Armagh City Banbridge & Craigavon Borough Council

Community Grants Programme

General Applicant Manual

(REVENUE GRANTS 2027-2028)

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PLEASE NOTE FOR 2027/28

THERE WILL BE
2 OPPORTUNITIES TO APPLY
TO THE
REVENUE GRANTS

Call 1: 2 November – 27 November 2026

Delivery Period: 1 April 2027 - 31 March 2028

Call 2: 1 March – 9 April 2027

Delivery Period: 1 July 2027 - 31 March 2028

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 financial assistance 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. You should read it along with the specific guidelines for each grant before applying.

There is a separate guide for 'Capital Grants' which cover things like equipment, property, or building improvements.

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 six main funding programmes for community groups. These grants vary in size depending on the programme.

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 (includes Christmas Tree Switch-on Events)	Community Events (up to £1,250) Large Events (up to £10,000) International Tourism Events (up to £15,000) Arts Projects (up to £2,000)
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)
Coronation Bursary Grant	young person aged between 15 – 19 years of age (up to £500) Applications from schools and colleges only.

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

*25% match funding required (Small Capital only)
**50% match funding required (Large Capital only)

Details of eligible costs and specific application criteria are outlined in the individual guidance documents for each grant programme. These documents are made available on the Council's Funding Hub when a grant call opens for applications.

Specialist Grants

Sometimes, extra funding becomes available during the year for projects linked to specific strategies, themes, or important events. When this happens, details will be shared on the Council's Funding Hub webpage, social media, and through the grants mailing list.

If you'd like to get updates about these grants, email: fap@armaghbanbridgecraigavon.gov.uk.

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 revenue grants per financial year:
  - Community Development Medium Grant
  - Large Event Fund
  - International Tourism Event Fund
  - Good Relations Medium Grant
- **You cannot submit two applications for the same project**, even if you're applying for different parts (like event costs and running costs).

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.

3. Application Timetable

- After you submit your application, it may take around **12 weeks** to find out if you've been successful.
- **If an organisation is awarded a grant**, the money will not be paid until:
    - All paperwork from any previous year's funding has been submitted, vouched and closed off to include any monies returned.
- The Community Grants programme opens for applications at several points during the year.
    - Revenue grant calls usually stay open for 4 weeks.
    - Specialist Grant calls may have shorter timeframes.
- The council plans to publish key application dates for 2027/28, but these may change depending on budget decisions.

	Open for applications	Project delivery
Call 1 (all Revenue Grants)	2 November – 2026 27 November 2026	1 April 2027 – 31 March 2028
Call 2 (all Revenue Grants)	1 March 2027 – 9 April 2027	1 July 2027 – 31 March 2028
Large Capital	11 January 2027 – 15 October 2027 (Or until the budget is fully committed)	From date of letter offer and handover meeting. Work must begin by 31 March 2028
Small Capital	11 January 2027 – 5 February 2027	1 April 2027 – 31 March 2028
Civic Representation	22 February 2027 ongoing	From date of letter of offer until 31 March 2028
Specialist grants	As advised throughout the year	

4. Who Can Apply for Community Grants?

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
- Groups applying for annual core running costs must be primarily community development focused. This means their core purpose(s) must be about working for the betterment of either a geographical community (examples of groups include community associations, resident associations, rural development associations, forums, or network support organisations), or they must be working for the betterment of a community of interest (eg Section 75 groups).

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.

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.

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:

- Individuals (except for the Civic Representation Grant)
- 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)
    - Is a nomination for the Coronation Bursary Grant
- 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.

Other organisation information

- **Forums and Networks**

  Community Development Medium Grants and Good Relations Medium Grants include running costs grants that are designed for Forums, Networks, or groups that employ staff. Here's what those terms mean:

  - **Forum**: A group of organisations working together for a shared community cause (based on location or interest).

- Members are mostly other groups, not individuals
- This should be clearly written into the group's constitution
- The Council expects a Forum to have at least 8 member groups

- **Network Support Organisation**: A group that supports other groups by offering services like:
  - Training
  - Newsletters and updates
  - Networking events
  - Physical support services
  - Practical help (e.g. funding support)
  - These organisations must:
  - Be open to all groups across the ABC Borough
  - Provide services across the area

- **Churches and Faith Groups**

  Churches or other religious organisations can apply to Community Grants provided that the project does not promote religion or faith in any way.

- **Youth and Sports Groups**

  The Council will not fund core running costs for services that another public body is legally responsible for. For example, the Education Authority is responsible for youth work, so the council does not fund the basic running costs of youth, arts or sports organisations.

  However Council will fund time bound eligible programme costs or event costs for these organisations.

- **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).
  - You can still apply for funding for Christmas Tree Switch-On events, no matter the value of your SLA.

- **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.

5. What types of projects can be funded?

Community grants are in place to support the Council meet the priorities and commitments in its Corporate Plan. Each grant programme has specific rules (you can find these in the specific grant manuals) that explain exactly what kinds of projects can be funded.

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 run by a trustworthy organisation (acting with honesty and integrity) that has the ability to carry out the project properly.
- 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.

Projects the Council Will NOT Fund

The Council will not fund projects that:

- Don't provide a real benefit to people living in the ABC Council area.
- Have no potential benefit to the public, either now or in the future.
- Are run as a commercial business.
- Have already started or happened before the Letter of Offer is received
- Duplicate funding for something that already exists.
- Are fundraising events or activities.
- Are party-political in nature.
- Promote a specific religion.
- Go against Council policies.

Remember: Each grant programme has its own detailed criteria about what costs and projects are eligible. Make sure to check the specific guidance manual for the grant you wish to apply for, so your project fits that specific criteria.

6. How to Apply

All applications must be made online through the Council's Funding Hub at:
https://www.armaghbanbridgecraigavon.gov.uk/resident/community-grants/

Before applying, make sure to read:

- The specific Grant Guidance for the grant you wish to apply for
- And the General Applicant Manual (Revenue Grants)

Important Deadlines

- You must submit your application before 12 noon on the closing date.
- Applications cannot be accepted after this time.
- If you need help or have questions about submitting your application, contact a Grant Officer at: **fap@armaghbanbridgecraigavon.gov.uk**

Top tips for completing your application

- Attend a Funding Information Session to learn more.
- Make sure you choose the right grant for your project.
- Read both the specific grant guidance and the general guidance manual.
- Check that your organisation and project are eligible—ask for advice if unsure.
- Have all the required documents ready.

- Create an online account and log in.
- Fill out the application form and review your answers carefully.
- Upload all required documents.
- Double-check that your governing documents or constitution are signed and dated, and that you've uploaded the correct documents.
- Submit your application well before the deadline — don't wait until the last minute!
- Make sure you get a confirmation email after submitting.

7. Support for Applicants

If you need extra help, the Council offers:

- Guidance on completing your application (see section 11)
- Information & Support Clinics — online and/or face-to-face awareness sessions during each grant call.
- Online support and tips on the Council's website (see the Funding Hub link above).
- Grant Officer advice — they can help with eligibility questions, understanding which grant is appropriate and with issues using the online system.
- Project development support — Council staff and network organisations can advise on your project ideas and connect you to wider support.

Note: Support depends on Officer availability and may not be available close to the deadline. Getting help does not guarantee your application will be approved - all applications are independently scored. It is your responsibility to ensure your application is complete and accurate.

Final Tip:

Don't leave your application to the last minute! Technical issues could prevent your submission.

8. 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:

- For grants up to £1,000, funding will be awarded if your answers demonstrate enough relevant detail for the assessment panel. These smaller grants are not scored.
- For larger grants, applications are scored based on criteria for that specific grant. Funding is awarded based on your score:
    - Score 70% or above = Awarded get 100% of the eligible costs you applied for.
    - Score 50% to 69% = Awarded get that percentage of the eligible costs (e.g., 60% score means 60% of your requested amount).
    - Score below 50% = Application will be deemed unsuccessful, and no funding will be awarded.

If there are more eligible applications than the budget can cover, all successful grants may be reduced by the same percentage to fit the 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, informing you of how much you have been awarded and will also include attachments 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.

Appeals Process

If your application is unsuccessful, you can ask for an appeal of the decision.

- It is mandatory to request feedback within the first 7 days of receiving your outcome correspondence and then decide whether to appeal within 28 days of your Letter of Offer.
- Appeal requests must be submitted online through the same system you used to apply.

To ask for an appeal , 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 request a review if you believe the ineligible decision made was incorrect, unfair or not in line with Council procedures you can email the fap team using the email address below, within 28 days of receipt of your email notification. Feedback can also be requested within 28 days by emailing: **fap@armaghbanbridgecraigavon.gov.uk**

9. 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.

If your grant is **£5,000 or less**, you'll get the full amount upfront.
If it's **more than £5,000**, you'll get 75% upfront, and the rest after submitting all post-project paperwork.

Spending your Grant

- Groups must ensure that funding is used only for costs listed as eligible in the specific 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 Community Resource 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.
- Please note no cash transactions of any kind are eligible.

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:

Estimated Value	*Process To Be Used*
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.

10. 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 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 the council officers below:

- Caitriona Rafferty (Armagh) – caitriona.rafferty@armaghbanbridgecraigavon.gov.uk
- Sharon Harrison (Banbridge) – sharon.harrison@armaghbanbridgecraigavon.gov.uk
- Hugh Carey (Craigavon) – hugh.carey@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.

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.

11. Completing the Application Form

Top Tips:

- Select the grant that best fits your project and costs
- Refer to the specific guidance manual for details
- Answer all questions fully and clearly.
- Repeat information if relevant - assessors won't look elsewhere for answers.
- You must clearly detail evidence of financial need
- Assume assessors know nothing about your project.

- You must clearly show why your project or activity is needed.
- It is the responsibility of the applicant to demonstrate clear financial need for funding from Council.
- You also need to explain how your project helps support the council's goals and priorities.
- If a grant has been funded one year, it may not be funded in subsequent years, as it is subject to an independent assessment process each call

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.

Eligibility:

- You must check that you have a **signed and dated** constitution attached to your organisation profile or you must upload this at time of application

Organisational Details:

- Organisation name must exactly match the name on your signed 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 (e.g., core costs, festival, training).
- **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:**
  Describe the length and frequency of your project (e.g., “three hours per session, once a week for six weeks”).

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 (8.3). 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.
  - 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.

- **Participant Charges:**
  - Indicate if there will be a charge for attending or participating.
  - State the amount charged per participant and the total amount you expect to raise through this.

- **Applications must evidence a financial need for Council support.**

- This means that you must show that your projected costs are greater than your projected income.
- The grant funding requested cannot be greater than your expected shortfall in funding.

e.g. Projected cost of the event is £50k
Projected income for the event is £75k
Amount requested from FAP £10k
This would be viewed as unsuccessful as there is not clear evidence of financial need as the projected income is greater than the cost of the event.

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.

  - Explain why existing provision does not address this:
    - State whether similar activities already exist in your community.
    - If a similar activity exists and is oversubscribed, explain this.
    - If no similar activity exists, explicitly state this.
    - Note: Council will not fund duplicate activities in the same area.

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. The table below sets out Council's priority areas and relevant commitments. Your project must clearly demonstrate how it contributes to one or more of the Council's Corporate Plan priorities (2023-2027).

Community Wellbeing	Environment & Place	Economic Growth
• 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.	• 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.	• Provide and facilitate opportunities for growth, investment, productivity and skills development in our local economy.

Example Answer:

"Our group carried out an audit of older people's needs in 2024 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."

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 of the grant programme you are applying to. Each programme has a unique set of objectives, detailed within the application form.

You will be asked to describe how your project contributes an aligns to the specific objectives of your chosen grant.

- Read the specific Grant Guidance document for the grant programme you are applying into to confirm which programme objectives apply.
- 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 formally 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

The Community Grants Programme provided by Armagh City, Banbridge and Craigavon Borough Council is delivered with financial support from:

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The Executive Office