# LCCC Logo - FULL COLOUR sRGB

**Community Spirit Grant Aid Programme 2020**

Lisburn & Castlereagh City Council area

 INFORMATION &

 GUIDANCE NOTES

**COMMUNITY SPIRIT**

**Grant Aid Programme 2020**

# INTRODUCTION

Lisburn & Castlereagh City Council, has launched a new funding scheme, for constituted community/voluntary and faith based organisations in recognition of Community Spirit during challenging times due to the Coronavirus, (COVID-19) pandemic. The Community Spirit Grant Aid Programme aims to provide an opportunity for organisations to recognise community achievements during this time, coupled with promoting positive mental health and wellbeing. The programme aims to recognise the efforts of local groups and volunteers who delivered immediate and practical support in their areas of the city.

Applications for funding, up to a maximum of £500, must demonstrate how the proposal responds to the key themes as outlined below. The proposals must also adhere to the most recent NI Executive’s directives for Covid-19, particularly around social-distancing, capacity restrictions and hand washing/sanitising as per the NI Executive Coronavirus Recovery Plan.

[**https://www.nidirect.gov.uk/articles/coronavirus-covid-19-recovery-plan**](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-recovery-plan)

1. **KEY THEMES:**
2. Promoting positive mental health & well being
3. Promoting connectivity and reducing social isolation
4. Celebrating community achievements & volunteering
5. Reducing hardship & promoting community spirit

**FUNDING SCHEME TIMETABLE:**

|  |  |
| --- | --- |
| **Launch Date** | **3rd August 2020 12pm**  |
| **Closing Date** | **17th August 2020 4pm** |
| **Assessment Period** | **18th August 2020** |
| **Award Announcement** | **19th August 2020** |
| **Project Delivery Dates** | **24th August – 7th October 2020** |

**Please email all completed and signed Application Forms to:**

**Lesley Wilson, Community Arts Officer**

**Lisburn and Castlereagh City Council**

**E:** **lesley.wilson@lisburncastlereagh.gov.uk**

**T: 028 9244 7713**

**WHO CAN APPLY - ELIGIBILITY**

The ‘Covid-19 (Coronavirus) Community Spirit Grant Scheme’ is open to community/voluntary and faith based organisations based in the Lisburn & Castlereagh City Council area that meet the following criteria:

1. an open and accountable governing document (Constitution or Articles and Memorandum of Association, or applicable governing document) that has been properly adopted
2. a bank account in the name of the organisation, which requires a minimum of two unrelated members to authorise withdrawals and an annual set of independently examined financial accounts, endorsed at an Annual General Meeting.
3. a Management Committee or Governing Board, elected by its membership at an Annual General Meeting, and elected office bearers.
4. have appropriate Safeguarding Policies for protecting Children and Vulnerable adults, who are involved as part of the group’s programme.
5. Up to £5 million Public Liability Insurance, to cover all risk associated with the activities of the organisation.

# PROGRAMME CRITERIA

This grant programme for constituted community/voluntary organisations and faith-based groups, as outlined in the eligibility section above, is in recognition of the efforts of groups and local volunteers who delivered immediate and practical support in their areas of the city, in response to Covid-19. The programme also aims to promote connectivity and positive mental health and wellbeing, whilst reducing social isolation.

The programme seeks to encourage local community and faith based organisations, individually or collaboratively to recognise and promote one or more of the following themes:

1. Promoting positive mental health & well being
2. Promoting connectivity and reducing social isolation
3. Recognising community achievements & volunteering
4. Reducing hardship & promoting community spirit

**WHAT WE WILL FUND**

The following activities will be a priority for the Grant Aid Programme:

* Initiatives that promote positive mental health and well-being and encourage a sense of connectivity
* Activities that recognise the efforts and achievements of groups and individuals who responded to the Covid-19 pandemic, through supporting others
* Projects that encourage collaboration with other groups
* Projects that promote community spirit

Project materials, running costs and small capital costs are also eligible, providing the capital items are directly linked to the programme themes

**Funding will ONLY be available to groups based in the Lisburn and Castlereagh City Council area that meet the above criteria.**

### APPLICATION PROCESS

All funding requests must be forwarded utilising the Community Spirit Grant Scheme Application Form and returned by email to the address provided on the front of this document. The required supporting documentation must be sent with the application (unless we have received it in the last 12 months and there has been no changes to it)

***Before applying, please check that***:

* your organisation is eligible to apply;
* your application meets the priorities of this fund;
* you have completed every question on your Application Form;
* you can provide all the information we ask for as part of the application process.

***Once your application is received, we will:***

# Perform an Eligibility Check on your application and then assess it against the key themes of the grant, as highlighted in the PROGRAMME CRITERIA section above;

* Contact you with questions should we need to, so please keep a copy of your Application Form for your reference;
* Not assess your application if it is incomplete.

***If your application is successful, we will***:

* Send you a Conditional Offer and our Terms & Conditions of Grant by email for your organisation to sign and return to the council;
* Clearly indicate the eligible expenditure for the funding offered.
* Request the grant to be acknowledged through the inclusion of the official Lisburn & Castlereagh City Council’s logo on all related promotional material associated with the project and that an Elected Member or Council Officer from Lisburn & Castlereagh City Council, is invited to the event/activity to which the grant is awarded.

***Once we have received your signed Terms and Conditions we will:***

* Make payment to your group’s bank account, via the Bankers Automated Clearance System (BACS).

***If your application is unsuccessful, we will:***

* Contact you by email informing you of the reasons why your application has not been successful, for which there is no right of Appeal.

For further information on the Community Response to Covid 19, across the Lisburn and Castlereagh City Council area, please contact your local District Electoral Area (DEA) representative via the details provide on the link below.

**https://www.lisburncastlereagh.gov.uk/communityhelp**