

Community Grant Programme Information Booklet





Guidelines for Applicants

2



Advice on Completing the Application Form

5



Supporting Document Checklist

8



Monitoring and Evaluation Factsheet

9



Financial Management of your Grant

10



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 charitable organisations within Northern Ireland to enable people, who are disadvantaged or with special needs, to participate actively in their communities.

What are the Foundation's Guidelines?

The Foundation has two main target areas to which it seeks to allocate funds:

1 Social and Community Needs

2 Education and Training



Ballybeen Women's Centre

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, independent living for older people.

Civic responsibility

Young people at risk, crime prevention, promotion of volunteering, victim support, mediation, 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, 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 previous year's 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 - £4,000** and grants are awarded for **one year only**. 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

Grant
Programmes
Online Here >

When to apply?

- The Foundation operates a rolling grant programme, therefore an application can be submitted at anytime. 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 two years before reapplying.
- The Foundation cannot cover expenditure retrospectively. Please ensure spend is not incurred prior to receiving confirmation of a grant.



St. Patrick's Flower Arranging Club

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 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.



Chapel Road Playgroup

► 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.

► Present 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.

► 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 been asked to provide this service? 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 three 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 above, 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.



Big Telly Theatre Company

How many people will benefit?

Complete and 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

Indicate the costs needed for each budget heading and for that heading the amount you are requesting from The Halifax Foundation for Northern Ireland.

► 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 three years

Complete this section fully detailing the financial position of your organisation over the last three 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.

► Classification tab

Classification

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



Big Telly Theatre Company

► Documents tab

In order for your application form to be considered for funding, the following 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'.



Newry Muay Thai



Supporting Document Checklist

In order for the application to be considered for funding, the following documentation **MUST** be submitted with the online application form. If posting the additional documents, please ensure you provide photocopies only, as no documents will be returned.



Most recent Annual Report or Minutes of AGM

If the organisation does not produce an annual report, minutes of the most recent AGM are acceptable. If the organisation is new, the minutes from the meeting when the Constitution was formally adopted are acceptable.



Most recent Audited or Independently Examined Accounts

Audited accounts must be signed or stamped by both the Auditor and an office bearer of the organisation.

Independently examined Accounts must be signed by both an individual with the requisite ability who is external to the organisation, AND an office bearer of the organisation.



Charitable Status

Must relate directly to the applicant organisation, and confirm charitable status. A printout of your registration overview on the Charity Commission NI website will satisfy this section.



Memorandum & Articles of Association/Constitution

Must be adopted by the Committee and have a handwritten signature by an office bearer.



List of Management Committee

Must contain the name, position and contact details of all current members.



Job Description and Personnel Specification

If applying for a grant that supports salary costs, both documents must be provided.



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. Receipts must be kept relating to grant expenditure.
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 the Foundation 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.

Monitoring and Evaluation Process

1 
Chairperson signs
the Terms and
Conditions

2 
BACS
payment
issued

3 
All monies
spent on
purpose intended

4 
All changes
must be reported
in writing

5 
Within 12 months
complete
evaluation form

6 
Grants team
may carry out
evaluation visit



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 not issue payments by cash.



Du Dance

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 date, invoice number, address of supplier, address of your charity, full details of service/product itemised and total invoice with VAT breakdown.
- It would be useful if you could write the cheque/BACS number on the bank statements, so that payments can be easily reconciled.

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.
- It would be useful if you could mark your bank transactions relating to our grant in a specific way (some charities choose to write 'Halifax' beside such transactions.)

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:

- Payroll record for the grant period
- 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.



St John Ambulance

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 inline 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 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.



Northern Ireland Rural Women's Network





HALIFAX FOUNDATION FOR NORTHERN IRELAND

1st Floor, 11 – 15 Donegall Square North, Belfast, BT1 5GB

Tel: 028 9032 3000

Email: grants@halifaxfoundationni.org

www.halifaxfoundationni.org

Registered in Northern Ireland Number 19019

Company Limited by Guarantee Charity Registration NIC101763