



The
Executive Office

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THE EXECUTIVE OFFICE

MINORITY ETHNIC DEVELOPMENT FUND 2018/19

GUIDANCE NOTES FOR APPLICATIONS

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1. Introduction

- 1.1 These guidance notes are to help with the completion of funding applications for the Minority Ethnic Development Fund (MEDF) for the period 1 April 2018 to 31 March 2019.
- 1.2 The MEDF continues to be a key element of our policy for racial equality and good race relations. It is intended to be aligned with, and support, our Racial Equality Strategy 2015-2025 and is a vehicle to deliver aspects of the Vision and Shared Aims of the Strategy.
- 1.3 The fund will continue to support voluntary and community organisations addressing the needs of people from minority ethnic backgrounds (including the Irish Traveller community which is specifically identified as a racial group under the Race Relations (NI) Order 1997) and working towards promoting good relations between different ethnic groups.
- 1.4 These guidance notes are intended to explain how The Executive Office (TEO) will administer this funding programme and let potential applicants for funding know about the relevant criteria and conditions.
- 1.5 Responsibility for this funding lies with TEO's Racial Equality Unit. The Community Relations (Amendment) (Northern Ireland) Order 1975 provides the statutory basis for this funding.

2. Aims of the fund

- 2.1 The fund will support work which contributes to the promotion of good relations between people of different ethnic backgrounds, the building of community cohesion, and promotion of integration. The specific outcomes that we want to see are:

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.

2.2 These outcomes reflect the “shared aims” contained in the Racial Equality Strategy and the work of the Advisory Group on Draft Indicators for the Racial Equality Strategy.

2.3 For an application to be successful, it must contribute to one or more of the above outcomes, depending on the tier of funding applied for.

3. Categories of Funding

3.1 Funding awards will fall into 3 broad categories or “tiers”. This year, there are some slight tweaks to the tiers – this is to address findings from previous evaluations of the Fund (such as encouraging applications from smaller organisations). **The overall levels of the tiers do not change. The only change is the number of outcomes (section B2 of the application form) that are filled in, dependent on the amount of funding being applied for.**

Tier 1a:

Funding awards between £100 - £5,000.

Awards may be for one-off events or for projects lasting up to one year. Applications must be for activity that will contribute to achieving **one** of the outcomes set out above. Applicants may include volunteer led groups.

The maximum award that may be made for any proposal under Tier 1a is £5,000. **Proposals costed above £5,000 will not be considered.**

Tier 1b:

Funding awards between £5,000.01 - £10,000.

Same as above - awards may be for one-off events or for projects lasting up to one year. However, applications must be for activity that will contribute to achieving **two** of the outcomes set out above. Applicants may include volunteer led groups.

The maximum award that may be made for any proposal under Tier 1b is £10,000. **Proposals costed above £10,000 will not be considered.**

Tier 1 (a & b) will be open to applications once, alongside Tiers 2 and 3.

Projects should be clearly defined and have a clear product and exit strategy with a focus on the continuing benefit to the target minority ethnic community and, where appropriate, the wider minority ethnic community. Applications to Tier 1 should not be used as a 'top-up' in addition to Tier 2 funding – any such applications will be rejected. Applications for core funding of more than £45,000 should be made to Tier 3.

This does not prevent organisations applying to both Tier 1 and Tier 2, as long as the Tier 1 application is for a clearly defined project.

Awards made under this Tier may cover expenses such as travel, postage, catering, stationery, printing, interpretation, venue hire,

promotional costs and, in certain circumstances, salary costs and/or fees. Applications for other expenses may be considered.

Applications under Tier 1a will be expected to contribute to only 1 of the 4 outcomes, applications under Tier 1b will be expected to contribute to 2 of the 4 outcomes – do not choose more outcomes. This will not receive additional marks. Only 1 or 2 outcomes will be marked, dependent on the tier applied for.

It will be open to the Selection Panel to make an award for less than the sum applied for or for a shorter period than applied for. The Selection Panel may also request changes to an application.

Tier 2a:

Funding awards between £10,000.01 - £30,000 per annum.

Funding is intended to meet central management, development and administrative costs and thereby enable organisations to develop and provide services and projects that will contribute to achieving the outcomes set out at above and to develop as self-supporting organisations, which will be in a position to access mainstream funding from government.

It will normally be available only in respect of services which are targeted at people from minority ethnic backgrounds. Joint applications from organisations for shared staff will be welcomed. Joint applications from local organisations proposing to work together will also be considered.

Applications under Tier 2a will be expected to contribute to three of the four outcomes.

Do not choose more outcomes. This will not receive additional marks. Only 3 outcomes will be marked.

The maximum award that may be made for any proposal under Tier 2a is £30,000. **Proposals costed above £30,000 will not be considered.**

Tier 2b:

Funding awards between £30,000.01 - £45,000 per annum.

As above - funding is intended to meet central management, development and administrative costs and thereby enable organisations to develop and provide services and projects that will contribute to achieving the outcomes set out at above and to develop as self-supporting organisations, which will be in a position to access mainstream funding from government.

It will normally be available only in respect of services which are targeted at people from minority ethnic backgrounds. Joint applications from organisations for shared staff will be welcomed. Joint applications from local organisations proposing to work together will also be considered.

Applications under Tier 2b must contribute to all 4 outcomes.

The maximum award that may be made for any proposal under Tier 2b is £45,000. **Proposals costed above £45,000 will not be considered.**

Tier 2(a & b) will be open to applications **once** with funding running from April 2018 to March 2019, subject to satisfactory performance by the funded organisation.

Applicants will be expected to set out in the applications long-term financial planning, including schemes for increasing income generation.

Applications must also include the aims, objectives, outputs and outcomes of your proposal, as well as job descriptions for any funded posts.

The Department will pay up to 100% of an organisation's salary costs (including employer's national insurance contribution). The Department will also pay up to 100% of an organisation's support costs.

Examples of claims which may be made under development funding include salaries, employer's pension contributions, travel, stationery, postage, telephone and internet connections.

It will be open to the Selection Panel to make an award for less than the sum applied for. The Selection Panel may also request changes to an application.

Tier 3a:

Funding awards between £45,000.01 - £60,000 per annum.

Applicants must contribute to **all 4** racial equality outcomes. Must also involve collaboration **OR** mentoring.

A successful application under Tier 3a will have to include clear proposals to provide a mentoring role with smaller or less experienced organisations **OR** to work collaboratively with others in the sector.

The maximum award that may be made for any proposal under Tier 3a is £60,000. **Proposals costed above £60,000 will not be considered.**

Tier 3b:

Funding awards between £60,000.01 - £75,000 per annum.

Applicants must contribute to **all 4** racial equality outcomes. Must also involve collaboration **AND** mentoring.

A successful application under Tier 3b will have to include clear proposals to provide a mentoring role with smaller or less experienced organisations **AND** to work collaboratively with others in the sector.

The maximum award that may be made for any proposal under Tier 3b is £75,000. **Proposals costed above £75,000 will not be considered.**

By 'mentoring' we mean where a more experienced organisation with better developed capacity will assist another less experienced organisation or organisations in developing the skills and knowledge to perform more effectively. This may include sharing resources and networks. This is with a view to building the capacity of the mentored organisation.

Collaboration is defined as working with organisation(s) of a similar level/capacity and can include working with both voluntary and statutory organisations.

Tier 3(a & b) will be open to applications **once** with funding running from April 2018 to March 2019.

Funding will normally be available only in respect of services which are targeted at people from minority ethnic backgrounds. Joint applications from organisations for shared staff will be welcomed. Joint applications from local organisations proposing to work together will also be considered.

The Department will pay up to 100% of salary costs (including employer's national insurance contribution). The Department will also pay up to 100% of an organisation's support costs.

Applicants will be expected to set out in the applications long-term financial planning, including schemes for increasing income generation.

Applications must also include the aims, objectives, outputs and outcomes of your proposal, as well as job descriptions for any funded posts.

Examples of claims which may be made under Tier 3 include salaries, employer's pension contributions, travel, stationery, postage, telephone and internet connections.

We are keen on organisations within the sector supporting one another. To this end, we are prepared to fund organisations to work with others. This may be collaborative work or mentoring.

Applications under Tier 3(a & b) must contribute to all 4 outcomes and complete section B7 of the application form.

- 3.2 In some circumstances, the Selection Panel may decide to make an award for less than the sum applied for. The Selection Panel may also request changes to an application.

All Tiers of Funding

- 3.3 Please remember to only include activities (section B4) that will be funded through the Minority Ethnic Development Fund – **do not include activities you are doing or have applied to do from other funders.** Also remember to only include activities that will take place from 1 April 2018 – 31 March 2019.

Duration of Funding

- 3.4 Funding under all tiers will be for the period 1 April 2018 to 31 March 2019.

4. Eligibility Criteria

- 4.1 In order to be eligible for this funding, an organisation must:
- be legally able to operate in Northern Ireland;
 - be independent, established for charitable purposes, and have a constitution or set of rules defining their aims, objectives and operational procedures;
 - have a definable management structure and appropriate financial controls;
 - have aims and objectives which are designed to take account of the needs of people from a minority ethnic background;
 - have principles of operation which accord with legislation on employment, health and safety, racial, religious, political, sexual and disability discrimination for employees and volunteers; and
 - demonstrate an understanding of and commitment to equal opportunities.
- 4.2 Applications from individuals, statutory bodies, commercial organisations, academic institutions (schools, colleges, universities), trade unions and political parties will not be considered.

- 4.3 **It is expected that organisations which are already funded to provide a service to the community will have mainstreamed racial equality and will be providing that service to all. Accordingly, applications for funding for provision of that service to minority ethnic people or communities will NOT be accepted.**
- 4.4 Funding will not be provided for: capital projects; contracted services; competitions; retrospective events; any activity which is party political in nature or activities outside Northern Ireland.
- 4.5 Funding is not reserved exclusively to “minority ethnic organisations”, however that term may be defined. Integration is a two way procedure and the Fund will reflect that.
- 4.6 A project/activity will not be funded if:
- the applicant has failed to comply with the terms of a Letter of Offer or monitoring requirements from a previous grant awarded by TEO; or,
 - there is no demonstrable evidence that public funding is required to implement the project.

5. Selection Criteria

- 5.1 In deciding which proposals to fund, the Selection Panel will take account of the following criteria:
- a) the extent to which it contributes to one or more of the outcomes for the Fund as set out in section 2.1 above;
 - b) the extent to which the proposal meets a specific need or needs and the extent to which it is targeted on people, groups or areas of greatest social need;
 - c) whether there are realistic and achievable aims, objectives, outputs and outcomes as detailed in the proposal, as well as the means of assessing that these have been met. The proposal should be SMART i.e. Specific, Measurable, Achievable, Relevant and Time-bound;

- d) availability of match funding and the sustainability of the project (including its income-generating potential);
 - e) the extent to which the organisation uses volunteers or promotes volunteering; and,
 - f) the extent to which funded organisations provide geographical coverage of those areas where there are significant numbers of minority ethnic people.
- 5.2 Demand for funding will be competitive and is likely to exceed resources available. Even well designed and worthwhile proposals may be unsuccessful.
- 5.3 In making its decisions, the Selection Panel will seek to avoid funding projects which duplicate work already being undertaken by others. Where two or more applications substantially overlap any award will go to the application which scores highest marks.
- 5.4 The receipt of funding from other sources such as Government Departments, European Programmes or the International Fund for Ireland will also be a factor in its decision making. Applications must demonstrate how funding sought from TEO will complement funding from other sources.
- 5.5 **Please ensure everything you wish to be considered by the Selection Panel is in your application.**
- 5.6 If successful, and dependent on the level of funding awarded, organisations will be required to produce all or some of the following documentation before the Letter of Offer will be issued:
- A copy of the governing instrument of the organisation (constitution, rules or articles of association);
 - A copy of the organisation's most recent annual report, and where available the report for the previous year;
 - A copy of the organisation's current 3-year strategic plan;
 - A copy of the organisation's most recent audited accounts, and where available the audited accounts for the previous year;
 - A list of current committee members/trustees/directors indicating if they represent other organisations/groups or if they serve in an individual capacity;

- A copy of the organisation's equal opportunities, health and safety, child protection policies and procedures;
- An organisation chart for the organisation;
- A copy of relevant insurance cover document(s);
- A copy of the job description(s) if you are applying for funding for a post or posts, including detailed salary costs. It is expected that salaries will be in line with NJC scales. Where this is not the case, reasons must be given. The NJC scales can be found at:
<http://www.nicva.org/publications/njc-payscales>

Failure to produce any of these documents by the deadline set out when organisations are informed of a funding award may lead to the offer of funding being withdrawn. In any case, no Letter of Offer will be provided until the documents are received.

6. Conditions Attached to Funding

- 6.1 When a funding grant is awarded, TEO's Letter of Offer will set out the terms and conditions that govern it.
- 6.2 You should read these terms and conditions carefully before signing and returning the Letter of Offer.
- 6.3 Successful organisations should submit claims at least every three months. Any claims which fall outside this period may not be paid.
- 6.4 It should be noted that under the Audit (Northern Ireland) Order 1987, the Comptroller and Auditor General has the right to examine the economy, efficiency and effectiveness with which the recipient organisation has used its resources in discharging its functions.

7. Monitoring and Evaluation

- 7.1 Funded proposals will be monitored and evaluated regularly. Arrangements for this will be agreed with organisations, but may include:
- (a) meetings held during the year between the organisation and relevant TEO officials or a third party appointed by TEO for this purpose to discuss progress;
 - (b) submission of regular monitoring reports by organisations in a format set out by TEO. Failure to submit regular reports may result in funding being suspended; and
 - (c) completion of evaluation forms and possibly assessment by a consultant engaged by TEO.
- 7.2 If difficulties arise which may prevent objectives being met, these should be brought to the attention of relevant TEO officials immediately. Failure to do so may lead to withdrawal of funding.

8. How to Apply for Funding

- 8.1 Applications for funding must be made on the application form provided. All applications must reach TEO by email to race.equality@executiveoffice-ni.gov.uk or by post to the address shown on the application form by **2.00pm on 1 March 2018**. Applications received after this time **WILL NOT** be considered. It is your responsibility to ensure applications have been sent to the correct email address and have been received. You will receive an acknowledgement of receipt. It is recommended you submit your application well before the deadline in case there are any issues as this will give you an opportunity to rectify these.
- 8.2 If you are applying by email remember to submit a hard copy of your application with a signed declaration by **4.00pm on 8 March 2018**.
- 8.3 Application deadlines will also be published on the TEO website.
- 8.4 You may submit applications for each tier of funding. Each application must state clearly which tier it is to be considered for. **It will be considered for that tier and that tier only.**
- 8.5 Applicants will wish to consider carefully which tier is most appropriate for their application. **Any application that does not “fit” the tier applied for (eg an application for £50,000 under Tier 2) will not be considered.**
- 8.6 Margins, formatting and box sizes in the applications must not be changed or resized and no additional sheets must be attached. **Failure to observe these rules will mean that the application will be disqualified.**
- 8.7 The application form is only available in PDF format – a word version of the form is not available.
- 8.8 If you don't have Adobe Reader it can be downloaded for free at: <https://acrobat.adobe.com/uk/en/acrobat/pdf-reader.html>

After We Receive Your Application

- 8.9 It is your responsibility to obtain a receipt.
- 8.10 Applications will be considered by a Selection Panel convened by TEO. The Panel will comprise 5 or 6 members, including TEO officials, who have knowledge of the minority ethnic sector or issues affecting minority ethnic people or who have experience in administering grants. Applications will be checked for eligibility. Eligible applications will be scored by each Panel member against the criteria set out at 5.1 and scores will be aggregated. Account will also be taken of paragraphs 5.3 and 5.4 above. Applications will then be ranked and funds allocated to organisations in rank order until available funds have been allocated.
- 8.11 It will be open to the Selection Panel to make an award for less than the sum applied for in respect of applications under any of the three tiers.
- 8.12 A list of all successful applicants will be published on the TEO website, once all pre-funding governance checks have been completed and signed letters of offer returned.

If your application has been successful

- 8.13 If your application has been successful, you will receive a **Letter of Offer** telling you how much money you have been awarded, the length of the funding period, how payment will be made and the conditions attached to the funding award. In accepting the funding, you will be required to sign a form saying that you are prepared to fulfil these conditions.
- 8.14 **Failure to produce required supporting documentation within the specified time frame may lead to the offer of funding being withdrawn.**
- 8.15 The Letter of Offer Acceptance Form must be returned within one month of issue. No funding will be issued until this form is received and all pre-conditions are met.

If your application has been unsuccessful

- 8.16 If your application has been unsuccessful you will be informed in the first instance via the email address provided in your application (if you do not provide an email address the contact will be by telephone, followed up by letter). If you wish, you can contact the Racial Equality Unit for feedback on your application. If you believe the Selection Panel did not follow the procedures for assessing your application, you have the right to appeal against the decision by letter or email to the Racial Equality Unit within 3 weeks of the Unit providing feedback (the date will be detailed in your feedback letter).
- 8.17 Applicants must avail of feedback on their application before making an appeal. After this point the Selection Panel's decision is final. **Any appeal of the Selection Panel's decision will be limited to a review of how the Selection Panel has applied the criteria and no new information will be accepted at this stage.**
- 8.18 Further detail on the appeals process will be provided with your feedback letter.

At the end of the funding period

- 8.19 The funding will only continue for the period stated in the Letter of Offer. You should not assume that funding will be renewed after that period or that there will be any extension of funding for any purpose. Section B5 of the application form asks you to detail how your proposal will be sustained beyond the period to be funded.

Contacts

- 8.20 Further information on this Scheme, copies of this document and application forms for funding can be obtained by emailing race.equality@executiveoffice-ni.gov.uk