**COMMUNITY DEVELOPMENT FUNDING 2025-2026**

**GRANT APPLICATION**

**Please complete all sections of this Application Form in conjunction with the accompanying Guidance Notes. Only one application per group is permitted. Please complete all sections unless otherwise advised.**

**THE COMMUNITY DEVELOPMENT FUND 2025-2026 IS SOLELY FOR RUNNING COSTS. PLEASE READ THE GUIDANCE NOTES CAREFULLY.**

**A short video is available on our YouTube channel to help you complete the application form. Watch it here** (Ctrl & click to launch): [https://youtu.be/ClAPliWP1us](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyoutu.be%2FClAPliWP1us&data=05%7C02%7CNicola.McClurg%40ardsandnorthdown.gov.uk%7C8e22a53264bc43d638f508dd7768ab12%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C638798013614847892%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=2N75x%2BLHQikc0FEEk3g6QXjqxwwPRRpoilyHyJRUQOI%3D&reserved=0)

**SECTION 1**

**ABOUT YOUR GROUP/ORGANISATION**

Name of Group/Organisation:

Address for Correspondence:

Postcode:

Main Contact Name: Position:

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:

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| --- | --- | --- | --- | --- |
| Constituted Group/Organisation |  |  | Company Ltd by Guarantee |  |
| Charitable Group/Organisation |  |  | Other (please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Legal Status:

Charity Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently registered on Community Development’s Database

Yes No

If you would like to be registered please follow this link and complete the form: [https://bit.ly/ANDBC-CIR](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbit.ly%2FANDBC-CIR&data=05%7C02%7CNicola.McClurg%40ardsandnorthdown.gov.uk%7Ced8de5dfad614d910dae08dc7b2044f1%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C638520625736089367%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=z3YlHHwEEtLzSr6Fq3rwdkQ%2BRU7c3It0APHim0vqKl4%3D&reserved=0)

Tell us the main aim(s) and activities of Group/Organisation: (max 400 words)(not scored)

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When was your Group / Organisation formed?

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| --- | --- | --- | --- | --- |
| Number of Members on your  Committee |  |  | Number of Volunteer / Members |  |

|  |  |
| --- | --- |
| How many people does your group / organisation support? |  |

*Please complete the next question if you are applying for rent/venue hire costs*

If you have a community base, hall, or hire a venue please answer the following –

What is the address of your community base, hall, or venue and in regard to your Community/Voluntary group and what is the approximate footfall for the last 12 months?

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**SECTION 2**

**RUNNING COSTS**

Questions in this section are to be completed by ALL APPLICANTS.

* 1. Please detail what running costs your group / organisation is applying for and why

they are essential for the group. *(scored 0-5) max 250 words*

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* 1. What location is the main catchment area for your group? Please include

postcode of area. **(*A score of 5 will be awarded only to groups that fall within the***

***top 10% most deprived wards of the Borough*)**

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* 1. How does the Community benefit from your group and what do you plan to achieve

this year? Please include your expected outcomes. *(scored 0-5) max 250 words*

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* 1. Please explain what steps your group / organisation will take to be more economically

independent in the future. *(scored 0-5) max 250 words*

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**OBJECTIVES OF COMMUNITY DEVELOPMENT FUND**

* 1. How does your group target poverty and social exclusion? i.e. How does your

group encourage people to attend, what activities do you offer? *(scored 0-5) max*

*250 words*

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* 1. How does your group promote health and wellbeing? *(scored 0-5) max 250*

*words*

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* 1. How does your group promote equality and good relations (Section 75

Legislation)? i.e. Accessibility of base, hall or venue, open to everyone

regardless of religion, race, gender etc. *(scored 0-5) max 250 words*

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**FINANCE**

* 1. Please give a detailed breakdown of your projected costs, including details of any other

funding you have applied for or secured (for this question only, you can continue on a separate page if necessary). (Question 2.8 is not scored but must be completed)

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| **ITEM / ELEMENT TO BE FUNDED (must be an eligible running cost** | **Income from other sources – e.g. other grants, fund raising or benefit in kind** | **Amount applied for from ANDBC Grant (£)** |
| ***Example: Annual Insurance of £800.00*** | ***£400.00*** | ***£400.00*** |
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| **TOTAL AMOUNT** |  |  |

**Total amount requested from Ards and North Down Borough Council**

**for Running Costs**

* 1. Please describe any contribution your group/organisation is making towards the

running costs (financial or in-kind e.g. money, how many people volunteered and

how many hours and any materials/services provided in kind)? *(scored 0-5) max*

*250 words*

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* 1. Please explain how value for money will be achieved. *(scored 0-5) max 250*

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**SECTION 3 –**

**GOVERNMENT FUNDING DATABASE (GFD)**

**This is a requirement from the Department for Communities.**

**If you know your GFD reference (URN) please include it here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The GFD requires the following essential documents to be uploaded – Constitution, List of current Office Bearers and most recent Annual Accounts/Financial Statement.**

**Council also requires applicants to include with the submission of their application their most recent AGM minutes and Bank Statement. For Groups that are working with Children please also include your Child Protection Policy/ Statement.**

**If you have submitted your documents in the last 6 months then we will have previously checked and uploaded these to the GFD. If these are still your most up to date versions then you do not need to submit these again. We will need you to submit your most recent AGM minutes and Bank statement with your application.**

**Please tick whether the document has been submitted with your application or is already on the GFD (this must be the most recent version):**

**Essential documentation for GFD On GFD Submitted already**

Copy of Constitution or Memorandum

of Association

List of Office Bearers

Copy of most recent audited Annual Accounts

**Other Essential documentation required at time of application submission:**

Most recent AGM Minutes N/A

Most recent Bank Statement N/A

Child Protection Policy/ Statement N/A

We hereby agree that the above documents will be:

1. held on the Government Funding Database (GFD) and are the most up to date and fit for purpose for this application period: Yes No
2. We agree these documents may be made available to other public sector funders via the GFD. Yes No

**We declare that this application is made with the authority and consent of the above organisation and that the information provided is true, accurate and complete.**

Name (in capitals):

Position held:

Signature (on behalf of the applicant):

Date:

Name (in capitals):

Position held:

Signature (on behalf of the applicant):

Date:

**NOTICE TO ALL APPLICANTS:**

We will only accept one application per group/organisation. To make the process as fair as possible, questions will only be scored up to the maximum word count. Scoring is based on content of answers. Applicants do not need to reach the full word count.

Completed application forms and any supporting documentation should be forwarded by no later than**: 12 noon** on **9th May 2025.** ***If you are submitting your application via email please ensure it is in PDF format*** *and you will receive a return email within 3 working days to confirm that your application has been received.*

**Late or Incomplete applications will not be considered.** Please ensure the correct application form (2025/26) is submitted, incorrect application versions will be deemed as ineligible.

You are advised to password protect emails that contain sensitive data in order to keep you and your personal information safe and if requested we can forward on instructions on how to do this. Council also now use Zivver for safe transfer of information and we can assist applicants with doing this.

**A short video is available on our YouTube channel to help you complete the application form. Watch it here (Ctrl & click to launch):**

**Applicants need to be aware that Applications will not be reviewed by the Grants Team until after the closing date and time.**

**Return to:**

Email (preferable) [communitygrants@ardsandnorthdown.gov.uk](mailto:communitygrants@ardsandnorthdown.gov.uk)

Hand delivery or post to:

ANDBC Community Development – CD Grants 2025/26

Signal Centre

2 Innotec Drive

Balloo Road

Bangor

BT19 7PD

**Freedom of Information**

Ards and North Down Borough Council is subject to the provisions of the Freedom of Information Act 2000. This Act came into operation on 1st January 2005. Applicants should be aware that the information provided in the completed application document could be disclosed in response to a request under the Freedom of Information Act.

The Council will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted “in confidence” and Ards and North Down Borough Council will not accept liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ards and North Down Borough Council does not have a discretion regarding whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Decisions in relation to disclosure will be taken by appropriate individuals in Ards and North Down Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information may still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information included in the application documents which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellors Code of Practice on the discharge of public functions, Ards and North Down Borough Council will **not** accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or grant process save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ards and North Down Borough Council.

Ards and North Down Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information.

**Data Protection**

Ards and North Down Borough Council values your right to personal privacy.  We collect this information solely for the purposes of this application and do not share it with anyone.  We comply with the DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation), ensuring that information is collected fairly and lawfully, is accurate, adequate, secure, up to date and not held any longer than necessary.

For further information our Privacy Statement can be viewed at [https://www.ardsandnorthdown.gov.uk/privacy-and-cookies](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ardsandnorthdown.gov.uk%2Fprivacy-and-cookies&data=04%7C01%7Canne.lendrum%40ardsandnorthdown.gov.uk%7Cf720ee16c62c4f7d4c7708d9e00d3fb2%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C637787169765990001%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BuZ76ilI40Ef%2B7Kk4E62iBYfc5pkLJFDmZD8Xs58Z98%3D&reserved=0)

**Equality of Opportunity, Section 75 and Good Relations.**

Ards and North Down Borough Council (the Council) is required to have due regard to the need to promote equality of opportunity between

* persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
* men and women generally
* persons with a disability or without
* persons with dependants or without.

In addition, without prejudice to the obligations above, Council is required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Council is committed to fulfilling the Section 75 statutory duties across all functions (including service provision, employment and procurement)

**Please tick the box to confirm you have read the Freedom of Information, Data Protection and Equality statements above** 

**APPLICATION CHECKLIST –**

* In regard to the 6 essential documents we request, please ensure you have completed the GFD section on page 6&7 and have ticked to confirm which documents have been included with your application or are already on GFD.
* Please ensure you have completed all sections in the above application.
* Please ensure the declaration on page 7 has been signed and dated by 2 committee members.
* Have you ticked the box above to confirm you have read the Freedom of Information, Data Protection and Equality statements?