

GUIDANCE NOTES

Small Grants – REPUBLIC OF IRELAND

As the result of additional funding, the Ulster-Scots Agency is in a position to make some funding available to community organisations and Schools in the Border Counties (Cavan, Monaghan and Donegal) for small non capital grants, where these will be used to further the strategic aims of the Ulster-Scots Agency:

SA1 – Inspire

The Agency will identify, interpret and animate Ulster-Scots heritage, language and culture.

SA2 – Educate

The Agency will work to ensure that learning about Ulster-Scots culture, heritage and language is integrated throughout the education system.

SA3 – Empower

The Agency will equip individuals and groups with knowledge and skills to engage with Ulster-Scots heritage, language and culture.

SA4 – Engage

The Agency will reach out locally and globally, to enhance friendship with people in Ulster whose primary identity is not Ulster-Scots: and foster kinship with people beyond Ulster who share our identity.

Objective of the Small Grants Programme-

The Small Grants programme in the Republic of Ireland seeks to provide support and encouragement through financial assistance to constituted not-for-profit Voluntary / Community Groups and Schools aimed at promoting and developing the Ulster-Scots language, culture and traditions to further the strategic aims of the Ulster-Scots Agency.

Conditions:

1. Applications for financial assistance for Small Grants must be submitted in hard copy application along with supporting documents to the Agency by Monday 9th October at 3pm.

2. Applicants are required to submit the following supporting documentation. Failure to submit any of the listed documents will deem the application incomplete and it will be rejected.
- The Rules/Constitution/Memorandum of Association of the applicant body should include details of the organisation's aim/objectives. These should be formally approved and adopted by the Group/Organisation and signed and dated by the **current** Chairperson. Groups/Project Promoters are expected to fully comply with all requirements set out in their Rules/Constitution and/or Memorandum of Association of their organisation at all times.
 - A copy of the organisation's most recent financial statements (Annual Accounts), signed by authorised officers as stated in the groups constitution. If the organisation was formed within the last 12 months, an Income & Expenditure accounts as at date of application should be submitted in place of the financial statements.
 - An original bank statement for a current bank account (no more than two months old from date of submission of application form). An online bank statement or a bank print out for all accounts will be accepted but must be authenticated by a bank official.
 - Written details of current financial commitments for credit balances in the bank account is in excess of £1,000.
 - A current Child Protection Policy, giving the names and telephone numbers of two Designated Officers. The Child Protection Policy must be formally approved and adopted by the Group/Organisation and signed and dated by the **current** Chairperson.

Schools are not required to provide any of the above supporting documents, the application form should be signed by the School Principal and a member of staff who will act as the Project Manager.

3. Groups / School can apply for a maximum of €3,500. The Agency will fund up to 75% of total project cost. This means that if a group wants to avail of the maximum Small Grant of €3,500 from us, they will need to have €1,167 of their own money or in kind contribution to put towards the project, the total value of which will €4,667. Obviously, if a group is in a position to spend more money, they can put their €3,500 from us towards a larger project as long as they meet the requirements set out in section 4 of these guidelines.
4. **To be eligible for support, the group /School needs to be in a position to spend the money by the end of 2017. This means that the Group must have submitted an application and all supporting documentation by the 9th October 2017. Failure to submit the required information will result in your application being ineligible for processing. All final claim forms must be submitted and money drawn down before 21st December 2017. Failure to comply with the deadline will result in withdrawal of the Letter of Offer.**
5. This is a competitive programme and in the event of the programme being oversubscribed the Agency will score projects according to how well the application addresses the following criteria:
- How your project contributes to the four strategic aims of the Ulster-Scots Agency;
 - How your organisation currently promotes Ulster-Scots within your community;

- How this project will develop and sustain Ulster-Scots cultural activity within your community;
 - How you have demonstrated that there is a need for the project within the community;
 - The ability of your organisation to manage and complete the project by the 21st December 2017.
6. The Agency has a maximum budget of €30,000 available to support this programme. The maximum grant available for each individual application will be €3,500.
7. The group / School should complete the attached form and send it, together with the required supporting documentation, back to the Agency by 3pm on Monday 9th October 2017, no late applications will be accepted.
8. The Agency will then carry out the necessary assessments, secure necessary approvals and issue a letter of offer. **The group must not commence the project until they have received a Letter of Offer from the Agency.**
9. Once the group / School has received invoices for the total cost of their project, they can submit a claim to the Agency containing the original invoices and proof of payment via bank statements and the Agency will pay the full grant amount. Assuming all of the necessary paperwork is submitted, we will release payment within 5 working days.
10. Small grants may be available for non-capital projects which met the following criteria;
- New and innovative projects which meet the Agency's objectives;
 - Projects which encourage capacity building and community participation;
 - Projects which introduce new audiences to Ulster-Scots language, history or culture.
11. The Agency will therefore consider funding the following activities;
- Community Showcase events;
 - St Andrew's night events;
 - Workshops and lectures;
 - Taster sessions and master classes;
 - Fact finding visits to projects and locations in Northern Ireland;
 - Publications, information brochures;
 - Other activities which meet the criteria as listed in section 10.
12. Costs are capped at the following rates:
- Venue Hire all day €110 half day or less €55;
 - Speakers / Lectures €110;
 - Ulster-Scots musicians and artists €110 per musician to a maximum of €550 per group;

- Highland and or Scottish Country Dance groups €220;
 - Tutors for taster sessions €27.50 per hour;
 - Bus hire - the cheapest quotation (include 3 quotations with your application).
13. If you are applying for any individual item of expenditure that costs more than £1,000 and it is not covered by the capped costs list, you must submit **3 quotations**. Quotations may be in the form of internet quotations, including screen shots, or and on headed paper from a supplier. This applies to all applicants.
14. Groups / School applying for a small grant must declare all potential income created by the project. Projects which generate a profit will not receive financial support from the Ulster-Scots Agency.
15. The Agency will not provide funding support for any of the following
- Projects where the objective is fund raising.
 - Fireworks
 - Children's entertainment (Bouncy castles, face painting, magicians etc)
 - Commercial activities.
 - Insurance.
 - Capital expenditure.
 - Hospitality costs.
 - Bank charges or Interest
 - Other items at the Agency's discretion.
16. Any group / School receiving financial or other assistance from any other source, must declare the level of support to the Agency at the earliest opportunity.
17. The group / School must inform the Agency in writing or by email if they make any changes to the project after the Letter of Offer has been issued.
18. Groups / School unhappy with the amount of an award or of rejection of their application may appeal the decision. A copy of the Appeals policy will be provided on request.
19. Applications applied for in sterling will be paid in sterling and applications applied for in Euro will be paid in Euro.
20. Successful applicants will receive a Letter of Offer. No claim can be processed and paid until the Letter of Offer is signed and returned and all pre conditions, if any, met.
21. Groups / Schools are required to acknowledge the financial contributions of the Ulster-Scots Agency and must use the Agency's logo and a supporting statement ***"This project has been funded by the Ulster-Scots Agency"*** on all adverts, publicity materials, websites and any other way in which the Group advertise the project.