



'How to' Funding Guide

specific to:

BIG Lottery Fund Awards for All (Northern Ireland) Programme

IRFU (ULSTER BRANCH)

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September 2013



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SECTION 1 – INTRODUCTION

IRFU (Ulster Branch) have developed this 'How to' funding guide as a resource to provide a succinct support mechanism for Clubs wishing to apply for grant funding. Each 'How to' funding guide has been developed for a specific grant programme, details of which are within the document.

Disclaimer

IRFU (Ulster Branch) have developed this resource in good faith and have endeavoured to ensure that the information contained within is accurate at date of production. Clubs are responsible for ensuring that information contained within their own submission meets the up to date requirements of the grant programme.



SECTION 2 – OVERVIEW

Grant Programme Name: **Awards For All (Northern Ireland)**

Link to Grant Programme website: <http://www.awardsforall.org.uk/northernireland/summary.html>

Introduction

This Programme is delivered and funded by the Big Lottery Fund in Northern Ireland.

Awards for All want their money to make a difference by helping:

- people to participate in their communities to bring about positive change
- people to develop their skills and widen their experiences
- people to work toward better and safer communities
- improve people's physical and mental health and well being

Deadlines:

There are no specific deadlines throughout the year. This is a Rolling Programme and therefore groups can apply at any time.

Amount

Minimum bid - £500

Maximum bid - £10,000

Notes

- Groups can re-apply for funding up to a maximum of £ 20,000 in any 12-month period.
- Groups can only hold one award up to £ 10,000 at any one time
- Groups can reapply for funding if Awards for All have received your completed end of award report, but Awards for All cannot make a decision until they have approved the report together with any other monitoring requirements

Application form and guidance notes

The application form, guidance notes and other useful information can be found online using the following link - <http://www.awardsforall.org.uk/northernireland/summary.html>



SECTION 3 – EXAMPLE PROJECTS

Note - Awards for All will not fund projects that are aimed towards increasing participation in sport.

Example Project 1

Developing skills for volunteers and committee members such as:

- Computer training
- Organising and managing community events
- Communication skills (facilitation and public speaking)

Costs could include facilitator fees, facility hire and materials costs

Programme aims to enhance the internal capacity of the organisation and therefore the services available to local and surrounding communities of the organisation, bringing people together whilst increasing their skills and improving quality of life.

Example Project 2:

Small improvements to premises that the Club owns or leases such as:

- Refurbishment of toilets/changing rooms
- Refurbishment of kitchen
- Refurbishment of community room
- Extension to provide an educational classroom

As mentioned, projects cannot be aimed towards increasing participation in sport but need to include the wider community benefits that will occur, ie, describing how other community groups, external Club users or the public can benefit from the project.

Example project 3:

Technical assistance towards a potential Capital Development (Club/community building/3G pitch) such as:

- Feasibility study
- Business Plan

Again, the overall aim of these projects cannot solely be linked towards increasing participation in sport but need to include the community benefits that will occur, ie, development of a community resource that will provide wider benefits/activities for the local communities, instead of only sporting benefits for the members of the Club.



Example project 4:

Encouraging activities to promote healthier lives and good mental health such as keep fit classes for older people, mothers/fathers etc

Costs could include facilitator costs, equipment, facility hire, refreshments

Programme aims to improve the physical and mental health and well-being of the local community, as well as providing a platform from which community engagement can be enhanced and overall quality of life improved.

Note - The list of example projects above is not exhaustive. If you require clarification on a project idea, please contact David Johnston (IRFU Ulster Branch, Club & Community Development Officer) via phone or email.

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SECTION 4 – SUPPORTING INFORMATION

All organisations that wish to submit an application form require the following supporting documents:

- **Governing Document (for example, a constitution, set of rules or trust deed)**

Must be Signed and Dated by an office bearer.

- **Annual accounts**

No more than 12 months old

Must be Signed and Dated by a suitable member of committee, eg, Treasurer

Need to be audited or independently examined if this is stated in governing document

- **Bank Statements**

Originals OR copies that are stamped and verified by Bank

Must not be more than 3 months old

Must be 3 consecutive pages

- **Completed UK bank or building society account details form** *that has been stamped and signed by your bank or building society. A blank form can be found at the end of the application form*

- **Quotations** *that costs have been based on (1 quotation for each item of expenditure)*

In addition to the documents above, organisations that are applying for Capital works (immovable equipment and/or refurbishment) need to submit the following:

- **Confirmation of site ownership** – *either a signed and dated solicitors letter (if owned) OR a copy of the lease (must have a minimum of 5 years remaining)*

- **Statutory permissions** *(planning permission and/or building control). Copies of the appropriate permissions should be submitted with the application form. For building control, a plan stage approval notice should be submitted.*

- **Letter of consent from the owners of the land/buildings on which the project is taking place**



SECTION 5 – KEY POINTS

The following section outlines the key points for your Club to consider when completing the main questions in the application form. *Please do not complete your answers in this document – this is for guidance only. The official application form can be found on the Big Lottery website by following the link on page 4 of this document.*

Main Form Questions and Answers

Tell us what your organisation does (max 200 words)

Provide a brief snapshot of your Club including the following details:

- Date of establishment
- Brief overview of the Club's aims and objectives
- Breakdown of the Club's team structures and playing members including under age teams, disability sections, female sections if relevant.
- What current sporting activities are offered and what are the benefits e.g. improving physical and mental health; providing a social outlet; improving discipline, dedication, initiative etc; enhancing communications skills, leadership, teamwork etc;
- Detail of other community activities offered on top of the regular training and competition eg, open days, fetes, Club festival/bbq, 'come and try it' events, educational classes, good relations activities etc
- Details of any partnerships the Club has developed or is involved in. This could be with other sports clubs, community groups, statutory organisations etc
- Details of any cross community or cross border partnerships the Club is involved in.

Tell us about your project (max 200 words)

In this question, it is important to include exactly what is taking place in the project you are applying for. Be specific with the detail. Key points to include are as follows:

- What the project is doing/what activities are taking place (**place most emphasis on this part of your answer**)
- Project location
- For programmes, be specific – include the duration of programme, start and end dates, frequency (once/week, twice/month etc), who the target participants are, participant age groups etc
- Brief description of the need for the project – eg, lack of resources
- Brief description of the improvements the project will generate



Explain how you know that people in your community want this project (max 200 words)

This question provides a good opportunity to explain what evidence has been collected to show the need for the project, for example, a community audit, questionnaires, surveys, feedback via social media or website etc. Key points to include in your answer are as follows:

- Details of any form of consultation carried out, who the consultees were, key findings and how it relates to this project.
- Brief description of where members come from and how they are disadvantaged or lack opportunities, eg, low income areas, poor employment opportunities, lack of services in the area etc (if relevant) – try and relate to the project outcomes. The use of NISRA (Northern Ireland Statistics and Research Agency) statistics would be useful here.

Tell us about how your project will meet the awards for all aims (1-4 below):

In your answers to the questions below (1-4) it is important to state how the **project** meets the aims and not your organisation.

Your project must meet at least one out of the four aims. However, **the more aims that your project meets, the more likely you are to receive an award.**

1. Bring people together and increase community activity (max 200 words)

This aim is explained as follows:

Bring people together and increase community activity by helping communities to meet their needs through voluntary action, self-help projects, local facilities or events.

'Communities' can be people in a local area or people who share a common interest or need.

2. Involve more people in a wide range of community activities (max 200 words)

This aim is explained as follows:

Involve more people in a wide range of community activities by supporting new activities and those which are open and accessible to everyone who wants to take part.



3. Increase skill and activity (max 200 words)

This aim is explained as follows:

Increase skill and activity by supporting activities which help to develop people and organisations, encourage talent and raise standards.

4. Improve quality of life (max 200 words)

This aim is explained as follows:

Improve quality of life by supporting local projects that improve people's opportunities, welfare, health or environment, especially those most disadvantaged in society.

If your project meets any of the Awards for All priorities tell us how (max 200 words)

The Awards for All priorities are:

- Increase opportunities for volunteering
- Build community capacity which may involve:
 - Helping people to develop new skills
 - Giving people opportunities to use their skills in new and different ways
 - Increasing people's self-confidence
 - Encouraging people in local communities to identify their own and other people's needs
 - Inspiring people to become more involved in their community and the wider society
 - Encouraging people to recognise the difference they can make in their community