



Ulster-Scots Covid-19 Resilience Fund

Language Grant Guidance Notes

Completed applications and all supporting documents must be submitted via e-mail to freena@ulsterscotsagency.org.uk

**Opens 9am Wednesday 4th November 2020
Closes 5pm Wednesday 2nd December 2020**

Incomplete applications will be rejected.

Guidance Notes

Background

1. The mission of the Ulster-Scots Agency is to inspire and empower people and communities in Ulster to embrace their Ulster-Scots identity, build kinship with those outside Ulster who share our identity and friendship inside Ulster with those who do not.
2. The Agency's work is built around three strategic themes as contained in our Corporate Plan 2020 – 2022:

Inspire – The Agency will identify, interpret and animate Ulster-Scots heritage, language and culture. By doing this we will seek to inspire those of all ages to learn more about Ulster-Scots.

Empower – The Agency will equip individuals and groups with knowledge and skills to engage with Ulster-Scots heritage, language and culture in order that they can develop their learning.

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

Impact of Covid-19

3. The global pandemic has created great difficulties for communities to participate in cultural activities and this has had a significant impact on the ability of Ulster-Scots communities to express and enjoy their cultural identity and language. The Ulster-Scots Agency is therefore offering financial assistance to groups in the voluntary and community sector to support them to develop Ulster-Scots language projects which bring the Ulster-Scots language to a wider audience, but do so in a way that is consistent with social distancing.

Eligibility

4. Eligible Organisations

To be eligible to apply for this grant, your group must have a strong track record of delivering Ulster-Scots activity which must include delivery of Ulster-Scots language activity in the last 3 years.

5. Eligible Activities

The following activities and costs can be supported through this grant:

- New and innovative projects which promote the Ulster-Scots language.

- Projects which use digital and online platforms, including social media, to bring the Ulster-Scots language to a wider audience.
- Projects which record, promote and publicise the Ulster-Scots language

6 Eligible costs

The following costs can be supported through this grant:

- Artists Costs
- Tutor Costs
- Speaker Costs
- Specialist Production Costs
- Design Costs
- Equipment costs, eg audio-visual equipment

PLEASE NOTE, THE LIST IS NOT EXHAUSTIVE AND YOU CAN MAKE A CASE FOR ITEMS THAT ASSIST YOU DEVELOPING AND DELIVERING YOUR PARTICULAR PROJECT.

- 7 The maximum grant available under this fund is £10,000.
- 8 The Ulster-Scots Agency can support up to 100% of total project costs.
- 9 Only one Language Grant is permitted per applicant group.

Applications

10 Applications will be assessed against the following criteria

- The ability of your organisation to manage and deliver the project.
- How your organisation currently promotes Ulster-Scots, including the Ulster-Scots language, within your community.
- How your project contributes to the three strategic aims of the Ulster-Scots Agency.
- How your project will promote the Ulster-Scots language to a wider audience through innovation and digital outreach.
- How you will minimise risks associated with Covid-19 in the delivery of your project.

11 Applicants are required to submit the following supporting documentation via e-mail along with their completed application:

- Current original Bank Statement (no more than 2 months old) OR a bank print out OR an online banking print out (signed by one of the authorised officers listed in your application); and
- Details of financial commitments where you have a cash balance in excess of £1,000.00 (in other words if you have more than £1k in the bank, prepare a short document telling us why you need it/what you plan to use it for).

If a Letter of Offer is made the Agency will require the following documents, if they are not already uploaded to the Government Funding Database or we do not already hold them:

- 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 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. **Should the group's constitution state that accounts will be audited; the Ulster-Scots Agency will require Groups to supply accounts audited and signed off by an independent person.**
- Evidence of 3 price comparisons for each individual item costing more than £1,000.00 must be submitted with your final claim.

12 Completed applications and all supporting documents must be submitted via e-mail. Hard copies will not be accepted.

Conditions

13 The last date for expenditure under this scheme is 31st March 2021. Spend occurring after that date will be ineligible for funding.

14 The last date for claims under this fund is Friday 28th May 2021. Claims received after this date will be ineligible for funding.

15 The Agency must be informed in advance, in writing, of any alterations. Retrospective notice and alterations that have not been approved will **not** be eligible for payment.

16 The Agency may undertake monitoring visits to ensure that the aims and objectives of the project have been met.

17 Members of the Group or close family members must not receive payment from this grant if they hold the position of project manager, treasurer or submit the application form on behalf of the group.

- 18 Cash receipts will not be eligible for payment.** Payments must be made by cheque or BACS. Groups using BACS must ensure that the providers name is clearly identifiable on the bank statements.
- 19** Groups awarded funding must submit claims for payment with all necessary invoices and reports. No payments will be made without all the required documentation.
- 20** The Agency will release 75% of the total grant on receipt of your First Stage Claim Form, based on projected spend. The remaining 25% will be released on receipt of a Second Stage Claim Form, where you will be required to provide projected spend for the 25% and vouching information (invoices and bank statements) for the first 75%.
- 21** Groups must provide the Agency with copies of Letter of Offers received from other funding bodies who have awarded match funding to the project.
- 22** The Group will be required to submit an Appraisal Report along with their end of project claim at the end of the project, together with the outstanding vouching information for the 25% payment.
- 23** Unsuccessful groups will be informed in writing and provided with a copy of the Agency's Appeals Procedure.

24 FRAUD WARNING

The organisation and or its representatives may be prosecuted if it knowingly provides false documents or false information or statements in support of this application for financial support. The organisation and its representatives may also be subject to prosecution if it fails to inform the Agency of the provision of any additional funding support from any source that may require a repayment of any part of a grant being provided by the Agency, under the terms of this agreement.

Please contact Derek Reaney or Audrey Freen if you have any queries or need further information:

Derek Reaney

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