

**CATEGORY: Ulster Scots Small Grants Scheme**

**Information for Applicants**

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## **Ulster Scots Small Grants Scheme**

### **“A Wheen o Wurds an Dances”**

### **Guidance Notes May 2025**

<b>Version Number</b>	<b>Author</b>	<b>Purpose/change</b>	<b>Date</b>
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## **Contents**

### **1.0 Introduction**

- 1.1 Purpose of Grant Scheme/Overview
- 1.2 General Principles
- 1.3 Who can apply?
- 1.4 What can be funded?
- 1.5 What cannot be funded/Exclusions?

### **2.0 How to answer the questions**

- 2.1 Why have you applied to this Grant scheme?
- 2.2 Financial or social barriers
- 2.3 What you hope to achieve
- 2.4 How will the scheme assist you/your group in your future career or development?
- 2.5 How will the Grant be invested?

### **3.0 How we assess and score your application**

- 3.1 Eligibility assessment
- 3.2 Assessment and scoring
- 3.3 What happens if an application is successful?
- 3.4 Monitoring and reporting
- 3.5 Marketing and promotion
- 3.6 What happens if an application is ineligible/unsuccessful?
- 3.7 Appeals procedure
- 3.8 Fraud and Corruption

### **4.0 Application process**

### **Appendix 1**

General Data Protection Regulation (GDPR)

## **1.0 Introduction**

Applicants can apply for up to £200 towards the maintenance, promotion, extension and celebration of Ulster Scots Culture.

These conditions should be read in conjunction with the Grant Funding Policy.

## **1.1 Purpose of Grant Programme/Overview of Fund**

The purpose of the Ulster Scots Small Grant Scheme is to provide support to individuals, Schools or Community/Voluntary groups from all community backgrounds wishing to explore and gain greater knowledge of the impact of Ulster Scots Culture across the Borough, encompassing; language, history, religion, music, dance and arts.

## **1.2 General Principles**

The fundamental principles of this guidance document are:

### **Grant Award is based on evidenced need**

- This is a competitive programme and awards will be determined on merit. Applicants must demonstrate how they meet the eligibility criteria for the Grant.
- All applications must be completed in full.
- Individuals and groups must be residents within the Borough
- Retrospective applications will not be considered i.e. the application must be submitted by the closing date.
- Applications will only be accepted online, via the Grant Management System

### **Accessibility**

Information on the grant programme will be publicly available through the Council's website and proactively promoted across Mailing Lists, Social Media channels and Borough Life. This will include:

- Guidance on completion of relevant grant application
- Grant Management System embedded into Council public facing platform with digital accessibility options available
- Centralised Grant Funding information on Council webpage
- Point of contact clearly communicated for relevant queries

Council will strive to ensure the process is user friendly, transparent, and fully inclusive.

### **Accountability**

The Council will always adhere to the Grant Funding Policy and guidance criteria outlined within each grant funding programme.

- A clear decision-making process will be utilised, with clear rationale and demonstrable evidence to support funding decisions
- Decision making process will be robust and transparent
- Funding decisions will be approved through Committee and Full Council with details made publicly available
- Unsuccessful applicants will be entitled to receive feedback on their application
- An accessible Appeals process will be communicated as part of each grants call

### **1.3 Who can apply?**

To be eligible to apply, nominees must meet the following criteria:

- If applying as Individuals be residents who live at a permanent address within the Borough
- If a School they must be located in the Borough
- If a Community/Voluntary Group they must be based in the Borough

### **1.4 What can be funded?**

Up to £200 can be spent on the following:

- Historical information events
- Highland dance class tuition
- Music lessons
- Instruments (including repairs)
- Youth summer schemes advancing Ulster-Scots culture
- Ulster Scots hymnology workshop
- Ceilidh events
- Robbie Burns events

### **1.5 What cannot be funded/exclusions?**

- Activity which does not relate to Ulster Scots Heritage
- Individuals who have previously received a Cultural Grant from the Council relating to Ulster Scots activity cannot apply to this scheme

## **2.0 How to answer the questions**

This question gathers information about the applicant including contact details.

### **2.1 Why have you applied to this Grant scheme?**

This question gathers information on the skills/knowledge that will be obtained from participating in the scheme.

### **2.2 Financial or social barriers**

This question gathers information about the financial or social barriers that the applicant/group is facing which would hinder them from reaching their full potential.

## **2.3 What you hope to achieve**

This question gathers information on the impact of the scheme, both on the individual and groups.

## **2.4 How the scheme will assist you/your group in your future career or development?**

This question gathers information on how taking part in the scheme will help you or your group in the future.

## **2.5 How will the grant be invested?**

This question gathers information on what you will spend the grant on. Will it be a current activity, a new activity and/or an innovative activity?

## **3.0 How we assess and score your application**

### **3.1 Eligibility assessment**

All applications must be submitted in full. Applications that are not complete will not be considered.

A panel will evaluate eligible applications against the scheme criteria. Applicants will be notified via email detailing the outcome of the application.

### **3.2 Assessment and scoring**

All applications will be assessed by a panel which will include the Deputy Mayor Cllr Paul Dunlop BEM. All applications will be assessed using the pass/fail method. Applicants who meet the eligibility criteria will be recommended for funding providing the proposal develops and promotes cultural development.

There are ten bursaries/grants available.

### **3.3 What happens if an application is successful?**

The successful applicant/group must accept the online offer within 10 days of receiving their letter of offer.

One payment of £200 will be made to the bank account of Applicant (or parent or guardian if under 18 years of age) or group.

### **3.4 Monitoring and reporting**

If you receive a Grant you will be in receipt of public funding and this must be accountable. Monitoring and reporting are an essential requirement for you in delivering your project.

### **3.5 Marketing and promotion**

The Council shall be entitled to publish details of the assistance referred to at such times and in such manner as is necessary without further agreement from the Grant Recipient.

### **3.6 What happens if an application is ineligible/unsuccessful?**

If your application is ineligible/unsuccessful for funding, you will be notified via email. Feedback will be available on request.

### **3.7 Appeals procedure**

An appeals procedure will be available to unsuccessful applicants. For further information please contact the officers detailed at the end of this document.

### **3.8 Fraud and Corruption**

The Council is committed to the prevention and detection of fraud and the promotion of an anti-fraud culture.

The Council operates a zero-tolerance attitude to fraud and corruption, whether from internal or external sources. The Council requires staff and individuals/organisations that it deals with, to act with honesty and integrity, to safeguard the public resources and to report all suspicions of fraud and corruption.

Every case of alleged or suspected fraud will be thoroughly investigated in accordance with the Anti-Fraud and Corruption Policy and where appropriate, referred to the Police Service of Northern Ireland (PSNI). The Council will also seek to recover any loss suffered because of fraud and if appropriate, will take civil, and/or disciplinary action.

The following relevant policies can be located on the Council website:

Anti- Bribery Policy - April 2023

Anti-Fraud and Corruption Policy - April 2023

Financial Regulations – April 2024

Fraud Response Plan - March 2023

Raising Concerns Policy – November 2023

The Council reserves the right to disallow any other current, pending or future grant applications and claims submitted by an organisation or an individual member of the organisation in respect of the financial year and to apply a moratorium on Council funding to any organisation or individual member of an organisation where fraudulent activity is identified within the current financial year and for at least 2

forthcoming financial years. This will also extend to individuals in receipt or applying for a Grant.

The Council will inform in writing the Chairperson of the organisation, or the individual where fraud is suspected or has been identified. In the case where the recipient is underage of 18 years the parent/guardian will also be notified.

#### **4.0 Application process**

<b>Opens</b>	<b>Closes</b>	<b>Approval</b>	<b>Notification of Outcome</b>
Friday 30 May 2025	Monday 16 June 2025	June 2025	July 2025

Applicants should note that this is a competitive process with ten bursaries available. Applications as agreed by the panel will be recommended for funding.

#### **Contact details:**

For further information, please contact: Community Planning Business Support: E:  
[cpbs@antrimandnewtownabbey.gov.uk](mailto:cpbs@antrimandnewtownabbey.gov.uk)  
T: 0300 123 4568

# Appendix 1

## General Data Protection Regulation (GDPR)

Antrim and Newtownabbey Borough Council are entitled to disclose your details to other government agencies and departments and bodies engaged in distributing funds (subject to the terms of the Data Protection Act 1998, known as General Data Protection Regulations GDPR from May 2018).

To process your grant application, applicants are advised that:

- Council 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.
- Council 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.
- Council may also share information with other 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.
- Council 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.