



Guidance Notes

Central Good Relations Funding Programme 2016 / 2017

**CLOSING DATE FOR RECEIPT OF ALL APPLICATIONS WITH
APPROPRIATE DOCUMENTATION IS 2.00PM ON 21 MARCH 2016.**

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1. Introduction

- 1.1 These guidance notes will assist you in completing applications to the Central Good Relations Funding Programme for the period 1 April 2016 to 31 March 2017.

2. Aim of the Programme

- 2.1 The aim of the Programme is to support the achievement of the Executive's strategic objectives relating to good relations. The programme will support productive, time-bound projects which contribute to the promotion of good relations. The Central Good Relations Fund is a small central scheme designed to distribute funding in-year. The Fund does not, and will not, replace mainstream core or project funding.
- 2.2 The Fund complements, and will not duplicate or replace, funding provided under other OFMDFM funding schemes and existing community relations funding delivered through the Community Relations Council, the District Council Good Relations Programme and the North Belfast Strategic Good Relations Programme.
- 2.3 The Fund is open to properly constituted community groups and voluntary organisations. For further details please see Eligibility Criteria at Section 5.

3. Funding Criteria

- 3.1 In deciding which proposals to fund, applications will be assessed against the following criteria:

- **Essential Criteria** - The extent to which the project contributes towards the delivery of one or more of the Together: Building a United Community (T:BUC) priorities and associated outcomes that are most relevant to your proposed projects. Please see the T:BUC priorities and outcomes at **Annex A** and examples of good relations outcomes at project level at **Annex B**.

- **Additional Criteria** –

The extent to which the project:

- Targets particularly hard to reach groups;
- Creates capacity in areas of the community where there has been limited engagement in peace building;
- Delivers in an area of high community tension or interface;
- Uses play, sport and leisure to deliver outcomes.

- 3.2 Applications will be required to demonstrate:

- How the project will deliver against one or more of the priorities and outcomes linked to the Together: Building a United Community Strategy (see **Annex A**);

- A clear need, including consideration of additionality and avoidance of duplication or displacement of other activity;
- That the project is capable of successful implementation, its aims are realistic and achievable, and that a methodology is in place to demonstrate how the proposed outcome(s) will be measured. Please see **Annex C** regarding how to monitor the good relations outcome(s);
- That the cost of the project represents value for money, taking into account the anticipated impact.

3.3 Where funding requested from this programme is part of a funding cocktail, applications should demonstrate how it will complement, and not duplicate, other funding streams.

4. Categories of Funding

4.1 There are two categories of funding available:

- Small Grants
- Project Funding

Details on each strand of funding are outlined below. Organisations may apply for each type of funding where the application relates to distinct projects.

4.2 Funding will be time limited. All funding will have to be spent and the projects fully delivered by 31 March 2017.

Project Funding

4.3 Project funding is available to enable you to develop and deliver projects in line with the funding criteria outlined in section 3 above.

Please note that the majority of grants awarded will not exceed £50,000.

4.4 The following list provides examples of what funding may be awarded in order for you to deliver your project in line with the funding aims outlined in section 3 above:

- fees for facilitators/speakers
- project staff salaries
- promotional costs
- rent
- resource materials
- seminars
- travel costs
- vehicle rental
- venue hire.

- 4.5 Joint applications from organisations for shared staff will be welcomed. Joint applications from organisations proposing to work together will also be considered. A lead partner however must be identified on the application and the letter of offer will be made to this lead partner.
- 4.6 Projects should be time bound and will not normally run for longer than 12 months. There should be no expectation of funding from this scheme for successful applications beyond 31 March 2017.
- 4.7 Projects should be clearly defined and have clear outcomes. An exit strategy with a focus on the continuing benefit to the communities involved.
- 4.8 Funding will be provided for 2016/17 only. Projects will have to be delivered and funding spent by 31 March 2017.

Small Grant Funding

- 4.9 Small grants of between £100 and £500 are available.
- 4.10 Small grants are intended to enable projects and organisations to cover small, normally one-off, purchases for purposes which are in line with the funding aims outlined in section 3 above. This will normally entail the submission of one funding claim to the Department.
- 4.11 The application process for small grants funding will remain open throughout the year.

5. Eligibility Criteria

- 5.1 The fund is open to properly constituted community groups and voluntary organisations. Examples of which include Association, Trust, Company limited by Guarantee, Community Interest Company, Charitable Incorporated Organisation or Industrial and Provident Society.
- 5.2 In order to be eligible for funding, your organisation must provide documentary evidence to support the following:
 - be legally able to operate in Northern Ireland;
 - be independent, not for profit, and have a constitution or set of rules defining your aims, objectives and operational procedures;
 - have a suitable management structure and appropriate financial controls;
 - comply with relevant legislative requirements in respect of employment, health and safety, discrimination and equality of opportunity.
- 5.3 The documentary evidence required to support the above is as follows:
 - A copy of the governing document of the organisation (constitution, rules or articles of association).

Further documentary evidence required, if your application for project funding is successful, is as follows:

- A copy of the minutes of your most recent AGM/EGM;
- A copy of the organisation's most recent annual report and, where not available, the report for the previous year;
- A copy of the organisation's current 3 year strategic plan, if applicable;
- A copy of the organisation's most recent audited accounts and, where not available, the audited accounts for the previous year;
- A list of the current committee members, trustees or directors indicating in the case of each the organisation that they represent or, alternatively, that they serve in an individual capacity;
- A copy of the organisation's equal opportunities, health and safety and child protection policies and procedures;
- Copies of relevant insurance documents;
- Copies of the job descriptions for any staff positions in respect of which funding is sought, including salary costs; and
- A copy of your organisation chart

If your application is successful you will be asked to provide the above listed documents before any offer of funding will be provided. Failure to provide these documents may result in no offer of funding being made.

- 5.4 Projects with faith-based/religious outcomes will not be supported. However faith-based/religious organisations may apply for support for projects that meet the objectives of the funding scheme.
- 5.5 Applications from individuals, statutory bodies, commercial organisations, academic institutions, trade unions and political parties will not be considered.
- 5.6 Within this call for funding we are not providing funding for: major capital projects; contracted services; competitions; or any activity which is party political in nature.
- 5.7 The following types of project will generally be excluded from funding under the Central Good Relations Funding Programme:
- projects whose primary aim is reducing offending among young people;
 - projects that are in receipt of funding under the North Belfast Strategic Good Relations Programme;
 - projects supporting communities to influence policing and community safety issues;
 - projects that aim primarily at reducing offending behaviour in offenders (as distinct from those at risk of offending);
 - projects that aim primarily at alcohol and drug interventions targeting offenders (as distinct from those at risk of offending); and
 - proposals for funding for Rural Community Transport Partnerships that offer a range of complementary services to the public transport network for their members.

- 5.8 Projects of the above nature will only be considered for funding where additionality of benefit is clearly demonstrated. This should include providing evidence of how other sources of funding are not appropriate and how projects can provide additional good relations benefits/outcomes as a result of being supported through the funding scheme.
- 5.9 Where necessary, OFMDFM will make funding available on such terms and subject to such conditions as it considers necessary to ensure full additionality in respect of the funded activity.
- 5.10 A project/activity will not be funded if:
- it duplicates activity for which the group is already receiving funding from another source;
 - it is to cover travel costs outside the United Kingdom or the Republic of Ireland (except in circumstances where there is a clear benefit to local communities);
 - alternative funding is available, appropriate and accessible from another statutory funding body;
 - the aims of the project or activity are to promote any one religious or political viewpoint solely to one community or constituency;
 - the application relates to activity that has taken place in the past (i.e. retrospective funding);
 - the applicant has failed to supply all receipts or comply with monitoring requirements from a previous grant received from OFMDFM;
 - the conditions of any previous government funding have not been adhered to;
 - the application is to repay or service debts or interest on debts;
 - there is no demonstrable evidence that public funding is required to implement the project;
 - the application is for core funding, other than for administrative and staff costs directly and necessarily incurred in the delivery of the proposed activity.

6. The Application Form at a Glance

Please ensure that you indicate which type of funding you are applying for.

Section A – About Your Organisation

A.1 – This section captures the contact details of your organisation and status.

Section B – About Your Proposal

B.1 – Brief details of the project, timings, and the target group(s).

B.2 – Provide a Short description of your proposal.

B.3 – Indicate how your project meets the essential and additional criteria for funding.

***Please note you won't be penalised if your project does not contribute to more than one key priority. It is important to identify the main outcome(s) your project will have the biggest impact on.**

B.4 – Detail the main activities and outcomes which will be undertaken by your proposal, their target date, output measure(s) and outcome(s).

B.5 – Explain how your proposal will be sustained in the longer term, beyond this period of funding.

Section C – Financial Information

C.1 – Outline your capacity to manage the delivery of the proposal and the funding budget.

C.2 – List any other current Government, EU, or IFI funding.

C.3 – Detail any outstanding applications for Government, EU, or IFI funding.

C.4 – Detail if there are other sources of funding for the project detailed in your application.

C.5 – List the job titles and working hours of any posts for which you are seeking funding.

C.6 – Provide full details of all costs you are requesting from OFMDFM.

C.7 – For all applications for funding, please provide the required documentary evidence to support your application.

Section D – Declaration

Applications will only be accepted with a signed declaration.

<p>NOTE THAT IF YOU ARE SUBMITTING AN APPLICATION FOR SMALL GRANTS, ONLY THE FOLLOWING QUESTIONS/SECTIONS NEED TO BE COMPLETED: A.1, B.1, B.2, B.3, B.4, C.6, C.7 and section D.</p>

7. Selection Process

- 7.1 Demand for funding will be competitive and is likely to exceed resources available at this time. Even well designed and worthwhile proposals may be unsuccessful in their application for funds, if competing proposals are judged superior or are considered to have a higher priority.

Project Funding

- 7.2 The Department will carry out a 'preliminary consideration' of applications in advance of a Selection Committee being convened to assess each proposal against the criteria outlined in section 3 above. Funding will be awarded to those proposals which, in the opinion of the Committee, best meet the criteria.
- 7.3 In making its decisions, the Selection Committee will seek to avoid funding projects which duplicate or displace work already being undertaken by other groups and/or under the support of other funding streams. The receipt of funding from Government Departments, European Programmes or the International Fund for Ireland will also be a factor in the decision-making process. Applications must demonstrate how funding sought from OFMDFM will complement/add value to funding from other sources.
- 7.4 Where the Selection Committee judges that a proposal should be awarded funding it may decide that a proposal should be:
- a. funded in full;
 - b. funded in part; or
 - c. funded subject to such modifications or conditions as the Department may consider appropriate.

Small Grant Funding

- 7.5 Small grant applications (for amounts of £500 or less) will be assessed internally by OFMDFM officials.

8. Conditions Attached to Funding

- 8.1 Full details of funding and financial claim conditions will be provided in the Contract for Funding. Applicants must be in a position to comply with all the spend conditions stated in the Letter of Offer.
- 8.2 Applicants must comply with the expenditure, receipting, evaluation and monitoring conditions stated in the Letter of Offer.
- 8.3 Payments to contracted delivery partners will be on the basis of fully receipted claims submitted in line with the terms and conditions of the Letter of Offer. Receipts will be subject to 100% verification checks.

- 8.4 Any person authorised by the Office of the First Minister and Deputy First Minister, including the Internal Finance Division and the Northern Ireland Audit Office, shall have rights of access to asset and accounting records in respect of any assistance provided.

9. Monitoring and Evaluation

- 9.1 Funded proposals will be monitored and evaluated regularly. Arrangements for this will be agreed with organisations, but may include:
- meetings held during the year between the organisation and relevant OFMDFM officials to discuss progress should refer back to the Terms & Conditions of the Letter of Offer;
 - submission of quarterly progress monitoring reports by organisations in a format set out by OFMDFM. Failure to submit regular reports may result in funding being suspended;
 - submission of monthly projected expenditure profiles that show anticipated spend;
 - completion of evaluation forms and possibly assessment by a consultant engaged by OFMDFM;
 - Submitting claims within at least 3 months of incurring expenditure.

If difficulties arise which may prevent objectives being met, these should be brought to the attention of relevant OFMDFM officials immediately. Failure to do so may lead to withdrawal of funding.

10. After We Receive Your Application

- 10.1 It is your responsibility to obtain a proof of receipt, should you require one.
- 10.2 Applications will be considered and assessed by the Selection Committee or OFMDFM official(s) as appropriate.
- 10.3 You will be advised as to whether or not your funding application has been successful. A list of all successful applicants will be published on the OFMDFM website.

If you are successful

- 10.4 Successful applicant organisations will be issued with a Letter of Offer from the Department, setting out the conditions under which funding is offered to support the project, the amount of funding offered and the payment terms.
- 10.5 As part of the pre-approval verification process, organisations which are successful in applications for Project Funding will be required to provide the following to the Department before a Letter of Offer will be issued:

- A copy of the governing document of the organisation (constitution, rules or articles of association);
- A copy of the minutes of your most recent AGM/EGM;
- A copy of the organisation's most recent annual report and, where not available, the report for the previous year;
- A copy of the organisation's current 3 year strategic plan, if applicable;
- A copy of the organisation's most recent audited accounts and, where not available, the audited accounts for the previous year;
- A list of the current committee members, trustees or directors indicating in the case of each the organisation that they represent or, alternatively, that they serve in an individual capacity;
- A copy of the organisation's equal opportunities, health and safety and child protection policies and procedures;
- Copies of relevant insurance documents;
- Copies of the job descriptions for any staff positions in respect of which funding is sought, including salary costs; and
- A copy of your organisation chart.

10.6 Organisations which are successful in applications for Small Grants funding will be required to provide a copy of their latest set of audited accounts and/or governing document (constitution, rules or articles of association).

Failure to produce required supporting documentation within the specified time frame may lead to the application being rejected.

10.7 The Letter of Offer will specify how much money you have been awarded, the length of the funding period, how payment will be made and the conditions attached to the funding award. In accepting the funding, you will be required to sign a form saying that you are prepared to fulfil these conditions.

10.8 The Letter of Offer Acceptance Form should be returned within one month of issue. No funding will be issued until this form is received and all pre-conditions are met.

If your application has been unsuccessful

10.9 If your application has been unsuccessful you will be informed in the first instance via the email address provided in your application. (If you do not provide an email address the contact will be by telephone, followed up by letter.) If you wish, you can contact us for feedback on your application. After this point the decision is final.

11. How to Apply for Funding

- 11.1 Applications for funding must be signed and made on the appropriate form provided. Applications can be e-mailed with supporting documentation to goodrelationsfund@ofmdfmi.gov.uk. Alternatively you can submit your application by post. If you apply by post you should mark your envelope "Central Good Relations Funding Programme Application" and send it to:

**Good Relations Funding & Delivery
OFMDFM
Room E3.19
Block E Castle Buildings
Stormont Estate
Belfast
BT4 3SR**

CLOSING DATE FOR RECEIPT OF ALL APPLICATIONS WITH APPROPRIATE DOCUMENTATION IS 2.00PM ON 21 MARCH 2016

If your application is successful and you have e-mailed it you will be asked to provide a hard copy.

- 11.2 Application deadlines will be published on the OFMDFM website. Applications for project funding which are received after the published deadline will be automatically rejected.
- 11.3 The application process for small grants funding will remain open throughout the year. There is therefore no deadline for the receipt of applications for small grants.
- 11.4 A separate application form must be submitted for each type of funding.
- 11.5 There is no limit on the number of applications for funding which you may submit. However, within a context of limited resources, and if the fund is over-subscribed, the Department may prioritise and limit awards to one per organisation.
- 11.6 Margins, formatting and box sizes in the application forms must not be changed or resized and additional sheets will be rejected. Any application forms amended in this way will automatically be disqualified.

12. Equality Obligations

- 12.1 Under Section 75 of the NI Act 1998 the Department, in carrying out its functions, is required to have due regard to the need to promote equality of opportunity between:
- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
 - men and women generally;

- persons with a disability and persons without; and
- persons with dependants and persons without.

12.2 As part of this, the Department is also required to monitor which groups will be targeted by the projects that it supports. Applicants will be required to identify which groups the proposed programmes will target.

13. Queries

13.1 Staff from OFMDFM will be available to answer queries in relation to the funding scheme. Contact details are below:

Name	Tel	Email
Joanne Breen	028 9052 8428	Joanne.Breen@ofmdfmni.gov.uk
Bernie Brown	0289052 8285	Bernie.Brown@ofmdfmni.gov.uk
Alison White	0289052 3231	Alison.White@ofmdfmni.gov.uk
Ryan Gray	0289052 2542	Ryan.Gray@ofmdfmni.gov.uk

Further copies of this document, and application forms for funding, may be obtained by contacting:

the E-Mail address: goodrelationsfund@ofmdfmni.gov.uk

or

via the Internet at: <https://www.ofmdfmni.gov.uk/articles/central-good-relations-funding-programme>

Together: Building a United Community - Priorities And Associated Outcomes

Key Priority 1: Our Children and Young People

- 1.1 Improving attitudes between young people from different backgrounds.
- 1.2 Young people engaging in bringing the community together.

Key Priority 2: Our Shared Community

- 2.1 Increased use of shared space and services (e.g. leisure centres, shopping centres, education, housing).
- 2.2 Shared Space is accessible to all.

Key Priority 3: Our Safe Community

- 3.1 Reduce the prevalence of hate crime and intimidation.
- 3.2 A community where places and spaces are safe for all.

Key Priority 4: Our Cultural Expression

- 4.1 Increase sense of community belonging (widens contribution beyond community background).
- 4.2 Cultural diversity is celebrated.

EXAMPLES OF OUTCOMES

This is a list of good relations outcomes that your project may achieve as a result of the activities you propose to run. These project level outcomes link to the high level outcomes in Together:Building a United Community. You will indicate which of these your project will contribute to on pages 4-7.

You should indicate what project outcomes your activities will achieve on page 10 of the application form under the column 'What outcomes the project is trying to achieve'.

You should also provide detail on the indicators you will use to measure this under the column 'How you measure success toward the outcome'. You may choose to measure outcomes by completing an exit questionnaire or another method for measuring would be evaluation sheets.

KEY PRIORITY 1: OUR CHILDREN AND YOUNG PEOPLE

T:BUC Outcome 1.1: Improved attitudes between young people from different backgrounds.

Project level outcomes

- An increase in the number of participants who are more favourable towards people from the Catholic community.
- An increase in the number of participants who are more favourable towards people from the Protestant Community.
- An increase in the number of participants who are more favourable towards people from an ethnic minority background.

T:BUC Outcome 1.2: Young people engaged in bringing the community together.

Project level outcomes

- An increase in the percentage of young people who regularly socialise or play sport with people from a different religious community.

KEY PRIORITY 2: OUR SHARED COMMUNITY

T:BUC Outcome 2.1: Increased use of shared space and services (e.g. leisure centres, shopping centres, education, and housing).

Project level outcomes

- An increase in the percentage of participants who feel comfortable socialising in a shared space or space they would not traditionally visit.

- An increase in the percentage of participants who feel comfortable attending a sporting event regularly that is associated with another community background.
- An increase in percentage of people who consider the area they live as welcoming to all communities.

T:BUC Outcome 2.2: Shared Space is accessible to all.

Project level outcomes

- An increase in the percentage who think that leisure centres, parks, libraries and shopping centre in their area are shared and open to both Protestant and Catholics.
- An increase in the percentage of participants who would prefer to live in a mixed religion neighbourhood.
- An increase in the percentage of participants who would prefer to work in a mixed religion workplace.
- An increase in the percentage of participants who would prefer to send their children to a school with children of mixed religion.

KEY PRIORITY 3: OUR SAFE COMMUNITY

T:BUC Outcome 3.1: Reduce the prevalence of hate crime and intimidation.

Project level outcomes

- An increase in the percentage of participants who feel safe going to events held in for example, an Orange Hall, a GAA club, a Protestant secondary school, a Catholic secondary school.
- A decrease in the number of participants who felt intimidated by republican/loyalist murals, kerb paintings or flags in the last year.

T:BUC Outcome 3.2: A community where places and spaces are safe for all.

Project level outcomes

- An increase in the percentage of participants who see town centres as safe and welcoming places for people from all walks of life.
- An increase in the percentage of participants who would like to see peace walls come down now or in the near future.

KEY PRIORITY 4: OUR CULTURAL EXPRESSION

T:BUC Outcome 4.1: Increased sense of community belonging (widens contribution beyond community background).

Project level outcomes

- An increase in the percentage of participants who feel a sense of belonging to their neighbourhood.
- An increase in the percentage of participants who feel a sense of belonging to Northern Ireland as a whole.
- An increase in the percentage of participants who feel they have an influence when it comes to the local decisions made in their neighbourhood.
- An increase in the percentage of participants who feel they have an influence when it comes to any of the local decisions made in Northern Ireland.

T:BUC Outcome 4.2: Cultural diversity is celebrated.

Project level outcomes

- An increase in the percentage who think that the culture and traditions of the Catholic Community add to the richness and diversity of Northern Ireland.
- An increase in the percentage who think that the culture and traditions of the Protestant Community add to the richness and diversity of Northern Ireland.
- An increase in the percentage who think that the culture and traditions of the Minority Ethnic Community add to the richness and diversity of Northern Ireland.
- An increase in the percentage of Protestants who think that their cultural identity is respected by society.
- An increase in the percentage of Catholics who think that their cultural identity is respected by society.

Monitoring Good Relations Outcomes (Aide-memoire)

- Step 1. Be clear what your project is trying to achieve and what the impact on good relations for your customers will be.
- Step 2. Identify at least one outcome your project links to in the Together: Building a United Community associated outcomes and priorities.
- Step 3. Identify indicators you will use to measure how much you are doing; how well you are doing it and what the impact will be.

	Quantity	Quality
Output	<p><u>How much did we do? (#)</u></p> <ul style="list-style-type: none"> • Number of customers served/number of participants • Activities delivered 	<p><u>How well did we do it? (%)</u></p> <ul style="list-style-type: none"> • Common measures (e.g. % participants completing course) • Activity specific (e.g. % completed on time) • Unit cost (£/participant)
Outcome	<p><u>Is anyone better off as a result? (#/%)</u></p> <ul style="list-style-type: none"> • Skills or knowledge (e.g. qualifications gained) • Attitudinal or opinion (e.g. towards the other community) • Behaviour (e.g. contact, friendships maintained) • Circumstance (e.g. living, working, educated in a shared space) 	

- Step 4. Be clear about the methodology you will use to collect data to measure these indicators at baseline, during the project, at the end and at follow up.