



Guidance Notes for Parades Commission Funding Awards

Thank you for asking for a Parades Commission funding application pack.

Before you fill in your application form, please take some time to read this booklet carefully.

You will find information in here telling you who can apply for an award, the kinds of things the Commission is interested in funding and what happens after you make an application.

[Note: this booklet, including the cover, is made up of eight pages. It should be read along with the application form which can be downloaded from:
www.paradescommission.org]

WHY THE PARADES COMMISSION IS INTERESTED IN FUNDING.

The main aim of the Parades Commission's small grant scheme is to fund projects which are in line with the fulfillment of the Commission's duties set out under Section 2(1) of the Public Processions (Northern Ireland) Act 1998. This points out that the Commission is obliged to:

1. promote greater understanding by the general public of issues concerning public processions;
2. promote and facilitate mediation as a means of resolving disputes concerning public processions;
3. keep itself generally informed as to the conduct of public processions and protest meetings;
4. keep under review, and make such recommendations as it thinks fit to the Secretary of State concerning the operation of this Act

As with all organisations offering funding, our resources are limited. Therefore, we will give priority to those projects which directly support our aims and for which funding is not available from other statutory bodies.

THE PRINCIPAL AIMS OF THE SCHEME

The Parades Commission will consider supporting applications for the funding of projects and events from organisations and community groups where these are in line with the fulfilment of the Commission's duties and aims. The Commission is keenly interested in promoting tolerance, respect and understanding for

freedoms manifested through and associated with public processions and protest. If your organisation or community group is currently working or about to carry out work along these lines and funding is an issue for you, then you may apply to the Commission for support.

KEY FEATURES OF THE FUNDING SCHEME ARE:

- the application form is straightforward and the whole process is simple
- you can apply at any time of the year
- you will normally hear the result of your application within three months of applying (although we aim to complete the process as soon as is possible)
- where an application is successful, funding will normally only be paid after the delivery of the project or the event concerned. Staged funding can be made available at agreed key points, but will only be forthcoming on production of the appropriate invoices.

WHO CAN APPLY? - YOUR ORGANISATION CAN ONLY APPLY IF:

- you are a not for profit organisation
- you have a governing document or set of rules which you have adopted and agreed.
- you have a bank or building society account in the name of your organisation, which requires at least two non-related signatories on each cheque or withdrawal. If you are successful, we will pay your award into the account that

you specify on your application form. This must match the original bank statements that you provide and be in name of your organisation as it appears on your governing document.

- you can enclose your most recent annual accounts (or, for new organisations, a projected statement of income and expenditure) – these must be signed as approved by an office holder.
- you are seeking a grant of between £500 and £10,000
- you will spend the grant within one year of approval
- the people who will benefit from your project are resident in Northern Ireland (although your project may be part of another project designed with others who are not resident but who are funded from another source)
- your Management Committee includes at least three individuals who bear no relationship (by blood or marriage) to other members of that Committee
- you have adopted and agreed appropriate policies in line with your type of work and these policies are available for scrutiny
- your grant will pay for your project and related costs.

GENERAL EXCLUSIONS - WHAT WE WILL NOT FUND:

- general running costs which are not part of your project, for example regular ongoing staff costs, rates, gas or electricity bills, routine repairs and maintenance (including maintenance equipment), regular rent payments
- major refurbishment or part funding of a major capital project

- help to cover loans or debts
- contributions to charity fund raising events
- items which only benefit an individual for example; prizes, scholarships, bursaries,
- personal clothing, uniforms or equipment (unless these form a part of the overall project, e.g. a fluorescent tabard as part of a project on marshalling, and will not amount to more than 10% of the overall project costs)
- activities promoting political beliefs
- schemes that generate money
- costs which will be paid to members of the applicant group, for example as tutors or facilitators or to offset loss of earnings during attendance on the project
- goods or services that you order or receive before the date of our award letter (that is - retrospective funding)
- donations (to individuals, groups or charities)
- fundraising events or activities
- affiliation or membership fees
- any other costs which we think are unreasonable.

HOW DO WE DECIDE? - THE ASSESSMENT PROCESS

When we receive your application form and supporting documents, we check to see whether they are complete, that is that you have filled in all appropriate sections fully and that you have sent the correct supporting information, for example, your detailed costings, quotes, your constitution.

If your application is complete, we will acknowledge it within five working days. If your application is not complete, we will ask you for the missing information. Again we will write to you asking for this information within five working days of receiving your application. How long it takes you to reply is up to you but we will not be able to process any part of your application in the meantime. Remember, we aim to make decisions on applications for funding within three months; but this 'clock' doesn't start ticking until we have received a complete application.

When we have received all the required information, we will then assess your application. This may include a meeting with the Commission's Secretariat to discuss your project in more detail, before it is put forward to the next stage of the scheduled decision making process.

The Commission will consider the merits of your application against the aims of the scheme and will balance these against any competing demands then operating on its resources. It will take into account, also, whether it has previously funded a similar event and the success of that event as measured against the set outcomes and in helping the Commission towards achieving its objectives.

If we decide to give you an award then we will write to you and confirm the amount of the award that we are prepared to make. It is possible that we may not be in a position to offer the entire amount of funding which you are seeking. If this is the case, then in the 'Award Letter' we will also detail precisely what part of the project we are able to fund. In all cases we will seek to agree a manner in which you should monitor and evaluate your project.

It is essential that the project is evaluated and that evaluation costs are available and set aside before the project begins. You may include them within your application to us, or you may meet them from other resources. You will be required to send us a copy of the evaluation and copies of original receipts for all expenditure relating to the award within eight weeks of the project ending.

We will then normally pay the award into the bank account you specified on your application form within one month of our receipt of your approved original invoices.

Please remember this when planning your project and submitting your application. If you are unclear about anything or if you feel we can provide you with any further assistance, then please contact:

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