

## Appendix 1

### Local Community Festival Grants - November 2022 (Maximum £1,200)

No	Organisation Name	Aim	Title Of Event/project	Band	Request	Award
1.	Brocagh Afterschool	Community	Halloween Spooktacular	5	£1200	£720
2.	Caledon Social and Economic development Interest Company	Community	Community Involvement Event	6	£4500	£600
3.	Christ Church Castledawson	Community	Calling the Community Supper with Santa	7	£1200	£480
4.	Dungannon Choral Society	Community	Christmas Concert / Events	5	£3150	£720
5.	Friends of Rock	Community	Rock New Year's Day Run 2023	3	£1200	£960
6.	Montober LOL 661	Community	Autumn Festival	6	£1000	£600
7.	Stewartstown and District Environmental	Community	Christmas Market	7	£900	£480
8.	Valley Voices Community Carol Service	Community	Community Carol Service	5	£1495	£720
<b>Total</b>					<b>£5,280</b>	

### Good Relations Grants - October 2022 (Maximum £1,200)

No	Organisation Name	Aim	Title Of Event/project	Band	Requested	Awarded
1.	Orritor Cultural Development Group	Community	Winter Wonders	7	£1080	£480
2.	The Bridge NI	Community	Life Hacks	5	£1000	£720
				<b>Total</b>		<b>£1200</b>

### Ineligible (for follow up)

No	Organisation Name	Aim	Title Of Event/project	Request	Comments
1.	Ausome Kids	Community	Me and My Community	£1580	Ineligible

Bands	Score	%
7	30-39	40%
6	40-49	50%

5	50-59	60%
4	60-69	70%
3	70-79	80%
2	80-89	90%
1	90+	100%

## Appendix 2 Grants Policy 2023– 2024

<b>Category 1</b> One Grant in Category Applications with * can submitted on a 2 year basis subject to outcomes review & Council annual budget	<b>Category 2</b> One Grant in Category Applications with an * submitted on a 2 year basis subject to outcomes review & Council annual budget	<b>Miscellaneous Grants</b> Contact relevant officers regarding each of the grants
<p><b>Small Development Grant</b> (Community, Arts, Culture, Heritage, Environment, Sport)            Maximum £1,500            Budget proposed £160,000</p> <p><b>*Community Venue/Facilities Grant</b>            Maximum £3,500            Budget £200,000            Greater than 10 hrs weekly activity</p> <p><b>*Strategic Arts &amp; Culture Grant</b>            Maximum £20,000            Budget £85,000            (arts &amp; culture dedicated performance space)</p> <p><b>*Strategic Sports Development Grant</b>            Maximum £15,000,            Budget £75,000            (Governing Bodies only)</p> <p><b>*Strategic Community Development Grant</b>            Maximum £8,000            Budget £45,000</p>	<p><b>*Strategic Events Grant</b>            Maximum £8,000            Minimum 1000 people attending            Budget £75,000            (£10,000 GR TBC annually)</p> <p><b>Good Relations Grant</b>            Maximum £1500            Budget £35,000            Rolling Programme</p> <p><b>Community Local Festival Grant</b>            Maximum £1500            Rolling programme            Budget £90,000            Rolling Programme</p>	<p><b>Sports Representative Grant</b>            Individual &amp; Team            Maximum £250-£500            Budget £15,000 Selected by their governing body to participate in a representative team or individual sport at provincial, national, all Ireland or international level (outside of NI)</p> <p><b>Capital Discretionary Grant</b>            Up to £50,000 as funder of last resort Budget £150,000</p> <p><b>Festive Lights</b>            Allocation as per settlement            Budget £105,000</p> <p><b>Schools Sports Access Grant</b>            Maximum £4500            Schools providing sports facilities to minority sports with no facilities            Budget £10,000</p>

Groups can only apply to one grant per year to Categories 1 and 2. Miscellaneous Category grants are targeted at specific outcomes.

### **Grants Process**

1. Application and criteria set through Committee and Council.
2. Public Advertisement for all grants.
3. Applications will be online or if required a hard copy can be requested.
4. There will be points of contact for queries on each grant area.
5. Applications will be submitted on line.
6. Eligibility will be confirmed upon receipt of applications, with 2 days' notice for ensuring all documentation is in place, telephone and email notification recorded.
7. Grants that meet eligibility will proceed to assessment to be carried out by officer teams, all declarations of interest are monitored.
8. Grants will be presented to Committee for consideration and approval, all declarations of interest are monitored.
9. Grants will be presented to Council for ratification.
10. Letters of Offer (standard template) will be issued to all groups.
11. Claims will be received as previous and verification undertaken.
12. Report to Council on investment of grant funding and groups supported.
13. Publicity of Council must be received for grant support in line with the LOO.
14. Advance payments will be provided, 50% up to £1500 and 25% up to £10,000.

### **Grant Eligibility Conditions**

1. Groups applying for a grant must be a not for profit constituted community or voluntary organisation with an annual AGM, individuals can apply to the sports representative grant only.
2. Funding cannot be allocated for a project or venue where an existing SLA exists with Council for a project, building or facility.
3. Groups will only be able to apply for a grant as per the categories, this is to maximise the funding allocation to as many groups as possible.
4. The same project cannot be split across different grant categories.

5. Statutory and 'for profit' organisations, activities and recipients (incl. activities that receive statutory core provision are not eligible for grant, note exception schools facilities in the community grant).
6. Regional groups/organisations are not eligible to apply.
7. Applications that are not completed accurately and in full will not be considered.
8. Religious or political activity cannot be funded under any grant.
9. All applicants must present a project that will take place within the MUDC area (except Sports Representative Grant as detailed within this section).
10. Applicants must present a project that will be delivered between 1<sup>st</sup> April - 31<sup>st</sup> March
11. Evidence of good governance; including annual AGM, Group bank account, financial management practice, insurances, etc. will be required.
12. Successful applicants will draw down grants retrospectively based on vouched expenditure, with procurement adhered to. Advance payments will be 50% up to £1500 and 25% up to £10,000 with final verification of all expenditure.
13. Group recipients should not have a membership charge for its users accessing its community provision greater than £250.
14. Group recipients should have no element of profit gain to any member or individual of its Committee (community interest companies not included due to director contribution).

The following items are not eligible for funding:

Hospitality greater than 20% of the grant threshold	Bad debt, loans, bank charges, deficits or arrears in payments of any organisation, reclaimable VAT	Flags or bunting Alcohol	Groups or activities that discriminate against any section of the community
Celebrity appearances Or gifts and donations	Salaries are eligible only for a contribution to strategic grants (not more than 50%)	Retrospective or duplicate funding applications	Residential courses or training greater than 20% of funding sought

## **Grant Criteria: Category 1**

### **Strategic Arts & Culture Grant**

To support strategic arts and culture organisations that play a key role across the Mid Ulster District Council area in the development and delivery of arts & culture activity through the delivery of their own programmes utilising their own dedicated arts & culture performance spaces. The service must:

1. Provide the structured delivery of an annual arts and culture programme within the organisations own performance space/theatre.
2. Provide accessible arts and culture development opportunities of a strategic nature that is providing for a large number of people across Mid Ulster.
3. Provide 100% dedicated arts & culture activity & be delivered by a dedicated arts & culture group.
4. Provide at least bi weekly arts and culture activities.

### **Strategic Sports Development Grant**

To support Governing Bodies that play a key strategic role across the MUDC area in developing their affiliated Clubs. It aims to provide Grant Aid to those Governing Bodies that provide direct support to Clubs across the area in increasing participation rates and improving playing standards through the employment of a Sports Coach. The service must:

1. Provide the structured delivery of an annual sports development programme of a main sport.
2. Be delivered through a recognised NI Sports organisation; through or in partnership with a sporting governing body; with no duplication of coverage within the same area or targeting of the same groups.
3. Provide accessible sports development opportunities of a strategic nature that is providing for a large number of people across Mid Ulster.
4. Provide the programme through a partnership approach with local clubs and groups.
5. Provide a minimum of 50% dedicated sports officer to the area of coverage in Mid Ulster. Funding for salary development only.
6. Provide match funding of a minimum 50% to the sports development programme targeted within the Mid Ulster District.

Liaison with Mid Ulster District Council Leisure Department will be required.

### **Strategic Community Development Grant**

To support strategic community development organisations that provide for the Mid Ulster area. Groups delivering to the same area should submit a partner application to avoid duplication.

1. Level of Community Support Activity
2. Level of benefit – number of beneficiaries
3. Targeting of deprivation and social need
4. Quality and level of provision
5. Level of geographic coverage
6. Value for Money

### **Small Development Grant**

#### **(Arts, Culture, Heritage, Community, Sport, Environment)**

To support local communities deliver a range of local community, arts, culture, heritage, environment, sports projects for their local area.

1. Community, Arts, Cultural, Heritage, Environment, Sports activity and participation
2. Contribution to community, arts, culture, heritage, environment, sports development in the area
3. Increase and widen participation, addressing social inclusion and diversity
4. Contribution to volunteering and volunteer development

### **Community Venue & Facilities Grant**

To support local communities with community venues, sports community facilities etc. Venues & facilities must be located and provide for the community of Mid Ulster District Council. The facilities must be in community ownership and used for community development activity including community sports.

1. Beneficiaries (number of beneficiaries and groups)
2. Level of usage per week at venue/facility/ and programme activity
3. Level of provision – number of rooms and size etc.
4. Social Need/Social Inclusion – targeting those most vulnerable & targeting those not currently active in sports & to support lifelong participation in sport.
5. Sustainability – supporting the long term sustainability of facilities & groups.

The venue / facility must be open greater than 10 hours per week and the grant is flexible for use.

## **Grant Criteria: Category 2**

### **Strategic Events Grant**

To support a number of strategic events that are providing for the whole of Mid Ulster District and are of a significant nature to bring people to the area and to promote the area at a regional level.

1. Social, Regeneration and Economic Return
2. Event Development
3. Promotion of Mid Ulster & Council
4. Event Management Experience
5. Level of promotion of good relations and Inclusion
6. Value for Money

Note events with a target audience under 1000 people or events that are not receiving regional tourism attendance and coverage would be a local community festival.

### **Community Local Festival Grant**

To support local communities deliver a local festival in their area bringing people from across the area together.

1. Level of Community Benefit and Participation (number of days, activities)
2. Number of beneficiaries (local and neighbouring areas)
3. Promotion of Good Relations and Social Inclusion
4. Festival Development

### **Good Relations Grant**

To support local communities deliver on good relations in line with the Government Together Building United Communities Strategy.

1. Contribution to the Good Relations TBUC themes : Our Shared Community, Safe Community, Cultural Expression through increased use of shared spaces and services
2. Contribution to Core Good Relations, addressing sectarianism, racism and prejudice through provision of increased shared space



3. Level of Community Benefit and Participation in existing shared space through increased activity
4. Targeting of Social Inclusion and deprivation through access to shared space and improved access to activities/events.
- 5.

### **Grant Criteria: Miscellaneous Category**

#### **Sports Representative Individual and Team Competitive Grant**

To support Individuals who have been selected by their governing body to participate in a representative team or individual sport at provincial, national, all Ireland or international level, with eligible costs (accommodation, travel, food), to a maximum of a £250 grant may be available. Applicants must be resident within the Mid Ulster District Council area for a period of 6 months prior to the period of the grant application.

To assist recognised Sports NI sports clubs (affiliated to their governing body of sport) who are travelling to compete in a recognised (by Governing body) representative (of District/County) sporting competition. A grant for eligible costs (travel, accommodation, food) to a maximum of £500 may be available. The team must have qualified in a recognised competition by the governing body of this sport, and must be representing the District / County. For both grants the event/competition must take place outside of NI.

#### **Capital Discretionary Grant**

To recognise that there are times when a modest amount of capital investment in our community can create the potential for a much larger project to happen. In such circumstances Council could potentially be a discretionary funder of last resort to allow projects to happen and maximise investment to our areas and communities. Any contribution would be a small percentage towards a much larger project.

Criteria:

Capital funding – Council will consider providing financial support for capital projects, which are defined as projects which will provide benefit to the community for a period in excess of five years, examples of which may include a new building

or refurbishment/renovation of an existing building. It will not provide support for acquisition of land, buildings or other assets such as equipment other than fixed plant for example permanently installed elevators/lifts.

a. The project funded must be in community ownership (satisfactory evidence of legal title or an appropriate long term lease will be required).

b. Not for Profit - Funding will only be considered for not for profit constituted community and voluntary groups which are involved in progressing a major community capital project which will provide significant benefit to the community within the Mid Ulster District Council area - Groups/organisations must be able to demonstrate that the majority of project beneficiaries (>80%) live within the Mid Ulster District Council area.

c. Community Benefit – A Project Plan must be in place to show community need and benefit and to avoid any potential issues of duplication.

d. Funder of Last Resort - The majority of funding at least 70% should be in place and that all funding avenues have been exhausted. Evidence of this will be required.

e. Statutory Requirements - The project must be at a state of readiness 6 months after letter of offer; with planning permission, land acquisition or lease agreement (if required), and other statutory permissions in place along with accurate costings.

f. Mid Ulster District Council Corporate Aims – The project must clearly demonstrate how it is achieving on Council corporate aims and objectives.

g. The project is a minimum value of £300,000, with Council funding to a maximum contribution of £50,000.

h. The Project must complete within 18 months of letter of offer; phased delivery and invoicing of expenditure can be accommodated.

A Group can only submit one call per project for this Capital Discretionary funding Support and a submission will only be considered by a Group once every 3 years. Groups/Organisations would be required to formally present to a Special Development Committee of Council.

## **Festive Lights Fund (award as per village settlement population - Area Plan)**

Direct provision of festive lighting will be provided in the main towns of Dungannon, Cookstown, Magherafelt, Coalisland and Maghera.

A grant programme (revenue and capital funding) will be delivered across the remaining settlements under the following criteria -

- I. The grant will be revenue (small items of capital applicable) and will support the supply, installations, maintenance, running cost of providing festive lights and any associated switch-on/launch event. The lights will be in a predominant village location visible to the wider community.
- II. The village settlements and populations will be as per the Mid Ulster Development Plan 2020 - 2030. The grant allocation will be based on village settlement size and range from £1,250 - £3,000:
  - Up to £3,000 settlements greater than 1000
  - Up to £2,000 settlements greater than 500
  - Up to £1,500 all other listed village settlements
  - Up to £1,250 all other listed smaller settlements
- III. Technical support will be available to groups and communities from Council Technical Unit.
- IV. The grant can only be issued to one group per area and the main overall development/regeneration/Chamber group will be given priority.
- V. All grant aid will be paid retrospectively to those successful applicants who submit appropriate paid invoices to Council as vouched expenditure.
- VI. Provision, installation and insurance, liability of lighting and any activity will be the responsibility of the Group applying.
- VII. Small settlements listed in the Area Plan that are not classified as villages will be considered for inclusion within the fund; if they have previously provided festive lights in their area.
- VII. Letters will be issued to the main Development Group within the designated settlement with an offer of funding.

### **School Sports Access Grant (Threshold £4,500.00)**

Mid Ulster District Council recognises the importance of participation in physical activity and sport and the need to maximise access to facilities which encourage and support this. Council recognises that a few underrepresented sports may be constrained due to lack of access to suitable facilities, yet these may exist in local schools.

Specifically targeted at clubs using / planning to use a schools synthetic pitch or schools wanting to offer access to their synthetic pitch outside curriculum times.

To increase access for sports clubs to an under-utilized school synthetic pitch.

To contribute to the cost to schools of opening up and maintaining schools synthetic pitch.

To enhance access to team sports activities which are under-resourced or underrepresented.

The maximum amount available to access a school synthetic pitch is £4,500.00 – 1 application per school / club and where 2 or more clubs apply to use the same school synthetic pitch the grant offered will be on a pro rata basis ie 2 clubs up to 50%, 3 clubs up to 33.3% and 4 clubs up to 25%, etc

### **Eligibility**

Be a sports club using or planning to use a school owned synthetic pitch or be a school which plans to provide access to a school owned synthetic pitch by sports clubs.

Incur actual documented costs in accessing / providing a schools synthetic pitch or provide documentary evidence of voluntary work or maintenance costs involved in maintaining a school synthetic pitch.

Not have benefited from Council's: Sports Strategic Development Grant or Sports Capital Grant.

The programme is primarily aimed at team sports.

Council may consider applications by schools on behalf of, and supported by evidence of agreement with, a constituted sports club.

### **In addition for sports clubs:**

Be a constituted and not for profit sports club participating in a sport recognised by Sport NI, located in the Mid Ulster District Council area or a minimum of 80% of members must be resident in the Mid Ulster District Council area.

Sports club should evidence a letter of support/commitment from School Principal that includes agreed hire charges.

**In addition for schools:** Be located in the Mid Ulster District Council area.

### **Appeals Process**

An appeals process will be available for unsuccessful applicants. There will be no right of appeal in relation to the level of funding granted however appeals can be made on the basis of:

- That the stated process has not been followed.
- That the application has been rejected on the basis of eligibility criteria which had been applied incorrectly.
- That the scoring against the criteria for the programme has not been undertaken correctly.

Appeals can be undertaken in two stages if required:

**Stage 1**—an appeal must be lodged in writing within 10 working days of the date of receipt of a rejection letter. In the first instance the appeal should be submitted to the Grants Unit who will take responsibility for allocating this to the relevant senior officer. In all cases the appeal will be reviewed by the senior officer and a determination reached within one week of receipt of the appeal. If the appeal is upheld the project will be reassessed and an appropriate letter of offer issued. If the appeal is not successful the applicant will be informed and given the right to take the appeal to Stage 2 if required.

**Stage 2** – if the applicant is still not satisfied he or she can request a review by the Chief Executive who will review the process and application and present their recommendation.

### **Grant Evaluation**

Monitoring and evaluation seek to ensure that funding delivers the required outcomes, that it is used as agreed and to provide a feedback mechanism to improve decision making.

Monitoring should seek to ensure that;

Value for money is achieved.

The predicted outcomes are delivered.

Council has received adequate communication/promotion

Procurement has been met

Where instances arise where outcomes are not being met, the officer will support the Group to address any issues.

Monitoring will include completion of an evaluation and monitoring form. A visit by an officer will be undertaken to 10% of projects that receive funding over £1,500 threshold. This will complement the verification visit and will include the same random selection of groups.

Grants applicable – Strategic grants: Culture, Arts and Sports, Strategic Community Development, Strategic Events, and Venues.

10% of small grants will have a project evaluation upon random sample. This will be undertaken by an officer of the Community Development Team, led by the Community Services Manager.

Capital projects; up to £5,000 will have to issue evidence (e.g. photographs) of the capital and equipment investment alongside their expenditure return. A 20% monitoring visit will be undertaken on site to view expenditure items.

Discretionary Capital Grants will all be vouched on site for delivery of the capital development.

### **Grant Verification**

Reference DFP Guidance on Grants and Reducing Bureaucracy in funding the community and voluntary sector - The Code applies to revenue grant funding only.

Micro Grants will be paid when valid receipts are received & checked. A 50% advance will be issued to groups with final verification of all invoices before the balance of the grant is paid.

Small grants £1,500 - £10,000 financial verification will take place based on valid receipts being checked against agreed project expenditure. A 25% advance will be issued to groups with final verification of all invoices before the remainder of the grant is paid.

Verification will include completion of a claim form, signed by relevant people within the organisation, along with valid receipts and invoices.