



## Community Development Small Grants Fund

# People Seeking International Protection (PSIP)

## Guidance Document

### 1. Introduction

Thank you for your interest in applying to the Community Development Small Grants Fund. This fund is available to support **People Seeking International Protection (PSIP) in Belfast**. Please read this document which sets out the funding criteria and guidance to help you to complete the application.

Organisations may apply for up to £1500 for projects that MUST be completed by the end of March 2025.

**Closing date and time: Applications are to be submitted by 4pm on Friday 18<sup>th</sup> October 2024.**

### 2. Aim

Belfast Trust recognises the vital role that the Community and Voluntary sector contributes to Health and Social Care. As an integral strand of our Good Relations Strategy – Healthy Relations for a Healthy Future 3, the Belfast Trust is committed to progressing and enhancing the supports and services available for PSIP.

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

### 3. Funding criteria

3.1 We are seeking applications to improve services, promote social inclusion and access to employment and/or deliver supportive activities to enhance the physical, emotional, mental or physical health and well-being of PSIP.

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

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

- Mental health and wellbeing support for PSIP



- Improving access to services for PSIP
- Support for staff development in organisations working with PSIP
- Building capacity for self-advocacy for PSIP

#### 4. 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

##### 4.1 What we will and will not fund

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 3.3:

- Information and communication supports
- Training
- Events
- Programme delivery

B. Funding will not be provided for:

- Household utilities/white goods
- Individuals / households
- Capital expenditure
- Salary and related costs
- Rent

## 5. How to apply

5.1 To complete the online application click here

<https://forms.office.com/e/Tiq52gggWg> and submit on-line by **4pm 18<sup>th</sup> October 2024**

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 [deborahz.burns@belfasttrust.hscni.net](mailto:deborahz.burns@belfasttrust.hscni.net)

## 6. Assessment

6.1 Applications will be assessed against the criteria in section 3.3.

6.2 All funding applications will be considered on individual merit and are expected to evidence positive outcomes for PSIP 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 Successful applicants will receive a letter of offer 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 Health and Social Care Trust and evidence this.

7.2 If the application has been unsuccessful, you will be informed via email.

## 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 an evaluation form will be required to be submitted at the end of the Project.

This will include:

- Activity(s)/programme(s) delivered, numbers of participants and participant feedback
- How the project contributed to the funding outcome criteria
- Summary of learning

Payment will be made by instalment in line with project delivery and evaluation agreements. Failure to do so will mean your organisation WILL NOT receive payment.

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 30<sup>th</sup> April 2025**

## 10. Contact information

10.1 For any queries please contact the Inequalities and Inclusion Coordinator Deborah Burns [deborahz.burns@belfasttrust.hscni.net](mailto:deborahz.burns@belfasttrust.hscni.net) or by telephoning: 02896155549.

## GENERAL FUNDING GUIDANCE:

### 1. Introduction

- 1.1 This guidance has been prepared to assist organisations in applying to Belfast Health Social Care Trust community development small grants fund (PSIP)
- 1.2 Please read these guidance notes carefully before completing the application form.

### 2. Funding objective

- 2.1 For achieving health and social wellbeing outcomes which will contribute to the achievement of the overarching BHSCCT Good Relations Strategic outcomes.

### 3. Eligibility

3.1 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

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

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

3.4 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. Ineligible groups**

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

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

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

4.4 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.

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

#### **5. Information retention and sharing**

5.1 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.

5.2 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.