



# **FINANCIAL ASSISTANCE POLICY**

# **APPLICANT GUIDANCE MANUAL**

**MARCH 2025**

**SPECIALIST GRANT 2025-26 FOR VE DAY  
CELEBRATIONS - APPLICATIONS ONLY**

## 1. 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 the relevant Council officer if they are uncertain about their eligibility.
- 1.2. The guidance document sets out this grant and describes the process for making applications. In addition to the criteria used for this event grant, Council will also consider a range of other factors to determine whether grants should be paid. These will include Council's strategic priorities, the number and range of applications received and the amount of funding available.
- 1.3. In an attempt to minimise wasted effort on ineligible or ill-conceived applications, a self-assess 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.
- 1.4. 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.
- 1.5. **This version of the Applicant Guidance Manual is only relevant for applications for Financial Assistance for the VE Day Celebrations Grant 2025-26 (Tuesday 18 March – 31 March 2025). Separate Guidance Manuals exist for all other Revenue Grants and Capital Project Grants. Do not use this document for any future calls.**
- 1.6. All applications must be submitted online by **12 noon on Monday 31 March 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](mailto:fap@armaghbanbridgecraigavon.gov.uk)

## 2. Who Can Apply for Financial Assistance?

2.1 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-personal 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
- **The constitution must be signed showing when it was formally adopted by the group.**

2.2 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.

2.3 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.

2.4 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.

2.5 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.

2.6 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 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.

## VE Day Celebration Events 2025

Grant Programme: VE Day Celebration Events 2025		
<b>Summary</b>	<p>For local small scale community events or activities to celebrate the 80<sup>th</sup> anniversary of VE Day.</p> <p>Council will agree a budget for this grant programme. If the budget is oversubscribed, applications will be prioritised by date and time of submission to the first 80 successful groups.</p>	
<b>Example projects</b>	The type of event Council may fund includes a tea party, an exhibition, a talk, a social event for young and old	
<b>Award</b>	up to £500 towards eligible costs	
<b>Programme Eligibility</b>	<p>Groups must:</p> <ul style="list-style-type: none"> <li>• Be community based/not for personal profit</li> <li>• Only submit one application to celebrate VE Day</li> </ul> <p>Events must:</p> <ul style="list-style-type: none"> <li>• have 90% of the beneficiaries from the Council area</li> <li>• take place between 1<sup>st</sup> May and the 15<sup>th</sup> May 2025.</li> </ul>	
<b>Programme Objectives</b>	<p>Your project should deliver the following two objectives:</p> <ul style="list-style-type: none"> <li>• Celebrate the 80<sup>th</sup> anniversary of VE Day in a spirit of mutual respect, inclusiveness and reconciliation</li> <li>• Aim to build relationships across communities</li> </ul>	
How will applications be assessed?		
	Be community based/not for personal profit	Y/N
	Only submit one application to celebrate VE Day	Y/N
	Proposed event clearly celebrates the 80th anniversary of VE Day	Y/N
	Proposed event will take place between 1 <sup>st</sup> May and 15th May 2025	Y/N
	Proposed event demonstrates involvement of the wider community	Y/N
<b>Assessment Criteria</b>	Group able to deliver	Y/N
	Value for money (cost per significant beneficiary impact)	Y/N

**Notes:**

- a) Applications to this programme do not count towards a group's maximum two successful grants limit under the Financial Assistance Programme
- b) Applications from different organisations in respect of the same event will not be accepted
- c) Food will be an eligible cost under this grant programme (see note in table below).
- d) This specialist grant programme will be open for applications in March 2025 as part of a VE Day Specialist Grant only
- e) Council will agree a budget for this grant programme. If the budget is oversubscribed, applications will be prioritised by date and time of submission to the first 80 successful groups.
- f) Applicants must have a **signed** constitution in the group's own name. Applications are also eligible from organisations who may not have a constitution in their own name but who are a recognised branch of a national/regional organisation. Such branches can apply in their own name.
- g) With the exception of food, normal FAP eligible and ineligible costs will apply.

<b>Eligible Costs</b>	<b>Ineligible costs</b>
Venue hire – This must be a publicly recognised venue e.g. a Community Centre (not a domestic property)	Gifts, donations, prizes, flags, bunting, bank/loan interest, musical instruments, legal fees, kits/uniforms, private or unfunded pensions or alcohol.
Hire or purchase of equipment up to £500 (must be linked to the Event)	Fireworks and Beacons of any kind
Printing costs for advertising only linked to the programme and not exceeding £200	Projects or activities which are delivered outside the ABC Council area
Materials relevant to the Event	Salaries, wages and administration costs
Medals and Trophies	Costs incurred prior to a funding offer from Council (retrospective funding)
Road closure costs	Fundraising events and projects
Public Liability Insurance costs for an Event	Trips or transport of any kind. (This includes related trip costs)
Hire of a Mobile Accessible Toilet	Payments made to any members of the applicant group or organisation.

Band or music hire	Costs which are not clearly linked to the event
Food or refreshments will be funded where the activity is clearly to benefit the wider community and costs demonstrate value for money (e.g. tea party)	Costs that are poor value for money, or that are purchased from outside of Council procurement guidelines
	Costs that can be recovered from elsewhere, e.g. VAT.

### **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:**

## **DOCUMENTATION AT APPLICATION STAGE**

### Essential Documents

You **MUST** attach a copy of your **signed** Constitution at time of application submission.

### Supporting Documents

You can attach any supporting documents at time of submission, however we will again ask for 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.

**Financial Assistance provided by Armagh City, Banbridge and Craigavon Borough Council is supported through financial support from:**

