COMMUNITY RELATIONS AND CULTURAL DIVERSITY (CR/CD) GRANT SCHEME

APPLICATION GUIDELINES

Please read the guidelines provided before completing an application for the Community Relations and Cultural Diversity grant scheme. This document is designed to guide you through the application process and provide more information about the scheme and eligibility criteria.

If you have any queries regarding the information provided or the application process in general, contact the small grants team:

Community Relations Council

Funding and Development Programme,
Equality House,
7 – 9 Shaftesbury Square
Belfast BT2 7DP

Email: info@nicrc.org.uk
Tel: 028 90 227500
Web: www.community-relations.org.uk

Grant awards for project costs up to £10k
(Average Award is £2k - £5k)

About the Community Relations Council:

The Community Relations Council was formed in January 1990 as an independent company and registered charity. It originated in 1986 as a proposal of a research report commissioned by the NI Standing Advisory Committee on Human Rights. The Community Relations Council was set up to promote better community relations between Protestants and Catholics in Northern Ireland and, equally, to promote recognition of cultural diversity. Its strategic aim is to promote a peaceful and fair society based on reconciliation and mutual trust.

The Council's work falls into three main areas:

1. Encouraging other organisations, both voluntary and statutory, to develop a community relations aspect to their policies and practices
2. Working with churches and groups which have a primary community relations focus
3. Encouraging greater acceptance of and respect for cultural diversity

Aim of the CR/CD Scheme:

The Community Relations Council, with the support of Government, has established a fund to help community/voluntary groups throughout Northern Ireland develop their capacity to engage in community relations work and to enhance the community relations potential of projects they undertake.

Objectives of the CR/CD Scheme:

This grant scheme seeks to achieve the objectives listed below by providing advice and financial support for projects.

1. To develop opportunities for groups to explore their own cultures, beliefs and traditions, thus increasing their capacity to develop relationships of trust with those of different traditions and values.

2. To develop opportunities for groups to extend their knowledge and understanding of others' cultures, beliefs, traditions; increasing their acceptance of and respect for diversity.

3. To enable groups to challenge stereotypes in order to acknowledge and address difference.

4. To increase the ability and confidence of groups and organisations to identify and address those issues that divide them.

5. To develop networks of communication, trust and co-operation between divided communities.

6. To promote models of good practice for community relations work in Northern Ireland.

Key Terms:

Community Relations

This refers to community relations as defined in Section 75 (2) of the N.I Act (1998) i.e. relations across religious, race, political opinion. CRC recognised that relationships at community level can be fractured across a range of other matters however the organisation was established to deal specifically with those relationship breakdowns underpinned by sectarianism and racism.

Cross-community

This describes work that aims to assist with relationship building between differing communities. This work may involve bringing communities together to work on issues of common concern, which begin to confront difficult or emotive issues relating to sectarianism, dealing with the past or dealing with sensitive issues such as flags or parades. This work is aiming to encourage difficult discussions which have the outcome of trying to heal the past and move communities forward into a shared society.

Single-identity

This is work which involves participants that are solely drawn from the same community. It is vital that any single-identity work is linked to developing connections with other communities - through either parallel programmes that lead to cross-community contact. Looking at one's own cultural roots and background should involve outside perspectives to bring challenge to broaden understanding of wider contexts. This work also seeks to address intra-community conflict which assists in the development of good relations between all communities.

Cultural Diversity

CRC recognises the changing nature of our community and the need to understand diversity and celebrate its contribution to our society. This includes promoting better understanding of other ethnic cultures, traditions and beliefs that builds relationships between the many ethnic diverse communities living in Northern Ireland.

Eligibility

Grant Eligibility Check:
Groups must ensure they meet all the following criteria before applying to CRCD Grant Scheme:

- Your organisations vision, values & beliefs are consistent with that of the Community Relations Council. Full details are shown on the application form and are also on request if needed.
- Sufficient cash flow to cover 50% of the grant applied for until reimbursement by CRC at the end of the project.
- Avoid cash payments, in exceptional circumstances where cash payments must be made then the Group must provide appropriate paperwork.
- The applicant group must not use funding to pay themselves, staff, committee or family members for goods or services.
- The applicant group are not in receipt of any other funding associated with the costs requested from CRC. If money is received for budget headings funded by CRC then the Group must inform CRC.
- The applicant group have read and understood the application guidelines and can adhere to timescales required for submission of the evaluation and verification documents.
- The applicant group can confirm that they will not profit from their project.
- The applicant group understand that any information provided to CRC will be used only as described in the CRC Privacy Policy which is available on request.
- The applicant group have a formal governing document such as a constitution or memorandum and articles of association and have all the relevant policies and procedures in place.
- Participants directly benefiting from CRCD funding are resident in Northern Ireland.

Costs:
Costs are eligible for a project from the date of receipt of the application by CRC. However, it is **at the groups own risk** to undertake an event before it has been assessed or awarded funding.

Grants may be awarded towards the cost of the following:

- Community events, festivals, residential activities.
- Seminars, workshops or discussion groups.
- Fees for trainers, speakers, artists or facilitators.
- Basic travelling costs within the North and South of Ireland. (*In line with Civil Service guidelines costs for travel and subsistence are capped)*. Travel to mainland Britain will only be considered in exceptional circumstances.
- Venue hire and catering costs.
- Resource materials.
- Bursaries for community relations practitioners to attend conferences. (These are limited to one bursary per year for an individual from an applicant group).

Groups: Community development groups, Cultural organizations, Women's groups, Church groups, Tenants associations, Youth groups.

Exclusions

Core costs e.g. running costs/salaries, Capital expenditure, Hire of own premises, Competitions and prizes, Religious services, Schools, Applications by Individuals, Purchase/lease of musical instruments/uniforms and sporting equipment, Purchase and/or development of the applicant Group's website and/or digital applications, English Language Classes, Cash generative schemes or Party political activities, Retrospective events, Travel outside Ireland and Britain, except in the case of bursaries, Expenditure over and above the limits in the Letter of Offer without prior written approval.

Financial Requirements Summary

Before completing the application, please ensure that you can adhere to the following basic financial requirements:

What the group needs to have in place:

- *Group bank account* – it is a requirement that all payments are shown through the applicant group bank account. Payments will not be issued to personal bank accounts and to bank accounts outside NI/UK.
- *Two signatories who are not direct beneficiaries of the grant aid* – these individuals will be responsible for signing the contractual agreements.
- *Facility to make cheque or BACS payments* – the group must have the facility to make payments either by cheque or BACS. Cash payments will not be accepted
- *50% of the grant award* – groups will receive 50% of their funding award on receipt of a signed Agreement Form and Data Sharing Information Form. The group must then pay the remaining 50% and claim it back by providing the documentation outlined below.
- *Failure to comply with financial requirements and conditions of the grant award will affect future applications to CR/CD grant scheme.*

Financial Claim at the end of project - What we need from you:

- *An __Online__ Project Expenditure Form (Claim form)* – *List all financial documents you are submitting to CRC.*

  To do this:
  - ➤ *Go to My Applications, go to the relevant application and click on the Reporting button.*
  - ➤ *Scroll down to the claim forms section and your form will show here.*
  - ➤ *Place your cursor on the three vertical dots on the right hand side and choose* **complete form** *to enable you to fill in the form, save and finally submit once you have 100% completed it.*

*If you cannot complete the form in one sitting ensure you have saved your progress. Then when you return to your form, place your cursor on the three vertical dots again on the right hand side and choose **complete form** to enable you to edit/complete it, save and finally submit once you have finished the form.*

- ***An <u>Online</u> Evaluation Form (Reporting form)*** *– Measure the impact of your project.*

  To do this:
  - ➤ *Go to My Applications, go to the relevant application and click on the Reporting button.*
  - ➤ *Your evaluation form will show here in the Reporting forms section.*
  - ➤ *Place your cursor on the three vertical dots on the right hand side and choose **complete form** to enable you to fill in the form, save and finally submit once you have 100% completed it.*

  *If you cannot complete the form in one sitting ensure you have saved your progress. Then when you return to your form, place your cursor on the three vertical dots again on the right hand side and choose **complete form** to enable you to edit/complete it, save and finally submit once you have finished the form.*

- ***Original invoices*** *– invoices must be presented correctly containing basic details including: the invoicing company business name and address details, a unique invoice reference number, a date for the invoice, details for the goods or services provided, line by line, and the cost of each of these, a total amount for the invoice. Please email Invoices along with your bank statements to* **claims@nicrc.org.uk** *. If you cannot email then send by post.*

- ***Original bank statements*** *– groups must be able to provide original bank statements.* **Scans or pdf copies of the original bank statements will be accepted**. *Please email bank statements along with your invoices to* **claims@nicrc.org.uk** *. If you cannot email then send by post.*

<u>Other documents to include with your claim if applicable:</u>

- *Signed mileage claim form*s (if applicable) – mileage claim forms must outline each journey being claimed for and must be signed by the claimant and authorising signatory
- *Signed expense claim forms* (if applicable) – for any receipted expenses incurred, this must be claimed on the relevant expense claim form with all receipts attached. This must be signed as above.

Full details of all financial requirements from a group can be found on the CRC website. It is advised that this is reviewed before continuing with any application.

CR/CD APPLICATION GUIDANCE NOTES

These guidance notes have been provided to help you complete your application, detailing information required section by section.

1. **ELIGIBILITY CHECK**
   All criteria must be met before applying for funding.

2. **PROJECT DETAILS**
   ORGANISATION DETAILS:
   Organisation details entered here will subsequently be used in the letter of offer and agreement form issued should you be successful in securing funding.
   PREVIOUS FUNDING FROM CRC
   If you have received previous funding, give details of your most recent award.
   PROJECT TITLE:
   This should be short and reflect the programme of work applied for.
   SHORT DESCRIPTION, PROJECT OUTLINE, TOTAL COSTS & REQUESTED COSTS:
   This should be a brief summary of the project. Then Upload your programme detailing planned activities with the emphasis on the community relations elements of the project. Then enter total overall cost of your project and the amount requested from CRC.
   PRIMARY APPLICANT DETAILS:
   This should be someone who will act as the main point of contact between CRC and your group. This would usually be a project co-ordinator. This person should know about the project and will be responsible for collating the claim documentation at the end of the project. Any written correspondence will be emailed to the Primary Applicant's email address.
   DISTRICT COUNCIL AREA:
   Tick the council area your organisation is based in.
   BACKGROUND ORGANISIATION INFORMATION - OUTLINE ITS MAIN ACTIVITIES - AIMS /OBJECTIVES
   This section is an opportunity for the group to provide information about its own activities, highlighting those that are community relations/cultural diversity focussed. The group must also submit their signed constitution with the application.
   PERCENTAGE BREAKDOWN OF YOUR GROUP'S COMMUNITY BACKGROUND:
   Estimate breakdown of Religious, minority ethnic or other communities in your organisation.
   (committee/staff/volunteer members)

3. **PROJECT THEMES**

   WHAT IS THE MAIN CRCD THEME OF YOUR PROJECT? You must select **one** main theme that your project relates to.
   WHAT HEADING/S BEST DESCRIBES YOUR PROJECT?
   You must select at least **one** and no more than **two headings** that best describes what your work relates to. This provides CRC with more information on the specific projects we fund.
   ADDITIONAL OUTCOMES IF APPLICABLE
   Select no more than two outcomes that your project will address.
   WHAT METHOD/S DID YOU USE TO DELIVER YOUR PROJECT?
   You must select at least **one** but no more than **two methods** used to deliver your project.
   IN WHICH DISTRICT COUNCIL AREA/S WILL YOUR PROJECT BE DELIVERED/SITUATED:
   The project should tick council area/s that your activities are taking place in and benefiting.
   HAVE YOU DISCUSSED YOUR PROJECT WITH YOUR GOOD RELATIONS OFFICER?
   It would be desirable that the group has contacted their local Good Relations Officer to seek funding support. If the group has not contacted the local council please state why this may not have happened.

4. **PLANNING & OUTCOMES**

   PROJECT START/END DATE:

You must provide the specific start and end date for the project in the format dd/mm/yyyy. Project end dates must not run over into another financial year.

TOTAL NUMBER, SELECTION, AGE & COMMUNITY BACKGROUND OF DIRECT PROJECT PARTICIPANTS:
Please provide the number of participants directly involved in this project from the Religious, Minority Ethnic and other communities and how/why have they been selected.

ESTIMATE THE BREAKDOWN OF INDIRECT BENEFICIARIES AGE & COMMUNITY BACKGROUND
Those not specifically chosen to take part in the main project activities but will benefit from your project i.e. audience, social media views of your work, learning passed on to others by direct participants etc.

PLEASE PROVIDE DETAILS OF THE AIMS AND OBJECTIVES OF YOUR PROJECT:
Aims are brief statements of intent. They are usually written in broad terms. They set out what you hope to achieve at the end of the project.
Objectives, on the other hand, should be specific statements that define measurable outcomes, e.g. what steps will be taken to achieve the desired outcome. There should be more objectives than aims.

FROM THE 6 CR/CD OBJECTIVES LISTED, WHICH BEST DESCRIBES YOUR PROJECT:
There are 6 objectives for the CR/CD grant scheme. It is important you select at least one which best relates to your project.

WHICH TBUC* PRIORITY DOES THE PROJECT ALIGN TO:
Please select the relevant Together: Building a United Community (T:BUC) priority that the project aligns with.

HOW HAS THE NEED FOR THE PROJECT BEEN IDENTIFIED AND WHO ARE THE MAIN BENEFICARIES:
This section should define how the need for the project has arisen ie community survey, needs assessment,

intervention work in response to a deterioration of community relations.

5. **PROJECT OUTCOMES**

PLEASE LIST ANTICIPATED OUTCOMES
You should provide details of your activity, how many people will benefit, how you will measure the success of your project and your target date.
WHAT'S NEXT?
Any future GR projects planned?

6. **BUDGET AND FUNDING**

BUDGET TABLE:
The budget table should contain information surrounding the costs that you are applying for from CRC. The budget should be broken down in as much detail as possible using relevant budget headings i.e Room hire, transport, catering. Please refer to the eligible costs section to ensure that you are applying for the correct costs.
QUOTES:
For all outsourced costs please demonstrate best value has been sought by providing **quotations or a rationale** as to why one particular company was chosen.
OVERALL BUDGET BREAKDOWN INCLUDING COSTS NOT REQUESTED FROM CRC:
If the project costs more that the total requested from CRC, upload a detailed breakdown of the total costs involved in your project. This will let us see how our contribution fits into the overall programme. List any other funders, generated income, donations, match-funding etc regarding contributions towards your project costs and the amounts requested and awarded.

*SUBMIT APPLICATION:
Read through and check your application. Only submit it once you are sure all details are correct. (You do not have to complete and submit your application all at once/at same

time. You can save your form many times and come back to it at your convenience before you submit).

For more information on Together Building a United Community strategy, please refer to:

CR/CD EVALUATION GUIDANCE NOTES

The online evaluation form is required on or before your evaluation due date which will be on your letter of offer. If you cannot submit this information on time, please inform the Project Officer via email.

OUTCOMES BASED ACCOUNTABILITY (OBA)

Your Evaluation is based on the OBA approach which will be used to measure and record the outcomes of your project. OBA is a way of measuring attitudinal change, and linking that change to the positive change we all want to see in Good Relations in NI.

OBA focuses on programme planning, design, delivery and reporting in order to answer three questions:

- **WHAT DID WE DO?**
- **HOW WELL DID WE DO IT?**
- **WHAT DIFFERENCE DID WE MAKE?**

It is important that you build OBA into your programme by collecting and collating the following:

- BASELINE INFO: what did people think BEFORE the programme
- OUTCOME INFO: what did people think AFTER the programme
- ANALYSIS: what percentage of people experienced a change in attitude as a result of the programme? What difference did it make?
- LINK: Outcomes to one of four TBUC aims – Children and Young People, Shared Community, Safe Community, Cultural Expression.

The following table shows an example of how to record and measure OBA data:

What did we do?	**How well did we do it?**
10 participants **6 week programme** **6 workshops** **Celebratory event at the end** **Surveys held at beginning and end**	**90% attendance** **70% of participants would recommend the programme to their friends** **65% of participants would like to attend further good relations programmes**
What difference did we make? (Numbers) 8 of out ten participants feel more comfortable in a shared space associated with people from another community background (TBUC link: Shared Community)	**What difference did we make? (%)** 80% of participants feel more comfortable in socialising with people from another community background (TBUC link: Shared Community)

The Funding Process

One of the key areas of the Councils work is assisting organisations with the development of good relations programmes. This can include providing models of good practice you can follow, contacts for organisations or individuals that can assist you or help you with the planning and scheduling of programmes. We would encourage you to contact a Project Officer who can provide a range of advice and support prior to an application being submitted. Whilst this does not guarantee that all proposals will be successful it will help you to think through the viability and eligibility of any proposal prior to completing an application form.

Initial Enquiry	If you are unsure if your project meets the criteria for the grant scheme or wish to avail of development support contact a Project Officer on **028 9022 7500**

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Submit Application	Your application must be submitted online to the Community Relations Council **only** within the open timeframe for the scheme **April - December (Please check website for dates)**

⇩   ⇩   ⇩

Acknowledgement of Application	Community Relations Council will acknowledge receipt of your application via email.

⇩   ⇩   ⇩

Assessment	Assessment of the project can take between **8 – 12 weeks** from receipt of the application. During this time a project officer will be in contact to discuss the application in further detail and/or to request further information.

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Decision	The group are notified of the decision by email. If successful a letter of offer is issued with an **agreement form and a Data Sharing Information form.** If the group would like to accept the award they must sign, complete and submit these forms to CRC within **one month** of receipt.

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Evaluation & Claim Documentation	An online evaluation form, an online project expenditure form and financial documentation (invoices and bank statements evidencing CRCD awarded expenditure) must be submitted to CRC within **one month** of the project end date or by the deadline date shown on your letter of offer. Failure to do so may result in awarded funds being returned.