



OFMDFM

Office of the First Minister and
Deputy First Minister
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**OFFICE OF THE FIRST MINISTER
AND
DEPUTY FIRST MINISTER**

MINORITY ETHNIC DEVELOPMENT FUND 2010-11

**NOTES OF GUIDANCE FOR APPLICATIONS FOR
DEVELOPMENT AND PROJECT FUNDING**

DECEMBER 2009

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1. Introduction

- 1.1 The Executive is currently developing a new programme of Cohesion, Sharing and Integration for a shared and better future which will provide the framework for meeting the Programme for Government 2008-2011 objective of taking forward co-ordinated strategic action to promote social inclusion for new and established minority ethnic communities. Under this programme the Office of the First Minister and Deputy First Minister (OFMDFM) will provide targeted support for minority ethnic communities and projects. These guidance notes explain how OFMDFM administers this funding programme and also advises organisations wishing to apply for funding of the relevant criteria and conditions.
- 1.2 The fund is used to support voluntary and community organisations catering for the needs of people from minority ethnic backgrounds (including the Irish Traveller community which is specifically identified as a racial group under the Race Relations (NI) Order 1997) and to support work which contributes to the promotion of good relations, community cohesion, and integration between people from different racial groups.
- 1.3 Responsibility for this resource falls to OFMDFM's Racial Equality Unit. The Community Relations (Amendment) (Northern Ireland) Order 1975 providing the statutory basis for this funding.

2. Aims of the fund

- 2.1 The fund will support work which contributes to the promotion of good relations between people of different ethnic backgrounds, the building of community cohesion, and facilitation of integration. The general aims of funding are therefore to stimulate activity to:

- increase equality of opportunity and equal protection for people of different ethnic backgrounds in Northern Ireland;
- increase awareness and respect for Northern Ireland's ethnic diversity;
- ensure the full participation of people from minority ethnic backgrounds in social, public and economic life;
- increase good relations and mutual respect between people of different ethnic backgrounds including the majority community; and
- ensure that, in accordance with their needs, members of all ethnic communities enjoy equality of opportunity and equality of treatment in accessing and benefiting from public services.

3. Categories of Funding

3.1 Funding can be either Development Funding or Project Funding. Organisations may also apply for both types of funding.

Development Funding

3.2 This is used to meet central management, development and administrative costs and thereby enable organisations to develop and provide services and projects in line with the funding aims and priorities and to develop as self-supporting organisations, which will be in a position to access mainstream funding from government.

- 3.3 Development funding will normally be available only to organisations whose services are targeted at people from minority ethnic backgrounds in Northern Ireland. Joint applications from organisations for shared staff will be welcomed. Joint applications from local organisations proposing to work together will also be considered.
- 3.4 **The maximum award that may be made for any proposal is £50,000.** This level of award will be exceptional and generally successful applications will be less than this. The Department will normally pay up to a maximum of 90% of an organisation's salary costs plus employer's national insurance contribution. The Department will normally pay up to 75% of an organisation's support costs.
- 3.5 You are expected to set out in the applications long-term financial planning, including schemes for increasing income generation.
- 3.6 Your application must also include the aims, objectives and outputs of your proposal, as well as job descriptions for any development funded posts.
- 3.7 In line with commitments by Ministers to bring forward proposals for good relations and good race relations policy, the funding arrangements for minority ethnic communities, along with other funding arrangements will be reviewed early in 2010/11 with the outcome being subject to normal consultation procedures. On this basis successful applications will be for 2010/11 only with the continuation of funding beyond the first year subject to the outcome of the review.
- 3.8 Examples of claims which may be made under development funding include salaries, employer's pension contributions, travel, stationery, postage, telephone and internet connections.

Project Funding

- 3.9 Project funding is to enable you to develop and provide services and projects in line with the funding aims and priorities. Project funding may also be awarded to wider well-established community groups which are working in collaboration with minority ethnic communities.
- 3.10 Projects should be clearly defined and have a clear product and exit strategy with a focus on the continuing benefit to the target minority ethnic community.
- 3.11 Projects are time bound and will not normally run longer than 12 months. **The maximum award will normally be £15,000.**
- 3.12 We would particularly welcome proposals on:
- initiatives to help indigenous communities to build relationships with, and promote the integration of, minority ethnic people within them;
 - initiatives aimed at tackling racism and promoting good relations;
 - a community development approach to the integration of minority ethnic people within indigenous communities in Northern Ireland.
- 3.13 Examples of applications which may be made under project costs include expenses such as travel, postage, catering, stationery, printing, interpretation, venue hire, promotional costs and in certain circumstances salary costs. Applications for other expenses may be considered.

4. Eligibility Criteria

- 4.1 In order to be eligible for this funding, your organisation must:
- be legally able to operate in Northern Ireland;

- be independent, established for charitable purposes, and have a constitution or set of rules defining their aims, objectives and operational procedures;
- have a suitable management structure and appropriate financial controls;
- have aims and objectives which are designed to take account of the needs of people from minority ethnic backgrounds;
- have principles of operation which accord with legislation on employment, health and safety, racial, religious, political, sexual and disability discrimination for employees and volunteers; and
- demonstrate an understanding of and commitment to equal opportunities.

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

4.3 Within this call for funding we are not providing development funding for: major capital projects; contracted services; competitions; retrospective events; any activity which is party political in nature or activities outside Northern Ireland.

5. Selection Criteria

5.1 In deciding which proposals to fund, the Selection Committee will rank each application according to the following criteria:

- the extent to which the project demonstrates an ability to build new, and consolidate existing, relationships between minority ethnic people and indigenous communities;
- the extent to which the project demonstrates an ability to contribute to, and advance, the integration of minority ethnic people within the indigenous communities;

- the extent to which it contributes to the promotion of good relations between different racial groups;
- the extent to which the project meets one or more of the aims of the funding scheme;
- the extent to which the project meets practical needs;
- whether there are realistic and achievable aims, objectives and outputs as detailed in the proposal, as well as the means of assessing that these have been met;
- availability of matching funding and the sustainability of the project;
- the extent to which it is targeted on people, groups or areas in greatest social need; and
- the extent to which the organisation uses volunteers or promotes volunteering.

Please ensure everything you wish to be considered by the Selection Committee is in your application.

- 5.2 Demand for funding will be competitive and is likely to exceed resources available at this time. 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.
- 5.3 In making its decisions, the Selection Committee will seek to avoid funding projects which duplicate work already being undertaken by others. The receipt of funding from Government Departments, European Programmes or the International Fund for Ireland will also be a factor in its decision making. Applications must demonstrate how funding sought from OFMDFM will complement funding from other sources.
- 5.4 If successful, organisations will be required to produce the following documentation before the letter of offer will be issued:

- A copy of the governing instrument of the organisation (constitution, rules or articles of association);
- A copy of the organisation's most recent annual report, and where available the report for the previous year;
- A copy of the organisation's current 3-year strategic plan;
- A copy of the organisation's most recent audited accounts, and where available the audited accounts for the previous year;
- A list of current committee members/trustees/directors indicating if they represent other organisations/groups or if they serve in an individual capacity;
- A copy of the organisation's equal opportunities, health and safety, child protection policies and procedures;
- A copy of relevant insurance cover document(s);
- A copy of the job description(s) if you are applying for funding for a post or posts, including detailed salary costs;

Failure to produce any of these documents by 3rd of March 2010 may lead to the offer of funding being withdrawn.

6. Conditions Attached to Funding

- 6.1 When a funding grant is awarded, OFMDFM's letter of offer will set out the terms and conditions that govern it. A model letter of offer of funding is available with these notes.
- 6.2 You should read these terms and conditions carefully before sending us your application.
- 6.3 Successful organisations should submit claims at least every three months. Any claims which fall outside this period will not normally be paid.
- 6.4 It should be noted that under the Audit (Northern Ireland) Order 1987, the Comptroller and Auditor General has the right to examine the economy, efficiency and effectiveness with which the recipient organisation has used its resources in discharging its functions.

7. Monitoring and Evaluation

- 7.1 Funded proposals will be monitored and evaluated regularly. Arrangements for this will be agreed with organisations, but may include:
- (a) meetings held during the year between the organisation and relevant OFMDFM officials to discuss progress;
 - (b) submission of regular monitoring reports by organisations in a format set out by OFMDFM. Failure to submit regular reports may result in funding being suspended; and
 - (c) completion of evaluation forms and possibly assessment by a consultant engaged by OFMDFM.
- 7.2 If difficulties arise which may prevent objectives being met, these should be brought to the attention of relevant OFMDFM officials immediately.

8. How to Apply for Funding

- 8.1 **Applications for development and/or project funding must be made on the appropriate form provided. All applications must reach OFMDFM by email to race.equality@ofmdfmi.gov.uk or by post to the address shown on the application form by 2.00pm on 25 January 2010. If you are submitting by post please send 6 copies of the application.**
- 8.2 There is no limit on the number of applications for project funding which you may submit.
- 8.3 Margins, formatting and box sizes in the applications must not be changed or resized and additional sheets will be rejected. Section A applications that exceed 9 pages will be automatically disqualified.

After We Receive Your Application

- 8.4 It is your responsibility to obtain a proof of receipt.
- 8.5 Applications will be considered by the Selection Committee.
- 8.6 We will let you know whether or not your funding application has been successful as soon as possible and in any case by 23 February 2010. **A list of all successful applicants will be published on the OFMDFM website.**

If your application has been successful

- 8.7 If your application has been successful, you will receive a **letter of offer** telling you how much money you have been awarded, the length of the funding period, how payment will be made and the conditions on which the funding is made. In accepting the funding, you will be required to sign a form saying that you are prepared to fulfil these conditions.

If your application has been unsuccessful

- 8.8 If your application has been unsuccessful you will be informed in the first instance via the email address provided in your application (if you do not provide an email address the contact will be by telephone, followed up by letter). If you wish, you can contact the Racial Equality Unit for feedback on your application. However, if you are still not satisfied with the outcome, you may appeal the decision by letter or email to the Racial Equality Unit by 2pm on the 3rd of March. After this point the selection committee's decision is final. **Any appeal of the selection committee's decision will be limited to a review of how the selection committee has applied the criteria and no new information will be accepted at this stage.**

At the end of the funding period

8.9 The funding will only extend for the period stated in the letter of offer. You should not assume that development funding will be renewed after that period.

Contacts

8.10 Further information on this Scheme can be obtained from the following:

Melanie Maxwell

Tel: 9052 2545

E-mail: melanie.maxwell@ofmdfmi.gov.uk

Andrew Webb

Tel: 9052 2996

E-mail: andrew.webb@ofmdfmi.gov.uk

Further copies of this document, and application forms for both development and project funding may be obtained by contacting:

the E-Mail address:

race.equality@ofmdfmi.gov.uk or

via the Internet at:

www.ofmdfmi.gov.uk/index/equality/race/minorityethnicfunding.htm