



OUR  
**GUIDELINES**





**THE BELFAST HARBOUR COMMUNITY AWARDS** HELP TO SUPPORT THE WORK OF GRASS-ROOTS COMMUNITY ORGANISATIONS AND CHARITIES.

BELFAST HARBOUR IS COMMITTED TO SUPPORTING PROJECTS THAT HELP TO TRANSFORM OUR COMMUNITY AND HELP LOCAL PEOPLE THRIVE.





# WHO CAN APPLY?

Community organisations, not-for-profit groups, and charities registered in Northern Ireland may apply. Individuals and businesses are not eligible and we do not support projects with religious or political objectives. The applications are evaluated by the Belfast Harbour Community Awards Management Team twice yearly to determine funding allocation.

The Belfast Harbour Community Awards are open to projects targeting the following categories:

## Awards categories

- Supporting Employability and Skills
- Supporting our Environment
- Supporting Communities

# WHAT DO THESE CATEGORIES COVER?

**Supporting Employability and Skills** - creating a healthy sustainable workforce, both for now and the future

- Supporting initiatives tackling underemployment in NI
- Giving a chance to those who face significant barriers to work
- Promoting and increasing access to digital skills

**Supporting our Environment** - promoting a sustainable environment for current and future generations

- Working with partners to deliver environmental education
- Supporting and increasing biodiversity activity across NI
- Improving the physical and natural environment for communities in NI

**Supporting Communities** - identifying and tackling social issues key to the sustainability of local communities

- Supporting community connectivity
- Supporting projects aimed at regeneration in local communities
- Supporting health and wellbeing

# WHAT ARE THE REQUIREMENTS FOR THE APPLICATION?

The project must positively impact the local community. The activity relevant to the application must not have begun yet, the project must be generally accessible - that is, it must benefit a diverse local community base.

Organisations must submit a detailed proposal about the project, including costs, and fill in the Belfast Harbour application form for the request to be considered. **Organisations must also include a list of their current Board members and Committee structure where applicable, as well as their most recent audited accounts. You will also have to confirm the organisation has a bank account and your charitable status.**

# WHAT SUPPORT IS AVAILABLE?

The Belfast Harbour Community Awards Fund provides grants of **£500-£5,000.**

A breakdown of budget should be included in the application.

# ASSESSMENT CRITERIA

**Assessment criteria will be available on the Belfast Harbour website. All proposals received will be assessed using the following criteria:**

- How does the proposal align with the Award categories?
- What positive change will the activity deliver for individuals and/or communities?
- Delivery of value in relation to outcomes vs. costs
- Is the proposal innovative and original?
- Is it possible to evaluate impacts?

Detailed costs and details of funding from other sources must be provided with every Community Awards application.

Applications will be scored against the above criteria, with available funding allocated in order of merit, as appropriate, and until the point when available funding is over-subscribed.

Applications from organisations and charities across Northern Ireland are welcomed. However, subject to demand, preference may be given to those based in the Greater Belfast area, if the Awards are over-subscribed.





# SHORTLISTING PROCESS

All applications will be shortlisted, on the basis of the criteria, and Belfast Harbour will aim to communicate a decision within four weeks of each funding deadline.

**The decision of the Community Awards Management Team is final.**  
**Belfast Harbour reserves the right not to enter into correspondence with regard to their decision.**

# PUBLICITY

Applicants should be prepared to participate in media and PR activity surrounding successful projects, in both the local press and Belfast Harbour communications.

# HOW ORGANISATIONS CAN APPLY?

Instructions for submission will be detailed on the Belfast Harbour website and on the application form.

In addition, applicants may be required to complete a second stage process. This may include a visit to the project, meeting with a Belfast Harbour representative or a request for further information.

Applications for this year's Awards are accepted from **20th September to 16th October 2023**. Applications made outside of these periods will not be accepted. Allocated funding for the second round of the Community Awards in 2023 will total approximately £40,000.

# FUTURE APPLICATIONS

If your organisation is **successful** in obtaining funding from the Belfast Harbour Community Awards you must leave a period of 12 months from the date of your application before applying again.

# APPLICATION ELIGIBILITY

- 1 Preference will be given to organisations that have charitable status.
- 2 Applications from organisations and charities across Northern Ireland are welcomed. However, subject to demand, preference may be given to those based in the Greater Belfast area, if the Awards are over-subscribed.
- 3 Preference will be given to applications and projects that benefit all sections of the community, regardless of age, race, gender, disability, sexual orientation or religion.
- 4 Belfast Harbour Community Awards 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.
- 5 Applicants must provide details of programme feasibility, eg. level of interest, expected number of participants and intended outcomes/monitoring.
- 6 Applicants cannot be individuals.
- 7 General funding for medical purposes will not be supported.
- 8 Belfast Harbour Community Awards will not normally be awarded retrospectively to projects that have already been carried out or have already commenced.
- 9 Belfast Harbour Community Awards will not be awarded for the purchase of land and buildings.
- 10 Belfast Harbour Community Awards will not be made available for salaries, overheads or recurrent expenditure / running costs.
- 13 A maintenance plan may be required for projects which involve the creation of a physical asset e.g. a garden requiring ongoing maintenance.
- 11 Belfast Harbour Community Awards funds 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.
- 12 Belfast Harbour Community Awards funds will not be made to political parties, commercial organisations or those which are working for profit.
- 14 All successful organisations which receive funding from Belfast Harbour Community Awards are required to complete an evaluation report which provided following the completion of your project.
- 15 The following types of events/projects are considered to be ineligible:
  - Programmes with political or religious objectives
  - Programmes that denigrate, exclude or offend minority community groups
  - Programmes that may present a hazard to the community
  - Programmes that create environmental hazards
  - Programmes that may be perceived to be controversial
  - Programmes offered by advocacy, lobby or special interest groups whose mandate is to influence government policy
- 16 If the total amount of funding required for the event/project exceeds £5,000 (or the amount requested on the application form), 70% of the remaining funding required must already be secured by the organisation in order to be eligible to apply for the Community Awards.





