



Our Community SMALL GRANTS PROGRAMME CRITERIA

What is the 'Our Community' Small Grants Programme?

We have a budget set aside to support Community Involvement initiatives. This totals £2,500 for 2015/6. Our Aim is to support and increase the type and number of activities based at our housing schemes which will promote a community spirit and provide benefits to residents.

Who can apply for a grant?

Community groups, voluntary groups, Community Assistants and Housing Officers can all make applications.

What type of initiatives will be funded?

Initiatives need to be community based projects or activities which involve Habinteg residents. They should promote inclusion, equality, participation and change which is of real benefit to residents. Examples would be promotion of health and wellbeing, support for young people or older people, support for the integration of minority groups. Grants cannot be made retrospectively for work that has already taken place.

What evidence is needed to apply?

A completed form, obtainable from our offices or downloaded from our website, **must be** submitted. The submission will be acknowledged within 3 working days and notification given of the next resident involvement meeting.

On the application form, all applicants will be asked to outline:

- # the aims of their project or activity
- # who the intended beneficiaries are and the location
- # how the intended project fits in with the Association's current aims
- # a budget breakdown
- # a note of other funders involved
- # intended timescales
- # how the Association's support will be acknowledged.

Preference will be given to activities/projects which have a realistic plan for implementation and can demonstrate realistic objectives, outcomes and impacts. We will give feedback if you are unsuccessful

How much are the grants?

Awards can be made from a minimum of £10 up to a maximum of £250. Previous awards within the same year will be taken into account when considering the maximum. The fund is demand led with awards being made throughout the year. A defined amount of financial support will be allocated and the Association will not accept additional requests for the same project, in respect of overspends or unforeseen costs.

Who decides whether an application is successful?

Assessment of all grant requests will be carried out monthly by the Resident Involvement Committee. Decisions on the use of the budget are delegated to the Deputy Chief Executive.

What we will not fund

- # We will not fund core or general running costs.
- # Activities which will benefit only one person
- # Political or religious activities
- # Building or capital work
- # A project required to have statutory funding

Further guidelines

Proof of grants having been spent for the purpose originally requested will be required by the Association within nine months of the award being made. In addition each grantee will be expected to report back within 3 months of completion of the activity/project on the outcome, impact and success. If a report is not received this will affect eligibility for future grant funding.

Community Groups should be properly constituted with the ability to provide financial statements or audited accounts. In some instances funding may be available for resident groups that are not recognised formally as an association. For such groups, financial support may be awarded on an individual basis. Such groups will need to explain why they need the grant and what it will be used for. A brief explanation of the purpose of the group, what it intends to achieve and how it will operate will also be required.

Further information and contact details

Application forms and guidelines can be downloaded from our website at www.habinteg-ulster.co.uk/tenant-information/resident-involvement

For further details contact your Housing Officer on 02890427211 (Holywood) 02871360015 (North West) or email your.voice@habinteg-ulster.co.uk



Our Community **FUNDING APPLICATION FORM**

Name of Organisation*/ Person applying for funding	
*Name of lead person if Organisation given above	
Address including postcode	
Telephone number	
Email address	
Partners in project/activity (if applicable) - please provide details and of how partnership will work:	
Summary of project/activity/ event and its intended outcomes ie. what will be the impact of the project/ activity/event. Give details of location, timescales, and brief details of how project/ activity/event will be planned and managed.	
Details of budget for the project/activity/event	
How does the project/ activity/event fit with Habinteg 's current aims?	
Details of other funders (or applications made to them) including funding in kind:	
How will funding support be acknowledged	

Please return completed form to the Housing Manager at Alex Moira House, 22 Hibernia St, Holywood BT18 9JE or Habinteg House, 2 Abercorn Rd, Londonderry BT48 6SA