

QUEENS PLATINUM JUBILEE GRANT CRITERIA

1. Purpose and Eligibility

Applications are invited from constituted Community, Voluntary and/or resident's groups who wish to apply for funding towards the costs involved in organising local neighbourhood events, within Ards and North Down Borough Council area in celebration of The Queens Platinum Jubilee.

2. Timeframe

The Queens Platinum Jubilee Grants will be open for application from **7th March 2022** and will close **28th March 2022 at 4pm**. Late or incomplete applications will not be considered.

All community activities **must** be held over the **Jubilee Bank Holiday Weekend** dated **Thursday 2nd June 2022 through to Monday 6th June 2022**.

3. Council Land

If your application is successful, you should be aware that if the community activity is to be held on Council land, that appropriate permission must be applied for. To apply for permission please contact the Compliance Section, gemma.brown@ardsandnorthdown.gov.uk or telephone 028 91824075

4. Road Closures

If your application is successful, you should be aware that if a road is to be closed as part of your community activity, that appropriate permission must be applied for. To seek further advice and apply for Road Closure permission please contact the Licensing and Regulatory Services Section, david.brown@ardsandnorthdown.gov.uk or telephone 0300 013 3333.

5. Covid 19 Compliant

If your application is successful organisers of subsequent community activities must ensure that they are Covid 19 compliant with regards to Public Health guidelines at the time of the community activity concerned.

6. Exclusions

- Individuals
- Political organisations
- Celebrations taking place outside the Ards and North Down area.
- Celebrations organised to make a profit.
- Celebrations that are primarily fundraising events, are heavily branded with charity branding or deploy potential sources of income from a celebration to a charity.
- primarily tourism focused events where the organisation cannot demonstrate significant community involvement.
- retrospective events that have already taken place; and
- events which conflict with any Council run festival/event

7. Financial Information

Funding for all successful applicants will be issued upon approval, subject to the submission of the organisations bank details. All applicants will be required to submit original invoices, receipts, and bank statements in order to verify all funding awarded. If this information is incomplete or not provided or the funding is not spent in line with approved costs, the funding must be repaid to council. **The maximum amount available is £1000 per group.**
Advance payments of up to 80% of grants awarded may be requested in writing.

8. Scored Criteria for funding

Grant awards will be made to applicants that meet the following criteria.

- Event / Activities to celebrate The Queens Platinum Jubilee 2022
- Event / Activities are open and inclusive to wider community
- Benefits to community
- Value for money is demonstrated
- Covid 19 Public Health guidelines Compliant

9. Government Funding Database (GFD)

Ards and North Down Borough Council has adopted the Northern Ireland Executive's Best Practice Principles to reduce bureaucracy through the use of Government Funding Database. The GFD requires the Council to input details of all successful applicants onto the database.

Applicants are required to set up a profile and upload the following essential information on to the Government Funding Database:

- Constitution/Memorandum of Association,
- List of Office Bearers/Board of Governors,
- Annual Accounts/Financial Statement

Please submit with your application the supporting documents on the checklist in the application form and the completed declaration confirming the documents are up to date and fit for purpose. **The required supporting documentation must be sent in with the application unless we have already received it in the last 3 months and there are no changes to them.**

The information entered on to the Government Funders Database can then be shared across funding organisations. All subsequent funders who wish to fund the same voluntary/community organisation can then access this information, rather than applicants providing multiple copies to each funder.

Please contact the Community Development Team if you need any more information on the Government Funding Database.

10. Incomplete Applications

Incomplete applications will **not** be considered.

Completed applications should be returned to

Stephen Archibald (Community Development Officer)
Ards and North Down Borough Council
Unit 5, Conway Building
16 South Street
Newtownards
BT23 4AP

Tel no: 0300 013 3333 E-mail – stephen.archibald@ardsandnorthdown.gov.uk