

COMMUNITY GRANT PROGRAMME

MONITORING AND EVALUATION FACTSHEET

We at the Foundation are keen to learn from current funded projects to help us shape future funding programmes. The Foundation has put in place a number of procedures for Monitoring and Evaluation for grant holders to follow:

1. We will ask your Chairperson to sign the Terms and Conditions of the grant so we can issue your BACS payment.
2. All monies must be spent entirely on the purpose intended, as outlined in your Letter of Offer. Receipts must be kept relating to grant expenditure.
3. Within 12 months of your Letter of Offer date, you must complete an evaluation online via our grants system. The evaluation form should clearly show grant expenditure, and highlight the benefits of the grant.
4. If there are any changes throughout the lifetime of your grant, you must inform the Foundation in writing. Failure to do so, may mean you are operating outside the Terms and Conditions of your grant.
5. We visit a number of grant holders at the end of their grant for an evaluation visit. This helps us establish the benefits of the grant and to verify grant expenditure.
6. An organisation may receive a Financial Systems visit to look at the procedures and controls in place around their finances.
7. By signing the Terms and Conditions you agree that Halifax Foundation for Northern Ireland shall be entitled to share the information that it holds on your organisation with any agency or authority which, in the exercise of a statutory power of investigation, requests such information from the Foundation.

It is important to follow the Monitoring and Evaluation Procedures set by the Foundation otherwise your grant could be withdrawn or your organisation could be restricted from applying for a grant in the future

HALIFAX FOUNDATION FOR NORTHERN IRELAND

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Registered Office: 2nd Floor, 14 Cromac Place
The Gasworks, Belfast BT7 2JB
Registered in Northern Ireland Number 19019
Company Limited by Guarantee Charity Registration NIC101763

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SUPPORTING DOCUMENT CHECKLIST

In order for the application to be considered for funding, the following documentation **MUST** be submitted with the online application form. If posting the additional documents, please ensure you provide photocopies only, as no documents will be returned.

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| <input type="checkbox"/> Most recent Annual Report or Minutes of AGM
If the organisation does not produce an annual report, minutes of the most recent AGM are acceptable. If the organisation is new, the minutes from the meeting when the Constitution was formally adopted are acceptable. | <input type="checkbox"/> Memorandum & Articles of Association/Constitution
Must be adopted by the Committee and have a handwritten signature by an office bearer. |
| <input type="checkbox"/> Most recent Audited or Independently Examined Accounts
Audited accounts must be signed or stamped by both the Auditor and an office bearer of the organisation.

Independently examined Accounts must be signed by both an individual with the requisite ability who is external to the organisation, AND an office bearer of the organisation. | <input type="checkbox"/> List of Office Bearers
Must contain the name and position of the current office bearers. |
| <input type="checkbox"/> Charitable Status
Must relate directly to the applicant organisation, and confirm charitable status. If you are not yet registered with Charity Commission Northern Ireland enclose your HM Revenue & Customs Letter of Recognition | <input type="checkbox"/> Job Description and Personnel Specification
If applying for a grant that supports salary costs, both documents must be provided. |

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Brian Scott *Deputy Chairman*
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Hugh Donnelly
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James Grant
Paula Leathem
Janet Leckey
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Joanne Byrne *Grants Officer*
Joanna Johnston *Grants Officer*
Caroline Fulton *Assistant Grants Officer*

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