

**Migrant Centre NI**

**BAME COVID-19 Recovery Fund**

**APPLICATION FORM**

For the Migrant Centre NI to consider your organisation for this Comic Relief grant funding, we require you to complete an application form. Please read our guidance notes before filling the application.

Tell us about your organisation and what you will do with the grant. Should you be shortlisted for the grants, we will be in touch and may request further information on your organisation.

Once completed, please return this form as soon as possible to grants@migrantcentreni.org. If you have any questions, or require this form in an alternative format, please email us at the same address or ring 07730747860.

Applications open from 1 September 2020 and stay open until 15 January 2021 or until the funds run out. Applications may be open shorter / longer depending on how many applications we receive and if we reach our capacity, so submit your application as soon as you can!

Decisions will be made on a bi-weekly rolling basis based on the order of submissions.

**Eligibility questions**

Before you start, please have a look at the below questions. Please note if you answer **YES** to all the below questions, you are eligible to apply for a grant and you can proceed with the application form below. If you answer **NO** to any of the below questions, you might still be eligible but please contact us on grants@migrantcentreni.org and discuss before filling in the application.

|  |  |  |
| --- | --- | --- |
|  |  | YES / NO |
|  | Are your beneficiaries resident in Northern Ireland?  |  |
|  | Is your organisation BAME-led and with focus on the needs within BAME communities? (as per guidance notes) |  |
|  | Is your annual turnover less than £250,000? |  |
|  | Will you be able to spend the money before 31st March 2021? |  |
|  | Is your group a 'Not for Profit' group? |  |
|  | Are you a constituted group with a governing document (e.g. a constitution or articles of association)? |  |
|  | Does your organisation have a board of trustees / governors / directors? |  |
|  | Do you have a bank account in the name of the organisation?  |  |
|  | Does your organisation have current public liability insurance?  |  |
|  | Is your work/ project not promoting a single political idea?  |  |
|  | Is your work/ project not promoting a single religious idea?  |  |
|  | Does your organisation have a Protection of Children and Vulnerable Adults or Safeguarding policy?  |  |

You might still be eligible even if you are not a constituted group or you do not have the bank account or an insurance policy in the name of the group. Please contact us to discuss your project and the needs of the group you are representing.

**Application questions**

|  |
| --- |
| 1. Name of organisation:  |
| 2. If your organisation is known by any other name(s) (e.g. trading name, previous name, abbreviation), please state here: |
| 3. Company no. (if applicable): |
| 4. Charity no. (if applicable): |
| 5. Registered address: |
| 6. Your organisation online presence  |
| Website: |
| Facebook: |
| Twitter: |
| Other:  |
| 7. Contact name: |
| 8. Position or job title:  |
| 9. Email address: |
| 10. Contact number: |
| 11. Contact address if different from the registered address (for example due to COVID-19): |
| 12. Second contact person (if applicable): |
| 13. Which of the following describes your organisation’s legal structure? |
| ☐ Community Interest Company (CIC) |
| ☐ Company Limited by Guarantee (without charitable status) |
| ☐ Company Limited by Guarantee (with charitable status) |
| ☐ Community Benefit Society |
| ☐ Co-operative Society |
| ☐ Unincorporated association |
| ☐ Charitable Incorporated Organisation (CIO) |
| ☐ Charitable Trusts |
| ☐ Registered Charity |
| ☐ Community group without a legal structure  |
| ☐ Other (please specify):  |
| 14. In which year and month was your organisation founded? |
| 15. Please tell us how your organisation is BAME-led in terms of:Your staff/volunteersYour boardHow you work with the communities you represent (word limit 200) |
| 16. How many staff work for your organisation? How many volunteers do you have?Do they work part-time or full-time? |
| 17. Please provide a summary of your financial information for last year and forecast for the current year:Previous year income (2019/2020):Previous year expenditure:Current year income (2020/2021):Current year expenditure: Current reserves:  |
| 18. Describe your organisation’s mission, aims and main activities. (word limit 300) |
| 19. Describe the work of your organisation in the last year (Try to describe Who, What, When, Where, Why and How. You can use bullet points. We would like details on who and how many people benefited from your organisation’s work in the last year, and what impact you have had on those people.) Please let us know if you’re a newly constituted group which started its work as a direct response to the needs of the community due to COVID-19 pandemic. (word limit 300) |
| 20. How has the coronavirus pandemic (COIVD-19) affected your organisation and your service users to date and how do you expect it to affect your plans for the next 6 months? (word limit 300) |
| 21.How much grant funding is requested? (up to £7,500) (Please provide a total amount requested from Migrant Centre NI under one of the 3 tiers as appropriate)Tier 1 - £1,500 - £2,499Tier 2 - £2,500 - £5,000Tier 3 - £5,001 - £7,500You can only apply under two of the 3 tiers at any given time. For smaller organisations requesting funding under Tier 1 a further application can be submitted once the money has been spent. Please contact us if you are not sure about your eligibility.  |
| 22.What do you want to use the grant funding for?(Please describe the project, or work that you are undertaking. You should describe how this proposed work will help your service users deal with the impact of the COVID-19 pandemic, what are the issues you are hoping to address with the money requested, how the requested money will help you to deliver the services, how many service users you are planning to reach.)(word limit 300) |
| 23.What impact do you hope to achieve with the grant funding? (Tell us about the change you are hoping to make and impact on your beneficiaries)(word limit 300) |
| 24. Have you attempted to or successfully source any other funding or support during the coronavirus crisis?  |
| 25. Please describe how you will ensure the project is well run and managed?(Please include the details of the person responsible for finance within your organisation) (word limit 200) |

26. Proposed budget

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| --- | --- | --- |
| Budget item  | Description of use  | Amount in £ |
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|  |  |  |
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|  |  |  |
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|  |  |  |
| TOTAL BUDGET: |  |

**DECLARATION**

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| --- |
| Full name and job title of person filling in the application: |
| If you cannot confirm the points below, your application will be considered ineligible. |
| 1. I confirm that the organisation named on this proposal has given me authority to submit this proposal on its behalf. | Yes/ No |
| 2. I confirm that my organisation is able to spend this grant by 31st March 2021. | Yes/ No |
| 3. I agree to cooperate with any monitoring requested by Migrant Centre NI.  | Yes/ No |

**THE NEXT STEPS**

**1. Once your application is completed please double check that you have saved your answers.**

**2. The following supporting documents should be emailed with the application:**

**- Constitution / articles of association**

**- Safeguarding policy or protection of children and/or vulnerable adults’ policy**

**- Your most recent statement of income and expenditure or annual accounts (if available)**

**- Latest copy of a bank statement in the name of the organisation (if available)**

**- A copy of the finance policy (if available). If you don’t have the policy, please provide a description in Question 25 of how monies are recorded, accounted for and reported to your board members. You can go over the word limit for that.**

**NOTE: If any of those documents are NOT available please explain why.**

**3. Email the application and supporting documents to grants@migrantcentreni.org.**

**4. Await a contact from a member of Migrant Centre NI team. We will get in touch will all organisations including those that will not be successful. We will give you the change to re-submit the application if we believe that your project might be eligible yet you failed to meet any of the requirements.**