

Community Support Grant 2016/2019



COMMUNITY SUPPORT GRANT SCHEME 2016 - 2019

POLICY DOCUMENT & GUIDANCE

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Version 9

Community Support Grant 2016/2019

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Section 1: Introduction

In 2015 following a comprehensive consultation and engagement process a new robust Community Support & Development Strategy was developed to shape how the Council would support, resource and develop the needs of the local community in the new Lisburn & Castlereagh City Council. The new strategy provides a framework which focuses how the Council will fund and resource community / voluntary organisations to further Community Development in the context of;

- ❖ Ensuring proposed funding programmes are in line with relevant policy objectives, in particular the Department for Social Development's Urban Regeneration and Community Development Framework.
- ❖ Demonstrating how funding investment will help contribute to the outcomes identified within the Strategy.
- ❖ Ensuring a robust assessment and award process, to ensure funding is targeted towards evidenced need and focuses on a programme of continuous development.
- ❖ Encompassing a monitoring and evaluation framework, in line with performance management and audit requirements.

As a result of this work the following two categories of Community Development Grant Aid Programmes will be available in the Lisburn and Castlereagh City Council area during 2016-2019.



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This guidance note & policy is relevant to the **Community Support Grant** only which will be the first of the grants to be launched.

Section 2: Community Support Grant Programme

Lisburn & Castlereagh City Council developed the Community Support Grant programme to support Community Development groups, operating within the Council area, with the costs associated with running the organisation to deliver Community Development outcomes. The Community Support Grant Programme has been designed within the context of the Council's new Community Development framework, which provides a platform to grow and develop the capacity of localised organisation using an evidence based approach. The Council has adopted the following definition of Community Development and will consider funding support, under this scheme, for organisations that can demonstrate how the work of their organisation meets this definition;

Definition of Community Development

Community development enables people to work collectively to bring about positive social change. This long term process starts from people's own experience and enables communities* to work together to:

- ***Identify their own needs and actions***
- ***Take collective action using their strengths and resources***
- ***Develop their confidence, skills and knowledge***
- ***Challenge unequal power relationships***
- ***Promote social justice, equality and inclusion***

in order to improve the quality of their own lives, the communities in which they live and societies of which they are a part¹.

Through the Community Support Programme Lisburn & Castlereagh City Council is seeking to support organisations that can clearly demonstrate how they contribute to the following outcomes:-

- ❖ Increased community development capacity.
- ❖ Greater social cohesion
- ❖ Increased civic engagement and participation
- ❖ Increased effective partnership working
- ❖ Improved sustainability and viability of the community sector
- ❖ Increased connectivity between neighbourhoods
- ❖ Early identification of local solutions for emerging needs

Within this specific grant category, the Council will make awards contributing to the reasonable incurred revenue and overhead expenditure of community development organisations to enable them to continue to build capacity of the local community

Community Development National Occupational Standards¹

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Section 3: General principles & conditions

The following principles and conditions will apply to all of the Lisburn & Castlereagh City Council Community Development Grant Aid and Investment Programmes including the Community Support Grant:

- ❖ Successful applications will be determined on the basis of merit.
- ❖ If more than one group operates within a particular locality, the Council would welcome partnership applications, however a lead applicant will need to be identified. Please note in this case the applicant must demonstrate that there is no project duplication
- ❖ Organisations must be based in the Lisburn & Castlereagh City Council area and funding must be spent between the date of the Letter of Offer and **31st March 2017**.
- ❖ Applications are open to all organisations that can meet the criteria of the scheme.
- ❖ Applicants can apply to other sources of public support, outside of the Council, but must declare this in their application form.
- ❖ Applications must demonstrate their commitment to promoting social cohesion, social inclusion and equality of opportunity.
- ❖ Organisations in receipt of a grant must comply with all statutory obligations regarding the delivery of and access to their programme, including Council procurement/ Health & Safety/Safeguarding and licensing requirements.
- ❖ Applicants will be expected to make every effort to increase capacity within their local community, through for example, skills training and volunteering.
- ❖ It is a prime responsibility of Council to ensure the proper and efficient use of, and accountability for, public monies. To this end, applicants must forward all supporting documentation requested along with the application. **The Council will be unable to assess applications without all supporting documentation being received.**
- ❖ Applicants will be required to demonstrate the effectiveness and impact of their project, and adequately show how it will have a positive and measurable impact on the local community.
- ❖ Future funding may be withheld if any required closing documentation is still outstanding for previous grants administered by Lisburn & Castlereagh City Council, including invoices, receipts, accounts, bank statements and evaluation reports.
- ❖ Successful applicants in any given year should **not** presume continued support in subsequent years.

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Section 4: Administrative Process

All Community Development Grant Aid programmes will follow the same **nine** step administrative process.

- ❖ **Step 1:** Open call via public advertisement for applications.
- ❖ **Step 2:** Initial support for Community organisations and groups who may be considering applying available through the Council's Community Development team on request.
- ❖ **Step 3:** Applications are submitted by closing date (**No late applications will be accepted**).
- ❖ **Step 4:** Applications are assessed by an assessment panel.
- ❖ **Step 5:** Assessment panel recommendations are noted at the Leisure & Community Services committee.
- ❖ **Step 6:** Outcome letters are issued to all applicants (see below):

(a) Successful

- ❖ **Step 7:** Initial part or final payment made depending on the grant.
- ❖ **Step 8:** Monitoring, evaluation and vouching undertaken
- ❖ **Step 9:** Final Payment made. If applicable.

(b) Unsuccessful

Reasons will be cited in the letter indicating why an application has been unsuccessful. The letter will also include a statement on the group's right to appeal. Appeals can be made within 7 days of receipt of the letter communicating the decision not to make a grant or award.

3.1 Community Support Grant Milestones

Milestones	Target dates
Open for applications	10 th March 2016
Closing date for applications	8 th April 2016 @ 4pm
Eligibility & Assessment	Apr / May 2016
Outcome letters issued	July 2016

All funding **must** be spent by the **31 March 2017**. Any activity outside this timescale will not be eligible for funding.

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Section 5: Available Funding

The Community Support Programme (2016-2019) scheme is subject to availability of funds and therefore the scheme is competitive. Even if an application scores highly, the Council cannot guarantee all or any of the funding requested.

Funding is only available to organisations based and delivering community development outcomes in the Lisburn & Castlereagh City Council area. Funding will be available in three categories:

Category one: Organisations who incur unavoidable expenditure as a result of their community development work and who operate from a community/village hall or commercial property, where the applicant is the main lease holder.

Premises type	❖ Community/Village Hall & Commercial Property <i>Where Applicant is the lease holder</i>
Core Cost (Maximum award £4350)	<ul style="list-style-type: none"> ❖ Rent & Rates ❖ Heat/Light/Power ❖ Cleaning ❖ Insurance ❖ Maintenance ❖ Venue Costs ❖ Telephone ❖ Stationary/Postage ❖ Advertising ❖ Volunteer Expenses ❖ Licences (TV, PPL)
Programme Costs (Maximum award £1,150)	Capacity Training & other community development programmes
Total Maximum amount available	£5,500

Category two: Organisations who incur unavoidable expenditure as a result of their community development work and operate from a community house/flat or who hire premises on a daily / weekly basis.

Premises Type	❖ Community House/Flat or groups which Hire premises (On a daily/weekly basis only)
Core Cost (Maximum award £3,100)	<ul style="list-style-type: none"> ❖ Rent & Rates ❖ Heat/Light/Power ❖ Cleaning ❖ Insurance ❖ Maintenance ❖ Venue Costs ❖ Telephone ❖ Stationary/Postage ❖ Advertising ❖ Volunteer Expenses ❖ Licences (TV, Performing Rights) ❖ Equipment (Must be used solely for the benefit of the organisation & its beneficiaries)
Programme Costs (Maximum award £1,150)	Capacity Training & other community development programmes
Total Maximum amount available	£4,250

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Category 3: Organisations who incur unavoidable expenditure as a result of their community development work within the Lisburn and Castlereagh City Council area but do not have a fixed address or use other venues on an ad hoc basis.

Premises Type	n/a
Core Cost (Maximum award £1,350)	<ul style="list-style-type: none"> ❖ Insurance ❖ Venue Costs ❖ Telephone ❖ Stationary/Postage ❖ Advertising ❖ Volunteer Expenses ❖ Licence (TV, Performing Rights)
Programme Cost (Maximum award £1,150)	Capacity Training & other community development programmes
Total Maximum amount available	£2,500

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Section 6: What cannot be funded by the Community Support Grant?

Each of the Community Development Grants will address specific need identified under the Council's Community Support & Development strategy. Therefore in order to maximise the impact of the funds available, each funding stream is designed to meet a particular purpose and is targeted at a particular constituent group.

In order to ensure groups do not spend time and energy completing an application form not designed to meet their specific needs we have provided a list of organisations and expenditure which cannot be funded through this particular grant.

The Community Support Grant **cannot** fund organisations that are:

- ❖ Local authorities, public-sector organisations or regional voluntary organisations with a focus wider than Lisburn & Castlereagh City Council area.
- ❖ Groups whose primary focus is not community development, this includes groups who may deliver community development outcomes as a by-product of their core focus which may include but is not limited to sports, arts religious & cultural activities.
- ❖ Not prepared to share learning from their project with us and other relevant groups.
- ❖ Organisations that are not open and inclusive
- ❖ Organisations that are in poor financial health or cannot show effective financial control
- ❖ Organisations who have previously received a grant from Lisburn & Castlereagh City Council that was not managed satisfactorily or was not completed. This includes if you did not send us the monitoring and evaluation forms within the agreed timescales or if you did not seek approval for changes to your project.
- ❖ Party political in intention, use or presentation.
- ❖ Promote practice which is contrary to any Lisburn & Castlereagh City Council policies.
- ❖ In operation for less than one year

This grant cannot be used for:

- ❖ Salaries and associated expenditure
- ❖ Building/capital costs
- ❖ Retrospective payments or the repayment of loans
- ❖ Overheads allocated or apportioned at rates in excess of those used for any similar work you carry out. (NB – Permission should be sought in writing before any work is carried out if costs exceed those originally applied for)
- ❖ Costs that are considered poor value for money
- ❖ Costs that are already covered by other funding or income sources
- ❖ Reclaimable VAT

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Section 7: The Assessment Process

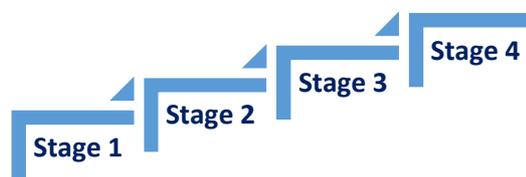
In order to deliver the aims and principles of the Community Support Grant Aid scheme applicants will need to clearly demonstrate, within their application form, how their programme addresses the scheme assessment criteria, as outlined below. It may be necessary during the process for Council officers to clarify the information you have supplied, but missing information will not be sought.

Lisburn & Castlereagh City Council is committed to achieving best value for the grant aid, which it administers.

To ensure that this Scheme complies with this commitment, applicants are asked to provide evidence to show compliance against the agreed criterion outlined against the following;

- ❖ Organisational eligibility to draw down funds from this funding stream
- ❖ The level of capacity within the applicant organisation
- ❖ Contribution to the community support strategic priorities
- ❖ Evidence of need for the organisation

Every application that we receive requesting Community Support Grant Aid will be considered against a four stage progressive assessment process:



Your organisation must demonstrate that they meet all of the eligibility criteria under stage 1 before they can be progressed to stage 2.

During stages 2 - 4 of the assessment process, an actual score will be awarded to indicate how well your application has demonstrated compliance against the individual criteria, therefore it is important that your organisation takes care to answer each question in the application from as fully as possible.

When answering the questions contained within the application please ensure you read and refer the detail provided in appendix 1.

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Assessment of Stage 1:

The assessments in respect of Stage 1 of the application process are not scored but rather are awarded a pass or fail eligibility rating.

In order to be assessed as part of a competitive process, applications must demonstrate compliance with **all** of the following eligibility criteria:

Eligibility Criteria	
The organisation is a formally governed community/voluntary sector organisation, or a community forum, network or similar body in operation for more than one year.	
The organisation is not generating a profit for private gain.	
The organisation is based in and delivers their service within the Lisburn & Castlereagh City Council area.	
The organisation is open, accountable, inclusive and non-party political.	
The organisation promotes and supports active citizenship through volunteering.	
Can the application progress to stage two of the assessment process?	Y/N?

If the organisation, based on the information supplied, is able to satisfy the Council of their eligibility to draw down Council funds from the Community Support Programme they will progress to stage 2 of the assessment process.

If the organisation (based on the information supplied) is **not** able to satisfy the Council of their eligibility to draw down Council funds from the Community Support Programme they will be advised of specific omissions / shortcomings and how these can be addressed to help prepare them for future funding requests.

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Assessment of Stage 2: Organisational Capacity – (Max score available - 30%)

All grants are an award of public funds and as such the Council must be satisfied that the organisation has the capacity to administer the same. This stage is an assessment of the organisation's governance and financial health under the following categories below.

The assessment panel will award scores against each organisational capacity category;

- **Governing Document** – *Does the organisation understand and adhere to their governing document?*
- **Annual General Meetings** – *Has an Annual General Meeting been held in accordance with the groups governing document?*
- **Committee Meetings** – *Does the organisation hold regular & structured committee meetings that ensure participation?*
- **Management Committee** – *Are the management committee members clear on their roles and responsibilities?*
- **Managing Finance** – *Are there adequate systems and processes in place to manage and account for the financial affairs of the organisation?*
- **Policies & Procedures** – *Are there adequate policies & procedures in place and are these adhere to and understood?*
- **Volunteer Development** – *Does the organisation promote and provide opportunities for volunteers to participate and develop skills and capacity?*
- **Representation and Community Engagement** – *Is the organisation representative of the community it serves and does it regularly engage?*
- **Funding** – *How successful has the organisation been in generating and managing external funding?*
- **Annual Programme and Activities** - *Is the annual programme of activities pre-planned and in line with the core objectives of the organisation?*

Assessment of Stage 3: Contribution to the Community Support Plan - (Max score available - 35%)

This assessment stage (based on the information supplied in the application) will consider the organisation's ability to contribute to the following three priority objectives of the Lisburn & Castlereagh Community Support and Development Strategy:

- ❖ **Priority objective one: Building and developing capacity:** How does your organisation develop the capacity of individuals, groups and other organisations in the Council area through the provision and facilitation of programmes of skills, knowledge and confidence development?
- ❖ **Priority objective two: Resourcing Capacity and Change:** How does the organisation support local groups, facilities and resources in working to their full potential to deliver on existing and emerging local need?

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- ❖ **Priority objective three: Leading and Influencing:** How does the organisation support the development of partnership working, linking with key stakeholders empowering relationships within the council area?

Assessment of Stage 4: Evidenced Need - (35%)

The extent to which the application contributes towards evidence of need is considered against the followings criterion:

- ❖ Please indicate the postcode(s) of your group/organisation's catchment area(s) ***(this information will be scored against the multiple deprivation measures)***
- ❖ How well has your organisation consulted with the local community to ensure that it is meeting an evidenced local need?
- ❖ How does your organisation ensure that the services it delivers are additional and or complement those provided by others?
- ❖ How is your organisation planning for its future sustainability?
- ❖ Who benefits from this work?
- ❖ How many other organisations or agencies does your organisation work with on an ongoing basis

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Section 8: Award of funding

Applications must reach a minimum threshold of **40%** to be considered to be eligible to be awarded funding through this grant stream.

The Community Support Grant is a competitive scheme and is limited by budget availability, therefore groups who score above the 40% pass mark can still not be guaranteed funding under the scheme or may be awarded a further reduced grant to ensure the scheme remains within the budget available.

The amount of funding awarded to each successful applications will be calculated based on the overall % score award against the requested amount i.e. an application that applies for £3,000 and who achieves an overall score of 71 will be awarded £2,130 (71% of £3,000).

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Section 9: What Happens after assessment?

8.1 Notifications

All organisations will receive a letter advising them of the outcome of the assessment process.

Unsuccessful applicants will be advised why their application was not successful on this occasion and will be provided with details of the appeals procedure.

Successful applicants will receive a letter of offer outlining:

- ❖ The general conditions of the grant
- ❖ Any special conditions
- ❖ The stages we will pay the grant in

Before the Council can release any grant payments, you must sign the Conditions of Funding of the grant. This must happen within one month of the date of the letter of offer or we may withdraw the offer of the grant.

We will not fund any programme costs you pay or agree to pay before you have signed and returned the terms and conditions.

8.2 Paying the Funds

We will process a payment representing a min **80%** of your grant award when we receive your signed terms and conditions. The remaining amount will be paid on successful submission of all invoices, claim forms and bank statements.

8.3 Monitoring and Evaluation

As your organisation is receiving public funding, it must be responsible for what it does with it. Because of this, we will expect your organisation to complete a monitoring and evaluation form based on information provided in the grants application. Please note that monitoring and evaluation is a condition of all of the Council's grants and final payments will only be released on receipt of a fully completed monitoring and evaluation form.

8.4 Marketing and Promotion

You must acknowledge our support by including our logo on all printed materials associated with your programme of work.

Occasionally you may be asked to make appearances and assist us with launches and photo shoots.

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If you receive funding from us it does not mean we endorse your project. When you display the Council logo on published material, you must include the following sentence:

“This publication is grant-aided by Lisburn & Castlereagh City Council. The views expressed are not necessarily shared or endorsed by the Council. The Council does not accept any responsibility for these views.”

We will give you more information about logos if your application is successful.

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Section 9: How to Apply?

Lisburn & Castlereagh City Council Community Support Grant Scheme will be advertised in local newspapers and on the Council website to invite all local community groups/voluntary sector groups based in Lisburn & Castlereagh City Council area to apply for funding through the scheme.

APPLICATIONS ARE AVAILABLE TO DOWNLOAD AT:

WWW.LISBURNCASTLEREAGH.GOV.UK/COMMUNITY

Alternatively groups can obtain hard copy application by contacting Community Services at Bradford Court on 028 9049 4550, email community.services@lisburncastlereagh.gov.uk or Bridge Community Centre on 028 9266 2496, email bridge.community@lisburncastlereagh.gov.uk

It is important to remember that we assess your application on the information you provide. We will not take into account any information that you do not include in the application.

Please do not submit additional notes, unless the help notes state that extra information can be included.

This is a competitive process and as such we would recommend that all potential applicants attend one of the four grant workshops detailed below.

Venue	Date
Bridge Community Centre	14 th March 2016 at 7pm
Ballyoran Community Centre	15 th March 2016 at 7pm
Maghaberry Community Centre	16 th March 2016 at 2pm

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Appendix 1- Community Support Strategy Anticipated Outcomes

1a.Theme 1: Building and developing capacity

Strategic Outcome: The local community and voluntary sector has the organisational capacity to respond to local need and be resilient to change.

This Theme is focused on the capacity of individuals, groups and organisations in the Council area and developing and supporting that capacity through the provision and facilitation of programmes of skills, knowledge and confidence development.

The anticipated **outcomes** of Theme One i.e. what will change in the new Council as a direct result of the interventions include:

- ❖ The local community and voluntary sector (cvs) has access to an integrated package of support
- ❖ Local cvs groups have engaged with the Council as a key information and support provider
- ❖ Local cvs groups have the necessary information needed to meet governance and accountability requirements
- ❖ Local cvs groups can access income to deliver and sustain their work
- ❖ Increased skills and capacity of staff within groups
- ❖ Local participation in decision making and partnership working
- ❖ Volunteering promoted across the Council.
- ❖ A strong volunteer base across the sector.
- ❖ A structured programme for volunteer development.
- ❖ Engagement on critical issues
- ❖ The local cvs is connected, cohesive and engaged
- ❖ Links are created to other opportunities within the area
- ❖ Individuals can access relevant quality, independent and free advice.
- ❖ Individuals empowered to deal with issues affecting their lives.
- ❖ A supported community
- ❖ An empowered community

1b.Theme 2: Resourcing capacity and change

Strategic Outcome: Local groups, facilities and resources are working to their full potential to deliver on existing and emerging local need

This Theme is designed to develop new ways to maximise the sustainability of community services, resources and facilities through the promotion and development of shared usage, shared ownership and shared management resulting in economies of scale which will ensure that existing resources have a greater impact.

The anticipated **outcomes** of Theme two i.e. what will change in the new Council as a direct result of the interventions include:

- ❖ Increased sustainability of community organisations
- ❖ Reduce dependency of core grant funding
- ❖ Funding delivery is transparent and accountable
- ❖ A robust assessment process is in place
- ❖ Communities resourced to deliver needs based services to their client community

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- ❖ Community Centre Staff empowered and taking an active role in centre development, promotion and relationship development.
- ❖ Community Centres which are well maintained and managed
- ❖ Communities taking an active role to further promote and develop local community facilities.
- ❖ A connected and inclusive community
- ❖ Communities accessing services and networking opportunities across the new Council area and beyond
- ❖ Communities availing of transport services to deliver local community programmes and initiatives.

1c.Theme 3: Leading and influencing

Strategic Outcome: Council expertise, skills and relationships are utilised to enable the local community and voluntary sector to be positioned and prepared for the future

This Theme is designed to meet the requirement of differing sections of the local community to build relationships and partnership with the Council and other key stakeholders. Furthermore it addresses the needs of the local community to have a clear and strong leader and influencer working on its behalf. In turn this will help to build the sense of community and place need in this new Council area.

The anticipated **outcomes** of Theme three i.e. what will change in the new Council as a direct result of the interventions include:

- ❖ Developing sense of community and place
- ❖ Promotion of a culture of constructive community engagement throughout all Council departments
- ❖ The local cvs has access to an integrated package of support
- ❖ Engagement on critical issues
- ❖ Communities accessing services and networking opportunities across the new Council area and beyond.
- ❖ The local cvs is connected, cohesive and engaged
- ❖ Increase access to advocacy services
- ❖ Robust partnerships and collaborative working practices