

# **GRANT AID GUIDANCE**

# **2024/2025**

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1. **GRANT CATEGORIES**

**Groups can apply for one grant from Category 1 and one grant from Category 2. Category 3 grants please contact named Officer.**

|  |  |  |
| --- | --- | --- |
| **Category 1** | **Category 2** | **Category 3** |
| **Small Development Grant** Community, Arts, Culture, Heritage, Environment and Sports Small Grant  Maximum £1,500  **Community/Sports Venues and Facilities Grant**  Must have greater than 10 hrs weekly activity.  Maximum £3,500  **Strategic Community Development Grant**  Organisations that deliver across the Mid Ulster District  Maximum £8,000  **Strategic Arts & Culture Grant**  Must be an arts & culture dedicated performance space.  Maximum £20,000  **Strategic Sports Development Grant**  Governing Bodies only  Maximum £15,000 | **Strategic Events Grant**  Must provide for the whole Mid Ulster District and promote the area at a regional level  Maximum £8,000  **\*Good Relations Grant**  Projects focused on improving good relations outcomes.  Maximum £1,500  **\*Community Local Festival Grant**  Maximum £1,500  **Deontas do Ghníomhaíochtaí Gaeilge**  **Irish Language Activity Grant**  Promoting the Irish language in the mid Ulster area.  **Sparánacht do Theangacha Réigiúnda nó Mionlaigh**  **Regional and Minority Language Bursary**  Learning of Irish and Ulster Scots languages through study visits to recognised Summer Colleges.  **\*\*Sports Representative Grant**  Individual & Team  Maximum £250 - £500 | **Capital Discretionary Grant**  Funder of last resort for capital build projects  Maximum £50,000  contact: [hannah.mccabe@midulstercouncil.org](mailto:hannah.mccabe@midulstercouncil.org)  **School Sports Access Grant**  Schools providing sports facilities to minority sports with no facilities.  Maximum £5,000  contact: [leigh.gilmore@midulstercouncil.org](mailto:leigh.gilmore@midulstercouncil.org)  **Pitches and Recreational Spaces Strategy Feasibility Development Grant**  Supporting Technical Assistance costs for clubs that will assist in the delivery of a Clubs Development Plan.  Maximum £10,000  contact:  [denise.daly@midulstercouncil.org](mailto:denise.daly@midulstercouncil.org)    **Pitches and Recreational Spaces Strategy Infrastructure Development Grant**  Supporting clubs in their aspirations for improved facilities.  Maximum £50,000  contact: [denise.daly@midulstercouncil.org](mailto:denise.daly@midulstercouncil.org) |

\*Good Relations and Community Local Festivals Grant will no longer be rolling grants but may have 2 further rounds in June 2024 and October 2024 **subject to remaining budgets**

\*\* Sports Representative Individual & Teams will remain as a Rolling Grant (No closing date but application must be submitted before date of competition).

1. **APPLICATION DATES**

**Round 1 All Grants open**

Opening date: Thursday 1st Feb 2024 at 9.00am

Closing date: Friday 8th March 2024 at 12noon.

Closing date for Bursaries: Friday 12th April 2024 at 12noon

**Round 2** **Good Relations and Community Local Festival Grant only (subject to remaining budget)**

Opening date: Thursday 6th June 2024 at 9.00am

Closing date: Friday 5th July 2024 at 12noon

**Round 3 Good Relations and Community Local Festival Grant only (subject to remaining budget)**

Opening date: Thursday 3rd October 2024 at 9.00am

Closing date: Friday 1st November 2024 at 12noon

Note:

1. Sports Representative Individual & Teams will remain as a Rolling Grant throughout the year.
2. All applications must be made in advance of the activity, retrospective applications will not be eligible.
3. **GRANTS PROCESS AND INDICATIVE TIMELINE**

All applications will be online via the grant’s portal on Mid Ulster Council website:

[www.midulstercouncil.org/resident/grants](http://www.midulstercouncil.org/resident/grants)

1. Submitted applications will be assessed by the Grants Team and recommendations presented to April’s Development Committee and Council for consideration and approval.
2. Letters of Offer will be emailed to successful applicants and applicants of unsuccessful applications will be advised with reasons for ineligibility in early May 2024. A link to complete the Form of Acceptance will be emailed to successful applicants separately.
3. Once the Form of Acceptance is completed and submitted online, an advance payment of 50% of the award will be generated automatically (some grant exclusions may apply). At this point a new link will be sent to the Monitoring and Claim Form stage.
4. Once the project activity is complete, use the previous link to complete your Monitoring and Claim Form to draw down the remaining balance. (Claims must account for 100% of spend including the advance payment). All expenditure claimed for must be in line with your application and be supported by:

* Relevant invoices addressed to the group/organisation.
* Bank Statements to evidence transactions (account must be in the name of the group/organisation).
* completed monitoring and claim form with evidence of acknowledgement of Council funding support.

Cash transactions will not be considered.

For guidance on completing an application form on the Council’s online grant’s portal website, contact Joe McGlinchey, Paula Hughes or Colette Devlin ~

03000 132 132 or e-mail [joe.mcglinchey@midulstercouncil.org](mailto:joe.mcglinchey@midulstercouncil.org) or [paula.hughes@midulstercounci.org](mailto:paula.hughes@midulstercounci.org) or [colette.devlin@midulstercouncil.org](mailto:colette.devlin@midulstercouncil.org)

**4. GRANT ELIGIBILITY CONDITIONS**

1. Groups applying for a grant must be a not-for-profit constituted community or voluntary organisation with an annual AGM. Individuals can apply to the Sports Representative Grant only.

1. Funding cannot be allocated for a project or venue where an existing SLA exists with Council for a project, building or facility.
2. Groups will only be able to apply for a grant as per the categories, this is to maximise the funding allocation to as many groups as possible.
3. The same project cannot be split across different grant categories.
4. Statutory and ‘for profit’ organisations, activities and recipients (incl. activities that receive statutory core provision are not eligible for grant, note exception schools’ facilities in the Community Grant).
5. Regional groups/organisations are not eligible to apply with the exception of Strategic Events Grant.
6. Applications that are not completed accurately and in full will not be considered.
7. Religious or political activity cannot be funded under any grant.
8. All applicants must present a project that will take place within the MUDC area (except Sports Representative Grant as detailed within this section).
9. Applicants must present a project that will be delivered between 1st April 2024 - 31st March 2025.
10. Evidence of good governance; including annual AGM, Group bank account, financial management practice, insurances, etc. will be required. These must all be in place and uploaded with your application.

1. Registered Charities with a current valid registration number will no longer be required to submit their annual governance documentation with any application submission, as assurance is confirmed via annual returns made to the Charities Commission under regulatory compliance.
2. Group recipients should not have a membership charge for its users accessing its community provision greater than £250.
3. Group recipients should have no element of profit gain to any member or individual of its Committee. Community Interest Companies will need to confirm Directors are not in receipt of any remuneration.

**The following items are not eligible for funding:**

1. Hospitality greater than 20% of the grant threshold.
2. Bad debt, loans, bank charges, deficits or arrears in payments of any organisation, reclaimable VAT.
3. Flags, bunting or alcohol.
4. Groups or activities that discriminate against any section of the community.
5. Celebrity appearances, gifts and donations.
6. Salaries are eligible only for a contribution to strategic grants (not more than 50%).
7. Retrospective or duplicate funding applications.
8. Residential courses or training greater than 20% of funding sought.
9. **GRANT CRITERIA**

**Grant Criteria: Category 1**

**Small Development Grant**

**(Arts, Culture, Heritage, Community, Sport, Environment) - Maximum £1,500**

To support local communities deliver a range of local community, arts, culture, heritage, environment, sports projects for their local area.

1. Community, Arts, Cultural, Heritage, Environment, Sports activity and participation.
2. Contribution to community, arts, culture, heritage, environment, sports development in the area.
3. Increase and widen participation, addressing social inclusion and diversity.
4. Contribution to volunteering and volunteer development.

If you have any queries, contact Leigh Gilmore or Annie Barrett ~ 03000 132 132 or e-mail leigh.gilmore@midulstercouncil.org or anne.barrett@midulstercouncil.org

**Community/Sport Venue & Facilities Grant - Maximum £3,500**

To support local communities with community venues, sports community facilities etc. Venues & facilities must be located and provide for the community of Mid Ulster District Council. The facilities must be in community ownership and used for community development activity including community sports. The venue / facility must be open greater than 10 hours per week and the grant is flexible for use.

1. Beneficiaries (number of beneficiaries and groups).
2. Level of usage per week at venue/facility/ and programme activity.
3. Level of provision – number of rooms and size etc.
4. Social Need/Social Inclusion – targeting those most vulnerable & targeting those not currently active in sports & to support lifelong participation in sport.
5. Sustainability – supporting the long-term sustainability of facilities & groups.

If you have any queries, contact Hannah McCabe or Joe McGlinchey ~

03000 132 132 or e-mail hannah.mccabe@midulstercouncil.org or joe.mcglinchey@midulstercouncil.org

**Strategic Community Development Grant – Maximum £8,000**

To support strategic community development organisations that provide for the Mid Ulster area. Groups delivering to the same area should submit a partner application to avoid duplication.

1. Level of Community Support Activity
2. Level of benefit – number of beneficiaries
3. Targeting of deprivation and social need
4. Quality and level of provision
5. Level of geographic coverage
6. Value for Money

If you have any queries, contact Philip Clarke or Hannah McCabe ~

03000 132 132 or e-mail [philip.clarke@midulstercouncil.org](mailto:philip.clarke@midulstercouncil.org) or hannah.mccabe@midulstercouncil.org

**Strategic Arts & Culture Grant - Maximum £20,000**

To support strategic arts and culture organisations that play a key role across the Mid Ulster District Council area in the development and delivery of arts & culture activity through the delivery of their own programmes utilising their own dedicated arts & culture performance spaces. The service must:

1. Provide the structured delivery of an annual arts and culture programme within the organisation’s own performance space/theatre.
2. Provide accessible arts and culture development opportunities of a strategic nature that is providing for a large number of people across Mid Ulster.
3. Provide 100% dedicated arts & culture activity & be delivered by a dedicated arts & culture group.
4. Provide at least bi-weekly arts and culture activities.

If you have any queries, contact Catherine Fox or Philip Clarke ~ 03000 132 132 or e-mail catherine.fox@midulstercouncil.org or philip.clarke@midulstercouncil.org

**Strategic Sports Development Grant – Maximum £15,000**

To support Governing Bodies that play a key strategic role across the Mid Ulster District Council area in developing their affiliated Clubs. It aims to provide Grant Aid to those Governing Bodies that provide direct support to Clubs across the area in increasing participation rates and improving playing standards through the employment of a Sports Coach. The service must:

1. Provide the structured delivery of an annual sports development programme of a main sport.
2. Be delivered through a recognised NI Sports organisation; through or in partnership with a sporting governing body; with no duplication of coverage within the same area or targeting of the same groups.
3. Provide accessible sports development opportunities of a strategic nature that is providing for a large number of people across Mid Ulster.
4. Provide the programme through a partnership approach with local clubs and groups.
5. Provide a minimum of 50% dedicated sports officer to the area of coverage in Mid Ulster. Funding for salary development only.
6. Provide match funding of a minimum 50% to the sports development programme targeted within the Mid Ulster District.

Liaison with Mid Ulster District Council Leisure Department will be required.

If you have any queries, contact Leigh Gilmore or Sean Cavlin ~ 03000 132 132 or e-mail leigh.gilmore@midulstercouncil.org or sean.cavlin@midulstercouncil.org

**Grant Criteria: Category 2**

**Strategic Partnership Events Grant – Maximum £8,000**

To support a number of strategic events that are providing for the whole of Mid Ulster District and are of a significant nature to bring people to the area and to promote the area at a regional level.

1. Social, Regeneration and Economic Return
2. Event Development
3. Promotion of Mid Ulster & Council
4. Event Management Experience
5. Level of promotion of good relations and Inclusion
6. Value for Money

Note: Events that are not receiving regional tourism attendance and coverage would be a local community festival.

If you have any queries, contact Joe McGlinchey or Philip Clarke ~

03000 132 132 or e-mail joe.mcglinchey@midulstercouncil.org or philip.clarke@midulstercouncil.org

**Good Relations Grant – Maximum £1,500**

To support local communities to deliver on good relations in line with the Government Together Building United Communities (TBUC) Strategy.

1. Contribution to the Good Relations TBUC themes: Our Shared Community, Safe Community, Cultural Expression through increased use of shared spaces and services.
2. Contribution to Core Good Relations, addressing sectarianism, racism and prejudice through provision of increased shared space.
3. Level of Community Benefit and Participation in existing shared space through increased activity.
4. Targeting of Social Inclusion and deprivation through access to shared space and improved access to activities/events.

If you have any queries, contact Sean McElhatton or Paula Kelly ~ 03000 132 132 or e-mail sean.mcelhatton@midulstercouncil.org or paula.kelly@midulstercouncil.org

**Community Local Festival Grant – Maximum £1,500**

To support local communities deliver a local festival in their area bringing people from across the area together.

1. Level of Community Benefit and Participation (number of days, activities)
2. Number of beneficiaries (local and neighbouring areas)
3. Promotion of Good Relations and Social Inclusion
4. Festival Development

If you have any queries, contact Hannah McCabe or Joe McGlinchey ~

03000 132 132 or e-mail hannah.mccabe@midulstercouncil.org or joe.mcglinchey@midulstercouncil.org

**Deontas do Ghníomhaíochtaí Gaeilge**

**Irish Language Activity Grant**

To support local communities to deliver a range of initiatives to promote the Irish language in the mid Ulster area.

If you have any queries, contact Déaglán Ó Doibhlin or Seán Antón Ó Conalláin ~ 03000 132 132 or e-mail gaeilge@midulstercouncil.org

**Sparánacht do Theangacha Réigiúnda nó Mionlaigh**

**Regional and Minority Language Bursary**

To assist in the learning of Irish and Ulster Scots languages through study visits to recognised Summer Colleges.

If you have any queries, contact Déaglán Ó Doibhlin or Seán Antón Ó Conalláin ~ 03000 132 132 or e-mail gaeilge@midulstercouncil.org

**Sports Representative Individual Grant (Maximum £250) and Team Competitive Grant (Maximum £500)**

To support individuals who have been selected by their governing body to participate in a representative team or individual sport at provincial, national,

all-Ireland or international level, with eligible costs (accommodation, travel, food), to a maximum of a £250 grant may be available. Applicants must be resident within the Mid Ulster District Council area for a period of 6 months prior to the period of the grant application.

To assist recognised Sports NI sports clubs (affiliated to their governing body of sport) who are travelling to compete in a recognised (by Governing body) representative (of District/County) sporting competition. A grant for eligible costs (travel, accommodation, food) to a maximum of £500 may be available. The team must have qualified in a recognised competition by the governing body of this sport, and must be representing the District / County. For both grants the event/competition must take place outside of NI.

If you have any queries, contact Leigh Gilmore or Joe McGlinchey ~ 03000 132 132 or e-mail leigh.gilmore@midulstercouncil.org or joe.mcglinchey@midulstercouncil.org

**Grant Criteria: Category 3**

**Capital Discretionary Grant – Maximum £50,000**

To recognise that there are times when a modest amount of capital investment in our community can create the potential for a much larger project to happen. In such circumstances Council could potentially be a discretionary funder of last resort to allow projects to happen and maximise investment to our areas and communities. Any contribution would be a percentage towards a much larger project.

Capital funding – Council will consider providing financial support for capital projects, which are defined as projects which will provide benefit to the community for a period in excess of five years, examples of which may include a new building or refurbishment/renovation of an existing building.  It will not provide support for acquisition of land, buildings or other assets such as equipment other than fixed plant for example permanently installed elevators/lifts.

1. The project funded must be in community ownership (satisfactory evidence of legal title or an appropriate long term lease will be required.

2. Not for Profit - Funding will only be considered for not for profit constituted community and voluntary groups which are involved in progressing a major community capital project which will provide significant benefit to the community within the Mid Ulster District Council area -Groups/organisations must able to demonstrate that the majority of project beneficiaries (>80%) live within the Mid Ulster District Council area.

3. Community Benefit – A Project Plan must be in place to show community need and benefit and to avoid any potential issues of duplication.

4. Funder of Last Resort - The majority of funding at least 60%+ should be in place and that all funding avenues have been exhausted. Evidence of this will be required.

5. Statutory Requirements - The project must be at a state of readiness 6 months after letter of offer; with planning permission, land acquisition or lease agreement (if required), and other statutory permissions in place along with accurate costings.

6. Mid Ulster District Council Corporate Aims – The project must clearly demonstrate how it is achieving on Council corporate aims and objectives.

7. The project is a minimum value of £150,000, with Council funding to a maximum contribution of £50,000.

8. The Project must complete within 18 months of Letter of Offer; phased delivery and invoicing of expenditure can be accommodated.

A Group can only submit one application per project for this Capital Discretionary Funding Support and an application will only be considered by a Group once every 3 years.

Groups/Organisations would be required to formally present their application / submission to a Special Development Committee of Council.

Before you complete the application, you must contact Hannah McCabe or Joe McGlinchey ~ 03000 132 132 or e-mail hannah.mccabe@midulstercouncil.org or joe.mcglinchey@midulstercouncil.org

**School Sports Access Grant – Maximum £5,000**

Mid Ulster District Council recognises the importance of participation in physical activity and sport and the need to maximise access to facilities which encourage and support this. Council recognises that a few underrepresented sports may be constrained due to lack of access to suitable facilities, yet these may exist in local schools.

Specifically targeted at clubs using / planning to use a schools’ synthetic pitch or schools wanting to offer access to their synthetic pitch outside curriculum times.

1. To increase access for sports clubs to an under-utilized school synthetic pitch.
2. To contribute to the cost to schools of opening up and maintaining schools synthetic pitch.
3. To enhance access to team sports activities which are under-resourced or underrepresented.

The maximum amount available to access a school synthetic pitch is £5,000 – 1 application per school / club and where 2 or more clubs apply to use the same school synthetic pitch the grant offered will be on a pro rata basis i.e. 2 clubs up to 50%, 3 clubs up to 33.3% and 4 clubs up to 25%, etc.

Eligibility

1. Be a sports club using or planning to use a school owned synthetic pitch or be a school which plans to provide access to a school owned synthetic pitch by sports clubs.
2. Incur actual documented costs in accessing / providing a schools synthetic pitch or provide documentary evidence of voluntary work or maintenance costs involved in maintaining a school synthetic pitch.
3. Not have benefited from Council’s: Sports Strategic Development Grant or Sports Capital Grant.
4. The programme is primarily aimed at team sports.

Council may consider applications by schools on behalf of, and supported by evidence of agreement with, a constituted sports club.

In addition for sports clubs:

Be a constituted and not for profit sports club participating in a sport recognised by Sport NI, located in the Mid Ulster District Council area or a minimum of 80% of members must be resident in the Mid Ulster District Council area.

Sports club should evidence a letter of support/commitment from School Principal that includes agreed hire charges.

In addition for schools: Be located in the Mid Ulster District Council area.

Before you complete the application, you must contact Leigh Gilmore or

Joe McGlinchey ~ 03000 132 132 or e-mail leigh.gilmore@midulstercouncil.org or joe.mcglinchey@midulstercouncil.org

**Pitches & Recreational Spaces Strategy Feasibility Development Grant – Maximum £10,000**

The Pitches & Recreational Spaces Strategy Feasibility Development Grant will offer a grant of up to 50% of eligible costs with a maximum grant award of £10,000. It aims to support Technical Assistance costs for clubs that will assist in the delivery of a Clubs Development Plan - specifically in the preparation of future capital funding applications that require Economic Appraisals/Business Cases, Feasibility Studies/Professional Design/Planning Consultant fee. It aims to support clubs in their aspirations to enhance community outcomes for the 5 identified sporting codes within the Councils Pitches and Recreational Spaces Strategy that was approved by Council in February 2022 (Association Football, Gaelic Games, Hockey, Lawn Bowls and Rugby. Projects must be completed, and expenditure incurred and grant claim made within 18 months of Letter of Offer.

To be eligible to apply, applicants must meet the following eligibility requirements.

Should an application be received that does not meet the minimum requirements below, the application will not proceed to the assessment stage of the process.

1. Application must be from a sports club (affiliated to a Sport Northern Ireland recognised governing body of sport); or Community sports organisations in one of the following sporting codes: -

**Association Football, Gaelic Games, Hockey, Lawn Bowls, Rugby.**

2. Not for Profit - Funding will only be considered for not for profit, locally constituted Sports organisations/clubs within the Mid Ulster District Council area. The Sports Club/community sport organisation/infrastructure must be based within the Mid Ulster District Council area and/or groups/organisations must able to demonstrate that the majority of project beneficiaries (>80%) live within the Mid Ulster District Council area.

3. Sporting Club/Organisation Benefit – A Project must show Sporting Club/Organisation need and benefit (evidence based) to avoid any potential issues of duplication.

4. Sports Club/organisation are required to have an up to date 3-year Club Development Plan in place. The Club Development Plan must be submitted with application and demonstrate the contribution which the grant would make towards the development of the club and/or wider community.

5. Mid Ulster District Council Corporate Aims – The project must clearly demonstrate how it is achieving on Council corporate aims and objectives to include how it links to the Mid Ulster District Council Pitches and Recreational Spaces Strategy.

6. The Pitches & Recreational Spaces Strategy Feasibility Development Grant will offer a grant of up to 50% of eligible costs with a maximum grant award of £10,000

Before you complete the application, you must contact Leigh Gilmore or

Denise Daly ~ 03000 132 132 or e-mail leigh.gilmore@midulstercouncil.org or denise.daly@midulstercouncil.org

**Pitches & Recreational Spaces Strategy Infrastructure Development Grant – Maximum £50,000**

The Pitches & Recreational Spaces Strategy Infrastructure Development Grant will offer a maximum grant award of £50,000, with a match funding requirement of £100,000, to deliver schemes of a minimum £150,000 value. It aims to support clubs in their aspirations for improved facilities that will enhance community outcomes for the 5 identified sporting codes within the Councils Pitches and Recreational Spaces Strategy that was approved by Council in February 2022 (Association Football, Gaelic Games, Hockey, Lawn Bowls and Rugby). The annual available budget will be £150,000 per year for the duration of the 5 year Pitches and Recreational Spaces Strategy.

This grant aims to provide financial assistance to eligible Sports Clubs for the delivery of capital projects. ‘Capital Expenditure’ is defined as expenditure for purchase, improvement, restoration, and construction of an asset directly related to the applicant organisation. It should have ‘physical substance’ i.e., be a tangible asset that can be listed on an asset register or a company’s balance sheet (e.g., equipment, buildings) for use in the delivery of an organisation’s activities; and it should have a useful life of more than one year. Projects must be completed, and expenditure incurred and grant claim made within 18 months of Letter of Offer.

To be eligible to apply, applicants must meet the following eligibility requirements.

Should an application be received that does not meet the minimum requirements below, the application will not proceed to the assessment stage of the process.

1. Application must be from a sports club (affiliated to a Sport Northern Ireland recognised governing body of sport); or Community sports organisations in one of the following sporting codes: -

**Association Football, Gaelic Games, Hockey, Lawn Bowls, Rugby.**

2. Not for Profit - Funding will only be considered for not for profit, locally constituted Sports organisations/clubs which are involved in progressing a major community capital project which will provide significant benefit to the community within the Mid Ulster District Council area. The Sports Club/community sport organisation/infrastructure must be based within the Mid Ulster District Council area and/or groups/organisations must able to demonstrate that the majority of project beneficiaries (>80%) live within the Mid Ulster District Council area.

3. The project funded must be in community ownership (satisfactory evidence of legal title or an appropriate long term lease - minimum 10 years - will be required.

4. Sporting Club/Organisation Benefit – A Project must show Sporting Club/Organisation need and benefit (evidence based) to avoid any potential issues of duplication.

5. Statutory Requirements - The project must be at a state of readiness at time of application; with match funding, planning permission, land acquisition or lease agreement (if required), and other statutory permissions in place along with certified accurate costings.

6. Sports Club/organisation are required to have an up to date 3-year Club Development Plan in place. The Club Development Plan must be submitted with application and demonstrate the contribution which the grant would make towards the development of the club and/or wider community.

Before you complete the application, you must contact Leigh Gilmore or

Denise Daly ~ 03000 132 132 or e-mail leigh.gilmore@midulstercouncil.org or denise.daly@midulstercouncil.org

**6 APPEALS PROCESS**

An appeals process will be available for unsuccessful applicants. There will be no right of appeal in relation to the level of funding granted however appeals can be made on the basis of:

• That the stated process has not been followed;

• That the application has been rejected on the basis of eligibility criteria which had been applied incorrectly;

• That the scoring against the criteria for the programme has not been undertaken correctly.

Appeals can be undertaken in two stages if required:

**Stage 1**–an appeal must be lodged in writing within 10 working days of the date of receipt of a rejection letter. In the first instance the appeal should be submitted to the Grants Unit who will take responsibility for allocating this to the relevant senior officer. In all cases the appeal will be reviewed by the senior officer and a determination reached within one week of receipt of the appeal. If the appeal is upheld the project will be reassessed and an appropriate Letter of Offer issued. If the appeal is not successful, the applicant will be informed and given the right to take the appeal to Stage 2 if required.

**Stage 2** – if the applicant is still not satisfied, he or she can request a review by the Chief Executive who will review the process and application and present their recommendation.

1. **GRANT EVALUATION**

Monitoring and evaluation seeks to ensure that funding delivers the required outcomes, that it is used as agreed and to provide a feedback mechanism to improve decision making.

Monitoring should seek to ensure that;

1. Value for money is achieved;
2. The predicted outcomes are delivered;
3. Council has received adequate communication/promotion;
4. Procurement has been met.

Where instances arise where outcomes are not being met, the officer will support the Group to address any issues.

Monitoring will include completion of an evaluation and monitoring form. A visit by an officer will be undertaken to 10% of projects that receive funding over £1,500 threshold.

10% of small grants will have a project evaluation upon random sample. This will be undertaken by an officer of the Community Development Team, led by the Grants & Capacity Manager.

Capital projects will have to issue evidence (e.g. photographs) of the capital and equipment investment alongside their expenditure return. A 20% monitoring visit will be undertaken on site to view expenditure items.

**8 GRANT VERIFICATION**

All grant Claim Forms and supporting evidence must be received by the 30th June 2025, and anything received after this date will not being considered for payment. This will be non-negotiable.