

COMMUNITY PLANNING GRANT – CAPITAL PREMISES GRANT AND EQUIPMENT GRANT 2024-25

Information for applicants

Section 1: What is the Purpose of the Programme?

The Capital Premises and Equipment Grant Funds are available to support constituted groups and organisations that have been established for at least ten years within the Borough, to update, enhance and improve their facilities and/or equipment, who can clearly evidence need, particularly where financial support is limited from other funding sources.

There are two Grants available:

Please note that you can only apply for one of the following grants

Grant	Key notes / Purpose of application	Maximum Award
Capital Premises Grant Fund (Facilities Enhancement)	Capital project support for applicants who wish to increase capacity or participation through minor improvements to facilities. <i>NB. Equipment is not eligible through this grant</i>	£25,000
Equipment Grant Fund	Purchase equipment which will have benefit to the group and the community	£5,000

1.1 What is a Community Development Project?

Organisations applying to this fund must have community development as a primary objective of their application. A 'project' is a series of activities with a common theme delivered within a defined start and end date. There should be a clear purpose to the activity and it should be based on sound community need. The activity should promote participation, involvement, progression and create a sense of community ownership and pride contributing in a positive way to the social well-being of the community.

1.2 Who can apply?

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 comprised of at least six members.
- 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 Chairman, 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.

Projects **must** take place between 1 July 2024 and 31 March 2025.

These conditions should be read in conjunction with the Standard Terms and Conditions for all Community Development Grants.

1. Applicant Organisations must be based in the Borough;
2. Retrospective applications will not be considered.
3. Any applicants who have received funding from the Community Capital Grant Programme will not be eligible for this funding for a period of 3 consecutive years from completion (*completion date is date of last payment from Council*).
4. To be eligible organisations must be established for a minimum period of 10 years within the Borough and in relation to the Capital Premises Fund either own the premises or have a long term lease.
5. Applicants must not have received similar capital funding support from Council within the last five years and will only be permitted to make one application in a five-year period.
6. Organisations must have a minimum of £10M employer's liability and £5M public liability in place or be willing to obtain this cover.
7. Projects should not duplicate current provision and applications should demonstrate evidenced based need.
8. Applicants will obtain and maintain all appropriate statutory approvals and at all times comply with legislative requirements.
9. Applicants must maintain adequate insurance to indemnify Council, users and visitors during and after project completion.

10. Applicants may not assign any interest in the property without the written consent of Antrim and Newtownabbey Borough Council.
11. Applications must demonstrate how the project will enhance community usage of the facility and achieve community benefit.

1.3 Exclusions

Council will not normally fund the following:

Organisations

- Facilities based outside of the Borough.
- Applications for specific projects that are clearly the responsibility of another statutory organisation.
- Retrospective expenditure.
- Organisations or Projects that are predominantly sports focused.
- Unrelated professional fees.
- Bank charges, loans, deficits or fines.
- Costs that are already covered by other sources of funding.
- Charity or fundraising events.
- Costs that are not clearly linked to the project.
- Applications that provide no significant benefit to the Council area.
- Applications for projects that duplicate what already exists.
- Projects that are not in line with Council policies e.g. Corporate Plan or Community Plan
- Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation. This means that they cannot be paid for the provision of goods or services from the grant.
- Organisations that have previously received a grant from Council that was not managed in accordance with the terms and conditions of the Letter of Offer will not receive future funding.
- Alcohol or refreshments

- Legal costs incurred by the recipient organisation in relation to this grant are not covered under the letter of offer
- Salaries associated with groups
- Organisations that cannot provide evidence of lease/ownership of land/ facility
- Projects that have already commenced at the time of application
- Council are unlikely to fund an organisation that is in poor financial health or cannot show effective financial control
- Any projects that are Party Political in intention, use or presentation
- Public sector bodies
- Projects or organisations that operate from a public sector owned facility or a facility that is predominantly funded by the public sector
- Projects or organisations not based in Antrim and Newtownabbey Borough
- Hire of equipment
- Clothing/uniform
- General running costs; utilities, Gas, Electricity etc.
- Equipment with a short lifespan of less than five years

Further details of what is eligible and ineligible is listed later in this document per grant type.

1.4 General Principles Applying to the Community Planning Capital Premises and Equipment Grant Fund

The following general principles apply to Antrim and Newtownabbey Borough Council's (the Council) administration of the grant aid programme.

This is a competitive programme and grant awards will be determined on the basis of merit. Applicants must demonstrate how they meet the eligibility criteria for each grant.

All applications must be completed in full, with supporting documentation uploaded in the relevant section. Applications that are not complete, do not provide a detailed project budget, or do not have supporting documentation will

not be considered. Applicants will be contacted and asked to submit any missing information.

Applications will only be accepted using the official application forms.

Eligible Organisations include Faith Based Organisations, Community and Voluntary Groups, Cultural/Historical Groups and Charitable Organisations.

Applicant Organisations must:

- Own the premises (within the Borough) for which the application relates, where applicable
- Applications to the Capital Premises Fund will be considered for organisations that do not own the premises but have a long term lease within a facility for a minimum of 25 years with a minimum of five years remaining.
- Demonstrate a fair and equitable ethos through their established aims and objectives in accordance with Section 75 of the Northern Ireland Act (1998).

Organisational financial reserves levels will be reviewed taking into consideration restricted and unrestricted funds. Applicants must demonstrate financial need through provision of bank statements to evidence reserves.

Applicants should not lobby Elected members or staff on the development, planning, delivery, implementation, management and/or administration in relation to the grants process or; in Antrim and Newtownabbey Council's reasonable opinion should not cause or potentially cause Council to be brought into disrepute. If found to be in breach of this clause, the Applicants will be excluded from the application process and may be requested to repay the grant award in full (if already awarded). Applicants will not be eligible to make future grant applications.

Costs/estimates detailed in applications must be in line with market standards and where possible represent value for money.

Groups must acknowledge Council support by including the Council logo on all printed materials associated with the programme of work. Occasionally groups may be asked to make appearances, assist Council with launches and photo shoots and reference Council in press releases relating to the grant.

The Council will give more information about logos if an application is successful. For information on Council branding and logos please refer to www.antrimandnewtownabbey.gov.uk/Council/Press-Office.

Section 2: What is the criteria for scoring?

Evaluation Criteria:

If your application has met all of the eligibility criteria the panel will use the following criteria to score your application

Criteria
1. Compliance for Good Governance: Constitution, Organisation's Management/Development Plan, Equal Opportunities (<i>only if you employ staff</i>), Safeguarding Children and Adults at Risk of Harm policy.
2. What beneficial outcomes will be created by your project? e.g. number of extra participants, expected income
3. On completion of the project, what (if any) new activities or services will you be able to accommodate
4. Which demographic(s) of the community is/are expected to benefit from this project?
5. Estimated numbers of users per week
6. How does this project meet the needs of The Antrim and Newtownabbey Community Plan and the Council's Corporate Strategy e.g. Place, People, Prosperity and Planet.
7. Please Explain how the investment will enhance community usage of the facility and add community benefit.
8. Contribution to the local economy
9. Match Funding in place

Section 3: How much can I apply for?

The total amount of funding available within each grant category is outlined below:

Category	Examples of eligible items	Maximum award
Capital Premises Grant Fund	Total project cost must not be in excess of £75,000 <u>Example of Eligible projects include but not limited to:</u>	Costs up to a maximum of £25,000 or one third of the total project cost.

	<ul style="list-style-type: none"> • Maintenance/refurbishment of existing buildings and facilities. To include, kitchen, bathrooms and changing places Toilets. • Extension/adaption of buildings • External ground maintenance works; which enhance accessibility to the facility. <p>NB. Equipment is not eligible through this grant.</p>	
Equipment Grant Fund	<p>Total project cost must not be in excess of £15,000</p> <p><u>Example of Eligible projects include but not limited to:</u></p> <ul style="list-style-type: none"> • ICT Equipment • Specialist Equipment • Ground Maintenance Equipment • Accessibility equipment/machinery • Kitchen equipment • General Fixtures and Fittings 	<p>Costs up to a maximum of £5,000 or one third of the total project cost.</p>

Please note that you can only apply for one of the above grants – either the Capital Premises OR the Equipment Grant.

Section 4: Supporting Documentation:

All applications should be accompanied by any relevant supporting documents requested at the beginning of the application form and shown below.

Applications will not be assessed without supporting documentation which must be uploaded in the supporting documentation section of the application.

Organisations

- Constitution
- Management Plan
- Strategic/Community Development Plan
- Equal Opportunities (*only if you employ staff*)

- Safeguarding Children and Adults at Risk of Harm Policy
- Public (£5M) and Employer's (£10M) Liability Insurance

Capital Premises Grant Fund

- Evidence of lease/ownership of land/ facility
- Estimated project costs in line with Council procurement policies
- The Council will assess financial viability on one key criterion: the presence of positive net worth in the most up to date accounts submitted
- A relevant up to date Strategic/Community Development plan.
- All cost estimates must be submitted with a detailed bill of quantities signed off by either a Quantity Surveyor or a suitably qualified architect.

Section 5: General Information:

General Data Protection Regulations (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).

In order 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 provided 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.

Useful Contacts

General advice about the application process or on filling in the first sections or budgets in the application.	E: communityplanning@antrimandnewtownabbey.gov.uk
Communications, PR and Marketing	T: 028 9446 3113 E: media@antrimandnewtownabbey.gov.uk

If a grant application is successful:

In the event of a successful application a letter of offer will be issued together with procurement guidance and details of the claims process.

The letter of offer must be signed and returned within 10 days with the Grant recipient to provide details of a designated bank account for all transactions relevant to the funding

The Grant shall be used only for the purposes of the Project as defined by the applicant in the application form or variations, which the Council has agreed to fund.

The Council reserves the right to withhold any or all of the payments and/or require the Grant Recipient to repay part or all of the Grant if Council deems there to be a substantial or material change in the nature, scale or timing of the Project, or if the Grant is used for purposes other than those specified in the application or agreed variations.

Grant payments will be made by the Council following submission and approval of completed Project Grant Claims. Claim forms must be supported by original receipts and supporting bank statements. Payment will be dependent upon fully acceptable documentation being in place to support the claim.

Council will release funds after verification of satisfactory receipts and evidence of payment (i.e. bank statements) (invoices will not be accepted). Claims must be for the items specified in the letter of offer.

Payment will only be released to a group or individuals bank account and that account is the same as the details on the application and supporting documentation.

The Council reserves the right to terminate or suspend authorisation of Grant Payments and/or to withhold any or all of the financial assistance should the Project not be delivered in line with this offer of Grant Aid.

Additionally

1. Organisations:

- Must send in the monitoring and evaluation forms within the agreed timescales.
- No aspect of the Applicant Organisation, Partner to the Project of the activity being funded should be party political in intention, use or presentation; or likely to be perceived as discriminatory on grounds of religion, colour, race, gender or disability.

2. Capital/Equipment grants:

- An agreed proposal of works must be provided by an architect defining start and finish date of the project.
- A Certificate of Practical Completion must be submitted on completion of your project.
- The recipient will comply with Public Procurement Policies as defined by Council at the point of grant award.
 - Up to £2,999: no quotations required but it is recommended as best practice to ensure value for money.
 - £3000 to £7,999.99 (excl. VAT), 3 quotations required.
 - £8,000 to £29,999.99 (excl. VAT), 4 quotations required.
 - £30,000 + tender exercise required.

Section 6: How to apply?

Interested applicants should book a place at one of the following **MANDATORY** in person/online Grant Information Sessions where we will take groups through the grant funding available as well as the new application forms and online process.

Grant Information sessions

Wednesday 10 April – 2pm – 4pm – Round Tower, Antrim Civic Centre

Wednesday 10 April – 6.30pm – 8.30pm – Ballyearl Courtyard Theatre, Newtownabbey

Thursday 18 April – 2pm – 4pm – Ballyearl Courtyard Theatre, Newtownabbey

Thursday 18 April – 6.30pm – 8.30pm – Steeple Suite, Antrim Civic Centre

Wednesday 24 April – 2pm – 4pm – Online

To book a session please email – cpbs@antrimandnewtownabbey.gov.uk or call 0300 123 4568.

Applications for the above grants will be available for completion online from **4pm on Monday 8 April 2024.**

What happens next?

- May 2024 – Applications will be assessed
- June 2024 – Details reported to the Council
- July 2024 – It is envisaged that groups will be notified of the outcome of their application/s and Letters of Offer will be issued.

For further information, please contact:

Kerry Brady – T: 07739 609 902

E: Kerry.Brady@antrimandnewtownabbey.gov.uk

Jonathan Henderson – T: 07733 263 202

E: Jonathan.Henderson@antrimandnewtownabbey.gov.uk