



 **Belfast  
Harbour**



**COMMUNITY  
AWARDS**

**THE  
APPLICATION  
FORM**

## WHAT SUPPORT IS AVAILABLE?

THE BELFAST HARBOUR COMMUNITY AWARDS PROVIDE GRANTS RANGING FROM **£500-£5,000**

## ASSESSMENT CRITERIA

**Applications can be submitted under one or more of the following categories:**

- Supporting Employability & Skills
- Supporting our Environment
- Supporting Communities

**Full details of assessment criteria are available on the Belfast Harbour website, however as a minimum all proposals received must provide detail for, and will be assessed against the following criteria:**

- How does the proposal align with Belfast Harbour's Responsible Business priorities as outlined by the Award Categories?
- What positive change will the activity deliver for individuals and/or communities?
- What is the value of the proposal's outcomes compared to the costs?
- Is the proposal innovative and original?
- Is it possible to evaluate impacts?
- If the proposal has secured or is applying for other funding sources are the details of this fully set out in the application?

Applications will be scored against the above criteria, with available funding allocated in order of merit, as appropriate, and until the point when available funding is over-subscribed.

Applications from organisations and charities across Northern Ireland are welcomed. Efforts will be made to ensure that funding is allocated to a diverse range of projects, causes and organisations.

## HOW TO APPLY SUBMISSION GUIDELINES

Requests to The Belfast Harbour Community Awards must be submitted in writing, either by post or e-mail. To be considered, the initial request must include all required details and supporting material.

### Applicants are requested to include the following information within their proposals:

- Name, details and credentials of organisation seeking support
- Summary of programme or activity
- Description of the target audience
- Amount of funding required and what this will be used for
- A detailed outline of project and/or activity plans
- Start and finish dates, with implementation timelines
- Location of organisation, and location of project/initiative if different
- Details of other sponsors or funders involved
- Targets set for the project and the impact of the initiative
- Strategies related to the launch, the advertising and the promotion of the programme or activity
- How the project aligns with the Award categories
- Description of marketing and promotional opportunities available to Belfast Harbour (including social media)

In addition, applicants may be required to complete a second stage process. This may include a visit to your project, meeting with a Belfast Harbour representative or requests for further information.

Should you wish to discuss the application process, prior to a decision regarding funding, please contact Jenni Barkley – [j.barkley@belfast-harbour.co.uk](mailto:j.barkley@belfast-harbour.co.uk)

Before beginning your application please refer to the eligibility criteria.

## WHEN

The Belfast Harbour Community Awards are open for applications twice a year.

Applications for this round of the 2022 Awards are accepted from 21st March to 22nd April 2022. Applications made outside of these periods will not be accepted.

## WHERE

Completed applications should be sent to:

Belfast Harbour Office  
Corporation Sq  
Belfast  
BT1 3AL

OR Email:  
[communityawards@belfast-harbour.co.uk](mailto:communityawards@belfast-harbour.co.uk)

**Receipt will be acknowledged within two weeks.**

## SHORTLISTING PROCESS

All applications will be shortlisted and Belfast Harbour will normally communicate a decision within four weeks of each funding deadline.

**THE DECISION OF THE COMMUNITY AWARDS MANAGEMENT TEAM IS FINAL.**

**BELFAST HARBOUR RESERVES THE RIGHT NOT TO ENTER INTO CORRESPONDENCE WITH REGARD TO THEIR DECISION.**

## YOUR APPLICATION

ORGANISATION:

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### CONTACT AT ORGANISATION

NAME:

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TEL:

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EMAIL:

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WHICH CATEGORIES DOES THE PROJECT ADDRESS?

- Supporting Employability & Skills
- Supporting our Environment
- Supporting Communities

## YOUR BUDGET

(PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE, INCLUDING APPROXIMATE COSTS OF MATERIALS, VENUE HIRE, EVENT PRODUCTION ETC.)

## YOUR PROPOSAL

PLEASE PROVIDE A SUMMARY OF YOUR ORGANISATION (MAX. 200 WORDS).

PLEASE PROVIDE A SUMMARY OF THE SPECIFIC PROGRAMME OR ACTIVITY, INCLUDING AN OUTLINE OF ACTIVITY PLANS, TIMELINES, AND A DESCRIPTION OF YOUR TARGET AUDIENCE (MAX. 200 WORDS).



## YOUR PROPOSAL

HOW DOES YOUR PROPOSAL ALIGN WITH BELFAST HARBOUR'S RESPONSIBLE BUSINESS PRIORITIES, AS OUTLINED BY THE AWARD CATEGORIES (SUPPORTING EMPLOYABILITY & SKILLS; SUPPORTING OUR ENVIRONMENT; SUPPORTING COMMUNITIES). (MAX. 200 WORDS).

WHAT POSITIVE CHANGE WILL THE ACTIVITY DELIVER FOR INDIVIDUALS AND / OR COMMUNITIES? (MAX. 100 WORDS).

## YOUR PROPOSAL

PLEASE SPECIFY ANY TARGETS SET FOR THE PROJECT AND THE INTENDED IMPACT OF THE INITIATIVE. (MAX. 100 WORDS).

PLEASE PROVIDE DETAILS OF THE LOCATION OF YOUR ORGANISATION, AND THE LOCATION OF THE PROJECT / INITIATIVE, IF DIFFERENT. (MAX. 100 WORDS).

PLEASE PROVIDE DETAILS OF OTHER SPONSORS OR FUNDERS INVOLVED IN THE PROJECT, IF APPLICABLE. (MAX. 100 WORDS).



## YOUR PROPOSAL

PLEASE PROVIDE DETAILS OF STRATEGIES RELATED TO THE LAUNCH, THE ADVERTISING AND THE PROMOTION OF THE PARTNERSHIP, AND A DESCRIPTION OF ANY MARKETING / PROMOTIONAL OPPORTUNITIES AVAILABLE TO BELFAST HARBOUR (INCLUDING SOCIAL MEDIA). (MAX. 100 WORDS).







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