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**MINORITY ETHNIC DEVELOPMENT FUND**

***Application for Funding 2017 - 2018***

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Please read the **guidance notes** before you fill in this form. Please complete this form by hand in black ink or by filling it in on your computer, using Arial font size no less than 10 point.

**QUESTIONS, FORMATTING, AND BOX SIZES IN THIS APPLICATION MUST NOT BE CHANGED OR RESIZED. ALTERED FORMS WILL BE REJECTED. ADDITIONAL SHEETS – EXCEPT FOR JOB DESCRIPTIONS - WILL NOT BE ACCEPTED.**

**APPLICATIONS THAT EXCEED 21 PAGES WILL BE REJECTED.**

Please answer each question in the box provided. No additional documentation will be considered. Please do not send any additional brochures or leaflets at this stage.

**IF AN APPLICATION IS DEEMED INCOMPLETE IT WILL BE REJECTED.**

Please send your completed application form:

*By email to:*

[race.equality@executiveoffice-ni.gov.uk](mailto:race.equality@executiveoffice-ni.gov.uk)

or

*By post to:*

Racial Equality Unit  
TEO  
Room E3.18  
Block E, Castle Buildings  
Stormont Estate  
Belfast, BT4 3SR

**CLOSING TIME FOR RECEIPT OF ALL APPLICATIONS IS 2.00PM ON 2 MARCH 2017**

## APPLICATION FOR FUNDING

### **TIER OF FUNDING BEING APPLIED FOR (Please tick as appropriate)**

A separate application form must be completed for each tier of funding applied for. Please see paragraph 3.1 of the Guidance Notes for further details on the different tiers of funding.

<b>Tier One</b>	
<b>Tier Two</b>	
<b>Tier Three</b>	

## **SECTION A ABOUT YOUR ORGANISATION**

### **A.1 Contact Details**

Name of organisation	
Contact name and position in organisation	
Alternative contact name	
Telephone number (incl. code)	
E-mail address	
Website	
Building	
Address	
Post Code	

**A.2 Please provide a short profile of your organisation as it relates to this application.**

You should include the aims and objectives of the organisation and indicate how these align with the aims of the funding scheme at paragraph 2.1 of the guidance notes.

## **SECTION B ABOUT YOUR PROPOSAL**

Your answers to the following questions must show how your proposal meets the aims of the programme and the funding criteria set out in the guidance notes.

### **B.1 Tell us about your proposal.**

Describe what you will do and how you will do it and the outcome(s) you expect to achieve. If you will work in partnership with any other groups please say which organisations.

**B.2 In these four following boxes, outline the outcome or outcomes for the funding scheme (paragraph 2.1 of the guidance notes) your proposal contributes to and how it contributes. Use a box for each of the outcomes.**

**(Please note that applications for Tier 1 should only contribute to 2 of the 4 outcomes. Applications for Tiers 2 and 3 must contribute to all of the outcomes).**

Outcome 1

**Equality of Service Provision**

People from a minority ethnic background can access and benefit from all public services equally.

Outcome 2

**Elimination of prejudice, racism and hate crime**

Outcome 3

**Increased participation, representation and belonging**

People from minority ethnic backgrounds participate in and are represented fully in all aspects of life and enjoy a sense of “belonging”.

Outcome 4

**Cultural diversity is celebrated**

The rights of people from minority ethnic backgrounds to maintain their culture and traditions in line with human rights norms and to pass them on to subsequent generations are recognised and supported



**B.3 Outline evidence that your proposal addresses a specific need or needs and is targeted on people, groups or areas of greatest social need.**

Please see paragraph 5.1 in the guidance notes for the selection criteria.

Who will benefit from your work? What outcome(s) will be achieved? What evidence is there for the specific need or needs? E.g. Census data/research

#### **B.4 Agreed activity: what you will actually do**

Under section B.2. you stated the specific outcome or outcomes that your proposal would contribute to. We would now like you to summarise what you will actually do, how much you will do and how you will know whether you are doing it well or not.

- Under 'activity description' summarise your main activities (what you propose to do).
- Under 'output measure' say how much you will do of each activity – (for example, "40 minority ethnic people participating" and say how you intend to measure how well you are doing things (for example, will you be measuring the percentage of people who finish, say, a course).
- The target date for completion of each activity should be included under 'Target date'.
- Under 'outcome measure', we would like you to state clearly what outcome(s) will be achieved for the people you are working with, that is, 'how will they be better off as a result of your project?' and how you intend to measure progress in meeting these outcomes. **These activities and outcomes will form the basis of the letter of offer should the department approve your application for funding and will be used to inform monitoring and evaluation of the project.**

**Thinking about the outcome(s) you intend to contribute towards please complete the table below (list each and every activity individually).**

Output measure should be SMART i.e. specific, measurable, achievable, realistic and include timescales. For example, 'deliver cultural awareness training to 40 young people aged 16-18 by January 2018'.

**ONLY INCLUDE ACTIVITIES THAT WILL BE FUNDED THROUGH THE MINORITY ETHNIC DEVELOPMENT FUND - DO NOT INCLUDE ACTIVITIES YOU ARE DOING OR HAVE APPLIED TO DO FOR OTHER FUNDERS.**

**ONLY INCLUDE ACTIVITIES THAT WILL TAKE PLACE FROM 1 APRIL 2017- 31 MARCH 2018.**

Racial Equality Outcome	Activity Description	Output measure		Target date	Outcome measure
		<i>How much did we do?</i>	<i>How well did we do it?</i>		<i>Is anyone better off as a result?</i>
<b>Example</b>					
<b>Elimination of prejudice, racism and hate crime</b>	<b>Facilitate awareness-raising workshops</b>	<b>5 workshops provided</b>	<b>10 attendees at each workshop</b>	<b>March 2018</b>	<b>75% of participants report increased awareness of hate crime-what it is, how to report it and how to access support</b>


**B.5 a) How your proposal will be sustained, if necessary, beyond the period to be funded. b) Also outline the likely sustainable benefits which will be realised as a result of the proposals. Detail any match funding.**

**B.6 Please tell us the extent to which your organisation uses volunteers or promotes volunteering.**

How many volunteers are involved? How often are they involved? In what areas do they help?

### **B.7 Working with others**

Tier 3 awards are specifically intended to support organisations in working with others in the sector (see page 7 in the guidance notes for detail). This could take the form of collaboration and/or mentoring. Please provide details of what you intend to do below (as well as including these in the table of agreed activity at B.4).

**This is for Tier 3 applications only – applications for Tier 1 and Tier 2 move on to Section C.**

## **Section C Financial Information**

**C.1 What management and financial controls will be in place to make sure that activities are delivered on time and within budget?**

**C.2 Is your organisation currently in receipt of funding from any other source?**

Yes ☐ No ☐

**If Yes, please provide details below:**

**C.3 Has your organisation applied for any future funding from any other source?**

Yes ☐ No ☐

**If Yes, please provide details below:**

Department or Programme	Years	Amount	Purpose

**TOTAL COST OF PROPOSAL**

**C.4 Total cost of proposal, funding achieved from other sources and funding sought from TEO.**

April 2017 to March 2018			
Budget heading	Amount requested from TEO	Funding from other sources	Total cost of item (i.e. TEO and other sources)
Salaries			
Running Costs			
<b>Totals</b>	<b>£</b>	<b>£</b>	<b>£</b>



### **C.5 Posts you are seeking to fund**

Please list any posts you are seeking to fund and attach a full job description(s) with your application. Please detail all the hours of the post, whether or not 100% of these costs are being sought from TEO.

<b>Name(s) of post(s)</b>	<b>Specify if full time or part time. If part time state hours per week.</b>

**C.6 Please give a full breakdown of the costs requested from TEO only for the period of funding. Please ensure your figures add up.**

**TEO will normally pay 100% of salary costs and 100% of running costs.**

Staff Costs	Post 1	Post 2	Post 3
Salaries			
Employers National Insurance Contributions			
Employers Pensions Contributions			
<b>Total being claimed per post</b>			
<b>Total Staff Costs to be claimed</b>			

Support Costs Heading fill in those that apply	Amount
Rent	
Heat	
Electricity	
Maintenance	
Cleaning	
Postage	
Telephones	
Travel	
Training	
Publicity	
Audit/Accountancy	
Insurance	
Internet connections	
<b>Total Support Costs</b>	

Other costs (please write in)		
<b>Total Other Costs</b>		
<b>Total amount sought from TEO (i.e. Total Staff + Total Support + Total Other Costs)</b>		
<b>Final Total</b>		£

## Section D Declaration

Please sign below (at least one of those signing must be an office bearer).

On behalf of the organisation, we confirm that we have read all of the pages of this application form and the information on this form is correct and that, if this application is successful, we will comply with TEO requirements.

We also confirm that our organisation is properly constituted, that there are robust and appropriate governance procedures in place and that our organisation has not previously had funding refused or breached a letter of offer from any funder.

Signed:	Signed:
Name:	Name:
Position:	Position:
Date:	Date:

**IF YOU ARE SUBMITTING BY EMAIL YOU MUST ALSO SUBMIT A SIGNED HARD COPY OF THIS DECLARATION. YOUR APPLICATION WILL BE AUTOMATICALLY REJECTED IF YOU DO NOT PROVIDE A SIGNED DECLARATION BY 4PM ON 9 MARCH 2017.**

## REFEREE

Please tell us about someone who can tell us more about your organisation and its work, this person should be independent of your organisation i.e. should not be an employee, member, trustee or beneficiary.

Please ask their permission before you give us their name.

Name:		
Organisation:	Position:	
Address:		
Postcode:		
Phone:	Fax:	E-mail:

## Submitting Your Application

**CLOSING DATE FOR RECEIPT OF ALL APPLICATIONS IS 2.00pm on 2 MARCH 2017 \***

Completed applications can be emailed to [race.equality@executiveoffice-ni.gov.uk](mailto:race.equality@executiveoffice-ni.gov.uk)

Applicants are asked to ensure that they send their application to the correct email address – applications sent to an incorrect email address WILL NOT be accepted.

**\*(If you choose to email your application it must be received by 2.00pm on the closing date of 2 March 2017. However, you must also submit a hard copy of your signed application by the deadline of 4.00pm on 9 March 2017.)**

OR

apply by post to the address below.

Please mark your envelope “**Minority Ethnic Development Fund Application**” and send **the signed hard copy** of your application to:

Racial Equality Unit  
TEO  
Room E3.18  
Block E, Castle Buildings  
Stormont Estate  
Belfast  
BT4 3SR

**If you choose to submit a hard copy, this must be received by 2.00pm on 2 March 2017.**

**We are unable to accept faxed applications.**

**APPLICATIONS WHICH ARRIVE AFTER THESE DEADLINES WILL NOT BE CONSIDERED.**