

BALLYMONEY BOROUGH COUNCIL**Leisure & Amenities Committee Meeting No 367 – 15th December 2009****Table of Contents****LEISURE**

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367.3	Special Olympics Ulster Team 2010	<i>Deferred & referred to rates meeting for consideration.</i>
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AMENITIES

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367.12	Translink Ulster in Bloom Competition 2010	<i>Nominate Ballymoney and Stranocum</i>
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367.14	Drumaheglis Caravan Park : Terms & Conditions	<i>Adopt Terms and Conditions</i>
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BALLYMONEY BOROUGH COUNCIL

Minutes of Leisure & Amenities Committee Meeting No 367 held in the Joey Dunlop Leisure Centre, on Tuesday 15th December at 6.45pm.

IN THE CHAIR: R T Halliday (Vice-Chair)

PRESENT:

Aldermen
F Campbell, Mayor
C Cousley, MBE, Deputy Mayor
J Simpson

Councillors:
M McCamphill
A Patterson
J Finlay

IN ATTENDANCE: Director of Central and Leisure Services [Items 1-10]
Director of Borough Services [Items 11-16]
Committee Clerk

APOLOGIES:

Aldermen:
H Connolly
Councillors:
E Robinson
I Stevenson

367.1 PRESENTATION FROM ARMOY MOTORCYCLE ROAD RACING CLUB

The Vice–Chair welcomed Bill Kennedy, Chairman and David Guild, Treasurer, ArmoY Motorcycle Road Racing Club and invited them to make their presentation. Bill Kennedy thanked the committee and presented on the 2009 ArmoY Road Race and its plans for the future for the 2010 Race.

He advised that the 2009 Races had gone well and there were a number of top UK and Ireland riders competing.

He thanked the Council for its financial support, particularly the initial contribution of £2000 towards set up costs, and advised that a surplus was made on running the event.

* **Councillor Patterson arrived at the meeting at 6.55pm during consideration of the above matter.**

Chairman of ArmoY MCRRC invited questions from the floor.

Alderman Campbell, Mayor, commented on an excellent event in 2009, reports he had heard were very complimentary and congratulated Bill Kennedy on his role as Clerk of the Course. Councillor Finlay concurred with Alderman Campbell's comments and congratulated Bill Kennedy and his team for a great days racing.

Vice–Chair thanked Bill Kennedy and David Guild and assured them that committee would look very carefully at the matter.

- * **Representatives from Army MCRRC left the meeting at 7.20pm.**
- * **Alderman Simpson arrived at the meeting at 7.20pm.**

It was proposed by Councillor Finlay, seconded by Alderman Campbell and **AGREED:**

to recommend that Council support the Army Motorcycle Road Racing Club, in principle, and refer the item to the Rates Estimate meeting in January 2010.

367.2 MINUTES OF MEETING LAC 366 – 17th November 2009

It was proposed by Councillor McCamphill, seconded by Alderman Campbell and **AGREED:**

that the Minutes of Meeting No LAC 366 – 17th November 2009, as circulated, be confirmed as a correct record.

2.1 MATTERS ARISING (LEISURE)

Ref: 365.7 - The ISRM and IQL National Pool Lifeguard Challenge 2009

The Director read, on behalf of Councillor Stevenson, an expression of gratitude to the committee for sending Councillor Stevenson and the team from the Joey Dunlop Leisure Centre to compete and spectate in the finals of the National Lifeguard Championships which was held on Saturday 28th November 2009 in Birmingham. The JDLC team were the only participants from N Ireland.

It was proposed by Alderman Campbell, seconded by Councillor Finlay and **AGREED:**

to recommend that Council write to the ISRM and IQL National Pool Lifeguard Challenge 2009 team from the Joey Dunlop Leisure Centre to congratulate them on their performance.

LEISURE SERVICES

367.3 SPECIAL OLYMPICS ULSTER TEAM 2010

The Special Olympics Regional Committee has written to the Council advising that following a very successful Regional Games 330 athletes have qualified to compete in the Special Olympics All Island Games to be held in Limerick from 9th – 13th June 2010. Six athletes are from the Ballymoney Borough Council area. The cost of sending each athlete to Limerick will be £708.00. Each of the athletes have undertaken to collect £400 each towards the cost.

The Council is requested to give consideration to financially assist the six athletes from the Borough.

It was proposed by Councillor Finlay, seconded by Alderman Campbell and **AGREED:**

to recommend that Council refer the item to the Rates Estimate meeting in January 2010.

367.4 2010 COMMONWEALTH GAMES, DELHI, INDIA

The Northern Ireland Commonwealth Games Council has written to the Council advising that the 19th Commonwealth Games will take place in October 2010 in Delhi, India. The Games Council has the responsibility of selecting and presenting the Northern Ireland team of around 100 in India. The cost of this is estimated at £150,000 and the Games Council is seeking the support of the Council with the costs.

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and **AGREED:**

to recommend that Council NOTE the request.

- * **Director of Borough Services arrived at the meeting at 7.40pm but did not partake in discussions.**

367.5 CREDIT UNION SCHOOLS QUIZ

The Schools Quiz coordinator has written to the Council requesting financial support towards the costs of staging the local stage of the Credit Union Schools Quiz to be held in the Joey Dunlop Leisure Centre on Friday 29th January 2010.

The Council has financially supported the Schools Quiz in previous years.

IT IS RECOMMENDED that Council contribute £100 to the Credit Union Schools Quiz.

It was proposed by Councillor McCamphill, seconded by Councillor Halliday and **AGREED:**

to recommend that Council grant £100 to the Credit Union Schools Quiz to be held in the Joey Dunlop Leisure Centre on Friday 29th January 2010.

367.6 GOOD RELATIONS GRANTS

The following applications for grants were considered:

- (i) Kingdom of Dalriada Ulster Scots Society for assistance towards a Robert Burns Cultural Celebration and Supper Night. Amount requested £350.00
- (ii) Ballymoney Evergreen Club for assistance towards an Ulster Scots Education Programme. Amount requested £250.00

IT IS RECOMMENDED that the amounts requested by the 2 groups are granted.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and **AGREED:**

to recommend that Council grant (i) Kingdom of Dalriada Ulster Scots Society £350 for assistance towards a Robert Burns Cultural Celebration and Supper Night and (ii) Ballymoney Evergreen Club £250 for assistance towards an Ulster Scots Education Programme

367.7 GOOD RELATIONS SUB COMMITTEE

The minutes of the Good Relations Sub Committee held on Tuesday 1st December 2009 were circulated.

IT IS RECOMMENDED that the minutes and the decisions recorded therein are approved.

The Director updated members on the revised Good Relations Grant Aid Programme application form and guidance notes. There will now be three rounds of funding advertised in an open call for applications in 2010/2011 the closing dates being 25th February 2010, 29th July 2010 and 28th October 2010.

Councillor Finlay expressed concern about the open call for applications.

In response to a question from Councillor McCamphill, the Director clarified that the issue of cross-party representation upon the Good Relations Sub-Committee and the timing of its meetings had been raised by Sinn Féin. The Director shall bring a report back to the January Council meeting when she has successfully communicated with the relevant party.

It was proposed by Alderman Campbell seconded by Councillor McCamphill and **AGREED:**

to recommend that Council approve the minutes of the Good Relations Sub Committee, held on Tuesday 1st December 2009, and the decisions recorded therein, attached as Appendix A.

It is recorded that Councillor Finlay was unhappy with this proposal.

367.8 COMMUNITY SUPPORT PROGRAMME – ADDITIONAL FUNDING FOR ADVICE SERVICES

The Voluntary & Community Unit of the Department of Social Development has advised that it has been successful in securing additional funding of £500,000 to support voluntary advice services during this time of recession and increasing demand on these services. Ballymoney has been allocated an additional £4028. This money, which Council is not required to match must be spent by 31st March 2010.

IT IS RECOMMENDED that Council accept the additional funding and make it available to the Causeway Citizens Advice Bureau.

The Director informed members that the Causeway Citizens Advice Bureau was considering an additional Saturday mornings service in Ballymoney. If a room was to be provided in the Town Hall it is possible the cost of it may come out of this funding.

It was proposed by Alderman Campbell, seconded by Councillor Patterson and **AGREED:**

to recommend that Council accept the additional funding of £4028 from The Voluntary & Community Unit of the Department of Social Development and make it available to the Causeway Citizens Advice Bureau.

367.9 HERITAGE LOTTERY FUND GRANT FOR MUSEUM

The Director was pleased to advise that the Heritage Lottery Fund has paid the Council a grant of £283,545 towards the fit out of the Museum.

The Heritage Lottery Fund congratulates the Council on successfully completing a Heritage Lottery Fund Project.

367.10 MATTERS ARISING (LEISURE CONT'D) Ref 366.21 The UK Coaching Awards 2009

The Director advised members that the Community Sports Project Officer had jointly won the UK Coaching Awards 2009 along with Stephen Macartney from Coleraine Borough Council.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and **AGREED:**

to recommend that Council write to the Community Sports Project Officer congratulating him on his award.

* **Director of Central and Leisure Services left the meeting at 8.15pm.**

AMENITIES

367.11 MATTERS ARISING (AMENITIES) Laneway at Route Avenue/Semicock Avenue [LAC366.2]

In response to a question from Councillor Finlay, the Director advised that the investigations into the matter were continuing and that a brief was being prepared for the Council's solicitor.

367.12 TRANSLINK ULSTER IN BLOOM COMPETITION 2010

Council has been invited to submit entries in the Translink Ulster in Bloom competition 2010.

As in 2009, **IT IS RECOMMENDED** that Council nominate Ballymoney in the town category and Stranocum in the village category of the Translink Ulster in Bloom Competition 2010.

It was proposed by Alderman Campbell, seconded by Councillor Finlay and **AGREED:**

to recommend that Council nominate Ballymoney in the town category and Stranocum in the village category of the Translink Ulster in Bloom Competition 2010.

367.13 BALLYMONEY RIVERSIDE PARK, COLLAPSED PATH

As members are aware this business was referred back to Committee by Council at its meeting on 7th December for further consideration.

IT IS RECOMMENDED that Committee further consider the matter and make recommendation to Council.

In the ensuing discussion the Director responded to Member questions. He suggested that in order to progress the matter, Members might wish to agree in principle to undertake the work identified by the Working Group as essential as a capital scheme and in this regard [1] prepare an economic appraisal for the scheme and submit this to the DoE in support of a loan application and [2] consider the matter further as part of the on-going 2010-2011 budgetary round.

It was proposed by Councillor Finlay, seconded by Alderman Campbell and **AGREED:**

to recommend that Council (1) prepare an economic appraisal for the scheme and submit this to the DoE in support of a loan application and (2) consider the matter further as part of the on-going 2010-2011 budgetary round.

367.14 DRUMAHEGLIS CARAVAN PARK : TERMS & CONDITIONS

Following a review of the 2009 season at Drumaheglis Caravan Park, it is considered that in order to assist effective site management, the undernoted clause be added to the site licence terms and conditions –

“Ballymoney Borough Council reserves the right to re-allocate pitches as may be considered necessary in the interests of the efficient operation of the facility”.

The full text of the facility terms and conditions is to be found at Appendix B to this report.

IT IS RECOMMENDED that Council adopt the said Drumaheglis Marina & Caravan Park: Terms and Conditions.

It was proposed by Councillor Finlay, seconded by Councillor Patterson and
AGREED:

to recommend that Council adopt the said Drumaheglis Marina & Caravan Park: Terms and Conditions, attached as Appendix B.

Members were again informed by the Director that in his view it was now essential that some work be undertaken regarding the continuing encroachment of trees on certain sites at the caravan park. It was suggested that a site visit early in the New Year, in the early afternoon, be arranged so that Members could see the situation for themselves. The Director undertook to bring suggested dates for consideration by Members at the Council meeting in January.

367.15 LOUGH NEAGH & LOWER BANN ADVISORY COMMITTEES

Correspondence has been received from the under noted bodies regarding the Councils decision not to contribute to LBAC in 2009-2010 –

Lough Neagh Advisory Committee
Inland Waterways Association of Ireland
Ulster Angling Federation Limited

The correspondence asks Council to carefully re-consider the matter.

IT IS RECOMMENDED that Committee further consider the matter, in light of the representations made and make recommendation to Council.

It was proposed by Councillor Finlay, seconded by Alderman Campbell:

to recommend that Council defer the item to the 2010-2011 Rates Estimates meeting in January.

As an amendment it was proposed by Alderman Simpson, seconded by Councillor McCamphill,

to recommend that Council defer that part of the item relating to next year to the 2010-2011 Rates Estimate meeting in January and (ii) pay the Lough Neagh and Lower Bann Advisory Committee £5,000 for 2009-2010.

The Chair put the amendment to the meeting, 2 voted for the amendment, 4 voted against while 1 abstained.

The Chair declared the amendment lost.

The Chair then put the motion to the meeting to vote, 5 voted for, 2 voted against.

The Chair declared the motion carried.

Councillor Finlay expressed concern that Committee members who were representatives on the Lower Bann Advisory Committees had not declared an interest in the proceedings. Councillor McCamphill advised members that as

Council did not make a financial contribution to the Lough Neagh and Lower Bann Advisory Committees for 2009/10 he was no longer a member of the LBAC. Alderman Simpson replied that as he did not have a pecuniary interest in the aforementioned body he did not feel compelled to make a declaration of interest.

**367.16 CAUSEWAY COAST & GLENS HERITAGE TRUST: CORE FUNDING
2009-2010**

Further correspondence dated 20th November has been received from CC&GHT requesting that Council consider supporting the organisation in 2010-2011 by making a contribution of £11,000. In this regard CC&GHT has offered to further discuss its funding requirements with Council or make a presentation.

IT IS RECOMMENDED that Committee again consider the request made with a view to making a recommendation to Council.

The Director informed members that he understood that as requested by Council an audit of contributions to certain outside bodies had been undertaken by Corporate Services and that this information would be useful to members.

It was proposed by Alderman Campbell, seconded by Councillor Patterson and **AGREED:**

to recommend that Council defer the item to the 2010-2011 Rates Estimate meeting in January.

This being all the business the meeting closed at 9.12pm.

**Appendix A: Minutes of Good Relations Sub Committee Meeting No. 4
Tuesday 1st December at 10am**

Appendix B: Drumaheglis Caravan Park Terms & Conditions

APPENDIX A

Minutes of Good Relations Sub Committee Meeting No. 4

**Minutes of Good Relations Sub Committee Meeting No. 4
Tuesday 1st December at 10am
McKinley Room (Riada House)**

Present: Cllr Ian Stevenson (Chair)
Alderman Frank Campbell (Mayor)
Alderman James Simpson
Cllr Anita Cavlan
Cllr Malachy McCamphill

In Attendance: Iris McCleery (Director of Central & Leisure Services)
Claire Crawford (GRO)

1. Welcome & Apologies

Cllr Stevenson opened the meeting and welcomed those present. Apologies were received from Cllr E Robinson and Cllr McGuigan.

2. Minutes

The minutes of the previous meeting No.3 on 9th November 2009 were proposed by Alderman Campbell seconded by Cllr McCamphill and agreed as a true and accurate record.

3. Good Relations Small Grants Programme

Members received a draft Application Form and Guidance Notes for the Small Grants Programme. Mrs McCleery advised members of the proposed changes as discussed at the last meeting in November.

Under Eligibility: Members discussed the funding of Schools and if indeed this should be changed to 'after-schools', however it was agreed that this would exclude a lot of excellent projects, which the grants programme, has funded previously. Therefore members agreed that this should remain and all applications would be assessed on an individual basis.

Members agreed that 'Womens Groups' should be taken out, as the term 'Community Development Groups' would encompass everyone.

Mrs McCleery advised members that the draft Application Form and Guidance Notes if approved by the Sub-Committee would be tabled for the Jan Council Meeting for approval.

The Committee agreed that for the period 2010/2011 all applications would be assessed by a panel from within the Good Relations Sub Committee and referred to the Leisure & Amenities Committee for approval and ratification at full Council.

Members felt it would be beneficial if the Good Relations Officer could ensure that all relevant information is contained within each Application Form prior to the assessment panel meeting. It was also agreed that the GRO would help assist groups with completion of form if necessary. The GRO advised the Committee that as part of the process, clinics would be held in each area to support groups and help develop project ideas.

The Committee felt that an appeals procedure needed to be included within the new process. It was agreed therefore that following the assessment panel, unsuccessful groups would be notified and entitled to appeal the decision of their application within 7 working days from the date of their letter.

Members were content that there would be two assessment panels with 4 Councillors on each. The first panel would assess applications with the second panel to hear any appeals. Both panels would rotate. It was agreed that each panel needed a minimum of 3 members in order to meet.

It was proposed by Cllr Cavlan and seconded by Cllr McCamphill that both assessment panels would have 1 Officer and 4 Members to be inclusive of cross party representation.

Process:

- A public announcement will be placed in both local papers week beginning 11th January, advertising the first open call.
- The first round of applications will be assessed on Monday 8th March.
- A report will then be tabled for the Leisure & Amenities Committee Meeting on 16th March 2010 with grants approved at full council on 5th April 2010.

4. Any other business

Mrs McCleery advised members that at the next Committee Meeting an invitation will be extended to Mediation NI to attend and provide some information to Members on the establishment of a Good Relations Forum. Along with an update on the Good Relations Action Plan for 09/10 and to review the forthcoming programmes for 2010/11.

5. Date & Time of Next Meeting

8th Feb 2010 – Good Relations Sub Committee Meeting (10am – 12noon)
McKinley Room

Date for Diary

8th March 2010 – Good Relations Workshop/Assessment of Applications (10am – 4.30pm)



Ballymoney Borough Council
Central & Leisure Services Directorate
Good Relations Grant Aid Programme

Guidance Notes

If you require further information, please contact:

Good Relations Officer
Ballymoney Town Hall
1 Townhead Street
Ballymoney
Co. Antrim
BT53 6BE

If you would like to discuss the application form, please phone the Good Relations Officer on 0282 766 0233

You can get more information from the 'Good Relations' section of our website at www.ballymoney.gov.uk

Closing Dates for 2010/2011:

- Thursday 25th February 2010 at 12.00 Noon;
- Thursday 29th July 2010 @ 12.00 Noon and
Thursday 28th October 2010 @ 12.00 Noon

Ballymoney Borough Council: Good Relations Grant Aid Programme

Thank you for requesting a Good Relations Application Pack. Before you begin to complete your application form, please take the time to read these Guidance Notes which will help to ensure you complete the application form correctly and answer all the questions as fully as possible. If you would like to speak to someone about your project before you start to complete the form please contact the Good Relations Officer on 028 766 0233.

Through the delivery of the Good Relations Programme the Council seeks to enhance relations within and between communities within the Ballymoney Borough. Through this programme the council has endeavoured to provide a programme aimed at allowing communities to examine Good Relations issues and bring the community together through the provision of opportunities to examine the cultural diversity, which exists in the Borough.

The Good Relations Strategy enables Council to continue to take account of the needs and demands of all communities whilst addressing divisions and diversity. The Mission Statement of the Good Relations Programme is:

“To deliver an effective Good Relations programme which enables the people of Ballymoney Borough to develop a positive shared future.”

This Mission Statement ensures the Good Relations programme continues to address the key challenges that continue to exist and emerge within and between communities, which differ politically, religiously or racially. It fulfils this through addressing the following key priorities:

- Civic and Community Leadership for a Shared Society
- Building the Capacity of the Community to Engage in Good Relations Activities
 - Shared Education
 - Shared Communities
 - Good Relations, Community Development and Tackling Disadvantage
 - Supporting Good Relations through Culture and Diversity
 - People from minority ethnic communities and the majority community have shared equality of life chances in all aspects of their lives
 - Ensuring that a Voice is Given to Victims
- Tackling Hard Issues
 - Tackling the Visible Manifestations of Sectarianism and Racism
 - Reclaiming Shared Space
- Delivering Shared Services

Ballymoney Borough Council has established a Good Relations Grant Aid scheme, which has been developed to complement and enhance the aims of the Good Relations Strategy. This year, the small grants programme is aimed at assisting groups within the Borough to undertake Good Relation projects. The grants will be open three times during the year and for those who need assistance in completing the forms, grant aid clinics will be run in the area, details of which will be published nearer to the time. A copy of the Good Relations Strategy and action plan is available from Council.

Criteria for Good Relations Grant Aid Programme

Ballymoney Good Relations Grant Aid Programme is aimed at locally based groups within the Ballymoney Borough Council area, such as:

- Community development groups;
- Cultural organisations;
- Minority ethnic groups;
- Projects for young adults;
- Youth groups;
- Schools;
- Church and other faith-based groups

To qualify for grant aid all applicant groups MUST be properly constituted.

Individuals cannot be funded

To be eligible for funding you must:

- Be a non profit group or organisation
- Have a constitution or Memorandum and Articles of Association, which you have adopted
- Produce annual accounts or an annual report
- Have a bank or building society account in the name of the group, which requires at least two unrelated signatures
- Your project beneficiaries live within the Ballymoney Borough Council area

All projects seeking funding under this programme must have a clear Community/Good Relations focus and objectives.

The Ballymoney Council Good Relations grant aid programme has four main aims, which complement the Good Relations Strategy. To make sure you are eligible for a Good Relations Grant your project MUST show that your project contributes to at least ONE of the four aims as listed below:

Aim 1: To build the confidence, ability and skills of local people and community leaders to take part in good relations work which leads to building good relations between different sections of the community and contributes to a greater acceptance of and respect for diversity.

Aim 2: To increase respect, tolerance and mutual understanding for the similarities and differences that exists in communities by developing projects that explores your own culture, belief and traditions and/ or the cultures, beliefs and traditions of others in the community.

Aim 3: To reduce tensions, reduce prejudice and build relations in the local area by developing a project with the local community which challenges stereotypes or which tackles a hard issue in your area like graffiti, flags, bonfires, emblems or parades and its effects on good relations locally.

Aim 4: To build and develop community contact, connections, trust and relations within and between communities in the Borough and with outside agencies and organisations which leads to better relations, trust and cooperation between communities and with new arrivals

Grant Exclusions

Under the Good Relations Grant Aid Programme we are unable to fund the following:

- Christmas Decoration or Fireworks
- Seeding Grants
- Equipment
- One off event that has no clear Good Relations' outcomes (as defined in the grant criteria).
- Events organized for the purposes of fundraising.

Essential Conditions of Grant Aid

Groups seeking funding for a project, activity or event must fulfil the following conditions:

- Application for grant aid cannot be made retrospectively;
- All events/projects MUST take place within the Ballymoney area – with the exception of trips which must take place within Northern Ireland;
- Successful applications MUST acknowledge Ballymoney Borough Council Good Relations Programme on any publicity material;
- Specific conditions to a grant may apply at the discretion of the Council;

All monitoring information Must be fully completed and returned within three months of the project, failure to do so will jeopardize future funding;

- Sub groups of parent organizations should apply through the parent organisation i.e. the youth section of a Community Association should apply through the Community Association;
- The maximum number of successful applications per group cannot exceed THREE per year;
- Groups who do not fully comply with funding conditions of grant aid will NOT be considered for future funding.

General Information

Depending on availability of fund, applicants should be aware that it may not be possible to assist them to the extent requested, or at all, even if the criteria is met.

Groups MUST submit evidence of their constitution and financial status at time of application, otherwise they will NOT be considered for grant aid.

Applications will not be considered unless they are signed by either the Chairperson or Secretary.

The Application Form

The Application form is broken down into 8 sections

Section 1 About You Group Questions 1 – 3

This section asks question about your group or organisation. We need to know who you are, from where you operate, what type of group/organisation you are and how we can get in contact with you.

Section 2 About Your Project Questions 4 – 9

This section provides us with the necessary information we need to know about your project. In this section you will tell us all about your project, activity or event. We need to know what your project is about, that is, what is it you plan to do with your funding. You need to tell us how you plan to carry out your project and what you hope to achieve at the end of it.

Section 3 Project Beneficiaries Questions 10 – 13

In this section you need to tell us about the people that will benefit from the project, activity or event that you are planning.

It may be difficult at this stage to give accurate figures but please be as realistic as possible

Section 4 Promoting Good Relations Questions 14 – 17

The answers you provide to the questions in this section will inform us as to how your project will promote Good Relations and will enable us to assess if you meet the criteria for funding under the Goods Relations Programme.

Think about your project and ask yourself what is your reason for doing it, why do you feel it should be funded under the Good Relations Programme, and how will it promote Good Relations within the area?

Section 5 Finance Questions 18 – 23

This section provides us with the necessary financial information we require. We need to know the TOTAL cost for running your project, not just the element you are seeking from us. If we are not funding the entire project we need to know where you are getting the additional funds. It is important that we do not double fund a project or part of a project.

The amount of Grant you can apply for under the Good Relations Grant Aid Programme depends on the type of project you are planning. Please indicate below which of the two grants you are applying for:

- Small Grant up to £350 - For short one off projects
- Large Grant up to £700 - Six months to a year long project that will tackle hard issues or run good practice good relations programmes

You must tell us if you are registered for VAT and can claim back VAT on your expenses. If you are registered we will not pay the VAT element of your invoices.

Please do not assume that because your group received funding for a similar project that this automatically means that your group will be funded again. You need to tell us how your project has developed and if new or additional elements have been added and why. **It is important we see progress in a project.**

Section 6 Publicity Questions 24 – 25

We need you to tell us how you are going to get people involved in your project and to ensure it is accessible to as many sections of the community as possible. It may be that you intend to place advertising posters in a variety of venues throughout the area which will ensure the information will reach as many people as possible.

If you are successful in obtaining funding it is important that Ballymoney Borough Council Good Relations is acknowledged on all publicity material i.e. posters and flyers, advertisements, press releases, exhibition boards, tickets etc. Relevant logos for you to use can be obtained from the Council.

Section 7 Management, Monitoring and Evaluation Questions 26 – 28

We need to know that your group will have the capacity to manage the project if you are successful in obtaining funding. Past experience in managing similar successful projects will be a good indication that you have the necessary management experience and capacity. Tell us briefly about your main successful projects and how you managed them.

Monitoring and Evaluation is an important element of the Grant Aid programme. It is important for us to know if your project has made an impact and that we are achieving the objectives set out in the Good Relations Strategy.

As part of the Grant Aid programme successful projects are required to complete a Monitoring and Evaluation Form, which has to be returned to the Council within three months of, your project ending. It is important that you put systems in place at the start of your project that will enable you to collect the necessary data that will enable you to complete this form as accurately as possible.

Section 8 Promoting Equality and Good Relations Statement

Please ensure that your group signs the Promoting Equality and Good Relations Statement and that it is signed by either the Chairperson or Secretary. Failure to do so will result in your application not being accepted.

Section 9 Declaration and Checklist

Please ensure your application is signed by either the Chairperson or Secretary. Failure to do so will result in your application not being accepted.

Ensure you have included all requested documents with your application.

The Journey of a Good Relations Grant Application



This process takes six weeks from the closing date of the application process so please ensure you apply in the right round for your project

Funding will NOT be granted after the event has taken place

Appeals Procedure

If you are unhappy with the outcome of your application, you have the right to appeal. Unsuccessful groups will be informed of the outcome following the assessment panel meeting. Groups will then have the opportunity to appeal the decision within 7 working days from the date of letter.

Ballymoney Borough Council Good Relations Grant Scheme
Selection Criteria 2010/2011:

Marking System Weighting	Criteria	Score out of 4	Total Marks
At least one of these four subcategories must be met. If more than one is met then additional marks can be awarded in the next criteria category 60/100	Aim 1: Ability of the project to build the confidence, ability and skills of local people and community leaders to take part in good relations work which leads to building good relations between different sections of the community and contributes to a greater acceptance of and respect for diversity		
	Aim 2: Ability of the project to increase respect, tolerance and mutual understanding for the similarities and differences that exists in communities by developing projects that explores your own culture, belief and traditions and/ or the cultures, beliefs and traditions of others in the community		
	Aim 3: Ability of the project to reduce tensions, reduce prejudice and build relations in the local area by developing a project with the local community which challenges stereotypes or which tackles a hard issue in your area like graffiti, flags, bonfires, emblems or parades and its effects on good relations locally		
	Aim 4: Ability of the project to build and develop community contact, connections, trust and relations within and between communities in the Borough and with outside agencies and organisations which leads to better relations, trust and cooperation between communities and with new arrivals		
10/100	The project demonstrates an ability to cut across more than one of the four criteria		
10/100	Ability of the project is of high quality and will can demonstrate models of good practice for good relations work		
5/100	Demonstration in the project that it can and will engage effectively with a range of people in the community from all backgrounds – religious, beliefs and race and can address areas of disadvantage		
5/100	Demonstration by the project that this will lead to improved relationships between the community and the Council and other government agencies		
10/100	The projects demonstrates an ability to deliver good value for money		



Total 100%	
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Pass mark is 60%

Ballymoney Borough Council Good Relations Grant Scheme

Selection Criteria 2010/2011

Assessment	Score 0 - 4	Reasons to award this score based on evidence provided and against the criteria include
Unacceptable	0	<ul style="list-style-type: none"> ▪ The response fails to meet the requirement ▪ No evidence provided
Reservations	1	<ul style="list-style-type: none"> ▪ The response is compliant, but with reservations. ▪ Weakness and/or risks outweigh strengths.
Compliant	2	<ul style="list-style-type: none"> ▪ Compliant response but lacks sufficient detail to award a higher mark. ▪ Strengths outweigh weaknesses
Good	3	<ul style="list-style-type: none"> ▪ Indicates a convincing response with no weaknesses. ▪ Proposal demonstrates that the group will deliver a good quality and focused project
Excellent	4	<ul style="list-style-type: none"> ▪ Indicates an excellent response with no weaknesses. ▪ Proposal demonstrates that the group will provide an outstanding project that meets the needs of the programme.

APPENDIX B

Drumaheglis Caravan Park Terms & Conditions

Ballymoney Borough Council

Notice to all persons holding Licenses to occupy sites at Drumaheglis Marina and Caravan Park

Licenses to occupy sites at Marina and Caravan Park are issued subject to the conditions set out hereunder, these conditions being an integral part of the licence. Accommodation is provided on the understanding that all conditions attached to the licence issued and the Rules as to the use of the Park which are displayed at the office of the park warden and all notices displayed on the site as well as the instructions of the Park Warden as to matters affecting the comfort of the Park users are observed. Ballymoney Borough Council reserves the right to re allocate pitches as may be considered necessary in the interest of the efficient operation of the facility.

The Council do not warrant that the Park is fit for any purpose whatsoever and the licensee agrees to take the same free from all warranties whether implied by law or otherwise.

Whilst reasonable precautions will be taken by the Council, the Council does not accept liability in respect of accident or injury to any person occupying or using the Caravan Park or any facility thereof, or for damage to, or loss of, the property of any such person howsoever caused.

The Council reserve the right to terminate the license to occupy a site at the park on breach of any condition attached to the licence upon serving a written notice to that effect upon the Licensee personally or at his last known place of residence. The Licensee shall the forthwith remove his caravan from the Park forfeit to the Council the amount paid in respect of the site. Failure by the Licensee to remove his caravan in accordance with this provision shall entitle the Council to remove and store any such Caravan. If any Caravan shall not have been claimed and removed by the licensee concerned before the expiration of twenty-eight days after its removal and storage by the Council as aforesaid, and the reasonable costs of the Council in such removal and storage paid, then the Council may sell such Caravan and its contents and deduct the costs of such sale, removal and storage from the proceeds thereof. The Council shall not be liable for injury, damage or loss caused to any such Caravan or its contents during its removal and storage by the Council as aforesaid. Any Caravan not removed from the site by the owner at the termination of the period of the licence will be towed from the site, impounded and a charge of £100 made for removal.

The Council reserve the right to refuse to allow any Caravan to leave the site while any portion of the fees due in respect of this licence remains outstanding. The right to place a Caravan on a site at the Park is personal to the Licensee and may not be sold, assigned or sub-let. Fees shall be prescribed by the Council from time to time, it being clearly understood that if a Caravan is, at any time while on the site, hired, let or lent for reward the fee which would otherwise be payable in respect of the site shall be increased by 100% and this increased fee shall be applicable to the entire period for which the site licence is current.

A Licensee, on hiring, letting or lending a Caravan, shall procure and supply to his tenant a copy of the conditions attached to the licence and of the Council's Rules for the Park and must notify the Park Warden in advance of the name and address of the person to whom the Caravan is hired, let or lent. The tenant shall be bound by the said conditions.

The Licence is issued on the understanding that the Caravan to which the Licence relates is a good class trailer or motorised Caravan of proprietary make or approved design and construction, and only such Caravans will be admitted to the Park. Each Caravan must conform to the description set out in the form of application. No Caravan in the Park may bear any advertisement matter, drawing, poster or slogan other than the manufacturer's name plates or transfers. Caravans in the Park must be maintained in good repair and in a condition compatible with Public Health requirements. Arrival at the Park must be reported to the Park Warden, the official Receipt/Licence must be produced or the appropriate payment and the name and address of the person in charge of the Caravan and the number of occupants entered in the Register.

The booking confirmation is subject to successful processing of payment in its entirety. In the event that payment is declined, the Council will attempt to contact the customer in order to reconcile the balance, however if this is not successful the booking will be cancelled and the confirmation voided.