



**Ulster-Scots Agency**  
Boord o Ulster-Scotch

## **Ulster-Scots Covid-19 Resilience Fund**

### **LARGER GROUPS GRANT GUIDANCE NOTES**

**Applications will be assessed on a competitive basis. Funding will be offered until the full budget is allocated.**

**Completed applications and all supporting documents must be submitted via e-mail to [freena@ulsterscotsagency.org.uk](mailto:freena@ulsterscotsagency.org.uk)**

**Opening 23<sup>rd</sup> November 2020 at 5.00pm  
Closing 7<sup>th</sup> December 2020 at 5.00pm**

**Incomplete applications will be rejected.**

# Guidance Notes

## Background

1. The mission of the Ulster-Scots Agency is to inspire and empower people and communities in Ulster to embrace their Ulster-Scots identity, build kinship with those outside Ulster who share our identity and friendship inside Ulster with those who do not.
2. The Agency's work is built around three strategic themes as contained in our Corporate Plan 2020 – 2022:

**Inspire** – The Agency will identify, interpret and animate Ulster-Scots heritage, language and culture. By doing this we will seek to inspire those of all ages to learn more about Ulster-Scots.

**Empower** – The Agency will equip individuals and groups with knowledge and skills to engage with Ulster-Scots heritage, language and culture in order that they can develop their learning.

**Engage** – The Agency will reach out locally and globally, to enhance friendship with people in Ulster whose primary identity is not Ulster-Scots: and foster kinship with people beyond Ulster who share our identity

## Impact of Covid-19

3. The global pandemic has created significant difficulties for third sector organisations across the UK that rely in whole or part on earned income to support the delivery of their activities. The Ulster-Scots sector is no exception. The Ulster-Scots Agency is therefore offering financial assistance to larger organisations in the Ulster-Scots sector whose earned income stream has been negatively impacted by Covid-19, to support them by mitigating losses which they have not been able to otherwise address.

## Eligibility

### 4. Eligible Organisations

To be eligible for support from this fund, your organisation must meet each of the four eligibility criteria.

- i) Be a charity or community interest company registered in Northern Ireland;
- ii) Have an annual income of more than £40,000;
- iii) Have a substantial track record of delivering Ulster-Scots activity; and
- iv) Have an earned income stream which has been negatively impacted by Covid-19;

## **5. Eligible Costs**

The purpose of this fund is to help your organisation to net income reductions or losses which have been or will be caused by the impact of Covid-19 on your earned income stream.

For the purposes of this fund, earned income is any income that your organisation generates through the sale or hire of goods, services or facilities or any combination thereof.

These losses or projected losses must occur in the period from 18<sup>th</sup> March 2020 to 31<sup>st</sup> March 2021.

You will be required to demonstrate how these losses have been calculated or projected by reference to comparable figures from your last financial year.

Losses which have already been addressed via other Covid-19 related funds, such as the Charities Emergency Fund, will not be eligible for support.

Lost grant income is not eligible for support unless it is directly related to the operation of your earned income stream.

6. The maximum grant available under this fund is £30,000.  
The minimum grant available under this fund is £3,000.
7. The Ulster-Scots Agency can support up to 100% of eligible costs (to a maximum of £30,000).
8. No more than one Larger Group Grant will be awarded to each group.

## **Applications**

9. Applications will be assessed on a competitive basis.
10. Eligible groups will be prioritised according to the scale of their net losses and their track record of delivering Ulster-Scots activity.
11. Funding will be offered until the full budget is allocated.
12. Applicants are required to submit the following supporting documents with their application form via e-mail:
  - Current original Bank Statement (no more than 2 months old) OR a bank print out OR an online banking print out (signed by one of the authorised officers listed in your application);
  - Details of financial commitments where you have a cash balance in excess of £1,000.00 (in other words if you have more than £1k in the bank, prepare a short document telling us why you need it/what you plan to use it for); and

- A copy of your most recent accounts, audited in line with your governing document.

**If a Letter of Offer is made, the Agency will require the following documents, if they have not already been uploaded to the Government Funding Database or we do not already hold them:**

- The Rules/Constitution/Memorandum of Association of the applicant body should include details of the organisation's aim/objectives. These should be formally approved and adopted by the Group/Organisation and signed and dated by the **current** Chairperson. Groups are expected to fully comply with all requirements set out in their Rules / Constitution and/or Memorandum of Association of their organisation at all times;

**13. Completed applications and all supporting documents must be submitted via e-mail to [freena@ulsterscotsagency.org.uk](mailto:freena@ulsterscotsagency.org.uk). Please note that hard copies will not be accepted.**

## **Conditions**

- 14.** The last date for claims under this fund is 31<sup>st</sup> January 2021. Claims received after this date will be ineligible for funding.
- 15.** The Agency may undertake monitoring visits to ensure that the aims and objectives of the fund have been met.
- 16.** Members of the Group or close family members must not receive payment from this grant if they hold the position of project manager, treasurer or submit the application form on behalf of the group.
- 17.** Groups awarded funding must submit claims for payment with all necessary supporting documentation. No payments will be made without all the required documentation.
- 18.** The Agency will release 100% of the total grant on receipt of the required documentation.
- 19.** Groups must provide the Agency with copies of Letter of Offer received from any other funding bodies who have awarded funding to cover Covid-19 related losses.
- 20.** The Group will be required to acknowledge the support of the Ulster-Scots Agency in any publicity associated with the project (including the use of the Agency logo) and cooperate with the Ulster-Scots Agency in relation to any PR activity associated with the Fund.
- 21.** The Group will be required to submit an Appraisal Report at the end of the project.

22. Unsuccessful groups will be informed in writing and provided with a copy of the Agency's Appeals Procedure.

### **23. FRAUD WARNING**

**The organisation and or its representatives may be prosecuted if it knowingly provides false documents or false information or statements in support of this application for financial support. The organisation and its representatives may also be subject to prosecution if it fails to inform the Agency of the provision of any additional funding support from any source that may require a repayment of any part of a grant being provided by the Agency, under the terms of this agreement.**

Please contact Derek Reaney or Audrey Freen if you have any queries or need further information:

Derek Reaney

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