



Ending Violence Against Women and Girls

The Change Fund 2026-2028

Guidance Notes

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1.0 Introduction

These guidance notes provide an overview of financial support available through the Ending Violence Against Women and Girls “**Change Fund**” for 2026-2028.

You may find it helpful to discuss your project with an Officer from Council's Community Development team or if you have any technical queries you can speak with someone from Council's Funding Unit before submitting your application:

Adele McCloskey
Community Development
07395 365255
adele.mccloskey@causewaycoastandglens.gov.uk

Garry Cardwell
Funding Unit
07548118854
garry.cardwell@causewaycoastandglens.gov.uk

1.1 Purpose of Grant

The purpose of the Ending Violence against Women and Girls fund is *to support, promote and develop the capacity of community and voluntary sector groups* within the Causeway Coast and Glens Council area to deliver projects to prevent and challenge the attitudes, behaviours and culture that can lead to violence against women and girls. It will deliver real change for those who suffer harm and abuse across our society every day.

The **Change Fund** will help to mobilise grassroots action, support innovative delivery and maximise the impact of community-led initiatives contributing to the **Prevention outcomes of the EVAWG Strategic Framework**. These are:

Outcome 1	Changed attitudes, behaviours and culture	Everyone in society understands what violence against women and girls is, including its root causes, and plays an active role in preventing it.
Outcome 2	Healthy, respectful relationships	Everyone in society is equipped and empowered to enjoy healthy, respectful relationships.
Outcome 3	Women and girls are safe and feel safe everywhere	Organisations and institutions across government and society embed the prevention of violence against women and girls in all that they do, so that women and girls are safe and feel safe everywhere.

All projects must include a focus on Outcome 1 and specifically **demonstrate** how project proposals will increase awareness and understanding of what violence against women and girls is, including its root causes.

Applicants can also demonstrate how their project proposals contribute to Outcomes 2 and/or 3. Note that projects will not necessarily score higher if multiple outcomes are selected and/or have a higher budget, the assessment process will focus on the quality, proportionate impact, and investment effectiveness (including value for money) of the proposal.

1.2 Background to Grant Programme

The Ending Violence Against Women and Girls (EVAWG) Strategic Framework was launched by the NI Executive in September 2024. It intends to bring together a whole of society and whole of government response to address this issue which impacts the lives of far too many women and girls across our society. The main focus of this strategy is on prevention. This recognises that tackling the underlying causes of violence, abuse and harm towards women and girls and stopping it before it starts is vital.

The Strategy includes a first Delivery Plan (2024-26) and will support those organisations working to prevent and challenge the attitudes, behaviours and culture that can lead to violence against women and girls. It will deliver real change for those who suffer harm and abuse across our society every day.

For further information about the EVAWG Strategic Framework and the first Delivery Plan, and to access the full documents, please visit: <https://www.executiveoffice-ni.gov.uk/topics/ending-violence-against-women-and-girls>

A link to the updated 2026-2028 delivery plan will be shared as soon as available.

1.3 Levels of Grant Award

Council can provide grant funding to successful community and voluntary organisations operating within the Causeway Coast and Glens Borough. The minimum grant awarded will be £1,000. Funding can be applied for within three tiers of support:

Tier 1	£1,000- £5,000	May include one-off events, projects, workshops or small clusters of activity aimed at awareness raising and aligned with all or some of the prevention outcomes in the Ending Violence Against Women and Girls Strategic Framework 1, 2 and 3.	Demonstrate Satisfactory Understanding of EVAWG.
Tier 2	£5,001, £15,000	May include expansion/enhancement of activities described in Tier 1, as well as planned programmes of activity, longer running initiatives, educational courses aligned with all or some of the prevention outcomes	Demonstrate good understanding of EVAWG
Tier 3	£15,001 - £25,000	May include planned programmes of activity, longer running initiatives, educational course aligned with some or all of the prevention outcomes in the Ending Violence Against Women and Girls Strategic Framework 1, 2 and 3. Awards may also be for activities described in Tiers 1 and 2. Proposals must demonstrate an aspect of mentoring or significant collaboration*	Demonstrate very good understanding of EVAWG.

All applications **MUST** include a Tier 1 element.

Mentoring and Collaboration – Tier 3*

- By 'mentoring' we mean where a more experienced organisation with better developed capacity will assist another less experienced organisation or organisations in developing the skills and knowledge to perform more effectively. This may include sharing resources and networks. This is with a view to building the capacity of the mentored organisation.
- Collaboration is defined as working with organisation(s) of a similar level/capacity and can include working with both voluntary and statutory organisations.

The level of grant awarded will depend on how the project meets the assessment criteria. **Please note that there will be a limited number of grants within Tier 3 awarded, these can be for 2 years, please indicate if your Tier 3 project is over 1 or 2 years.**

This is a competitive process and council reserves the right to reduce the amount of funding awarded if we do not consider that the amount applied for represents value for money or if the level of applications exceeds the budget available.

Applicants can apply to Multiple Tiers:

An applicant is allowed to submit one application for each available tier (e.g. different levels of funding, project categories, or program types).

Only one award per Applicant: Regardless of how many tiers an applicant applies to, they can only receive funding or approval for one project. If multiple applications are successful, the awarding body will likely decide which single project to award.

1.4. General Principles

In line with Council's Grant Funding Policy the overarching principle for all Council grant funding is that of meeting local needs which have been identified and prioritised by Council or by others but acknowledged by Council. Any activity that cannot be shown to meet the following basic requirements will not be provided with funding:

- Have a clearly identified need.
- Can deliver outcomes which meet this need.
- Deliver cost effective and quality service provision, fitting with the purpose and remit of the funding.
- Be delivered by a credible organisation with the capacity to deliver the project as stated.

1.5 Who can apply?

To be considered for funding under the Change Fund, your organisation must meet a number of eligibility criteria which are explained below:-

Community and Voluntary Sector (CVS) organisations (also referred to as community groups) may apply for funding. These are understood as being “*not-for-profit organisations that support a wide range of social, environmental and economic outcomes and rely to a large extent on voluntary contributions through their boards of trustees, formal volunteering and donations. The sector spans a very diverse range of organisations in terms of scale and focus of operations and interests. Volunteers define and drive this sector, but organisations must have a formal structure with proper governance documentation and / or a constitution. They are self-governing and independent from government or the private sector. They have social objectives and work to benefit the community. They may operate a social enterprise or community business but any profits will be re-invested for community benefit*”.

Department for Communities, Voluntary and Community Sector Infrastructure Support Framework Draft Framework: Proposals for Consultation November 2023¹

<https://www.communities-ni.gov.uk/sites/default/files/consultations/communities/dfc-voluntary-community-sector-infrastructure-support-framework-consultation.pdf>

Some of these organisations may be registered charities. It may also include, for example, arts, faith, youth and sporting organisations. The eligibility of these and other organisations/groupings will be considered against the broad definition set out in the grant programme, including the emphasis on ‘*not-for-profit*’, ‘*formal structure with proper governance documentation and / or a constitution*’ and that ‘*they have social objectives and work to benefit the community*’. Belonging to or being affiliated with larger organisations does not exclude individual branches from applying.

Grassroots Organisations

The term ‘grassroots organisations’ is used in this document to refer to Community and Voluntary sector organisations whose primary operations and beneficiaries are at local level, meaning within Causeway Coast and Glens Borough Council area.

Applications can be from the local council in which organisations have their primary operations and in which the majority of their beneficiaries live. Applicants are required to have a demonstrable track record of grassroots activity/impact and to detail how proposed activities will primarily support beneficiaries in the council area to which they make their application. Eligible organisations may be able to make further applications to subsequent calls within 2026-28 should funding be available and depending on criteria or conditions councils and/or TEO apply in subsequent calls.

1.7 Working across council boundaries

Some groups may, for example, operate in a locality which includes local government boundaries. It is possible to make an application to more than one local council in these or other exceptional circumstances, but organisations will be required to declare this in all such applications, and additional coordination by TEO and the relevant councils will consider such scenarios on case-by-case basis. This will ensure funding and activities are strategic, cost effective and sufficiently support target grassroots beneficiaries in each locality.

Larger CVS organisations may have primary operations and a demonstrable track record of grassroots activity/impact which spans more than one local government district. Multiple applications from such organisations will be considered on a case-by-case basis.

CVS organisations can be proposed as a partner/collaborator in the activities detailed in applications made by other groups, either within a single council area or partnerships with groups in other council areas. All proposed partnerships and significant collaborations are required to be detailed in all applications, and additional consideration by TEO and relevant councils may be applied. Consortium/collaborative applications need to identify an agreed lead partner.

If an organisation is satisfied that it is an eligible formally constituted organisation as outlined, it **MUST** be in a position to meet the following criteria:

- 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.
- 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 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.
- Be accountable to local people 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.
- Agree to Causeway Coast and Glens Borough Council's promotion, monitoring, evaluation, and training procedures as required.
- Be prepared to take part in any peer supported workshops that the Causeway Coast and Glens Borough Council deems necessary.

1.8 What can be funded?

Expenditure will potentially be considered eligible if clearly demonstrated by applicants that such expenditure will equip community groups to prevent violence against women and girls. There must be clear linkage between proposed activities (and associated expenditure) and the EVAWG prevention outcomes: changing attitudes, behaviour and culture; healthy, respectful relations; women and girls feel safe and are safe everywhere. All projects supported by Strand 1 of the Change Fund **must include a focus on Outcome 1** and specifically demonstrate how project proposals will increase awareness and understanding of what violence against women and girls is, including its root causes.

Examples of eligible expenditure might include the following:

- Event costs
- Design and publishing
- Filming/photography/animations, website and other digital content development (if directly supporting project activities)
- Marketing and development and/or delivery and/or attendance at relevant training and resources
- Research
- **Venue Hire – If using own premises to deliver any part of the project, costs claimed must be for project specific programmes and must be discussed with Council staff before submission of an application.**
- Facilitation costs
- Counselling and related support services
- Small items of equipment (under £1,000) essential to delivery of the project
- Development and delivery of relevant performances and creative initiatives.
- **Training should only be delivered by recognised training providers e.g Women's Aid, White Ribbon, Nexus etc (not an exhaustive list)**

Other potential eligible expenditure includes proportionate administrative/staff costs and/or running costs directly and necessarily incurred in the delivery of the proposed activity and agreed in the Letter of Offer to the applicant.

The above examples are indicative only and not an exhaustive list. Projects and associated costs/expenditure will be considered on a case-by-case basis.

If your organisation reclaims VAT, only the net amount can be funded – we will fund net costs if you are VAT registered and gross costs if you are not VAT registered

All eligible and approved expenditure must demonstrate value for money (VfM). Best value for money is defined as the most advantageous combination of cost, quality and sustainability to meet customer requirements.

1.9 Procurement

This means buying goods and services. Council procurement guidelines and thresholds must be complied with where grant funding is used to buy goods or services (in full or as a contribution to these costs). Council procurement guidelines and thresholds will be detailed in a Letter of Offer to successful applicants. The table below is for indicative purposes only.

Threshold Band	Quotation Method
£ 0 - £ 999	No quotations required
£1,000 - £ 2,999	2 written/email quotations
£ 3,000 - £ 12,000	3 written/email quotations
£12,001- £29,999	5 written/email quotations
£30,000 and over	Publicly advertised tender on a tendering platform

1.10 What cannot be funded?

In general the following will not be eligible for funding under this grant programme:-

- Retrospective Funding.
- Costs that are not auditable e.g. Cash payments unsupported by an approved petty cash system.
- Costs that have been or will be submitted to another funder.
- Core running costs including overheads such as electricity, rent, rates, membership fees and annual premises and organisational insurance. Some costs may be eligible where they can be specifically identified as related to the project only.
- **Staff salaries - however, where staff are specifically project related, Council may consider allowing a proportion of basic salary costs. This must be discussed with Council staff before submission of an application.**
 - Capital expenditure for Purchase of equipment over £1000
 - Costs towards banking charges and / or repayment of debt.
 - Costs that can be claimed back from elsewhere e.g. VAT.
 - Alcohol costs, hospitality, refreshments.
 - Gratuities, gifts and prizes.
- Charitable donations
- Travel costs outside the United Kingdom or the Republic of Ireland (except in circumstances where there is a clear benefit to local communities.
- Any costs not approved by the assessment panel.

1.11 Exclusions

In general, the following will not normally be eligible to apply for funding from the Ending Violence Against Women and Girls Grant Programme:-

- Organisations and individuals who would not be considered as CVS organisations as described in 1.5 above. The assessment process will provide adjudication as required
- Political Organisations
- Individuals, statutory bodies, commercial organisations, academic institutions (schools), trade unions.
- Organisations who have substantial, demonstrable reserves
- Any other organisation or project proposals that Council and/or the Executive Office may from time to time deem to be ineligible, including incompatibility with the vision, principles and outcomes of the Strategic Framework for Ending Violence Against Women and Girls; or that support to a project/organisation risks contravening
- legislative requirements and Executive priorities in respect of employment, health and safety, discrimination, equality of opportunity, and promotion of good relations.

2.0 How to answer the questions

Applications for financial assistance from Causeway Coast and Glens for 2026-28 should be submitted online at <https://grants.ccgbcapps.com/>.

Guidance on completing the application online is provided on the web-site link.
Hard copies can be made available. Please contact the Central Funding Unit on email grants@causewaycoastandglens.gov.uk

All questions must be completed as fully and concisely as possible. Please remember to answer each question fully as the Grants Assessment Panel can only take into consideration your answer to each individual question when allocating a score.

2.1 Part A – About your Organisation

The information you provide in Part A of your application will help us to decide if your organisation is eligible to apply for this fund.

This is the section where must upload your governance documents, constitution, accounts, bank details and structure of your management committee.

2.2 Part B – About the Project

The information you provide in Part B will help us decide if your project meets the criteria for the EVAWG Change Fund and merits an award from the fund. You can tick the box here to indicate if you would consider your project being awarded grant funding at a different tier than the one you applied for.

2.3 Section 1- Project

This section allows you to describe your project. All projects **must** meet Outcome 1 of the EVAWG strategy. Please outline your project, how it meets the prevention outcomes, what you believe the identified need to be and how your project addresses this need. The final part is in relation to your organisational understanding of EVAWG. The next section is about the project participants, how many you think you will involve, their gender and ages to allow a baseline to be set.

The level of grant funding applicants choose to apply for (Tier 1, 2 or 3) will determine how much information is needed for the assessment panel to sufficiently consider project proposals.

For example, a project proposal for Tier 1 support (e.g. £1,000) should require less information and associated evidence than a Tier 3 project (maximum of £25,000). The application form has therefore been designed to reflect this.

If you are applying for a 2nd time, please let us know how your project is different to, or develops from last year.

2.4 Section 2 - Project Proposal

This section of the application form gathers information about your project proposal – what you want to do and why. This is the part of the form where you must clearly and sufficiently demonstrate how your project supports the Prevention Outcomes (1, 2 and/or 3) of the EVAWG Strategic framework. Note that demonstrating a project's contribution to Outcome 1 is mandatory for all tiers of grant support applied for.

This section allows you to detail why you think this project approach will work for the proportionate impact you plan to make. For example, a low budget and well planned and delivered project, strongly supporting the Prevention outcomes, can make a significant impact on a smaller number of people. As noted previously in Section 1.3, projects will not necessarily score higher if multiple outcomes are selected and/or have a higher budget. The assessment process will focus on the quality, proportionate impact, and investment effectiveness (including value for money) of each proposal.

You might reference, for example, evidence of your approach working before, or how your proposal is an innovative way to reach more people or make a greater impact on a smaller number of participants.

If you have previously received EVAWG funding, can you advise how this application shows continued good practice, development of the project using learning from your previous experience, or is a new project?

2.5 Section 3 - Delivery arrangements

This section of the application form is where you detail how you are going to deliver the project. It includes timescales and your budget (how grant funding will be used and on what).

You will be asked to think about how you will manage any potential risks to delivery, and how you might capture the impact of your projects.

You will need to provide some information on how your proposed activities for the project will support beneficiaries in the Causeway Coast and Glens Borough Council area.

If relevant, in this section you will provide assurances that all safeguarding issues are appropriately addressed by your organisation (such as projects which include working with children and young people, and other vulnerable persons). You should upload any safeguarding policies your organisation has in place for projects involving children and vulnerable adults.

2.6 Section 4 - Finance

In this section you will provide information on the costs related to completion of the project. This section of the application form is where you detail how you are going to deliver the project. It includes timescales and your budget (how grant funding will be used and on what).

You will be required to provide details of any duplicate funding you are receiving for the project(if any).

You will also declare any Change Fund applications you have made to other council areas, as well as detailing (if known at the time of your application) any proposed partnerships/collaborations involving your organisation (in a paid/funded capacity or otherwise) that other organisations will be declaring in their applications to any council.

2.7 Section 5 - Monitoring

In line with current policy evaluation methods that have been introduced across the NI Executive, the Change Fund is employing a method known as Outcomes Based Accountability (OBA). You are best placed to tell us about the difference you think your project will make. The application form will allow you to start thinking about how to measure the impact of your project, and you can provide initial ideas of your project specific output measures. Do not worry if you are not familiar with OBA. If your project is awarded funding, you will receive further assistance in developing your report card and approach to data collection, monitoring and evaluation.

3.0 How we assess and score your application

Every application that is received will be assessed for the following:

- to ensure that the organisation is eligible to apply to this particular Grant Programme.
- for reassurance of each organisation's capability to deliver the proposal.

An acknowledgement receipt will be electronically issued to you once your submission has been received. The Funding Unit will assess your application for eligibility. If your application is eligible to apply for grant aid, it will be forwarded to the relevant section for a full assessment and scoring against the stated criteria.

3.1 Eligibility assessment

Eligible applications will be assessed and prioritised against the assessment criteria and within the timeline advertised when the call for applications was issued.

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

3.2 What if an application is not eligible?

If your application is not eligible it will not proceed to assessment and scoring.

3.3 Assessment and Scoring

Eligible applications will be assessed and scored against the criteria listed below:

Applications to Tiers 1 & 2		Score 0-5	Weighting	Available Points
1.	How will your project support the Prevention Outcomes of the EVAWG Strategic framework? (Outcome 1 is mandatory)		X7	35
2.	Ability to deliver the proposal to meet local needs		X7	35
3.	Investment effectiveness(including value for money) of the proposal		X4	20
4.	The organisations understanding of violence against women and girls		X 2	10

Applications to Tier 3		Score 0-5	Weighting	Available Points
1.	How will your project support the Prevention Outcomes of the EVAWG Strategic framework? (Outcome 1 is mandatory)		X6	30
2.	Investment effectiveness (including Value for Money) of the proposal		X 4	20

3.	Ability to deliver the proposal to meet local needs		X 6	30
4.	The impact of the mentoring or collaboration aspects of the proposal		X 2	10
5.	The organisation's understanding of violence against women and girls		X 2	10

Scoring Criteria: Alignment to Strategic Outcomes	
5	Excellent Proposal which demonstrates strong alignment to EVAWG Outcomes . Excellent description of how the project will contribute to the priority areas identified in the Strategic Framework for EVAWG. Excellent fit with other PFG indicators.
4	Very Good Proposal which demonstrates very good alignment to EVAWG Outcomes . Very good description of how the project will contribute to priority areas identified in the Strategic Framework for EVAWG. Very good fit with other PFG indicators
3	Good Proposal which demonstrates good alignment to EVAWG Outcomes . Good description of how the project will contribute to priority areas identified in the Strategic Framework for EVAWG. Good fit with other PFG indicators
2	Satisfactory Proposal which demonstrates satisfactory alignment to EVAWG Outcomes . Satisfactory description of how the project will contribute to priority areas identified in the Strategic Framework for EVAWG. Satisfactory fit with other PFG indicators
1	Poor Proposal which demonstrates poor alignment to EVAWG Outcomes . Poor description of how the project will contribute to priority areas identified in the Strategic Framework for EVAWG. Poor fit with other PFG indicators
0	Very Poor Proposal which demonstrates very poor alignment to EVAWG Outcomes . Very poor description of how the project will contribute to priority areas identified in the Strategic Framework for EVAWG. Very poor fit with other PFG indicators

Applications must score 65% in order to avail of funding. However in the event of oversubscription Council reserves the right to increase the threshold for applicants to avail of funding.

3.4 How decisions are made

When the assessment scores are finalised, the applications will be presented to the Leisure and Development Committee for consideration and recommendation to full Council for approval. It will be at this point, that the successful/unsuccessful applicants will be notified.

3.5 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. This will detail:-

- general conditions of the grant
- any special conditions
- project budget and targets
- procurement requirements
- Monitoring requirements
- stages which the grant will be paid

Signed Letters of Offer will need to be returned before any funding is released.

A percentage of the grant can be paid upon receipt of your signed Letter of Offer

3.6 What happens if an application is unsuccessful?

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.

3.7 Monitoring and Reporting

If your project receives grant support, you will be in receipt of public funding, and this must be accountable. Monitoring and reporting are an essential requirement for you in delivering your project. As noted in Section 5 Monitoring above, Outcomes Based Accountability (OBA) will be used to capture the progress and impact of your project. Assistance will be available to help you finalised your report card and approach to data collection, monitoring and evaluation.

We will also ask all organisations for auditing purposes, to check how the grant was spent and that the terms and conditions of the funding were met. You will be contacted by your local Council Lead and you will be asked to provide invoices and bank statements for all the items you are claiming through the grant.

If your project does not meet its targets and outcomes, we can review and reduce the amount of funding awarded.

If any information in the application, monitoring or supporting information is found to be untrue or misleading, we will withdraw any grant. If we have already paid part of a grant to your organisation, you must repay it. This will have implications for any future applications or requests for funding. We may also review grants made to your organisation in the past.

3.8 Marketing and Promotion

Raising awareness of EVAWG and the prevention outcomes of the Strategic Framework is fundamental to helping to realise the vision of “a changed society where women and girls are free from all forms of gender-based violence, abuse and harm - including the attitudes, systems and structural inequalities that cause them”.

The EVAWG team in TEO will support council staff across the region to work alongside successful projects to help maximise their impact and reach. This can include promotional support and help with sharing stories of the difference your project is making. Additional

guidance will issue to successful projects on the support available, which might, for example, include photography and filming. This guidance will include details on branding, logos and related requirements for all printed and other promotional materials developed by your project.

Your organisation's involvement in the Change Fund, both as an applicant to the fund and/or recipient of grant support, provides access to a wider EVAWG network of CVS groups and other organisations working to end violence against women and girls. Further information will be offered to your organisation on ways it can connect with the insights shared across this network and become more involved with this growing EVAWG coalition.

3.9 Fraud and Corruption

Causeway Coast and Glens Borough Council is committed to carrying out business fairly, honestly and openly and has a zero tolerance towards fraud, bribery and corruption. Causeway Coast and Glens Borough Council expects full compliance with the requirements of both the Fraud and Corruption Policy and Bribery Act 2010 from Groups or Individuals applying for, or in receipt of grant aid. This is also relevant to Councillors, Employees, Agents, Partners and Suppliers involved in your project/event. Causeway Coast and Glens Borough Council is committed to developing, implementing and maintaining effective procedures and controls to prevent any occurrence of fraud and corruption. The Fraud and Corruption Policy can be found on the Causeway Coast and Glens Borough Council website.

All cases of irregularities or anomalies involving attempted or suspected fraud will be reported to appropriate authorities, including the Northern Ireland Audit Office, PSNI and any other relevant funding body (if applicable) or departments within the Council (if applicable).

Causeway Coast and Glens Borough Council reserves the right to disallow any other grant applications and claims submitted by a group or an individual member of a group in respect of the financial year and to apply a moratorium on Council funding to any group or individual member of a group where fraudulent activity has been identified within the current financial

year and for at least two forthcoming financial years. This also applies to individuals applying or claiming for bursaries.

Causeway Coast and Glens Borough Council will inform the group's Chairperson where attempted or suspected fraud has been identified.

3.10 Government Funding Database

Please be aware we are required 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) to help with this process. Details of grants awarded will be uploaded to the GFD, it is the responsibility of the applicant group to ensure that the organisation details held on GFD are up to date.

3.11 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.

Appendix 1

Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act, we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk.