



For office use only	
Received on	
Ref Number	
Super Output Areas	

Antrim Borough Council

Community Support Grant Scheme

Small Grant Application Form *(under review)*

(Please use this form if applying for an amount of £500 or less)

If you have any queries regarding the application or require assistance you should contact a member of the **Community Services Team** at the contact details below.

When completed please return with ALL additional information as requested in the checklist to:

Community Services (Grant Applic. Form)
Antrim Borough Council
Antrim Civic Centre
50 Stiles Way
Antrim
BT41 2UB

Telephone: (028) 9446 3113
Email: community.services@antrim.gov.uk

Guidance Notes

1. About the Group/Organisation

Name of Group/Organisation:

Address:

Postcode:

Main Contact:

Contact Address:

Postcode:

Telephone:

Mob:

E- mail:

Please give the Group's bank account details:

Account Name:

**Bank/ Building
Society:**

Address:

Sort Code:

**Account
Number:**

Roll Number:

**Number who must sign cheques to withdraw from this
account**

Give a brief background to the organisation

(a) Date established:

(b) Types of Activities undertaken	Date	Provide a description of the activity
Cultural		
Economic		
Educational		

Clearly describe all the activities, **with dates included**, together with the aims and objectives of the group and any services provided.

If you are a new group, describe the services or activities that you plan to provide

Please insert the name of the group as it appears on the governing document. (that is, a constitution or memorandum etc)

Please supply details of an individual who will be the main contact and is in a position to speak about this application

Antrim Borough Council will only make awards to groups which have a bank or building society account

The bank account details supplied must be in the name of the applicant organisation

The info supplied will be used to pay any successful grant directly into the bank using the BACS system

Environmental		
Social/ Recreational		
Other		

Guidance Notes

Failure to give full details of activities will mean that the grant application is incomplete and cannot be processed

Please outline any successful projects or work which your group has undertaken within the last two years

Any organisations in existence less than two years should still list any achievements

Please count EVERYONE involved in running the group /activities

Please describe what you are seeking funding for

Clearly outline all the activities you propose to run, if successful

These activities should link back to the main aims and objectives of the group

(c) Achievements during past 2 years:

Date	Achievement

(d) Please tell us how many of the following are involved in the group

Full time staff: Part time staff:
 Committee Members: Volunteers:
 Total number of volunteers hours given per year:

2. About the Grant

Type of Grant Required: (please tick only one)

Grant – Please tick	Small Grant	Large Grant	Maximum Award
Event – Summer/Christmas			
Insurance Support			£500
Rural Support			
Summer Scheme			
Seeding Grant			£100

Please state the purpose of the request for grant aid, what activities or events will be organised - if for insurance give full details, of actual or proposed activities with dates

Date	Activity

Please tell us what need there is for this project*

State how you discovered this need – please provide dates

Community Survey	
Public Meeting	
Focus Group	
Evaluation of community event	
Other – please state	

3.

State who will benefit	State how they will be involved in planning

4. State how the group will measure success in delivering the programme/project (please tick)

Registration List		Registration Forms	
Evaluation Forms		Other – please list below	

State what the group will use the information collected for:

5. Does the group operate throughout the whole Borough – if yes, please tick. If no, please tick the Super Output Areas (wards) of the groups' catchment area below:

Aldergrove	Crumlin 1/2	Massereene	Steeple	
Balloo	Drumanaway	Parkgate	Stiles	
Ballycraigy	Farranshane*	Randalstown	Temple	
Clady	Fountain Hill	Shilvodan	Toome	
Cranfield	Greystone	Springfarm1/2*		

Guidance Notes

Evidence of need

- Examples, lack of
- support for seniors
 - activities for young people
 - community training
 - capacity building

***For insurance support please state the need for the group's activities, not the need for insurance cover**

State how you found out, e.g., Community Surveys, Public Meetings, Community Events, etc.

Continue on a separate sheet if necessary

State who will benefit, e.g., adults, young people, older people, people with disabilities, families, unemployed, ethnic minorities

Involvement

E.g., Community audits, planning days, public meetings

Please indicate how you will ensure that the work of the group is meeting the aims of the project and is of benefit to the community:

E.g.: **Registration forms** to collect user details; **Evaluation forms** to be completed at the end of an event/project; etc

Please tick the area(s) that the group activities cover

* Areas of deprivation within Antrim Borough as defined by the Northern Ireland Multiple Deprivation Measure at Super Output area level. If unsure, please speak to community services staff or visit www.ninis.nisra.gov.uk to view more details on the group's area of work

6. Please tell us how the project impacts on Community Development / Social Inclusion and/or Good Relations within the Borough.

Guidance Notes

State how the project addresses or impacts on the following themes

1. Community Development

Development is about improving the quality of life for people in local communities

State how you are:

- Developing the committee's skills so they can run better projects
- Networking with other groups
- Providing training for the local community – what skills are being developed. Soft skills such as improvements in confidence and self-esteem or hard skills such as accredited training, certificates or diplomas, NVQs or OCNs

List how the activities carried out within the group by the committee or externally within the community will improve the quality of life for locals and what the end results will be

2. Social Inclusion or Good Relations

Social inclusion is specific to those groups in society who are excluded for a variety of different reasons, such as senior citizens, single parents, young people, the unemployed or people on low incomes, minority ethnics or religious minorities

State what extra effort the group make to ensure that their services or activities are open to groups who may face exclusion

How do you publicise the activities to reach out to groups who would not usually access the programmes

7. If the grant is approved, please state:

Project anticipated start date:		Project anticipated end date:	
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8. State what issues might prevent or hinder delivery of the group's activities and what steps will you take to overcome them

9. State how the group intend to cater for Section 75 Groupings

10. Please give details of the insurance policy which will cover the event/activities (include name and address of insurer, start and end date of policy and amount of cover provided). A copy should be attached

Name:

Address:

Start date:

End Date:

11. If applying for community insurance grant aid state how much the insurance costs are for the above period (Please note this grant does not cover buildings insurance)

Public Liability – what is the cost to the group	£
Employer's Liability – what is the cost to the group?	£

Guidance Notes

State when the project will start and finish

Please consider all issues which may curtail or prevent the delivery of the programme:

Examples

Lack of Funding
Lack of Voluntary Support
No Contingency Planning

Section 75 of the NI Act refers to equality:

Describe what action will be taken to ensure the event/activity will be open to everyone in the community from whatever background, gender, nationality or marital or physical status

Without evidence of valid insurance cover the application may not be considered

Tell us when the insurance is due for renewal and when it will expire, e.g. 1 Oct 2010 to 30 Sept 2011

Please list costs separately

If building insurance is included in the quote please ask the insurance company to provide a breakdown

**ONLY complete this page for Grant Aid for:
Events and Festivals/Summer Schemes/Christmas Events**

15. Name of Event: _____

Date of Event: _____

Time: *Start* *Finish*

Date of Scheme: *Start* *Finish*

Time: *Start* *Finish*

Location of Event/Scheme: _____

16. Estimated No. of participants per day _____

17. State if the event is linked to any other - if so please give details

18. List the activities planned for the event

1. _____
2. _____
3. _____
4. _____
5. _____

19. State what experience the group has of running a similar event/scheme to this one

20. Give details of all expected income from the event

	Amount
_____	_____
_____	_____
_____	_____

21. Do you require use of a Council facility/service – If yes, please specify

22. Do you require promotional items

YES NO

Guidance Notes

Please insert the name of the event, e.g., Antrim Fun Day, Toome Summer Scheme, Crumlin Christmas Switch-on

Clearly state dates and times of the event, and remember to inform us if any of these change

State whether the event part of a bigger festival

State what will happen during the event, e.g., Coaching, BBQ, Trips, etc

If you have run similar events in the past tell us about them

If you expect to raise any income please list how, e.g., Entrance Fee, Raffle, BBQ, etc

If you need to use a Council facility/service you will normally be charged for this service. Please contact us for further details

Declaration

We declare that all the information provided above is true and accurate.
(Two signatures are needed to confirm this application)

Name in Capitals

Position Held

Signature (Committee Member 1)

Date

Name in Capitals

Position Held

Signature (Committee Member 2)

Date

**If successful you will be required to complete a Grant Evaluation/
Monitoring Form upon completion of the programme or activity**

Finally CHECKLIST

- Is the group registered on Antrim Borough Council's Community Directory?
- Does the application contain 2 original signatures?
- Have all sections of the application form been completed?

The following information **must** be submitted with the application:

A copy of the current constitution or Articles of Association (including the date of adoption) of the group	<input type="checkbox"/>
A list of Committee Members for the current year	<input type="checkbox"/>
A copy of minutes of the last Annual General Meeting	<input type="checkbox"/>
A copy of the group's most recent annual accounts	<input type="checkbox"/>
A copy of the last Bank or Building Society Account statement for all of the group's accounts	<input type="checkbox"/>
A child protection policy / statement for those groups working with children/ young people (where appropriate)	<input type="checkbox"/>
Evidence of appropriate insurance cover	<input type="checkbox"/>
If applying for the Community Insurance Grant Aid a certificate and quote are also required	<input type="checkbox"/>
Letters of Offer from other project funders (if applicable and presently available).	<input type="checkbox"/>

Guidance Notes

Please print name

Two Committee Members of the group should endorse this application

They should NOT be members of staff and they should have a daytime telephone number. At least one of the signatories must be the Chairperson, Vice Chairperson, Secretary or Treasurer

If not please complete a Community Directory form and return with the application form

Please review the checklist and only submit the form when you have ticked ALL the boxes

For further information contact:

**Community Services
Antrim Borough
Council
Civic Centre
50 Stiles Way
Antrim. BT41 2UB
T. 028 94463113
F. 028 94481324**

LARGE GRANT SUPPLEMENT

ONLY complete this page for Grant Aid Requests in excess of £500

1. Further details of events/activities that will take place

Outline programme enclosed (please tick) or list below:

Guidance Notes

Please tick if you can provide a programme for the event

Otherwise clearly outline all the activities you propose to run, if successful

State who will benefit, e.g., adults, young people, older people, people with disabilities, families, unemployed, ethnic minorities

2. Please list the outcomes that you expect from the delivery of this programme/project

Please provide information on what outcomes will be achieved from the programme of activities/event

E.g.; better community relations, increased skills within the community, increased networking with other groups within the Borough

3. State how the project/event will contribute to civic pride and identity

Guidance Notes

State whether the event will encourage visitors from outside the Borough

How will it show Antrim Borough in a positive way

4. Has the group carried out the necessary risk assessment required for this project (please tick) Yes No

Please provide copies of all risk assessments

5. State if the group has the following policies in place

Please provide copies of these policies

- Health and Safety Policy** Yes No
- Child Protection Policy** Yes No
- Equal Opportunities Policy** Yes No

Should you require assistance in drafting any of these policies or with completing risk assessments for the event please contact Community Services staff

All requests for Council services other than free use of community centres, must be submitted to the relevant Section of the Council in the first instance and will be charged for either by invoicing, or docking the charge from grant awarded.

Special requests for assistance should be submitted at least 10 weeks prior to an event in order to be considered by Council.

Contact numbers for other services:

Skips/Clean Ups :	Michael Laverty	028 9446 3113 ext. 1448
Recreation Facilities:	Ivor McMullan	028 9446 3113 ext. 1312

Please note that Antrim Borough Council monitor events in various ways. Monitoring helps to ensure that the event does not discriminate against persons identified in Section 75 of the Northern Ireland Act 1998 (see Programme criteria for further information)

If you are successful in receiving a grant a Council Officer will attend the event and the group will be required to complete a monitoring form in addition to this.

Guidance Notes:

- The Community Services team is available should you require any assistance with an application
- A pre-assessment check will be available to those groups who submit an application at least two weeks prior to the funding deadline (if applicable)
- Late or incomplete applications will not be considered
- Funding will not be available retrospectively

Grant schemes will be publicly advertised throughout the year in both the local press and the Antrim Borough Council website, www.antrim.gov.uk

General Information:

The small grant application form should be used for grant aid up to £500. Any requests over £500 require the completion of the Large Grant Supplement form as well. Should you require further space for any of the questions please add additional sheets as necessary.

Further information on the small grants form:

Question 5 - Should there be insufficient funds available to cover all of the relevant grant aid requests Antrim Borough Council will award grant based on the deprivation statistics both at Super Output Level and output area level. For further information on the statistics used please contact the community services team on 028 9446 3113.

Question 9 - Section 75 of the Northern Ireland Act places a statutory obligation on public authorities in carrying out their various functions, to have due regard to the need to promote equality of opportunity:

Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;

Between men and women generally;

Between persons with a disability and persons without;

Between persons with dependants and persons without.

Quotations

Please provide quotations and list as detailed below:

Up to £100 2 verbal/written quotations listing supplier & date quotation given

Up to £500 3 verbal/written quotations listing supplier & date quotation given

£500 - £1000 3 written quotations

Financial Need

Applicants will be required to demonstrate the need for financial assistance (recent financial statements showing income and expenditure must be provided, along with current bank statement for all bank or building society accounts). The level of financial

reserves held by a group will be reviewed, taking into consideration restricted and unrestricted funds.

If any group has in excess of one year's running costs in unrestricted reserves then the application will not be considered by Council for grant aid. Reserves exceeding 3 months' running costs may be taken into account in deciding the level of any grant awarded.

Types of Eligible Grant:

Please ensure that the grant aid programme the group wishes to apply to is open before submitting an application form.

Community Insurance Grant

Available to groups once within any 12 month period that carry out a wide range of activities, for example, social/recreational, environmental, cultural, educational and economic development. However please note that your group may be a specific interest group, for example, senior citizens group running a luncheon club. However they could also be involved in organising physical activities or lectures on health and safety and running reminiscence projects in addition to their main activity.

Rural Support

Available to umbrella groups representing a village, or other clearly defined rural area where no council facilities are available.

Seeding Grant

Used to help set up new groups and only available to those groups who have been in existence for one year or less.

Summer Events and Festivals

Available to groups to support the delivery of Events and Festivals which are for the benefit of local people, contribute to civic pride and identity, demonstrate community participation or management. Events must take place in the Borough of Antrim between 1 May and 30 September and be open to the whole community. In addition to these dates events will also be considered for St Patrick's Day of the following year.

Summer Schemes

Available to support groups in the delivery of Summer Schemes which are for the benefit of local young people, contribute to civic pride and identity, demonstrate community participation or management, are not for a closed group, and are open to all sections of the community. Must take place in the Borough of Antrim between 1 July and 31 August, in partnership with the North Eastern Education and Library Board Youth Service.

Christmas Large Village Switch-on Events

Available to any community development group responsible for organising one large village event.

Christmas Senior Citizens Events

Available to seniors groups for events which are open to the wider community.

General Information - Please read before completing the application form

Please ensure that you select the correct grant aid type for the activity/project for which you are applying and ensure the application is returned by the appropriate closing date.

Eligibility Criteria

In completing the application form you must show that your group meets the Eligibility Criteria as follows. Applicants must be:

- a) A properly constituted group from the community/voluntary sector, or
- b) Other group which demonstrates the support or involvement of disadvantaged and/or target group, and
- c) Based/working within the Antrim Borough Council area

If you do not meet the criteria above please do not complete the application form but contact the community services team to see if they can signpost you to more appropriate funding.

This application form should be completed for the following grant schemes:

	Approximate closing dates will be:	4pm second last Friday of:
1	Christmas Large Village Switch-on events	September each year
2	Christmas Senior Citizens Events	September each year
3	Community Insurance Grant	February and September each year
4	Rural Support	Ongoing – no deadline
5	Seeding Grant	Ongoing – no deadline
6	Summer Events and Festivals & Summer Schemes	February each year
7	Seeding Grant	Rolling deadline

Ineligible Activities/Items:

- a) Retrospective payments
- b) Food or drink (with the exception of Senior Citizens Christmas Events)
- c) Groups mainly engaged in Sports, Arts and/or Cultural activities
- d) Equipment is only applicable to Rural Support

Finally....

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 matched 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