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Derry City & Strabane  
District Council

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Comhairle Chathair  
Dhoire & Cheantar  
an tSratha Báin

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Derry Cittie & Stràbane  
Destrìck Cooncil

# Community Centre Venue Fund

## Guidance Notes

# Introduction

The Community Centre Venue Fund Application Form is used to apply for financial support up to a maximum of £12,000 (Tier One) or up to a maximum of £7,500 (Tier Two) from Derry City and Strabane District Council.

- There will be **one round** of funding in this financial year, however, funding will be for a three-year period 2020-2023.

The fund was established in recognition of the potential contribution Community Centres can make to communities, to the local economy and wider government policy priorities.

The primary purpose of the Community Centre Venue Fund is to promote the provision of good quality, independent, flexible, accessible facilities and services and to encourage good practice and partnership working between Council and the Community and Voluntary sector.

The fund is open to constituted 'not for profit' organisations that are open, accountable and representative of the geographical area which they service. It is a competitive scheme and applications will be assessed on the quality of information provided within the application form. **Please note that any group who wish to apply for £4,000 or less for their centre should apply to the Community Support Fund.**

- Applications must score over 60% to reach the threshold to be considered for funding.

## Community Centre Venue funding will assist Centres that:

- Are located within the Derry City and Strabane District Council area.
- Provide both a broad based Community Development Programme and encourage general community participation.
- Promote equality of opportunity and good relations including Section 75 of the Northern Ireland Act 1998.
- Have reasonable accessibility for people with disabilities.
- Are clearly linked to addressing the issues identified within the Local Growth Plans.
- Have a hall or open space adaptable for various community needs.
- Have one or more meeting rooms.
- Have adequate kitchen facilities.

- Have adequate toilet provision.
- Have adequate storage space.
- Have relevant statutory approvals

## The following are not eligible for funding:

- Centres that do not directly benefit Derry City and Strabane District Council residents.
- Centre activities related to the promotion of religious or political interests, profit taking organisations, projects that are clearly the responsibility of another statutory body. Consideration will only be given to those projects which benefit the wider community.
- Centre projects that improve or benefit privately owned land that has no public access.
- Centres whose primary objective is to raise money for charity.
- Organisations which are applying for or have already received a Cultural Venues Fund Grant.
- Council owned community managed community centres.
- Organisations may apply for Core and Project costs to the Community Support Fund. An organisation cannot however hold a Community Venues Fund and also a Community Support Fund grant for core costs at the same time. Organisations may hold Community Venues Fund grant and a Community Support Fund grant for Project costs.

## Preparing your application

Note: Remember to answer all questions. You **cannot** attach additional information with your application.

### Centre Details ~ Question QB1.1. to QB1.3:

**QB1.1** Question QB1.1 is asking which District Electoral Area (DEA) and Super Output Area (SOA) the Community Centre is based in. Please note that Tier One funding will primarily target those centres within the top 30% in respect of most deprived in relation to **proximity to services**. Tier Two funding will primarily target those centres within the top 10% most deprived in **relation to multiple deprivation**.

**How to obtain N.I. Multiple Deprivation Measures and Super Output Areas within the Derry City and Strabane District Council area via the internet:-**

<b>Step One:</b>	Go to website address <a href="http://www.ninis.nisra.gov.uk">www.ninis.nisra.gov.uk</a>
<b>Step Two:</b>	Type in your Postcode in the box at the top of the page and click on the arrow beside the box
<b>Step Three:</b>	Click on the SOA link (this will provide the Super Output Area)
<b>Step Four:</b>	<b>Click on 'Deprivation 2017' link (this will provide the NI Ranking for multiple deprivation and proximity to services)</b>

**QB1.2** Question QB1.2 requires you to confirm the physical size of your whole centre in square metres. You should also provide a breakdown of the total number of rooms available for activities and what percentage they are of the whole building.

**QB1.3** Question QB1.3 requires you to indicate how the activities undertaken within the centre meet the outcomes identified within the Local Growth Plans listed below:

- We age actively and more independently;
- Health inequalities are reduced;
- We are more physically active;
- We have improved physical and mental health;
- We are more actively engaged and can influence decisions which affect us;
- We have safer communities;
- We have access to quality facilities and services;
- Our Community and Voluntary sector is more resilient and sustainable;
- Our children and young people are safer, healthier, more respected and included;
- Our children and young people are better able to fully realise their potential and become active, responsible citizens.

## Centre Programme ~ Question QB2.1 to QB2.6

**QB2.1** Question QB2.1 – please tick all relevant boxes and add new categories that are appropriate for your centre.

**QB2.2** Question QB2.2 – Your programme details should reflect all the boxes ticked in the previous question. Please identify clearly those organisations or groups who use the facility or who provide a service within the facility and provide a detailed outline of these activities. You must show the duration of each programme or activity here and whether it is a daily weekly or monthly activity. You will be required to evidence all figures before a letter of offer is given.

**QB2.3** Question QB2.3 Please name all of the user groups who use your centre. Please note that you will be required to provide evidence from each user group prior to any letter of offer being provided.

**QB2.4** Question QB2.4 – You should outline any additional funding or partnership delivery that your organisation receives from any other statutory agencies e.g. joint provision.

**QB2.5** Question QB2.5 - You may wish to refer here to management committee/ board functions, line-management systems, and financial management systems. What checks and balances are in place to ensure financial procedures are effective and acceptable to funders? Is there an individual project officer who would have direct responsibility for this Community Centre Venue Fund if funded? Are there policies and procedures in place in relation to personnel, administration, finance and other relevant issues?

**QB2.6** Question QB2.6 – This question provides you with an opportunity to give details of recent developments and future proposals or plans for your centre.

## Centre Expenses ~ Question QB3.0

**QB3.0** Question QB 3.0 –Detail what size of grant you are seeking here. (minimum £4,001)

Amount Requested \_\_\_\_\_

## **General Data Protection Regulations (GDPR)**

Derry City and Strabane District Council will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We may give copies of this information to individuals and organisations we consult with when assessing applications, when monitoring grants and evaluating the impact of our funding programmes. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

We will dispose of the information we hold when we no longer require it and in line with our Retention and Disposal policy.

For further information, please visit the Council's web page at

<http://www.derrystrabane.com/Footer/Privacy-Policy>.

## **Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemptions that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

For further information please visit the Council's web page at

<http://www.derrystrabane.com/Council/Freedom-of-Information> or the Information Commissioner's Office at <https://ico.org.uk/global/contact-us/>

## **Review Procedure**

If you believe the Funding Process has not been followed correctly or your application has been incorrectly scored, you have the right to request a Review **within seven working days of receiving your Letter of Outcome in writing to:**

Mr Barry O'Hagan  
Head of Community Development and Leisure  
Health and Community Directorate  
Derry City and Strabane District Council  
98 Strand Road  
Derry  
BT48 7NN

**A Senior Council Officer will review the process and the equality of scoring within the round and respond to your Review Request.**

## **Deadline for Submission of Applications**

If you are submitting your application in an alternative format you should send it to:-

**Community Centre Venue Fund 2020-2023  
Health and Community Directorate  
Community Development Section  
Derry City and Strabane District Council  
98 Strand Road  
Derry BT48 7NN**

Or

**Community Centre Venue Fund 2020-2023  
Health and Community Directorate  
Community Development Section  
Derry City and Strabane District Council  
47 Derry Road  
Strabane BT82 8DY**

Applicants are reminded that the deadline for submission of applications is **3.00 p.m. on Friday, 7<sup>th</sup> February 2020**. Applicants are encouraged to submit their application early as this deadline is absolute. **Please do not wait until near the closing time to submit your application. Under no circumstances will an application be deemed eligible after the 3:00 p.m. deadline.**

**Be aware of the speed of your internet connection, your system configuration and the volume of general web traffic that may impact on the time required to upload your application.**

**Derry City and Strabane District Council cannot accept responsibility for transmission delays. Your completed application must be received before the deadline.**

Please note that all projects will be subject to a monitoring and evaluation process. Please read all documentation carefully before submitting your application.

**Remember: An official receipt must be obtained from a Council Official from the Health and Community Directorate if the application is delivered by hand.**

If posting, it is recommended that you do give due regard to delivery times specifically during holiday time including Bank Holidays to ensure that your application is delivered by the closing date.

