Causeway Coast & Glens Borough Council

Department for Communities
An Roinn Pobal
Depairtment fur Commonities
www.communities-ni.gov.uk

Community Development Grant Programme 2023-24

Guidance Notes

IMPORTANT
Organisations that were successful in receiving a 3 year award in 2022-23 do not need to submit an application for 2023-24.

Deadline for Submission of Applications
Friday 20th January 2023 12 noon

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1.0 Introduction

These guidelines provide information about the financial support available through the Community Development Support Grant Programme. 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.

You may find it helpful to discuss your project with the following officer within the Community Development Support Team before submitting your application:

Catherine Farrimond, Community Development Officer
(Limavady, Benbradagh & Ballymoney)
Tel: 07846 099916 catherine.farrimond@causewaycoastandglens.gov.uk

Gabrielle Quinn, Community Development Officer
(Coleraine, Bann, Causeway & The Glens)
Tel:07871732616 gabrielle.quinn@causewaycoastandglens.gov.uk

Jenni Archer, Neighbourhood Renewal Co-ordinator
(Neighbourhood Renewal areas in Coleraine & Limavady)
Tel: 07892 764937 jenni.archer@causewaycoastandglens.gov.uk

Covid-19

Please note responsibility remains with you, the applicant, to ensure that all event activities are permitted and comply with current and any future changes in Northern Ireland regulations, as set out in the Government's Coronavirus guidance at the time of planning/delivery.

https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-and-guidance-what-they-mean-you

1.1 Purpose of the Grant Programme

The purpose of the Community Development Grant Programme is to provide financial support to community development organisations within the Causeway Coast and Glens area towards the core costs of operating your organisation, for example insurance, utilities, accountancy fees etc, in order to allow your organisation to avail of specific project funding from other Council funds or external funding sources to deliver your activities and services.

1.2 Overview of fund

Council's Community Development Strategy guides how Council supports the community and voluntary sector and supports and promotes community development practice in the Borough with financial assistance from the Department for Communities through its Community Support Programme

The Community Development Support Grant Programme will provide grants to support, promote and develop the capacity of communities across Causeway Coast and Glens Borough Council by providing financial assistance towards core costs of projects that meet

the outcomes of the Community Development Strategy. A full copy of the strategy is available at:
https://www.causewaycoastandglens.gov.uk/uploads/general/COMMUNITY_DEVELOPMENT_STRATEGY_2020-23_FINAL.pdf

All organisations funded through the Community Development Grant Scheme must demonstrate how their project contributes towards addressing issues within the community they are serving. Organisations will be asked to report back on how effective their project has been in meeting these needs.

1.3 Levels of grant award

There are 3 levels of grants available within the Community Development Support Grant Programme for 2023-24

Community Development Grant Programme	Maximum Grant Amount
Category A: Community development groups directly providing a programme of activities. The group has its own premises* including a hall/space adaptable for a range of activities with one or more meeting rooms, hired by at least 2 other groups on a regular (at least monthly) basis.	Max amount you can apply for is **£3,500**
Category B: Community development group directly providing a programme of activities with a premises* for their own use which is hired out by less than 2 other users on a regular basis.	Max amount you can apply for is **£2,500**
Category C: Community development group that provides a programme of activities without their own premises.	Max amount you can apply for is **£1,250**
(Up to 75% of total costs can be applied for)	

* Community centre, hall or facilities that are owned by the community group or for which you have a lease in place.

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. 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.

Please Note: Groups will have to provide all evidence requested once the project expenditure is complete. This will include receipts, bank statements, or any other documentation deemed necessary. This list is not exhaustive. If requested documentation

is not supplied then clawback procedures will be initiated. Please do not apply for funding if you cannot supply these items.

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 – this should be identified through engagement with members of your community and the use of statistics and evidence that might support this need.
- Can deliver outcomes ie the change that will happen as a result of your activities and the difference these will make to people's lives.
- 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.
- Reflect the statutory remit of Causeway Coast and Glens Borough Council aligning with the Council's Corporate Plan, the relevant Service plan and that they can meet the specific criteria of the fund, in this instance the Community Development Support Grant criteria.
- Applicants must demonstrate their commitment to promoting Good Relations and Equality of Opportunity.
- In the interests of transparency, equality and accountability all applicants will have a right of appeal should their application be rejected.

1.5 Who Can Apply?

- Organisations that apply to the CDSG must provide or host a range of different activities and services for the benefit of and to meet identified needs of their whole community, not just for a specific group and/or single issue within that community.
- Groups must demonstrate that they have good governance practices in place, that they provide a voice for local concerns and are inclusive and open to the whole community, encouraging people to become active and involved in their community and working in partnership with others.
- Eligible organisations will be those that are incorporated to provide programmes and offer services aimed at improving the social, economic and/or environmental situation of a certain locality i.e. housing estate, village, town or district. This may include Community Associations, Residents' Groups, Town or Village Committees or similar. For the purposes of this programme only organisations that are open, accountable and

representative of the geographical area in which they service, promote and support Community Development can apply.

Only groups which meet these criteria can apply to the Community Development Support Grant Programme.

If an organisation is satisfied that it is an eligible Community Development Organisation as outlined above, it **MUST** be in a position to meet the following criteria:

- Be based in the Causeway Coast and Glens Borough Council area or have their main activities based in the Causeway Coast and Glens Borough Council area.

- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.

- 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 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 open to all those residing in the area that they seek to represent, regardless of ethnic origin, gender, religious or political belief.

- 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.

- 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.

1.6 What can be funded?

The types of expenditure that can be funded through this programme are the following core operating costs of your organisation:

Eligible Costs - Groups with premises ie Category A and Category B (see Section 1.3)

- Insurance
- Utilities – electricity, heating, water, telephone
- Rent (if you lease the premises)
- Accountancy fees
- Fire protection
- Training for committee/staff (relating to operating premises) e.g. Health & Safety, Child Protection, Food Hygiene (up to max of £500)
- Administration costs - stationary, postage, photocopying (up to max of £100)
- Materials and small pieces of equipment

Eligible Costs - Groups without premises ie. Category C (see Section 1.3)

- Insurance
- Venue hire
- Accountancy fees
- Training for committee/staff (relating to activities of group) e.g. Health & Safety, Child Protection (up to max of £200)
- Administration costs - stationary, postage, photocopying (up to max of £100)

*Council reserves the right to part fund training costs applied for based on the need for the training provided in the application.

1.7 What cannot be funded?

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

- Salary costs
- Large equipment purchase
- Training programmes (except training specifically related to liabilities of the group)
- Building repair works
- Licences
- Activity or project costs
- Consultancy fees
- Proposals that do not directly benefit Causeway Coast & Glens Borough Council residents.

- Applications for funding which are considered to be the responsibility of another statutory organisation or another Council fund.
- Retrospective expenditure where services/items have already been obtained and paid.
- Applications received after the closing date
- 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.

1.8 Exclusions

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
- Organisations principally established for the delivery of activities for one specific grouping or single issue e.g. youth groups, 50+ sector (such organisations could apply to the *Social Connections Grant*)
- Culture, Arts and Heritage Groups (such organisations should apply to the *Culture, Arts & Heritage Grant*)
- Sports Clubs / Leisure Activity Clubs (such organisations should contact Council's *Sport & Well-being* section for support)
- Organisations whose primary objectives are concerned with health, education or training
- Schools, pre-school or nursery provision
- Political Organisations
- Religious Organisations

2.0 How to answer the questions

Applications for financial assistance from Causeway Coast and Glens for 2023-24 should be submitted online at www.causewaycoastandglens.gov.uk
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

We have **reduced the number of questions** in Part B of the application form for 2023-24. Please see below for help in completing your application. All questions must be completed as fully and concisely as possible.

Q1 Please tell us about the activities/ services that your organisation plans to provide in the incoming year (1st April – 31st March)

In this section please tell us about the activities or services that your organisation is planning over the incoming year. Please list specific activities that your organisation will directly provide; which groups of people will benefit; and how often the activity will take place.

This grant programme is directed to organisations that are multi-purpose, providing or hosting a number of different activities and services for the benefit of and to meet identified needs of their whole community, not just for a specific group and/or single issue within that community.

Activity	**Beneficiary Group**	**How often**
Luncheon Club	*Older people*	*monthly*
Youth Club	*Children aged 8-12* *Young people aged 13-18*	*weekly*
Parent & Toddler Group	*Parents/ carers* *Children under 3 years*	*weekly*

Q2 Please tell us the names of the organisations that hire your community building and how often.

This question should only be completed if you own or lease a community premises, ie. Category A or B (please refer to Section 1.3 for description of Categories).

Organisations that do not operate from a community premises do not need to complete this section.

In this section please tell us about the other organisations in your community that use your facility. We want to hear about the community activities that happen in your community as a result of your organisation providing a community facility eg.

Name of organisation	How often do they use your building (daily, weekly, monthly, occasionally)
Anytown Irish Dancing School	weekly
1st Anytown Boys Brigade	weekly
Anytown Over 55's Group	monthly
Anytown Young Farmers Club	monthly
Anytown Primary School	occasionally

Q3 Please indicate the District Electoral Area (DEA) and the Electoral Ward that your project will take place in; you can identify these from the map below:

Applications will be weighted in accordance with level of deprivation based on the Multiple Deprivation Measure 2017. This is to ensure that support is prioritised to those areas in most need.

Q4 Please provide a breakdown of the costs that you are applying for?
Please provide a breakdown of the costs under the headings supplied, as outlined in the eligible costs listed at section 1.6. Please tell us the full amount of these costs and also the amount that you are requesting from Council.

Remember when completing your application that assessments can only be based on information provided in the form and you should not assume that the panel has any knowledge of your organisation.

3. How we assess and score your application

Every application that is received requesting a Community Development Support Grant 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, and
- how well the proposal meets community needs and contributes to Council's Strategic Priorities

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

The assessments in respect of Part 1 of the application form 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 the grant, 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 the grant from the fund, they will be advised of specific omissions / shortcomings and how these can be addressed to help prepare them for any future funding requests.

3.2 What if an application is not eligible?

If your application is not eligible, you will be notified immediately and the reasons will be outlined to you, it will not proceed to assessment and scoring.
If an organisation is not eligible for funding through the Community Development Support Grant, organisations should contact the staff member listed on page 3 who will help signpost to alternative sources of funding.If an organisation or its activities are deemed to be the responsibility of other Council Departments, statutory agencies or voluntary bodies then you will be signposted to who you should apply to. If signposted elsewhere you will be required to complete and submit the relevant application form.

3.3 Assessment

If the organisation, based on the information supplied, is able to satisfy the Council of their eligibility for the Community Development Support Grant Programme they will be assessed on a Pass/ Fail basis as indicated in the table below.

Is organisation multi-purpose, providing or hosting a number of different activities and services for the benefit and to meet identified needs of their whole community, not just for a specific group and/or single issue within that community?	Yes/ No		
If Yes			
Does the organisation operate (own or lease) community premises that are used/hired by other organisations	Yes	hired by at least 2 other groups at least monthly?	Awards of up to £3,500
		hired by at less than 2 other groups at least monthly.	Awards of up to £2,500
	No	Award of up to £1,250	
Full itemized breakdown of all costs	Amount awarded based on eligibility of costs and Category limit as above.		

3.4 How decisions are made.

When the assessments are finalised a report 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. Signed Letters of Offer will need to be returned before funding is released

If successful, group members can avail of specific training that will 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. The training is a good way to establish the working relationship between Community Development Grant recipients and Council Officers, so that should the applicant have any support needs, the Council can respond in an appropriate and timely manner.

Council funding is paid retrospectively. Grants will normally be released in two instalments – 50% of the grant will be awarded upfront if the organisations does not have sufficient reserves, followed by remaining 50% once evaluation/financial claim is verified satisfactorily.

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

In 2023-24 Letters of Offer for up to 2 years funding will be issued. Successful applicants will not have to submit a new application for 2024-25 however release of funding in year 2 will be subject to successful achievement of outcomes in year one, submission of project plan for the following year, and receipt of funding from DfC by Council.

3.6 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.

3.7 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.
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3.8 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. All applications received prior to the time and date of closing will be acknowledged.

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