

**Lisburn & Castlereagh City Council**

**NI 100 Centenary Events Fund**

**2021**

**GUIDANCE NOTES & APPLICATION FORM**

**Timeline**

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| **Launch Date** | **Friday 5 March, 12 Noon** |
| **Closing Date** | **Thursday 1 April, 12 Noon** |
| **Assessment Period** | **Wednesday 7 April – Tuesday 13 April** |
| **Award Announcement** | **Wednesday 28 April (TBC)** |
| **Project Delivery Dates** | **May – December 2021** |

**Complete an online application (Insert link)**

**Or**

**Email completed and signed Application Forms to:**

[**lesley.wilson@lisburncastlereagh.gov.uk**](mailto:lesley.wilson@lisburncastlereagh.gov.uk)

**Tel: 028 9244 7713**

**GUIDANCE NOTES**

# INTRODUCTION

Lisburn & Castlereagh City Council has launched a small grants fund, for constituted community/voluntary and faith-based organisations to support the delivery of projects or events that reflect on our past, mark the Centenary and inspire future generations.

The fund aims to provide an opportunity for organisations to promote awareness and reflect on local history of the Centenary using innovative and creative means to engage people. The Council encourages positive approaches, which embrace diverse perspectives while reflecting on the complexity of Northern Irish history and identity.

Applications for funding, up to a maximum of £400, must demonstrate how the proposal responds to the key themes as outlined below in **Programme Criteria**.

Event/project proposals must comply with relevant government and public health guidance and regulations. Any activity outside the set timescales or guidance and regulations will not be eligible for funding.

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

**WHO CAN APPLY? - ELIGIBILITY**

The NI100 Centenary Events fund 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 provides an opportunity for groups to reflect and mark 100 years of Northern Ireland and its rich heritage and culture while creating a lasting legacy.

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

**KEY THEMES**

1. Exploring the local history of the Centenary
2. Encourage reflection, engagement and exploration of different perspectives on a century of life in Northern Ireland
3. Promoting inclusiveness
4. Inspiring future generations

**WHAT WE WILL FUND**

**Projects/Events that:**

* Mark the Centenary of Northern Ireland in 2021 in a spirit of mutual respect and inclusiveness
* Embrace diverse perspectives, reflecting on the complexity of Northern Irish history and identity
* Facilitate engagement with untold stories relating to Northern Ireland’s history.
* Examine the contribution made by significant historical, artistic, literary, entrepreneurial, scientific and medical Northern Irish figures and organisations
* Have appropriately considered and contingency planned for how public health restrictions relating to Covid-19 may impact any in events.

**Activities may include, but not restricted to, those from the list below, delivered either in person or as virtual events:**

* Art/photographic exhibitions/installations
* Planting schemes
* Historical talks and tours
* Street parties**/**Tea dances
* Film screenings or community cohesion events.

**APPLICATION PROCESS**

All funding requests must be completed either online (insert link) or forwarded utilising the 'Lisburn and Castlereagh City Council NI 100 Centenary Events Fund’ 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.
* Request the compulsory completion of an Event Notification Form (only where the event is outdoors and requires members of the community to gather together). This will be assessed by the Council’s Safety Advisory Group (SAG) to ensure compliance with regulations, the impact of which may impact on your proposal.

***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:

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

**APPLICATION FORM**

**1. Your Organisation**

## Name of Group:

**Address:**

**Email Address:**

**Tel Number:**

**Full Name of Contact:**

**Position held in Group:**

**Address:**

### Postcode:

### Contact Tel:

### Contact Email:

**2. District Electoral Area/s**

Which District Electoral Area/s will benefit from the work of your proposal?

Select Electoral Areas \*

**All Areas**

**Castlereagh East**  
Ballyhanwood, Carrowreagh, Dundonald, Enler, Graham’s Bridge, Moneyreagh

**Castlereagh South**  
Beechill, Cairnshill, Carryduff East, Carryduff West, Galwally, Knockbracken, Newtownbreda

**Downshire East**  
Ballymacbrennan, Dromara, Drumbo, Hillhall, Ravernet

**Downshire West**  
Blaris, Hillsborough, Lagan, Maze, Moira

**Killultagh**  
Ballinderry, Glenavy, Maghaberry, Stoneyford, White Mountain

**Lisburn North**  
Derriaghy, Harmony Hill, Hilden, Lambeg, Magheralave, Wallace Park

**Lisburn South**  
Ballymacash, Ballymacoss, Knockmore, Lagan Valley, Lisnagarvey, Old Warren

**3. Proposal**

**Outline details of your proposal using the following headings:**

1. What do you plan to deliver and how will it promote one or more of the key themes of the Programme (please refer to Programme Criteria in the Guidance Notes)
2. Where will it take place and who will benefit from it, please include numbers
3. Associated dates for events/activities
4. how you will comply with relevant government and public health guidance and regulations

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**4. Financial Information**

**Please provide a breakdown of expenditure:**

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| **Description/Breakdown** | **Total** |
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| **GRAND TOTAL** |  |

**Bank Account Details:**

**Name of Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### 5. CHECKLIST

**Please Note:**

**If you have supplied all of the below documents to the council in the last 12 months and no changes have been made, please simply tick this box and move to Question 6.**

**Have you attached the following documentation:**

#### A copy of your organisation’s Constitution

**A copy of the Minutes of your last Annual General Meeting**

**A copy of your most recent audited or independently verified accounts**

#### A copy of your organisation’s Safeguarding Policy

**A copy of your group’s Public Liability Insurance to a minimum**

**value of £5 million**

**Are you willing to give recognition for the council’s support in**

**all promotional material and PR opportunities associated with this grant?**

**Have all sections of the Application Form been completed?**

**6. DECLARATION**

I hereby declare that we agree to adhere to all relevant health and safety legislation. I also certify that all information submitted in this application is truthful and accurate. I understand that any misleading statements (whether deliberate or accidental) given at any stage during the application process could render the application invalid. I also agree to submit a post-project evaluation, financial statement and relevant receipts should the application be successful. I also agree to return any grant award received if the project/activity is unable to go ahead due to Covid-19 restrictions.

###### Signed: Date:

**The General Data Protection Regulation (2018) (GDPR) and the UK Data Protection Act (2018) form the UK Data Protection regime.**

Lisburn and Castlereagh City Council collects the data on this form for the purposes of administration. This data is not used for any other purpose or is not disclosed to any other organisation.

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| **NOTE TO APPLICANT**  **1) Can we add your organisations details to our website/ social media to share the services you offer?**  Yes No  **2) If yes, please provide the contact details you wish to forward for this:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2) Lisburn and Castlereagh City Council request successful applicants submit relevant promotional material of their events to share on their social media platforms in line with the Centenary Programme.** |