

GUIDANCE AND CRITERIA – RUNNING COSTS COVID RECOVERY FUND 2021

Applications for Covid Recovery Fund should be completed in line with this guidance and criteria. Awards are subject to budget availability.

1. Purpose & Eligibility

The COVID Recovery Fund (CRF) is provided by the Department for Communities (DfC) and administered by Ards and North Down Borough Council.

The funding is specifically for constituted community and/or resident's groups to support local groups who require running costs for local community bases, and groups (eg, stationary, printing, insurance, utility costs etc.) which aim to improve the quality of life in our communities in the Ards and North Down Borough.

(Please note no duplication of running costs can be applied for from previous grants application) Only one application per group will be accepted.

2. Time frame

The CRF applications are open for this year only, giving groups the opportunity to apply for up to £3000.

Closing date – extended until Monday 08 November 2021

All funding awarded is subject to funds being available.

3. Financial Information

Funding for all successful applicants will be issued upon approval, subject to the submission of the organisations bank details, if this information is not already held by the Council. All applicants will be required to submit original invoices, receipts, and bank statements 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 £3000 per application. Only one application per group will be accepted.**

4. Scored criteria for the funding

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

- a) **meeting government guidelines**
- b) **bookable and opening hours**
- c) **track and trace**
- d) **value for money – costs associated**

5. Exclusions

The Covid Recovery Fund will not provide funding for the following activities:

- Individuals
- Political organisations
- Projects of a commercial nature, organised to make a profit;
- Retrospective adjustments that have already taken place; and
- Organisations who are outside the Borough.
- Religious organisations
- Large Charities
- Businesses
- Social clubs
- Sports organisations

In addition to the above exclusions, examples of eligible and ineligible expenditure are outlined below:

Eligible expenditure	Non-eligible expenditure
Insurance for the building (additional COVID cover)	Gratuities, gifts and prizes
PPE	Charitable donations
Perspex Screens	Cash payments unsupported by an appropriate petty cash system or committee expenditure forms.
Equipment hire	General running costs
Cleaning material, hand sanitizer stations	Any costs not approved by the assessment panel
Minor building works	Any costs not in the application form
Electric, Heat,	Alcohol
Stationary, printing advertisements	Staff salaries/Professional fees

6. Corporate Grants Policy

All applications will be treated in line with the Councils Corporate Grants Policy. Copies of which will be available on the Councils website or by request.

7. Government Funding Database (GFD)

Ards and North Down Borough Council has adopted the Department for Communities (DfC) 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 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.

Alternatively, the Council can do this on your behalf and therefore you need to submit with your application the essential documents and the completed declaration confirming the documents are up to date and fit for purpose.

This 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 Unit if you need any more information on the Government Funding Database.

8. Incomplete or late Applications

Incomplete or late applications will not be considered

9. Procedures for making funding award

- Each application will be assessed and scored against the information provided in the application form only.
- All applicants will be informed in writing of the outcome of the assessment process within three weeks of a decision being approved.
- A Letter of Offer (LOO) will be issued to all successful applicants, outlining the details of the funding and the conditions of the award including adhering to publicity requirement, evaluation, and monitoring returns.
- Applicants will be required to sign and accept the LOO within **2** weeks of the date of the LOO. If the signed LOO is not received in this time, the funding offer may be withdrawn.

- The period of funding award will be until 31 March 2022.
- Advance payments of up to 80% may be paid to the applicant, subject to a written request, submission of recent bank statements and projected cashflow.

10. Monitoring

If your application is successful you will be required to submit a monthly monitoring return which will be collated with other information and forwarded the Department for Communities.

Completed application forms and supporting documentation should be forwarded by no later than: 08 November 2021 at 4pm

Where possible completed applications should be emailed with an electronic signature to communitygrants@ardsandnorthdown.gov.uk or Nicola.McClurg@ardsandnorthdown.gov.uk

Community Development Manager
Ards and North Down Borough Council
16 South Street
Unit 5 Conway Building
Newtownards
BT23 4JT

Tel no: 0300 013 3333 (ext. 40252)