**GUIDANCE NOTES & APPLICATION FORM**

Timeline

The D-Day small grants programme opens for applications on 4 March, with a closing date of 22 March. The assessment period will take place between 25-29 March. The awarding of grants will be in the week commencing 29 April and funded projects should be delivered on or before 6 June 2024.

**Apply**

You can complete an online application form here or send a signed, completed application form via email tocommunity.services@lisburncastlereagh.gov.uk

**Further information**

Should you require further information, please contact the community services on 028 9244 7713

**Guidance notes**

# Introduction

Lisburn & Castlereagh City Council has introduced a small grants programmeto support community/voluntary and faith-based organisations based in and/or operating within Lisburn and Castlereagh who would like to develop and implement commemorative events, volunteering opportunities or community celebrations to mark the significant D-Day 80th Anniversary.

D-Day 80 marks the 80th anniversary of the Normandy Landings, a pivotal moment in history. The bravery and sacrifice of those who participated in this operation impacted the course of the Second World War. This grant programme is being implemented as part of a wider programme of events being led by Lisburn & Castlereagh City Council to mark this significant milestone. It is to provide local groups with an opportunity to bring communities together to remember and commemorate an important part of our shared history.

Additional information on the ceremonial and community events that will take place in the Lisburn & Castlereagh City Council area in the period leading up to and including 6 June 2024 can be found here.

Applications for funding, up to a maximum of £500, must demonstrate how the proposal responds to the priorities as outlined below in the programme criteria.

**Who can apply?**

The D-Day 80 small grants programme is open to community/voluntary and faith-based organisations 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. based or operating within Lisburn and Castlereagh
5. have appropriate Safeguarding Policies for protecting Children and Vulnerable adults, who are involved as part of the group’s programme and any other relevant policies relevant to the groups activities
6. Up to £5 million Public Liability Insurance, to cover all risk associated with the activities of the organisation

# Programme criteria

# The D-Day 80 small grants programme is a competitive scheme for groups based in and/or operating within Lisburn and Castlereagh with applications assessed and scored against the scheme criteria.

Organisations must clearly demonstrate on their application form how they meet the following;

1. The provision of a community led event/celebration or programme which demonstrates community involvement in the organisation and delivery of the event. Groups are strongly encouraged to organise event which forms part of their application over the designated weekend from 5-7 June 2024.

2. Having the D-Day 80 anniversary as the central theme of the programme being organised.

3. Delivery of an inclusive programme that brings individuals together to mark D-Day 80, encourages relationship development and contributes to the development of a strong community infrastructure.

4. Activities and programmes that clearly demonstrates value for money.

5. Activities that promote and encourage volunteering to bring communities together and leave a lasting volunteering legacy.

**What we will fund**

**Activities may include, but not restricted to, those from the list below:**

* Art/photographic exhibitions/installations
* Celebration Events/Tea Dances
* Commemorative events
* Artists, performers and/or guest speakers
* Venue Hire
* Costs associated with encouraging and developing volunteering opportunities
* Hire of equipment, used as part of an event
* Marketing costs (including printing & advertisement)
* Historical talks and tours
* Film screenings

**Application process**

All funding requests must be completed either online [here](https://www.smartsurvey.co.uk/s/DDay80grants/) or forwarded utilising the 'Lisburn and Castlereagh City Council: D-Day 80th Anniversary Small Grants Programme’ application form and returned by email to community.services@lisburncastlereagh.gov.uk The required supporting documentation must be sent with the application (unless we have received it in the last 12 months and there have 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 elected members from Lisburn & Castlereagh City Council are 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. **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**

Please tick to confirm that your organisation is based in and/or operates in Lisburn and Castlereagh 🞎

**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

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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 organisation’s 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:** |