

## ANNEX C

### FUNDING UNIT

#### **1.0 The Vision for the service area**

‘To support the Council’s strategic and operational planning activities by identifying and sourcing funding opportunities from National, European & Transnational bodies’

#### **2.0 Strategic Themes / Functions**

Funding support services:

- Sourced by Council (National, European & Transnational).
- Sourced by external organisations within the Borough (with aims / objectives aligned to Council’s Corporate Plan).
- Grant funded by Council to external organisations.

#### **3.0 Strategic Aims of the Service**

- **Securing Funding:** To secure increased levels of funding to support Council’s priorities, strategies and business plans.
- **Business Support for EU & UK Funding Programmes:** To provide business support for EU and UK funding Programmes and Projects.
- **External Engagement:** To develop and manage external working relationships and to support organisations in sourcing funding.
- **Management & Administration of Council’s grant Funding:** Corporate management & administration of Council’s Grant Funding programmes.

#### **4.0 Progress against Business Plan**

##### **4.1 Strategic Aim 1: Securing Funding**

To secure increased levels of funding to support Councils priorities, strategies and business plans.

In the period April 2021 – September 2021 the Funding Unit applied for funding for 10 Council projects securing a combined total of £561,419.90. **(Annex 1)**

- £45,526.90 match funding was required from Council
- For every pound of funding supplied by Council within this 6 month period £12.33 of external funding has been received.

##### **4.2 Strategic Aim 2: Business Support for EU & UK Funding Programmes**

To provide business support for EU and UK funding Programmes and Projects:

- Claim processing for external grant applications
- Administration and closure of Rural Development Programme

##### **4.3 Strategic Aim 3: External Engagement**

(To develop and manage external working relationships and to support organisations in sourcing funding)

- 10 Community Organisations supported in funding searches.
- 4 external community organisations supported in major (over £30k) grant applications.

#### **4.4 Strategic Aim 4: Corporate Management & Administration of Council's Grant Funding Programmes.**

In the period April 2021 – September 2021 the funding Unit administered 11 Grant programmes:

- 11 grant programmes developed and delivered (guidance notes, application forms, assessment forms, monitoring forms, claims forms developed)
- 387 applications totalling £2,345,482.54 were received and processed
- 387 eligibility checks undertaken (compliance & governance - constitutions checked and verified; accounts checked)
- 324 applications assessed
- 263 applications successful
- 124 ineligible or unsuccessful applications received feedback
- 263 letters of Offer issued totalling £828,059.61
- 108 payments processed
- £292,299.17 worth of expenditure vouched & paid

#### **5.0 Financial Position**

Period 6 accounts for the Funding Unit demonstrated the following position for the end of September 2021 period:

Net budget £119,940.82

Net expenditure £112,826.09

**+ 6 month period variance £7,114.73**

Service Area: 1		Securing Funding			
Work Stream:	Operational Actions	Operational KPI:	Deadline	% Target Achieved	Comments
Services					
Securing Funding	Secure increased levels of funding to support Council's priorities, strategies & business plans.	Secure £500k in external funding for Council led projects.	Q4	110%	10 x projects totalling £586,946
<b>External Projects – continued grant administration and management support</b>					
Portaneevy Scenic Viewpoint & Trailhead	Facilitate processing of grant claims to external funder.	Administration of grant claims & co-ordination of monitoring and returns to the funder (DAERA & UWT)		85%	Final Claim due December 2021
Magheracross Viewing Point Project	Facilitate processing of grant claims to external funder.	Administration of grant claims & co-ordination of monitoring and returns to the funders (DAERA & UWT)		75%	Final Claim due December 2021
Coastal & Dune Protection/Management (IAT1)	Facilitate processing of grant claims to external funder.	Administration of grant claims & co-ordination of monitoring and returns to the funders (DAERA & UWT)	Q3,4	75%	Final Claim due December 2021
International Appalachian Trail Development (IAT2)	Facilitate processing of grant claims to external funder.	Administration of grant claims & co-ordination of monitoring and returns to the funders (DAERA & UWT)	Q3,4	75%	Final Claim due December 2021
Ballycastle Shared Spaces Project	Collection & collation of information to SEUPB	All returns submitted to SEUPB		N/A	Ongoing administration
Mountsandel Experience	Identify funding opportunities & align with project elements. Support Tourism & Recreation with external applications	Identify 1 funding opportunity.	Q1,2,3,4	100%	£30k secured for land purchase
JDLC Development	Identify funding opportunities. Manage external applications.	Identify 1 funding opportunity.	Q1 - Q4	0%	Standing item in Business Plan
Coleraine leisure centre facility project	Identify funding opportunities. Manage external applications	Identify 1 funding opportunity.	Q1 - Q4	0%	Standing item in Business Plan
Energy Projects (Internal)	Collaborate with Energy Manager to source alternative	Identify 1 funding opportunity.	Q1-4	0%	

	funding for innovative energy and water projects.				
Energy Projects (External)	Collaborate with Prosperity & Place to identify investment opportunities.	Agree scope of projects. Engage stakeholders	Q2 Q2, Q3	0%	
<b>High Level Service KPIs</b>					
1. 50% success rate in grant applications					

<b>Service Area: 2</b>		<b>Business Support for EU &amp; UK Funding Programmes</b>			
<b>Work Stream:</b>	<b>Operational Actions</b>	<b>Operational KPI:</b>	<b>Deadline</b>	<b>% Target Achieved</b>	<b>Comments</b>
<b>Services</b>					
Business Support for EU & UK Funding programmes	To provide business support for externally funded programmes & projects.	Business support, monitoring, claim processing & grant returns for external applications: For example: DfC Disability Access Projects Ballycastle Shared Spaces Project	Q1 – Q4	60%	DfC claims to be completed in Q4
	To provide business support for the Rural Development programme	Closure of RDP Projects Processing remaining project grant claims Completion of all RDP Project PPEs Completion of RDP final evaluation Submission of final admin claims to DAERA for reimbursement to Council Archiving of all files	Q1 – Q4 Q1 – Q4 Q3, Q4 Q4 Q4	80% 85% 90% 50% 0% 80%	Final Claim to submitted in April 2022  Archiving to be completed in Q4
<b>High Level Service KPIs</b>					
1. 95% audit compliances in external grant claims 2. 100% returns to funders made on time and within approved budgets					

<b>Service Area: 3</b>		<b>External Engagement</b>			
<b>Work Stream:</b>	<b>Operational Actions</b>	<b>Operational KPI:</b>	<b>Deadline</b>	<b>% Target Achieved</b>	<b>Comments</b>
External Engagement	Develop & manage external working relationships & support organisations in sourcing funding.	Assist identified groups in securing funding	Q1 – Q4	50%	Ongoing
	Support to external organisations for delivering against Councils strategic priorities.	20 + Funding searches. 10 + one to one support meetings.	Q1 – Q4 Q1 – Q4	50% 40%	
<b>High Level Service KPIs</b>					
1. Support 3 external organisations in major grant applications 2. 90% Customer satisfaction					

<b>Service Area: 4</b>		<b>Corporate Management &amp; Administration of Council's Grant Funding Programmes</b>			
<b>Work Stream:</b>	<b>Operational Actions</b>	<b>Operational KPI:</b>	<b>Deadline</b>	<b>% Target Achieved</b>	<b>Comments</b>
<b>Services</b>					
Management & Administration of Council's Grant Funding	Provide corporate management & administration of Council's Grant Funding programmes - Tourism Events Recovery Fund. - Building a United Community Fund. - Community Development Grants. - Social Inclusion Fund. - Community Festivals Fund. - PCSP Grants Programme. - Culture, Arts & Heritage Grant Scheme. - 2 x CAH Bursary Schemes. - Landfill Communities Fund. - Enterprise Fund Grants - Rural Business Support Grants - Covid 19 Grant Programmes	Implement Risk based audit to verifications of Council grants.  Programmes & criteria drafted.  Elected members annual grant funding workshop (to agree programmes & criteria for incoming year).  4 x Grant Funding Roadshows. 12 x grant programmes opened.  300+ applications assessed. 200+ Letters of Offer issued.	Q1  Q3  Q4  Q4 Q4  Q1, Q2, Q3	0%  100%  100%  0% 95%  100% 100%	Council approval in September. 17 grant programmes Workshop date - 23.08.21     Roadshows in Q4 Grant programmes open in Q4  11 grant programmes developed and delivered.

					<p>324 applications assessed</p> <p>263 letters of Offer issued totalling £828,059.61</p> <p>£292,299.17 worth of expenditure vouched &amp; paid.</p>
Development of new in house grant management system with linked grant finder system	Design sign off	Q1	60%	Covid grant priorities caused delays	
	Design and Function complete	Q3	80%	To be refined after testing	
	Test new system	Q3	70%	Internal testing complete, requires external testing	
	Public launch of new grant manager system	Q4	0%	Not ready	
Implementation of Code of Practice for Reducing Bureaucracy in Grant Making	Implementation of recommendations re risk based verification	Q2-Q4	0%	Not Approved by Council	
The NI100 Centenary Fund	Development of Guidelines, application form and criteria 1 x launch roadshow Letters of offer issued 80% of fund claimed & verified by 30.03.21	Q1	90%	Final verifications in Q4	
		Q1			
		Q2			
		Q3			
LiveSmart Environmental Services grant programme	Development of Guidelines, application form and criteria 1 x launch roadshow Letters of offer issued	Q1	85%	Final verifications in Q4	
		Q2			
		Q2			
		Q4			

		80% of fund claimed & verified by 30.03.21			
	DAERA Rural Business Grant Scheme	1 x funding roadshow 5 x Letters of Offer issued	Q3	100%	
	Annual Review of policies & procedures: <ul style="list-style-type: none"><li>Equality Screening.</li><li>Annual Review of policies.</li></ul>	Annual review of LCF Policy. Equality screening on Grant Funding Policy. Annual review of Council's Grant Funding Policy.	Q2 Q2, Q3  Q3	100% 100%  100%	

**High Level Service KPIs**

1. 14 day target for processing of claims
2. Maintaining a level of 'satisfactory' in relation both internal and external audits, and a level of 100% compliance with associated action points resulting from the same
3. 0% unresolved appeals
4. 20% increased participation at Funding Roadshows
5. 75% customer satisfaction

**Annex 1: Funding secured between 1 April 2021 – 30 September 2021**

	<b>Project</b>	<b>Funder</b>	<b>Total Project Costs (A)</b>	<b>Letter of Offer Amount (B)</b>	<b>Council Cash Contribution (C )</b>
1	Ballycastle Harbour Project	European Maritime Fisheries Fund	83,870.30	73,386.51	10,483.79
2	Portstewart Harbour Project	European Maritime Fisheries Fund	23,512.48	20,573.42	2,939.06
3	Portrush Harbour Project	European Maritime Fisheries Fund	15,033.50	13,154.31	1,879.10
4	Ballintoy Harbour Project	European Maritime Fisheries Fund	9,665.56	8,457.35	1,208.20
5	Red Bay Harbour Project	European Maritime Fisheries Fund	20,521.96	17,956.71	2,565.25
6	Rathlin Harbour Project	European Maritime Fisheries Fund	41,946.35	36,703.05	5,243.30
7	Portballintrae Harbour Project	European Maritime Fisheries Fund	9,665.55	8,457.35	1,208.20
8	Banagher Glen Project	DAERA (TRYPSY)	69,731.20	59,731.20	10,000.00
9	Mountsandel Land Purchase	DAERA (Challenge Fund)	40,000.00	30,000.00	10,000.00
10	Market Led Development Programme	Tourism NI	293,000	293,000	0
		<b>Totals</b>	<b>606,946.90</b>	<b>561,419.90</b>	<b>45,526.90</b>
			ROI = ( (A) - (C) ) / (C ) £12.33		