

Community Facilities, Programmes & Activities Grant – FAQ's

Q. Who can apply for this grant programme?

A. The aim of the Community Development Grant Aid Programme is to provide financial support for projects which have **Community Development as a primary objective** to improve the lives of local people. Projects must develop a strong, healthy, and vibrant community whilst encouraging maximum participation in community life by all residents.

Only properly constituted community, voluntary & charitable groups can apply to the grant aid scheme and must be able to meet the following conditions. The group must:

- Be democratically accountable through regular public meetings.
- Hold an Annual General Meeting (AGM).
- Be properly constituted and include a decision-making process and aims and activities that are acceptable to the Council.
- Be managed by a publicly elected committee; the office bearing positions of Chair, Secretary and Treasurer must be held as a minimum.
- Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).
- Demonstrate that proposed activities are not a duplication of other activities.
- Produce an annual statement of independently verified or certified accounts, or a bank statement for new groups only.
- Agree to Antrim and Newtownabbey Borough Council's monitoring, evaluation, and training procedures if required.

Q. How do we complete an application form for this funding?

A. You will need to complete an online application through the Flexigrant system – <https://antrimandnewtownabbey.flexigrant.com> If your organisation hasn't applied through the Flexigrant system before you will need to register first. Once registered you can go directly to the form.

For a **12-month** application form go [Here](#)

For a **2-year** application form go [Here](#)

You should read the guidance notes and if possible, attend a Grant Information session before starting an application. For dates of upcoming Grant Information sessions please go to Council's website and then the Grants and Funding section.

Q. Is there a separate application form for Facilities and Programmes & Activities?

A. No, both are in the same application form on Flexigrant.

Q. Do we need to apply for both these elements?

A. No, you can apply for only one or both.

Q. What is the total amount that can be applied for under this grant?

A. £10,000 per year.

Q. Is the funding for one year?

A. There are two applications available, one for 12 months and one for two years.

Q. Can we apply for this grant if we already have a Small Seeding, Activity and/or insurance Grant?

A. No, you can't have both a small grant and a large grant in the same financial year.

Q. What can the funding be used for?

A. There are a number of different elements to this grant as detailed below.

Community Facilities – for organisations in the Borough who either own their facilities or have a lease in place to rent a facility. Up to **£5,000** is available for running costs of the facility.

Community Programmes & Activities – for organisations delivering a year long programme of activities in their local community. Up to **£4,000** is available for programming costs.

Summer Programmes – this is for organisations wishing to run a summer programme lasting a minimum of 5 days and comes under the Programmes & Activities element. Up to **£2,000 of the £4,000** available under Programmes and Activities is available for a summer programme.

Insurance – up to **£1,000** is available for public and employer's liability insurance only.

Q. What is the pass mark for this grant?

A. 60% is the pass mark.

Q. When will the outcome of the application be known?

A. Applicants will be notified by email of the outcome of their grant application in March 2026.

Q. What are the important dates for this grant?

A. This grant will open on **Wednesday 1 October** and will close on **Monday 1 December 2025**. **Late applications cannot be accepted.**

Q. If the application is successful when can the funding be spent?

A. This funding applies from 1 April 2026 and no money should be spent until the letter of offer is received.

Q. If successful how are the payments made?

A. Payments are made in two instalments – first 50% once the letter of offer is accepted and an acceptance form completed online. Second 50% when the first 50% has been spent and vouched.

Q. Can cash payments be made, as often volunteers make purchases for items?

A. No, cash payments aren't permitted. All payments must go through the organisations bank account.

Q. What documentation will I need to keep if my application is successful?

A. You will need to keep all original invoices/receipts and bank statements to submit along with an expenditure claim form and monitoring forms.

Q. Can funding be moved between budget headings if there are overspends or underspends?

A. Yes up to 30% of the total grant amount can be moved between budget headings in the same element of the grant, provided that costs are eligible. However, money can't be moved between the different elements of the grant. For

e.g. money can't be moved from Facilities to Programmes/Activities or from Insurance to any other elements. You should contact the funding unit before moving money between budget headings.

Q. Will there be a monitoring form to complete?

A. Yes, therefore you will need to record numbers attending your programmes/activities and feedback from participants along with any photographs, copies of social media coverage etc.

Q. Where can I get help with my application?

A. The Council's Funding Unit team can provide some guidance around your application and general funding criteria. However, they will not be in a position to support a group to complete their application. Please contact Council's Community Development section for more specific support.