

**Please return this form to : Community Relations Unit
Office of the First Minister and Deputy First Minister
Block A
Level 5
Castle Buildings
Stormont
BT 4 3 SG**

GENERAL POINTS TO NOTE

- Please read the attached criteria and main conditions for funding before completing the application form.
Before submitting a project application you should satisfy yourself that the project meets the criteria as outlined and that you will be able to meet the conditions.
- The information on this form may be made available to other departments and/or agencies for the purposes of audit, research, meeting statutory obligations and preventing or detecting crime.
- The application may be short listed for selection on the basis of the information in the application and additional information about your proposal may be sought to assist with the assessment.
- Those projects that are short-listed may be required to undergo an independent economic appraisal.

CAPITAL PROGRAMME

Aim

- to support the provision of community based facilities, including fixtures, fittings, furniture and equipment, accessible by both sides of the community, which are sponsored either by District Councils or accredited organisations from the community and voluntary sector.

Criteria

- cross-community involvement in the management of facilities ; and
- offer access on an equal opportunity basis to all sections of the community; and
- provide programmes which are aimed at cross-community contact, mutual understanding and appreciation of cultural diversity.

The provision of support for a facility will be based on the need for it and its purpose with regard to promoting better relations between communities.

Priority will be given to proposals in areas where there has been evidence of community conflict, and particularly in small towns and villages where no facilities exist rather than main district centres. Awards will also take account of the Government's New Targeting Social Need policy.

While preference will be given to facilities which can encourage a range of cross-community opportunities, consideration will also be given to facilities with a single focus or theme provided they demonstrate that they can meet the required criteria in terms of management and outreach and can demonstrate the intention to develop better relations with other sections of the community and an appreciation of cultural diversity.

Full economic appraisals are required for **all** proposals costing, in total, over £250,000, and these must address the potential of projects to improve community relations. If on the basis of a review of information provided and preliminary enquiries made, the Department feels that selection criteria may be met, it will, if necessary, commission and meet the costs of such economic appraisal.

It is intended that the scale of projects agreed will reflect the size of the community which it is intended to serve, but, except where a higher amount is justified by particular circumstances, awards will not normally exceed £100,000. Grant will be up to the rate of 75% on agreed eligible costs.

PRE-CONDITIONS

Prior to the payment of any grant applicants must provide;

- Evidence of appropriate title to the property together with planning and building control approval as required by law.
- Evidence that the balance of funding required for the project together with income for the project to cover its running costs for at least five years has been secured.

OTHER CONDITIONS

- Sponsors must be prepared to enter into a Deed of Covenant and Charge on the property which requires them to continue to meet the criteria of cross-community management and programmes for a period of normally up to 10 years. However in certain circumstances, eg the overall scale of public investment, this might be longer.
- Applicants must provide documentary evidence of organisational and financial status, together with any other information required to support the application.
- Access must be provided to officials to the organisation's books of account, facilities and programmes of activity to verify the proper application of any grant provided.
- Programmes must be regularly monitored and evaluated to demonstrate that they continue to meet the cross-community requirement in relation to management and programmes. In the case of default, the Department reserves the right to claim repayment of all or part of the grant provided.
- facilities may not be used for party political purposes.

3. Please indicate how your project will develop reconciliation, mutual understanding and respect between and within communities and traditions? How does this match with the aims and objectives of the project?

4. How will the project provide added value in terms of activities to promote community relations?

5. Please give details of any functions/activities in the area similar to those offered by this project. How will you complement them?

6. Give details of those groups eg youth, community, women etc which the project will target and say how they will benefit.

7. Has a Business Case been prepared or a previous Economic Appraisal of the project been carried out?

YES **NO**

If 'yes' please also state:

Name of Consultant _____

Date Business Case/Appraisal was completed

If not, please state what alternative options you have considered before deciding to pursue this particular proposal and explain why these have been ruled out. If cost was a factor please give full details.

8. Do you produce audited accounts?

YES **NO**

If 'yes' please state the name of your auditors and the date of your last audited accounts.

FINANCIAL/FUNDING DETAILS

9. Please provide details of your organisation's existing assets – current premises, furniture, equipment etc, and your own financial resources currently available.

10. Why are your existing resources insufficient for your needs?

11. What is the estimated TOTAL cost of the proposed project?

£

Please supply a detailed breakdown of the costs as follows (excluding VAT):

		£
Capital Costs	Acquisition Costs of Land/Buildings	
	Construction Costs	
	Professional and Legal Fees	
	Statutory Fees	
	Fixtures and Fittings	
	Other (please specify)	
	TOTAL CAPITAL COSTS	
(a) Annual Recurrent Cost	Running Costs (heat, light, maintenance, etc)	
	Rent	
	Salaries	
	Loan repayments	
	Other (please specify)	
	TOTAL RECURRENT COSTS	

12. Are you registered for VAT?

YES

NO

13. Will there be revenue generated by this project?

YES

NO

If 'yes' provide details of the revenue forecast

Year	Amount £
1	
2	
3	
4	
5	
TOTAL	

14. How will this revenue be generated and how it will be used?

15. How will any gap between running costs and revenue be met?


16. Are you receiving funding under any other Government or European Union Programme

If YES please provide details: *(i.e. project name, amount and description of financial assistance)*

17. How much funding are you seeking for this project from Community Relations Unit ?

18. How much funding are you providing from your own resources?

19. Please provide detailsof all sources of funding from other sources (public and private) applied for/ obtained/pending/rejected.

Source of Funding	Amount applied for	% of Total Cost	Decision still awaited (yes/no)	Date Approved	Date Rejected
					

PROJECT MANAGEMENT

20. Have you any experience in managing similar projects?

YES **NO**

If 'yes' please give details.

21. Please give details of the management structure, which will be put in place for this project.

22. Please state if a partnership with any other organisation has been created to develop the proposed project and provide names of the other organisations involved in the partnership.

23. Please indicate what internal arrangements are in place to ensure the scheme runs to time/cost.

24. Are you prepared to hold project management meetings as deemed necessary by funder and submit regular (monthly/quarterly) financial and performance monitoring information?

YES **NO**

If NO please explain why and provide your alternative proposalx

25. What are the risks associated with the implementation of the project and how will you minimise them?

26. What will be the long term and sustainable benefits of this project?

27. How would you propose that the project be evaluated?

PUBLICITY

There is a requirement to publicise the role of the Community Relations Unit of the Office of the First Minister and Deputy First Minister in your project.

28.

(a) Are you willing to provide the publicity in accordance with the requirements?

YES

NO

(b) How would you propose to fulfil this requirement.

ADDITIONAL INFORMATION

Please provide any other information, which you consider relevant to your application and list any reports etc relating to your organisation and/or the project, which you have enclosed.

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If an Economic Appraisal and/or a Business Case have been produced by you for purposes of this or any other funding application it would be helpful if you would provide copies of these with your application or as soon as possible thereafter. If audited accounts are available, copies of these also should be provided.

DECLARATION

I declare that all the information provided is true and correct.

Signed: _____ **Date:** _____
on behalf of the organisation

Name in capitals _____

Position held _____

Signed: _____ **Date:** _____
on behalf of the organisation

Name in capitals _____

Position held _____