



FINANCIAL ASSISTANCE POLICY

APPLICANT GUIDANCE MANUAL

JANUARY 2025

**FOR 2025-26 TIER 1 GRANT – ENDING
VIOLENCE AGAINST WOMEN AND GIRLS
CHANGE FUND.**

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Introduction

- 1.1. The purpose of this document is to provide guidance for organisations applying for financial assistance from Armagh City, Banbridge and Craigavon Borough Council. It is inevitable that a guidance manual cannot cover every single aspect of funding therefore potential applicants are encouraged to discuss individual applications with a relevant Council officer if they are uncertain about their eligibility.
- 1.2. If Council is made aware of a potential health and safety risk e.g. in relation to events, we will reserve the right not to fund, or to withdraw funding.
- 1.3. This guidance document sets out the grant programme and describes the process for making applications. In addition to the criteria used for each grant programme, Council will also consider a range of other factors to determine whether grants should be paid and at what level. These will include Council and EVAWG's strategic priorities, the number and range of applications received and the amount of funding available.
- 1.4. In an attempt to minimise wasted effort on ineligible or ill-conceived applications, a self-assessment eligibility check should determine whether an application will progress towards assessment. Council would recommend that you do not submit an application if your organisation or project appears to be ineligible without first discussing with a Council Officer. Unless stated, most evidence/documents will only be requested if an application is successful, although applicants are asked to ensure these are available when they apply.
- 1.5. Please note it remains the responsibility of the organisation to check the application details are correct prior to submission. The assistance of a Council officer in developing the application does not automatically guarantee that the application will be successful as all applications are subject to a scoring process.
- 1.6. **This version of the Applicant Guidance Manual is only relevant for the 2025 – 2026 Ending Violence Against Women and Girls Grants Programme (Tier 1). Do not use this manual for any other calls.**
- 1.7. **All potential applicants are strongly encouraged to attend an information session prior to submission. The details of these can be found at: [Community Grants - Armagh City, Banbridge and Craigavon Borough Council](#)**

All applications must be submitted by **12 noon on Friday 7 February 2025.**

Contact Point:

The initial point of contact for financial assistance is as follows:

Tel: Valerie Armstrong on 07515 607480

Email: fap@armaghbanbridgecraigavon.gov.uk

Late applications cannot be accepted.

2.BACKGROUND

- 2.1 The Ending Violence Against Women and Girls (EVAWG) Strategic Framework was launched by the Executive in September 2024. It intends to bring together a whole of society and whole of government response to address this issue which impacts the lives of far too many women and girls across our society. The main focus of this strategy is on prevention. This recognises that tackling the underlying causes of violence, abuse and harm towards women and girls and stopping it before it starts is vital.
- 2.2 The Strategy includes a first Delivery Plan (2024-26) and will support those organisations working to prevent and challenge the attitudes, behaviours and culture that can lead to violence against women and girls. It will deliver real change for those who suffer harm and abuse across our society every day.
- 2.3 **For further information about the EVAWG Strategic Framework and the first Delivery Plan, and to access the full documents, please visit: <https://www.executiveoffice-ni.gov.uk/topics/ending-violence-against-women-and-girls>**

A key action within the current Delivery Plan is (2024-26) includes launching and supporting delivery and impact of a community focused **Change Fund** to:

- equip community groups to prevent to violence against women and girls. (Strand 1); and
- resource and mobilise regional community and voluntary sector (CVS) to drive society wide action so that everyone understands what violence against women and girls (VAWG) is and knows how to prevent it (Strand 2).

- 2.4 This guidance relates to **Strand 1** of the **Change Fund**, which is being delivered in partnership with all 11 local councils within Northern Ireland. Funding from the Executive Office (TEO) will enable each council to support community groups in their respective local government district.

2.5 The **Change Fund** will help to mobilise grassroots action, support innovative delivery and maximise the impact of community-led initiatives contributing to the **Prevention Outcomes of the EVAWG Strategic Framework**. These are:

Outcome 1: Changed attitudes, behaviours, and culture - Everyone in society understands what violence against women and girls is, including its root causes, and plays an active role in preventing it

Outcome 2: Healthy, respectful relationships - Everyone in society is equipped and empowered to enjoy healthy, respectful relationships

Outcome 3: Women and girls are safe and feel safe everywhere - Organisations and institutions across government and society embed the prevention of violence against women and girls in all that they do, so that women and girls are safe and feel safe everywhere

3. Grant awards – Background detail

3.1 Strand 1 of the EVAWG Change Fund will be administered and supported by each council in their respective local government district. Councils can provide grant funding up to a maximum of £25,000 to successful community groups operating within their local government district. The minimum grant awarded will be £1,000. Funding can be applied for within three tiers of support:

- Tier 1: grants between £1,000 and £5,000
- Tier 2: grants between £5,001 and £15,000
- Tier 3: grants between £15,001 and up to £25,000

3.2 All applications are assessed by each council against set criteria (see Section 9). This is a competitive process, and awards are subject to funds available to each council.

3.3 Delivery of successful projects and all grant funding must be incurred in full during the 2025-26 financial year (7 April 2025 to 31 March 2026).

Choosing which outcomes your project will focus on

3.4 All projects supported by Strand 1 of the Change Fund must include a focus on Outcome 1 and specifically demonstrate how project proposals will increase awareness and understanding of what violence against women and girls is, including its root causes.

3.5 In addition to Outcome 1, applicants can also demonstrate how their project proposals contribute to Outcomes 2 and/or 3. Note that projects will not necessarily score higher if multiple outcomes are selected and/or have a higher budget, the assessment process will focus on the quality, proportionate impact, and investment effectiveness (including value for money) of the proposal – these can be considered high or low regardless of a project’s budget or its focus on one or more outcomes.

4. What funding is available?

4.1 Council offers a range of funding opportunities to not for profit groups carrying out activity within the Borough. The full detail of these can be found on the Funding Hub [Community Grants - Armagh City, Banbridge and Craigavon Borough Council](#)

4.2 This funding programme is summarised below:

Grant Programme	Sub-Programme
EVAWG Grant (Tier 1)	<p>Grant funding between £1000 - £5000 to successful community groups operating within the ABC Council area.</p> <p>Should you wish to apply to Tier 2 or Tier 3 grants, please refer to the relevant guidance and application details.</p> <p>Tier 2: grants between £5,001 and up to £15,000 Tier 3: grants between £15,001 and up to £25,000</p>

4.3 Within the financial assistance policy, Groups can hold a maximum of two successful FAP applications per financial year. However, applications to this grant (Ending Violence against Women & Girls [EVAWG]) are exempt from the 2-grant rule. i.e. Groups can hold 2 successful FAP grants and an EVAWG grant.

4.4 Once a group has submitted their signed Form of Acceptance and received a payment, it is deemed at that stage they hold a successful grant even if they subsequently decline it.

4.5 Groups cannot submit two separate applications for the same project, even if applying for different elements of the same project.

4.6 All offers of financial assistance unclaimed at the end of the financial year following the year offered will be withdrawn by Council.

5 Application Timetable

5.1 Groups applying in Tier 1 EVAWG grant can expect to hear the outcome of their application by April 2025.

5.2 Tier 1 funding timescales are detailed below:

	Open for applications	Project Delivery period
Tier 1 EVAWG	13 January to 7 February 2025	07/04/2025 – 31/03/2026

6. Who Can Apply for Financial Assistance?

6.1 Except where specifically stated for certain grant programmes, applications will only be accepted from formally constituted, community managed, and autonomous organisations. Such organisations should be not-for-profit, with wider community interests at heart, working at a local community level. The organisation's governing document must clearly state that:

- Membership is inclusive of the identified community and open to its full range of opinion.
- Each year the organisation holds an Annual General Meeting (AGM) at which each member has an equal vote.
- The organisation has a management committee or board of directors which is appointed at the AGM using a clear democratic process for the selection of members i.e. election.
- The committee/board presents the report for the year at the AGM; and
- An annual statement of accounts is presented at the AGM

6.2 It is important that the groups funded are inclusive of their identified community and open to its full range of opinion i.e. do not exclude any part of that community. Each member must have equal status and be entitled to vote at the AGM.

6.3 Decisions about the organisation and its activity must only be made by members and no other organisation can have the ability to impose a decision on the group i.e. they must be fully autonomous organisations. Groups must be managed by their community which means that the management committee/board has to come from the membership and be elected at the Annual General Meeting.

6.4 The management committee or board must be accountable to their membership for the work done and money spent during the year. Groups should be able to provide a copy of independently audited/verified accounts upon request.

6.5 Values inherent to community development include social justice, self-determination, working and learning together, sustainable communities, participation and reflective practice. These values are aligned to Council's statutory duties in tackling inequality and promoting good relations and the groups that Council fund must in no way contribute to inequality or poor relations.

6.6 Council will not consider applications from:

- Organisations that:
 - Discriminate against anyone on the basis of religious belief, political opinion, racial group, age, marital status or sexual orientation, gender, or disability.
 - Are in poor financial health or cannot show effective financial control.
 - Are not prepared to share learning from their project with Council and other relevant groups.
- Individuals (only constituted groups/organisations can apply for funding)
- Commercial organisations (except social enterprise).
- Statutory organisations (except through a partnership arrangement with Council where key priority outcomes are delivered)
- Schools, Parent Teacher Associations (PTA's) and After school activity projects, run by either internal or external organisations, except where there is a clear need demonstrated that the project being funded will serve the wider community and this need is not being met by another organisation e.g. inter-school activity.
- Any organisation or project proposals that Council and or TEO may from time to time, deem to be ineligible, including incompatibility with the vision, principles and outcomes of the Strategic Framework for Ending Violence Against Women and Girls; or that support to a project/organisation risks contravening legislative requirements and Executive priorities in respect of employment, health and safety, discrimination, equality

of opportunity, and promotion of good relations.

- 6.7 If you are a branch of a larger organisation, please see the guidance in Appendix 9.1 about how you may apply.

7. What type of proposals will be supported?

7.1 Strand 1 of the EVAWG Change Fund aims to equip community groups to prevent to violence against women and girls. This means ways to mobilise grassroots action and maximise the impact of community-led initiatives contributing to the **Prevention outcomes of the EVAWG Strategic Framework**.

(For further information about the EVAWG Strategic Framework and the first Delivery Plan, and to access the full documents, please visit: <https://www.executiveoffice-ni.gov.uk/topics/ending-violence-against-women-and-girls>)

7.2 Any financial assistance provided by Council must further the delivery of Council's Corporate Plan 2023-2027. The table below sets out Council's priority areas and commitments. Applicants should consider this table and need to explain how their application can help further Council's priorities:

Community Wellbeing	Environment & Place	Economic Growth
<ul style="list-style-type: none"> • Encourage participation in arts, culture, heritage and physical activity. • Provide opportunities which improve quality of life and wellbeing for our communities and staff. • Support and empower communities. 	<ul style="list-style-type: none"> • Actively respond to the climate crisis and support others to do likewise. • Seek investment to preserve the uniqueness of our heritage and places. • Shape our places to be attractive, accessible, healthy, safe and clean. 	<ul style="list-style-type: none"> • Provide and facilitate opportunities for growth, investment, productivity and skills development in our local economy.

7.3 Activity should also align with the relevant Programme for Government priorities: <https://www.northernireland.gov.uk/sites/default/files/publications/newnigov/draft-programme-for-government-our-plan-doing-what-matters-most.pdf>

7.4 The Fund in each council area encourages and seeks to **support innovation** by local groups. Project proposals are anticipated to be varied and might enable groups to, for example, test new approaches, explore different ideas and ways of working, catalyse new or wider collaborations. There is no prescriptive list of project types as this fund aims to support change and activity that will assist in achieving the outcomes as detailed in the EVAWG strategy.

8. What can be funded?

- 8.1. Expenditure will potentially be considered eligible if clearly demonstrated by applicants that such expenditure will equip community and constituted not for profit groups to prevent violence against women and girls. There must be clear linkage between proposed activities (and associated expenditure) and the EVAWG prevention outcomes: changing attitudes, behaviour and culture; healthy, respectful relations; women and girls feel safe and are safe everywhere.
- 8.2. Examples of eligible expenditure might include event costs; design and publishing; filming/photography/animations, website and other digital content development (if directly supporting project activities); marketing and development and/or delivery and/or attendance at relevant training and resources; research; facilitation costs; small items of the equipment (under £1,000) essential to delivery of the project; development and delivery of relevant performances and creative initiatives.
- 8.3 Other potential eligible expenditure includes eligible running costs directly and necessarily incurred in the delivery of the proposed activity and agreed in the Letter of Offer to the applicant.
- 8.4 These examples are indicative only and not an exhaustive list. Projects and associated costs/expenditure will be considered on a case-by-case basis. Please note counselling is not an eligible cost for this programme.
- 8.5 Annual core running costs:
- i. Groups applying for annual core running costs must demonstrate a focus on the EVAWG strategy. This means their core purpose(s) must be about contributing to the **Prevention outcomes of the EVAWG Strategic Framework.**
 - ii. Groups who are ineligible to apply for annual core running costs include, but are not restricted to:
 - counselling organisations, advice service providers, historical/heritage groups.
 - iii. Groups eligible to apply for annual core running costs can only apply for the following costs:
 - Insurance
 - Rent
 - Heat and light (oil, electricity etc)
 - Water rates
 - Telephone
 - Broadband
 - Cleaning materials
 - Stationery
 - Accountancy
 - Equipment (up to £1,000)
 - 1 x IT Licence fee e.g. Zoom (up to a maximum of £200)
 - iv. You cannot apply for Running cost grants from both FAP Revenue grants and EVAWG grants

8.6 Value for money

All eligible and approved expenditure must demonstrate value for money (VfM). Best value for money is defined¹ as the most advantageous combination of cost, quality and sustainability to meet customer requirements.

8.6 Procurement

Successful applicants must follow Council's procurement guidelines when purchasing items funded through the award i.e.: the number of written quotations which are required for all purchases are set out as follows:

<i>Estimated Value</i>	<i>Process To Be Used</i>
Where estimated cost does not exceed £1,500	No quotation required but reasonable effort must be made to obtain value for money.
Where estimated cost is £1,501 - £7,500	A minimum of 3 written competitive quotations required.
Where estimated cost is £7,501 - £30,000	A minimum of 4 written competitive quotations required.

Failure to provide evidence of appropriate procurement, if requested at the vouching stage, will result in that cost being disallowed.

Please note that Procurement guidelines apply to the total cost of goods & services and not just the percentage that this grant is funding.

8.8. Regional Funding

If your Organisation has been successful in receiving Regional Funding from TEO you must declare this in your application and outline clearly how this application would add value and does not duplicate the Regional Funding.

9 What Can We Apply For?

9.1 Council will only consider funding for projects, activities and organisations which meet the basic eligibility criteria.

9.2 The list below only includes those elements which are common to all. An application that falls outside these eligibility criteria will not be considered further.

9.3 Basic Eligibility Criteria

The overarching principle to be applied to all financial assistance should be that of meeting local needs which have been identified and prioritised by Council and by the EVAWG strategy. Any use of funding that cannot be shown to meet the following basic requirements will not be provided with funding:

- Have a clearly identified need.
- Can deliver outcomes which meet this need.
- Be delivered by a credible organisation with the capacity to deliver the project as stated.
- Meet the specific objectives of the grant programme being applied to

Council will **not** consider applications for projects which:

- Have no significant benefit to the Armagh city, Banbridge and Craigavon Council area.
- Provide no potential benefit to the public, either in the short or long term.
- Could be carried out on a commercial basis.
- Have already taken place or are already under way at the time of the assessment.
- Duplicate what already exists.
- Are fundraising events or activities.
- Are of a party-political nature.
- Promote a particular religion; or
- Are against Council policy.
- Retrospective expenditure on services/items/other costs already obtained or incurred/paid for in advance of a successful applicant returning a signed Letter of Offer.
- Costs that have been or will be submitted to another funder.
- Capital expenditure, (including on equipment exceeding £1,000). Alcohol, membership fees or competition prizes.
- Loan repayments.

10. Submitting Your Application

10.1 The following are the important matters in relation to submitting your application:

- All applications **must** be submitted online through the Council's Online Funding Hub.
- The deadline for receipt of all applications is **12noon on 7 February 2025**.
- Please note Groups are required to submit a signed constitution with their application.
- It is therefore anticipated that eligible organisations will make only one application to the opening call from the local council in which they have their primary operations and in which the majority of their beneficiaries live. Applicants are required to have a demonstrable track record of grassroots activity/impact and to detail how proposed activities will primarily support beneficiaries in the council area to which they make their application. Eligible organisations may be able to make further applications to subsequent calls within 2025/26 should funding be available and depending on criteria or conditions councils and/or TEO apply in subsequent calls.
- Please note for grants commencing after 1st April 2025 there will be a requirement to submit all acceptance paperwork, vouching information and evaluation information by electronic means. An electronic reminder will be issued to all successful groups, who will need to login to the Funding Hub, where they made the original application and attach or enter this detail. If a group is unable to submit vouching information or evaluation information electronically, they should contact the FAP team and arrange for an appointment to meet with an Officer at Council offices in order to submit the information.
- It is important to note that all groups are asked to submit a signed in ink copy of their constitution or governing document at the time of application. This is a mandatory requirement.
- Please note Council is seeking to continuously update and improve the service, hence in 2025/2026 all applications will also be asked to complete an Equality Monitoring Questionnaire. This will be entirely separate from the assessment process and will be used for the purposes of equality monitoring only. Assessment panels will not have sight of the equality monitoring information.
- It is **essential** that you avoid trying to submit your application at the last minute as any holdups may result in a late submission and your application therefore being deemed ineligible.
- Support to submit an application online will be available to those groups who request it, however this is subject to Officer availability during the application window. Anyone requiring such support should seek it early and not leave it until the last minute, as we cannot guarantee the availability of assistance for everyone approaching the deadline.
- Information sessions will be held w/c 13 January, and any group considering making an application to this grant is strongly encouraged to attend one of these sessions.
- Please note that groups being awarded a EAWG grant **must** attend a Trauma Informed Practice session.
- Information to include details on completing the application and also information on Trauma Informed practice will be provided on the dates included in the following link: [Community Grants - Armagh City, Banbridge and Craigavon Borough Council](#)

11. Assessment Criteria

TIER 1		Percentage weighting
1.	How will your project support the Prevention Outcomes of the EVAWG Strategic framework? (Outcome 1 is mandatory)	60%
2.	Ability to deliver the proposal to meet local needs	20%
3.	Investment effectiveness (including Value for Money) of the proposal	20%

12. Assessment Process

12.1 Assessment will be carried out by officers using a standard assessment process. In broad terms the assessment will consider:

- A basic eligibility check, applicable to all applicants
- A grant programme eligibility check

12.2 Scoring and Awards

- Applications which are scored will not be funded if they **do not score 50% or more**
- Applications scoring 50-69% will be awarded that percentage of the total eligible costs applied for
- Applications scoring 70%+ will be awarded 100% of the eligible costs they applied for

12.3 Grants will also have to be considered and ratified by elected Members through the Council Development, Community and Wellbeing Committee.

12.4 Should this call be oversubscribed, Council will then make a decision to either reduce all awards by the same percentage (Top Slice) to ensure the funding offered is within the budget available or in the event additional funding becomes available the full award may be granted depending on scoring.

12.5 Decisions

The assessment process will produce one of two outcomes:

- An application may be rejected as it fails to meet the criteria or has failed to reach the pass score. In such cases, officers will complete a tick box form setting out the reasons for the rejection and the group will receive a letter detailing reasons for rejection.
- Offer of Funding– a successful application would be given an offer of funding by email, setting out the amount of funding, monitoring and evaluation requirements and any other conditions to be applied. Acceptance of this would trigger the need for proof of other key documentation prior to release of grant.

12.6 Review Process

- **Please note we will not allow or proceed to any appeal from an Ineligible application outcome**, however you may still wish to request Feedback from an ineligible application within the correct timeframe. All Feedback requests must come by email into fap@armaghbanbridgecraigavon.gov.uk
- Following the decision to reject an application, the applicant organisation will be informed in writing stating the reasons for the decision. The applicant organisation may request a review of the decision. The formal Review will provide an independent process through which the applicant organisation will have the opportunity to demonstrate in writing to the Review Panel that either:
- Option1 - the decision was wrong because the Council failed to take into account the information contained within the written application or took into account information that was not contained within the written application.

and/or

- Option 2 - there was a failure in adherence to procedures and guidance issued with the call for applications or systems that materially affected or could have materially affected the decision.

or

- Option 3 - that officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

Appeals on any other grounds will not be considered. It should also be noted that no additional supporting documentation will be permitted at this stage.

Requests for a review must be submitted online through the same system the application was submitted by the group. **The request for a review must be made within 28 days of the date of the letter notifying you of the outcome of your application for financial assistance.**

12.7 Payment of Grant

- All documentation requested within the new Letter of Offer has been provided.
- Subject to the above point, groups awarded over £5,000 will only receive 75% of their grant upfront with the balance payable upon receipt of all post-project paperwork.
- **Reprofiling is allowed up to 15% of the grant total.**

12.8 Conflict of Interest

Organisations should be aware of any potential conflicts of interest arising in their use of suppliers. Further information on managing conflicts of interest can be obtained from Charity Commission ([Home | The Charity Commission for Northern Ireland \(charitycommissionni.org.uk\)](http://Home | The Charity Commission for Northern Ireland (charitycommissionni.org.uk))) and NICVA (NICVA).

12.8 Fraud

In the event of suspected fraud, or other irregularity, Council will refer the matter to the Council Fraud and Financial Investigation Panel for further investigation. Council retains the right to withhold making an award until the outcome of an investigation is complete and/or to impose appropriate sanctions in the event of an irregularity e.g. ineligible to apply to FAP until agreed conditions have been met etc.

13. Marketing and promotion

- 13.1 Raising awareness of EVAWG and the prevention outcomes of the Strategic Framework is fundamental to helping to realise the vision of “a changed society where women and girls are free from all forms of gender-based violence, abuse and harm - including the attitudes, systems and structural inequalities that cause them”.
- 13.2 The EVAWG team in TEO will support council staff across the region to work alongside successful projects to help maximise their impact and reach. This can include promotional support and help with sharing stories of the difference your project is making. Additional guidance will issue to successful projects on the support available, which might, for example, include photography and filming. This guidance will include details on branding, logos and related requirements for all printed and other promotional materials developed by your project.
- 13.3 Your organisation’s involvement in the Change Fund, both as an applicant to the fund and/or recipient of grant support, provides access to a wider EVAWG network of CVS groups and other organisations working to end violence against women and girls. Further information will be offered to your organisation on ways it can connect with the insights shared across this network and become more involved with this growing EVAWG coalition.
- 13.4 If your organisation is successful in this grant type, it is mandatory to acknowledge the support of TEO and Council by displaying each their logos on any promotional material.

14. Tier 1 – Ending Violence against Women & Girls (EVAWG)

Grant Programme: Tier 1 - EVAWG		
Summary	Proposals might be for one-off events, projects, workshops or small clusters of activity aimed at awareness raising and aligned with all or some of the prevention outcomes in the Ending Violence Against Women and Girls Strategic Framework 1, 2 and 3. (Outcome 1 is mandatory)	
Award	Between £1000 and £5,000	
Grant Programme Eligibility	Groups/projects must: <ul style="list-style-type: none"> • Be community based/not for personal profit • Have 90% of beneficiaries in Council area • Have a clear Ending Violence against Women and Girls (EVAWG) focus 	
How will applications be assessed?		
Grant Programme Eligibility	Community based/not for personal profit	Y/N
	90% of beneficiaries in Council area	Y/N
	Clear focus on Ending Violence against Women and Girls (EVAWG)	Y/N
Assessment Criteria	TIER 1	
	How will your project support the Prevention Outcomes of the EVAWG Strategic framework? (Outcome 1 is mandatory)	60%
	Ability to deliver the proposal to meet local needs	20%
	Investment effectiveness (including Value for Money) of the proposal	20%

Notes

- a) Tier1* (Proposals might be for one-off events, projects, workshops or small clusters of activity aimed at awareness raising and aligned with all or some of the prevention outcomes in the Ending Violence Against Women and Girls Strategic Framework 1, 2 and 3. (Outcome 1 is mandatory)
- c) An application to this grant programme should be for either:
 - i. Programme costs
 - ii. Events costs
 - iii. Awareness raising costs

Programme costs:

Eligible Costs	Ineligible costs
Facilitator costs	Gifts, donations, prizes, flags, bunting, bank/loan interest, musical instruments, legal fees, kits/uniforms, private or unfunded pensions, alcohol, refreshments, food
Venue hire – This must be a publicly recognised venue e.g. a community centre (not a domestic property)	Projects or activities which are delivered outside the ABC Council area
Purchase of equipment up to £1,000, must be linked to the grant programme. If you want to purchase equipment ONLY then please apply for a small capital grant.	Salaries, wages and administration costs
Training costs. (not for an individual)	Costs incurred prior to a funding offer from Council (retrospective funding)
Printing costs for advertising only linked to the grant programme	Fundraising events and projects
Materials relevant to the grant programme	Trips or transport of any kind
	Counselling costs of any kind
Hire of a Mobile Accessible Toilet	Costs which are not clearly linked to the project
Public Liability Insurance costs for an Event	Costs that are poor value for money, or that are purchased from outside of Council procurement guidelines
	Costs that are already covered by other funding or income sources.
	Costs that can be recovered from elsewhere, e.g. VAT.
	No committee members can receive payment for the EVAWG grant purpose
	Fireworks or Beacons of any kind to include Lantern or Balloon releases

15. Guidance for Branches of Larger Organisations

We expect groups who wish to apply for financial assistance to have a constitution (or rules/standing orders/bye-laws) in their own name. However, we recognise this may prove challenging for local branches of regional or national organisations.

If a branch of a larger organisation does not have a constitution in the name of the branch, then the branch has one of two options:

Option 1:

If the branch:

- i. has its own management committee,
- ii. has a UK bank or building society account in the name of the branch and,
- iii. produce their own annual accounts

then the group can apply in their own name providing they get a letter of undertaking from the parent body (see required format below). The letter of undertaking states that ultimate legal and accounting responsibility for the grant will lie with the parent body.

Option 2:

Where Option 1 is not possible, then the group should get the parent body to apply on their behalf.

Letter of Undertaking

The letter of undertaking from the parent body must take the following form:

To: The Financial Assistance Programme Manager.

I confirm that *[write name of organisation applying]* is a branch of *[write name of bigger organisation]* and I am authorised to sign this letter on its behalf.

My organisation supports the application from this branch and I understand that ultimate legal and accounting responsibility for the grant will lie with us as the parent organisation.

I confirm that the answers in the application form submitted by the branch are true and accurate and that both the parent organisation and the branch will comply with the Council's terms and conditions of grant.

Signed:

Date:

Name:

Job title:

17. List of Required Policies and other documents

Essential Policies and Documents

Any organisation receiving funding from Council should be expected to have the following as a minimum (this is in addition to the organisations essential documents eg constitution, accounts). Discretion will be used to determine how necessary each of these are depending on the size of the organisation and the nature of their work.

- Appropriate insurance cover. This may include:
 - Employer's liability insurance (if staff are employed).
 - Public liability insurance (including cover for volunteers).
 - Specific event insurance if an event is being organised.
 - Directors and Officers liability insurance if the organisation is a limited company.
- A Safeguarding Policy (Child Protection Policy and/or Vulnerable Adults policy. A more comprehensive policy should be expected if the organisation is working specifically with children or vulnerable adults.
- A basic volunteering policy.
- A basic equal opportunities policy.
- A basic disability and age discrimination policy.
- Simple financial procedures policy.

Additional Policies Required if Staff are Employed

The following policies must be in place if the organisation employs staff:

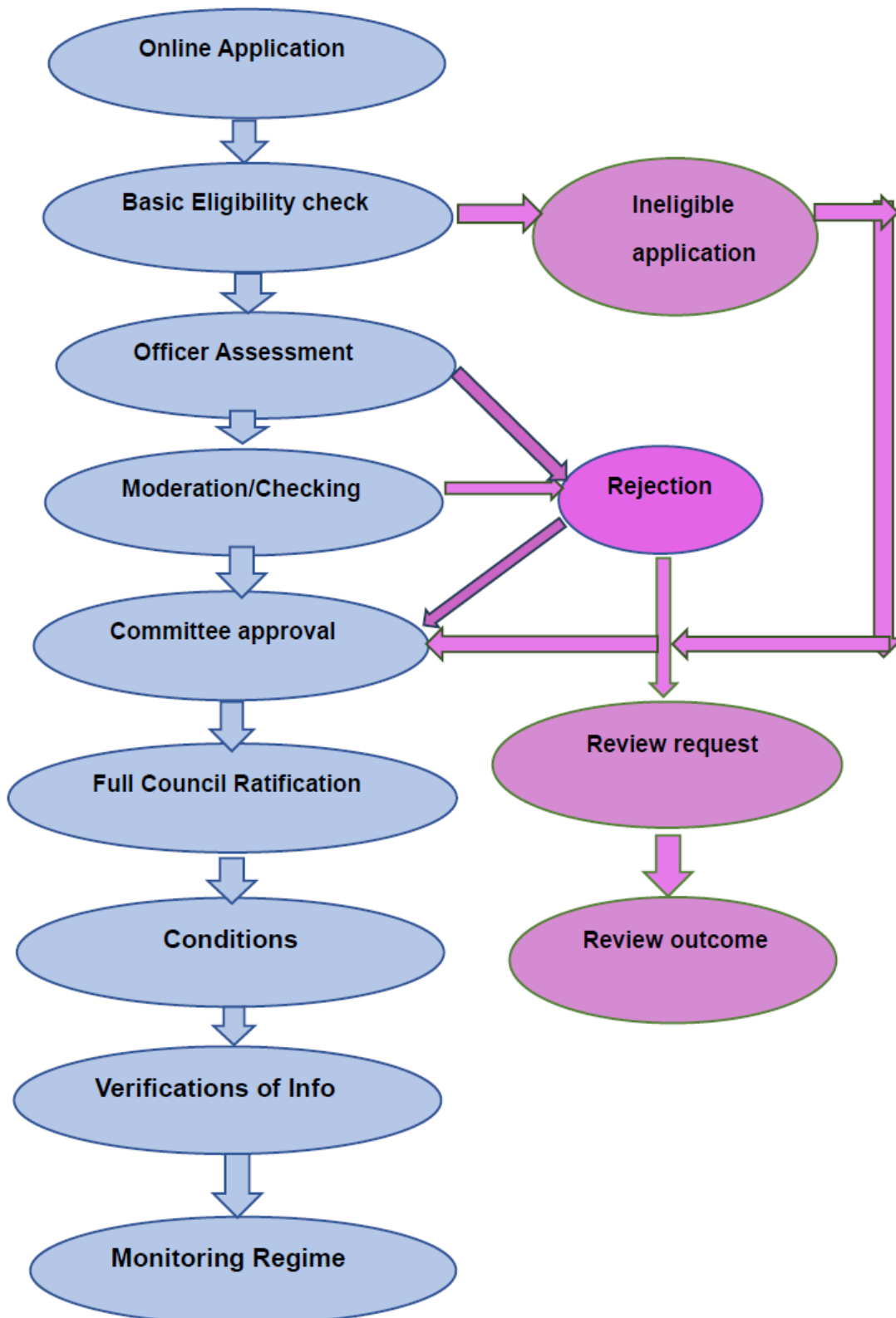
- Fair employment policy.
- More comprehensive health and safety policy.
- Recruitment policy.
- Staff induction policy (this may be rudimentary if there is only one member of staff).
- Staff appraisal system (ideally).

Other Policies

Ideally a larger organisation will have many of the following. These may be considered essential for larger organisations and would represent best practice for small organisations. In order of importance these are likely to include:

- A strategic or operational plan.
- Data protection policy (particularly if the organisation is managing and maintaining data about individuals, members, staff or the public).
- Conflict of interest register/policy.
- A financial reserves policy.
- More comprehensive financial management policies.
- Assets register or inventory.
- Fraud policy.
- Document retention policy.
- Travel policy.
- Internet policy.
- Information asset policy.
- Procurement or tendering procedure policies.

17. Application Process Diagram



18. Frequently Asked Questions (FAQs)

i. **Q: We are a branch of a larger organisation – can we apply?**

A: See the specific guidance in 9.1.

ii. **Q: We will struggle to complete an application online – can we get any help?**

A: Council will offer support to groups to use the online system. Groups looking support should contact Council using the details on page 2 of this Guidance Manual. Support is subject to Officer availability during the application window. Support will also be available from Network Support Organisations operating in the Borough. When seeking support groups must bear in mind the following:

- It is essential to request support at an early stage as it cannot be guaranteed that support will be available at the last minute.
- To make the most of everyone's time and get the most out of the support being offered, groups should attend the support sessions with the answers to the questions described in 9.7 of this Guidance Manual to hand.

iii. **Q: Can a church apply for funding?**

A: Council can accept applications from churches or other faith organisations as long as the project being applied for does not include the promotion of faith or religion.

19. Completing the Application Form

This section offers help regarding the type of information we are looking for when answering specific questions. It is designed to help you - so reading it and referring to it when completing the application form is likely to improve your chances of getting funding.

In general, please note the following:

- You should answer each question as fully as possible and do not be afraid to repeat part of an answer to another question if it is relevant to the question you are working on. Officers will not be able to go looking for the answers to questions in other parts of the application.
- You must also assume the person assessing your application knows nothing about your project.

SECTION 1 – ORGANISATION

Organisation Details

Please ensure the accuracy of the contact details for the Contact Person as this will be the only person we will contact regarding your application. If your Contact Person changes during the application process or you know the Contact Person will not be contactable during that period, you must provide us with an alternative Contact Person. In the event we need to seek clarification on your application but cannot make contact with the Contact Person, your application will be rejected.

The organisation name on the application form **must** be exactly the same as the name on the constitution you will provide (see exceptions for branches in 9.1).

1.3 Structure

When you click on this you will be offered a choice of options. Most organisations applying will be Unincorporated Associations but if you are not sure, select 'Other' and then describe what type of organisation you would call yourself.

SECTION 2 – FUNDING DETAIL

Grant Select

2.1 What level of grant are you applying for?

Depending on which grant programme you are applying to you may have a choice of level of grant. It is important you choose the grant programme and level that best meets your project.

Description

2.2 Title of Project

This title will be used in any correspondence with you so should be something short that you will recognise.

Brief Description of the project or activity for which funding is being sought.

This box should provide sufficient detail to enable Council Officers to understand what your project is about and what you will do. It should specifically note how the project or activity will address the need identified in Question 2.5. You should provide as much specific detail as possible including the type of project (eg Programme costs, Events costs and Raising awareness costs).

How many people will benefit directly from your project?

Please tell us how many people will take part in your activity or attend your event.

Where will your project be delivered?

Please tell us the name of the venue or site and address where you will deliver your project.

What is the duration of your project?

You will have already told us the start and end date but here we need to know the duration. For example, if running a course, you might state that it is running three hours per session, one session per week for six weeks.

Finance

2.3 Detail all the costs of your project/activity and how much funding you are applying to us for.

- a) Indicate the amount of funding you require from this grant programme (this must not exceed the maximum and should be the minimum amount necessary to make your project/activity happen). It should be noted that Council may choose to fund less than you request.
- b) Be as specific as possible and detail all costs associated with the project even if you are not asking us to fund all costs
- c) Ensure your costings are realistic – get quotes and do not guess amounts
- d) Detail each specific cost on a separate line.
- e) Multiple items listed on the same line may result in the whole line being disallowed.

2.4 If you are not asking us for 100% funding, where will the balance of funding come from?

We need to know where you are planning to get the balance of your money from. This might be from another funder or from your own funds.

You should also let us know (in answer to Question 3.1) if you are applying to another funder for the same costs as you are requesting from us. **While it is not wrong to apply, it would be fraudulent to accept more than one offer of funding to cover the same costs.**

Project Details

2.5 Describe how your project supports the Prevention Outcomes of the EVAWG Strategic framework?

Changed attitudes, behaviours and culture – Everyone in society understands what violence against women and girls is, including its root causes, and plays an active role in Preventing it (THIS IS MANDATORY)

2.6 Describe your organisation's ability to deliver the proposal to meet local needs.

We need to be confident your group will be able to deliver the proposed project. Please tell us if:

- a) Your group has delivered such a project before and how often
- b) Members have undertaken relevant training to help deliver such a project
- c) You have members on your committee or in your group who have specific skills and experience of managing and delivering projects, even if your group has not delivered such a project in the past
- d) You plan to seek advice and support from outside your organisation to help deliver the project
- e) Has your group experience of managing grants before of a similar size? If so, give details of funders and amounts

Programme Objectives

Describe how your project contributes to this programme objective

- 2.7 All projects supported by tier 1 of the Change Fund must include a focus on Outcome 1 and specifically demonstrate how project proposals will increase awareness and understanding of what violence against women and girls is, including its root causes.
- 2.8 In addition to Outcome 1, applicants can also demonstrate how their project proposals contribute to Outcomes 2 and/or 3. Note that projects will not necessarily score higher if multiple outcomes are selected and/or have a higher budget, the assessment process will focus on the quality, proportionate impact, and investment effectiveness (including value for money) of the proposal – these can be considered high or low regardless of a project's budget or its focus on one or more outcomes.

SECTION 3 – OTHER INFORMATION

Any Other Information

3.1 Please provide any additional information which you feel is relevant to your application

While Council is under no obligation to use the information provided in this section, and it is unlikely to form part of the scoring of applications, you may wish to provide additional information to explain or clarify any issue raised above. This is also an opportunity to explain anything which does not fit easily into any of the boxes in Section 2 of the application form.

In particular, if you have applied to another funder for the same costs you are applying to us for, then you must detail this information in this section.

3.2 Document/Evidence Checklist

You must complete this checklist indicating whether you can provide the documents that will be requested if your application is successful. While it will not prevent you being awarded a grant, you will not receive any money until you provide them.

3.3 You must confirm by ticking the boxes below that your organisation is, has, or will have by the commencement of the proposed project and for its duration, the following:

Your group must confirm the list of statements detailed in this question by ticking the boxes. All boxes must be ticked to be able to submit an application. We will no longer ask you for any evidences of these by default but Council may choose to spot check these and reserves the right to withhold grant should any declaration prove to be inaccurate or the documents are not available.

Documents

Essential Documents

You must upload a signed copy of your constitution with the application.

Supporting Documents

Can be uploaded at time of application submission, however, not essential as we will request such with an offer of funding

Submission

This is important and you should read very carefully before you sign. Online applicants will be asked to agree the declaration on behalf of the group.

All applications must be submitted by **12 noon on Friday 7 February 2025.**

Contact Point:

The initial point of contact for financial assistance is as follows:

Tel: Valerie Armstrong on 07515 607480

Email: fap@armaghbanbridgecraigavon.gov.uk

Late applications cannot be accepted.