



## Carer Community Micro Fund Guidance Document

### 1. Introduction

Thank you for your interest in applying to the Carer Community Micro Fund. Please read this document which sets out the funding criteria and guidance to help you to complete the application. A total of up to £25,000 is available.

Organisations may apply for up to £2,000 for projects that MUST be completed by the end of March 2023.

**Closing date and time: Applications are to be submitted by 5pm on Monday 16<sup>th</sup> January 2023.**

### 2. Aim

Belfast Trust recognises the vital role that unpaid/family carers contribute to Health and Social Care. As an integral strand of 'Caring Together in Belfast', the plan for supporting carers, the Belfast Trust is committed to progressing and enhancing the supports available for carers.

The community and voluntary sector plays an important role in this work. The aim of the Carers Community Micro Fund is to provide valuable investment for community initiatives to support and make a difference to the lives of carers in and across the Belfast Trust area.

### 3. Eligibility

To apply to the fund, organisations will:

- Be independent, not for profit, and have a constitution or Articles of Association and Memorandum, set of rules, defining its aims, objectives and operational procedures.
- Have a suitable management structure and appropriate financial controls including an Organisational bank account.
- Deliver services within the Belfast Trust geographical area.





## 4. Funding criteria

4.1 We are seeking applications to deliver supportive activities to improve the physical, emotional, mental or physical health and well-being of Carers.

4.2 The project must be delivered within the Belfast Trust area.

4.3 The project must focus on addressing at least one of the following outcome criteria:

- A. Minimising social isolation and loneliness by promoting connection, inclusion and belonging
- B. Improve the ability of carers, to access health and wellbeing services either i) directly, through the provision of support or ii) indirectly, through education/awareness raising programmes
- C. Encourage the active participation of carers in their own mental wellbeing and promote increased independence/resilience
- D. Provide opportunities for short break activity(s) for carer groups
- E. Provide support to carers from Black, Asian or Minority Ethnic Communities (BAME), young carers or other identified hard to reach groups

## 4.4 Eligible and ineligible funding

A. The following list provides examples of what funding may be awarded to enable you to deliver the project in line with the criteria in section 4.3:

- Facilitator/speaker fees
- Promotional material
- Venue hire
- Refreshments
- Information sessions
- Travel costs
- Information materials including translation costs

B. Funding will not be provided for:

- Salary costs
- Capital expenditure
- Rent





## 5. How to apply

5.1 To complete the application click <https://forms.office.com/e/w9G4sZkamh> and submit on-line by **5pm on Monday 16<sup>th</sup> January 2023.**

5.2 All applications received after the cut-off date and time will not be considered.

5.3 Applicants will receive an automated emailed confirmation on receipt of the application.

5.4 Please remember to keep a copy of this application for your own record.

5.5 Should organisations wish to request a hard copy, please contact [CarerSuppSvcs@belfasttrust.hscni.net](mailto:CarerSuppSvcs@belfasttrust.hscni.net).

5.6 Completed word or hardcopy documents may be submitted to: [CarerSuppSvcs@belfasttrust.hscni.net](mailto:CarerSuppSvcs@belfasttrust.hscni.net)

OR post to:

Carers Support Service  
Arches Wellbeing and Treatment Centre  
1 Westminster Ave North  
Belfast  
BT4 1NS

## 6. Assessment

6.1 Applications will be assessed against the criteria in section 4.3.

6.2 All funding applications will be considered on individual merit and are expected to evidence positive outcomes for carers and value for money.

6.3 Allocation of monies will be proportionate to the level and complexity of activities delivered and subject to the constraints of available funding.

6.4 Applicants are responsible for ensuring all the necessary information is provided.  
**Incomplete or ineligible applications will not be assessed.**





## 7. Assessment of applications – outcome

7.1 Upon assessment, successful organisations will be contacted via email to confirm the approval of funding. A letter of offer will be sent which will include what the funding has been provided for and also the monitoring requirements. As part of the funding, you will be required to inform participants that the project has been funded by Belfast Trust and evidence this. The letter of offer/acceptance form should be returned within the given period of time and no funding will be issued until this is received. Funding will be withdrawn if this is not completed.

7.2 If the application has been unsuccessful, you will be informed via email and can request feedback.

## 8. Additional Supporting Information

8.1 If you are successful we will also require you to provide the following supporting documents with your offer/acceptance letter either emailed or posted to the addresses supplied in section 5:

- A copy of your governing document e.g. constitution – this must be in the name of the applicant organisation.
- A copy of your most recent accounts or up to date income and expenditure
- A copy of your equality policy.
- A copy of your safeguarding policies if you will be working with children or adults in need of protection.

## 9. Monitoring and Evaluation Requirements

9.1 For successful organisations, evaluation and monitoring forms will be required to be submitted at the end of the Project.

These will include:

- Project aims
- Activity(s)/programme(s) delivered
- Numbers of participants
- Participant feedback
- How the project contributed to the funding outcome criteria
- Summary of learning





9.2 We will also require the following items emailed or sent to us in hardcopy

- (a) All invoices and receipts relevant to spend against the financial costings as detailed in your proposal
- (b) A copy of the relevant bank statements with the spend highlighted
- (c) Equality monitoring form
- (d) Evaluation forms

These **MUST** be returned on completion of your project and received **by Friday 19<sup>th</sup> May 2023**.

Failure to do so will mean your organisation **WILL NOT** be considered for future funding opportunities.

10.0 For any queries please contact the Involvement and Projects Officer [anne.murphy@belfastrust.hscni.net](mailto:anne.murphy@belfastrust.hscni.net) or by telephoning: office 028950496621 mobile: 07385959029.

## GENERAL FUNDING GUIDANCE:

### Introduction

1.1 This guidance has been prepared to assist organisations in applying to Belfast Health Social Care Trust Carers Support Service, Community Carers - Micro Fund.

1.2 Please read these guidance notes carefully before completing the application form.

### 2. Authority for Award of Funds

2.1 The Carers Support Service funding awards to the voluntary and community sector for the purposes of supporting Carers.

### 3. Funding Objective

3.1 For achieving health and social wellbeing outcomes which will contribute to the achievement of the overarching BHSCCT Carers Strategic outcomes.





## 4. Eligibility

4.1 To be eligible for funding, an organisation must:

- ✓ Operate in Northern Ireland;
- ✓ Be independent, not for profit, and have a constitution or Articles of Association and Memorandum set of rules defining its aims, objectives and operational procedures
- ✓ Have a suitable management structure and appropriate financial controls
- ✓ Comply with relevant legislative requirements in respect of employment, health and safety, discrimination and equality of opportunity

4.3 Organisations receiving financial assistance must be bona-fide, self-governing and constitutionally independent, not directly controlled by a 'for-profit' organisation.

4.4 Organisations receiving financial assistance must make no personal payments to its members or trustees, other than for reasonable out-of-pocket expenses or other payments allowed by the governing document. Any profits generated should be reinvested in pursuit of the organisation's objectives which should be classifiable by the Inland Revenue as of a charitable or philanthropic nature.

4.5 An applicant organisation should be able to demonstrate financial viability, either from its published financial accounts, or realistic financial plans and credible references.

4.6 The organisation may:

- represent the organisation's membership or sector to the public, to the private sector and to Government, including consultation and policy influencing activities;
- provide training, advice, advocacy, mentoring, information and other practical support to local groups, other organisations and service users; or
- support, encourage, facilitate or actively participate in partnerships, which assist in the delivery of the BHSCT's strategy 'Delivering Together' including those which build capacity in communities and in prevention/early intervention.

4.7 In addition, BHSCT has regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group





## 5. Ineligible Groups

5.1 Applications from individuals, statutory bodies, commercial organisations, academic institutions (schools), trade unions or political parties will not be considered.

5.2 Applications where the grant may be associated with political activity are excluded.

5.3 Please note that we will not fund organisations or activities which promote causes that are contrary to our purposes.

5.4 In addition we are unable to fund the following:

- The advancement of religion. This includes organisations whose purposes include advancement of religion
- Applications where the grant may be associated with political activity are excluded.

5.5 The following costs are ineligible: alcohol, cigarettes, gambling or other substances considered harmful to health

## 6.0 Information Retention and Sharing

6.1 All Government Departments, Agencies and other funding bodies may share information to enable them to prevent and detect fraudulent applications and to co-ordinate the processing of complementary applications. Accordingly, information provided by the Organisation during the application and assessment process, monitoring returns and any other information provided by the Organisation may be made available to other Departments/Agencies for the purpose of ensuring the accuracy of information and preventing or detecting crime. Such information may also be placed in the public domain.

6.2 All records and information relating to Grant expenditure must be retained by the organisation for a period of not less than 7 years following the last payment of Grant any such record shall be made available for inspection upon request by the Department or the Controller and Auditor General for Northern Ireland.

