



## **CORPORATE FUNDING POLICY**

This policy applies to all requests for Corporate Funding with the exception of Sports or Arts & Heritage requests which will be re-directed to the appropriate sections.

The following represents a framework under which requests for financial assistance may then be considered.

### **ELIGIBILITY – ESSENTIAL CRITERIA**

Applications must be submitted a minimum of 6 weeks prior to the event or project. Retrospective applications **will not** be considered.

Assistance is subject to the project or activity being based within, or of benefit to the Borough (socially, economically, culturally or in any other positive manner).

**Please Note: Applications are only accepted from not for profit groups, organisations and registered charities** based or working within the Antrim Borough area.

### **GOVERNANCE**

Where a request is made by an umbrella organisation, with a local branch, the organisation will be asked to redirect the request through the local branch.

Group applications will only be accepted from properly constituted organisations with an Elected Committee. A copy of the constitution must be supplied with the application. The constitution must include a formal decision making process, and aims and activities that are acceptable to the Council.

The applicant will be expected to have robust Governance arrangements in place, e.g. financial controls, health and safety, child protection, insurances (as appropriate).

### **NEED**

Applicants will be required to demonstrate the need for the project / activity. Projects will only be assessed if there is evidence that they fulfil a clearly defined need, and they show a degree of community support or clear benefit to the Borough. Applicants are encouraged to include letters of support and the results of any surveys.

### **FINANCE**

Applicants will be required to demonstrate the need for financial assistance (recent financial statements showing income and expenditure must be provided, along with a current bank statement). The level of financial reserves held by an organisation will be reviewed, taking into consideration restricted and unrestricted funds.

If an organisation has in reserve, in excess of one year's running costs an application will not be considered by Council for grant aid. Any reserves exceeding 3 months' running costs may be taken into account in deciding the level of any grant awarded.

**COUNCIL CANNOT FUND:**

- Organisations that are able to share out profits to individuals, members or shareholders;
- Individuals;
- Other local authorities;
- Other public organisations;
- Core costs, e.g. salary or other ongoing costs
- Goods or services that have been bought or ordered before receiving and accepting an offer letter;
- Activities that have already taken place or are already underway at time of assessment;
- Costs that are already covered by or could be covered by other funding or income sources;
- Charity or fundraising events;
- Loans, deficits or fines.

The Council reserves the right to request further information or clarification on any request for financial assistance. Council may also take into account the availability of alternative sources of funding (e.g. the Lottery) and whether such sources have been adequately explored.

Where it is deemed that direct financial assistance is not appropriate, alternative arrangements for support may be offered in the form of:

- Reduced price Council facilities, preferably at off-peak times (subject to availability).
- Any other alternative format as may be deemed appropriate by Council.

*Where possible, the level of assistance will be commensurate to the likely benefits of the project to the Borough.*

**CONDITIONS OF OFFER**

Any group, organisation or person receiving Council assistance is obliged to

- 1) Publicise the annual general meeting (for groups or organisations) and provide Council with evidence of same.
- 2) Acknowledge Council's support in promotional materials and/or at the event itself – and provide evidence.
- 3) Complete Monitoring and Evaluation forms in support of a grant claim to the satisfaction of Council and provide original receipts/invoices prior to funding being paid.
- 4) Comply with all Terms and Conditions as detailed in the letter of offer.

Failure to comply with the conditions of offer will result in the offer being withdrawn and/or the group being liable for any grant received.

In addition to the above general criteria, all requests will be considered within the framework of the budget and therefore Council cannot guarantee financial assistance to any organisation.

Only in exceptional circumstances will more than one request for assistance be considered in any 12 month period for any given grant aid programme.

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Copies of this policy can be made available, on request, on disk, in large print, Braille, audiotape or minority language for those who are not fluent in English.

If you are unsure about whether your project/activity meets the eligibility criteria, please contact the Community Services Team for further advice on T: 028 9446 3113 or E: [community.services@antrim.gov.uk](mailto:community.services@antrim.gov.uk).