



DOWN DISTRICT COUNCIL  
FUNDING POLICY

## **Foreword by Chief Executive**

The policy is designed to encourage the greatest possible level of participation by local people in project development and in discussion about issues that affect them. The Council believes that the best chance for building lasting projects comes from developing capacity at local neighbourhood level.

The Council is committed to the principles of Targeting Social Need and, when making grants, pays particular attention to those areas of the Down District where there is the greatest level of social exclusion and material need.

The Council works to promote an enduring community network in the District and endeavours to ensure that funding for community development is focused on supporting a sustainable network of local neighbourhood groups.

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# Funding Policy for Down District Council

## Terms of Reference

1. To create a funding policy that will provide uniformity and certainty across Council's varied areas of activity.
2. To create a funding policy that permits Council to meet its commitment to the local community under its Corporate Plan.
3. To create a funding policy that will allow Council to fulfil its commitment to 'Targeting Social Need'?
4. To create a funding policy that will deliver 'value for money'
5. To create a funding policy that is founded on the principles of equality.
6. To create a funding policy that is transparent.
7. To create a funding policy that is easy to access.
8. To create a funding policy that is comprehensive.
9. To create a funding policy that is simple and easy to follow.
10. To create a funding policy that will deliver accountability.

## Statement of Principle

**Down District Council** is totally committed to the provision of funding to local groups delivering projects, ideas, facilities and initiatives which not only provide benefit to the local group or community concerned but which benefits and enriches the wider community.

Council also acknowledges that this form of support encourages and empowers the local community in having a say in matters that affect them- and that 'self-help is the best kind of help'.

This approach also clearly demonstrates Council's commitment to the promises contained within its corporate plan for Down District.

## Equality Statement

Down District Council supports and adheres to the principles of equality of opportunity for all its citizens and visitors and to this end and with particular reference to funding Council is committed to assisting the maximum amount of projects and groups which it can through regular advertising of available funding, an increase in the entry points for applications, giving maximum assistance and advice to all applicants and by the introduction of a single comprehensive funding policy.

## Funding Provision

**Down District Council provides Capital Funding, Funding & Grant Aid and Advice and Assistance to varying degrees over all its areas of activity:**

- **Arts & Culture:**
- **Community Relations:**
- **Community Safety:**
- **Sports & Recreation Development:**
- **Tourism**

Whilst each area of activity has its own specific objectives and targets which must be taken into account when allocating and awarding funds it is nevertheless the case that there are clearly identifiable core considerations and criteria which are common to all areas of activity.

This has enabled Council to devise, adopt and implement a single coherent funding policy, embodying these core considerations and criteria.

This singular policy will lead to the delivery of funding for capital or expenditure projects in a uniform, transparent and fair way across all of the council's departments and areas of activity

## **Guidelines and Procedures**

### **Capital Funding, Funding and Grant Aid, Advice and Assistance:**

As Council is a creature of statute its powers in relation to giving financial assistance is clearly defined and restricted, thus council may provide financial assistance only by way of:

- **Capital Funding;**
- **Contributions to Funds**
- **Payment of Expenses**
- **Grant Aid**
- **Advice and Assistance**

***'In allocating funding irrespective of its purpose there are certain essential objectives which Council must achieve in doing so:'***

#### **The Organisation:**

- **The organisation must be an organisation capable of receiving funding:**

#### **The Project:**

- **There must be demonstrable value for money.**
- **There must be benefit to the community as a whole.**
- **There must be support from the local community for the projects.**
- **There must be a sustainable project.**
- **There must be accountability for monies allocated.**

Using this analysis of funding principles Council has derived a set of core values which form the premise upon which it has established a funding policy for the entire organisation.

Irrespective of the form of the funding or the area of activity these core values are a common feature in the consideration of applications.

## **Guidelines on Factors to Consider When Making Allocations of Funding**

### **When Allocating Funding Albeit Capital Or Expenditure Funding The Applicants And Their Project Must Meet The Following Essential Criteria:**

These criteria are essential considerations which are common to all areas of activity and all areas of funding within council.

If these criteria are not met then funding cannot be allowed.

Even if these criteria are met there still may be additional criteria which apply uniquely to the areas of activity into which the project or organisation fall and which may well act to exclude the project or organisation from receiving funding or assistance.

These additional criteria should be found under each specific head of activity.

Applicants should be aware that even if they or their projects do meet the criteria this is still not a guarantee that funding can be made as other considerations primarily one of budgetary constraint may come into operation.

#### **The Applicant:**

**The Applicant must be a person or organisation which Council is capable of funding.**

#### **A Person or Organisation MUST NOT BE**

- A political organisation or be for political purposes.
- A paramilitary or aligned to paramilitary organisations or support paramilitary organisations or their objectives.
- A religious organisation or body

#### **A Person or Organisation MUST BE:**

**In order to obtain funding an organisation or person applying for funding must demonstrate that they are an organisation which council can fund to qualify the organisation must meet the following criteria. If the organisation does not meet all the standards required then unless it falls within the special consideration criteria funding must be refused.**

- The group must be based in Down District.
- The group must be inclusive, non-party political, and open to a full range of local opinion. Membership of the group must be open to all those residing in the area which the group seeks to represent, regardless of ethnic origin, gender, religious or political belief etc.

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- The group must be formed at a public meeting which must be properly advertised, with 7 clear days notice given.
- The group must hold Annual General Meetings, which must be properly advertised, with 7 clear days notice given. The interval between each AGM must not exceed 15 calendar months.
- The group must hold at least 6 meetings each year.
- Minutes must be kept of all meetings including the inaugural public meeting and the Annual General Meetings.
- The election of a committee and office bearers must be properly conducted.
- The group must have a constitution that has been adopted at a public meeting.
- The group must have a bank/building society account, and keep a proper record of its accounts.
- In the event of dissolution, acceptable arrangements must be made for dispersing the group's funds.
- The group must be committed to equal opportunities in terms of its own policies and the delivery of services to those it serves or represents.
- Groups whose activities involve working with children or young people should have a Child Protection Policy statement (where appropriate).
- The group must be accountable to local people through its constitution, membership, committee elections, accounting procedures and Annual General Meetings.
- The group must meet need and respond to demand that is not being adequately addressed by other organisations in the same area or neighbourhood.

## The Project

Projects **will not** be funded which are:

- Projects which are the prime statutory responsibility of other bodies.
- Projects which improve or benefit privately owned land or property or private individuals or corporations or partnerships.
- Projects that have benefited from other council grants.
- Projects that have already been completed or will have been completed
- Party political in intention, use or presentation.
- Religious in intention, use or presentation.

The Project **Must:**

- Fall within one of Council's Area of Activity.
- Be consistent with Council's Corporate objectives.
- Meet with Council's Policy on Equality.
- Be of benefit to the whole community.
- Be sustainable.
- Provides value for money.

## **The Project Must Fall Within One Of Council's Area Of Activity**

**Down District Council** allocates funding to organisations and projects in the area of:

**Arts & Culture  
Community Relations  
Community Safety  
Economic Development  
Sports Development.  
Tourist Development.**

### ***Caveat***

***Applicants should be aware that even in cases where they meet all the relevant criteria funding may still be declined on the basis of other criteria or because of budgetary constraints.***

## **The Project Must Be Consistent With Council's Corporate Objectives.**

Council is committed to the providing funding to those organisations which will deliver benefits which are complimentary to Council's declared objectives in its Corporate Plan.

To this end there should be evidence that the project will empower local groups and give them ownership and control of the project.

## **The Project Must Fall Within Council's Fields of Activity**

The project will deliver benefits to those groups and to the wider community in the fields of:

**Arts & Cultural Development  
Community Relations  
Community Safety  
Economic Development  
Sports Development  
Tourism and Tourist Development.**

## **The Project Must Be Of Benefit To The Whole Community**

Whilst most projects and groups are created and aimed at directly benefiting the local community there must also be an indirect benefit for the whole community, be it in the reduction of crime or the creation or enhancement of a skill, and there should be clear evidence of this feature in any application for consideration.

### **The Project Must Be Sustainable.**

There should be evidence that the project is capable of delivering its objectives, the cost of that delivery and that the objectives can be attained at budget and within the time-scales.

### **The Project Provides Value For Money.**

There must be clear evidence that the project provides value for money. This may require an investigation into what the service or the project would provide if Council were to provide the service or facility or what the service or facility would cost if were provided by the market.

### **Procedure.**

In order to ensure that funding is fully utilised and has maximum impact the following steps and arrangements should be made:

#### **One Entry Point In The Funding Cycle.**

Allows better planning for dealing with applications-  
Allows control and monitoring mechanisms to work more efficiently-  
Allows better planning and budgeting of resources.

#### **Advertising Should Be Carried As Widely As Possible.**

The entry point should be well advertised in advance.  
This allows more time for the applicant to fully prepare and present their application, allowing the maximum amount of detail and support information to be presented.

In turn this means that Council can give a more informed decision when allocating resources.

Therefore:

- (j) Applicants should be made fully aware as to the additional documentation that must be provided to support their applications.
- (k) Applicants should also be made aware that although ample time has been given to prepare time is still of the essence and that applications should not be left to the last minute.
- (l) Each application should be provided with a full funding kit which includes clear and concise instructions.
- (m) A standard application form must be used for all funding applications-save where there are additional considerations or criteria pertaining to a particular field of activity.
- (n) Applicants should fill this in; in detail and submit it with all necessary supporting documentation, written constitution, accounts details etc.

- (o) On submission to the Council applications will be acknowledged within five working days of receipt and will be assigned to the appropriate officer for processing. The processing officer will then check the application as to eligibility for funding.
- (p) Following initial assessment if necessary a presentation may be facilitated providing the applicant has provided all necessary information beforehand.
- (q) If the application is eligible it will be assessed against the necessary criteria and an agreed level of funding as determined by budgetary constraints and determined level of funding.
- (r) Following approval a **Letter Of Offer** will be forwarded to the applicant containing details of the level of grant, to facilitate proper scrutiny of the grant the letter will also contain an indication of the purpose for which the grant has been made, the method by which use of the grant or funding is to be accounted for i.e. access to accounts, special account set-up, the details of any claw back provision, any insurance requirements and deadline for claiming the grant or fund.
- (s) The **Letter Of Offer** should be accompanied by a claim form which should be signed and returned within the appropriate time- payment should not be made until the claim form has been received.
- (t) All grants will be monitored to ensure that all agreed conditions have been fulfilled.

## **Appeals Process**

An appeals process will be in place for unsuccessful applicants who are aggrieved at a decision in relation to funding and will consist of two stages:

### **Stage One**

An appeal must be lodged in writing within 5 working days of the date of receipt of the written council decision.

At this stage the applicant will be given a written notice of the reasons for refusal- if necessary a meeting will be arranged with officers to clarify the situation.

A discussion with an officer will not impair or prevent the right to appeal.

The appeal must be made in writing and state in clear terms the specific grounds of appeal.

Failure to do so will slow not only the appeals process but the funding process itself.

### **Stage Two**

If the applicant is not satisfied the matter will then be dealt with by the policy and resources committee or a sub-committee.

## **Monitoring and Review**

### **Review Procedures**

All levels of grant aid and funding will be reviewed at least three months prior to the commencement of the next cycle of funding.

### **The Review Will Consider:**

The amount of grant or aid given-

The outcome of the grant or aid spent particularly has the funding been properly spent-

- Has it delivered the objectives for which it was sought-?
- Have the specific conditions as set out in the Letter of Offer been achieved-

### **Consequences of Review:**

The result of the review will determine:

- Whether funding has been used appropriately-
- Whether funding should be renewed or continued-
- Will have a determining factor in relation to other funding sought by the same group-
- Whether Council should seek to activate the claw-back

## **Monitoring**

In the interests of good governance and housekeeping it is imperative that Council should monitor and have in place the mechanism to monitor funding and resources which it has granted or applied to projects and organisations.

Therefore it is essential that Council through designated officers should carry out its regular audits and checks in relation to the funds and grants that it administers.

Checks should be carried out on a random and frequent basis during the cycle of funding.

A goods receipt must be obtained for all expenditure.

A requirement that Council be fully informed in respect any changes to the applicant's constitution, to their status, their control structures or management personnel.

## **Special Considerations Part One:**

### **Capital Funding Unique or Special Single Events**

#### **Capital Funding**

**In relation to provision of capital funding Council Will Not Fund:**

- **Any Facility Which Is The Responsibility Of Another Statutory Agency: Or**
- **which is not within Council's powers; Or**
- **Any Project Which Is Not Of A Capital Nature**

[Funding applications which relate to running costs, recurring costs or revenue costs cannot be provided under the capital funding policy but may be considered for funding or grant-aid.]

Where council receives an application which may qualify for funding or grant-aid rather than capital funding Council will offer advice and assistance in making an application under the appropriate funding or grant-aid policy.]

Eligible projects may include those projects which require the acquisition of land, the acquisition of buildings or the refurbishment of buildings- acquisition of and installation of plant or machinery:-

#### **Level of Funding:**

**The level of funding available will also depend on:**

- The budget available:
- The level at which funding is capped:
- 

#### **The Budget Available:**

Even where projects meet all the required criteria there is no guarantee that funding will be allocated due to budgetary constraints;

#### **The Level At Which Funding Is Capped:**

Each area of activity has its own level at which funding is capped and this is set out under specific considerations for each department.

**In addition to satisfying the general conditions applicants must clearly demonstrate that:**

- They have tried and exhausted all other possible sources of funding;
- That there has been an effort made to raise funding in the local community;

When making capital grants there must be:

- Proof of ownership in relation to property or other capital plant or machinery or equipment
- That the spending can be monitored by an designated council officer
- That council obtains security in the form of:
  - Recoupment
  - Lien
  - Charge

On the property concerned.

Failure to do so could in the event of insolvency or failure of the project could result in significant loss to council- and could be seen as bad or poor governance.

## **Unique Provision of Services or Facilities**

### **Policy In Relation To Partnership Funding**

There are a number of funding arrangements which fit neither within existing procurement procedures or grant policies.

Such cases are varied in nature.

A number involve the ongoing funding of groups which would be in the unique position of being the only body capable of providing a particular service, e.g. Downpatrick/Ardglass Railway Museum. In other instances Council provides ongoing funding as part of the contractual arrangements for the delivery of a project. [ An example being the St. Patrick Centre. The Council is committed to meeting any losses to a maximum of £100k each year as part of the contractual agreement with other funding bodies.]

Down District Council may also supplement payments made through the Council to organizations providing advisory services, principally the Citizens Advice Bureau.

In other instances the Council has entered into partnership with other statutory bodies, including neighbouring Councils. This is done for various reasons, including the achievement of corporate objectives, achieving economies of scale, attaining greater value for money and meeting statutory obligations. Examples of such arrangements exist with the following organizations – the Mourne Heritage Trust, Armagh Down Regional Tourism Partnership, Group Environmental Health, Group Building Control, Arc21, Strangford Lough Management Advisory Committee.

### **Key Issues**

It is important that the Council, when engaging with third parties for the delivery of such services ensures that it meets its governance requirements particularly with regard to providing resources, procurement and equality legislation. It is also important that the Council ensures that monies are used for the purpose provided and that the objectives relating to the funding are being met.

### **Key Policy Principles**

In entering into any partnership funding arrangement:  
Council will satisfy itself before funding is provided that

- **the recipient could not have been catered for under any existing funding policy including external funding sources.**
- **The service could not be procured on the open market.**
- **Council will ensure that any contract will contribute to the Council's objectives.**
- **Performance targets will be put in place and monitored.**
- **Partnership working will be encouraged where appropriate.**
- **Council will ensure that it is satisfied that no alternative provider is available.**
- **The recipient body will provide Down District Council access to financial and other appropriate information, including audited and management accounts on request.**
- **Regular contact between the funding officer and the organisation to review the performance targets and indicators.**
- **Careful monitoring of the performance targets and indicators.**
- **Council will ensure itself that satisfactory governance arrangements are in place either by way of a formally binding contract, service level agreement, letters of intent or by Memorandum of Understanding.**

- **Funding provided is lodged in an appropriate bank account and that funds can be properly traced and accounted for. This is essential given that there may be large amounts of expenditure involved in these projects and that Council does not have either a sufficient control.**

**An annual review will be undertaken by the P&R Committee not later than three months of the end of the funding cycle.**

## **Special Considerations Part Two:**

Each area of activity has its own additional objective pertinent to its area of activity. This section will address those idiosyncrasies.

### **Arts & Cultural Development**

#### **Arts Grants to Voluntary Bodies**

DOWN DISTRICT'S ARTS GRANT SCHEME

#### **Aim of the Arts Grants Grant Scheme**

Down District Council operates the Arts Grants to Voluntary Bodies Scheme in order to encourage, enable and support voluntary activities in the creative, performing and visual arts in Down District.

#### **A Vibrant Arts Sector**

The scheme seeks to fund work that is most likely to contribute to the development of a vigorous, visible arts sector in Down District. Our goal is to create new opportunities for groups to engage in high quality artistic experiences that are inclusive and developmental.

#### **The Council's Legislative Authority for Grant Assistance**

The Recreation and Youth Service Order (NI) 1986 (re-enacting the Order of 1973) gives responsibilities to District Councils. Article 10(1) of the Order states:

"Each district council shall secure the provision for its area of adequate facilities for recreational, social, physical and cultural activities and for that purpose may, either alone or together with another district council or any other person:

- (a) establish, maintain such facilities;

## DOWN DISTRICT COUNCIL

- (b) organise any such activities;
- (c) assist, by financial contributions or otherwise any person to establish, maintain and manage any such facilities or to organise any such activities;
- (d) provide, or assist by financial contribution or otherwise in the provision of leaders for such activities;
- (e) Defray or contribute towards the expenses of any persons taking part in such activities.”

It was clearly envisaged in the above legislation that grant assistance would be a substantial part of the Council’s strategy to support Arts Development.

### SPECIFIC CONDITIONS OF ARTS GRANTS

- (a) The activity must operate with reference to the Arts Service 3-year plan, in particular, goals 2, 3 and 4.
- (b) The grant is only to cover costs which cannot be met by the applicant.
- (c) The maximum single grant will be reviewed annually.  
In 2006-07 it has been set at £2000.
- (d) Grants may cover the costs of materials, venue hire, and publicity  
And administrative costs.  
**Grants cannot be awarded to cover travel costs.**
- (e) Grants may cover *professional artists’* fees. CVs of all artist’s to be used must be submitted and artistic personnel approved by Arts Service before start of project.
- (f) Artists’ Fees should usually not represent more than 50% of the total grant application, but at the discretion of the arts officer, up to 80% of the grant may go towards artists’ fees.
- (g) Grants will be considered for both single events and long term projects whose specific activities take place within the financial year of the application.
- (h) Grants cannot be awarded retrospectively.
- (i) All receipts / proof of expenditure / accounts must be with the Arts Development Manager before the 17 March to ensure payment.  
**Accounts submitted after this date will not be paid.**
- (j) The application must be made on the official form which must be signed and presented in hard copy before the dead-line.

If you are a new or informal group we will ask for a list of people involved and you will need to arrange to become formally constituted before grant will be paid.

In some cases we may ask you to meet some other conditions before we can issue your grant.

When your project is finished we will ask you to complete a Monitoring and Evaluation form and may require an independent evaluation.

## CONDITIONS OF GRANT AID

All recipients of grant aid are required by Council to adhere to the following:

- (a) Lodge the amount in a bank account where statements of such lodgements are available on request and where expenditure of the monies can be monitored by a member of the organisation's committee and an officer of the Council.
- (b) Produce such receipts of expenditure as are necessary to fully justify allocation of grant aid over the duration of the project.
- (c) Provide the council with a written evaluation of the project.
- (d) Comply with the Council's criteria for recognising a community organisation as listed above.
- (e) Acknowledge the support of Down District Council's Arts Service in all publicity material relating to the activity for which grant aid was awarded.
- (f) Any other conditions stipulated by the Council.

**ARTS SERVICE MISSION STATEMENT:** Down District Council Arts Service will provide, facilitate and encourage arts activities and events of high quality designed to enhance the lives of residents of, and visitors to the district.

## KEY GOALS:

- 1. To provide inclusive access to and participation in high quality arts events and experiences at Down Arts Centre and throughout the district.**
- 2. To build new audiences and participants for the arts through an integrated audience and participatory arts development approach.**
- 3. To enable the rich heritage, history and stories of the district and its people to be to be interpreted and expressed through the arts, encouraging the development of responsible, confident and cohesive communities and the promotion of good relations.**
- 4. To maximise the use of the arts for regeneration and economic development in the district through cultural tourism and the development of the creative industries.**
- 5. To build stronger links with the private sector, both locally and regionally through sponsorship and other innovative partnerships.**
- 6. To take a leading role in encouraging and co-ordinating an integrated, strategic and sustainable approach to arts and cultural development in the district.**

## **Community Safety**

### **Down District Community Safety Partnership**

A Guide to Grant Aid for Community Safety Projects

#### **Background**

Community safety means preventing, reducing or containing the social, environmental and intimidating factors which affect people's right to live without fear of crime and which impact on their quality of life. Community safety is about delivering local solutions to local problems that have been identified by local people.

The Community Safety Unit published its strategy 'Creating a safer Northern Ireland through partnership' in April 2002. The document sets out plans to establish Community Safety Partnerships across Northern Ireland to provide support to new and existing local community safety groups. The Partnership would like to welcome applications for funding from local groups wishing to undertake community safety projects or initiatives in Down District.

#### **Aim of Funding**

- Funding is available for projects which will further the objectives set out in Down District Community Safety Strategy (2005-2008) and those prioritised by the N.I. Community Safety Unit.
- Projects should have a direct impact on reducing crime and anti-social behaviour, reducing the fear of crime and improving the general safety of our communities.

#### **Conditions of Grant Aid**

- Applications will only be accepted from constituted groups/bodies operating in the Down District
- Eligible groups can apply for a grant of £500 with a maximum of up to £1,000 per project, only once within an individual financial year
- If granted, funding will be paid following submission of receipts
- The Partnership will not fund groups involved in political or religious activities.

**Down District Community Safety Partnership  
Small Grants - Guidance Notes**

**Section A**

**Project Description**

Please describe briefly what the project will entail, for example, what the project will consist of, who will be involved, where it will take place etc. If you need to continue on an additional sheet please do so.

**Need for the Project**

Please outline how you have established the need for the project, for example, did the group carry out local consultations with residents or other bodies? Provide information on any relevant statistics, press releases or other information that highlights need.

**Section B**

**Key Issues Addressed**

In this section please identify which community safety issues are being addressed by the project. There must be at least one of the issues listed being addressed, however the project may address as many of these issues as is applicable.

**How are Issues being Addressed**

Please describe how this project will address each of the community safety issues identified. What are the objectives of the project and how will they be achieved?

**Monitoring & Evaluation**

What systems and processes will be used to monitor and evaluate the project to establish its achievement of its objectives? Please outline how the group will make sure the project is progressing the way it should.

Please note that an evaluation report must be provided on the completion of the project.

**Section C**

**Project Costs**

In this section please detail each of the costs involved and the total cost of the project, use an additional sheet if necessary.

Please provide details of any 'In-kind' contributions to the project which will not cost the project any actual money. This may include items such as staff time (perhaps in the form of volunteers), accommodation, stationery etc.

## **Financial Control and Accountability**

Please give details of how the funding will be controlled (bank account details, invoices, who is in charge of managing funds etc) and who will be held accountable.

Please note that it is a condition that any project which is allocated funding from Down District Community Safety Partnership (DDCSP) must provide invoices equating or exceeding to the total amount.

DDCSP works to ensure that funding and procurement procedures are in place to conform to public accountability requirements, best value principles and generally good house-keeping procedures. This practice helps to ensure that all public monies are spent having regard to property, efficiency and effectiveness.

To help individual projects ensure they are 'achieving value for money', 1 or 2 oral quotations (depending on the need to have a price comparison) should be obtained for any invoices submitted up to the total of £1,000. (E.g. fax or email confirmation should be obtained).

## **Community Relations**

### **Community Development Grants**

In accordance with the recommendations of the Joint Working Party, Down District Council decided that it should accept the responsibility for Community Services within the District.

The Voluntary & Community Unit of the Department for Social Development offers grant aid to councils for the administration and financial support of Community Development activities. Councils are permitted by the Voluntary & Community Unit to provide grant aid towards certain activities and community organisations working in Down District.

### **Support For Community Groups**

The Council believes that service provision and project development must be based firmly on principles of participation by local communities. Projects must take expressed needs into account on an ongoing basis. They should also empower people in local neighbourhoods to take control of issues that affect them.

Principles of Social Inclusion are also central to our support for community organisations and a key to the development of a representative, participative community sector in Down District. Social Inclusion is about working to ensure that people who are excluded from community based activity are given opportunities to become involved.

## **DOWN DISTRICT COUNCIL'S COMMUNITY DEVELOPMENT GRANTS POLICY**

### **Aim of Community Development Work**

Community work is concerned with the enrichment of the individual's life through the development of satisfying relationships within the community, the creation of opportunities for self-development and self-activation and involvement in the solution of problems as defined by the community itself. To this end, links between individuals, community groups, agencies both statutory and voluntary, and elected representatives should be developed in order that the quality of life within the community be improved, and also to further the general aims of community development.

Section 75 of the Northern Ireland Act 1998 ("the Act") requires the Council's Community Relations & Development Section, in carrying out all its functions, powers and duties relating to Down District, to have due regard to the need to promote equality of opportunity:-

- Between persons of different religious belief
- Between persons of different political opinion
- Between persons of different racial group
- Between persons of different age
- Between persons of different marital status
- Between persons of different sexual orientation
- Between men and women generally
- Between persons with a disability and persons without; and
- Between persons with dependants and persons without.

In addition, without prejudice to its obligations above, the Council's Community Relations & Development Section shall, in carrying out all its functions, powers and duties relating to Down District, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Organisations seeking grant aid must be open to a full range of local opinion, be inclusive and non-party-political. Government's Policy Appraisal for Fair Treatment (PAFT) guidelines and New Targeting Social Needs (TSN) initiative are at the heart of our approach to grant making for community activity. When thinking about submitting an application for grant aid, groups should consider whether any aspects of the project could have a negative impact on people that have been excluded from activity in the past. For example, this might include disabled people, people from different age groups, lone parents, and people from different religious, political or ethnic backgrounds.

### **Targeting Resources Against Need**

The Council is concerned with encouraging and facilitating the increased participation and involvement of people in Down District in those decisions and processes which affect their lives. It also seeks to improve the quality of life of people in the more deprived areas of the District.

The Council is committed to supporting organisations and projects in areas of Down District with the highest levels of social and material need. The Council recognise that disadvantage

often involves many factors and is compounded in areas with a lack of community infrastructure. Priority will be given to applications from areas of greatest need, whilst endeavouring to ensure balance of provision throughout the District.

### **The Council's Legislative Authority for Grant Assistance**

The Recreation and Youth Service Order (NI) 1986 (re-enacting the Order of 1973) gives responsibilities to District Councils. Article 10(1) of the Order states:

“Each district council shall secure the provision for its area of adequate facilities for recreational, social, physical and cultural activities and for that purpose may, either alone or together with another district council or any other person:

- (f) establish, maintain such facilities;
- (g) organise any such activities;
- (h) assist, by financial contributions or otherwise any person to establish, maintain and manage any such facilities or to organise any such activities;
- (i) provide, or assist by financial contribution or otherwise in the provision of leaders for such activities;
- (j) Defray or contribute towards the expenses of any persons taking part in such activities.”

It was clearly envisaged in the above legislation that grant assistance would be a substantial part of the Council's strategy to support Community Development

To be eligible for grant aid from the Council groups have to show that they are genuine community organisations. Applicant organisations must meet the following criteria:

- The group must be providing an activity or service in Down District for the benefit of the District's residents.
- The group must be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes.
- The group must be inclusive, non-party political, and open to a full range of local opinion. Membership of the group must be open to all those residing in the area which the group seeks to represent regardless of ethnic origin, gender, religious or political belief, etc.
- The group should be formed at a public meeting which should be properly advertised with 7 clear days notice given.
- The group must hold Annual General Meetings, which must be properly advertised with 7 clear days notice given. The interval between each AGM must not exceed 15 calendar months.
- The group must hold at least 6 meetings each year.

## DOWN DISTRICT COUNCIL

- Minutes must be kept of all meetings including the inaugural public meeting and Annual General Meetings.
- The election of a committee and office bearers must be properly conducted.
- The group must have a constitution (set of rules) that has been adopted at a public meeting and which defines its aims, objectives and operational procedures.
- The group must have a bank/building society account operated by a minimum of at least two joint signatories from the group's committee.
- The group must keep a proper record of its accounts and be able to provide a copy of its most recent bank statement and a copy of its latest annual accounts which must be checked and signed by a person independent of the group.
- In the event of dissolution, acceptable arrangements must be made for dispersing the group's funds.
- The group must be committed to equality of opportunity in terms of its own policies and the delivery of services to those it serves or represents.
- The group must arrange appropriate and adequate insurance cover for all its activities and all actions, proceedings, costs, claims, demands and liabilities whatsoever arising from all or any of its activities. It must also ensure that any individuals or organisations it works with are properly insured, qualified, registered, vetted, experienced etc to undertake the work they have been asked to do.
- The group must ensure that all its activities abide by the law. When required, the group must obtain the necessary permissions for its activities from the appropriate body/authority.
- Groups whose activities involve working with children or young people should have a Child Protection Policy statement and procedures (where appropriate).
- The group must be accountable to local people through its constitution, membership, committee elections, accounting procedures and Annual General Meetings.
- The group must meet need and respond to demand that is not being adequately addressed by other organisations in the same area or neighbourhood.

## Exclusions

It is not the Council's policy under its Community Development Grants Scheme to award funding to:

- a) School, Pre-School and Nursery organisations or activities
- b) Youth and Children's organisations or activities
- c) Individuals or private businesses

- d) Arts, Sports, Tourism and Economic Development activities
- e) Projects that simply replace existing facilities with no significant improvement
- f) Projects which improve or benefit privately owned land or property
- g) Organisations that are not providing an activity or service in Down District for the benefit of the District's residents
- h) Organisations and activities which are party political in intention, use or presentation
- i) Projects which have been completed or will have by the time the application has been submitted
- j) Projects which are the prime responsibility of other Government bodies

## **TYPES OF GRANTS, ELIGIBLE COSTS AND LEVEL OF FUNDING**

The Council operates the following Community Development Grant Schemes. All the grants are at the Council's discretion.

### **Seeding Grant**

Certain categories of newly established community groups can apply to the Council for a seeding grant of £100 to assist them with initial setting up costs. Applications can be submitted at any time of the year.

### **Annual Running Costs Grant**

Town, village and estate committees can apply annually for grant aid at the rate of 75% towards their approved annual running costs – anything that is necessary for the discharge of their responsibilities i.e. stationery, postage, telephone calls, insurance, hire of premises for meetings and photocopying. The maximum grant available is £750. Applications should be submitted after the group's accounts have been approved at its AGM.

### **Activities Grant**

Certain categories of community groups can apply for grant aid towards small scale community development activities such as organising training, environmental projects, newsletters, information day seminars, conferences or discussion groups etc. Grant aid is awarded at the rate of 50-75% of eligible expenditure. Eligible expenditure can include the hire of equipment, facilities, facilitators, tutors fees, crèche facilities, insurance and publicity, and administration costs. Most grants are in the region of a few hundred pounds. This grant is aimed at specific activities. It will not cover ongoing running costs, salaries, capital expenditure, purchase of equipment, competitions, and retrospective events, individuals to attend conferences or undertake study courses or visits, and travel outside of Northern Ireland. The maximum grant available is £500. Applications can be submitted at any time of the year.

### **Community Festival Grant**

One community group, usually a Festival Committee, in each of the District's towns and villages can apply annually for a grant towards organising a community festival in their area. Grant aid is paid at the rate of 75% on eligible expenditure up to a set limit. The set limit is determined by the number of applications received, the level of grant requested in each

case, the resident population in the applicant's area, and the funds available to the Council. Eligible expenditure can include the hire of equipment, entertainment, entertainers and venues, the purchase of insurance and publicity and administration costs. The maximum grant available is £650. Applications should be submitted by the second Friday in October each year.

### **Christmas Trees and Christmas Lighting Grant**

One community group in each of the District's towns and villages can apply annually for a grant towards the erection of a public Christmas Tree and Christmas Lighting. Grant aid is paid at the rate of 75%, up to a set limit, towards purchase, erection, maintenance, dismantling and insurance. The set limit is determined by the number of applications received, the level of grant requested in each case, the resident population in the applicant's area and the funds available to the Council. Applications should be submitted by the second Friday in September each year.

### **Community Facilities Capital Development Grant**

The Council has a policy entitled 'Community Facilities in Down District' whereby it can award financial assistance to community groups that wish to provide or improve community facilities in their locality. Grant-aid can be awarded at a level not exceeding 50% of the project's shortfall, up to a maximum of £25,000, on approved capital expenditure. The funding cannot be used towards a facility's staffing, maintenance or running costs. Applications can be submitted at any time of the year.

### **District Fireworks Display Grant**

The Council can provide funding to one representative group in each of the District's three main towns, Newcastle, Downpatrick and Ballynahinch, to take it in turn each year to organise a District Fireworks Display in their respective town. Funding is awarded on a pound for pound basis up to a maximum of £1500. Applications should be submitted by August each year.

Grant aid will be paid retrospectively once a completed evaluation form and invoices or receipts as proof of grant expenditure have been forwarded to the Council's Community Relations Officer.

### **Multi-Purpose Community Halls Annual Running Costs Grant**

Council will consider applications from eligible community groups who own and manage a multi-purpose community hall, for grant aid towards eligible, agreed and approved annual costs associated with the running and general maintenance of their hall. Eligible running costs may include public liability insurance, heating, lighting, telephone, postage, stationery, and photocopying. Staffing costs will not be eligible for grant aid. Grant aid will be available up to a maximum of 75% of total eligible, agreed and approved expenditure. The maximum annual grant per hall will be £3,000. Applications should be submitted after the group's annual accounts have been approved at its AGM.

## CONDITIONS OF GRANT AID

All recipients of grant aid are required by Council to adhere to the following:-

- a) Lodge the amount in a bank account where statements of such lodgement are available on request and where expenditure of the monies can be monitored by a member of the organisation's committee and an officer of the Council.
- b) Only use the grant for the purpose for which it was awarded. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant.
- c) Produce such receipts of expenditure as are necessary to fully justify allocation of grant aid over the duration of the project.
- d) Complete and return to the Council a Monitoring and Evaluation form. Council may require an independent evaluation for some projects.
- e) Comply with the Council's criteria for recognising a community organisation as listed in 4.0 above.
- f) Acknowledge the support of Down District Council's Community Relations and Development Section in all publicity material relating to the activity for which grant aid was awarded.
- g) Any other condition stipulated by the Council.

## Economic Development

Council are looking for your ideas, but whatever you decide to do, it must be something that will improve **the social and/or economic profile or life** of the District.

- It should benefit people who live in Down District and have the potential to be sustainable in the longer term.
- There must be clear evidence that local people support the project and are involved in carrying it out.
- Applications do not have to be from groups that already exist. Help will be given to new or informal groups of people who have come together to undertake new projects and priority will be given to those who are doing something which adds value, rather than applications for running costs.
- With the exception of small community seeding or running costs, no revenue expenditure will be available.
- Projects should be completed within the financial year of award. Council cannot carry over funding commitments.
- Each group may only make one application per financial year.
- The proposed activity should benefit the District.

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- Down District Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.
- Financial support can only be used for the purpose for which the grant aid is given. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant.
- Preference will be given to local groups.

### **THE FOLLOWING ARE NOT ELIGIBLE:**

- Support for individuals or private business projects
- Projects which are the prime statutory responsibility of other government bodies
- Projects that simply replace existing facilities with no significant improvement
- Projects which improve or benefit privately owned land or property
- Projects which have already been completed or will have been by the time the grant is issued.

### **THE FOLLOWING ARE UNLIKELY TO BE CONSIDERED A PRIORITY:**

- Projects where there is a large shortfall in the funding needed.
- Projects where the amount of the grant would be a very small part of the overall cost of the project.

## **Sports Development & Recreation:**

Down District Council's sports development activities are concerned in the main with the provision of facilities, the availability of trained people and the provision of programmes of activity. Thereby providing the local community with the opportunity to participate in sports events and activities

This objective is to be achieved through Council support for local Community Sports Clubs and organisations.

The Sports development section does not run participation events opting rather to empower those Sports Clubs.

The section has three main grant giving programmes:

- **Grants to Community Sports Clubs (Capital build)**
- **Assistance to Sports Clubs and Individuals for Training and traveling (Elite performer level)**
- **Policy of Recognition (Elite performer level)**

## **Grants to Community Sports Clubs [Capital Build]**

These grants are available either for the creation of facilities or the improvement of existing facilities.

The amount of grant available to each application is currently capped at £25,000.00.

### **Criteria used in the Policy:**

1. The club must be a sport recognised by the Sports Council for Northern Ireland.
2. The club must have been in existence in the district for more than 10 years and be properly constituted.
3. Only capital development is possible. No portable equipment or revenue funding.
4. The club must be able to demonstrate partnership funding.
5. Trustees of the club must be prepared to enter into a legal agreement with the council.
6. Clubs must have ownership of title to a minimum 10year lease.
7. Clubs must be able to demonstrate a youth Policy and how it will assist the council to meet its aims.
8. The club must ensure access to appropriate departments of council to provide programmes and opportunities for local residents.
9. Funding will be 50% of project costs up to a maximum of £25,000
10. Applicants will be required to provide appropriate technical information and drawings in support of their application.

### **Clubs Must Provide The Following Information in Support of An Application:**

1. Name and address of club/organisation
2. Date of application
3. Nature of activity
4. A copy of the club constitution that typically contains details of the following:
  - Aims and objectives
  - Details of membership (who is entitled or permitted to be a member)
  - Details of committee structure(s)
  - Details of A.G.M.
  - Procedures for election of office-bearers
  - Trustees – names and addresses
  - Details outlining who is responsible for finance and assets disposal
  - General conduct of members
5. Written evidence of title to clubs/organisation existing facilities
6. Evidence that title can be easily and quickly assessed
7. Details of alternative funding being sought elsewhere or already received.

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8. A copy of the clubs/organisations long term plan or strategy
9. A copy of the clubs/organisations youth policy/provision
10. Details of project costs
11. A clear indication what part or parts of the development funding is required for
12. Does the club/organisation operate in particular socio-economic conditions
13. An indication of the existing level of provision  
Does the club/organisation have:
  - Playing surface/pitch/facilities
  - Changing facilities
  - Showering facilities
  - Fencing
  - Car Parking
  - Other – Please detail
14. An indication of the following:
  - Size of membership    Adult male  
                                  Adult female  
                                  Youth  
                                  Children
  - What if any                Social provision  
                                  Club facility  
                                  Licensed premises
15. Copies of Club or Organisation policies in relation to  
Child Protection- Equality etc

### **Department's general assessment of this application**

- Date of receipt of application
- Level of existing facility
- How quickly can grant be taken up
- What is the perceived need for this facility
- Does a similar facility exist locally/nearby

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**Indicative List Of Clubs Who Have Received Assistance Under This Policy**

KILCOO GAC.

MAGHERA F.C.

SAUL GAC.

DUNDRUM CRICKET CLUB.

TECONNAGHT COMM. ASSOC.( Tennis Courts)

RUSSELL GAELIC UNION.

LOUGHINISLAND GAC.

BALLYNAHINCH UTD F.C.

KILCLIEF BEN DEARG.

DOWN HOCKEY CLUB.

BALLYNAHINCH RUGBY CLUB.

WOLFE TONE GAC KILLYLEAGH.

TECONNAGHT GAC.

QUOILE YACHT CLUB.

DARRAGH CROSS GAC.

BRIGHT GAC.

SAINTFIELD SPORTS CLUB. ( Cricket & Hockey)

SAINTFIELD UTD FC

AUGHLISNAFIN COMM. ASSOC.

DRUMANESS MILLS F.C.

ST. MALACHYS GAC C'WELLAN.

BRYANSFORD GAC.

TOLLYMORE MOUNTAIN CENTRE. (Hot Rock Climbing Wall)

DOWNPATRICK CRICKET CLUB.

KILLYLEAGH YFC.

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ST.COLMANS DRUMANESS.

DUNDRUM GAC.

ARDGLASS GOLF CLUB .

SPA GOLF CLUB

TOLLYMORE UTD FC

NEWCASTLE TENNIS CLUB

ARDGLASS GAC

KILLYLEAGH YACHT CLUB.

## **Tourism**

DOWN DISTRICT COUNCIL has traditionally made payment and/or provided assistance to individuals and bodies who have been perceived to further the marketing of tourism interests throughout the district.

We have reviewed our policy on Support for Tourism related events taking place in the Council area so as to enhance their contribution to the development of Down District Council as a tourist destination. Our overall priorities in providing financial assistance will be to support events which:

- 1) **Attract out of state participants and visitors, hence increase bed nights and spend throughout the district.**
- 2) **Are of a significant scale, or show potential to be, that strengthen Down District as a tourist destination and highlight the individual quality of its many attractions.**
- 3) **Attract positive media coverage especially throughout the area and Northern Ireland.**
- 4) **Require Down District Council assistance to cover the costs of the event.**
- 5) **Encourage the development of new events.**

Under the above broad criteria Down District Council will particularly seek to support events which:

- a) **Have the potential to attract in the immediate or longer term significant international interest.**
- b) **Can demonstrate clear evidence of good quality management and sound financial judgements.**

- c) **Complement the current plans of Down District Tourism and Kingdoms of Down tourism consortium in developing and promoting specific activity and special interest sectors.**
- d) **Will be promoted and marketed particularly out-of-state**

Where the main purpose of an event is to raise money for a charity and/or charities, financial assistance will not be provided by Down District Council. The Council does not assist events that make a profit nor do they assist events that are financially supported by other funding bodies.

The Council would wish to ensure it extracts maximum value from an event. From the outset, it will agree with the organisers the added promotional value that it would expect to receive. This will be especially important in the case of larger events. It is our intention to support repeat events for a limited period only.

Council will require early application in order that the event can be included in our promotional material.

### **Funds are limited and demands are considerable.**

#### **GUIDANCE AND ADVICE**

- All information requested is of vital importance and a key factor in the decision making process.
- It is necessary to submit accurate details of anticipated income and expenditure with realistic financial projections.
- Attainment of adequate recognition and acknowledgement for Down District Council contribution and assistance is expected e.g. use of Down Tourism banner etc.
- Early application allows for proper and due consideration plus sufficient time to promote and market the event satisfactorily.
- Applications should be made using the official event sponsorship application form and returned together with the relevant financial and other information that may be requested.
- **Funds will not be paid until receipt of the Post Entry Questionnaire.**

## Appendix 1

### CULTURAL AND ECONOMIC DEVELOPMENT – GRANTS AT A GLANCE

<b>Grant</b>	<b>Max</b>	<b>Open</b>	<b>Closing date</b>	<b>Officer</b>
<b>Tourism Events Grant</b>	Up to £5000 in practice, average £1000	7/9 September	14 October	Tourism Development Manager
<b>Arts Development Grant</b>	Up to £2000 in practice, average £1000	7/9 September	14 October	Arts Manager
<b>Community Groups Seeding Grant</b>	Up to £100	Rolling application accepted	Open	Community Relations Manager
<b>Economic Project Development Grant</b>	Up to £20,000 in practice, average £5000 -10000	7/9 September	14 October	District Development Manager
<b>Community Festival Grant</b>	Up to £650	7/9 September	14 October	Community Relations Manager
<b>Community Relations Grant</b>	Up to £500	Rolling application accepted	Open	Community Relations Manager
<b>Community Development Activities Project Grant</b>	Up to £500	Rolling application accepted	Open	Community Relations Manager
<b>Revenue Grant</b>	Up to £750	Rolling application accepted	Open	Community Relations Manager
<b>Christmas tree &amp; lighting scheme</b>	75% of total cost up to set limit determined by population	April	9 Sept Decisions made in late September	Community Relations Manager
<b>All other grants support incl. Third party applications</b>				Project Development Manager

## Appendix 2

### Arts Service Guidance

#### ORGANISING AN EVENT?

#### DO YOU KNOW WHAT YOUR RESPONSIBILITIES ARE

#### **A GUIDE FOR EVENT ORGANISERS**

The most important element is the safety of those taking part in events, spectators and anyone who may be affected by it. Organised events entail legal requirements which should be considered during planning. Permission will be required from property owners and various licensing permits may also be necessary.

The Emergency Services would appreciate your full co-operation and need to be kept informed of your plans, so that they are best equipped to meet the many demands placed on them.

The following are guidelines to help the emergency services and statutory bodies to help you.

#### **Matters Affecting the Police Service of Northern Ireland**

- ✧ Advise your local police about events in public places.
- ✧ Obtain the correct licences for charity collections and flag days.
- ✧ Get a licence from the Northern Ireland Office for certain categories of fireworks, including *garden fireworks*.
- ✧ Give at least 28 days notice for any parade or procession.
- ✧ Obtain any relevant permission for events and/or use of property from your local Council, (028) 44 610800; Department of Regional Development (previously known as the DOE), (028) 44 612211; Housing Executive, (028) 44 613551; etc.
- ✧ If in doubt about any of the above issues, local police will be glad to be of assistance, (028) 44 615011

#### **Matters Affecting the Coastguard**

The Coastguard needs to know about any activity at or near the coastline or Lough Neagh, particularly involving large numbers of people. This includes activities:

- ✧ on beaches, in Marinas or Harbours;
- ✧ which hinder access to the shore, harbours or jetties;
- ✧ which involve pyrotechnics or bonfires, i.e. fireworks displays;
- ✧ which involve people being on the water, i.e. parties afloat on boats, ships or floating viewing platforms.
- ✧ Contact HM Coastguard, (028) 427 460917.

#### **Matters Affecting the Fire Service**

The Fire Service would appreciate early information on events and early applications for licences as time will be required for processing before a licence can be issued. Apply early and avoid disappointment. Contact local Fire Station or Operations Department, (028) 92 664221.

#### **Matters Affecting the Ambulance Service**

Early notification of events will enable the ambulance service to deploy resources to maximise service delivery. The response to events will be planned as early as possible. The earlier the Northern Ireland Ambulance Service is advised of events, the earlier plans can be made to provide the standard of service expected. Contact NI Ambulance Service (028) 90 402222.

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### Matters Affecting Down District Council

Depending on the nature of the event your organisation may be required to apply to Down District Council for an Entertainment Licence, which would entail your organisation placing a public advertisement in the local press giving at least 6 weeks notice of the event. For further advice/guidance, please contact the Council's Entertainment Licensing Administration Section, telephone (028) 44 610808.

If you wish to use Council property to hold your event, you should seek permission from the Council's Building Services Section, (028) 44 610868.

### First Aid Organisations

St John's Ambulance Belfast Division, (028) 90 755792.

Red Cross, Tel (028) 90 322325.

Order of Malta Belfast Division, (028) 90 741309.

### Planning Considerations for Event Organisers

- ✧ Insurance cover – Public Liability, Cancellation/Abandonment, Adverse Weather, Fire and Pearls, All risks, Equipment, Employers Liability
- ✧ The estimated numbers of persons likely to attend and plan accordingly
- ✧ Risk Assessment
- ✧ Health and Safety audit of the event
- ✧ Site Layout
- ✧ Crowd Management – Points of entry, points of exit, dispersal of crowd, transport arrangements etc
- ✧ Communication – Provision of a Public Address System, 2-way radios etc
- ✧ Parking and Traffic Management – Road closures
- ✧ Barriers
- ✧ Temporary Structures – Health and Safety
- ✧ Electrical Systems – Health and Safety
- ✧ Control of Sound and Noise
- ✧ Fire Fighting Equipment
- ✧ Medical, Ambulance and First Aid Provision. Access to injured
- ✧ Emergency Procedures and Contingency Planning
- ✧ Safety of People at Work
- ✧ Facilities for People with Disabilities
- ✧ Information and Signage
- ✧ Food and Drink – Health and Safety
- ✧ Litter and Waste Disposal
- ✧ Licensing – Entertainment Licence, Firework Licence, Public Procession Licence, etc
- ✧ At functions entertainment should be sectioned off
- ✧ Extent of any Fireworks Display
- ✧ Stewarding Arrangements
- ✧ Toilet facilities and locations
- ✧ Street Furniture
- ✧ Groups whose activities involve working with children or young people should have Child Protection procedures

The above information is to help you in planning a safe and successful event.

Discussion on the above issues at an early stage will assist you in considering what you should realistically attempt to do and plan.

## Appendix 3

### DOWN DISTRICT COMMUNITY SAFETY PARTNERSHIP ANNUAL RUNNING COST GRANT APPLICATION FORM

If you would like to discuss any aspect of this application you should contact the Community Safety Officer, (028) 44 610840

**Applicants must comply with the Council's Criteria for recognising a community organisation**

#### TERMS AND CONDITIONS

Down District Community Safety Partnership has agreed (May 2006) to provide support to local groups who are actively addressing community safety concerns within their community.

Grant aid will be provided to constituted groups who are active members of the Down District Community Safety Network and have attended at least three meetings within the last six months.

Up to £150 grant aid will be provided to groups annually and will cover costs such as:

- Hire of Venues for events/meetings
- Postage
- Photocopying
- Telephone
- Insurance costs
- Stationery

**Please complete ALL questions**

#### SECTION ONE

1. Name of Organisation: \_\_\_\_\_

2. Name and Address of Contact Person: \_\_\_\_\_

\_\_\_\_\_

3. Telephone No: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

4. E-mail Address: \_\_\_\_\_

5. Position held in organisation: \_\_\_\_\_

6. Names, Positions and Addresses of other Office Bearers in your organisation:

\_\_\_\_\_

DOWN DISTRICT COUNCIL

- 7. How long has your organisation been in existence? \_\_\_\_\_
- 8. Date of the group's last AGM or Inaugural Public Meeting? \_\_\_\_\_

**SECTION TWO**

- 1. When did your group join the Down District Community Safety Network?  
\_\_\_\_\_
- 2. Who attends the Down District Community Safety Network on behalf of your group?  
\_\_\_\_\_
- 3. Can you provide the dates of the last three Down District Community Safety Network your group has attended?  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION THREE**

- 1. What are the main aims and activities of your organisation?  
\_\_\_\_\_  
\_\_\_\_\_
- 2. How does your group improve community safety in your area?  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION FOUR**

**Please enclose a copy of your group's latest approved annual accounts**

**Please enclose a copy of the group's most recent bank statement.**

**Please enclose a recent copy of your group's constitution.**

**Please enclose a copy of the minutes of your group's most recent AGM or Inaugural Public Meeting.**

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*PLEASE NOTE. Applications must be accompanied by the information requested in SECTION FOUR. Applications submitted without this information cannot be considered until it has been provided.*

*You may be asked to provide further information in support of your application.*

**DECLARATION:**

I declare that:

- All the above information is correct.
- The organisation's financial procedures include adequate safeguards against fraudulent or corrupt actions.
- Our organisation is open to a full range of local opinion.
- Our organisation is inclusive and non-party political.
- Our organisation does not seek to promote any party-political position.
- Our organisation will comply with the Council's criteria for recognising a community organisation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

**When completed, please return to:**

**The Community Safety Officer,  
Down District Council  
24 Strangford Road  
Downpatrick BT30 6SR.  
Tel: (028) 44 61040.**

**Appendix 4**  
**Down District Community Safety Group**

**SMALL GRANT APPLICATION FORM**

**Ref: 06/04**

**Section A**

Name of Organisation:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Contact's Telephone

No:(home)\_\_\_\_\_ (work)\_\_\_\_\_

Contact's Address:

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact's Email: \_\_\_\_\_

***Project Description***

Please provide a brief description of the proposed project including timescales.

Please provide information on the background to the project and how the need for the project has been established.

**Section B**  
**Community Safety Issues Being Addressed**

Please give details of which community safety issue/s the project will be addressed.

**Key issues addressed**

- Car crime
- Domestic burglary
- Offences against individuals, particularly domestic violence and sexual assault.
  
- Business and retail crime
- Youth offending & reducing
- Anti-social behaviour & low level neighbour disorder criminality
- Fear of crime amongst older people, vulnerable adults,
- Drug, substance & alcohol abuse  
victims & children

Please give details of how these issues will be addressed. (Use an additional sheet if necessary)

Please give details of how you plan to monitor and evaluate the proposed project.

**Section C**  
**Project Costs**

Breakdown of Costs

\_\_\_\_\_ £ \_\_\_\_\_

**Total Cost s** £ \_\_\_\_\_

Please provide details of any financial contributions from other funding sources (including any 'In Kind' funding)

Organisation/Body

\_\_\_\_\_ £ \_\_\_\_\_

DOWN DISTRICT COUNCIL

Please provide details of the arrangements you have in place in relation to financial control and accountability

**Equality of Opportunity Monitoring Form**

Telling Us About The People Who Will Benefit (Please note this question is optional)

**Gender**

Male Female

**Age**

All Ages 0-16 17-30 31-65 65+

**Ethnic Group**

White Chinese Traveller African Other

**Religion**

Catholic Protestant Other

**Persons with a Disability**

None 1-5 5+

**Please ensure the following documents are enclosed with your completed application:**

Constitution (Signed & Dated)	ESSENTIAL
Annual Report (If Applicable)	DESIRABLE
Bank Account Details	ESSENTIAL
Contact Details of Office Bearers	ESSENTIAL
Any other information relevant to your application	DESIRABLE

Signature \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

ADDITIONAL INFORMATION (if required)

Appendix 5

DOWN DISTRICT COUNCIL  
**SPORTS DEVELOPMENT SECTION**

**“GRANTS TO SPORTS CLUBS POLICY”**



**APPLICATION**

Date: -.....

**Name of Club** .....

**Address** .....

**Tel:** .....

**Fax:** .....

**Secretaries Name** .....

**Address** .....

**Tel:** .....

**Fax:** .....

**Mobile:** .....

**Date Club Formed** .....

**Main Activity** .....

*(Days/times training etc.)*

**Name of Project** .....

**Brief Description of** .....

**Project** .....

*Please give details of Clubs History. (On Separate Sheet)*

*Please give details of Club Structure. (On Separate Sheet)*

*(i.e. membership details – male/female/youth /junior /disabled etc...)*

*Please give details of Junior Club Development. (On Separate Sheet)*

**NAMES AND ADDRESSES OF CLUB TRUSTEES: -**

- 1 .....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....

*(Use additional sheet if necessary)*

**Cost of Project: -**

<i>Land Acquisition</i>	.....
<i>Building Works</i>	.....
<i>Fees</i>	.....
<i>Equipment</i>	.....
<b>Total</b>	_____
	_____

**FUNDING**

*Please give details of other Sources of Funding, including your own contribution. (Nb The policy allows for 50% of project costs up to a maximum of £25,000)*

- .....
- .....
- .....
- .....
- .....

DOWN DISTRICT COUNCIL

**To whom have you applied?**

	<b>Name</b>	<b>How Much</b>	<b>Have You Been Successful Please supply evidence of successful applications</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			

- **Please supply details , (copies of Title with maps) of Land on which the project will take place. (NB If your club is successful in securing this and other funding to allow the project to go ahead Down District Council will require a Ten year legal charge on the that land. This is likely to be the case with other funders as well.) In the case of an existing lease please supply written permission/ agreement for the project from the landowner.**
- **Please supply the detailed drawings and specification of the Project.**
- **Please supply 'ACE' 1 : 2500 Location Maps (x 3).**
- **Please supply copies of Planning and Building Control Permissions.**
- **Please supply details of proposed Project Time-Table.**

**NAMES AND ADDRESSES OF LEGAL REPRESENTATIVES: -**

.....  
 .....

**I, \_\_\_\_\_, confirm that I am authorised by \_\_\_\_\_ to  
 submit this application on their behalf.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_