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Guidelines for Applicants

What is the Foundation?

The Halifax Foundation for Northern Ireland is a grant-giving Foundation whose income is derived from Lloyds Banking Group. Its policies are determined by an independent Board of Trustees, which meets on 5 occasions throughout the year, agrees on the Foundation's strategic priorities and distributes the funding.

Where do the Foundation's interests lie?

The overall aim of the Foundation is to support registered charities within Northern Ireland to enable people, who are disadvantaged or have special needs, to participate actively in their communities.

What are the Foundation's Guidelines?

The Foundation has two main target areas:

1 Social and Community Needs

2 Education and Training



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1 Social and Community Needs

A wide range of activities are supported and the following are meant as a guide only:

Community services

Family centres, youth clubs, older people's clubs, after schools clubs, self-help groups, childcare provision, preschools and playgroups.

Advice services

Homelessness, addictions, bereavement, family guidance, money advice, helplines and suicide awareness.

People with special needs

Residences, day centres, transport, carers, information, advice, and advocacy.

Promotion of health

Information and advice, mental health, hospices, day care, home nursing, and independent living for older people.

Civic responsibility

Young people at risk, crime prevention, promotion of volunteering, victim support, mediation and rehabilitation of offenders.

Cultural enrichment

Improving access and skills development in the arts and national heritage for disadvantaged people and those with special needs.

2 Education and Training

The objective is to enhance educational opportunities for disadvantaged people and those with special needs:

Employment

Projects which help disadvantaged people develop their potential and secure employment.

Life skills

Promotion of life skills and independent living skills for people with special needs.

Training and education

Accredited, vocational, or personal development training.

What lies outside the guidelines?

The main areas of concern normally considered outside the Foundation's guidelines are:

- Organisations which have an income of more than £1 million in the previous year's accounts.
- Organisations which are insolvent.
- Organisations who have over 12 months reserves would not be seen as a priority.
- Individuals, including students.
- Animal welfare.
- The environment.
- Hospitals and Medical Centres.

- Schools, universities and colleges (*except for projects specifically to benefit pupils with special needs*)
- Sponsorship or fundraising events either for your own organisation or another.
- Promotion of religious beliefs.
- Endowment funds.
- Activities that are normally the responsibility of central or local government.
- Loans and business finance.
- Travel or activities outside of Northern Ireland.
- Capital build (*except in the case of disabled access*).

Who can apply?

The Community Grant Programme is open to any organisation who is **registered as a charity** and has an **income of less than £1 million** in the most recent accounts. For registered charities with a headquarters based outside of Northern Ireland, the income of their Northern Ireland operation, shown in their management accounts, will be the figure used to assess the eligibility.

Applications that are strategic in nature, with a Northern Ireland wide benefit will be considered in a 'Special Initiative' section of the Community Grant Programme.

What we fund?

The average grant awarded within the Community Grant Programme is in the region of **£3,000 - £5,000** and grants are awarded for **one year**. To apply for funding, you need to complete the online Community Grant application form. The following list is a guide to the key areas the Foundation supports:

- Core costs
- Materials and equipment
- Salary costs
- Volunteer expenses
- Project costs
- Refurbishment
- Activities
- Training
- Disabled access
- Transport Costs

How to apply?

You can access the online application form on the Foundation website:

www.halifaxfoundationni.org

When to apply?

- The Foundation operates a rolling grant programme, therefore an application can be submitted at any time. Please leave enough time for the decision process to take place. You should receive a decision within 17 weeks from the date your application was submitted (please bear this in mind when planning your project).
- Applicants are required to leave one year between applications whether they are successful or unsuccessful.
- Organisations who have received three years consecutive funding must leave a two year gap before reapplying.
- The Foundation cannot cover expenditure retrospectively. Please ensure spend is not incurred prior to receiving confirmation of a grant.



Inter-Ethnic Forum (Mid and East Antrim)

Grant
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Unfortunately, demands made on the Foundation always out-strip the funds available, and this means that many good applications, whilst meeting the criteria, will still be unsuccessful.



Advice on Completing the Application Form

It is important to read these guidance notes prior to completing your online application form. The notes will take you through each section, giving examples and prompts for the type of information we require.

The Online Application Form Section by Section

► Organisation tab

Name of charity

Outline the name of your charity in full. Any abbreviated formats should be placed in brackets after the full name for example, "Anytown Community Development Association (ACDA)".

Charitable status

In Northern Ireland, charity registration is gained through the Charity Commission for Northern Ireland (CCNI). Please record the Charity Number in the corresponding text box.



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► Background tab

Background to charity

To give us an idea of the size of your organisation, please indicate in the boxes provided the number of full time staff, part time staff, committee members, and volunteers involved.

► Activities tab

Present activities

Tell us about the day-to-day activities in your organisation, detailing the services you provide to give us a feel for your organisation's work. Use this section to describe your organisation, why it was set up, and who benefits from it.

Please answer the safeguarding and GDPR question as appropriate.

► Project tab

Title of project

To sum up your project, give it a title which reflects the project for which you are applying. For example, "Activities for Anytown Older People".

Project description

Tell us how you identified a need for your project. Outline the purpose for which funds are being sought. Have you consulted with your service users? Did you undertake a survey? Clearly state the overall aim of your project, for example, Aim: "To improve social facilities for disadvantaged older people in Anytown".

Outline 3 objectives for your project

Keeping your overall aim in mind, list up to 3 objectives to describe how you will fulfil this aim. Your objectives should be measurable by including targets to allow you, and us, to monitor the progress of your project and to evaluate its success. For example, using Anytown as set out on the previous page, your objectives might be;

- To increase the number of social evenings for disadvantaged older people from 1 per month to 1 per week
- To run a crafts session once per month
- To provide monthly talks for the older people

Tell us how you would achieve each objective.

Who will be benefiting directly from your project?

Describe the type of people your project will support and explain how they are disadvantaged, for example, young people at risk of offending, children with physical disabilities, or disadvantaged older people. Also explain HOW they will benefit from this project.



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How many people will benefit?

Explain how you calculated the number of people who will benefit directly and indirectly from your project. For example, if your project is to provide a playgroup for 35 children each week, your total direct beneficiaries might be 35 children over a year and the indirect beneficiaries would be the number of parents of the children.

Measuring success

In this section you need to illustrate how you will judge the success of your project in relation to the objectives you have set.

► Financial tab

Amount needed for the project

Please provide a budget breaking down the costs required for your budget.

You must inform us if a Trustee or relative of a Trustee/Staff member receives remuneration from the charity.

► Balance tab

Funds from other sources

Detail the other sources from which you plan to fund the balance required for your project, how much has been secured or is still pending from that source.

► Sustainability tab

Sustainability

If you plan to continue your project beyond the life of the Halifax Foundation for Northern Ireland funding, please explain how you plan to do this and raise the necessary funds. If not, please explain why the project is a time limited project.

► Financial History tab

Financial history for the last 3 years

Complete this section fully detailing the financial position of your organisation over the last 3 years as shown in your accounts. If your organisation has been established within the last 3 years and does not have 3 sets of accounts, enter details of the accounts that are complete. Please start with the most recent year.

► Classification tab

Classification

Please select the options that best reflect the project for which you are applying.

► People tab

Office bearer list

Please list your full Management Committee including full name, and position. Please include contact details for at least 2 Trustees.

► Documents tab

Documents

In order for your application form to be considered for funding, supporting documentation should be uploaded with your application form. Please remember to click 'upload' to complete the process.

Please refer to "Supporting Document Checklist" on page 8 for more details.

► Declarations tab

Declarations

Complete full details for the Senior Officer and the Independent Referee. Ensure that you have contacted these individuals and that they are happy to be named in the application form.

Please note: The Senior Officer should NOT also be the Main Contact. The referee should be external to your organisation and not related to a staff or Committee Member.

► Submit tab

If you agree with the statement outlined in the Submit Tab you must type '**I AGREE**' into the text box and click on 'Submit Application'.



Monitoring and Evaluation Factsheet

We are keen to learn from current funded projects to help us shape future funding programmes. The Foundation has put in place a number of Monitoring and Evaluation procedures for grant holders to follow:

1. We will ask your Chairperson to sign the Terms and Conditions of the grant so we can issue your BACS payment.
2. All monies must be spent entirely on the purpose intended, as outlined in your Letter of Offer. All receipts must be kept relating to grant expenditure.

Please note: Refer to 'Financial Management' on page 10 for more details.

3. Within 12 months of your Letter of Offer date, you must complete an evaluation online via our grants system. The evaluation form should clearly show grant expenditure, and highlight the benefits of the grant.
4. If there are any changes throughout the lifetime of your grant, you must inform your Grants Officer in writing. Failure to do so, may mean you are operating outside the Terms and Conditions of your grant.
5. We visit a number of grant holders at the end of their grant for an evaluation visit. This helps us establish the benefits of the grant and to verify grant expenditure.

6. An organisation may receive a Financial Systems visit to look at the procedures and controls in place around their finances.
7. By signing the Terms and Conditions you agree that Halifax Foundation for Northern Ireland shall be entitled to share the information that it holds on your organisation with any agency or authority which, in the exercise of a statutory power of investigation, requests such information from the Foundation. We publish details of grants awarded for promotional purposes.





Financial Management of your Grant

As a grant recipient, we would expect that you maintain adequate financial records to ensure that the grant is used for the sole purpose intended and managed effectively.

1 Bank Account

- You will need a bank account into which we will pay your grant funds. We pay upfront, so that you will not experience any cashflow issues when running your project.
- We do not expect you to open a new bank account for this grant. However, the bank account you use must be in the name of your charity.
- We expect your bank account to have a facility for making cheque or BACS payments. You must avoid issuing payments by cash.

2 Invoices

- We would expect that you keep original invoices for all payments made with your grant. Invoices must be dated after the start date of your grant, which is the date of your Letter of Offer. Retrospective payments are not acceptable. Invoices must contain the date, invoice number, address of supplier, address of your charity, full details of service/product itemised and total invoice with VAT breakdown.
- All original invoices/receipts relating to grants spend should be kept, as you may be asked to provide invoices as part of the evaluation process.

Please note: If an invoice is supported by a number of funders, one invoice must be presented to all funders.

3 Bank Statements

- Your Grants Officer will need to check payments leaving the bank. We would expect you to keep original bank statements relating to the grant period.



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4 Salaries

We may have issued your grant towards an employee's salary. We would expect that you keep the following records to allow us to vouch the salary:

- Individual payroll record for the employee
- Payslips
- Timesheets (if supported by a number of funders)
- Bank statements showing wages leaving the bank

Please note: If the post is supported by a number of funders, one payroll record must be presented to all funders.



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5 Volunteer/Staff Expenses

- Mileage claim forms must be completed for each volunteer/staff member. This must include claimant's details, journey details, reason for journey, miles and mileage rate (should be in line with your organisations policy). This must be signed by the claimant and countersigned by an authorising signature such as a Line Manager/Volunteer Coordinator.
- Expense forms must be kept for any expenses incurred. All receipts must be attached. This must be signed by the claimant and countersigned by an authorising signature such as a Line Manager.

We do realise that things may change within the twelve months of a grant. However, the Foundation are flexible and will help you to implement changes where possible.

The Foundation reserves the right to carry out a financial health check on your organisation at any stage of the grant award.



Institute of Fundraising



Data Privacy Notice

Halifax Foundation for Northern Ireland recognises that we must protect your personal privacy while allowing you to enjoy the services available for you. This data privacy notice explains what personal data is collected by the Foundation through our grant making activities, and how/why we use your data.

Whenever we capture your personal details we will process your data according to the principles of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR).

Personal data is any information that relates to an individual who can be identified from that data. For example, Main Contact/Senior Contact name, job title, email, telephone, address or photographs.

Processing means doing anything with your data, such as collecting, recording or holding the data as well as disclosing, destroying or using the data in any way.

We will never be intrusive or invasive of your personal privacy, nor will we ask you to provide data that is irrelevant or unnecessary.

We will use strict measures and processes to ensure that the risk of unauthorised access or disclosure of your personal data is minimised as much as possible.

Purpose and Lawful Basis for Processing your Data

Any personal details of charity representatives will be used to support the grant assessment process, to notify your organisation of the outcome of your grant application, to monitor your grant and to fulfil the evaluation requirements of your grant, should your application be successful. Your data will be used only for the purposes specified.

We will keep your personal data up to date and store it securely. We will put technical measures in place to protect it from loss, misuse, unauthorised access, disclosure, and not collect or retain excessive amounts of personal data.



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How long do we keep your data?

Your data will be held on our database and will be kept for a period of 10 years. Any additional information provided in support of your application/evaluation, will be attached to the grant management system and retained for the same period.

This period is in line with Lloyds Banking Group's retention policy. Lloyds Banking Group are the sole donor of Halifax Foundation for Northern Ireland.

After a period of 10 years, your personal data will be removed from the grant management system. Details of the grant will be maintained, to highlight the grant relationship with your charity.

The information provided to us is being collected by Halifax Foundation for Northern Ireland. We are responsible for the safe storage and use of your data. Our IT grant system software provider will have access to your data. Safety measures are in place to ensure your personal data remains secure and is only used for the purpose intended.

Fraud Prevention

If you apply for a grant or receive a grant from us, we may undertake checks for the purposes of preventing fraud. These checks require us to process personal data you have provided about yourself and your charity office bearers and data we have received from third parties.

We, alongside fraud prevention agencies may also enable law enforcement agencies, regulators, Government, and other funders to access and use your personal data to prevent crime.



Be Safe Be Well

GDPR (General Data Protection Regulations)

Under GDPR, you have the right:

- to access your personal data (if anything is inaccurate or incorrect, please let us know and we will correct it);
- to have your personal data expunged from our database if we no longer need it for the purpose we collected it. For example, if we require an alternative main contact/senior contact in order to process the application for funding;
- to withdraw consent at any time (see opposite)

Data Controller

To exercise your personal data rights, to make a complaint about our use of your data or for any further information, please contact Brenda McMullan at brenda@halifaxfoundationni.org.

Alternatively, by writing to Brenda McMullan, Executive Director, 11-15 Donegall Square North, Belfast, BT1 5GB.

Such requests will be dealt with within one calendar month.

You can contact the Information Commissioner's Officer on 0303 123 1114 or visit their website at www.ico.org.uk.



Basic Bookkeeping Training

Future Contact Opt-in Statement

If you would like us to keep you up to date about the work of the Foundation and any other items we think would be of interest to your work, you can easily opt-in to our communications on the login page of the grant management system. You may also email info@halifaxfoundationni.org to have your details added to our communications.

You can change your mind at any time by unticking the opt-in option on the log in page. You may also email info@halifaxfoundationni.org to have your details removed.

We value your privacy. We'll never share your data with others without your permission and we'll only use it for the purposes we've outlined and you've



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agreed to. By submitting this form, you agree that we may process your information in accordance with these terms.



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Registered in Northern Ireland Number 19019

Company Limited by Guarantee Charity Registration NIC101763

Community Grant Programme Information Booklet



