



## *Community Fund – Application Guidelines*

### *The Fund:*

The Community Fund is available to support projects which benefit (and, ideally, are based within) the Ards & North Down Borough Council and/or Belfast City Council areas.

Through the Fund, Belfast City Airport aims to support local community organisations, schools, playgroups etc., endeavoring at all times to provide balanced cross-community engagement.

The Fund can provide support for projects which are focused on the following themes:

- Environmental, Sustainability or Biodiversity
  - Development of STEM-related knowledge skills and understanding
  - Education
  - Social inclusion & wider community development
  - Health & Wellbeing
  - Sports
1. Community Fund applications will be accepted from 01<sup>st</sup> – 23<sup>rd</sup> May 2025 inclusive. Applications made outside of this period will **not** be accepted.
  2. Grants will be awarded for projects with a minimum request for funding of £1,000 up to a maximum of £5,000.
  3. Applicants may be required to complete a second stage process which could include a visit to your project, meeting with the Community Fund committee or the supply of additional information.

## Eligibility:

4. Preference will be given to schools or organisations with charitable status.
5. Organisations applying for community funding must have been established for a minimum of 24 months and able to demonstrate financial records for a minimum of 12 months.
6. Preference will be given to applications and projects that benefit all members of the community, regardless of age, race, gender, disability, sexual orientation or religion.
7. Community Fund money will not be awarded to organisations which have statutory responsibilities such as local authorities, hospitals, surgeries, clinics or schools, unless it is for a project which is over and above the core activities and statutory obligations.
8. Organisations requesting community funding must provide details of programme feasibility such as level of interest, expected number of participants and intended outcomes/monitoring.
9. Community Fund money will not be given to individuals.
10. Churches or places of worship may not be eligible for funding if they are exclusive to other users on grounds of religion. Benefit to the wider community and non-worshippers should be clearly demonstrated.
11. BCA is more likely to support projects where some funds from other sources have been received and where you have also demonstrated your own fundraising.
12. Detailed costs including copies of estimates and details of funding from other sources must be provided with every community fund application.
13. General funding for medical purposes will not be supported.
14. Community Fund money will not be awarded retrospectively to projects that have already been carried out or have already commenced.
15. Community Fund money must be spent within 6 months of receipt or failure to do this may result in BCA seeking reimbursement for the money awarded.
16. Community Fund money will not be awarded for the purchase of land and buildings.
17. Community Fund money will not be made available for salaries.
18. Community Fund money will not normally be awarded for general repair and maintenance of buildings although a specific item of community benefit may be allowed, such as security or adaptations for disabled use.

19. Community Fund money will not be made to political parties, commercial organisations or those which are working for profit.
20. Community Fund money will not be made available for recurrent expenditure or running costs.
21. A maintenance plan may be required for projects which involve the creation of a physical asset e.g. a garden requiring ongoing maintenance.
22. All successful organisations who obtain money from the Community Fund are required to complete an evaluation report which will be forwarded to you following the completion of your project. Failure to do this may result in BCA seeking reimbursement for the money awarded

### *Shortlisting process:*

23. All applications will be shortlisted, and BCA will normally communicate a decision within four weeks of each funding deadline.
24. If your organisation is **unsuccessful** in obtaining money from the Community Fund you must leave a period of 9 months from the date of your application before applying again.
25. If your organisation is **successful** in obtaining money from the Community Fund you must leave a period of 18 months from the date of your application before applying again.
26. Applicants should be prepared to participate in media and PR activity surrounding successful projects, in both the local press and in airport communications.
27. Applicants will be required to provide receipts or invoices for goods and services purchased with the Community Fund money no later than 6 months from receipt of the money. Failure to do this may result in BCA seeking reimbursement for the money awarded.
28. A representative from the airport would be more than happy to discuss the application process with you if required prior to a decision regarding funding.
29. The decision of the Community Fund Management Committee is final. The Committee reserves the right not to enter into correspondence with regard to their decision.