



March 28th, 2024

Chairperson: Councillor J Lavery BEM

Vice Chairperson: Councillor T Mitchell

Aldermen: J Baird, A G Ewart MBE, M Gregg, A Grehan, M Guy and S P Porter

Councillors: P Burke, K Dickson, J Gallen, U Mackin, A Martin, C McCready, N Parker

Ex-Officio: The Right Worshipful the Mayor, Councillor A Gowan
Deputy Mayor, Councillor G McCleave

Notice Of Meeting

A meeting of the Regeneration and Growth Committee will take place on **Thursday, 4th April 2024** at **6:00 pm** in the **Council Chamber** for the transaction of business on the undernoted agenda.

DAVID BURNS
Chief Executive
Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES

2.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Members to complete disclosure of interest form)

3.0 REPORT OF HEAD OF ECONOMIC DEVELOPMENT

3.1 Tourism Major Events – Refresh on Approach

For Decision

- ▢ *1. Major Events updated reporting.pdf* *Page 1*

- ▢ *Appendix 1a Guidance notes for major event fund - revised October 2023.pdf* *Page 4*

- ▢ *Appendix 1b Application for Grant Assistance Over 1000 2024 - 2025.pdf* *Page 19*

- ▢ *Appendix 1c Governance for Tourism Major Events programme 2024.pdf* *Page 38*

- ▢ *Appendix 1d Scoring sheet and Assessment criteria.pdf* *Page 39*

- ▢ *Appendix 1e Blank Post Event Evaluation Form.pdf* *Page 44*

3.2 Labour Market Partnership – potential ‘Multiply Programme’

For Decision

- ▢ *2. LMP potential Multiply Programme.pdf* *Page 51*

- ▢ *Appendix 2 - Initiatives included in Multiply Programme.pdf* *Page 53*

4.0 CONFIDENTIAL BUSINESS

4.1 Food and Drink Programme – 2022 -2023 Evaluations and Business Case for 2024-2026

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information)

4.2 Grove Activity Centre – Disposal under Community Asset Transfer

Page 61

For Decision

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information)

4.3 Update on Asset Management Improvement Plan

For Noting

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information)

4.4 Contract for Funding Agreements regarding BRCD (Belfast Region City Deal Destination Royal Hillsborough)

Confidential due to information relating to the financial or business affairs of any particular person (including the Council holding that information)

5.0 Any Other Business



Committee:	Regeneration and Growth Committee
Date:	4 April 2024
Report from:	Head of Economic Development

Item for:	Decision
Subject:	Tourism Major Events – refresh on approach

1.0	<p><u>Background</u></p> <ol style="list-style-type: none"> 1. Each year the Council supports third party event organisers (up to £10,000 per event) by way of a Tourism Major Events funding programme to help support the staging of a variety of tourism events across the Council area. The events make a positive contribution to the visitor economy by bringing day visitors, bed-nights, tourism spend and positive publicity for the area. 2. Following discussion at the February Committee meeting regarding the reporting methodology used for the outcome of the assessment, officers have conducted a review, and the proposed changes are set out below for implementation from the final quarter in 2024/25 onwards. Members also made the point about consistency of reporting grant outcomes across Committees. 3. The current guidance documents, including the application form, assessment criteria, scoring matrix, and post-event evaluation form are appended to this report. The agreed current governance arrangements are also appended (see Appendices). 4. For information, the amount of total grant allocated to the four successful third party applicants in 2023/24 was circa £26,500.
2.0	<p><u>Key Issues</u></p> <ol style="list-style-type: none"> 1. Currently the outcome of the assessment is reported in summary to the Committee for noting. The information presented covers the following areas <ul style="list-style-type: none"> • Event name and proposed date • Proposed event location • Assessment score (out of a maximum score of 40) based on the scoring matrix • The equivalent percentage score • The amount of grant requested • The amount of grant offered following the application of the percentage score 2. It is proposed that the following additional information is presented in the revised approach from the October 2024 call (for the 2025/26 year) onwards <ul style="list-style-type: none"> • Event Promoter • Brief Event Description • Event target outputs • Total number of applications received, the number of unsuccessful or withdrawn applications, with a high level general summary narrative as to why they were unsuccessful or withdrawn 3. Following delivery of the event, each event promoter has to complete an evaluation of the event against its target performance outputs. The grant is usually paid to the

	<p>promoter in two phases – one up front to help with promotion of the event, and one in retrospect once the evaluation has been received and considered by officers. If the event has overperformed - perhaps overachieved on visitor numbers and ticket income for example - then, in consultation with Internal Audit, the second payment is withheld because there is no confirmed need and therefore no justification for the council's investment.</p> <p>4. It is proposed that when the outcome of the application process is presented to the committee for noting (usually around March each year), that a summary of the evaluation outcomes of the previous year's Major Events Programme is also reported to the Committee for noting. That is, the evaluation of the 2024/25 Major Events Programme performance would be presented for noting to the March 2025 Committee meeting alongside the outcome of the applications for funding for the 2025/26 year. It should be noted that there would need to be some flexibility built in around the reporting dates to take account of the actual event dates should they fall in the Spring.</p> <p>5. Officers have also reviewed the existing scoring criteria (included in the appended documents) and do not propose to recommend any changes.</p>	
<p>3.0</p>	<p><u>Recommendation</u></p> <p>It is recommended that Members consider and agree to the proposed changes outlined above.</p>	
<p>4.0</p>	<p><u>Finance and Resource Implications</u></p> <p>Up to £10,000 per event. £50,000 Indicative Budget for 2024/25 Major Events Programme.</p>	
<p>5.0</p>	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
<p>5.1</p>	<p>Has an equality and good relations screening been carried out?</p>	<p>Yes</p>
<p>5.2</p>	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>LCCC does not anticipate that the Tourism Events Funding Policy will impact adversely on any Section 75 group, but instead, through an open and transparent application process for funding requests, will promote equality of opportunity and good relations.</p>	
<p>5.3</p>	<p>Has a Rural Needs Impact Assessment (RNIA) been completed?</p>	<p>Yes</p>
<p>5.4</p>	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>Considering that almost half of the L&CCC district is rural, the economic benefits of tourism development will be realised across all the LCCC area. Economic development initiatives such as the Tourism Major and Minor Events Funding programme will benefit the local rural population and visitors to the area. The programme will contribute towards the Council's overall strategic objective of increasing economic development in the L&CCC area for the benefit of all citizens.</p>	

Appendices:	Appendix 1a - Current Guidance Document Appendix 1b – Application form Appendix 1c – Current Governance Arrangements Appendix 1d – Scoring matrix/Assessment criteria Appendix 1e – Post evaluation
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**FINANCIAL ASSISTANCE FOR
TOURISM MAJOR EVENTS
(£1,000 - £10,000)**

**APPLICANT GUIDANCE
MANUAL**

Updated October 2023

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1. Introduction

The purpose of this document is to provide guidance for organisations applying for financial assistance from Lisburn & Castlereagh City Council. It is inevitable that a guidance manual cannot cover every single aspect of funding therefore potential applicants are encouraged to discuss individual applications with the relevant council officer if they are uncertain about their eligibility.

This guidance document sets out the funding programme and describes the process for making an application. It is only relevant to Tourism Major Events Funding (from £1,000 to £10,000). The Council also has other grant funds available from other departments. For more information on these see www.lisburncastlereagh.gov.uk

In addition to the criteria used, the Council will also consider a range of other factors to determine whether grants should be paid and at what level. These will include Council's strategic priorities, the number and range of applications received and the amount of funding available. These factors will vary from year to year and it does not follow that something which the Council funds one year may be funded in subsequent years.

Most evidence/documents will only be requested if an application is successful, although applicants are asked to ensure these are available when they apply.

All major event organisers will be encouraged to apply for Tourism NI event funding as well as Lisburn & Castlereagh City Council funding.

All applications must be submitted by **12 noon on Friday 15th December 2023**

The initial point of contact for financial assistance is:

Margaret McAvoy, Tourism Development Officer

Tel: 07500 066282

E-mail: Margaret.mcavoy@lisburncastlereagh.gov.uk

2. Application Timetable

The timetable for calls for applications for events taking place during the 2024/2025 financial year is as follows:

Item	Date
Advert placed in: Belfast Telegraph	Monday 23 rd October 2023
Applications to be submitted by:	12 Noon, Friday 15 th December 2023
Assessment of Applications	w/c Monday 18 th December 2023
Letters of Intent Issued	w/c Monday 1st January 2024 (subject to sufficient budgets being approved as part of Council estimates process)
Letters of Offer Issued	February 2024 (if sufficient budgets are approved by Council)

3. Who Can Apply for Financial Assistance?

Applications will be considered from organisations who meet ALL of the following criteria:

A/ Attraction of out-of-state visitors and participants to the Lisburn & Castlereagh City Council area.

B/ Attraction of domestic visitors and participants to the Lisburn & Castlereagh City Council area.

C/ Generation of at least 50 'bed-nights' in the Lisburn & Castlereagh City Council area.

D/ Attract at least 1,250 visitors and participants to the Lisburn & Castlereagh City Council area.

E/ Generation of positive publicity for the Lisburn & Castlereagh City Council area strengthening the areas credibility as a tourist and visitor destination.

F/ Attraction of positive media coverage outside the Lisburn & Castlereagh City Council area.

G/ Requires Lisburn & Castlereagh City Council assistance to ensure the overall success of the event.

H/ Have not received funding during this financial year for another event.

Council **will not** consider applications for events which:

- Do not have a financial shortfall
- are for charities or events being predominately ran for a charity;
- have no significant benefit to the Council area;
- provide no potential benefit to the public, either in the short or long term;
- could be carried out on a commercial basis;
- have already taken place or are already under way at the time of the assessment;
- are of a party political nature;
- promote a particular religion;
- go against Council policy.

4. Submitting Your Application

The following are important matters in relation to submitting your application:

- The deadline for receipt of all applications is **12noon on Friday 15th December 2023**, any applications received after this time will be deemed ineligible.
- It is essential that you avoid trying to e-mail your application at the last minute as any holdups may result in a late submission and your application therefore being deemed ineligible.
- All electronic applications must be sent to Margaret McAvoy, Tourism Development Officer on Margaret.mcavoy@lisburncastlereagh.gov.uk.
- All hard-copy applications should be in an envelope clearly marked 'Application for Financial Assistance' and posted or delivered to:

Margaret McAvoy
Tourism Development Officer
Lisburn & Castlereagh City Council
The Island Civic Centre
Lisburn
BT27 4RL

5. Assessment Process

Assessment will be carried out by officers using a standard assessment process and will be scored against the assessment criteria (see scoring matrix Appendix 2).

5.1 Decisions

The assessment process will produce one of three outcomes:

1. An application may be rejected if it fails to meet ALL the criteria, has failed to reach the pass score, or has not scored a sufficiently high mark when a programme is oversubscribed. In such cases officers will set out the reasons for the rejection and the applicant will receive these in writing.
2. If it is clear there was a lack of clarity on the information requested in the Application Form, a decision will be made to review the project after more information is obtained. In this case the applicant will receive a request in writing asking for additional information and setting a time limit for this process. Failure to meet the time limit would result in an automatic rejection.

Assuming the information is returned within the time limit the project will be reassessed using the standard process. By this stage the applicant would be offered a grant or rejected.

3. A successful application would be given a Letter of Offer in writing setting out the amount of funding, the targets and outcomes associated with this, monitoring and evaluation requirements and any other conditions that apply. Acceptance of this would trigger the need for proof of other key documentation prior to release of grant.

5.2 Appeals Process

Following the decision to reject an application, the applicant will be informed in writing stating the reasons for the decision. The applicant may request a review of the decision, in writing, within 7 working days. The Formal Review will provide an independent process through which the applicant will have the opportunity to demonstrate in writing to the Review Panel why they object to the assessment decision (see point 12).

5.3 Payment of Grant

Any groups who are successful in their application will not receive any money until:

- All previous year's paperwork has been supplied and any outstanding monies have been returned. This includes satisfactory evidence of how previous grants have been spent (vouching) and a completed post-event evaluation form.
- If successful, no grant will be paid out to an organisation if there is outstanding paperwork from any previous year's funding.

- All documentation requested within the Letter of Offer has been provided eg Event Management Plan, SAG forms and insurance documents.

The Tourism events funding will be paid in 2 parts. 50% on receipt of an invoice, providing the signed letter of offer and any other documentation has been received. The remaining 50% post event on receipt of the post event evaluation detailing that all targets, aims and objectives set were achieved.

If the event is cancelled, for any reason, no grant will be paid to the applicant and any grant already paid, in relation to the event, will be expected to be returned to Lisburn & Castlereagh City Council.

In the event that the targets, aims and objectives have not been met these will be looked at on an individual case basis and the applicant will be informed in writing of the outcome and the remaining amount to be paid.

6. Acknowledging a Grant Award

If running an event you must invite the Chairman and/or Mayor to attend. Occasionally you may be asked to attend a photo call/launch event. If your organisation is successful in securing financial assistance from Lisburn & Castlereagh City Council, it is mandatory to acknowledge this support by including the Council logo on all promotional material (both print and non-print). The logo in its various forms and logo usage guidelines are available upon request from: Corporate Communications, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL.

When the Council logo is printed on publications (eg flyers/booklets) produced by your organisation, you must include the following statement:

This publication is grant-aided by Lisburn & Castlereagh City Council. The views expressed herein are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views.

Failure to acknowledge funding in this way may result in your organisation's award being withdrawn, which in turn may affect future applications. The Council must agree all artwork with council logo before it is printed.

You must invite the Mayor or Chairman to attend the event and any related photo calls or launch events.

7. Guidance for Branches of Larger Organisations

We expect groups who wish to apply for financial assistance to have a constitution (or rules/standing orders/bye-laws) in their own name. However, we recognise this may prove challenging for local branches of regional or national organisations.

If a branch of a larger organisation does not have a constitution in the name of the branch, then the branch has one of two options:

Option 1:

If the branch:

- i. has its own management committee;
- ii. has a UK bank or building society account in the name of the branch and,
- iii. produce their own annual accounts

then the group can apply in their own name providing they get a letter of undertaking from the parent body (see required format below). The letter of undertaking states that ultimate legal and accounting responsibility for the grant will lie with the parent body.

Option 2:

Where Option 1 is not possible, then the group should get the parent body to apply on their behalf.

Letter of Undertaking

The letter of undertaking from the parent body must take the following form:

To: The Tourism Development Manager.

I confirm that *[write name of organisation applying]* is a branch of *[write name of bigger organisation]* and I am authorised to sign this letter on its behalf.

My organisation supports the application from this branch and I understand that ultimate legal and accounting responsibility for the grant will lie with us as the parent organisation.

I confirm that the answers in the application form submitted by the branch are true and accurate and that both the parent organisation and the branch will comply with the Council's terms and conditions of grant.

Signed:

Date:

Name:

Job title:

8. Council Priorities

Lisburn Castlereagh Vision for Tourism 2018-2022

Any financial assistance provided by Council must further the delivery of its outgoing Tourism Strategy and be consistent with its contents. This document sets out a comprehensive vision, mission and values for tourism within the area. Applicants should consider this document and should be prepared to explain how their application can help

further Council's objectives. **This document can be downloaded at: www.visitlisburncastlereagh.com**

9. List of Required Policies and other documents

Essential Policies and Documents

Any significant organisation receiving funding from Lisburn & Castlereagh City Council should be expected to have the following as a minimum. Discretion will be used to determine how necessary each of these are depending on the size of the organisation and the nature of their work.

- A Safeguarding Policy (Child Protection Policy and/or Vulnerable Adults Policy – depending on audience profile)
- Health & Safety Policy
- Equal Opportunities Policy
- Traffic Management Plan
- COVID Focused Risk Assessment
- Appropriate insurance cover. This may include:
 - Employer's liability insurance (if staff are employed).
 - Public liability insurance (including cover for volunteers).
 - Specific event insurance (to include cancellation cover)

Also detail in this section any court judgements against the organisation and any criminal or civil proceedings pending.

10. Application Process Diagram

	Application form completed and returned to Tourism by deadline ↓	
	Officer assessment ↓	
	Ratification/Checking ↓	← Applicant will receive a request in writing asking for additional information and setting a time limit for this process. Failure to meet the time limit would result in an automatic rejection.
Approved ↓	Rejected ↓	↑ More information required
Letter of Intent issued ↓	Letter sent with an explanation ↓	
Letter of Offer issued ↓	Applicant may request a review of the decision, in writing, within 7 working days. (See point 12 Appeals Process)	
Letter of Offer returned with relevant documents and an invoice for the amount ↓		
Amount awarded paid to organisation ↓		
Post event evaluation to be sent and returned ↓		

11. Completing the Application Form

a. Section 1 – Applicant Details

Please ensure the accuracy of the contact details for the Contact Person. If the Contact Person changes during the application process or you know the Contact Person will not be contactable during that period, you must provide us with an Alternative Contact Person. In the event that we need to seek clarification on your application we will contact both persons named but if we cannot make contact with either person, your application will be rejected.

The organisation name on the application form **must** be exactly the same as the name on the constitution you will provide.

b. Section 2 – Applicant Experience

Please complete this section by letting the Council know **how many years relevant experience the organisation has in the management of events**. Events in their first year will receive a higher level of funding that those which have been established for many years.

We need to be confident your group will be able to deliver the proposed project. Please tell us if:

- a) Your group has delivered such a project before and how often
- b) You have members on your committee or in your group who have specific skills and experience of managing and delivering projects, even if your group has not delivered such a project in the past
- c) You plan to seek advice and support from outside your organisation to help deliver the project
- d) Your group has experience of managing grants before of a similar size?

A link to the Tourism Strategy is available at Section 8. You need to tell us which priorities your event contributes to and describe how your event helps deliver these. **Please do not just list the Council priorities**. If you fail to describe how your project meets specific priorities it is unlikely to be funded.

You should assume the Officers assessing your application know nothing about your event and therefore how it will meet the programme objectives.

c. Section 3 – Event Background

Evidence of need: how do you know your project is needed?

- a) Are there published statistics which show a need?
Have you carried out any market research/held a focus group and what evidence did this produce?
Have you run this event before and each time attendance has increased?
- b) Officers will use your answer here when assessing the need for the project. In addition, officers will also assess whether there is a financial need for funding based on information given elsewhere in the application form or supporting documents.

d. Section 4 – Marketing

Please tell us in this section how you propose to market the event, which channels you will use and why. Also include how the Council can be branded/promoted at the event or in any pre-event promotional material or events.

Who the event is targeted at and an estimate of how much you will spend on this and a breakdown of costs.

Failure to enclose a full Marketing/PR Plan for the event will result in your application being rejected.

e. Section 5 – Finance

Detail all the costs of your event and how much funding you are applying for:

- Indicate the amount of funding you require (this must not exceed the maximum and should be the minimum amount necessary to make your event happen). It should be noted that the Council may choose to fund less than you request.
- Be as specific as possible and detail all costs associated with the event.
- Ensure your costings are realistic – get quotes and do not guess amounts.
- Detail each specific cost on a separate line. Rather than writing in one line 'Family fun day' you must detail the specific costs of the family fun day each on a separate line (eg bouncy castles [line 1], toilet hire [line 2], first aid cover [line 3], advertising [line 4]) giving a cost for each separate item.
- If you are not requesting for 100% of the gap fund, we need to know where you are planning to get the balance of the money from. This could be from another funder or from your own funds. Only financial shortfalls will be considered, not in-profit events.

- You must declare if you are planning to charge an entry fee for the event, how much this will be and the total predicted income.
- The amount of funding will be reduced the longer the event has been running.
- Please note: you can only avail of a grant from one Council department in each financial year.

f. Section 6 – Economic Impact of Event

This section should provide sufficient detail to enable council officers to understand how the event will impact the economy. Therefore we require you to tell us how many participants and spectators you expect. Also give details of any expenditure in relation to the event.

How many bed nights are anticipated? We are trying to understand the economic benefit of your event to the Council area eg if 100 people stay over in the Council area for 1 night that equates to 100 bed nights, if 100 people stay over for 3 nights, that equates to 300 bed nights.

g. Section 7 – Event Management

Your organisation must confirm the list of statements detailed in this question by circling yes or no for each. All statements must be answered to be able to submit an application. We will no longer ask you for any evidences of these by default but Council may choose to spot check these and reserves the right to withhold grant should any declaration prove to be inaccurate or the documents are not available.

h. Section 8 – Declaration

It is important that you read this section very carefully before you sign. Online applicants will be asked to agree the declaration on behalf of the organisation. Please ensure you give your name, position in the organisation and date signed.

12. Appeals Process

The following information provides guidance as to how organisations can make an appeal against an application that has been rejected.

Grounds of Appeal

Organisations may only appeal against any application, which is unsuccessful on one or more of the following grounds:

- Lisburn & Castlereagh City Council failed to follow published procedures when considering the application or making its decision;
- If the application is rejected on the grounds that it failed to meet or impact significantly against Lisburn & Castlereagh City Council criteria and this is disputed by the applicant;
- That the assessment panel misunderstood or failed properly to take into account relevant information, which was included as part of the original application;
- Lisburn & Castlereagh City Council took into account irrelevant material of a significant nature when making its decision;
- That the decision was unlawful;
- That officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

No Grounds for Appeal

There is no right of appeal against the amount of funding awarded under the match funding application process, unless one of the grounds of appeal noted above applies. In addition there is no right of appeal against a decision that Lisburn & Castlereagh City Council made in relation to another organisations' successful application.

Submitting an Appeal

Following the decision to reject an application, the applicant will be informed in writing stating the reasons for the decision. The applicant may request a review of the decision, in writing, within 7 working days. The formal review will provide an independent process through which the applicant organisation will have the opportunity to demonstrate in writing to the Review Panel that either:

- the decision was wrong because the Council failed to take into account the information contained within the written application or took into account information that was not contained within the written application;

and/or

- there was a failure in adherence to procedures and guidance issued with the call for applications or systems that materially affected or could have materially affected the decision.

or

- that officers involved in the assessment process have had a clear Conflict of Interest and have failed to declare this in the appropriate manner.

Appeals on any other grounds will not be considered. It should also be noted that no additional supporting documentation will be permitted at this stage.

Requests for a review must be made in writing by the applicant within 28 days of the date of the letter notifying you of the outcome of your application for financial assistance.

All applicants who applied to Lisburn & Castlereagh City Council will receive a letter, indicating if the applicant has been successful or otherwise in their application. If they have been unsuccessful brief reasons will be cited in the letter indicating why the application was rejected. The letter will also include a statement on the group's right to appeal.

If an applicant wishes to appeal the decision made by the assessment panel the procedure adopted by Lisburn & Castlereagh City Council is as follows:

- Appeals must be lodged in writing, addressed for the attention of the **Head of Economic Development**, Lisburn & Castlereagh City Council, Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL (**Clearly marked Major Events Funding Appeal**), within 7 days of receipt of the letter communicating the decision not to make a grant or award. We advise that this is sent recorded delivery.
- Applicants must clearly outline the basis for the appeal and give a detailed reason for the grounds of the appeal.
- Any documents which the applicant would like to present as evidence to the appeal panel should accompany the appeals letter. These documents constitute the appeal submission from the applicant and cannot be added to once the appeal has been submitted.
- Applicants **should not** submit the original funding application being appealed against or its' supporting material. These will be provided by Lisburn & Castlereagh City Council to the Appeals Panel to ensure consistency in the papers reviewed by both the assessment and the Appeals Panel. If the applicant needs to refer to sections of their original application this should only be presented in part within the context of the supporting documentation accompanying the appeals letter.
- Appeals will not be accepted outside the time period stipulated unless the Appeals Panel is satisfied that it was not reasonable / practicable for the appeal to be made within this period.

What happens once an appeal has been made?

All appeals will be presented to the Appeals Panel, who will determine whether the grounds for appeal are substantiated. If so, the Appeals Panel will reconsider the application and make a decision. The Appeals Panel will advise the applicant of the outcome, with reasons, in writing. The decision of the Appeals Panel is final.

Office use only	
Name of event	
Amount awarded	



Application Form for Tourism Events funding from £1,000 - £10,000

The Tourism Development Unit of Lisburn & Castlereagh City Council will give consideration to financially supporting events that can provide evidence of supporting **ALL** of the following:

A/ Attraction of out-of-state visitors and participants to the Lisburn & Castlereagh City Council area.

B/ Attraction of domestic visitors and participants to the Lisburn & Castlereagh City Council area.

C/ Generation of at least 50 'bed-nights' in the Lisburn & Castlereagh City Council area.

D/ Attract at least 1,250 visitors and participants to the Lisburn & Castlereagh City Council area, if government guidelines permit this number at the time of the event.

E/ Generation of positive publicity for the Lisburn & Castlereagh City Council area strengthening the areas credibility as a tourist and visitor destination.

F/ Attraction of positive media coverage outside the Lisburn & Castlereagh City Council area.

G/ Requires Lisburn & Castlereagh City Council assistance to ensure the overall success of the event.

H/ Has not received funding during this financial year for another event.

G/ The event must be held in the Lisburn & Castlereagh City Council area.

Where the main purpose of an event is to raise money for a charity and/ or charities, financial assistance **will not** normally be provided by Lisburn & Castlereagh City Council.

Lisburn & Castlereagh City Council **will not** fund events taking place on the same date as one of their own events.

Lisburn & Castlereagh City Council would encourage early application for support by offering to feature the event in our promotional material where appropriate.

SECTION 1: APPLICANT DETAILS

Title of Event:

Location of Event:

Date(s) of Event:

Name of Applicant/Organisation/Club:

Official address:

Type of Applicant:
(Please Select)

Individual	
Association/Group	
Promoter	
Private company	
Charity	
Other* (please state)	

What year was the organisation established/incorporated?

Is the organisation VAT registered? **YES / NO**
(Delete as appropriate)

If you are an organisation, do you have a constitution? **YES / NO**
(Delete as appropriate)

If so, please enclose a copy - if not, please enclose details of your committee and office bearers

What is the legal status of your organisation, if any?
(E.g. *charity, Limited Company*)

If members/officers of Lisburn & Castlereagh City Council are nominated onto your board/committee, please provide details:

Contact Name:
(*The person responsible for the project*)

Position in the organisation:

Contact Address:
(*If different from above*)

Tel No:

Mobile No:

E-mail:

Alternative Contact Name:
(The person responsible for the project)

Position in the organisation:

Contact Address:
(If different from above)

Tel No:

Mobile No:

E-mail:

SECTION 2: APPLICANT EXPERIENCE

Do you or your organisation have previous relevant experience in the management of events? **Please state the number of years' relevant experience you have.**
(Delete as appropriate) **YES / NO**

If appropriate, detail your experience of relevant work in the management of events:

Has your organisation/company been operating for 3 years or more?
(Delete as appropriate) **YES / NO**

If so, please attach up to date accounts for the last 3 years.

Does your organisation/company engage in activities other than the event to which this application relates?
(Delete as appropriate) **YES / NO**

For new ventures, please attach an up-to-date Curriculum Vitae (CV) detailing previous employment experience.

SECTION 3: EVENT BACKGROUND

Event Title:

Event Date(s):

Location(s):

Please give a brief summary of the event.
(This should be a clear concise explanation of the event, and ensure it provides an understandable explanation to those who may have no prior knowledge of the event.)

Is this an annual event?
(Delete as appropriate)

YES / NO

What year is this event in?
(E.g. 1st, 2nd, 3rd etc)

Provide a brief history of the event (if appropriate)

Please list the specific aims and objectives of the event.

AIMS	OBJECTIVES

Detail how you propose to measure your success in meeting the above objectives when the event is completed.

How will Lisburn & Castlereagh City Council benefit from supporting this event?

SECTION 4: MARKETING

Who is the event targeted at?
(E.g. Families, Young Couples, Males etc)

Briefly outline how the event will be publicised and marketed.
(E.g. pre-event publicity such as advertising, leaflets, programmes, banners, posters plus media coverage both during and after the event i.e. local/national press, radio, television, magazines etc.)

Outline your estimated Marketing Expenditure

METHOD/MEDIA	AMOUNT

Briefly outline what opportunities for Council branding exist at the event.

How will the success of the Marketing techniques used be evaluated?

Please attach a Full Marketing and PR Plan for the event.

Failure to enclose a full Marketing/PR Plan for the event will result in your application being rejected

SECTION 5: FINANCE

Please note: the maximum amount you can apply for is £10,000 per event

Detail the progress to date in securing private sponsorship for the event.

CASH SECURED:

Company	Amount

IN-KIND SECURED:

Company	Amount	What expenditure elements in your budget does this offset?

NB: Enclose copies of letters confirming cash/in-kind funding secured as described above.

PRIVATE SPONSORSHIP TO BE CONFIRMED:

Company	Type of sponsorship (e.g. cash or in-kind)	Amount	Date Confirmation Expected

Detail all public sector funding applied for.

Name of Body	Amount	Purpose of Funding	Contact Name & Number	Confirmed? (Yes/No)

In the absence of public funding would the event (as described within this application form) go ahead?
(Delete as appropriate)

YES / NO

EVENT COSTS

Category	Key costs included in category	Amount
Participant costs		
Production costs		
Insurance		
Marketing		
Venue costs		
Health & Safety		
Administration		
In-Kind Sponsorship		
Miscellaneous		
	TOTAL	£

EVENT INCOME

CATEGORY	DETAIL	AMOUNT
Entry fee/Income		
Private Sector Income <i>(Include only confirmed cash & in-kind)</i>		
Corporate Hospitality		
Merchandising		
Public Sector Funding <i>(Include unconfirmed public funding also)</i>		
Miscellaneous		
	TOTAL	£

Has any confirmed in-kind sponsorship also been included in the expenditure side of the budget?
 (Delete as appropriate) **YES / NO**

Project/Event shortfall

TOTAL INCOME	
MINUS TOTAL EXPENDITURE	-
EQUALS SHORTFALL	=

How much is requested from Lisburn & Castlereagh City Council?

£

I/we are prepared to furnish details of all cheques, cash and credit card records to the Council's internal audit for inspection during office hours
 (Delete as appropriate) **YES / NO**

Please confirm that this is the only grant application made to Lisburn & Castlereagh City Council
 (Delete as appropriate) **YES / NO**

Detail any other 'in-kind' support envisaged from Lisburn & Castlereagh City Council.
 (E.g. Technical support, advertising etc)

SECTION 6: ECONOMIC IMPACT OF EVENT

Estimate the **Total Number of Participants** expected at the event:

Breakdown of Expected Participants (Number or Percentage)

NI	
ROI	
GB	
Other*	

*Please detail

Estimate the **Total Number of Spectators** expected at the event:

Breakdown of Expected Spectators (Number or Percentage)

NI	
ROI	
GB	
Other*	

*Please detail

Participant Bed nights

Number of participants staying overnight in commercial accommodation
i.e. hotels, guesthouses, bed & breakfast

Number of night's participants staying for

Total Participant Bed nights
(No. of participants x No. of nights)

Spectator Bed nights

Number of spectators staying overnight in Commercial accommodation
(i.e. hotels, guesthouses, bed & breakfast)

Number of night's participants staying for

Total Spectator Bed nights
(No. of spectators x No. of nights)

Is participant/spectator accommodation subsidised by the organisers (or others)?
(Delete as appropriate) **YES / NO**

If so, who by?

Detail the event expenditure *within* Northern Ireland; include all event costs spent locally. Exclude expenditure leaving Northern Ireland (i.e. expenditure which goes to a UK or international based company).

COST	AMOUNT

SECTION 7: EVENT MANAGEMENT

Does your organisation have an applied policy on these aspects, where applicable?

Safeguarding Policy **YES / NO**
(Child Protection Policy and/or Vulnerable Adults Policy – dependent on audience profile)
(Delete as appropriate)

Health & Safety Policy **YES / NO**
(Delete as appropriate)

NB: If successful, a certified Risk Assessment must be submitted prior to any payment

Equal Opportunities Policy **YES / NO**
(Delete as appropriate)

Traffic Management Plan **YES / NO**
(Delete as appropriate)

Valid Public Liability Insurance **YES / NO**

- Employers Liability Insurance
- Specific Event Insurance (to include cancellation cover)

(Delete as appropriate)

Detail any court judgements against you or your company/organisation.

Are you awaiting any criminal or civil proceedings against you or your company/organisation?
(Delete as appropriate) **YES / NO**

If yes, please detail.

SECTION 8: DECLARATION

I/WE HEREBY SUBMIT THIS APPLICATION TO LISBURN & CASTLEREAGH CITY COUNCIL, SEEKING FINANCIAL ASSISTANCE BETWEEN £1,000 TO £10,000.

I/WE WILL COMPLY WITH RELEVANT GOVERNMENT AND PUBLIC HEALTH GUIDANCE AND REGULATIONS AT THE TIME OF THE EVENT.

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

I/WE CONFIRM THAT THIS APPLICATION GIVES A TRUE AND ACCURATE PICTURE OF THE PROPOSED PROJECT/EVENT.

I/WE CONFIRM THAT WE HAVE NOT APPLIED FOR NOR RECEIVED FUNDING, DURING THIS FINANCIAL YEAR, FOR ANY ANOTHER EVENT, FROM LISBURN & CASTLEREAGH CITY COUNCIL.

IF REQUESTED, I/WE WILL PROVIDE THE COUNCIL WITH ANY ADDITIONAL INFORMATION REQUIRED OR CLARIFICATION ON ANY MATTER.

I/WE ACCEPT THAT LISBURN & CASTLEREAGH CITY COUNCIL DOES NOT BIND ITSELF TO AWARD ANY GRANT OR THE LEVEL OF FINANCIAL ASSISTANCE REQUESTED FOR THE PROJECT/EVENT IN THE APPLICATION.

I/WE AGREE THAT THE LETTER OF OFFER ISSUED BY THE COUNCIL IS THE BASIS OF ANY AWARD AND NOT THE AMOUNT REQUESTED IN THE APPLICATION.

I/WE WILL ADHERE TO THE PROVISIONS OF ALL CURRENT FAIR EMPLOYMENT, EQUAL OPPORTUNITIES AND DISABLED PERSONS LEGISLATION IN FORCE IN NORTHERN IRELAND AND OBSERVE THE SPIRIT OF THAT LEGISLATION.

I/WE CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEVE THAT THE PARTICULARS GIVEN ON THIS FORM ARE CORRECT AND COMPLETE.

I/WE ACCEPT THAT IF THE EVENT IS CANCELLED, FOR ANY REASON, NO GRANT WILL BE PAID TO THE APPLICANT AND ANY GRANT ALREADY PAID IN RELATION TO THE EVENT, WILL BE EXPECTED TO BE RETURNED TO LISBURN & CASTLEREAGH CITY COUNCIL.

Signed:

Print Name:

Position Held:

Date:

FALSE STATEMENTS CAN RESULT IN PROSECUTION

All applicants for assistance should note that, when a proposal is being considered and assessed, there can be no commitment by Lisburn & Castlereagh City Council to provide financial support until the Letter of Offer has been issued, received, accepted and any prior conditions met.

The information provided on this form may be available to other departments/agencies for the purpose of preventing or detecting crime.

Return the completed application form on or before 12 noon on Friday 15th December 2023 to:

**Margaret McAvoy
Tourism Development Officer
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley Island
Lisburn
BT27 4RL
Margaret.mcavoy@lisburncastlereagh.gov.uk**

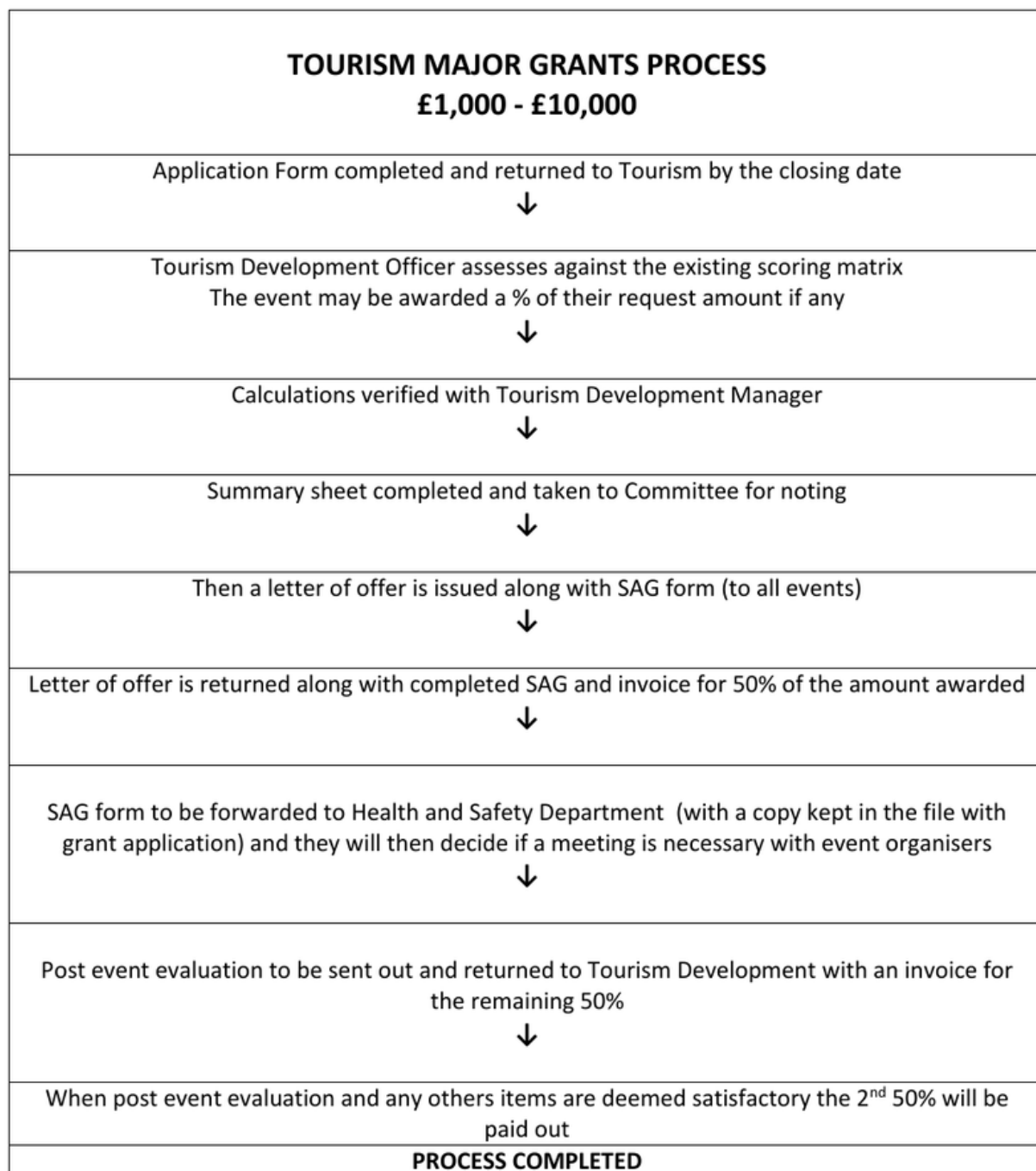
INCOMPLETE FORMS WILL BE REJECTED

GENERAL DATA PROTECTION REGULATION 2016/679

Lisburn & Castlereagh City Council collects the data on this form for the purposes of considering financial assistance to organisations (pre and post event). This data is not used for any other purpose or is not disclosed to any other organisation.

FOR OFFICIAL USE ONLY

Date Received:
.....





**Scoring Matrix for Events funding
From £1,000 - £10,000**

Name of Applicant/Organisation/Club:

Title of Event:

Date(s) of Event:

Location of Event:

Does the event meet all the following criteria:

Criteria	Scoring Matrix	Score Obtained
A/ Attraction of out-of-state visitors and participants to the Lisburn & Castlereagh City Council area.	Pass/Fail	
B/ Attraction of domestic visitors and participants to the Lisburn & Castlereagh City Council area.	Pass/Fail	
C/ Generation of at least 50 'bed-nights' in the Lisburn & Castlereagh City Council area.	Pass/Fail	
D/ Attract at least 1,250 visitors and participants to the Lisburn & Castlereagh City Council area.	Pass/Fail	
E/ Generation of positive publicity for the Lisburn & Castlereagh City Council area strengthening the areas credibility as a tourist and visitor destination.	Pass/Fail	
F/ Attraction of positive media coverage outside the Lisburn & Castlereagh City Council area.	Pass/Fail	
G/ Requires Lisburn & Castlereagh City Council assistance to ensure the overall success of the event.	Pass/Fail	
H/ Have not received funding during this financial year for another event from LCCC	Pass/Fail	
I/Where the main purpose of an event is to raise money for a charity and/or charities, financial assistance will not normally be provided by Lisburn & Castlereagh City Council.	Pass/Fail	

Criteria	Scoring Matrix	Score Obtained
Does the event take place in the Lisburn & Castlereagh City Council area?	Pass / Fail	
Is Gap Funding Required	Pass/Fail	
How many years' experience do the event organisers have in the management of events?	Year 1 = 1 2 years = 2 3-5 years = 3 6-9 years = 4 10 years+ = 5	
How many years has the event been running?	Year 1 = 5 2 years = 4 3-5 years = 3 6-9 years = 2 10 years+ = 1	
Amount of sponsorship confirmed for the event from 3rd parties?	0-500 = 5 501-1000 = 4 1001-2500 = 3 2501-5000 = 2 5000+ = 1	

How many out-of-state spectators and participants will the event bring to the Lisburn & Castlereagh City Council area?	001-500 = 1 501-750 = 2 751-1000 = 3 1001-1250 = 4 1251+ = 5	
How many domestic spectators and participants will the event bring to the Lisburn & Castlereagh City Council area?	001-750 = 1 751-1250 = 2 1251-1750 = 3 1751-2250 = 4 2251+ = 5	
How many bed-nights will the event generate in the area?	50-75 = 1 76-150 = 2 151-200 = 3 201-250 = 4 251+ = 5	
How will the event generate positive publicity for the Lisburn & Castlereagh City Council area, strengthening it as a tourist and visitor destination?	NI = 1 Ireland = 2 UK = 3 Europe = 4 Worldwide = 5	
How will the event generate positive media coverage for the Lisburn & Castlereagh City Council area?	NI = 1 Ireland = 2 UK = 3 Europe = 4 Worldwide = 5	
Safeguarding Policy (Child Protection Policy and/or Vulnerable Adults Policy – depending on audience profile)	Yes / No	

Health & Safety Policy	Yes / No	
Equal Opportunities Policy	Yes / No	
Traffic Management Plan	Yes / No	
Valid Public Liability Insurance <ul style="list-style-type: none">• Employers Liability Insurance• Specific Event Insurance (to include cancellation cover)	Yes / No	
Has the declaration been signed	Yes / No	
TOTAL SCORE OBTAINED		



POST - EVENT EVALUATION

Title of Project/Event:

Address or Location of Event:

Date of Event _____ New Event _____ Repeat (Tick as Appropriate)

Name of Organisation/Group/Club/Person:

Please provide a copy of the final accounts: Yes _____

No: _____ (Tick as appropriate)

* These will be forwarded once final accounts have been signed off.

Brief Event Description

Event Objectives (Please List)

Actual Outputs at Event Completion

Evaluation Methodology (please include back up information to justify/ contextualise evaluation findings) eg survey, questionnaire

Please compare actual outputs against agreed anticipated target outputs, providing detailed comment on each. In particular please state clear reasons for over/under achievement against the agreed targets. You may wish to provide support information (evidence eg action plans, progress reports, survey data, correspondence, business plans) to explain or back up each stated output.

Please give details of the number of people attending the event and where they came from:

	PARTICIPANT NUMBERS	SPECTATOR NUMBERS
NORTHERN IRELAND		
REPUBLIC OF IRELAND		
ELSEWHERE (DETAIL)		
TOTAL		

Please estimate total number of bed nights generated because of the event:
 (People staying overnight _____ x Nights _____) = _____ .

Please give details of how the event was publicised and marketed (eg. Pre-event publicity such as advertising, leaflets, programmes, banners, posters plus media coverage both during and after the event ie local/national press, radio, TV, magazines)

Please provide the final budget for the project/ event (Audited Accounts if available) see attached accounts summary

<u>EXPENDITURE</u>	<u>INCOME</u>
Prize Money £	LCC Grant £
Air Fares £	Programme sales £
Adjudicator fees and expenses £	Traders £
Officials meals £	
Programme printing	
Adjudicator accommodation £	
Plaques £1	
Ancillary £	
Gift for Mayor £	
Adjudicator pads £	
Website and digital costs £	
Insurance £ (pro rata)	
First Aid £	
Van insurance £ (pro rata)	
Van and public address system depreciation £	
Office rental £ 1 (pro rata)	
Administration (printing, graphic design etc) £	

TOTAL EXPENDITURE: £ _____

TOTAL INCOME:£ _____

Vouching

Please ensure that all receipts are provide to cover the value of your grant minus any technical support (and where necessary that timesheets are completed and forwarded with this evaluation for Vouching).

Grant awarded £ _____ (minus technical support)

Description of product	Amount	Receipt Attached (✓)	Evidence of 3 quotes if over £1500
Total	£		

Conclusions

Recommendations

Declaration

I confirm that the information in this evaluation is correct.

Signed

Position:

Date:

Organisation:



Committee:	Regeneration & Growth Committee
Date:	4 April 2024
Report from:	Head of Economic Development

Item for:	Decision
Subject:	Labour Market Partnership – potential ‘Multiply Programme’

1.0 **Background**

1. The UK Government has launched a £560million numeracy programme branded as the “Multiply” Programme. The Programme aims to improve adult numeracy skills.
2. Funding has been obtained for Northern Ireland from the Department for Levelling Up, Housing and Communities (DLUHC) to deliver bespoke adult numeracy programmes targeted at
 - Adults who don’t already have a GCSE grade C/4 or higher in Maths will be able to access free courses that fit around their lives – whether that be in person or online, at work or in the evening, part time or intensive – with additional support to meet their needs.
 - Employers who could benefit from boosting their workforce’s skills will be able to work with their Local Authority and training providers to deliver Maths GCSEs or work-ready Functional Skills Qualifications and design and deliver bespoke programmes for their workforce – at no cost to them.
3. The forecasted budget for Programme Delivery is £200,000 for Northern Ireland for the period ending 31st March 2025. The budget provides for the delivery and implementation of all strands of the Programme. The Department for the Economy has offered each Labour Market Partnership, including Lisburn & Castlereagh, a separate additional funding allocation to support delivery of the programme in the sum of £50,000 for the year. A letter of offer has been received by the Council for this aspect of the proposed Programme.
4. A regional approach to delivery of this initiative is currently being considered by the Labour Market Partnerships, Universities, Further Education Colleges, the Department for Communities and the Department for the Economy. A definitive proposal on how best to proceed is as yet not fully developed.

Key Issues

1. There are five possible initiatives currently under discussion and the Department for the Economy has provided summary information which is appended to this report (**see Appendix**). The details provided are at a Northern Ireland wide level and it is not yet clear how these might translate at the local level across the following;
 - Bring your grown up
 - Counting on you – Industry Upskilling
 - Engaging Mature Learners – Making It Count
 - Maths for speakers of other languages
 - Numeracy Boot Camps
2. The detailed project plans for these initiatives are currently being developed as part of the wider Labour Market Partnership initiative and an update on activity and proposed outcomes will be reported to the Committee for noting at a later date.

2.0	<p><u>Recommendation</u></p> <p>It is recommended that the Committee considers and:</p> <ol style="list-style-type: none"> 1. Agrees to accept the offer of the £50,000 Multiply Grant 2. Agrees to the proposed delivery of the initiatives summarised in the appendix, which will involve the procurement of appropriate third party delivery organisations. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>A funding contract for £50,000 has been received to support the administration costs associated with the proposed projects for the period 1 April 2024 to 31 March 2025.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	<p>Has an equality and good relations screening been carried out?</p>	<p>No</p>
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>The detail of the project is not sufficiently developed at this time.</p>	
4.3	<p>Has a Rural Needs Impact Assessment (RNIA) been completed?</p>	<p>No</p>
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>The detail of the project is not sufficiently developed at this time.</p>	

<p>Appendices:</p>	<p>Appendix 2 – Initiatives included in Multiply Programme</p>
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Bring your grown up

£300,000 has been set aside for this initiative. Expected outcomes are 225 people participating in Multiply Courses.

The "Bring Your Grown Up" initiative, developed by Ulster University recognises the crucial role parents play in supporting their children's learning, this initiative empowers parents with numeracy skills and understanding. It provides workshops or informational sessions that foster communication and collaboration between parents and children regarding maths learning. By equipping parents as partners in numeracy development, "Bring Your Grown Up" aims to create a more supportive learning environment at home. This can potentially lead to improved educational outcomes for children and a more numerate future generation, benefiting society as a whole.

The "Bring Your Grown Up" initiative within Multiply Northern Ireland can take various forms to engage parents from all backgrounds across community based settings in Northern Ireland.

- **Interactive workshops** - Held at schools, colleges, community centres, or online, these sessions could combine practical exercises with theoretical explanations. Parents might learn alongside their children, exploring fun and engaging ways to integrate numeracy into everyday activities like cooking, budgeting, or board games. Bilingual or translated materials could ensure accessibility for non-native speakers.
- **Parent-child math cafes** - Informal gatherings at cafes, libraries or other community based settings could provide a relaxed space for parents and children to participate in numeracy based activities led by trained facilitators. These workshops could offer resources and create a supportive network for parents to share experiences and strategies for promoting numeracy at home.
- **Digital resources and online communities** - A dedicated tool kit or app could offer downloadable resources, interactive games, and access to online forums or discussion boards. This platform could provide additional support and allow parents to connect with each other and share best practices for supporting their children's numeracy development.

There are similar initiatives up and running in Great Britain, such as the Maths on the Move programme where "Maths Buses" deliver fun maths based activities for families. This programme like Bring Your Grown Up will provide parents with engaging activities and tips to develop children's numeracy skills by using interactive games and resources to help parents and children learn together in a relaxed environment.

"Bring Your Grown Up" could build upon this by offering more structured workshops and facilitating interaction between parents and educators. This might address potential challenges parents face with any anxiety they may have regarding maths.

By offering a variety of engaging options, "Bring Your Grown Up" can empower parents across Northern Ireland to become confident supporters of their children's numeracy development. This can contribute to a more positive learning environment for children and a more numerate future generation, benefiting society as a whole.



MULTIPLY



Economy

An Roinn

Geilleaga 54

www.economy.ni.gov.uk

Counting on you - Industry Upskilling

£800,000 has been set aside for this initiative. Expected outcomes are 225 people on a pathway to improving their numeracy and 225 people achieving a qualification.

As part of Multiply Northern Ireland, the Counting on You – Industry Upskilling initiative tackles the ever evolving skills needs of the Northern Irish Workforce. It will provide targeted training programmes developed in collaboration with local businesses. These programmes will go beyond the traditional classroom settings offering flexible learning options that can be delivered in the workplace. Factory workers could attend numeracy classes during their lunch break learning things such as production calculations or data analysis to improve efficiency or office staff could participate in sessions focused on finance models or advance Microsoft Excel skills. By providing convenient and relevant numeracy training in the actual workplace, Counting on You will help to bridge the numeracy gap by fostering innovation within industries and contributes to a more skilled economy with increased productivity.

This initiative will offer innovative solutions to bridge the numeracy gap in the workforce. A few examples of how it might work would be

- Data analysis for manufacturing. In onsite workshops, employees can learn basic data analysis skills like using spreadsheet and interpreting charts to understand production trends and identify potential efficiencies empowering them to make data driven decisions. They can then be signposted to Data Analysis Courses to progress further.
- SME's can lack the expertise to analyse things like Social Media engagement or website traffic. Counting on You could partner with digital marketing specialists to create a training programme specifically for SME's where employees gain skills in using analytics tools and could then be signposted towards a Digital Marketing Fundamentals Course.
- Many factories struggle to maintain consistent product quality due to inconsistent measuring amongst workers. Counting on You could collaborate with specialists in this area to develop a training programme for factory workers. This could involve hands on workshops using precision measuring tools like calipers etc where workers will learn proper techniques with the possibility of earning a "Precision Measuring Essentials" certificate or even some sort of industry recognised qualification.
- In this age of AI and more automation of jobs and processes, workers will need to adapt their skillset to operate and maintain more complex machinery. Counting on You could work with local factories and colleges to develop a blended programme which could involve interactive online modules in basic automation concepts as well as in person workshops providing hands on training on operation ever evolving and more complex machinery. Completing could lead to a Counting on You certificate but could also lead to further industry recognised qualifications in Advanced Manufacturing.



Funded by
UK Government



Engaging Mature Learners - Making It Count

£750,000 has been set aside for this initiative. Expected outcomes are 225 people on a pathway to improving their numeracy and 225 people achieving a qualification.

Engaging Mature Learners – Making it Count tackles the learning needs of older adults. Recognising their valuable experience and diverse interests, the initiative offers flexible earning opportunities designed to be engaging to empower these individuals to develop numeracy skills relevant to their daily lives, hobbies or career aspirations. It will help to foster a sense of lifelong learning and contribute to a more numerate and engaged older population in Northern Ireland and may even help in bringing some of these people back into the jobs market voluntarily.

The Engaging Mature Learners – Making it Count initiative will cater to the diverse needs and interests of older adults and could work around these few examples or similar.

- ✍ • Tech Savvy Seniors – A group of seniors could participate in a workshop lead by an instructor where they learn how to do things such as – how to use online banking apps, calculate discounts, navigate budgeting software etc to help them, manage their finances confidently and even avoid online fraud.
- Numeracy for Entrepreneurs – Another workshop could be help targeting older adults who are interested in starting their own business. The workshop could delve into areas such as calculating overheads costs or interpreting market trends which would give the learner the skills needed to make informed financial decisions.
- ✍ • Gardening with measurements – Hands on workshops could be held at local allotments or nurseries for people with a love of nature where they could learn about calculations and measurements for things like plant spacing, measuring rations and even advanced skills such as creating symmetrical garden layouts where an understanding of basic geometry is needed.
- ✍ • Home Improvement workshops – Similar to the gardening where hands on workshops could be held within hardware stores or even the like of a Men's Shed, participants could learn basic measuring skills, calculate paint quantities for rooms or even estimate material costs for renovations where sessions could equip these learners with practical numeracy skills that they can use in their everyday lives.





Maths for speakers of other languages

£400,000 of funding has been set aside for this initiative. Expected outcomes for Non-English speakers are 225 people on a pathway to improving their numeracy and 225 people achieving a qualification.

As part of the Multiply Northern Ireland programme, a dedicated "Maths for Speakers of Other Languages" initiative is being offered. This initiative recognises the importance of numeracy skills for everyone, regardless of native language. It targets adult learners who may need additional support to improve their basic mathematical skills, build confidence, and participate more effectively in everyday life and work settings within Northern Ireland. By strengthening the numeracy skills of speakers of other languages, the initiative fosters greater social inclusion and contributes to a more skilled and diverse workforce, benefiting society as a whole.

The "Maths for Speakers of Other Languages" initiative within Multiply Northern Ireland has been piloted by BMC in quarter 1 of 2024 and will take on various forms to cater to diverse needs.

- **Specific College Numeracy Training** – Accredited courses could be ran in partnership with local colleges ensuring that qualified teaching staff provide in depth numeracy training for a formal qualification.
- **Community-based workshops:** Held in evenings or weekends at libraries, community centres, or migrant support organisations. These workshops would focus on practical applications of maths relevant to everyday life, such as budgeting, household bills, unit pricing, and currency exchange. Lessons could be delivered in multiple languages or utilise bilingual instructors to ensure clear comprehension.
- **Workplace skills development** - Tailored programmes delivered in collaboration with local businesses. These programmes might address industry-specific needs, like calculations for trades, or data analysis for administrative roles. The initiative could provide training materials translated into relevant languages for participating workplaces.
- **Online learning modules** - Offering flexible online resources accessible 24/7. Modules could be interactive and cover a range of topics, like basic numeracy, measurement conversions, and understanding financial statements. These resources could be developed in multiple languages or incorporate audio explanations alongside text.

There are similar initiatives up and running in Great Britain e.g. National Numeracy have developed a family maths toolkit that helps families enjoy maths together with the resources translated into several languages. These resources focus on engaging parents and children in numeracy activities at home.



**Funded by
UK Government**



Numeracy Boot Camps

£700,000 has been set aside for this initiative. Expected outcomes are 600 people participating in Multiply Courses with informal recognition and sign posted to formal qualifications.

The Numeracy Bootcamps initiative offers intensive training programmes for adults seeking to improve their foundational numeracy skills. These bootcamps target individuals who may need a confidence boost or specific skills development to progress in their careers or everyday lives. By providing focused instruction and practical exercises in a supportive environment, Numeracy Bootcamps empower participants to overcome numeracy challenges and unlock their full potential. This not only benefits individuals by increasing their employability and financial literacy, but also contributes to a more skilled and numerate workforce, ultimately benefiting society as a whole.

The "Numeracy Bootcamps" initiative within Multiply Northern Ireland can offer targeted support for adults seeking to improve their foundational numeracy skills. Here are some potential real-life applications, along with comparisons to similar initiatives in Great Britain:

- **Intensive Workshops:**
 - **Numeracy Bootcamps** - These intensive programmes could run for a set duration, like two weeks or a month, offering daily sessions with qualified instructors. The curriculum might focus on specific areas like basic arithmetic, fractions, decimals, percentages, data analysis or even be based around every day real life things such as nutrition, household finances, sport or pensions depending on participants' needs. Workshops could include interactive exercises, group discussions, and individual assessments to track progress.
- **Flexible Learning Options:**
 - **Numeracy Bootcamps** - To cater to diverse needs, the programme could offer online and in-person bootcamps. Online bootcamps would utilise interactive learning platforms with video lectures, quizzes, and online forums for peer support. There are examples in England incorporating gamified elements and interactive exercises within an online platform and these could potentially be replicated in Northern Ireland.
 - There are examples of other similar initiatives in England that offer flexible online courses. Numeracy Bootcamps could learn from these by incorporating gamified elements and interactive exercises within their online platform to maintain engagement with people/learners.
- **Career-Specific Focus:**
 - **Numeracy Bootcamps** - Bootcamps could offer specialised training tailored to specific industries or job roles. For example, a "Retail Bootcamp" might focus on calculations related to pricing, discounts, and inventory management, while a "Construction Bootcamp" could address measurements, conversions, and basic estimation. There is potential for partnerships with local employers for onsite delivery during working hours for a more practical learning experience.



Committee:	Regeneration and Growth Committee
Date:	4 April 2024
Report from:	Director of Regeneration and Growth

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	June 2024
The report will never become available:	

Item for:	Decision
Subject:	Grove Activity Centre – Disposal under Community Asset Transfer

1.0	<p><u>Background</u></p> <ol style="list-style-type: none"> 1. Members previously agreed to the disposal of Grove to an organisation called Live Life as a pilot under our Community Asset Transfer Policy. The heads of terms were outlined and approved by the Regeneration and Growth Committee on 7 December 2023. 2. The Department for Communities have been notified of our intention to dispose of this asset at less than best price. This process cannot be completed until the leases are completed. In addition, the Housing Executive as the Head Landlord for lands outside of the Grove building, accepted that the Council can sublease these lands. 3. The basis of the previous approval was for a 15 year lease commencing on [REDACTED]. Subsequently Live Life have made representation to expand the draft red line as per a successful funding application. In addition, in order to meet their cocktail of funders' needs, they have also asked for the lease to be extended to 25 years. On the basis of these further requests we now present the updated terms and conditions proposed for Live Life. <p><u>Key Issues</u></p> <ol style="list-style-type: none"> 1. In the original report the risks association with leasing to Live Life were outlined, and pertained to their financial standing as a result of being a fledging organisation. Subsequently, and in support of these recommendations, Live Life's business case has been updated and presented to officers. This business case and addendum are now attached (see Appendices). The new business case demonstrates a significantly improved financial standing by Live Life. They have been offered a contract with the Department of Health securing a revenue
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input as outlined within the addendum and also they have been successful with a Peace Plus and LUF capital fund grant.

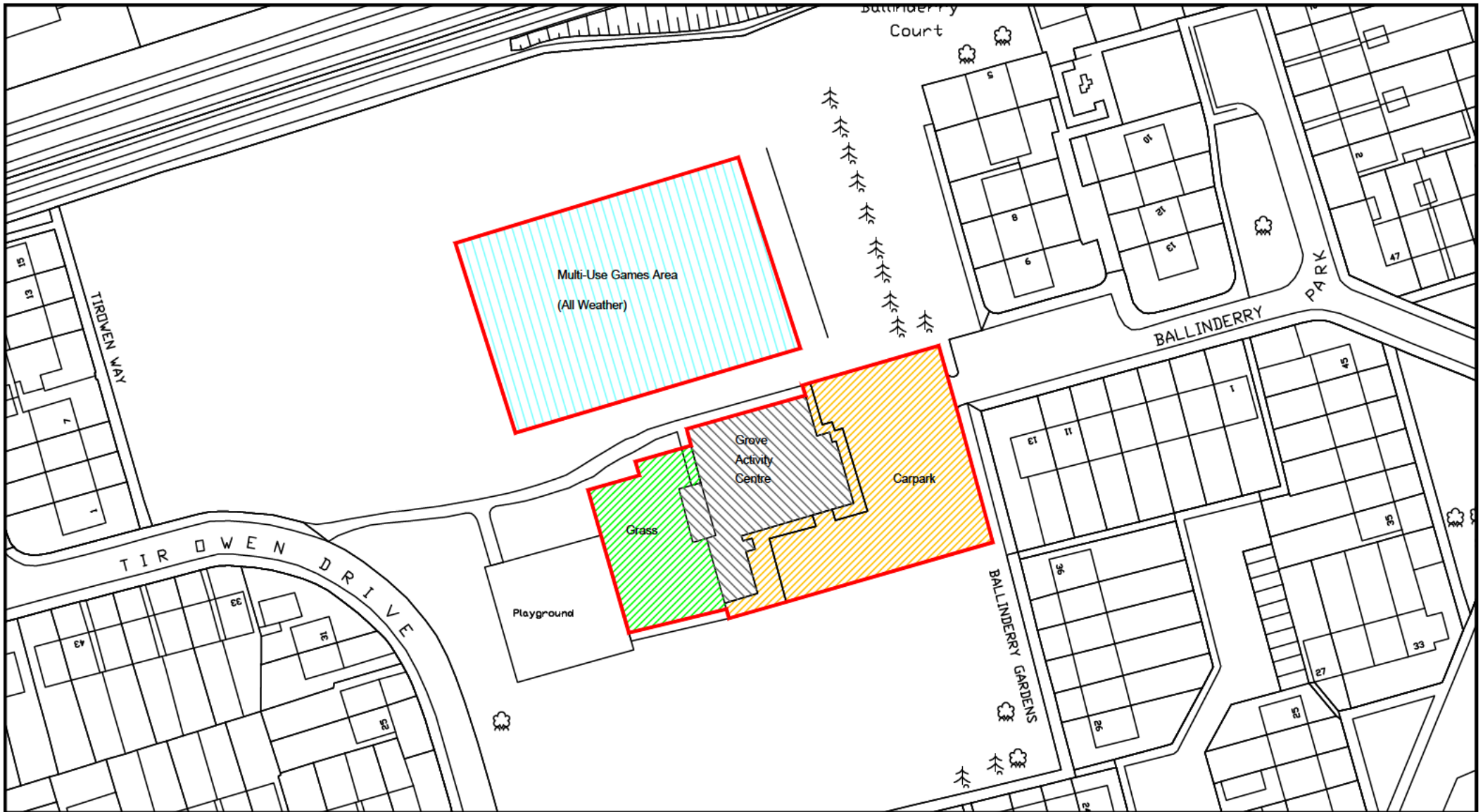
2. On the basis of this new financial standing, and in order to meet their funding requirements, officers are recommending that the tenure be extended to a 25 year period and this be included in the lease being presented for signing and sealing at Council.
3. The new effective date for the lease will be 1 May 2024 subject to Member approval. This is to allow for Members' consideration of the new terms and conditions as presented in the draft Heads of Terms outlined in the table below.

Tenure:	Leasehold for the specified use described within the business case
Term:	25 years
Demise:	Grove Activity Centre, MUGA, car park, relatively small parcel of land to rear of Grove under lease from the NIHE. The Council will retain a right of way over the car park
Commencement Date:	1 May 2024
Rent:	
Rates:	The tenant will be responsible for all rates liabilities
Rent Reviews:	Every fifth year to market value if implemented
Break Option:	Every fifth year
Repairs:	Tenant to be responsible for day to day repairs and statutory facility management compliance. This shall include a sinking fund for MUGA repairs. The Council will be responsible for major structural renewals and a degree of maintenance of primary services. All works to have written permission with detailed specifications provided in advance
Utilities/Insurance:	The tenant will be responsible for all utilities and insurances
Community Activities:	The tenant will be required to provide a range facility access arrangements in the centre to meet local demand and commercial access to the MUGA for the local community use
Third Party:	No sub-leasing would be permitted to any part of the asset

4. In addition, Members should note that the Grove was a beneficiary of the Full Fibre Northern Ireland Installation Scheme. Not only did this include the installation, but also a collective contract and obligation to retain the full fibre facility for public use. In order to meet our obligations, it is proposed to retain the full fibre link to the building with a public WIFI termination point. The new tenants and their patrons will also be able to avail of this service. In addition, the tenant may wish to install their own direct fibre link or connect to the full fibre provided by the Council on the basis of a monthly recharge from the Council with the advantage of the economies of scale offered by the Council buying power.
5. The lease area is outlined in the attached map (**see Appendix**).
6. The tenant will be responsible for all day-to-day repairs both internally and externally and the Council retains responsibility for major structural elements/services and their renewals. In addition, the tenant will be required to maintain services such as the boiler, to an acceptable level agreed within the lease.

	<p>7. The asset diverts back to the Council in any default scenario. During the lifetime of the operation the Council retains access rights to the facilities, with reasonable notification, in order to protect the Council's interest in the property.</p> <p>8. The tenant is committed long term to this project and does not have any options to break during the 25 year term. They are committing in excess of [REDACTED] towards refurbishment of the interior of the building and external areas.</p>	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members consider and agree to the new Heads of Terms associated with the lease for Grove to be presented for signing and sealing post approval from the Department for Communities.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>The savings associated with the running costs of this facility have already been incorporated into the rates settlement.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>No issues for consideration in providing the lease as outlined within the Heads of Terms as this has no adverse impact on any Section 75 Groups.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>No issues for consideration in providing the lease as outlined within the Heads of Terms as this has no adverse impact on any Section 75 Groups.</p>	

Appendices:	[REDACTED] Appendix 2c – Revised Lease map
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Regeneration & Growth Assets

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notes:

- LANDS TO BE LEASED
- ACTIVITY CENTRE
- CARPARK
- MULTI-USE GAMES AREA
- GRASS AREA



title:

GROVE ACTIVITY CENTRE
BALLINDERRY PARK, KNOCKMORE, LISBURN

os ref:

165-06

scale(s):

1:1000

date:

March 2024

drawn by:



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