

**Causeway Coast and Glens
Borough Council**



**Social Inclusion Grant
2015-16**

GUIDANCE NOTES

1. Introduction

The four Councils of Ballymoney Coleraine, Limavady and Moyle have joined together to form the new Causeway Coast and Glens Borough Council. A number of grant programmes have been devised to support, promote and develop the capacity of communities across the new Council area.

These guidelines provide an overview of financial support available through the **Social Inclusion Grant Programme 2015 -16**. They will help you and your organisation decide if the financial assistance offered is appropriate to support the project or activities that you are planning.

If your organisation is successful in securing a grant, your organisation will be contractually obliged to work closely with the Community Development Team in the new Council, including active participation in any review processes and the provision of monitoring and evaluation information as required.

1.1 Purpose of the Grant Programme

The purpose of the Social Inclusion Grant Programme is to provide small grants to local community and voluntary organisations that are involved in activities that encourage people within their community, particularly those that are socially excluded, to participate in social and recreational activities.

Social inclusion is about involving everyone within a community and making sure that everyone has the opportunity to participate in society. People can feel excluded or isolated for a number of reasons e.g. older people, people on low incomes, people living in isolated rural areas, people with a disability.

Applicants should consider how they will target those people who are socially isolated within their community and how best to promote their activities in order to ensure that those who will most benefit are aware of the activities.

Applicants can apply for grants of up to £500. This must not exceed 85% of total project costs.

1.2 General Principles Applying to the Community Grants

The following general principles will apply to Causeway Coast and Glens Council's administration of the grant aid policy. Council is committed to distributing available grants fairly, efficiently and effectively. These principles are in line with Council's **Grant Funding Policy (2015-17)** recently approved by the Causeway Coast & Glens Shadow Council.

- Applications to the Council for funding, within the context of the Community Development Grants Programme, will only be open to properly constituted groups. Evidence that a constitution has been formally adopted must be supplied.
- As each grant fund is limited and subject to availability of funds, this is a competitive process and all grant awards will be determined on the basis of merit. Applicants are advised that organisations that have been successful in securing Council funding in the past will not automatically be guaranteed funding in the future.
- It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. To this end, applicants will be required to provide relevant and accurate supporting information when applying for grant aid.
- Applicants must demonstrate that their proposal for funding is based on clearly identified local need, bound by Council's strategic priorities and that they can meet the specific criteria of the Community Development Grants Programme.
- Applicants must demonstrate their commitment to promoting Community Development, Good Relations, Equality of Opportunity and Partnership Working.
- Applicants will be expected to make efforts to maximise their income by securing other sources of funding to support their work.
- Applicants will be required to demonstrate the effectiveness and impact of grant aid awarded and how it has generated positive and measurable outputs and outcomes for the local community. A method of formal monitoring and evaluation is requisite to the process.
- In the interests of transparency, equality and accountability all applicants will have a right of appeal should their application be rejected.

1.3 Who Can Apply?

The grant programme is open to properly constituted community and voluntary groups. Applicants **MUST** be in a position to meet the following criteria:

- Be based in the Causeway Coast and Glens Council area or have their main activities based in the Causeway Coast and Glens Council area.
- Have a constitution / governing document that has been adopted at a public meeting showing clearly defined purposes that are for the public benefit in line with the Charities Act (Northern Ireland) 2008.
- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
- Be non-party political and open to the full range of local opinion.
- Be able to demonstrate a fair and equitable ethos through established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Be able without prejudice to the obligations of Section 75 of the Northern Ireland Act (1998), to demonstrate regard to the desirability of promoting Good Relations between persons of different religious belief, political belief, political opinion or racial group.
- Have membership which is open to all those residing in the area that they seek to represent, regardless of ethnic origin, gender, religious or political belief.
- Be accountable through an established constitution, open membership, committee elections, accounting procedures and Annual General Meetings. The Office Bearing positions of Chairman, Secretary and Treasurer should be held as a minimum.
- Have appropriate and adequate insurance cover for all activities and all actions proceeding such as costs, claims, demands and liabilities whatsoever, arising from all or any of the group activities. To also ensure that any individuals or organisations worked with are properly insured.
- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Child Protection Policy / Vulnerable Adults Policy and Procedures are in place and adhered to as and where appropriate.
- Have a bank/building society account and keep a proper record of group accounts.
- Be able to produce an annual statement of independently audited or certified accounts, or be able to present a bank statement in the case of newly established groups.

- Have arrangements in place for dispersing the group's funds if they dissolve/end.
- Be able to demonstrate that the group works closely with other organisations in the same area / neighbourhood to avoid duplication of activities.
- Agree to Causeway Coast and Glens Council's promotion, monitoring, evaluation, and training procedures as required.

Sports Clubs and Youth Clubs can apply to the grant programme as long as the project they are applying for is a social inclusion project that is in addition to and separate from their regular activities.

Organisations that have been awarded a Causeway Coast and Glens Community Festivals Fund Grant can apply to the Social Inclusion Grant Programme as long as the project they are applying for is different to the community festival event.

Please note that organisations that have already been awarded a Community Development Support Grant from Causeway Coast and Glens Borough Council are not eligible to apply for a Social Inclusion Grant.

Exclusions:

In general it is important to note that this funding programme will not normally award grants to the following:-

- Individuals
- Groups operating outside the Causeway Coast and Glens Council area
- Organisations with charitable fundraising as their main focus
- Organisations who have substantial, demonstrable reserves
- Umbrella organisations that do not have a separate local constitution
- Schools, pre-school or nursery provision
- Uniformed youth organisations
- Political Organisations
- Religious Organisations
- Organisations that have been awarded a Causeway Coast and Glens Community Development Support Grant in 2015

1.4 What can be funded?

Applicants can apply for grants of up to **85%** of costs up to a maximum of **£500** towards **project revenue costs**.

The types of expenditure that the grant can contribute towards include:

- Venue hire
- Tutors
- Materials
- Insurance
- Marketing and publicity
- Small amount of refreshment costs (however this must not exceed 20% of the total grant)
- Transport costs (transport outside of Causeway Coats and Glens will only be considered if the activity cannot be accessed within the Borough. No more than 50% of the total grant can be allocated towards transport costs)

Example projects might include:

- Programme of tutors/ speakers at an older peoples group
- Recreational activity programme for a group of people with a disability
- Annual programme of activity for a hobby group which encourages participation from for example lone parents and people on a low income
- Education or skills development programmes

Exclusions:

In general the following will not normally be eligible for funding:-

- Proposals that do not directly benefit Causeway Coast & Glens Council residents.
- Applications for funding which are considered to be the responsibility of another statutory organisation or Council fund.
- Retrospective expenditure where services/items have already been obtained and paid.
- Applications received after the closing date specified in the promotional literature.
- Applications where the applicant will have a personal financial benefit.
- Costs that are not auditable e.g. cash payments unsupported by an approved petty cash system.
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Festivals and Fun days (as there is a separate Community Festivals Fund)
- salary costs
- alcohol
- gratuities, gifts or prizes
- equipment

If you are unsure if the project you have in mind is eligible please contact one of the Community Development Officers who will discuss your project with you. (Contact details on application form).

1.5 What if an organisation is not eligible?

If an organisation is not eligible for funding through Causeway Coast and Glens Social Inclusion Grant Programme, organisations should contact a Council Officer in the Community Development Department who will help signpost to other sources of funding.

To avoid duplication of funding, if an organisation or its activities are deemed to be the responsibility of other Council Departments, statutory agencies or voluntary bodies then an organisation will be signposted to a relevant agency / organisation that they should apply to.

2. Community Development Outcomes

The purpose of Council's Community Grant Programmes is to contribute towards the Community Development outcomes identified in the new Causeway Coast and Glens Community Development Strategy 2015 – 2018.

These outcomes are linked to four thematic strands of work which have been developed to operationalise the strategy:

- Increasing Community Development Capacity
- The Promotion of Productive Engagement
- Targeting Area Based Deprivation and Evidenced Need through Partnership Working
- Providing Support to Community Infrastructure to Maximise Sustainability

The Community Development Strategy 2015 – 2018 can be viewed in full at www.causewaycoastandglens.gov.uk

3. Application Process Overview

The application form for the Social Inclusion Grant is separated into 2 parts:

Part 1: Organisation Details and establishing eligibility

Part 2: Project Details

Part 1: Establishing Eligibility and Organisation Details

In order to progress your application Causeway Coast & Glens District Council must be satisfied that your organisation is eligible to apply.

Part 1 should be completed if you have not already applied for a Community Grant from Causeway Coast and Glens Borough Council in 2015. Organisations that have already submitted an application for a Community Festival Fund grant in 2015 can skip straight to Part 2.

Part 2: Project Details

Part 2 of the application form should be completed by all applicants.

Question 1: In this question we would like you to tell us about the project or activities that you are planning. The purpose of the Social Inclusion Grant Programme is to provide small grants to local community and voluntary organisations that are involved in activities that encourage people within their community, particularly those that are socially excluded, to participate in social and recreational activities. Please provide details of the project or range of activities that you are planning, including details of where the project will take place, when the project will take place and who is expected to participate. Please tell us about how you know there is a need for the project.

Question 2: Please state the DEA that your project will take place in.



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other groups that your project primarily benefits such as those living in isolated rural areas, people on low incomes etc.

Question 4: Social inclusion is about involving everyone within a community and making sure that everyone has the opportunity to participate in society. People can feel excluded or isolated for a number of reasons e.g. older people, people on low incomes, people living in isolated rural areas, people with a disability.

In this question we would like you to tell us about the people that are socially excluded in your community that you are trying to support through your project. Please tell us how the project will benefit the participants. Please also tell us how you will target those people who are socially isolated within your community and how you will publicise your activities in order to ensure that those who will most benefit are aware of the activities.

Question 5: Please tell us how many are involved in the work of your organisation. This will help us assess the level of volunteering in the area.

Question 6 and 7: Please provide a breakdown of all costs for your project and how much you are requesting from Council. Please refer to 1.4 of these guidance notes for what can be funded. Causeway Coast and Glens Borough Council will contribute a maximum of 85% of the total project costs, up to a maximum of £500.

Question 8: Please tell us how you plan to match fund your project including brief details on any other funding applied for.

4. Assessment Process Overview

Every application that we receive requesting a Community Grant will be assessed for the following:

- to ensure that the application is eligible, and
- for reassurance of each organisation's capability to deliver the proposal, and
- how well the proposal meets community needs and contributes to Council's Strategic Priorities

4.1 Assessment of Part 1

The assessments in respect of Part 1 (Section A) of the application are awarded a pass or fail eligibility rating.

If the organisation, based on the information supplied is able to satisfy the Council of their eligibility to draw down Council funds from the Community Grants Programme they will progress to the next part of the process.

If the organisation, based on the information supplied, is not able to satisfy the Council of their eligibility to draw down Council funds from the Community Grants Programme they will be advised of specific omissions / shortcomings and how these can be addressed to help prepare them for any future funding requests.

The assessments in respect of Part 1 Sections B and C of the application are scored and will contribute up to **25%** of the applicant's overall score. This score is a generic assessment of the organisation's governance arrangements and their ability to deliver the outcomes of the Grant Programme.

4.2 Assessment of Part 2

The assessments in respect of Part 2 of the application process are scored and contribute to **75%** of the application's overall score.

Part 2 of the application form will be assessed against the following criteria:

- i. Range and quality of project activities (weighted x2)
- ii. Number and type of beneficiaries (weighted x 2)
- iii. Area deprivation score (weighted x 2)
- iv. How well the project promotes and addresses social inclusion (weighted x 3)
- v. Value for money
- vi. Match funding/fundraising

4.3 Final award

The score awarded in Stage 2 of the assessment process will be added to the generic score from Stage 1 to calculate a final score for each application.

Applications must score 65% in order to avail of funding.

When the combined assessment scores are finalised the applications will be presented to the relevant Council Committee for consideration and recommendation to full Council for approval.

It will be at this point, that the successful/unsuccessful applicants will be notified.

4.4 What happens if an application is successful?

If an application is successful, Council will issue a letter of offer which is a legal agreement with the organisation to deliver on the proposals outlined in their application form.

Community Development Officers will be available to explain the processes and procedures that relate to programme monitoring, submitting a financial claim, requesting a change to programme, promoting Council's support for the programme, monitoring and evaluation requirements and the process of verification.

For the Social Inclusion Grant, successful applications will be awarded 100% of the funding allocation up front. These arrangements will be subject to review.

Council Officers may undertake verification visits for a randomly selected percentage of grant recipients. These visits will verify the evidence included in the monitoring return and financial claim previously submitted. If an organisation is selected for a verification visit, Council Officers will contact the organisation to arrange a visit at which they will be expected to produce all relevant paperwork. This will include how the performance of activities is recorded, relevant policies and procedures, evidence that the organisation has followed Causeway Coast and Glens corporate and branding guidelines for communications activity and original invoices, bank statements and other financial information.

Successful organisations may also be required to submit an annual/ end of funding evaluation report. Officers may discuss the monitoring information with the groups that were funded and also with some of the people who have benefited from the community activity.

4.5 Government Funding Database

Please be aware we are required by DCAL to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding. If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) on Part 1 of the application form to help with this process.

4.6 What happens if an application is not successful?

If an application is not successful officers from the Council will be available to meet with the organisation to go through their application, develop a working relationship and provide practical developmental support to address areas of concern.

An Appeals Process / Review Procedure is also available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken and procedures followed by Committees for individual applications are applied fairly and consistently.

The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

4.7 Late Applications

It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing. Applications received after the closing time/date will not be considered for funding. No exceptions will be made and there is no recourse to appeal. It is the responsibility of the applicant to ensure delivery in time and that correct postage is paid if posting an application. All applications received prior to the time and date of closing will be acknowledged in writing.

Closing Date for Submission of Applications for Causeway Coast and Glens Borough Council Social Inclusion Grant 2015-16 is:-

Monday 21st September 2015 at 4.00 pm