**The Council of the** **Northern Ireland War Memorial (Incorporated)**

**Small Grants Application Form for Individuals**

By completing this form you are agreeing that we may hold this information for a period of six years from the end of the Grant Period as per our terms and conditions of a Grant. We only use this information for purposes of assessing and monitoring applications, for financial and accounting purposes and to vouch as to the bone fides of the applicant and application information.

No personal information is shared outside of the organisation, save where necessary for verification or investigatory purposes.

If you do not wish to accept these terms then you cannot apply to The Council of the Northern Ireland War Memorial (Incorporated) (“NIWM”). You may request more information from the Finance Manager regarding Data Protection policy.

1. **ABOUT YOU**

|  |  |
| --- | --- |
| Contact Name:Address:Postcode |  |
| Telephone Number: |   |
| Email: |   |

1. **CURRENT ACTIVITIES OF INDIVIDUAL**

|  |
| --- |
| **Please provide a brief overview of the activities you are currently involved in that will support the project. Please include your current employment status, e.g. employed/self-employed/student/retired. [No more than 250 words]** |
|  |

1. **ABOUT YOUR PROJECT**

|  |
| --- |
| **PROJECT NAME: What is the name of the project you are applying for? [No more than 10 words]** |
|  |
| **YOUR PROJECT: Please provide an overview of the project you are applying for [no more than 600 words]: What is the project? Who are the beneficiaries? What will the funding pay for?** |
|  |
| **OUR PURPOSES**: See the statement of NIWM’s principal objectives and mission on page 8.Projects worthily commemorating the men and women of Northern Ireland who died in the two World Wars are particularly welcome [as are those which commemorate the association of the Armed Forces of the United States of America with Northern Ireland in the 1939-1945 war] . **How does your project fit with our principal objectives and mission? [no more than 250 words]** |
|  |
| **PROJECT OUTCOMES: How will the public benefit from your project?** |
| Name three main outcomes from your project for people and the community [25 words each]1. 2.3.  |

**Please indicate which age ranges are expected to benefit from your project**

|  |  |
| --- | --- |
| **AGE RANGE** | **DIRECTLY BENEFIT (Please tick)** |
| 0-24 |  |
| 25-64 |  |
| 64+ |  |

**Please Note: The “About Your Project” Section 3 of this form should be no more than two sides of A4 in total.**

1. **PROJECT BUDGET**

|  |  |
| --- | --- |
| Overall Cost of Project |  |
| **ITEMS/AREA OF EXPENDITURE** | **COST** |
|  |  |
| **Total** |  |
| OTHER SOURCES: what other fundraising sources are contributing to the cost of the project? |
| **Source** | **Applied for / Secured** |
|  |  |
| APPLICATION AMOUNT: How much are you asking NIWM for? |  |
| **Total** |  |

Please note if the VAT element of the expenditure is reclaimable by the individual, total costs applied for must be net of VAT.

1. **SUPPORT MATERIAL FOR PROPOSAL**

**QUOTATIONS**

For any capital spend, you will need to provide evidence that you have obtained **AT LEAST TWO** like-for-like quotations from reputable suppliers/contractors. Please summarise the quotations below and attach copies of all quotations to your application. By submitting these quotations you will be taken to warrant that the suppliers/contractors have no known family or business association with the Applicant and that the Applicant is unaware of any third party receiving a collateral benefit in relation to works involved and has no reason to doubt that the quotations are made bona fide on arm’s length commercial terms and at current market rates.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **QUOTATION****DATE** | **SUPPLIER NAME** | **TOTAL COST (excl VAT)****£** | **VAT****£** | **TOTAL COST****(incl VAT)****£** | **AGREED COMPLETION DATE** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| Who of the above is your preferred supplier/contractor? |  |
| Please explain the reason for your decision |  |

**EXAMPLE OF WRITTEN WORK**

|  |
| --- |
| **If applicable, applicants must provide an extract of their proposed written text, along with details of any images and required permissions to be included. The example may be submitted as an attachment to the application form.**  |
|  |

**DETAILS OF PREVIOUS PUBLICATIONS**

|  |
| --- |
| **If applicable, please list previous publications**  |
| **Date** | **Title** | **Publisher** |
|  |  |  |
|  |  |  |
|  |  |  |

**PREVIOUS GRANTS FROM NIWM**

|  |  |  |
| --- | --- | --- |
| **DATE** | **PURPOSE** | **AMOUNT****£** |
|  |  |  |
|  |  |  |

1. **APPLICANT PAYMENT INFORMATION**

Please provide your bank details here.

Account Name (Should be the same as application name):

Bank Name:

Bank Address:

Bank Sort Code:

Bank Account Number:

I confirm that the information provided on this application is correct to the best of my knowledge. I accept that the decision of the Council of the Northern Ireland War Memorial (incorporated) in regard to this application is final.

|  |  |
| --- | --- |
| SIGNATURE |  |
| PRINT NAME |  |
| DATE |  |

**By making an application to NIWM you agree to use any grant awarded for the purpose requested, to abide by and observe the grant conditions attached and as further detailed in your award letter. You are also agreeing to submit a report in the form attached within one year after the award of the grant.**

Are you also willing to receive a visit from NIWM (if applicable)? Yes □ No □

**YOU MUST EMAIL YOUR APPLICATION** TO finance@niwarmemorial.org

CHECKLIST

|  |  |
| --- | --- |
| Complete sections 1-6 | Yes □  |
| At least 2 supporting quotations for capital spend included  | Yes □ N/A □ |
| Example of written text  | Yes □ N/A □ |

Victoria Gibson FCA

Finance Manager

 **Northern Ireland War Memorial**

**Small Grant Scheme**

**The objectives of the Northern Ireland War Memorial are:**

* To provide and maintain as an enduring War Memorial for Northern Ireland a building or buildings which will worthily commemorate the men and women of Northern Ireland who died in the two world wars 1914-1918 and 1939-1945.
* To provide and maintain therein accommodation, amenities and services for the Royal British Legion and other charitable bodies which are established for the advancement, relief and benefit of present and former members of armed forces.
* To provide and maintain in at least one building therein accommodation to be known as the Hall of Friendship to commemorate the association of the Armed Forces of the United States of America with Northern Ireland in the 1939-1945 war.

**Vision of the Northern Ireland War Memorial**

An engaging and welcoming museum that provides a window on Northern Ireland’s key role in the Second World War and the impact of the war on its people.

**Mission of the Northern Ireland War Memorial**

The Northern Ireland War Memorial was established to provide an enduring memorial for the men and women of Northern Ireland who died in the two World Wars, and to commemorate the American presence in Northern Ireland during the Second World War.

Now an Accredited Museum, our mission is to tell the story of Northern Ireland’s role in the Second World War comprehensively and authentically through engaging exhibitions, publications, research, outreach and accessible learning programmes. In addition, we maintain war memorials to the fallen in the First and Second World War and the Belfast Blitz. We organise respectful commemorations, provide office and meeting accommodation to ex-service charities, and award small grants to projects which are in line with our charitable objectives.

**Grant Level**

The amount of grant available is variable. For guidance it should be noted that the majority of grants are in the range of £500 to £3,000. When applying please remember that the approximate grant total per annum for all projects is £5,000 to £10,000. Applicants who apply for, in excess of £5,000, are almost always rejected.

Applicants organised on all-Ireland, all-UK or similar basis are recommended to satisfy NIWM that the benefit of the project will be within Northern Ireland and that any assistance given by NIWM is additional to and not in substitution for other forms of internal or external funding.

Preference is given to applications from charities, voluntary organisations and individuals with a track record of handling grants.

NIWM has a preference for supporting short-term projects where visible benefits and outcomes are expected over a period of 3-12 months.

NIWM is interested to receive applications where the funding will have permanency in fulfilling its objectives, through projects which have longevity or are of a capital nature. NIWM do not usually support events or other one-off activities.

**General Exclusions**

The following activities are not normally supported

* Projects whose beneficiaries are outside Northern Ireland
* Projects for which expenditure has already been incurred
* Applications for large projects for which the NIWM grant is only a small part
* Applications for funding towards core running costs of charities and voluntary organisations.

NIWM assists projects within Northern Ireland only. It is **not recommended** to apply if you have been successful in receiving a grant within the last two years.

Further information on the grant process and completion of the application is available from the Finance Manager, Victoria Gibson – finance@niwarmemorial.org.

**STANDARD CONDITIONS OF GRANT**

The grant is awarded upon the terms and conditions set out below.

### 1. DEFINITIONS

* 1. In these terms and conditions of grant the following words shall have the following meanings:

“the Applicant” means the trustees, company or individuals making the Application.

“the Application” means the Applicant’s application for the Grant including all supplementary information provided in support thereof, prior to the making of the Grant.

“Approved Purposes” means solely those purposes approved by NIWM as set out in the Offer Letter provided that no part of the Grant may be used by the Applicant for purposes which do not fall within NIWM’s charitable objects.

“Conditions” means the terms and conditions of grant contained herein.

“the Grant” means the sum approved by NIWM as set out in the Offer Letter.

“Grant Period” means the period of 12 months from the date of the Offer Letter.

“Offer letter” means the letter from NIWM to the Applicant offering the Grant subject to the Conditions.

“Repayment” means the repayment of the Grant to NIWM together with any interest and additional sum pursuant to the Conditions and cognate expressions such as “Repayable” and “Repaid” shall be construed consistently therewith.

“NIWM” means The Council of the Northern Ireland War Memorial (Incorporated).

“Capital grant” means grant funding to be used to purchase new assets, or the significant refurbishment, renovation or restoration of existing assets. These are expected to have a lifespan of at least 5 years.

1.2 The headings in this award of Grant are for ease of use only and shall not be used or referred to in any issue concerning interpretation.

### 2. THE GRANT

2.1 The Grant may only be used by the Applicant for the Approved Purposes and must be so used within the Grant Period.

2.2 Any change, amendment or variation to the Approved Purposes must have the prior written agreement of NIWM.

2.3 The appropriate share (normally the proportion of the total project costs to which the Grant has contributed) of any under-spend of the Grant on the Approved Purpose must be notified and returned to NIWM at the end of the Grant Period.

2.4 The Applicant must promptly supply NIWM with such information as it requires in relation to the Approved Purposes and any further financial or other information that may be required by NIWM, to monitor expenditure of the Grant.

2.5 The Applicant accepts that the provision of the Grant can only be assured to the extent of NIWM’s financial resources and that the Grant may be reduced or withdrawn in the event of any deterioration in NIWM’s investments or other resources.

2.6 The Applicant accepts that no commitment or obligation is given to provide further funding or finance in connection with the Approved Purposes or any other project or need of the Applicant.

2.7 The Grant will not be increased in the event of any overspend on the Approved Purposes. In particular the Applicant is required to meet any over-runs on costs, construction costs or expenses from its own resources.

2.8 The Grant is offered on the basis that the Applicant has secured funding for the remaining part of the projected costs for the Approved Purposes. Should any of this other funding not materialise, be reduced or withdrawn, then NIWM may reduce the Grant, vary it or the Conditions or withdraw the Grant altogether and require its Repayment. Before doing so NIWM may, at its absolute discretion, afford the Applicant a reasonable period of time (not to exceed 3 months) to arrange replacement funding.

2.9 NIWM may specify the timing of payments of the Grant or parts of same. In principle, payment in respect of specific items of equipment, services or expenditure will be made against and with regard to valid invoices and may be paid in proportion to other sources of funding for the Approved Purposes.

2.10 If the Grant relates to expenditure on land or buildings the Applicant must ensure that same are used exclusively for such use and purpose as may be agreed with NIWM, for a period of 20 years after the Grant is made to the Applicant and shall not be sold, exchanged, let, mortgaged, charged or otherwise dealt with at law or in equity during that period without the prior written consent of NIWM.

2.11 All requests for payment shall set out any VAT element payable on all invoices in relation to the intended expenditure of the Grant and where the Applicant is VAT registered NIWM will make payments net of VAT.

2.12 NIWM may withhold any part of the Grant at its absolute discretion.

### 3. REPAYMENT

3.1 The Grant may have to be repaid in full or in part if any of the Conditions are breached or are not fully performed or observed or where circumstances arise whereby a right to Repayment arises under the terms of these Conditions. In determining whether or not the Grant should be Repaid, and the amount to be Repaid (if any), NIWM may (but need not) have regard to whether, in its absolute opinion, the breach, non-performance or non-observance or relevant circumstances resulted from factors outside the control of the Applicant or which could have been foreseen, prevented or mitigated by the Applicant.

3.2 Where there is a change of purpose, use, ownership or recipient, within the Grant Period the Applicant is obliged to notify NIWM of same and:

1. the application will be reconsidered by NIWM; and
2. the Grant may have to be Repaid in whole or in part if the change is such that in NIWM’s view it seems unlikely:
3. that the Approved Purposes are fulfilled,

(ii) that the Approved Purposes will continue to be fulfilled, or

(iii) that the fulfilment and continued fulfilment of the Approved Purposes will be impaired, reduced or rendered less effective.

NIWM may specify in advance examples of what it will or will not regard as a “change” and recommends that it is consulted well in advance of any contemplated change by the Applicant.

* 1. In addition to the above, the Grant shall become Repayable:-
1. if the Applicant fails, in the view of NIWM, to raise and maintain sufficient funding or assurances of funding for carrying out all of the Approved Purposes within the Grant period;
2. if the Grant is towards the improvement, building or purchase of lands or buildings NIWM is not satisfied with the Applicant’s title to the land or buildings or that it does not have valid consents in respect of planning, building control or other regulated matters;
3. if the Applicant, having been a charity is no longer recognised as a charity;
4. if the Applicant, being a charity, fails, to any material extent, to comply with its charitable objects or the terms of NIWM;
5. if the Applicant being an individual, is declared bankrupt, suffers service of a statutory demand or the institution of bankruptcy proceedings or enters into or proposes an individual voluntary arrangement;

(f) if any assets of the Applicant are seized in satisfaction of any judgement or order;

(g) if the Applicant, (being an incorporated body) is wound up or steps are taken to wind it up or it is placed into receivership or liquidation or suffers the appointment of an administrator, administrative receiver or Conveyancing Act receiver, or enters into a voluntary arrangement or any form of composition with its creditors (whether formal or informal);

(h) if the Applicant ceases to operate (unless it merges with, or is replaced by, another body which is able to fulfil the purposes of the Grant to NIWM’s satisfaction);

1. where the Applicant fails to apply the Grant solely for the Approved Purposes or fails to continue to do so at any time during the Grant Period;

(j) if the Application was made fraudulently, recklessly, negligently or incorrectly or is incomplete or misleading in any material particular;

(k) if at any time from its initial Application until the end of the Grant Period the Applicant has acted or given false, misleading or incorrect information to NIWM to the extent, that in the opinion of NIWM, it has a material effect on the carrying out and operation of the Approved Purposes, the decision to make or continue the Grant or any decision concerning a Repayment or potential Repayment;

(l) where the Applicant has failed to divulge any information material to the Approved Purposes or of relevance to the provision of the Grant which it would be material for a grant giving body to know in assessing a grant application or in considering whether to award a grant or the conditions which it might attach to a grant or any decision to require a Repayment or to forgo the right to require a Repayment;

(m) If at any time the provisions of Condition 2.8 apply;

(n) if the Applicant at any time fails to observe any of the terms and conditions set out in the Grant Schedule.

3.4 Where NIWM considers that an event falling within Condition 3.3 is or is likely to be rectified within a reasonable time (where capable of rectification) and to its satisfaction it shall have the discretion not to require Repayment in whole or in part or to suspend a requirement for Repayment for such period as NIWM thinks fit.

3.5 Where NIWM is seeking Repayment, then in deciding the amount which is Repayable it shall have regard to the amount of any part of the Approved Purposes that may have been successfully completed where it is of the view that such partial completion meaningfully represents part performance of the Approved Purposes of merit independently of the remaining parts.

3.6 In the event of the Applicant being required to Repay the Grant, or part of same, to NIWM the Applicant shall pay interest on the amount of any of the Grant Repayable at the rate of 4% above the base lending rate from time to time charged by Danske Bank Ltd at Belfast.

**4. MONITORING OF THE GRANT**

4.1 Representatives of NIWM, shall be granted access to inspect the books and records (including receipts, vouchers and invoices) of the Applicant if so required in relation to the Approved Purposes, by prior arrangement.

4.2 The Applicant shall promptly inform NIWM of any delay to or dispute concerning any contract relating to the Approved Purposes and whether any right of termination of same by any party is likely to or has arisen.

4.3 No later than 3 months following the expiry of the Grant Period or the project underlying the Approved Purpose the Applicant shall send a report to the Finance Manager of NIWM on the carrying out of the Approved Purposes and the case of the Grant in the form required by NIWM.

4.4 The Applicant shall operate an equal opportunities policy during the planning and operation of the Approved Purposes and no one shall be denied the right to equal access to its facilities on the grounds of age, nationality, race, creed, colour, gender, sexual orientation, marital status, disability, religious belief or denomination or political opinion, or any other legally protected characteristic without lawful justification.

4.5 The Applicant will ensure that its managers, employees and volunteers have the proper and appropriate training, skill sets and experience to discharge their roles in respect of the Approved Purposes and without prejudice to the generality of the foregoing that all have received proper and appropriate child protection training (if required).

4.6 The Applicant shall comply with all laws and legal obligations in relation to the use of the Grant and the carrying out of the Approved Purposes and without prejudice to the generality of the foregoing that all legal requirements for the protection of children and vulnerable adults have been complied with in full.

4.7 If the Applicant intends that any subsidiary company or other third party shall perform any part of the Approved Purposes it shall obtain the prior written approval from NIWM, which may attach any conditions to such approval as it sees fit.

**5. TITLE**

5.1 It is a condition of the Grant that the Applicant has a good and marketable title to the land and buildings to the satisfaction of NIWM or its solicitors, where the Grant relates to expenditure on land and buildings and if required the Applicant shall grant a first legal charge or mortgage to NIWM of the land and buildings in priority to the rights of any third party.

5.2 The Applicant shall procure that it and its solicitors furnish such documents, searches and information as NIWM or its solicitors require in relation to the title and related property matters concerning any land and the fulfilment of the Approved Purposes and the Conditions.

**6. PUBLICITY**

6.1 The Applicant must throughout the Grant Period acknowledge NIWM’s financial support with reasonable prominence in publicity, promotional or events literature, programmes or other media and wherever or whatever mention is acknowledgement is given of the role or support of any other grantor, or financier, donor, supporter or sponsor. NIWM should be provided with publicity or literature in advance of print for approval. NIWM will provide appropriate logos to be used by the applicant in such publicity materials.

6.2 NIWM may use the data you send it for all purposes connected with your application including considering, evaluating and monitoring same and may also share same with its Committee members, auditors, the Charities Commission and any other regulatory body. NIWM may publish in any medium, including its annual reports and accounts, such information as it considers appropriate on grant applicants (successful or not), grantees, projects supported and amounts sought or granted.

**7. GENERAL**

7.1 The Applicant shall furnish such information and documents as NIWM or its solicitors require to satisfy themselves that the terms of the Conditions have been or are being or are capable of being satisfied.

7.2 The Applicant shall maintain and keep proper legal, accounting and financial controls in place to receive and properly administer the Grant and shall retain all legal, accounting and financial records relating to the Grant and the Approved Purposes, with appropriate back-up and recovery contingency procedures during the Grant Period and for a period of 6 years thereafter.

7.3 The Applicant warrants that it has due right and authority under its constitution and at law to apply for, receive and expend the Grant for the Approved Purposes subject to the Conditions and that it requires no third party consent so to do.

7.4 NIWM may require that the Applicant’s auditors, accountants or other professional advisors meet with the professional advisors of NIWM to obtain and discuss such evidence as NIWM may require to show how the Grant has been applied and the Conditions have been fully complied with.

7.5 All communications with NIWM shall be directed to Finance Manager of NIWM.

7.6 No decision or consent of NIWM is valid unless given in writing and signed by its Chairman and Finance Manager or its Solicitors and the giving of any consent or approval shall not create any duty of care or legal obligation in respect of same to the Applicant or any third party nor absolve or release the Applicant from any obligation to NIWM.

7.7 These Conditions may only be varied with the written agreement of NIWM and the Applicant.

7.8 Any consent or approval of NIWM shall be voidable at its option if the information on which it is based shall have been in any way misleading, inaccurate or incomplete and shall be void if it has been procured in any respect by fraud, deceit or dishonesty.

7.9 These Conditions and the Grant do not constitute a partnership or joint venture between the parties.

7.10 These Conditions are intended to be legally enforceable and shall be construed in accordance with the law of Northern Ireland.

**GRANT REPORT**

**TO THE COUNCIL OF THE NORTHERN IRELAND WAR MEMORIAL (INCORPORATED)**

Victoria Gibson

Finance Manager

**Northern Ireland War Memorial**

21 Talbot Street

Belfast, BT1 2LD

finance@niwarmemorial.org

|  |  |
| --- | --- |
| Organisation Name:(If applicable) |  |
| Contact Name: |  |
| Job title/position |  |
| First Line Address |  |
| Second Line Address |  |
| Town/City |  |
| County |  |
| Country |  |
| Postcode |  |
| Telephone Number |  |
| Email: |  |
| Website: |  |

|  |  |
| --- | --- |
| **GRANT:** |  |
| NIWM Ref: |  |
| Project Title: |  |
| Short Description of purpose of project: |  |
| Amount: |  |
| Date of Application: |  |
| Date Funds received: |  |
| Date Funds spent: |  |
| Describe how funds were spent: |  |
| Evidence of expenditure attached:Eg: receipts, formal report, photographs |  |

|  |  |  |
| --- | --- | --- |
| Numbers and ages of those participating or benefiting | **AGE RANGE** | **DIRECTLY BENEFIT (Number)** |
| 0-24 |  |
| 25-64 |  |
| 64+ |  |
| **Total** |  |
| Description of how the agreed outcomes of the project were attained: |  |
| Description of any ways in which the project exceeded expectations: |  |
| Description of any ways in which the project fell short of expectations: |  |
| Description of any complaints received in relation to eligibility or participation in the project: |  |
| Summarise the feedback you received from those participating in the project: |  |