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together**

*Belfast Strategic Partnership*

**Focusing on Life Inequalities**

# **Frequently Asked Questions Active Belfast Grant scheme 2019-20**



**Question A:** What happens if my organisation does not have a particular policy listed on the Application Form?

### **Answer**

- It is not necessary to have all the listed policies and financial controls in place at the application stage, however, if successful you must have them in place before accepting a contract.
- If you do not have a particular policy you should tick 'will have in place if application successful and on receipt of a letter of offer ' and then ensure you get the policy in place.
- Depending on your organisation the Child Protection policy or Vulnerable Adults policy may not be applicable- tick 'not applicable'.
- If successful you will be asked to verify you have all the required policies and financial controls in place before accepting an Active Belfast contract.



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**Question B:** If my organisation only has one partner involved in the proposed project, am I still eligible to apply?

**Answer:** Unfortunately NO. Your organisation MUST have at least two other partnering organisations involved in the proposed project.

**Question C:** Can I deliver my project outside of Belfast?

**Answer:** Yes, you can deliver aspects of your project outside of Belfast, but the beneficiaries of your project MUST be Belfast based. Belfast City Council District electoral areas and Wards can be found on the website

[www.belfastcity.gov.uk/council/Yourcouncil/yourcouncil.aspx](http://www.belfastcity.gov.uk/council/Yourcouncil/yourcouncil.aspx)

- A map of the Council area is available <https://www.communities-ni.gov.uk/publications/local-government-maps>



**Question D:** The application form says ‘Management costs of more than 15% of the overall grant awarded’ does that mean that it won’t cover staff costs?

**Answer:**

- The Active Belfast Grant Scheme can provide a management fee of up to 15% of the total project cost to support the management of the programme. This can be used to cover the cost of staff who will be responsible for the overall management of the programme.
- Staff costs for the delivery of the programme should be costed separately to this and are not included within the 15% management fee.

Please note: the total programme award including any management fee will be no more than £25,000 for a citywide programme and £10,000 for a smaller programme. For example, the **maximum** total management fee for a £25,000 programme would be £3,750 and for a £10,000 programme would be £1,500.



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**Question E: Could after school clubs, breakfast club or healthy break schemes tie into this?**

**Answer:** The Active Belfast Grant Scheme can be used to build on or enhance existing projects such as after schools clubs, by introducing **new** activity, for example including physical activity sessions alongside healthy eating activities. This could focus on pupils themselves or activities could be extended to parents or caregivers.

**Question F: When completing the Application form on my mobile or tablet device, I cannot see my text once I save the form.**

**Answer:** Please ensure you install and are using the free Adobe Acrobat app on your mobile or tablet device. Use the icon on the front of the application form.





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**Question F: If our financial accounts are held by another organisation do we still need to submit them?**

**Answer:** Yes, if you are successful you will need to provide a copy of the lead organisation's current audited/ unaudited accounts. We cannot issue a contract without these and your application will be void.

**Question G: Our chosen lead organisation has all the policies required. Do the other partner organisations have to give that information?**

**Answer:** No, if successful we only require the lead organisation's information. As well as having policies in place they will need to send us their

- Governing document/ constitution
- Current Audited/unaudited accounts
- List of current committee members/ Trustees/Directors



## **Question H: Can I request costs of a private dietitian or nutritionist to support the project?**

**Answer:** No, as we have a Registered dietitian on the Active Belfast team to support projects, we do not fund private dietitians and nutritionists. We also work in partnership with Belfast HSC Trust Community Dietetic Health and Wellbeing team.

Updated 8.4.19

**Question I: The application states that projects need to target people living in deprived areas. What do you mean by deprived areas?**

We are keen to target areas of deprivation to address health inequalities. Northern Ireland Statistics and Research Agency (NISRA) have published the official deprivation measures for N. Ireland (2017) and they can be accessed on their website.

Question J: If successful when will we be required to deliver our project?

Project activities must take place between between 1 July 2019 and 31 March 2020.