of poverty at local level • Improving health and well being 	
Programme Objectives	Your project should deliver at least three of the following objectives: <ul style="list-style-type: none"> • Build capacity and skills • Increase opportunities for volunteering • Improve facilities, access or services • Increase the use of a facility or service • Attract a new or larger participant group • Contribute to community, sport or arts development • Improve energy efficiency to reduce the running costs for a service or facility • Contribute to the environmental improvement of an area 	
How will applications be assessed?		
Programme Eligibility (see also Basic Eligibility Criteria)	Applicant is a properly constituted community or voluntary sector group	Y/N
	Group operates on a not-for-profit basis	Y/N
	Project located in Council area	Y/N
	Project contributes to the required number of programme aims and objectives	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
	Fit with Council objectives and wider strategies	0-10
	Potential long-term impact (sustainability)	0-5
	Demonstrates delivery of specific programme aims and objectives	0-30

Grant requirements

- *Retrospective costs* - Council will not fund retrospective costs. That means projects must not commence until you have:
 - Received a letter of offer outlining the terms and conditions of the award
 - Attended a handover meeting with the Council Grants Officer
 - Provided any required clarifications on the proposed works
 - Provided any additional essential documentation requested by the Council.

Where it becomes clear that any element of the work included in the finance table has commenced before the issuing of a Letter of Offer, no matter what the reason, the whole application becomes ineligible.

- *Funding from another department* - If you have an existing arrangement with Council to develop a project on Council property and are receiving funding from another Council department, we will only fund the difference up to the maximum of £20,000. (e.g. if a group is receiving £8,000 from Council, we will only fund up to £12,000.)
- *Applying for funding in consecutive years* - Applicants cannot submit a further application to the Large Capital Project Fund within 12 months of the date of their Letter of Offer.
 - This rule applies whether it is an application for the same project or another project.
 - Unsuccessful applicants can re-apply immediately.

Grant Limits

There are some rules about how many grants a group can apply for or receive in one financial year. If you're not sure how these apply to you, the Council's Grants Officers can help.

Here's what you need to know:

- A group can have **a maximum of two successful applications per financial year**.
- The following **do NOT count** toward that two-grant limit:
 - Applying to the Community Event Fund for a Christmas Tree Switch-On event in a village or small town as detailed in the relevant grant guidance
 - Applying to a Specialist Grant programme — unless it's stated otherwise.
- A group can **only hold one** of the following larger grants per financial year:
 - Community Development Medium Grant
 - Large Event Fund
 - International Tourism Event Fund
 - Good Relations Medium Grant
 - Large Capital Project Fund
- **You cannot submit two applications for the same project**, even if you're applying for different parts). except for Capital project applications as below.
- - Groups cannot apply to both Small Scale Capital Project Fund 2026-27 and Large Capital Project Fund 2026-27 unless their application to Small Capital was for professional fees to support an application to Large Capital.

Important Notes: Once your group completes the online Letter of Acceptance and receives payment, it counts as a successful grant - even if you later decide to decline the money.

If a group doesn't claim their grant, the Council will withdraw the offer by the end of the next financial year.

4. What Can We Apply For?

This programme is to fund Capital projects only, where the project value is greater than £5,000. Capital funding can be used to either purchase new assets or support the refurbishment of existing assets.

The *Large Capital Project Fund* is often used as match funding for a larger project such as:

- Purchasing a building, land or a facility
- Making repairs to an existing asset (e.g. roof or structural repairs)
- Completing renovations or refurbishments (e.g. kitchen facilities, grounds improvements)
- Delivering capital works to improve accessibility (e.g. ramps) or to increase use (e.g. floodlights, walking paths)
- Improving energy efficiency (e.g. replacing windows or heating system)

It is **not** for funding:

- Capital works projects valued at £5,000 or below
- Equipment
- Technical assistance up to and including design stage

These projects are eligible for funding under the *Small Capital Project Fund* which is also open for applications from 12 January 2026 until 12 noon on 6 February 2026 (Call 1).

Basic Eligibility Criteria

Community grants are in place to support the Council meet the priorities and commitments in its Corporate Plan.

To meet the Basic Eligibility Criteria, your project must:

- Show a clear need for the activity or service.
- Be able to deliver results that meet that need.
- Align with Council's corporate priorities or goals.
- Be delivered by a well-run organisation that has the ability to responsibly manage, and report on, grant funding
- Meet the specific goals of the particular grant you're applying for.

An application that does not these criteria will not be considered further and will be deemed unsuccessful. Any group that may contribute to having a negative impact on communities will not be funded.

5. What costs will Council fund?

Eligible Costs	Ineligible costs
Purchase and/or build of new facilities (eg community venues, pitches)	Commemorative projects (e.g. gardens, gates, memorials) Murals Sculptures
Land purchase	Entrance features to housing estates
Purchase of materials, maintenance equipment or fixtures related to delivery of the wider project	Purchase of fittings and equipment (<i>see note below</i>) Flag poles, flags, bunting, musical instruments, kits/uniforms, fireworks and beacons of any kind
Professional, technical or legal fees associated with capital spend on the planned project	Professional, technical or legal fees on the planned project up to and including the design stage
Renovation works (e.g. extension, refurbishment, modernisation, conversion, flooring, ground improvement works, lighting, electrical rewiring, plumbing and heating works)	Ongoing maintenance costs (e.g. painting) that are not part of a wider renovation project
Renovations or provision to promote enhanced Safeguarding and/or Disability Access	Any costs or projects which are clearly another statutory agency's responsibility
Energy efficiency measures (e.g. insulation, new boiler)	Costs which are not clearly linked to the project.
Costs to support compliance with Health & Safety Regulations	Costs incurred prior to letter of offer from Council (retrospective funding).
Provision of mobile services in rural areas	Projects outside the ABC Council area
Non recoverable VAT	Costs that can be recovered from elsewhere, e.g. VAT.
	Duplicate funding is not allowed.
	Multiple applications are not eligible for projects relating to the same venue even if submitted by different groups
	Costs that are poor value for money, or that do not adhere to Council procurement guidelines
	Payments made to any members of the applicant group or organisation.

Note: What is the difference between fixtures, fittings and equipment?

- **Fixtures** are items that are fixed to the structure of the building and tend not to be easily removeable. Examples include: electric sockets; light fixtures; central-heating boilers and radiators; plumbing installations; kitchen units.
- **Fittings and equipment** are items that could be relatively easily removed from the premises. Examples include: Carpets, blinds, curtains and curtain rails; ovens; refrigerators; IT and AV equipment.

If you are not sure, please contact us for guidance.

6. Essential Documentation Required

Groups must provide the following documentation with their application.

If these documents are not uploaded, your application will not pass the eligibility criteria and will not be funded:

- **Evidence that your group is formally constituted**

This may be in the form of a constitution or other form of governing document. It should set out how the group operates and governs itself.

The document must be signed and dated to confirm it has been formally adopted.

(If requested, the organisation should also be able to show that the document had been adopted from the minutes of the meeting where this occurred.)

- **Evidence of Security of Tenure**

Council needs to check the right if the applicant to occupy the property/land (this applies to capital works projects only)

This should be one of the following:

- A copy of the title deeds in the name of the applicant organisation
- A letter from a solicitor on headed paper which sets out the Land Registry folio number of the property, date registered, ownership (which should be name of applicant organisation)
- A lease with at least 10 years duration remaining with written permission from the landlord for the project to proceed
- Where the proposed project is to take place on Council property, the only requirement is that written permission from Council for the project must be provided.

- **Evidence of potential project costs**

For capital works, groups must provide one of the following:

- Three quotations for all items being applied for (each quotation must compare like with like i.e. same specification or make/model)
- One detailed cost estimate from a Quantity Surveyor

For land purchase, one of the following:

- a valuation carried out by a valuer appointed by the Funding Body who are match-funding your project
- if the above does not exist, Council will require a valuation to be carried out by the Council's independent valuer. This will only happen if an offer of funding is to be made. In this case the value indicated by the Council's independent valuer will be used when calculating any final grant award. The Council's independent valuer cost is the responsibility of the applicant.

- **Written evidence that all required statutory approvals are in place**

This means you must provide both of the following:

- Evidence of planning permission granted or evidence in writing from the Planning Department of Council that planning permission is not required for the works being proposed in the application.
- Evidence of Building Control approval granted or evidence in writing from the Building Control Department of Council that Building Control approval is not required for the works being proposed in the application.

Please note: It is the applicant's responsibility to ensure that all the works for which funding is being applied for have statutory approvals. For example, where an applicant provides evidence of planning permission and it later transpires at any stage following the closing of the call that some elements of the project are not covered by the approval provided, the application will be deemed unsuccessful.

- **Evidence of match funding**
Evidence that the funding shortfall is in place (ie the finance is secured to pay the balance of project costs). This may take the form of a grant from another funder, a loan, a donation etc.
 - Groups must be able to demonstrate and evidence a cash commitment from their own funds at a minimum rate of 5% of total project costs up to a value of £5,000. Such cash commitment can include a loan to the applicant.
 - Contribution in kind will only be considered in the form of the donation by a third party of land or buildings. The donation must be freehold or, if leasehold, must be of a minimum duration of 99 years. In this case the value will have to be independently evaluated as described above for land purchase.
 - Where an applicant is seeking funding from another funder you must submit that Letter of Offer evidencing that you have been successful in your application to cover the shortfall of the group's total cost of project

- **Copy of the applicant group's most recent annual accounts**
The accounts must be signed as audited or independently verified. They cannot just be signed off by a member of the Committee.

7. Who Can Apply for Community Grants?

Applications for funding are open to local community or voluntary sector groups. Local in this context means local to the Armagh City, Banbridge and Craigavon borough.

At the time of the application the group must: -

- Be already established
- Be operated on a not-for-profit basis (and none of the members or organisers receive personal financial benefit from the activities of the group*)
- Be properly constituted, in that the group -
 - Is properly identifiable
 - Has adopted a written constitution which is signed and dated (or provides minutes of the meeting at which it was adopted)
 - Has a management structure with named individuals appointed to positions
 - Operates its own separate bank account and can properly account for expenditure
 - Is able to authorise a member to apply on its behalf for funding from the Council.
- Be delivering a project located within the ABC Council area.

**Where payments are made, or intended to be made, by the applicant group to a member or an individual associated with the group, the nature and extent of these payments must be disclosed as part of the application process to allow and enable Council to consider whether the group remains essentially not for profit and eligible to receive funding*

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.

Grants aim to support projects that:

- Encourage positive relationships
- Build stronger community connections
- Tackle social challenges like climate change, poverty and social exclusion
- Improve wellbeing in the community.

8. Exclusions - who cannot 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 not reliant upon grant funding or donations
- Groups that are organised for profit
- Groups whose primary or main purpose is fundraising
- Private businesses
- Individuals
- Groups whose activities are the responsibility of, or who are otherwise funded by, another statutory body may only be eligible to apply for specific grants (*see clarification on specific organisation types below*).
- Groups that are not sufficiently well run or organised to be able to responsibly manage and report on grant funding
- Groups that will not have a positive benefit on community connections, volunteering, or community relations
- Groups whose activities will not have a direct positive benefit on people within this Council area
- Groups who do not align with Council's objectives and core values

Clarification on specific organisation types

- **Schools, PTAs and after-school clubs** cannot apply for a Large Capital Grant
- **Churches and Faith Groups**
Churches or other religious organisations can apply for a Large Capital Grant provided that the project does not promote religion or faith in any way.
- **Youth and Sports Groups**
Youth and Sports Groups can apply for a Large Capital Grant.
- **Groups with a Service Level Agreement (SLA) with the council**
If your group already receives funding through an SLA with the council:
 - If the SLA is worth more than £10,000, you cannot apply for Community Grants.
 - If the SLA is £10,000 or less, you can apply for one grant, but it must be for a completely different project (not to top up your SLA funding).
- **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.

9. Completing and Submitting the Application

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

- All applications **must** be submitted online.
- The call will remain open until noon on Friday 16 October 2026 or until the budget is committed, whichever comes first. Once that point is reached the call will close to any new applications.
- If there is budget uncommitted at 16 October 2026 and there are applications submitted on the system without all the necessary documents supplied, groups will be given 1 week for which to supply any outstanding documentation i.e. by 23 October 2026.
- Applications will then be assessed in the order in which all outstanding documentation has been provided. Successful application(s) will be awarded funding up to the value of the uncommitted budget in the same order.
- Applications not achieving the pass score will not be given an opportunity to resubmit as the call will be closed. Those that still have outstanding documentation after one week will not be assessed and will be deemed ineligible for assessment.
- Applications that do not provide evidence of security of tenure, proof of ownership or evidence of potential costs at time of submission will be deemed ineligible.
- If the budget is committed before 16 October 2026, the call will close and any draft applications will be suspended and deleted at the end of the Financial year in order to comply with GDPR requirements.

Council Priorities

Council's Corporate Plan

Any financial assistance provided by Council must further the delivery of Council's Corporate Plan 2023-2027. The table below sets out Council's priority areas and commitments relevant to the financial assistance programme. Applicants should consider this table and need to explain how their application can help further Council's priorities:

Community Wellbeing	Environment & Place	Economic Growth
<ul style="list-style-type: none"> • Encourage participation in arts, culture, heritage and physical activity. • Provide opportunities which improve quality of life and wellbeing for our communities and staff. • Support and empower communities. 	<ul style="list-style-type: none"> • Actively respond to the climate crisis and support others to do likewise. • Seek investment to preserve the uniqueness of our heritage and places. • Shape our places to be attractive, accessible, healthy, safe and clean. 	<ul style="list-style-type: none"> • Provide and facilitate opportunities for growth, investment, productivity and skills development in our local economy.

Council would also encourage uptake in areas where community infrastructure and capacity are under-developed. Applicants should consider the impact of climate change and where possible, take steps to mitigate the factors associated with climate change.

10. Assessment Process

Your application will be reviewed by Council officers using a standard process. It can be unsuccessful if it does not meet the rules or does not achieve the pass mark.

The assessment process includes:

Stage 1 – Eligibility Checks

- A basic check to make ensure your organisation is eligible.
- Check if your project fits the specific grant programme.
- Confirm all required documents are uploaded.

Stage 2 – Scoring & Awards

If your application passes the eligibility checks, it proceeds to assessment:

If an application scores 70% and above an award will be made for eligible costs applied for, subject to available budget.

Recommendations for grant awards will be approved by elected Members through the Development, Community & Wellbeing Committee and decisions ratified by Full Council.

Stage 3 – Notification of Outcomes

- **If successful:**
Your organisation will be notified by email of your successful outcome and will also include attachments informing you of how much you have been awarded along with the Terms & Conditions you must adhere to.

To accept this offer you need to complete the online Letter of Acceptance on the funding hub and you must also upload the following:-

- A bank statement (dated within last 3 months) in the applicant group's name
 - A current list of your committee members (dated the most recent AGM)
 - Independently verified or audited accounts
 - Any other documents asked for in the offer letter
- **If unsuccessful or ineligible:**
You will get an email explaining why your application was not approved.

Review Process

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

- 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** (Stage 1), you **cannot appeal** the decision. However, you can still ask for feedback within 28 days by emailing:

fap@armaghbanbridgecraigavon.gov.uk

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 i.e. 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.

11. Expenditure of Grant

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.

Spending your Grant

- Groups must ensure that funding is used only for costs listed as eligible in the large capital grant guidance manual. If in doubt, please check with the FAP team for guidance.
- If you want to change how you spend the money (called "reprofiling"), you need permission from the Grants Officer within the FAP team first. You can only move up to 15% of the grant awarded amount to other eligible costs.
- Please note expenditure timeframe of grants will be detailed within the letter of offer

Procurement (Buying Goods and Services)

Successful applicants must follow Council's procurement guidelines when purchasing items funded through the award i.e. the number of written quotations which are required for all purchases are set out as follows:

<i>Estimated Value</i>	<i>Process To Be Used</i>
Where estimated cost does not exceed £1,500	No quotation required but reasonable effort must be made to obtain value for money.
Where estimated cost is £1,501 - £7,500	A minimum of 3 written competitive quotations required.
Where estimated cost is £7,501 - £30,000	A minimum of 4 written competitive quotations required.

Top Tip to note:

Evidence of appropriate procurement (eg quotes received) must be provided on request at the vouching stage, or the cost will be disallowed.

Please note that Procurement guidelines apply to the total cost of goods & services and not just the percentage that Council is funding.

12. 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

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 to FAP until agreed conditions have been met etc.

Acknowledging a Grant Award

If you get a grant, you must acknowledge council support by 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.'

If you don't properly acknowledge the funding, your grant may be withdrawn, which could affect future funding.

13. Required Policies and 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.

14. Top Tips when Applying:

- Answer all questions fully and clearly.
- Repeat information if relevant - assessors won't look elsewhere for answers.
- Assume assessors know nothing about your project.
- You must clearly show why your project or activity is needed.
- You also need to explain how your project helps support the council's goals and priorities.

The guidance below will help you understand what information to provide in each section of the application form. When you are working through the online application, look out for prompt text against the questions which provide further assistance as you complete the form.

Organisational Details:

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

Contact Details:

- Ensure the contact person's details are accurate.
- If the contact person changes or is unavailable, provide an alternative contact.
- Failure to respond to clarification requests may result in rejection.

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)

Description:

- **Select grant purpose** – see specific grant guidance for information on these options.
- **Project title:**
Provide a short, recognisable title for your project/activity
- **Project description:**
Give enough detail to explain what the project is and how it addresses the identified need.
Include the type of project
- **How many people will benefit from the project**
State how many people will directly take part or attend.
- **How many people will indirectly benefit from the project**
State how many people might benefit indirectly from the project outcomes.
- **Project Location:**
Give the venue name and address where the project will be delivered.
- **Project Duration:**
Must be completed within the financial year

Finance and Costings

Amount Requested:

State the exact amount of funding you are requesting. This should be the minimum necessary for your project and must not exceed the maximum limit of the grant. Note that council may choose to fund less than requested.

Detailed Costs:

Provide a detailed breakdown of all costs associated with the project.

- Each cost should be listed on a separate line with a clear description and an accurate cost estimate (e.g., bouncy castle hire, toilet hire, first aid cover, advertising).
- Avoid grouping multiple items on one line as this could lead to disallowance of that entire line.

Realistic Costing:

- Obtain quotes or estimates where required. Please refer to the section relating to the procurement guidance. If you do not adhere to the procurement guidance this could impact on your grant award
- Include all costs even if you are not asking the council to cover them.

Funding Sources:

- Explain where any additional funding will come from if you are not requesting 100% funding (can request 75% of eligible costs)
- Specify if you have applied or plan to apply to other funders for the same costs.
- Be transparent to avoid duplicate funding for the same costs, which is fraudulent.

Project/Activity Details

Evidence of Need:

Explain why your project is necessary. Provide specific evidence such as

- Are there published statistics which show a need?
- Have you carried out a community survey and what evidence did this produce?
- Did you run a focus group of members to find out what activities they wanted?
- Have you run this event before and each time attendance has increased, or did you carry out an exit survey to see if people felt it should be run again?
- Were you oversubscribed and is there a waiting list? (not all of these questions are relevant to all projects)
- You should detail as much evidence as possible and be specific. Quote numbers where possible.

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.

Organisation's ability and experience in delivering the project

To help us assess your organisation's capacity to successfully deliver the proposed project, please provide information on the following:

- Has your organisation delivered a similar project or activity before? If yes, please specify how often and the outcomes.
- Have any members of your organisation or committee received training that equips them to deliver this type of project? If so, please provide details.
- Does your organisation have members with specific skills or experience in managing and delivering projects, even if this particular project type is new to you?
- Will you be seeking advice or support from external organisations or experts to assist with project delivery?
- Has your group managed grants of a similar size in the past? Please list previous funders and the amounts awarded.

Linking your project to Council's priorities

Any financial assistance provided by Council through Community Grants must further the delivery of Council's Corporate Plan 2023-2027. Your project must clearly demonstrate how it contributes to one or more of the Council's Corporate Plan priorities (2023-2027) listed in the table in Section 9.

Additional Considerations

The Council also encourages projects that support areas where community infrastructure and capacity are under-developed, helping to strengthen those communities. Applicants are also asked to consider the impact of climate change and, where possible, incorporate measures that mitigate climate-related factors.

Note: Inadequate explanation of how your project aligns with Council priorities may result in your application being unsuccessful.

Programme Objectives

In addition to the overall eligibility criteria, your project must meet the specific objectives and you will be asked to describe how your project contributes and aligns to the specific objectives.

- This section of the application form will indicate the minimum number of objectives your project should meet.
- Provide as much detail as possible about how your project will fulfil the relevant grant programme objectives.
- Assume the officers assessing your application know nothing about your project or its aims.
- Clearly explain how your project aligns with and supports the specific objectives listed.

Supporting Documents

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

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 already, or will be compliant with the following by the start of the proposed project and for its duration.

- We are 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.
- We have no conflicts of interest with any of the suppliers who we will use for activities being funded by the grant applied for.
- We have adequate insurance to cover all activities run by the organisation, for example, public liability insurance
- We have in place all licences and other relevant permissions needed to complete the activity
- We have completed any relevant risk assessments that our activity may require
- Access NI checks have been completed on all staff, coaches and volunteers where appropriate

- None of our committee members, staff, coaches, volunteers or other members of our organisation have received a criminal conviction which requires to be disclosed under the Rehabilitation of Offenders (NI) Order 1978 and the Rehabilitation of Offenders (Exceptions) (NI) Order 1979, which has not already been disclosed to Council 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.