



**Causeway
Coast & Glens
Borough Council**

CAUSEWAY COAST AND GLENS

Labour Market Partnership
Working Together



Causeway Festival of Learning Fund (Pilot)

Guidance Notes

Deadline for Submission of Applications:

12 noon on Thursday 29th February 2024

Contents

1.0 Introduction

- 1.1 Aim of the Festival
- 1.2 Purpose of Labour Market Partnership
- 1.3 Strategic Fit
- 1.4 Level of Grant Award
- 1.5 General Principles
- 1.6 Who can apply?
- 1.7 What can be funded?
- 1.8 What cannot be funded?
- 1.9 Exclusions

2.0 How to answer the questions.

3.0 How we assess and score your application.

- 3.1 Eligibility Assessment
- 3.2 What if an application is not eligible?
- 3.3 Assessment and Scoring
- 3.4 What happens if an application is successful?
- 3.5 What happens if an application is unsuccessful?
- 3.6 Grant Application Assessment Schedule
- 3.7 Application Process
- 3.8 Fraud and Corruption

Appendix 1

Data Protection Act

Freedom of Information Act

1. Introduction

The Causeway Festival of Learning Week Fund has been developed to promote and encourage engagement in lifelong learning across the Causeway Coast and Glens Borough Council area.

The Causeway Festival of Learning Week is a pilot programme and will run from Monday 18th March 2024 to Sunday 24th March 2024. It is an opportunity to celebrate all that is best about our borough and the value that we place on education and lifelong learning.

It is an opportunity to encourage everyone to get involved in learning something new and the festival is a vitally important expression of our borough's ambition.

This pilot festival provides an opportunity for people from all backgrounds, locations, ages and abilities to identify new learning pathways, to celebrate the best of lifelong learning and provides an opportunity to inspire and connect together.

1.1 Aim of the Festival

The aim of Causeway Festival of Learning Week is to inform and encourage residents and organisations across the borough to engage in learning and upskilling, hence creating and fostering a culture of lifelong learning across the borough.

Events and projects will be delivered across the borough by statutory partners, employers, private businesses, social enterprises and the community and voluntary sector.

Causeway Coast and Glens Labour Market Partnership are looking for social enterprises and community and voluntary sector partners who can deliver events and activities in the community during the Causeway Festival of Learning Week.

LMP can support with the cost of events up to £500 per event. This is a grant scheme which is administered by Causeway Coast and Glens Borough Council Grants and Funding unit.

Events and activities can be wide and varied.

The 5 themes for events and initiative for Causeway Festival of Learning Week are:

- Celebrating previous learning (e.g. graduation events for community education participants)

- Promoting upcoming learning (e.g. organising an event in the community to promote upcoming skills courses or learning projects)
- Learning taster sessions (e.g. language workshops, 3D printing demos, and/or musical workshops, etc)
- Inspire and engage (e.g. activities that inspire and engage residents, creating an interest in learning. This could include a guest speaker, a masterclass, or a field trip to an économusée, museum or art gallery)
- Encouraging Best Practice (e.g. best practice / study visits, sectoral collaboration events, etc)

Events could include the following areas: (Please note this is not an exhaustive list)

- Age focused, e.g. retired, 3rd Age, Pre School, After Schools, Youth Clubs
- Agriculture, On Farm and Rural
- Arts, Creative and Music
- Culture and Heritage
- Digital, New Technologies and XR
- Employer Focused
- Environmental and Renewable
- Essential Skills
- Health, Wellbeing and Nutrition
- Inclusion and Equality
- Languages
- Migrants and Ethnic Minorities
- Neighbourhood and Community
- Online Learning
- Parenting, Family and Parent Teacher Associations
- Sports and Fitness

Events must create a safe learning environment for those with apprehension about returning to learning. We also welcome and encourage events targeting individuals or areas in greatest deprivation and in greatest need. Events should consider environmental impacts and sustainability where possible. We also welcome projects and events which are innovative.

This fund is aimed at community and voluntary sector partners and social enterprises across the Causeway Coast and Glens Borough Council area. Organisations from outside of the borough can apply, however, the beneficiaries must be residents of the borough.

The programme will fund up to £500 (@100%) of eligible costs for your event or initiative.

You may find it helpful to discuss your application with a member of the LMP team before submitting:

Please email or call:

- LMP@causewaycoastandglens.gov.uk
- The LMP team on 028 7034 7034

1.2 Purpose of the Labour Market Partnership

Causeway Coast and Glens Labour Market Partnership (LMP) is a new, Department for Communities (DfC) funded programme established to address key challenges in the local labour market for both local residents and local employers.

The programme aims to improve employability outcomes and labour market conditions locally by delivering a tailor-made action plan reflecting local conditions and needs. The LMP will support the delivery of Employability NI and as such will work closely with people that are unemployed, under-employed or needing to upskill.

The LMP will also work closely with local employers who are looking to attract talent to their business. The Causeway Festival of Learning Fund has been developed to promote and encourage engagement in lifelong learning across Causeway Coast and Glens Borough Council.

1.3 Strategic Fit

The fund links to Council's Community Plan under the following themes:

Community Planning Outcomes: All people of Causeway Coast and Glens will contribute to and benefit from a thriving economy built on a culture of growth, entrepreneurship, innovation and learning.

The Causeway Coast & Glens area provides opportunities for all to contribute to and engage in a more prosperous and fair economy.

If your application is successful, you will be contractually obliged to provide information to Council's Labour Market Partnership Team. This will include monitoring progress and expenditure incurred, discussing challenges or obstacles and fulfilling the reporting requirements stipulated in the Letter of Offer. Please do not apply if you cannot fulfil these requirements.

1.4 Level of Grant Award

The Causeway Festival of Learning Fund can provide funding of up to 100% costs up to a maximum of £500. Match funding is not a requirement. Grants will be released upfront upon evidence and confirmation of the event or initiative commencing.

If the training costs more than £500 you will be asked how you will cover the additional cost. If not clear, your application may not be progressed.

This is a competitive process and all grant awards will be determined on the basis of merit. Applicants are advised that those who 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 or if there are insufficient funds available to meet the request.

Please Note: Successful applicants will have to provide all evidence requested once the project expenditure is complete. Documentation must be retained for 5 years after the project completes.

1.5 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 and 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 i.e., the application promotes, celebrates, or encourages lifelong learning.
- Can deliver outcomes which meet this need.
- In the case of this funding, support local people to consider and/or progress learning and upskilling.

- The delivery will be undertaken by a credible, viable organisation with the capacity to deliver the project as stated.
- Funding for the event or initiative is not available elsewhere.
- Reflect the statutory remit of Causeway Coast and Glens Borough Council aligning with the Council's Corporate Plan, the relevant Service Plan and meets the specific criteria of the fund.
- Applicants must demonstrate their commitment to promoting Good Relations and Equality of Opportunity.
- In the interests of transparency, equality and accountability, all eligible applicants will have a right of appeal should their application be rejected.
- While all applications are treated on the basis of merit, Council would particularly welcome applications from young people, women and under-represented groups from Section 75 groupings.

All delivery events and activities must take place from Monday 18th March 2024 to Sunday 24th March 2024. All claim documentation and project monitoring must be returned by 31st March 2024.

Applicants may apply to the fund for more than 1 event, initiative or project. If applying for multiple events or projects the applicant must show how this targets different beneficiaries or is achieving a different outcome. Applicants must demonstrate they have the capacity to deliver multiple events.

1.6 Who can apply?

The key criteria for the grant is as follows:

- Applicants must be a social enterprise or a community and voluntary sector organisation.
- Social enterprises and community and voluntary organisations from outside of the borough can apply, however, beneficiaries must be from the borough.
- The project is clearly focused on for the promotion of lifelong learning in the Causeway Coast and Glens area.

These criteria are mandatory and an application will not proceed without them.

1.7 What can be funded?

Examples of expenditure that can be funded through this grant include:

- AV Equipment
- Awards and Certificates
- Catering
- Facilitation / Speakers
- Hygiene, Health and Safety
- IT Support
- Marketing and Promotion
- Training Materials and Equipment
- Vehicle Hire and Travel
- Venue Hire and Associated Costs (e.g. seats, tables etc)

The fund can also cover costs to reduce barriers to attend events.

1.8 Who cannot be funded?

This funding programme will not award grants to the following:

- Projects where the beneficiaries are outside of the Causeway Coast and Glens Borough Council area.
- Projects not wholly and exclusively linked to the promotion of lifelong learning.
- A project that can be funded elsewhere through a different programme or funding.
- A project that is deemed not to be value for money (market comparisons will be undertaken by the Assessment Panel). If deemed suitable, applicants may be encouraged to consider alternative lower cost courses of a similar nature.
- Political Organisations.
- Any business or organisations where there are ethical or reputational considerations – e.g., gambling, money lending, adult entertainment, tobacco products or cannabis products not authorised as medicines, debt factoring, hire purchase financing; pyramid schemes; projects which have as their object the promotion of political or religious views; illegal or immoral activities.
- Any other business or organisations that the Council may from time to time deem to be ineligible.

1.9 Exclusions

The purpose of Causeway Festival of Learning Week is to inform and encourage residents and organisations across the borough to engage in learning and upskilling, creating a culture of lifelong learning in the borough.

Costs must be wholly and exclusively towards the project. In general, the following will not be eligible for funding: -

- Retrospective expenditure where services/items have already been obtained and paid.
- Applications for funding received after the closing date as specified.
- Costs that are not auditable e.g., cash payments unsupported by an approved petty cash system.
- Costs towards ongoing running costs (e.g., electricity, rent, rates, insurance etc.).
- Building costs, capital improvements or refurbishments of any property.
- On-going licence or membership fees, unless integral to the qualification.
- Loan repayments.
- Mobile assets e.g. bicycles, cars, vans, lorries, boats, trailers, horse-boxes, diggers
- Second-hand equipment including refurbished equipment.
- General maintenance or refurbishment works.
- Servicing of existing equipment.
- Information websites.
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Activities which are party-political in intention, use or presentation.
- Salary costs.
- Alcohol, gratuities, and gifts.
- Purchase of stock for general trading purposes.

2.0 How to apply.

Applications for financial assistance from Causeway Coast and Glens Borough Council for the Causeway Festival of Learning Fund should be submitted online at <https://grants.ccqbcapps.com>

Applicants will be required to create an account if this is your first time using the grants and Funding Page. This will include verifying your email address. You will also be required to verify your organisations legal status. If you have used the grants and funding page before you will have to login using the account name and password which was previously created.

Once registered you will be required to complete several questions relating to the project including a project description including start and end date, project costs and how you will

market and promote the project. You will also have to detail who the target audience and beneficiaries will be.

Guidance on completing the application online is provided via the website link above and can be seen below in section 3.3. All sections must be completed as fully and comprehensibly as possible.

A paper version of the application form is available if required.

Please note minimum and maximum word limits may apply in certain question.

3.0 How we assess and score your application.

An acknowledgement receipt will be electronically issued to you once your submission has been received (part-completed applications and those showing as 'draft' will not be accepted. It is essential that you click 'Submit' on completion. Please check your emails for submission confirmation).

The Funding Unit will assess your application for eligibility. If your application is eligible to apply for grant aid from the Causeway Festival of Learning Fund, it will be forwarded to the relevant service area for a full assessment and scoring against the criteria below.

3.1 Eligibility Assessment

The Eligibility of the application form will be awarded a pass or fail rating. If the applicant, 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 (e.g. you do not live in the Causeway Coast and Glens Borough Council area, or your application is incomplete), you will be notified and the reasons will be outlined to you. Your application will not proceed to assessment and scoring. If you are not eligible for funding through the Fund, you may wish to contact Council's Labour Market Partnership Team who may be able to signpost to other sources of support.

3.3 Assessment and Scoring

During your application you will be required to answer several questions. The application will be assessed against the following criteria:

- The organisation must be a social enterprise or a community and voluntary sector organisation. (Pass / Fail)
- Your project must support residents in the Causeway Coast and Glens Council area. (Pass / Fail)
- Social enterprises and community and voluntary organisations from outside of the borough can apply, however, beneficiaries must be from the borough. (Pass / Fail)
- The project is clearly focused on for the promotion of lifelong learning in the Causeway Coast and Glens area. (Pass / Fail)
- The project is appropriate and can deliver outcomes which meet the need of the fund. (Pass / Fail)
- The project cannot be funded elsewhere (e.g. College Community Education Outreach, Neighbourhood Renewal Action Plans, CCAG Community Development Programme). (Pass / Fail)
- A project that is deemed to be of reasonable value for money. (Pass / Fail)
- The project will be undertaken by a credible, viable organisation with the capacity to deliver the project as stated. (Pass / Fail)
- The date of the event is within the eligible time frame (from Monday 18th March to Sunday 24th March). All project activity must be completed by 24th March 2024 and all reporting completed by 31st March 2024. There is no provision for extending this deadline. (Pass / Fail)
- There is evidence of a clear and concise description of your project. (Pass/Fail)
- There is evidence of a comprehensive list of the targeted beneficiaries of this event. Please include key details of your target audience, e.g., location, age range, demographic, and labour sectors. (Pass/Fail)
- There is evidence of how you will promote your event to your target audience. (Pass/Fail)

3.4 What happens if an application is successful?

If an application is successful, Council will issue an electronic Letter of Offer which is a legal agreement with the applicant to deliver on the proposals outlined in their application form.

Accepted and signed Letters of Offer must be returned within 14 days of receipt. If successful, applicants can avail of support 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.

Grants up to £500 will be released in advance of the event. This will be upon accepting the Letter of Offer, and receipt of evidence and confirmation that the event is proceeding. Applicants are required to submit an end of project evaluation report and claim documentation, as outlined in the Letter of Offer.

3.5 What happens if an application is unsuccessful?

If an application is not successful, officers from the Council will be available to go through the application 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 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.

3.6 Grant Application Assessment Schedule

The Causeway Festival of Learning Fund will be **open for applications on Thursday 15th February 2024** and **close on 12 noon on Thursday 29th February 2024**.

No late applications will be accepted under any circumstances, and all required supporting documentation must be supplied at time of submission or the application will not be considered. Assessment/scoring of application will take place fortnightly.

3.7 Application Process

All applications for financial assistance from Causeway Coast and Glens Borough Council for The Causeway Festival of Learning Fund 2024 should be submitted online via Causeway Coast and Glens Borough Council's online Funding Hub at:

<https://grants.ccgbcapps.com>

A paper version of the application form is available if required.

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.

The deadline for submissions to Causeway Coast and Glens Borough Council's Causeway Festival of Learning Fund is 12 noon on Thursday 29th February 2024.

3.8 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.

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