

Our Community

SMALL GRANTS PROGRAMME CRITERIA



What is the Our Community Small Grants Programme?

We have a budget set aside to support Community Involvement initiatives. Our Aim is to support and increase the type and number of activities based at our schemes which promote a community spirit and provide benefits to residents.

Who can apply for a grant?

Community groups, voluntary groups, Community Assistants and Housing Officers can all make applications.

What type of initiatives will be funded?

Initiatives need to be community based projects or activities which involve Habinteg residents. They should promote inclusion, equality, participation and change which is of real benefit to residents. Examples would be promotion of health and wellbeing, support for young people or older people, support for the integration of minority groups. Grants cannot be made retrospectively for work that has already taken place.

What evidence is needed to apply?

A completed form, obtainable from our offices or downloaded from our website, **must be** submitted and will be acknowledged within 3 working days.

On the application form, all applicants will be asked to outline:

- **the aims of their project or activity**
- **who the intended beneficiaries are and the location**
- **how the intended project fits in with the Association's current aims**
- **a budget breakdown**
- **a note of other funders involved**
- **intended timescales**
- **how the Association's support will be acknowledged**

Preference will be given to activities/projects which have a realistic plan for implementation and can demonstrate realistic objectives, outcomes and impacts. We will give feedback if you are unsuccessful

How much are the grants?

Awards can be made from a minimum of £10 up to a maximum of £250. Previous awards within the same year will be taken into account when considering the maximum. The fund is demand led with awards being made throughout the year. A defined amount of financial support will be allocated and the Association will not accept additional requests for the same project, in respect of overspends or unforeseen costs.

Who decides whether an application is successful?

Assessment of all grant requests will be carried out monthly by the Community Involvement Team. Decisions on the use of the budget are delegated to the Director of Homes & Communities.

NB We cannot fund:

- **Core or general running costs**
- **Activities which will benefit only one person**
- **Political or religious activities**
- **Building or capital work**
- **A project required to have statutory funding**

Further guidelines

Proof of grants having been spent for the purpose originally requested will be required by the Association within nine months of the award being made. In addition each grantee will be expected to report back within 3 months of completion of the activity/project on the outcome, impact and success. If a report is not received this will affect eligibility for future grant funding.

Community Groups should be properly constituted with the ability to provide financial statements or audited accounts. In some instances funding may be available for resident groups that are not recognised formally as an association. For such groups, financial support may be awarded on an individual basis. Such groups will need to explain why they need the grant and what it will be used for. A brief explanation of the purpose of the group, what it intends to achieve and how it will operate will also be required.

Further information and contact details

For further details contact your Housing Officer on 02890427211 (Holywood) 02871360015 (North West) or speak to the Community Involvement Team.

Resident/Community Event Support & Funding Application Form



Community Assistant

Date

Scheme	
Person responsible for event	
Telephone	
Email	
Address including postcode	
Details of other organisations / individuals involved in the event	
Summary of project / activity / event: Details of precisely what is happening with location, times, expected number of attendees	
Cost of event / activity	
How does this activity fit with the Association's aims?	<input type="checkbox"/> Health and Wellbeing <input type="checkbox"/> Tenant Engagement <input type="checkbox"/> Training <input type="checkbox"/> Consultation <input type="checkbox"/> Other If 'Other' please specify:
Details of any support required: Community Involvement Officer / Housing Officer to attend? Promotional material? Funding?	

Please return completed form to Community Involvement Officer at least two weeks prior to the event for approval and planning/preparation.

Approved by

Date