

GUIDELINES FOR COMPLETION OF THE ACTIVE BELFAST GRANT APPLICATION 2014/15





Invitation to apply for an award

On behalf of the Active Belfast Partnership, we invite you to apply for an award under this grant scheme, which is now in its third year.

The scheme aims to create opportunities to participate in physical activity within Belfast to help reduce health inequalities. It also raises awareness about how important it is to be active and the benefits that come from regular, moderate activity.

The Active Belfast Partnership is committed to supporting a wide range of organisations that can effectively make a contribution to delivering on the key priorities of reducing health inequalities and promoting the long term health and social well-being of the population through physical activity.

We would encourage you to take the opportunity to help people get active. Regular physical activity can help combat some of our most serious health issues, such as obesity and promote mental and emotional health.

This scheme will help you to give people the chance to experience the benefits of physical activity and will support the drive to create a healthier population in Belfast.

A handwritten signature in black ink, appearing to read "A Hassard".

Andrew Hassard
Chair Active Belfast Partnership

A handwritten signature in black ink, appearing to read "Seamus Mullen".

Seamus Mullen
Vice Chair Active Belfast Partnership

This grant scheme is joint funded by the Public Health Agency and Belfast City Council in support of the Active Belfast Strategy.

Guidelines

How to apply

1. Before you begin please read through the following guidelines. Your application will be assessed on how well you fulfil the criteria within Part B based on the information you provide. This is the only information the panel has so make it count. We regret that we cannot accept incomplete applications.
2. Complete the application form. We will only accept hard copies that are signed. We regret we cannot accept faxed or electronic applications. Do not include any additional information, as it will not be considered when assessing applications.
3. Check that all parts of the form are complete. Please return your completed application form to the Belfast Health Development Unit at the address shown by 12.00pm on Friday 7th March 2014. We regret that we cannot accept late applications or applications that are sent to another address.
4. If you would like assistance with your application please contact Ben Hanvey, contact details below.

How likely are you to get an award?

Every application is judged on its merits and on how it meets the criteria. The panel recognises that a great deal of work goes into developing proposals and that most submissions are worthy projects in their own right. However, demand for grants outstrips available funding. In 2013/14, 93 applications were received and of these 29 received funding. If you are unsuccessful in this round of funding you can request feedback. While there is no formal appeals process, queries may be made via email to activebelfast@bhdu.org and a written response will be provided. We regret that individual queries cannot be dealt with by telephone.

Alternative Formats

The guidance can also be made available in the following alternative formats:

- ❖ Large Print (size as required),
- ❖ Audio tape
- ❖ Computer Disk
- ❖ Translation

**Completed application forms should be sent to the following address only:
Belfast Health Development Unit
5th Floor
9 Lanyon Place
Belfast, BT1 3LP**

Alternative Formats	Assistance with your application
Martina Smyth Office Manager Belfast Health Development Unit 5 th Floor 9 Lanyon Place Belfast, BT1 3 LP Email: martina.smyth@bhdu.org Telephone: 028 9050 2073	Ben Hanvey Active Belfast Project Development Officer Belfast Health Development Unit 5 th Floor 9 Lanyon Place Belfast, BT1 3 LP Email: ben.hanvey@bhdu.org Telephone: 028 9050 2073

Awards Criteria

These guidance notes explain to organisations, interested in making an application for funding, the following:

- Eligibility criteria for applications; and,
- Aims of the funding available;
- Criteria against which applications will be assessed;
- Scale of funding available and the time period for allocation;
- Guidance on the type of information that should be provided under each question.

Eligibility Criteria

In order to be eligible for this funding, your organisation must clearly demonstrate that the organisation is able to meet the criteria set out below and have been evaluated as a priority to fund.

All organisations evaluated as a priority to fund must be able to provide the following;

- A constitution or set of rules which are **signed and dated** as adopted;
- The organisations most recent annual accounts (or, for new groups, a statement of income and expenditure). These **must be signed** as approved by an office holder or auditor; and
- Have approved financial controls in place as detailed in questions 6.1 - 6.5, Part A, on the application form.

Successful applicants must forward copies of policies and procedures and additional information within ten days of grant award notification.

Aims of the Active Belfast Funding

Vision: 'People in Belfast will be more active and healthier'.

Mission Statement: 'Working together to inspire more people to be more active more often'.

Strategic priority themes and areas	Strategic objectives
Providing skills and supporting development opportunities for people	Provide and support a range of training and education opportunities
Providing high quality places for all	Extend the range and quality of spaces and activities available
Increasing opportunities for participation and engagement	Develop and provide a range of activities to increase awareness and participation
Improving partnership working	Work better together and create wider connections
Promote the benefits of being active	Increase the awareness and benefits of being active

Funding Themes

The four thematic areas which are aligned to the Active Belfast Action plan will be considered this year for grant funding:

- Increasing Capacity
- Access to Places
- Walking
- Cycling

Criteria for Assessing Applications

- Bids must demonstrate how they contribute to the vision of an Active Belfast
- Be clearly aligned to one of the funding themes
- Must provide visibility for the Active Belfast brand
- Bids must demonstrate a partnership approach
- Projects that demonstrate value for money
- Activities that target people who do not currently engage in physical activity
- Where possible, bids should identify match funding

Please note we **will not** fund:

- General running costs which are not related to the specific project for which funding is sought
- Applications from individuals
- Endowments, loan payments
- Activities promoting political beliefs; religious beliefs, this does not preclude Faith Community Groups applying for activities related to the aims of the scheme
- Costs already incurred (retrospective funding)
- Donations (to individuals, groups or charities)
- Fundraising events or activities
- Projects that indicate a disproportionate cost for transport
- Management costs of more than 15% of overall grant awarded
- Affiliation or Professional membership fees
- Unreasonable costs
- Groups outside Belfast City Council boundaries
- Previously successful applicants of Active Belfast Grants who did not submit quarterly monitoring returns and end of project evaluation reports on time

Funding

Priority 1 funding is for a maximum of £25,000 for the financial year 2014/15. Applicants are only entitled to submit one application for Priority 1 funding during this time.

Priority 2 funding is for a minimum of £1,000 up to a maximum of £5,000 for the financial year 2014/15. Applicants are entitled to submit more than one application, but can only receive a maximum of £5,000 per year. This would allow for example, a community organisation to submit an application within both the 'Walking' theme and a separate application within the 'Building Capacity' theme.

Guidance on Completing the Application Form

The application form is in four parts: **PART A** is about the organisation, its governance, procedures and size (questions 1 - 6); **PART B** is about your project/proposal and the funding sought and marked by the panel (questions 7 - 20); **PART C** – Optional Nutrition Enhancement (question 21); **PART D** – Referee and Declaration

Answer each question in the box provided (any information disclosed will be treated in confidence). You may use additional paper if required but you must stay within the word limit, where this is indicated. Please type or write clearly in black ink.

PART A – Your organisation, its governance, procedures and size.

Question 1	<p>Information about your organisation</p> <p>Please provide the name in full of the organisation applying for the funding (including Ltd Company if appropriate). (Put any acronym [abbreviation] used for your organisation in brackets after the full name).</p> <p><u>Contact Address</u> Please provide the contact details for the organisation. Ensure that the full postcode is included. If your organisation is a limited company please provide the registered name and full address of the registered office.</p> <p><u>Contact Person</u> Please provide the name of the main contact person in the organisation and address.</p>
Questions 2 – 5 are intended to provide the funder with some history of your organisation including type of organisation and size	
Question 2	<p>How long has the applicant organisation/group been established?</p> <p>Please provide the year the organisation was constituted / set up.</p>
Question 3	<p>Type of group</p> <p>Please refer to the categories detailed and indicate <u>all</u> those, which apply to your organisation:</p> <ul style="list-style-type: none"> • A Social Enterprise Organisation • Unregistered charity, club, society or association, community based group or organisation; • Organisation recognised by HM Revenue & Customs as Charitable for tax purposes; • Charity registered with Charity Commission in NI. • Charity registered in England or Scotland or Wales; • Educational Establishment <p style="text-align: center;">or</p> <p>Provide details on the registration of the organisation where applicable.</p>

<p>Question 4</p>	<p>Scale of organisation</p> <p>Please provide the numbers of employees and volunteers in your organisation.</p>
<p>Question 5</p>	<p>Aims and objectives of the organisation</p> <p>Detail in no more than 250 words the main aims and objectives of your organisation, including the general services the organisation provides.</p> <p>Specific detail about the project proposal for which you are seeking funding is requested in Question 11 of the application form.</p>
<p>Questions 6.1 – 6.5 need to be answered fully. This provides the funder with assurance regarding your organisations management, governance and financial control practices and procedures.</p>	
<p>Question 6</p>	<p>Organisation financial controls / policies and procedures</p> <p>If you do not currently have these controls in place, they must be in place prior to any contract being issued.</p> <p>Question 6.1 Outlines necessary financial controls required to ensure the appropriate financial management of the project. You may have these requirements in a single financial procedures document (See further guidance notes regarding financial controls in Appendix 2).</p> <p>Question 6.2 Please tell us how often you review these controls.</p> <p>Question 6.3 Please tell us about your IT security procedures if applicable.</p> <p>Question 6.4 and 6.5 Is a checklist of other organisational policies that must be in place prior to any contract being issued. These will be a requirement in the terms and conditions of the contract that your organisation will be required to sign.</p> <p>Your organisation must have policies and procedures in place to assure compliance with the law for the following. If you do not currently have these policies/procedures they must be in place prior to any contract being issued.</p> <p>Successful applicants must forward copies of policies and procedures and additional information within ten days of grant award notification.</p>

PART B – About your project and the costs.

Question 7	<p>7.1 Priority area</p> <p>Please select which priority area you are applying to on the application form by ticking one.</p> <p>7.2 Theme</p> <p>Please select which theme you are applying to on the application form by ticking one.</p> <p>You can submit separate applications for each of the themes for between £1,000 and £5,000, however each organisation can only secure a maximum of £5,000 in any financial year within Priority 2.</p> <p>Please note a separate application form should be used when applying for each priority area or theme.</p> <p>An organisation can submit an application within both the priority 1 and priority 2 categories.</p> <p>Potential activities that could be covered within the areas:</p> <p>Building Capacity: (developing people)</p> <ul style="list-style-type: none">• Opportunities for people to acquire new skills through participating in physical activity• Opportunities to acquire new skills to deliver physical activity <p>Access to Places:</p> <ul style="list-style-type: none">• Utilising and enhancing indoor and outdoor spaces• Bicycle stands• Community garden allotments• Opportunities to utilise local community based facilities <p>Walking:</p> <ul style="list-style-type: none">• Community walking programmes• Doorstep walking within the local neighbourhood• 'Walking for Health' programme in local parks <p>Cycling:</p> <ul style="list-style-type: none">• Family cycling events in suitable parks or using cycle routes• 'Cycle for Health' programme• Cycle training and activities <p>Please note these are only example activities and the list is not exhaustive.</p>
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<p>Question 8</p>	<p>8.1 Project name - Provide the name of the project to be funded.</p> <p>8.2 Identify lead officer - This should be the person responsible for the coordination of the project and will be the main contact person for the project. Give contact details if different than the person identified in PART A.</p> <p>8.3 Please tell us how much you are applying for from this funding?</p> <p>8.4 Total project costs (if different from amount requested)</p> <p>8.5 Match funding – Please tick, if ticked yes fill in 8.6 - 8.8</p> <p>8.6 Match funding amount</p> <p>8.7 Match funding provided by</p> <p>8.8 Status of Application - letter of offer received, application being processed, application to be made or contribution in kind.</p>
<p>Question 9</p>	<p>9.1 Dates for the project</p> <p>Projects must be able to deliver within the funding time frame 1st April 2014 - 31st March 2015.</p> <p>9.2 Number of weeks the project will be delivered?</p>
<p>Question 10</p>	<p>Project location and geographic coverage</p> <p>Funding is for Belfast based projects only.</p> <p>10.1 State where the project is being delivered city wide or ward area. Ward map is included in Appendix 1.</p> <p>10.2 Which ward the participants will be recruited from?</p> <p>10.3 Which setting will the project take place in e.g. school, workplace or community centre?</p>

<p>Question 11</p>	<p>About this project</p> <p>11.1 Describe your project? To include content of project, partners' involvement, delivery method (Priority 1 applications should demonstrate how they provide a citywide approach. Priority 2 should identify the geographical ward. (Word limit 400)</p> <p>11.2 Please state the overall aim of your project? Ensuring it aligns to the aims of the funding scheme. (Word limit 75)</p> <p>11.3 Please state the objectives of your project? How you will achieve your aim? (Word limit 150)</p> <p>Objectives should be 'SMART':</p> <ul style="list-style-type: none"> • Specific • Measurable • Achievable • Realistic • Time-bounded <p>11.4 Partnership involvement, what is their role/responsibility? Please detail partners involved in this project if appropriate. If you have partners, clearly state their role in the initiative/project.</p>
<p>Question 12</p>	<p>Tell us about the people who will benefit from your project? Please tick the appropriate box.</p> <p>12.1 What ages are the people your project is aimed at?</p> <p>12.2 What gender are the people who will be taking part?</p> <p>12.3 Is your project targeting inactive people? Inactive people are those not meeting the Chief Medical Guidelines on Physical Activity https://www.gov.uk/.../publications/uk-physical-activityguidelines</p> <p>12.4 Is your project targeting people with disabilities?</p> <p>12.5 Is your project targeting people from those groups under section 75?</p> <p>12.6 How many direct participants do you expect to benefit? Approximate numbers.</p> <p>12.7 Method of recruitment for participants. Give as much detail as possible for example face to face, through community groups, electronic advertisement, leaflet etc. (Word limit 75)</p>

Question 13

Please provide a brief description of what activities your project will include, measurable objectives and annual target along with the outcomes you hope to achieve and how these will be measured.

Example below is provided as a guide only.

Brief description of activity	Measurable objectives	Annual target	Outcomes	Proposed Method of Measuring Outcome
Walking for Health Project in Parks A weekly walking programme being delivered in the park to allow progression of inactive participants	<ul style="list-style-type: none"> • Number of Training of Volunteer Leaders • Number of Walking Groups established for inactive residents in Belfast • Number of Participants walking on a weekly basis • Number of Walks delivered within the timeframe 	<p>3 Leaders</p> <p>3 Groups established for 3 levels</p> <ul style="list-style-type: none"> • Beginners • Intermediate • Advanced <p>• No of Beginners 30</p> <p>• No of Intermediate 30</p> <p>• No of Advanced 30</p> <p>• 40 beginner walks</p> <p>• 35 intermediate walks</p> <p>• 30 advanced walks</p>	<p>Increased number of walking programmes within the city</p> <p>Sustainability of a Walking Programme with Community Volunteers trained up</p> <p>Increased Physical Activity levels to those that do not normally participate</p> <p>Improved Health and Wellbeing</p> <ul style="list-style-type: none"> • Mental • Social • Physical 	<p>Qualifications achieved</p> <ul style="list-style-type: none"> • Movement over the programme Beginner-advanced <p>Weekly registration of participants</p> <p>Pre and post questionnaires</p> <ul style="list-style-type: none"> • Activity levels prior to joining group and after joining <p>Pre and post questionnaires</p>

Remember, the measurable objectives and annual targets above, and information from the activities listed in question 11 will be used to form the basis of the project’s performance indicators. These will be included in the contract and progress monitoring returns for successful projects. It is important that you are confident that you can deliver on them.

Detail the outcomes you hope to achieve through this project and how these will be measured. (Outcomes are defined as changes, benefits, learning or other effects that happen as a result of the project)

Against the outcomes, please detail how you will collect evidence that they are being achieved e.g.

- pre/post activity information on participants (which evidenced based questionnaire is being used)
- number of session attended by participants
- feedback forms on benefits reported by participants

<p>Question 14</p>	<p>Addressing local need and beneficiaries' involvement?</p> <p>14.1 Provide evidence that your project will address a local need e.g. local analysis, research etc. (Word limit 200)</p> <p>How has the need for this project been identified and what evidence base is there for the project?</p> <p>Please detail the process involved in identifying and establishing this need. Consider the following:</p> <ul style="list-style-type: none"> • Have you carried out local surveys or interviews for instance? • Has the need emerged from research or from public meetings? • Did you involve beneficiaries/users in assessing the need? <p>14.2 How have beneficiaries/service users, been involved in planning the project? (Word limit 150).</p> <p>Outline the role that the beneficiaries, that is those receiving the services of the proposed project, or the wider community for that matter, have played in the development of this proposal.</p> <ul style="list-style-type: none"> • Did they have (or will have) a say in the design of the initiative? • Are they, or will they be involved in the delivery of the project to allow engagement and ownership? • How will their views on this project be taken into account?
<p>Question 15</p>	<p>Have you addressed the sustainability of the project, or developed an exit strategy? If so, please detail, if not explain why. (Word limit 150)</p> <p>Given that funding is time-bound, you need to demonstrate what happens to the project at the end of the funding period. Is it a specific initiative aimed at a particular need that can be fully addressed in the time period supported by the funding? Will it generate revenue and become self-sustaining? If so, tell us how this will work. Are there future sources of funding to maintain, or develop the initiative beyond the time period supported by this funding?</p> <p>Should your application include salary costs, you should indicate sustainability proposals/an exit strategy at the end of funding period.</p>

<p>Question 16</p>	<p>Please indicate your experience in the management and delivery of similar projects. (Word limit 150)</p> <p>Applicants should highlight examples of similar projects that they have designed, managed and delivered in the past. Detail such projects and your collective or individual experience related to such initiatives.</p> <p>Reference could be made in this section to:</p> <ul style="list-style-type: none"> • experience relating to project development • promotion • day-to-day management • staff management • budgetary control • monitoring experience • expertise and experience of staff / volunteers involved in the design, management and delivery of projects <p>Clearly state if this is the first time your organisation will manage a project of this type and explain who and where you will seek advice, support and guidance to help you to manage and deliver this project.</p>
<p>Question 17</p>	<p>What are the risks or uncertainties that are associated with your project/service and how do you propose to manage them? (Word limit 150)</p> <p>What actions do you intend to take to minimise known risks or to deal with other risks / uncertainties that may arise as the project develops. Please consider risks within the 3 key areas of the project;</p> <ul style="list-style-type: none"> • Governance/Health and Safety • Engagement with beneficiaries • Delivery of project
<p>Question 18</p>	<p>Please tell us with who and how you intend to share the learning from this project to influence policy and practice? (Word limit 150)</p> <ul style="list-style-type: none"> • Who – Example health, community, voluntary etc • How - What mechanisms / procedures do you have to share learning and information through monitoring and evaluation which will help influence policy and practice in health and social well-being? • How will you profile the service and its impacts?

<p>Question 19</p>	<p>Has your organisation previously received funding from Active Belfast or the HSCB, PHA, HSC Trust(s) or any other funder?</p> <p>If you have please detail this, including:</p> <ul style="list-style-type: none"> • project title • amount awarded • funding source • funding status- secured funding/awaiting confirmation
<p>Question 20</p>	<p>Breakdown of funding requested</p> <p>It is important to breakdown the project costs by item/element, if possible. It is also necessary to provide a rationale for the cost you attribute to these items, e.g. mileage – breakdown the allowance per mile and expected number of miles, heat, light & power. How are these calculated?</p>

PART C – Nutrition Component (Optional)

<p>Question 21</p>	<p>This year for the first time there is an additional Nutrition component to enhance your physical activity. This does not affect your physical activity application.</p> <p>Optional nutrition grant Please fill in the table provided If your organisation is interested in applying for additional funding of up to £1000 to include a nutritional component within the programme, please fill out PART C of the application providing a brief description of the proposed nutrition element, key actions, outcomes and cost.</p> <p>Potential nutrition programmes</p> <ul style="list-style-type: none"> • Cook it! Nutrition education and cooking skills programme suitable for groups • 'Weigh to Health' community weight management programme suitable for groups • Weaning education programme for mums/ dads • Food budgeting/skills programmes • Cooking equipment for community centre <p>Please complete table. See example on Page 14.</p>
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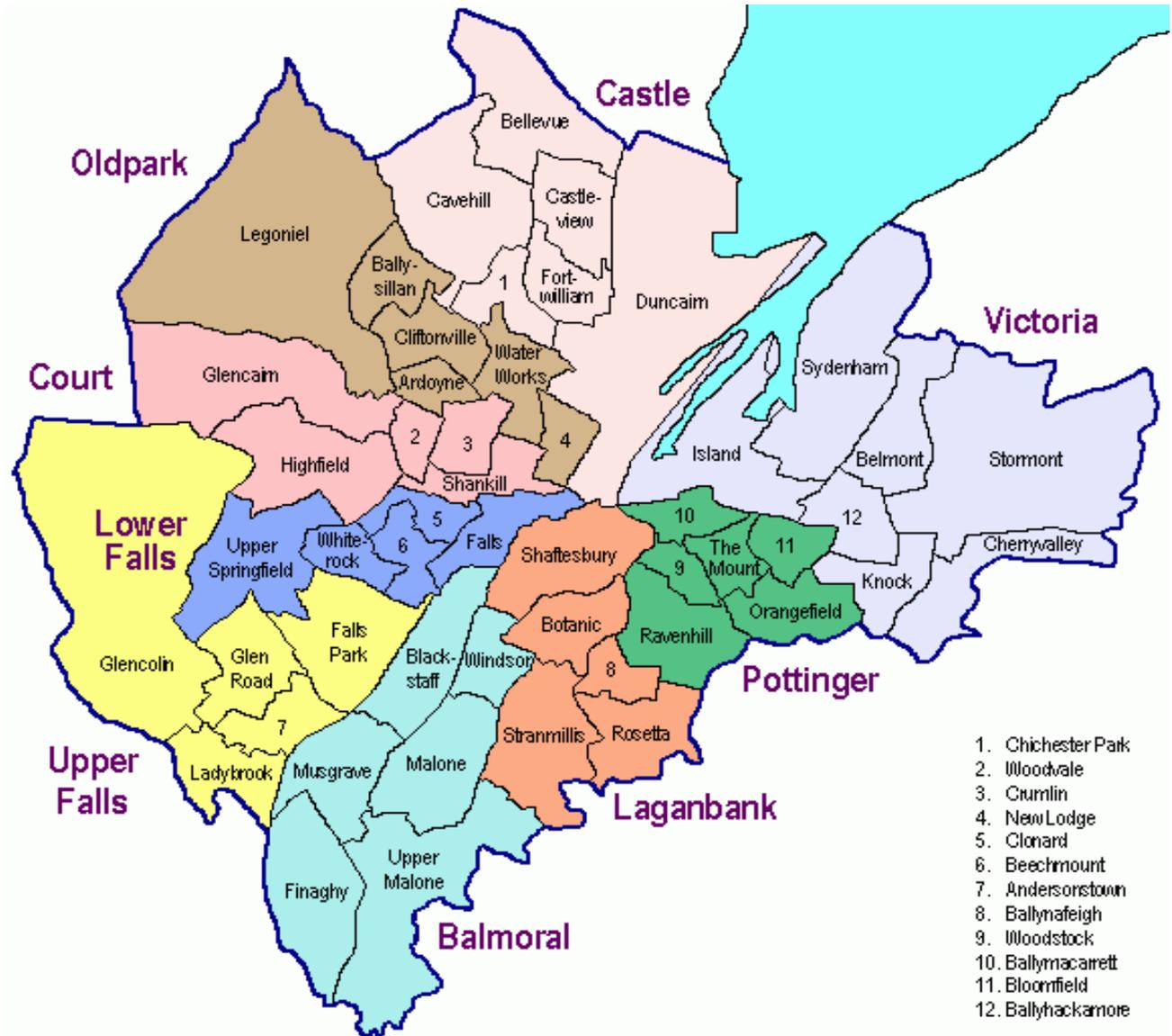
Nutrition component example					
Nutrition Programme outline	Key Actions for 2014/15	Time-frame	Planned outcomes	Cost	Delivery agents
EXAMPLE Weaning programme for mums	Deliver a 6 week weaning programme to mums who are taking part in the pramtastic activity	May-June 2014	Increased knowledgeable in stages of weaning increased awareness of risks of weaning too early Increased skills at preparing suitable foods for weaning	Dietitian to deliver programme (in kind) - blenders as - incentives £100 -Food costs - £50 -Crèche facilities £150 Total £300	Surestart Community dietitian/ HV's

Part D – Referee and Declaration

Referee	<p>Referee for your project/service</p> <p>Please provide details of an independent referee who is willing to vouch for your organisation and its work.</p>
Declaration	<p>REMEMBER TO SIGN THE APPLICATION!</p> <p>Two signatures are required from your organisation, one of which should be the Chairperson, Chief Executive or most senior staff member.</p>

- The BHDU reserves the right to reject any application that is incomplete.
- The information on this form may be made available to other government departments/agencies/other funding organisations for the purpose of the prevention of double funding or other irregularities and in the interest of public accountability.
- Check that you have fully answered all the questions and supplied all the relevant information.

Belfast City Council Electoral Wards



Internal Financial Controls

The following guidelines are intended to assist organisations that are in receipt of funding from the BHDU.

All organisations must have robust systems of financial control in place i.e. proper procedures, controls, accounting records and supporting documentation in respect of funding provided by the BHDU.

The organisation must have the following procedures in place before funding will be released and should include:

Cash Handling

- An outline of how all income is receipted.
- An outline of how the Petty Cash system is operated to include maximum limits, the procedure for increasing/decreasing floats, recoupment procedures and access to Petty Cash.
- Procedures to ensure cash boxes, cheque books and other financial documents are kept in a safe place and that appropriate responsibility and restrictions are laid down for access to the keys to any safe.
- A statement regarding regular cash lodgements i.e. lodgements shall be made in order to keep amounts of 'cash in hand' to a minimum.
- A list of authorised cheque signatories should be maintained.

Bank Account / Cash Book

- The organisation should have a bank account in the name of the organisation. Funding in respect of the project shall only be paid into the official bank account of the organisation.
- The name and address of the Bank/Building Society or Post Office branch and name of account.
- Details on the type of account, whether it attracts interest.
- Balance/overdraft limits
- Bank mandates must be formally approved by the Management Committee or Board.
- Payments from the bank account in respect this project/funding shall be on the signature of two authorised signatories.
- A statement of how, when and who shall complete the bank reconciliation, this will be countersigned by Treasurer/Secretary or Chairperson as evidence of review.
- A procedure for dealing with cheques that are outstanding for a period of time.
- A procedure for stopping, cancelling and reissuing cheques.
- How the bank balance is monitored.
- A cash book with details of all income received (including date, source and receipt number) and a summary of expenditure (including date, payee, nature and cheque/payment reference number) shall be maintained and reconciled to the bank statement on a monthly basis.

Purchasing Procedures

Organisations shall ensure that the procurement in relation to projects complies with the requirements for quotations and tendering stipulated in guidelines available from the BHDU.

Delegated Authority

Details of who is authorised in the organisation to commit and approve expenditure and what the limits of authorisation are.

A policy on how to report and respond to a Suspected Fraud

- Avenues for how and to whom a suspected fraud is reported.
- The roles and responsibilities of all staff within the organisation in relation to fraud awareness.
- The response plan should lay out the responsibilities of the senior management within the organisation in terms of handling suspicions or allegations of fraud.
- Any suspected fraud or other financial irregularity shall be reported to the Funder, the Police and the BHDU at the earliest opportunity.

Segregation of Duties

- This policy should prevent any one person carrying out a transaction without another authorised person being involved within the organisation.
- Where this is not possible due to the small number of staff employed then work should be reviewed by the management or Committee members.

Travel and Subsistence Expenses

- Details on insurance requirements, mileage rates, public transport rates, passenger supplements, car parking and incidental expenses, subsistence and accommodation.
- How payment will be made.

Payment of Invoices

- All invoices paid by the organisation must be supported by original invoices, **not photocopies**, which shall be retained for inspection.
- Invoices shall be properly checked before payment. This shall include checking against delivery and purchase orders and where appropriate contracts for accuracy.
- Invoices should be approved by an appropriate staff member with delegated authority.
- VAT shall be accounted for in accordance with Revenue legislation and HM Revenue & Customs Regulations.

Cheque Journal

The organisation shall maintain a cheque journal, which includes the information necessary for the completion of financial claims to the BHDU. This may be done through the use of separate cost centres with a clear audit trail.

Maintenance of Records

Bank mandates, statements and reconciliations shall be retained for audit inspection for the period stipulated by the BHDU.

All records of income and expenditure shall be retained and filed in an orderly system with a clear audit trail to allow for audit inspection. Records shall be readily accessible for monitoring purposes. This will include, original invoices paid (not photocopies), receipts for cash transactions, such as petty cash expenses and any other documentation to support disbursements of money. Cancelled receipts and cancelled cheques should be retained.

Security of Assets

The organisation shall maintain a record of assets purchased (Asset Register), which will include the source of funding for each individual asset. This will enable assets to be returned to the appropriate 'owner' in the event of a project coming to an end.

Financial Management

The Service Provider shall put in place and maintain systems for sound financial management including an appropriate budgetary control system. The Treasurer/Secretary or Chairperson shall review financial records on a monthly basis and shall present a financial report to the Management Committee, which will highlight any variances from forecasts and budgets. The Management Committee shall take immediate and appropriate action to address variances from agreed budgets. The BHDU shall be notified at an early stage of any non-compliance with the terms of the funding agreement.

Reimbursement Claims to the BHDU

- The Service Provider shall adhere to the monitoring and evaluation timescales outlined in the Contract.
- Authorised claim forms and other financial returns shall be approved by an appropriate official.

IT Security

- Where a financial IT system is in operation, security and control procedures should be in place to ensure restricted access, integrity of data and information and secure storage and transmission of data.
- Examples of such controls include separate administrator and user access, system to change passwords regularly, virus guards and fire walls, and system recovery plans.
- These controls should be previous payment controls and should be exercised jointly when an on-line treasury function is in place.

Payment of Salaries and Wages

Either a manual or a computerised payroll system shall be maintained. This shall clearly show the amount of gross and net wages for each employee. All payments to staff shall be through the payroll and shall be in accordance with Legislation and HM Revenue & Customs Regulations. A separate record of payments to the HM Revenue & Customs for Tax and National Insurance shall also be maintained.

Other - Staff

- Persons responsible for financial transactions in the organisation should be properly trained.
- Contracts of employment should be in place for all staff employed and made available for inspection by the BHDU.

This should be the person who will be responsible for the management of the proposed project and who will be most familiar with it.

Glossary of Terms/Definitions

PHA	Public Health Agency
HSC Trusts / Trusts	Health & Social Care Trusts
HSCB	Health & Social Care Board
Acronym	An abbreviation of the name of the organization
BHDU	Belfast Health Development Unit
LCG	Local Commissioning Group
NISRA	Northern Ireland Statistics & Research Agency
NINIS	Northern Ireland Neighbourhood Information Service
Outcomes	Outcome measurement is the continuous measurement of the improvement in health or social well-being of the population targeted by the service.
Outputs	Outputs are the measure of the work produced or service delivered by an individual in a period of time.
Impacts	Impact studies aim to measure the longer term evaluation /assessment of the project effectiveness.
AGM	Annual General Meeting
VAT	Value Added Tax
IT	Information Technology
Health Inequalities	The gap which exists between the health of different population groups or between geographical areas.