



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Fermanagh and Omagh District Council

Corporate Funding Policy

Council Committee Name:	Fermanagh and Omagh District Council Shadow Policy and Resources Committee
Date at which presented:	18 March 2015
Review Date:	9 July 2019
Presented at:	Fermanagh and Omagh District Council, Regeneration and Community Committee
Ratified by Council:	25 July 2019
Review Date:	7 July 2021
Presented at:	Regeneration and Community Committee
Ratified by Council:	29 July 2021

1 Introduction

- 1.1 Fermanagh and Omagh District Council is committed to the principle of making funding provision available to individuals and non-profit taking organisations.
- 1.2 The Council will deliver a programme of grant aid across a range of Council functions and services with appropriate monitoring and evaluation systems.
- 1.3 Financial support will be provided for activities that meet the priorities identified in the Council's Corporate Plan and Community Plan.
- 1.4 All funding programmes are subject to available resources.
- 1.5 The Council reserves the right to introduce or promote other funding streams which may be required to meet exceptional or unexpected circumstances.

2 Aim and Objectives

2.1 Aim of the Funding Policy

- The overall aim of the Council's funding policy is to provide clear, transparent and consistent detail on the application driven process, the assessment and evaluation procedures and the appeals and monitoring systems in place.

2.2 Objectives of Funding Policy

The objectives of this policy are to ensure that all funding and grants allocated will:

- Further the priorities outlined within the Council's Corporate Plan and the Community Plan (any other relevant strategies)
- Target resources to meet identified needs
- Maximise leverage (for example in kind contributions or match funding)
- Maximise sustainability (economic, environmental and social)
- Achieve greater accountability and openness
- Ensure Equality and Good Relations is considered in all applications in line with Section 75 of the Northern Ireland Act 1998
- All funding provided will have due regard to the needs of rural areas

3 Scope

- 3.1 This policy will inform the delivery of funding provision across service areas through the allocation of financial assistance to individuals and non-profit taking organisations.
- 3.2 By working in accordance with this Policy and related procedures the Council intends to ensure that all funding provided will:

- Facilitate the implementation of the Council's Corporate Plan and Community Plan.
- Provide transparency and accountability in the decision-making process.
- Ensure Equality and Good Relations is considered in all applications in line with Section 75 of the Northern Ireland Act 1998
- Maximise leverage and the opportunities for match funding.
- Facilitate the strategic targeting of resources to maximise sustainability (financial, environmental, and social) and the climate change agenda.
- Develop linkages with other programmes.
- Proactively support the development of local community and voluntary activity.

4 Availability of Funding

- 4.1 Following the completion of the annual budget setting process, a number of grant calls will be opened each financial year. Details of the grants on offer with funding criteria and the application process will be made known to all interested parties via public advertisement, social media and the Council website.
- 4.2 To be eligible for Council funding, groups must demonstrate that their organisation has appropriate governance framework and decision-making structures in place.
- 4.3 Organisations and individuals applying for funding must either reside within the Council area or deliver an activity in the Council area related to the Council's Corporate Plan and/or Community Plan. The need for the project must be identified within the Council area.
- 4.4 The Council will not provide any funding towards the following:
- Fundraising activities / Charitable Donations
 - Retrospective applications for grant aid / Repayment of debts
 - Fireworks
 - Where project need is not identified from within the Community of benefit
 - Projects that are likely to cause displacement of users from existing projects or where the result would be duplication of services in a particular geographical area
 - Schools, Sole traders, profit taking organisations, statutory bodies or Education Authorities
 - Events/projects which are profit making (No grant will be paid where the income exceeds expenditure)
 - Projects which are party political or organised by a political party
 - Activities/Projects that promote a particular religion
 - Monetary prizes
 - Projects / activities which are the responsibility of another agency.

- Miscellaneous costs - all costs must be identified
- Any activity that is contrary to the Council's ethos

The above list is not exhaustive

- 4.5 Applications will be assessed against the programme specific criteria, in order to ensure consistent and fair consideration. A set scoring matrix will be applied where applicable. Details of the assessment process, including the programme specific criteria, are provided in the Code of Practice and the grant aid guidance.
- 4.6 Fermanagh and Omagh District Council reserves the right to limit funding to an event, activity or project where there is not a clear demonstration of financial need.
- 4.7 Fermanagh and Omagh District Council reserves the right to withhold grant aid or apply penalties to a grant where non-compliance with terms and conditions of grant aid have been found.
- 4.8 Fermanagh and Omagh District Council reserves the right to make provision for the administering of financial support in response to unexpected emerging needs, which may require immediate action.
- 4.9 For groups or individuals who wish to appeal a decision of the Grant Aid Panel, the process is outlined in Appendix 1 must be followed.

5 Fraud and Corruption

- 5.1 Fermanagh and Omagh District Council is committed to carrying out business fairly, honestly and openly and has a zero tolerance towards fraud, bribery and corruption. Fermanagh and Omagh District Council expects full compliance with the requirements of both the Fraud and Corruption Policy and Bribery Act 2010 from Groups or Individuals applying for, or in receipt of grant aid. This is also relevant to Councillors, Employees, Agents, Partners and Suppliers involved in your project/event. Fermanagh and Omagh District Council is committed to developing, implementing and maintaining effective procedures and controls to prevent any occurrence of fraud and corruption. The Fraud and Corruption Policy can be found on the Fermanagh and Omagh District website at <https://www.fermanaghomagh.com/fraud-corruption-policy-reviewed-may-2018/>

All cases of irregularities or anomalies involving attempted or suspected fraud will be reported to appropriate authorities, including the Northern Ireland Audit Office, PSNI and any other relevant funding body (if applicable) or departments within the Council (if applicable).

- 5.2 Fermanagh and Omagh District Council reserves the right to disallow any other grant applications and claims submitted by a group or an individual member of a group in respect of the financial year and to apply a moratorium on Council funding to any group or individual member of a group where fraudulent activity has been identified within the current financial year and for at least two forthcoming financial years. This also applies to individuals applying or claiming for bursaries.

5.3 Fermanagh and Omagh District Council will inform the group's Chairperson where attempted or suspected fraud has been identified.

6 Responsibilities

6.1 The Chief Executive has overall responsibility for ensuring corporate compliance with the funding policy. The Chief Executive is supported in these responsibilities by the relevant budget holding Directors for grant purposes and by the Director of Regeneration and Planning who has responsibility for ensuring the policy is adhered to.

6.2 The Grant Aid Panel and the Grant Aid Appeals Panel will be made of elected representatives. The Terms of Reference for each panel is set out in Appendix 2.

6.3 The Council's Grants Team is responsible for ensuring the agreed administration, reporting and monitoring arrangements are implemented.

6.4 Under a scheme of delegation, Senior Officers are permitted to award funding of up to £500. All awards of funding will be made available to the Grant Aid Panel for noting.

6.5 Council employees are required to adhere to this policy and to take appropriate action to ensure the policy aims and objectives, together with all Conflict of Interest procedures, are fulfilled.

6.6 The responsibilities of Grant Aid recipients are detailed within the Letter of Offer.

7 Monitoring

7.1 The Council will monitor the implementation of the Policy at regular intervals and will respond to emerging issues and/or changing circumstance.

8 Linkages

8.1 This Policy provides a framework to guide the Council's practice in relation to funding support.

8.2 The policy will operate in conjunction with the relevant Grant Aid Code of Practice and general guidance documents.

9 Review

9.1 The Funding Policy along with supporting documents will, under normal circumstances be reviewed every three years.

9.2 This policy will be subject to scrutiny and, from time to time, updates and re-issues will be circulated.

9.3 The policy will be reviewed sooner in the event of any one or more of the following:

- Failure or weakness in the policy is highlighted.
- Changes in legislative requirements.
- Changes in Government/Council directives.
- Changes to Council priorities

Appendix 1

Appeals

If your application is unsuccessful, or you are not satisfied with the recommendation, you must contact the grants team for feedback before submitting an appeal.

For groups or individuals who wish to appeal a decision of the Grant Aid Panel following their feedback, the process will be as follows:

- Contact the grants team in writing outlining the reasons for appeal within 10 working days of the date of your unsuccessful letter/ notification of application outcome.

Anyone requesting an appeal will receive an acknowledgement of their request

Requests for an appeal of a grant outcome will only be considered the following grounds

- Option 1 - the decision was wrong because the Council failed to take into account the information contained within the written application or took into account information that was not contained within the written application; and/or
- Option 2 - there was a failure in adherence to procedures and guidance issued with the call for applications or systems that materially affected or could have materially affected the decision. Or
- Option 3 - that officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

Appeals on any other grounds will not be considered.

It should also be noted that no additional supporting documentation will be considered at this stage.

- The Grant Aid Appeals Panel will be convened to review the decision of the Grant Aid Panel.
- If the appeal is upheld the Grand Aid Appeals Panel may refer the application to a senior officer (Head of Service or above), who was not involved in the original assessment process for reassessment. The Grant Aid Appeals panel must clearly outline the reasons for referring the application appeal back for reassessment. Once this process is complete the application will be considered by the Grant Aid Panel and a recommendation will be presented to the Regeneration and Community Committee. The applicant will be notified of the outcome
- If the appeal is not upheld, a report for noting will be presented to the Regeneration and Community Committee. The applicant will then be informed of the decision. The decision of the Council is final.



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Fermanagh and Omagh District Council

Terms of Reference Grant Aid Panel

Council Committee Name and Date at which presented	Regeneration and Community Committee - 12 May 2015 Council Meeting – 2 June 2015
Date of Council Approval	AGM - 22 May 2019
Review Date	Regeneration and Community Committee – 7 July 2021

Fermanagh and Omagh District Council

Grant Aid Panel

Terms of Reference

1. Purpose

The Grant Aid Panel will consider eligible applications for a range of grant aid programmes offered by Fermanagh and Omagh District Council via its grant aid calls and will make recommendations to the Council's Regeneration and Community Committee in respect of awards of grant aid.

2. Aims and Objectives

2.1 To review applications for grant aid in conjunction with officer recommendations and ensure that grant aid funding is distributed in line with:

- Council priorities and identified need
 - the requirements of the Council's funding policy
 - the requirements of grant aid guidelines including other funders' requirements
- Where an officer recommendation is not considered to be in line with the above or the application has not met the threshold to be awarded funding, the Grant Aid Panel may request that the application is rescored by an independent officer who was not involved in the original assessment process. It should be noted that no additional supporting documentation will be considered as part of a reassessment. The recommendation of the independent officer will be reported back to the Grant Aid Panel and presented to the Regeneration and Community Committee for their consideration.

2.2 To keep under review the Council's grant aid policies and processes and to make recommendations for improvement as necessary.

3. Membership and Chair

The Grant Aid Panel will be appointed by the Council and will include representation from all political parties represented on Fermanagh and Omagh District Council. The Council has determined that the Grant Aid Panel will comprise six members. Members appointed to the Grant Aid Panel shall not be members of the Council's Grant Appeals Panel.

The Panel shall appoint a Chair at its inaugural meeting and on an annual basis thereafter.

4. Quorum

The quorum for meetings of the Grant Aid Panel shall be four members.

5. Frequency of Meetings

Meetings will be called on an ad hoc basis following each grant aid call.

6. Grant Aid Panel Reports

Grant Aid Panel Reports will be circulated to members at least five working days in advance of the meetings.

7. Recommendations

The outcomes and recommendations of the Grant Aid Panel shall be reported to the subsequent meeting of the Council's Regeneration and Community Committee for approval. Grant applicants will be given the opportunity to appeal the outcome of grant aid decisions and such appeals will be referred to the Council's Grant Aid Appeals' Panel.

8. Review

The Terms of Reference of the Grant Aid Panel will be reviewed every three years.

The Terms of Reference will be reviewed sooner in the event of any one or more of the following:

- Failure or weakness in the policy is highlighted.
- Changes in legislative requirements.
- Changes in Government/Council directives.
- Changes to Council priorities
- Changes to Representation / Appointments to the panel



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Terms of Reference Grant Aid Appeals Panel

Council Committee Name and Date at which presented	Regeneration and Community Committee - 12 May 2015 Council Meeting – 2 June 2015
Date of Council Approval	AGM - 22 May 2019
Review Date	Regeneration and Community Committee – 7 July 2021

Fermanagh and Omagh District Council

Grant Aid Appeals Panel

Terms of Reference

1. Purpose

The Grant Aid Appeals Panel will consider applications for appeal of decisions of Fermanagh and Omagh District Council in respect of the award of grant aid.

Fermanagh and Omagh District Council will deliver a number of grant aid calls each financial year and all eligible applications received will be considered by the Council's Grant Aid Panel. The Grant Aid Panel will make recommendations to the Council's Regeneration and Community Committee in respect of award of grant aid. Applicants will have the opportunity to appeal against the assessment and decision process.

2. Aims and Objectives

2.1 To consider applications for appeal of Council decisions in respect of the award of grant aid;

Requests for an appeal of a grant outcome will only be considered on the following grounds

- Option 1 - the decision was wrong because the Council failed to take into account the information contained within the written application or took into account information that was not contained within the written application; and/or
- Option 2 - there was a failure in adherence to procedures and guidance issued with the call for applications or systems that materially affected or could have materially affected the decision. Or
- Option 3 - that officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

Appeals on any other grounds will not be considered.

It should also be noted that no additional supporting documentation will be considered at this stage.

- If the appeal is upheld the Grant Aid Appeals Panel may refer the application to a senior officer (Head of Service or above), who was not involved in the original assessment process for reassessment. The Grant Aid Appeals Panel must clearly outline the reasons for referring the application appeal back for reassessment. Once this process is complete the application will be considered by the Grant Aid Panel and a recommendation will be presented to the Regeneration and Community Committee. The applicant will be notified of the outcome
- If the appeal is not upheld, a report for noting will be presented to the Regeneration and Community Committee. The applicant will then be informed of the decision. The decision of the Council is final.

2.2 To keep under review the Council's grant aid policies and processes and to make recommendations for improvement as necessary.

3. Membership and Chair

The Grant Aid Appeals Panel will be appointed by the Council and will include representation from all political parties represented on Fermanagh and Omagh District Council. The Council has determined that the Grant Aid Appeals Panel will comprise six members. Members appointed to the Council's Grant Aid Appeals Panel shall not be members of the Grant Aid Panel.

The Grant Aid Appeals Panel shall appoint a Chair at its inaugural meeting and on an annual basis thereafter.

4. Quorum

The quorum for meetings of the Grant Aid Appeals' Panel shall be at least four members.

5. Frequency of Meetings

Meetings will be called on an ad hoc basis as required in line with submission of applications for appeal of grant aid decisions.

6. Grant Aid Appeal Panel Reports

Grant Aid Appeal Panel Reports will be circulated to members at least five working days in advance of the meetings.

7. Recommendations

The outcomes and recommendations of the Grant Aid Appeals Panel shall be reported to the subsequent meeting of the Council's Regeneration and Community Committee for noting.

8. Review

The Terms of Reference of the Grant Aid Appeals Panel will be reviewed every three years.

The Terms of Reference will be review sooner in the event of any one or more of the following:

- Failure or weakness in the policy is highlighted.
- Changes in legislative requirements.
- Changes in Government/Council directives.
- Changes to Council priorities
- Changes to Representation / Appointments to the panel