**Guidance Notes for DfC Small Capital Grants Applications**

**1. Overview**

Limavady Community Development Initiative (LCDI) has been appointed by Department for Communities (DfC) as the Intermediary Funding Body for the Volunteering Small Grants Programme for Northern Ireland.

To be eligible for grant assistance (grants between £1,500 – £5,000) organisations must not have an annual income exceeding £100,000 per year.

**The grant must be spent by 31st March 2018.**

This capital grant is focused on Partnership and Collaboration. As such the amount of grant available to apply for will be dependent on the amount of partners within the application:

* 2 partner groups = can apply for £1,500
* 3 - 4 partner groups = can apply for up to £3,500
* 5+ partner groups = can apply for up to maximum £5,000

**2. Consortia & Partnerships**

Organisations intending to work together in order to apply for this funding should nominate a lead partner. The lead partner, to whom the whole of the grant will be paid, should complete the application form.

**The** **following documents must be included with your application** (these must be submitted by the lead partner):

* A copy of your Constitution
* A copy of your group’s most recent Bank Statement
* A copy of your most recent audited accounts or income/expenditure report
* A copy of your Volunteer Policy (a volunteer policy template is available on the LCDI website)
* Partnership Agreement (signed by each partner organisation)

If the documents were submitted along with an application to the Volunteering Small Grants programme then there is no need to resubmit).

**3. Eligibility Criteria**

To be eligible for funding, organisations must demonstrate how their proposal delivers on at least two of the programme outcomes set out below.

Objective 1 – Partnership and collaboration

Objective 2 – Income generation and/or cost reduction

Objective 3 – Improving access to services

Objective 4 – Enhanced capacity to deliver services

Objective 5 – Tackling obstacles to good relations within and/or between communities

Objective 6 – Delivery of services and facilities in support of disadvantaged children and young people (0-24 years)

**4. Notes for Applicants**

When completing your application form please ensure that you meet the following objectives. Applications will be scored against how well applicants meet these outcomes.

**Objective 1 – Partnership and collaboration:**

Applicants will have to detail how their organisation works in partnership and collaborates with other groups. The anticipated outcome benefits of this objective are:

* Increased connectivity within the local Community and Voluntary sector
* Improved understanding of the local services available within a given locality

**Appendix 1** is a letter verifying that the partner organisations involved in this application, it is to be signed by each partner organisation and submitted along with application.

**Objective 2 – Income generation and/or cost reduction:**

Applicants will be asked to demonstrate how their proposal will help generate income, and/or help reduce costs. The anticipated outcome benefits of this objective are:

* Improved opportunities to offer cost effective local community services
* The collaborative nature of the purchases proposed will show savings resulting from economies of scale

**Objective 3 – Improving access to services:**

Applicants will be asked to demonstrate how their proposal will help improve access to services for the local community. The anticipated outcome benefits of this objective are:

* Improved opportunities to offer an increased range of accessible local community services
* Increased quality of the product offered by local community organisations

**Objective 4 – Enhanced capacity to deliver services:**

Applicants must demonstrate how their proposal will lead to enhanced capacity to deliver services in their local community. The anticipated outcome benefits of this objective are:

* Improved opportunities to increase the skills, knowledge and confidence of volunteers in local community
* Opportunity to increase the range of services which can be delivered by the local community organisations

**Objective 5 – Tackling obstacles to good relations within and/or between communities**:

Applicants must demonstrate how their proposal will tackle obstacles to good relations within and/or between local communities. The anticipated outcome benefits of this objective are:

* Increased collaborative working between groups from different community backgrounds
* Improved effective cross community and cross cultural partnerships designed to adopt a pragmatic approach to shared evidenced need

**Objective 6 – Deliver of services and facilities in support of disadvantaged children and young people (0-24 years):**

Applicants must demonstrate how their proposal will help deliver services and facilities in support of disadvantaged children and young people in their local community. The anticipated outcome benefits of this objective are:

* Increased affordable, accessible services targeted to meet the evidenced needs of disadvantaged young people
* Increased number of disadvantaged young people engaging with their wider community

Please note: In *the event of over-subscription, the IFB reserves the right to re-profile the amounts awarded,*

We look forward to receiving your application and to working with you to deliver support for volunteering across Northern Ireland.

**Applications Open – 25/01/2018**

**Deadline for Applications – 12noon Thursday 1st February**

Application packs can be obtained from LCDI, contact:

**smallgrants@lcdi.co.uk**