Central Good Relations Fund 2022/23

Guidance Notes

Northern Ireland Executive
www.northernireland.gov.uk

T:buc
Changing for the better, together

Contents	

1.   **Introduction**

1.1   These guidance notes will assist you in completing an application for Central Good Relations Fund (CGRF) project funding (over £1,500) for the period 1 April 2022 to 31 March 2023.

2.   **Aim of the Programme**

2.1   The Central Good Relations Fund (CGRF) supports constituted community and voluntary sector groups to deliver good relations projects which contribute towards the delivery of one of the Together: Building a United Community (T:BUC) Strategy key priorities.

2.2   Project funding (over £1,500) opens for applications once a year, and small grants of up to and including £1,500 are available throughout the funding year.

2.3   The aim of the CGRF programme is to support the achievement of the Executive's strategic objectives by supporting productive, time-bound projects which contribute to the promotion of good relations. The fund does not and will not replace mainstream core or project funding.

2.4   The fund complements and will not duplicate or replace funding provided under other Executive Office funding schemes and existing community relations funding delivered through the Community Relations Council, the District Council Good Relations Programme and the North Belfast Strategic Good Relations Programme.

2.5   The fund is open to properly constituted community groups and voluntary organisations. For further details please see Section 5, Eligibility Criteria.

3.   **Funding Criteria**

3.1   In deciding which proposals to fund, applications will be assessed against the following criteria:

- Clear evidence of <u>good relations need</u>, and how the project will address this need.
- How the project will deliver against <u>ONE</u> of the Key T:BUC priorities and associated outcomes linked to the Together: Building a United Community Strategy *(see Annex A). We recognise your project may contribute towards more than one Key Priority, however, we ask that in your application you only identify ONE (the main) Key Priority;*
- Evidence of the ability to access and attract participants/ beneficiaries and retain them.
- That the project is capable of successful implementation, its aims are realistic and achievable, and that a methodology is in place to demonstrate proposed outcome(s) that will be measured. *Please see Annex B - How to monitor the good relations outcome(s);* and
- That the cost of the project represents value for money, taking into account the anticipated impact.

3.2 Where funding requested from this programme is part of a funding cocktail, applications should demonstrate how it will complement and not duplicate other funding streams.

4. Categories of Funding

4.1 There are two categories of funding available under CGRF:

- Project funding (over £1,500)
- Small grants (up to and including £1,500)

4.2 This guidance relates to project funding only. Organisations may apply for each type of funding where the application relates to distinct projects. Further information on small grants can be obtained by contacting the Central Good Relations Team.

4.3 Funding will be time limited and will be provided for 2022/23 only. All funding must be spent and the projects fully delivered by 31 March 2023. Projects must deliver within the 12 month period and no funding will be available for delivery beyond 31 March 2023.

Project Funding

4.4 Project funding is available to enable you to develop and deliver projects in line with the funding criteria outlined in Section 3. Projects should be clearly defined and have clear outcomes.

4.5 Please note that the majority of grants awarded will not exceed £50,000.

4.6 The following list provides *examples* of what funding may be awarded to enable you to deliver your project in line with the funding aims outlined in Section 3:

- Fees for facilitators/speakers
- Project staff salaries
- Promotional costs
- Rent
- Resource materials
- Seminars
- Travel costs
- Vehicle rental
- Venue hire

4.7 All costs provided should be directly associated with delivery as only costs proportional to your project will be considered. This should be evidenced within your application form.

4.8 Joint applications from organisations proposing to work together will also be welcomed. A lead partner, however, must be identified on the application and the Letter of Offer will be made to this lead partner.

5.   **Eligibility Criteria**

5.1   The fund is open to properly constituted community groups and voluntary organisations. Examples of which include Association, Trust, Company limited by Guarantee, Community Interest Company, Charitable Incorporated Organisation or Industrial and Provident Society.

5.2   To be eligible for funding, your organisation must:

- Be legally able to operate in Northern Ireland;
- Be independent, not for profit, and have a constitution or set of rules defining your aims, objectives and operational procedures;
- Have a suitable management structure and appropriate financial controls; and
- Comply with relevant legislative requirements in respect of employment, health and safety, discrimination and equality of opportunity.

5.3   Organisations MUST have:

- A copy of the governing document of the organisation (constitution, rules or articles of association).

5.4   Projects with faith-based/religious outcomes will not be supported. However faith-based/religious organisations may apply for support for projects that meet the objectives of the funding scheme.

5.5   Applications from individuals, statutory bodies, commercial organisations, academic institutions (schools), trade unions and political parties will not be considered.

5.6   The CGRF does not fund capital projects; contracted services; competitions; or any activity which is party political in nature.

5.7   The following types of project will generally be excluded from funding under the CGRF programme:
- Projects whose primary aim is reducing offending among young people;
- Projects that are in receipt of funding under the North Belfast Strategic Good Relations Programme;
- Projects supporting communities to influence policing and community safety issues;
- Projects that are aimed primarily at reducing offending behaviour in offenders (as distinct from those at risk of offending);
- Projects that are aimed primarily at alcohol and drug interventions targeting offenders (as distinct from those at risk of offending); and
- Proposals for funding for Rural Community Transport Partnerships that offer a range of complementary services to the public transport network for their members.

5.8   Projects of the above nature will only be considered for funding where additionality of benefit is clearly demonstrated. This should include providing evidence of how other sources of funding are not appropriate and how projects can provide additional good relations benefits/outcomes as a result of being supported through the funding scheme.

5.9   Where necessary, The Executive Office will make funding available on such terms and subject to such conditions as it considers necessary to ensure full additionality in respect of the funded activity.

5.10   A project/activity may not be funded if:
   - It duplicates activity for which the group is already receiving funding from another source;
   - It is to cover travel costs outside the United Kingdom or the Republic of Ireland (except in circumstances where there is a clear benefit to local communities);
   - Alternative funding is available, appropriate and accessible from another statutory funding body;
   - The aims of the project or activity are to promote any one religious or political viewpoint solely to one community or constituency;
   - The application relates to activity that has taken place in the past (i.e. retrospective funding);
   - The applicant has failed to supply all receipts or comply with monitoring requirements from a previous grant received from The Executive Office;
   - The conditions of any previous government funding have not been adhered to;
   - The application is to repay or service debts or interest on debts;
   - There is no demonstrable evidence that public funding is required to implement the project; or
   - The application is for core funding, other than for administrative and staff costs directly and necessarily incurred in the delivery of the proposed activity.

5.11   If your application for project funding is successful, you will be required to upload the following documents to the Government Funding Database:

   - Copy of Constitution/Memorandum of association;
   - List of Office Bearers or Board of Governors;
   - Organisation Chart;
   - Copy of most up-to-date Audited Accounts or Financial Statement; and
   - Rental Agreement/Lease or evidence of ownership.

5.12   You will also be required to confirm that the following policies and procedures, if applicable, have been formally adopted, are regularly reviewed and are fit for purpose:

   - Financial procedures;
   - Strategic/Operational Plan;
   - Procurement/tender procedures;

- Statutory requirements i.e. Equal Opportunities, Fair Employment, Disability Discrimination, Age Discrimination;
- Fraud Policy;
- Health and Safety Policy;
- Employer and Public Liability Insurance;
- Child Protection Policy; and
- Data Protection Policy

5.13 You can register/log on to the Government Funding Database by accessing the following link: https://govfundingpublic.nics.gov.uk/Login.aspx

Failure to upload/provide these documents will result in no offer of funding being made.

6. Application Form at a Glance

Step 1 of 11	Eligibility
This section details the list of eligibility requirements organisations must meet to apply for Central Good Relations Funding.	

Step 2 of 11	Project Proposal
Within this section, you will be asked to: • Enter your proposed project name; • Enter the amount of project funding your organisation is applying for (*in £'s*) from CGRF 2022/23 (amount MUST be over £1,500); • Enter the target number of participants who you expect to be participating in your proposed project; • Provide a short description of your project; and • Complete Section 75	

Step 3 of 11	Area of Impact
This section asks you where your project will have an impact at District Council, District Electoral Area and postcode level.	

Step 4 of 11	Good relations need
This section asks the following questions: • Why is your project needed? *Tell us about the good relations need you have identified and what evidence you have gathered to support this?* • How will your project address the good relations need identified? *Tell us why you have chosen this project, and how it will deal with the good relations need identified.* • Who are the participants? *Tell us what groups you are targeting, including background, and in what area(s). Tell us how you will attract and retain them?*	

Step 5 of 11	Project Design
This section asks the following questions	

- How will you make your project happen? *Tell us how you designed and planned your project, including how you are recruiting participants and if you are working in partnership with any other group(s).*

- What will happen after this project ends? *Tell us how your project will help participants, and impact their lives going forward.*

Step 6 of 11	*T:BUC Priority*

Within this section, you will be asked to select the T:BUC priority and associated outcomes your project will contribute to, as well as give details as to what difference your project will make.

Step 7 of 11	*Activities*

In this section, you will be asked to enter details of all activities which will be undertaken during your project including the:
- Name of the activity;
- Target start and end dates of the activity;
- A brief description of the activity; and
- How much you will do, number of participants, events, community split, age range.

Step 8 of 11	*Financial Award*

This section requests details on the amount of funding requested and if you have requested/received any other funding from any other source for this project.

Step 9 of 11	*Salary Costs*

Within this section, you will be asked to detail any posts you are seeking to fund as part of your project, and will be asked to include:
- Job Title, full-time/part-time (including nos of hours if part time)
- Gross salary being claimed in relation to the project.
- Employer's national insurance contribution being claimed in relation to the project.
- Employer's pension contribution being claimed in relation to the project.
- Upload job descriptions

Step 10 of 11	*Project Support Costs*

Within this section, you will be asked to tell us about the project related support costs you are seeking to fund. You should breakdown ALL the activities you previously entered in Step 7 of 11 into separate elements such as travel, hospitality, entrance fees, venue hire etc.

Step 11 of 11	*Declaration*

You must agree to our requirements before submitting your application.

7. **Selection Process**

7.1   Demand for funding will be competitive and is likely to exceed available resources. Even well designed and worthwhile proposals may be unsuccessful in their application for funds, if competing proposals are judged superior or are considered to have a higher priority.

7.2   The Executive Office will carry out a 'preliminary consideration' of applications in advance of Assessment Panels being convened to assess each proposal against the criteria outlined in Section 3. A Selection Panel will then award funding, subject to available budget, to those projects that in the opinion of the Assessment and Selection Panels, best meet the criteria. The Assessment and Selection Panels will include an independent member.

7.3   In making its final decision, the Selection Panel may not fund projects which duplicate or displace work already being undertaken by other groups and/or under the support of other funding streams. The receipt of funding from Government Departments, European Programmes or the International Fund for Ireland will also be a factor in the decision-making process. Applications must demonstrate how funding sought from The Executive Office will complement/add value to funding from other sources.

7.4   Where the Selection Panel judges that a proposal should be awarded funding it may decide that a proposal should be:

    a. Funded in full;

    b. Funded in part; or

    c. Funded subject to such modifications or conditions as The Executive Office may consider appropriate.

8. **Conditions Attached to Offers/Funding**

8.1   Full details of funding and financial claim conditions will be provided in the Letter of Offer. Applicants must be in a position to comply with all the conditions stated in the Letter of Offer.

8.2   Applicants must comply with the expenditure, receipting, evaluation and monitoring conditions stated in the Letter of Offer. This will include the completion of TEO questionnaires used to monitor and evaluate project outcomes.

8.3   Payments to contracted delivery partners will be on the basis of fully receipted claims submitted in line with the terms and conditions of the Letter of Offer. Receipts will be subject to verification checks.

8.4 Any person authorised by The Executive Office, including the Internal Finance Division and the Northern Ireland Audit Office, shall have rights of access to asset and accounting records in respect of any assistance provided.

8.5 Data sharing; for the purposes of maximising complementarity, minimising the risk of duplication, and assessing the impact of funding in relation to addressing good relations need, the Department reserves the right to share details of the Financial Assistance, the programme action plan, progress reports.

8.6 If an organisation is subject to an investigation or if the Department is notified or becomes aware of any concerns regarding compliance with governance and accountability requirements, offers or payments of grant funding will be suspended pending the outcome of any investigation.

9. Monitoring and Evaluation

9.1 Successful projects will be monitored and evaluated regularly. Arrangements for this will be agreed with organisations, but may include:

- Meetings held during the year between the organisation and relevant Executive Office officials to discuss progress in line with the Letter of Offer;

- Submission of regular progress monitoring reports by organisations in a format set out by The Executive Office. Failure to submit regular reports may result in funding being suspended;

- Submission of project participants' postcodes for statistical analysis purposes;

- Submission of projected expenditure profiles that show anticipated spend;

- Completion of evaluation forms and possibly assessment by a consultant engaged by The Executive Office; and

- Submission of claims within 3 months of incurring expenditure.

9.2 If difficulties arise which may prevent objectives being met, these should be brought to the attention of relevant Executive Office officials immediately. Failure to do so may lead to the withdrawal of funding.

10. After We Receive Your Application

10.1 All fully completed and successfully submitted applications will be acknowledged by e-mail.

10.2 Project funding applications will be considered and assessed by Assessment and Selection Panels.

10.3 You will be advised as to whether or not your funding application has been successful via e-mail.

If your application is successful

10.4   Successful applicant organisations will be issued with a successful letter via the primary e-mail address provided in your application, followed by a Letter of Offer from The Executive Office, setting out the conditions under which funding is offered to support the project, the amount of funding offered and the payment terms.

10.5   The Letter of Offer will specify how much money you have been awarded, the length of the funding period, how payment will be made and the conditions attached to the funding award. In accepting the funding, you will be required to sign a form saying that you are prepared to fulfil these conditions.

10.6   The Letter of Offer Acceptance Form should be returned within 30 days of issue. No funding will be issued until this form is received and all pre-conditions are met.

If your application is unsuccessful

10.7   If your application is unsuccessful you will be informed via the primary email address provided in your application.

10.8   Unsuccessful applicants can request feedback on their applications by contacting GoodRelationsFund@executiveoffice-ni.gov.uk *once the funding decisions have been made and the scheme has closed.* There is an appeals process in place should applicants feel the Assessment and Selection Panels did not follow the procedures for assessing their application, however applicants must avail of written feedback on their application before making an appeal.

If your application is under consideration

10.9   If your application is 'under consideration, you will be informed via the primary email address provided in your application. Under consideration means that while all current funding has been allocated, your application remains under consideration, in the event that additional funding may become available. Further updates regarding the funding position will be provided throughout the funding period.

11. **How to Apply for Funding**

11.1 Applications for funding should be made using the online application system. There are two stages to the application process: Registration and application.

11.2 You must first register your organisation i.e. create an account that will allow your organisation to apply for a project funding grant under the Central Good Relations Fund. If you registered in recent years, you <u>do not</u> need to register again. See Annexes C and D for more details on registering and applying for a CGRF grant, including step-by-step instructions.

11.3 Once you register, you will be provided with a link to the online application system. This link is unique for each organisation. You will then be able to access the online system and complete and submit your application for CGRF 2022/23 project funding. If you have any problems completing the application, the Central Good Relations Team will be available to support you during office hours. Please contact the <u>Central Good Relations Team</u>

11.4 We are committed to making sure that our services are available to all sections of the community. We will consider providing the application form in other formats if you ask, if this is practical.

11.5 **THE DEADLINE FOR PROJECT FUNDING APPLICATIONS IS THURSDAY 13 JANUARY 2022 AT 6:00PM. HOWEVER, IF YOU HAVE NOT ALREADY DONE SO, <u>YOU MUST REGISTER YOUR ORGANISATION BY 12:00 NOON ON THURSDAY 13 JANUARY 2022</u> TO ENABLE ACCESS TO THE ONLINE APPLICATION SYSTEM. ANY REGISTRATIONS SUBMITTED AFTER THAT TIME WILL NOT BE ACCEPTED.**

11.6 Applications for project funding which are received after the published deadline will be automatically rejected.

11.7 There is no limit on the number of applications for funding you can submit.

12. **Queries**

12.1 Staff from The Executive Office will be available to answer queries in relation to the funding scheme during office hours. You can e-mail <u>GoodRelationsFund@executiveoffice-ni.gov.uk</u>

12.2 Further contact details are included below. Due to current working arrangements, if you ring one of the mobile numbers below and get no response, it would be preferable NOT to leave a voicemail. Grateful if you would try an alternative mobile number from the list below to ensure your query can be answered as quickly as possible.

Name	Role	Email	Telephone
Andy Smith	Project Lead (Project Funding)	andrew.smith@executiveoffice-ni.gov.uk	07971 513853
Michael Withers	Project Lead (Project Funding)	michael.withers@executiveoffice-ni.gov.uk	07971 343394
Lynsey Robinson	Project Lead (Project Funding & Small Grants)	lynsey.robinson@executiveoffice-ni.gov.uk	07971 342813
Kirsty Harmon	Project Lead (Project Funding)	kirsty.harmon@executiveoffice-ni.gov.uk	07971 343393
Erika Norwood	Small Grants Project Manager	erika.norwood@executiveoffice-ni.gov.uk	07925 035743
Sonia Hill	Project Manager	sonia.hill@executiveoffice-ni.gov.uk	07864 967415
Sharon Gough	Programme Manager	sharon.gough@executiveoffice-ni.gov.uk	07973 962099

Annex A

Together: Building a United Community - Priorities and Outcomes

Key Priority 1: Our Children and Young People	
Outcome 1.1	Positive attitudinal change towards people from different backgrounds.
Outcome 1.2	Bringing communities together.
Key Priority 2: Our Shared Community	
Outcome 2.1	Increased use of shared space.
Outcome 2.2	Shared space is accessible to all.
Key Priority 3: Our Safe Community	
Outcome 3.1	Reduce the prevalence of hate crime and intimidation.
Outcome 3.2	A community where places and spaces are safe for all.
Key Priority 4: Our Cultural Expression	
Outcome 4.1	Increased sense of community belonging (widens contribution beyond community background).
Outcome 4.2	Cultural diversity is celebrated.

Monitoring Good Relations Outcomes (Aide-memoire)

Step 1: Be clear what your project is trying to achieve and what the impact on good relations will be for your customers.

Step 2: Identify ONE outcome your project links to in the Together: Building a United Community associated outcomes and priorities.

Step 3: Ensure your project is designed to deliver the good relations outcome you have identified.

Step 4: Be clear about which questionnaire you will use to record the outcomes from your participants: the Outcomes Questionnaire for longer term interventions or the Events Questionnaire for shorter or one-off activities.

	Quantity	**Quality**
	How much did we do? (#) • Number of customers served/number of participants • Activities delivered	**How well did we do it? (%)** • Common measures E.g. % participants completing course • Activity specific E.g. % completed on time • Satisfaction E.g. % participants who enjoyed the course • Unit cost (£/participant)
Output		
Outcome	**Is anyone better off as a result? (#/%)** • The data for this section will come from the good relations questionnaires you will give to your participants to complete.	

Annex C

2022/23 Central Good Relations Fund (CGRF)

Registering to apply for funding

Registration is now open for groups who wish to apply for a project funding grant under the 2022/23 Central Good Relations Fund.

This is the first stage of the online application process and is followed by an online application form.

If this is the first time registering your organisation, please register now at: https://dttselfserve.nidirect.gov.uk/ExecutiveOffice/TEOPortal#/

If your organisation previously registered in recent years, then you do not need to register again. Instead please follow the link below to log in to the application portal:
https://dttselfserve.nidirect.gov.uk/Secure

To register, you will need:
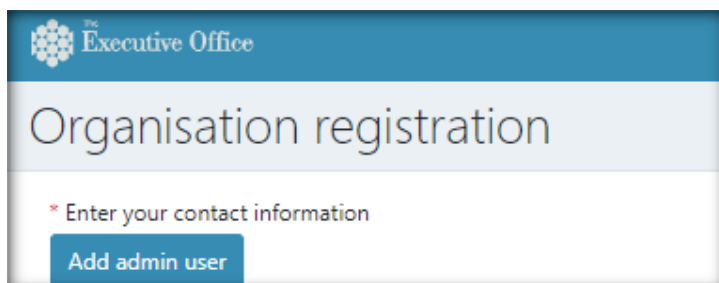
- Your contact information;
- Details of your organisation, including address and organisation type;
- A copy of your organisation's constitution (WORD or PDF); and
- If applicable, you will also need the Unique Reference Number of your Government Funders Database account. *Don't worry if you don't have an account, it's not mandatory at this stage but if you are successful you will need one.*

The deadline for applications is Thursday 13 January 2022 at 6:00pm. However, you must **REGISTER** your organisation by **12:00 noon on Thursday 13 January 2022** to enable access to the online
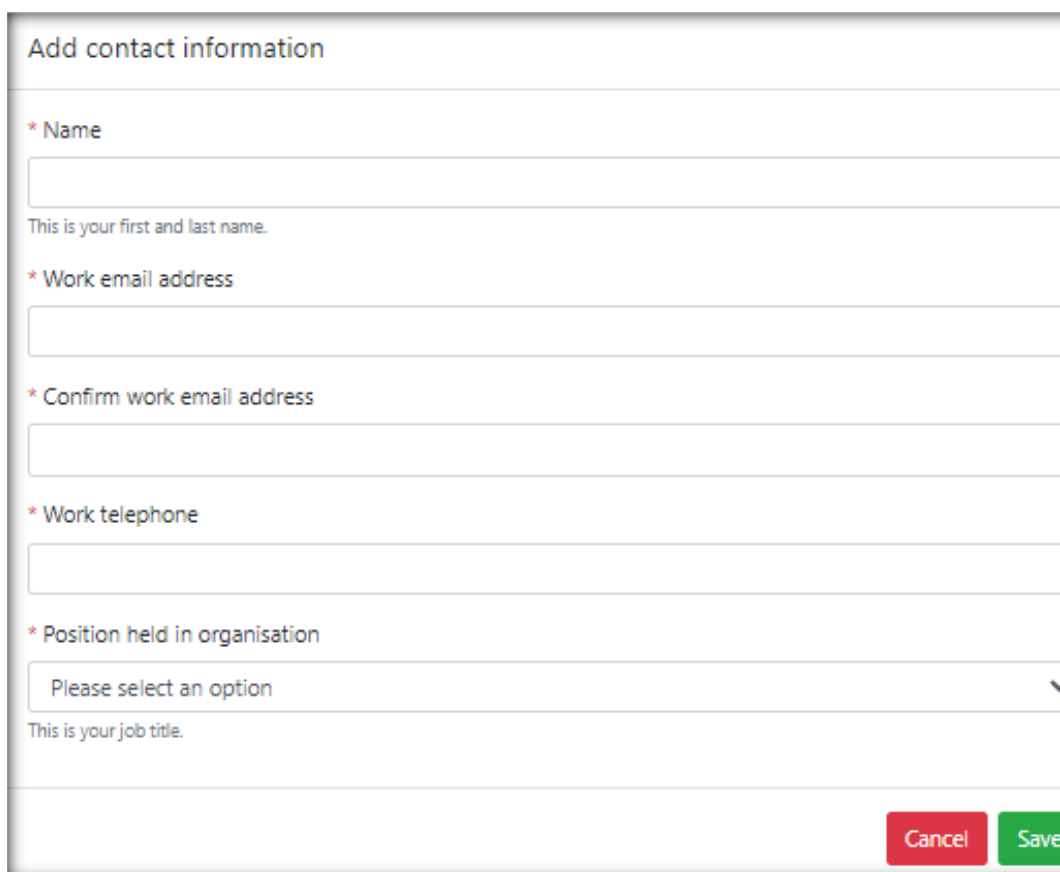
application system. Any registrations submitted after that time will not be accepted.

Step-by-step instructions for registering:

Once you click the link to register your organisation it will open the page below:

Select **Add admin user** button. An *'add contact information'* pop up box appears:

On this page:

- ➢ Enter your name *(both first and last name)*
- ➢ Enter your work e-mail address
- ➢ Confirm your work e-mail address *(this must match the box above)*
- ➢ Enter your work telephone number *(Must be 11 digits)*

➢ Select the position you hold within the organisation from the dropdown menu.

Once completed click **Save** and you will return to the Organisation registration page.

On this page:

➢ Enter your organisation name *(This should match the name detailed on your constitution)*

➢ Enter the organisations postcode. Click **Find address** and select the appropriate address from the dropdown menu. Once selected the remaining address fields will auto-populate. *Alternatively you can manually type the information in.*

➢ Choose your organisation type from the dropdown menu *(This must match your constitution)*

➢ You must now upload a copy of your organisations constitution. This document can be uploaded either in Word or PDF format. *Please note that the maximum upload size is 15MB.*

Click **Add File** then select the file from your computer which you wish to upload.

You will know if the upload is successful if a blue bar appears and details 100%:

Annex D.DOCX

👁 🗑   100%
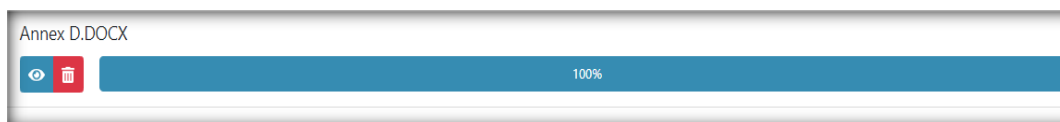
To view what you have uploaded click 👁

If you wish to delete the file you have uploaded click 🗑 and follow the steps above to re-attach the correct document.

➢ Now choose whether your organisation is currently listed on the Government funders database

* Is your organisation listed on the Government Funders Database?

◯ Yes

◯ No

Please choose an option.

If you click 'Yes' please enter your organisations Unique Reference Number (URN).

* Enter your organisation's Unique Reference Number (URN)

If your organisation is registered on the Government Funding Database, please tell us your organisation's Unique Reference Number (URN).

If your organisation is not listed on the Government Funders Database – click no. Signing up to the GFD is not mandatory at this stage, but if you are successful you *will* be required to register on the database.

Once you have detailed all the relevant information click

Submit registration

You will then see a confirmation page advising that your registration has been submitted for approval. You will receive an e-mail confirming this.
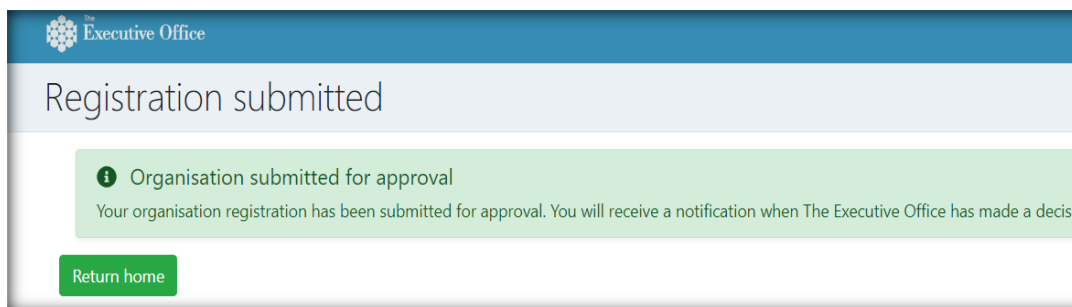
Your registration details will then be reviewed by our team. If approved, a link will be sent out to you via e-mail advising that registration is successful, and the e-mail will provide a link to log-in to the application system as well as a default password. Once you login you will be prompted to change your password to a more memorable one.

You can find out more information about CGRF at the link below.

- www.executiveoffice-ni.gov.uk/cgrf

Any queries should be submitted to:
GoodRelationsFund@executiveoffice-ni.gov.uk

Annex D

2022/23 Central Good Relations Fund (CGRF)

Step-by-Step Guide: Application Form

Once your organisation has registered you can apply to the Central Good Relations Fund 2022/23 via the online application form.

About this service

The application process is now open for 2022/23 Central Good Relations Funding. By using the online application service your organisation can create, complete and submit an application for a project funding grant (over £1,500) under the Central Good Relations Fund.

This service is managed by Central Good Relations Fund (CGRF) Team, part of the Good Relations & T:BUC Division in The Executive Office.

If you need any help, you can contact the team by email at the following address: GoodRelationsFund@executiveoffice-ni.gov.uk

Got questions?

Contact the CGRF team at:

➢ GoodRelationsFund@executiveoffice-ni.gov.uk

Before you start

To complete your application you will need:

- Your online sign in details.
- Details of your proposed project including proposed activities and costings.
- Copies of job descriptions, if applicable (for any salary(s) being claimed).

To Note

⇨ All mandatory questions are highlighted with a red asterisk **(*)**

⇨ The **deadline** for applications is **Thursday 13 January 2022 at 6:00pm**.

⇨ Applications in progress will NOT automatically be submitted to The Executive Office. <u>You must complete an application in full and submit before the status will change to</u> ***'submitted pending'***. In this status you will be able to update the application until the deadline date.

⇨ The online application system will time out after 30 minutes. However, a 5 minute countdown clock will appear after 25 minutes of application inactivity with a warning message to alert you to the fact that you will be signed out. Click *refresh session* to continue with your session, and this will give you an additional 30 minutes in the application system. Click refresh again after a further 25 minutes to remain logged in, and so on. If there has been no activity after 30 minutes and you have not clicked the refresh session button, you will automatically be signed out and any changes made will be lost. **Please ensure to save regularly.**

Login to funding application overview page

To apply for funding please log in to the application portal via: https://dttselfserve.nidirect.gov.uk/Secure

This link will guide you to the login page (see below). Please enter the relevant details from registration to login.

If you have previously registered and forgotten your password please select the 'Forgot your password?' option. An e-mail will then be issued to you. Follow the instructions in the e-mail to reset your password.

If you are logging in for the first time after registration and using your 'default password' supplied in the approval e-mail, then after your initial login you will be prompted to change to a more memorable password:

Note your new password must be:
- At least 6 characters long,
- Contain at least one non alphanumeric character.
- Contain at least one digit ('0'-'9').
- Contain at least one uppercase ('A'-'Z').

If you are a new contact for an organisation, you must ask a current contact within your organisation to login, navigate to 'contacts', add you as an additional contact for the organisation and assign you a 'service control'. Once added, a login link will then be sent to you via e-mail where you can create your own password and gain access to the application system.

If an organisation has already registered and **ALL** *contacts are no longer with that organisation, please e-mail* GoodRelationsFund@executiveoffice-ni.gov.uk *to request a change of contact details. Please include in the subject of the e-mail '2022/23 CGRF Online Application - Contact Details Change Required', and include the contact details of the new staff members that need to be added to your organisation in the body of the e-mail.*

On successful log-in, you will be directed to a permissions page and then to the 'Funding Applications' homepage as shown below:

Add contacts

Before you can apply for a grant you must add *at least* one other contact from your organisation. Contacts should be in some way involved in the project itself as this is who TEO will send information to in relation to the application.

If not already completed, navigate to 'Contacts' on the left hand side of the page.

Funding applications

Apply for a grant

Contacts

Organisation details
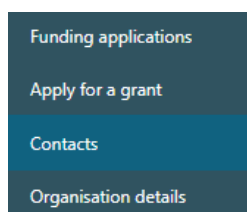
Click Add contact details and a pop-up will appear.

On this page:
➢ Enter the secondary contacts first and last name.
➢ Enter their work e-mail address.
➢ Re-enter their work e-mail address.
➢ Enter their work telephone number
➢ Select the position held in the organisation from the dropdown

Click Save

The organisations current contacts will show on screen. You can now allocate controls to each user:

➢ **O*nline service user*** – this allows the user to make and submit applications.

➢ **S*ervice admin*** – same controls as *online service user* but additionally they can update organisation and contact details.

Any contacts you add and assign a control to will receive an e-mail containing a login link and password allowing them to login to the application system for the organisation. Depending on the control assigned they will be able to view, edit and submit applications, update organisation and contact details.

Create your grant application

To apply for Central Good Relations Fund 2022/23, click the Apply for a grant option on the left hand side of the page.

Once selected, the grant application page will appear, similar to the example below.

Select grant

* Select grant

Please select an option	⌄

Choose an option.

Organisation name	Test-AG
Organisation address	2 Square Road, BELFAST, DOWN, Northern Ireland, BT76 7JU
Organisation type	Constitution
Organisation listed on Government Funders Database	Yes
Organisation URN	15935725

* How much funding are you applying for?

£ 0.00

Enter the amount of funding you are requesting for this project from The Executive Office.

* Select primary contact

Please select an option

Choose an option.

* Select secondary contact

Please select an option

Choose an option.

Reset grant   **Create grant application**

On this page:

➢ Select the grant you intend to apply for from the dropdown menu.
   Please note Central Good Relations Fund 2022/23 is the only grant available.

➢ Your organisation details will auto-populate.
   If the organisation details are incorrect please navigate to the 'Organisation Details' option on the left hand side of the page and update as necessary.

➢ Enter the amount of project funding your organisation is applying for (*in £'s*) from CGRF 2022/23.
   Please note the amount for project funding MUST be more than £1,500.

➢ Select both a primary and a secondary contact from the dropdown menus.
   If only one contact is showing please navigate to 'Contacts' option on the left hand side of the page and add a secondary contact as necessary.

Once all selections have been made click **Create grant application** to proceed.

Step 1 of 11 – Eligibility

This page details the list of eligibility requirements organisations must meet to apply for Central Good Relations Funding. Please read this criteria carefully.

Step 1 of 11 - Eligibility

ⓘ To apply to the Central Good Relations Fund your organisation must meet certain eligibility requirements.

Your organisation must:

- be legally able to operate in Northern Ireland
- be independent, not for profit, and have a constitution or set of rules defining your aims, objectives and operational procedures
- have a suitable management structure and appropriate financial controls
- comply with relevant legislative requirements in respect of employment, health and safety, discrimination and equality of opportunity

The Central Good Relations Fund does not accept applications from individuals, statutory bodies, commercial organisations, academic institutions, trade unions and political parties.

Applications for capital projects, contracted services competitions; or any activity which is party political in nature or with faith-based/religious outcomes are not eligible for funding. Tick this box to confirm your organisation and proposed project meets the eligibility criteria.

☐ * I confirm my organisation meets the eligibility requirements outlined above.

If your organisation meets the eligibility requirements, please click the checked box with the red asterisk (*):

☑ * I confirm my organisation meets the eligibility requirements outlined above.

To proceed with the application click **Save & continue**

Step 2 of 11 - Project Proposal

On this page:

➢ Enter your proposed project name.

➢ The amount of project funding will auto populate based on the grant you had detailed on the initial page.

➢ Enter the target number of participants who you expect to be participating in your proposed project.

➢ Provide a short description of your project. *Maximum 600 characters. We would advise **not** copying and pasting text from Microsoft word as some characters (such as bullet points) are invalid when pasted.*

➢ Click **Complete Section 75** and a pop-up will appear.

Thinking about who will benefit from your project, select all groups that apply. You must select at least one group from each category.

This section is mandatory and is used for monitoring only.

Section 75

ⓘ This section is used for monitoring only. It will not be used for assessment of your application. You must select at least one group from each category.

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different religious belief)
☐ Buddhist
☐ Catholic
☐ Hindu
☐ Jewish
☐ Muslim
☐ No religion
☐ Protestant
☐ Sikh
☐ Other

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different political opinion)
☐ Nationalist
☐ Unionist
☐ Other

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different racial groups)
☐ Bangladeshi
☐ Black african
☐ Black carribbean
☐ Chinese
☐ Indian
☐ Irish traveller
☐ Mixed ethnic group
☐ Pakistani
☐ White-British
☐ White-Irish
☐ Other

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different age)
☐ Under 18
☐ Between 18-35
☐ Between 26 - 59
☐ 60 and over

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different marital status)
☐ Civil partnership
☐ Divorces / separated
☐ Married
☐ Single (never married)
☐ Widowed

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different sexual orientation)
☐ Bisexual
☐ Gay
☐ Heterosexual
☐ Lesbian
☐ Other

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different genders)
☐ Men
☐ Transgender
☐ Women
☐ Other

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different with / without disability)
☐ Persons with a disability
☐ Persons without a disability

* Select all Section 75 groups that will benefit from your project. You must select at least one group from each category. (Persons of different with / without dependant)
☐ Care of a child
☐ Care of a dependant elderly person
☐ Care of a dependant with incapacitating disability
☐ Without dependant

Once completed click **Save** and the project proposal page will show again.

Please review and if content click **Save & continue** to proceed.

Step 3 of 11 - Area of Impact

Step 3 of 11 - Area of impact
ⓘ Please complete this section to tell us about where your project will have an impact.
Add area of impact

Previous	Save & exit application		Save & continue

This section asks you where your project will have an impact. If your project impacts on more than one District Council, each area must be added separately

➢ To add a location click **Add area of impact**

➢ Choose a District Council Area from the dropdown menu.

* District council area

Please select an option
ANTRIM AND NEWTOWNABBEY
ARMAGH, BANBRIDGE AND CRAIGAVON
BELFAST
CAUSEWAY COAST AND GLENS
DERRY AND STRABANE
FERMANAGH AND OMAGH
LISBURN AND CASTLEREAGH
MID AND EAST ANTRIM
MID ULSTER
NEWRY, MOURNE AND DOWN
NORTH DOWN AND ARDS

➢ A list of District Electoral Areas will then appear – choose all areas that your project will have an impact on.

BELFAST

Choose a district council area.

* District Electoral Areas
☐ BALMORAL
☐ BLACK MOUNTAIN
☐ BOTANIC
☐ CASTLE
☐ COLLIN
☐ COURT
☐ LISNASHARRAGH
☐ OLDPARK
☐ ORMISTON
☐ TITANIC

Enter the District Electoral Areas where your project will have an impact.

➢ Input a postcode linked to this District Council Area. This is to identify where your project will have an impact.

Once entered click **Add postcode**

You must add at least two postcodes for this District Council Area.
Please add each postcode separately.
You can add up to a maximum of 11 individual postcodes.

Example:

> ⓘ All postcodes must be added one at a time.
>
> Postcodes
>
> [   ] **Add postcode**
>
> Enter at least 2 postcodes and up to a maximum of 11 postcodes to identify the area where your project will have an impact. You should enter at least 5 digits for example BTXX X.
>
> | Postcode | |
> |----------|---|
> | BT5 4A | 🗑 |
> | BT22 8J | 🗑 |

➢ Provide a further breakdown of the area of impact. For example towns, villages, townlands or estates participants will be from. *Maximum 250 characters*.

➢ Once the information has been input select **Add**

If the project spans multiple District Council Areas you can add a further area by simply clicking **Add area of impact** again and repeating the steps detailed above.

Once all areas of impact have been added, select **Save & continue** to proceed.

Step 4 of 11 - Good relations need

Please answer the following questions in relation to your proposed project:

> **Why is your project needed?** Tell us about the <u>Good Relations need</u> you have identified and what evidence you have gathered to support this. *Maximum 2000 characters.*

> **How will your project address the Good Relations need identified?** Tell us why you have chosen this project, and how it will deal with the need identified. *Maximum 1500 characters.*

> **Who are the participants?** Tell us what groups you are targeting, including background, and in what area(s)? *Maximum 1500 characters.*

When fully completed click **Save & continue** to proceed.

Step 5 of 11 - Project Design

Please answer the following questions in relation to your proposed project:

➤ **How will you make your project happen?** Tell us how you designed and planned your project, including how you are recruiting participants and if you are working in partnership with any other group(s). *Maximum 1500 characters.*

➤ **What will happen after this project ends?** Tell us how your project will help participants, and impact their lives going forward. *Maximum 1500 characters.*

When fully completed click **Save & continue** to proceed.

Step 6 of 11 - T:BUC Priority

On this page:

➢ Choose from the dropdown list one 'Together: Building a United Community' (TBUC) key priority your project will contribute to.

➢ Once your T:BUC key priority has been chosen 2 outcomes will appear below. *You must chose to deliver on one or both of the outcomes linked to the key priority you have selected. Example:*

➢ Please tell us how your project contributes towards the delivery of the 'Together: Building United Community' priority and associated outcomes(s) you have selected. *Maximum character limit of 1200.*

* What difference will you project make?

Tell us how your project contributes towards the delivery of the 'Together: Building United Community' priority and associated outcomes(s) you have selected.

When complete, click **Save & continue** to proceed.

Step 7 of 11 – Activities

Enter details of <u>ALL</u> activities which will be undertaken during your project.

> Click **Add activity** A pop up window will appear as shown below.

Add activity

* Enter the name of the activity

🛈 All activities must fall between the following dates: 01/04/2020 - 31/03/2021

* Target start date

01/04/2020   📅 Pick a Date

* Target end date

31/03/2021   📅 Pick a Date

* Description of activity

* How much will you do? You should include number of participants & events, community split, ethnic split, age range.

Cancel   Add activity

On this page complete the information requested (see example below)

> Enter the name of the activity.
> Enter the target start and end dates of the activity. *These should auto-populate and must be between 01/04/22 and 31/03/23*
> Add a brief description of the activity. *Maximum 600 characters*

➢ Tell us how much you will do, number of participants, events, community split, age range. *Maximum 600 characters*.

Click .

This will return you to Step 7 where your activity will show in a table.

➢ Repeat the above steps until all of the proposed activities have been added.

➢ Click [Save & continue] to continue to the next step.

Step 8 of 11 – Financial Award

➢ How much funding are you applying for? *This will automatically populate with the amount you entered in Step 1.*

How much funding are you applying for?

£ 30,000.00

Enter the amount of funding you are requesting from The Executive Office.

Has your organisation applied for any funding from other sources for the project detailed in this application?

➢ If you have not received or applied for any other sources of funding to deliver this project select "*No*", then click Save & continue

➢ If you have received or applied for any other sources of funding to deliver this project select *"Yes"*, then click Add grant

* Has your organisation applied for any funding from other sources for the project detailed in this application?

● Yes
○ No

Tell us about any funding you have appluied for, or are in receipt of that impacts this project. You should include information on any core funding that may support delivery.

Add grant

A pop up window will appear as shown below.

Add other funding

* Funding organisation

* Funding programme

* Funding period

* Currency   * Amount received/pending/applied for

Please select an option ⌄   £ 0.00

* Purpose of funding

* Application status

Please select an option   ⌄

Cancel   Add

➢ Add the details of funding you have received/applied for. See example below.

Add other funding

* Funding organisation

CRC

* Funding programme

CRC Good Relations Fund

* Funding period

2020/21

* Currency	* Amount received/pending/applied for
Pound ⌄	£ 15,000.00

* Purpose of funding

Project lead salary

* Application status

Awaiting decision ⌄

➢ Click **Add**. This will return you to Step 8 and the details you entered will be shown in a table.

Step 8 of 11 - Financial award

How much funding are you applying for?

£ 30,000.00

Enter the amount of funding you are requesting from The Executive Office.

* Has your organisation applied for any funding from other sources for the project detailed in this application?
  ● Yes
  ○ No

Tell us about any funding you have appluied for, or are in receipt of that impacts this project. You should include information on any core funding that may support delivery.

Add grant

Funding organisation	Funding programme	Funding period	Amount	Purpose of funding	Application status		
CRC	CRC Good Relations Fund	2020/21	£15,000.00	Project lead salary	Awaiting decision	Edit	Delete

➢ Repeat the above process, if necessary, until you have added all other sources of funding received/applied for.

➢ Click **Save & continue** to continue to the next step.

Step 9 of 11– Salary costs

Enter the details of any posts you are seeking to fund.

Salary costs can be claimed but must be proportional to the project being delivered. CGRF does not core fund salaries.

Are you applying for funding for salary costs to deliver this project?

➢ If you are not applying for salary costs related to this project, select "No" and click [Save & continue] which will take you to Step 10.

* Are you applying for salary costs to deliver this project?
○ Yes
● No
Salary costs can be claimed, but must be proportional to the project being delivered. CGRF does not fund core salaries.

➢ If you are applying for any funding to cover salary costs related to the project select "Yes".

* Are you applying for salary costs to deliver this project?
● Yes
○ No
Salary costs can be claimed, but must be proportional to the project being delivered. CGRF does not fund core salaries.

* What posts are you applying to fund?

[Add post]

Tell us about any post(s) you are seeking to fund, including employemnt terms and salary details.

➢ Click [Add post]. A pop up will appear as shown below.

> ➢ Enter the job title of the post.
> ➢ If the post is full time click the "Full time". *Full time should only be selected if the post equates to full time hours for the length of the project.*
> ➢ If the post is part time click the "Part time" circle.
> ➢ Enter the gross salary being claimed in relation to the project.
> ➢ Enter the employer's national insurance contribution being claimed in relation to the project.
> ➢ Enter the employer's pension contribution being claimed in relation to the project.

* Gross salary claimed for this project

£ 10,000.00

This is the amount being claimed throughout the project, not the salary per hour.

* Employers national insurance contribution claimed for this project

£ 1,000.00

Enter the national insurance costs. Please note Employers National Insurance allowance of £3000 cannot be claimed by the Department.

* Employers pension contribution claimed for this project

£ 1,000.00

Enter the pension cost.

You will now need to upload a copy of the job description(s) for the post for which funding is being sought (WORD or PDF document). Make sure you have the document saved on your laptop/desktop/tablet where you can find it easily.

➢ Click **Add File** then select the file from your computer which you wish to upload.

You will know if the upload is successful if a blue bar appears and details 100%:

Blank Annex B & C.DOCX

👁 🗑 100%
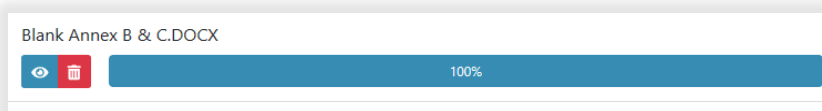
To view what you have uploaded click 👁

If you wish to delete the file you have uploaded click 🗑 and follow the steps above to re-attach the correct document.

The total being claimed will populate automatically based on the figures input above.

➢ Provide a breakdown of post hours claimed for the project. Enter the number of hours per week and the period the post will cover.

* Breakdown of post hours/timeframe claimed for this project

15 hours per week for 12 weeks
01/09/20 - 30/11/21|

149 Characters Available

Please specify the total number of hours per week and the start/end dates of the post specific to this project.

➢ Click **Add** which will take you back to Step 9 where the details you have entered will be displayed in a table.

Step 9 of 11 - Salary costs

* Are you applying for salary costs to deliver this project?
- ● Yes
- ○ No

Salary costs can be claimed, but must be proportional to the project being delivered. CGRF does not fund core salaries.

* What posts are you applying to fund?

[Add post]

Tell us about any post(s) you are seeking to fund, including employemnt terms and salary details.

Job title	Full time or part time	Job description	Salary	National insurance amount	Pension amount	Total amount	
Project lead	Part time (15) hours	Download Blank Annex B & C.DOCX	£10,000.00	£1,000.00	£1,000.00	£12,000.00	Edit Delete

[Previous] [Save & exit application]   [Save & continue]

➢ Repeat the above steps until ALL posts you are requesting funding for have been added.

➢ Once completed click **Save & continue** to proceed to the next step.

Step 10 of 11 – Project Support Costs

Step 10 of 11 - Project support costs

* What project support costs are you applying to fund?

[Add cost]

Tell us about the project related and support costs you are seeking to fund for the period of funding 1 April 2020 to 31 March 2021, or in proportion to the timing of the project.

Total salary and project support costs

Final total (Total salary + Total support costs)	Total cost: £12,000.00

Tell us about the project related support costs you are seeking to fund. You should breakdown <u>ALL</u> the activities you previously entered in Step 7 into separate elements such as travel, hospitality, entrance fees, venue hire etc.

➢ Click **Add cost** and a pop up will appear as shown below.

Add cost

* Activity name

Please select an option ⌄

Select from the activity you have previously added or add 'other' and specify. For example you might want to claim for utilities.

* Type of cost

Please select an option ⌄

Specify the cost you are claiming under this activity. For example hospitality, or travel.

Cost per person or use

Based on your cost breakdown, you should enter the cost per person or per use. For example £4 per person per day.

* Total cost

£ 0.00

Provide the total for this type of cost.

* Cost breakdown

You should include the number of participants, facilitators and days this cost relates to. For example 20 participants x 4 workshops.

To select an activity name, click on the drop down. This will show all the activities you entered in step 7 as well as 'other'.

* Activity name

Please select an option ⌄

Select from the activity you have previously added or add 'other' and specify. For example you might want to claim for utilities.

➢ Click on an activity.

* Activity name

Good Relations Workshops ⌄

Select from the activity you have previously added or add 'other' and specify. For example you might want to claim for utilities.

➢ Choose a cost type specific to the activity selected from the drop down menu e.g. hospitality or room hire.

* Type of cost

Please select an option
Admission fees
Advertising
Celebration event
Course costs (e.g. OCN)
Facilitation
Hospitality
Materials
Other
Overheads
Promotional
Travel
Venue hire

➢ Enter the cost breakdown per participant or per use if applicable.

* Cost per person

£5 per person per workshop

Based on your cost breakdown, you should enter the cost per person or per use. For example £4 per person per day.

If the type of cost does not have an associated cost per person leave blank.

➢ Enter the total amount being claimed for the type of cost you have entered above.

➢ Enter a detailed breakdown of the cost.

* Cost breakdown

20 participants x 10workshops @ £100 per workshop

451 Characters Available

You should include the number of participants, facilitators and days this cost relates to. For example 20 participants x 4 workshops.

➢ Click **Add** . This will take you back to Step 10 page where the details you have entered will be displayed in a table.

Step 10 of 11 - Project support costs

* What project support costs are you applying to fund?

[Add cost]

Tell us about the project related and support costs you are seeking to fund for the period of funding 1 April 2020 to 31 March 2021, or in proportion to the timing of the project.

Activity	Type of cost	Cost breakdown	Cost per person or use	Total cost	
Good Relations Workshops	Hospitality	20 participants x 10 workshops @ £100 per workshop	£5 per person per workshop	£1,000.00	[Edit] [Delete]

Total salary and project support costs

Final total (Total salary + Total support costs)	Total cost: £13,000.00

➢ Repeat the above process until you have added all costs you are claiming for each individual activity.

In order to proceed to the next step all activities must have costs allocated against them (even if that cost is £0.00), and the total costs must equal the amount of funding you are applying for as entered in Step 1. An error message will alert you if the costs do not tally (see below).

⚠ Please review and correct the following errors:

- All activites must have a project support cost against them.
- Total cost must be the same as the amount requested

* What project support costs are you applying to fund?

[Add cost]

Tell us about the project related and support costs you are seeking to fund for the period of funding 1 April 2020 to 31 March 2021, or in proportion to the timing of the project.

All activites must have a project support cost against them.

Activity	Type of cost	Cost breakdown	Cost per person or use	Total cost	
Good Relations Workshops	Hospitality	20 participants x 10 workshops @ £100 per workshop	£5 per person per workshop	£1,000.00	[Edit] [Delete]

Total salary and project support costs

Final total (Total salary + Total support costs)	Total cost: £13,000.00 Total cost must be the same as the amount requested (£30,000.00)

➤ Continue to add costs for each activity until the total cost matches the overall funding amount requested. Example below:

➤ Once completed click [Save & continue] to proceed to the next step.

Step 11 of 11 – Declaration

You must read the statements carefully on the declaration and confirm you understand and agree to our requirements.

If you accept the statements tick the boxes to confirm you agree and click [Submit].

This confirms submission of your application, and provides you with a reference number. You also have the opportunity to download a PDF copy of your application.

Your application will now be submitted to The Executive Office for approval. You will receive an email confirming your application has been submitted.

This completes your application.

Please note, if you SUBMIT your application online and then RETURN to the application to make changes, you MUST RESUBMIT your application by the deadline.

Got questions?

If you need any help, you can contact the team by email:
GoodRelationsFund@executiveoffice-ni.gov.uk