**ARDS AND NORTH DOWN**

**BOROUGH COUNCIL**

Neighbourhood Tourism Fund

Small Grant 2025/26

APPLICATION FORM

**Please read the guidance notes carefully before completing this form and remember to keep a copy of the completed application form for your own records.**

**INTRODUCTION**

Ards and North Down Borough Council’s Tourism Service has secured a limited budget in 2025/26 to deliver a pilot grant scheme for eligible groups/organisations to support small \*Neighbourhood Tourism Initiatives. It will be open for one call only in 2025/26.

The Council recognises the importance of assisting residents to become ambassadors for their local area through the promotion of their city, towns and villages by sharing knowledge and telling local stories to visitors\*\*. Tourism NI, through its Embrace a Giant Spirit campaign, believes that what makes Northern Ireland stand out is the people – it lies in the warmth of the welcome and passion that locals offer visitors\*\*. This grant’s intention is to support communities to develop capacity to deliver on this requirement.

**Aim of the AND Neighbourhood Tourism Fund**

The aim of the Fund is to offer small grants to eligible groups/organisations to support the delivery of neighbourhood tourism initiatives within their community which can attract visitors or add to the existing tourism offering, thereby increasing dwell time and spend in their city, town or village whilst supporting local volunteers and increasing civic pride and a sense of belonging.

This will help us meet outcome 4 of the Big Plan that all people in Ards and North Down benefit from a prosperous economy and the Council Corporate Plan economic priority of attracting more businesses and jobs.

**\*Definitions**

\*Neighbourhood Tourism Initiatives – tourism products/experiences that support social and economic development of local neighbourhoods and communities.

\*\*Visitor – someone from outside the Borough.

**Objectives of the AND Neighbourhood Tourism Fund 25/26**

1. To enhance the sustainable visitor experience of the Borough.
2. To increase local tourism spend by attracting attendees and participants, especially those from outside the Borough.
3. To build the capacity of local groups interested in supporting local tourism.

**SUPPORT AVAILABLE**

Groups/organisers may apply for a minimum of £500 and a maximum of £2000 up to 100% funded. This may decrease if the total amount of the grant funding requested exceeds the available grant budget. All successful grants will be reduced by an equal percentage.

**ELIGIBILITY**

Applications are welcome from groups and organisations based in Ards and North Down with an interest in developing the tourism offering in the borough.

**Eligibility Criteria**

Applications will be accepted from

* Appropriately constituted not for profit groups/organisations and Charities (a constituted organisation is one that has a simple set of rules to help make it clear to everyone involved what you intend to do and how you intend to operate).
* Must operate in the Borough of Ards and North Down.
* Application must meet the necessary criteria detailed below.
* Suggested neighbourhood tourism initiative must be open to the public.
* Must be in the position to submit all claim documentation by 31 March 2026.

We require all applicants to enclose the following documents with your application. **If not included the application will not be scored.**

* Copy of Constitution or Memorandum of Association
* Most recent AGM Minutes/Inaugural minutes
* List of Office Bearers
* Copy of most recent audited Annual Accounts / Most recent Bank Statement as appropriate

Should your group/organisation be recently formed or not been operational for long enough to have a set of accounts, please indicate this within the declaration within the application. In this instance, we require to see a bank statement showing the organisation name or proof of the account being opened.

Organisations/groups can only apply for funding through **one** application. This is a competitive grants scheme and applications will be determined on the basis of merit and need.

**Ineligible Applications**

Applications will **not** be accepted from the following:

* Individuals or sole traders.
* Trade or professional conferences/conventions.
* Organisations not legally established in the UK.
* Associations/groups not compliant with the Council’s aims and objectives.

And for the following activity:

* Ongoing operational costs.
* Retrospective activity undertaken, or items purchased outside the specified award period, or

where expenditure was incurred before a grant award was confirmed.

* Activity or any aspects relating to the grant outside of the Borough.
* Activity which conflicts with any Council run activity or project.
* Activity that does not foster Section 75, promote positive attitudes, equality of opportunity and good relations including political opinion, religious belief or racial group.
* Activity that is substantially a fundraising vehicle, whether for the association/group or to raise funds for transmission to a third party.

Please see guidance notes for full eligibility guidance.

**WHAT THE GRANT WILL FUND – see guidance notes for full list**

The grant will fund items such as the examples listed below, but should additional/alternative items be identified and need justified these could be considered – PLEASE CONTACT TO DISCUSS ANY QUERIES PRIOR TO APPLICATION VIA EMAIL BELOW

* Promotional literature e.g. village walking trail map, pull-up informational panels, informational signage promoting the offering
* Electronic/Electrical equipment for the delivery of tourism initiative e.g. radio mic systems for tour guiding, microphone system for delivery of talks, griddles for food demos as part of a regular visitor offering
* Uniforms for volunteers e.g. branded polo shirts, waterproof jackets etc
* Costumes for re-enactments as part of a regular visitor offering
* Training (not being provided by ANDBC in other activity)
* Marketing, advertising, promotional materials (of regular visitor activity)

**WHAT THE GRANT WILL NOT FUND – see guidance notes for full list**

* General running costs
* Events/Festivals
* Projects
* Purchase of machinery
* Venue hire
* Events, projects or activities which conflict with any Council run project, event or activity and or are not compliant with the Council’s aims and objectives
* Organisations not legally established in the UK

**FUNDING INFORMATION**

* Up to 50% of grant can be paid in advance\*
* The full grant will be paid upon return of receipts and proof of payment are complete\*\*

\*Advance payments in relation to this grant can be issued by the Council where a specific written request is submitted, demonstrating the need for the payment. The need for an advance payment may require a projected cash flow for the life of the project, along with an up-to-date bank statement.

\*\*Subsequent payments will only be made following satisfactory verification of interim claims.

Council grants are awarded following a competitive application process, whereby applications are assessed against set criteria. In the event of the fund being oversubscribed a percentage reduction to all successful applicants may be necessary.

**YOU AND YOUR GROUP/ORGANISATION**  
  
Name of your Group/Organisation, as it appears on your governing document or set of rules.

**Please indicate your organisation type**

**Constituted Community Group (Please see Guidelines for a definition)**

**Charity**

**Please give Company/Charity Registration No.**

**Main Contact for your Group/Organisation** (this should be the person who can answer questions on your application form)

|  |  |
| --- | --- |
| **Name** |  |
| **Position in Organisation** |  |
| **Contact Address for correspondence** |  |
| **Telephone Number** |  |
| **E-mail address** |  |
| Website address for your organisation |  |

**VAT INFORMATION**

Please indicate your group/organisations VAT status:

VAT Registered VAT Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non VAT Registered

Please note - If your group/organisation is registered for VAT, costs listed should only be for the net amounts (ex VAT).

If your group/organisation is a Registered Charity, costs listed should include VAT.

**The Neighbourhood Tourism Initiative is open to the public - please tick to confirm**

* 1. **Association/group information**

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| --- |
| **Provide a brief description of your group, its history, structure and membership. (This section is not scored, Max 200 words.** |
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**SECTION 1 – THE DETAIL OF REQUEST**

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| **1.2** Please detail the current activity delivered by your association/group which is of interest to visitors. This should include, but not be limited to, any current activity/initiative embracing the theme of Neighbourhood Tourism, the types of customers/visitors currently engaged, how frequent and when it happens, location of activity/initiative and how it may increase spend locally. **(Scored 0-4, Max. 300 words)** |
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| * 1. How will the funding be spent – Detail how the purchase/s will develop and support your group/organisation in enhancing your offering and the local tourism experience?   Also detail what you will purchase, provide an itemised list and costs in the table 2.1 below.  (**Scored 0- 4, Max 300 words explanation**) |
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**Table 2.1 – Expenditure.**

**Please provide an itemised listing and forecasted costs for funding applied for:**

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| --- | --- | --- | --- |
| **Itemised Expenditure** | **Net Cost** | **VAT** | **Gross Cost** |
| *E.g. Uniforms* | *£200.00* |  |  |
| *E.g. Tours Advertising* | *£200.00* |  |  |
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| **Total grant applied for** | **£** | **£** | **£** |

**DECLARATION**

**GOVERNMENT FUNDING DATABASE**

Please refer to Guidance Notes for information on the Government Funding Database

Have you previously uploaded the following on the Funders Passport? If yes, please provide your Unique Reference Number (URN) and ensure your most recent documents have been uploaded to the GFD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We require all applicants to enclose the following documents with your application (unless you have already provided them in the last 3 months). Otherwise, if documents are not included the application will not progress.**

**Essential documentation**

• Copy of Constitution or Memorandum of Association

• Most recent AGM Minutes/Inaugural minutes

• List of Office Bearers

• Copy of most recent audited Annual Accounts/Most recent Bank Statement

**Please tick to confirm that you have the following insurances/policies and procedures in place. If your application is successful, we will require evidence of these.**

• Details of relevant Insurance relating to the application (where

appropriate)

* Risk assessments (where appropriate)

• Safeguarding/Child Protection Policy/ Statement (where appropriate)

We hereby agree that the above documents will be:

1. held on the Government Funding Database (GFD) and are the most up to date and fit for purpose for this application period; **Y/N**
2. made available to other public sector funders via the GFD. **Y/N**

**Equality of Opportunity, Section 75 and Good Relations.**

Ards and North Down Borough Council is required to have due regard to the need to promote equality of opportunity between

* persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
* men and women generally
* persons with a disability or without
* persons with dependants or without.

In addition, without prejudice to the obligations above, Council is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion, or racial group.

Council is committed to fulfilling the Section 75 statutory duties across all functions (including service provision, employment, and procurement)

**Please tick the box to confirm you have read the Freedom of Information, Data Protection and Equality statements above**



**Fundraising Declaration**

As per Ards and North Down Grants Policy, provision of funds to organisations to host fundraising / donation-led events is not permitted. Therefore, if your event would not go ahead without the collection of donations intended for retention by your organisation or distribution to third parties, you should not accept any grant offered.

**I confirm the funding applied for is not to operate fundraising activity as defined in the guidelines.**

**Freedom of Information**

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000. This Act came into operation on 1st January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted “in confidence” and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ards and North Down Borough Council does not have a discretion regarding whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in Ards and North Down Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

Ards and North Down Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information.

**Data Protection**

Ards and North Down Borough Council values your right to personal privacy.  We collect this information solely for the purposes of this application and do not share it with anyone.  We comply with the DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation), ensuring that information is collected fairly and lawfully, is accurate, adequate, secure, up to date and not held any longer than necessary.

For further information our Privacy Statement can be viewed at

<https://www.ardsandnorthdown.gov.uk/privacy-and-cookies>

**We declare that this application is made with the authority and consent of the above organisation and that the information provided is true, accurate and complete.**

Name (in capitals):

Position held:

Signature (on behalf of the applicant):

Date:

Name (in capitals):

Position held:

Signature (on behalf of the applicant):

Date:

**Completed application forms and supporting documentation should be forwarded by no later than: 12.00pm** **on 29 September 2025. Please submit your application as a PDF document.**

**Please note:** **Late or incomplete applications will not be considered. Please ensure the correct application form is submitted.**

**Applications will not be reviewed by the Tourism Team until after the closing date and time.**

**Where possible completed applications should be emailed as a PDF with an electronic signature to:** [tourism.admin@ardsandnorthdown.gov.uk](mailto:tourism.admin@ardsandnorthdown.gov.uk)

You are advised to encrypt emails that contain sensitive data to keep you and your personal information safe.

By post to: **Visitor Information Centre, Tower House, 34 Quay Street, Bangor, BT20 5ED** clearly marked **NEIGHBOURHOOD TOURISM GRANT APPLICATION.**