Department of Health

Core Grant Funding Scheme

2027/28

Applicant Guidance: Completing the Application Form

1. Application Form – Section 1 - Organisation Details

Applicants must complete all sections (1.1 – 1.9) in order for their application to be eligible.

- **Section 1.1-1.6**

  To be completed with the organisation and lead applicant's details.

- **Section 1.7 - Policy area under which the organisation is applying**.

  You must select **ONE** of the policy areas listed. If you select more than one policy area your application will be ineligible for scoring.

- **Section 1.8 – Gross Annual Income**

  This figure **must** be taken from your organisation's latest set of completed accounts. These accounts will be requested at Stage 2 of the application process. If you have more recent accounts at that stage, you should send both sets of accounts if your application proceeds to Stage 2.

- **Section 1.9 - How much funding is being applied for from 1 April 2027 – 31 March 2028.**

  The total provided here must match the total of the figures entered in **Section 3 – Funding Applied For**. Please ensure all amounts are correct and total accurately before submitting your claim.

2. Eligibility – Application Form - Section 2

To be eligible for funding an organisation must satisfy Parts A, B and C listed in Section 2. If your organisation satisfies the criteria, you should check all 3 check boxes in this section.

3. Funding Applied For – Application Form - Section 3

(a) Financial contributions (ranging from £5,000 - £50,000) towards core costs will be offered on the basis that the outcomes specified at Section 4.4(i) of the application form will be delivered by the organisation.

(b) Core costs are the essential running expenses that keep a charity operational, rather than costs for specific projects.

Core costs—also referred to as overheads, running expenses, or organisational costs—are the essential, behind-the-scenes expenses that allow a charity to operate effectively. These include administration, governance, and infrastructure. While they are not linked to any single project or service, they are vital for ensuring the organisation can deliver its mission safely and sustainably.

Programme and service delivery costs are not covered by this scheme. This includes staff salaries for projects or frontline service roles, as well as the cost of materials or supplies used directly in providing services to individuals or groups outside the organisation.

If you are unsure whether any costs included in your application might be ineligible, you can send a query to CoreGrantAdmin@health-ni.gov.uk.

(c) Staff Salary Funding – Application Form Section 3.1

If you are applying for funding to meet Staffing Costs, you must complete the table provided in Section 3.1. Give details of each post for which funding is sought (please include part-funded posts). Posts which are funded in full through other means should not be included in this table. Continue on a separate sheet if necessary.

Previous schemes included employer's National Insurance and pension contributions when calculating eligible salary costs. To simplify the application and verification process, funding will now be based solely on the post holder's salary, with the funding percentage increased to maintain the current level of support. This reduces the risk of calculation errors, lessens the administrative burden on organisations, and supports compliance with data protection requirements, including UK GDPR.

Funding requests should be based on the post holder's salary at the time of applying. Payroll information will be requested at Stage 2. The details provided in Section 3.1 must match the corresponding payroll records submitted during Stage 2.

- Column 1 - Post title – title of post holder e.g. Admin Officer. In situations where you are applying for 2 or more posts with the same title, they should also be

numbered as Post 1 – Admin Officer, Post 2 – Admin Officer and this numbering should also be used to identify each of the posts when forwarding the payroll information at Stage 2.

- Column 2 - Full-Time Equivalent (FTE) – The FTE value represents the proportion of full-time hours worked, expressed as a figure equal to or less than 1.0. A full-time post is recorded as 1.0 FTE, while part-time posts are recorded as a proportion of this.
  Example: A post holder working two-thirds of full-time hours is recorded as 0.67 FTE.

  Calculate the FTE by dividing the post holder's contracted hours by the full-time hours for the position and rounding the result to two decimal places. The salary information in Section 3.1 must reflect the FTE provided.

  These figures will be checked against the payroll records that are requested at Stage 2 and funding will be limited to 30% of the payroll records received.

- Column 3 - Salary Cost for a full-time employee, **excluding** Employer NIC/Pension – The salary pay scales requested during Stage 2 will be used to confirm the figures for a full-time salary.

- Column 4 – Post Holder's Gross Salary (**excluding** Employer NIC/Pension) – This is the annual gross salary of the post holder for whom funding is being requested.

  This figure should closely match the figure in Column 3 multiplied by the figure in Column 2 – slight variation is acceptable based on the rounding of fractions in Column 2.

- Column 5 - Funding Sought for Salary – The total amount requested for each post must be included and each one rounded down to the nearest pound. The salary funding sought for any individual post **must not exceed** 30% of the post holder's salary, as detailed in Column 4 and supported by the employee's payroll records;

- Column 6 - Funding sought as a % of cost - Max of 30% - To calculate this figure divide the Funding Sought (Column 5) by Post Holder Salary (Column 5) and multiply by 100.

(d) **If your application progresses to Stage 2 and the individual in post at the time of application leaves, or is expected to leave, during the funding period, you must notify us as soon as possible. There is no requirement to notify the Department of any such changes until you have been informed that you have progressed to Stage 2. Salary funding is only**

available for occupied posts and is limited to 30% of the post holder's salary during the funding period.

(e) Non-salary Funding – Application Form - Section 3.2

Details of the non-salary elements of funding must be provided in the table within the Application Form. **Please note that the organisation must retain all relevant invoices/paperwork to demonstrate the final amounts committed to each type of expenditure for 7 years.** Claims for funding to the extent that they relate to expenditure by the organisation on equipment, goods and services shall be evidenced by original receipts or paid invoices identifying such equipment or goods by reference to model or serial number or such other evidence as is advised by the Department to be considered acceptable for such expenditure.

Where requested you must provide details of the cost, e.g. for rent and rates you are asked to confirm the floor area and location of the premises.

(f) **Total anticipated cost to organisation.** You should specify the total cost for each non-salary item included in your application. Even if you are requesting full funding for an item, you must still confirm its total cost in this column.

(g) Section 3.3 - Funding sought from other Sources.

If you have secured **or applied** for funding from another source to support all or part of a funding request included in your application, please specify the amount and identify the funding source in this table. If funding has already been secured, please confirm in column 4 – if the amount secured differs from the amount sought you can also confirm the actual amount **secured** in Column 4.

If you have not secured or applied for funding from another source for any of the costs included in your application, please tick the N/A check box.

4. Assessment Criteria – Application Form - Section 4

Section 4 should focus on the services and activities delivered directly by your organisation. For instance, if you provide training for mental health practitioners, you should describe the training you deliver and not the mental health services subsequently provided by those practitioners. Responses must accurately represent your organisation's activities. Any misrepresentation may result in exclusion from the scheme.

Please note that the Text Boxes in this section will expand as necessary. If you experience any difficulties when completing your application form please contact us at **CoreGrantAdmin@health-ni.gov.uk** as soon as possible.

(a) Application Form - Section 4.1

This section will not be scored but will be used alongside Section 2 to confirm your eligibility.

We are looking for a brief summary of your organisation's activities and the broad outcomes it aims to achieve. You should also demonstrate the need for the work and explain how the funding will contribute to positive outcomes for the population of Northern Ireland. Core grant funding is intended to support your organisation as a whole, and we need to understand how this support will translate into tangible benefits for people in Northern Ireland.
The maximum word count for this section is 500 words.

(b) Application Form – Section 4.2

This section will be scored – maximum score 30 points.

In this section you should provide examples of how your organisation's work supports and advances the Departments' strategic objectives within the policy area you selected in Section 1.7 of the application form. This evidence will be used to assess how effectively you support the selected policy area. High-scoring responses demonstrate clear, detailed examples and explicitly identify how the relevant policy area is impacted. If your application progresses to Stage 2, further verification and due diligence will be undertaken to confirm that your organisation's work aligns with the Department's strategic objectives and priorities.
The maximum word count for this section is 1000 words.

(c) Application Form – Section 4.3

This section will be scored – maximum score 20 points.

In this section, you should identify the activities your organisation has undertaken that correspond to those listed in Section 2(B) of the application form. For each activity, provide clear and specific examples that demonstrate how it was delivered and the outcomes achieved. High-scoring responses will clearly

identify the activity, the policy or strategy it supports, and the contribution made towards delivering the relevant policy objectives.
The maximum word count for this section is 1000 words.

(d) Application Form – Section 4.4 (i)

This section will be scored – maximum score 22 points.

You must clearly outline each outcome that will be supported through core grant funding, specifying how each outcome will be measured and the target you intend to achieve. High-scoring responses will present outcomes and targets that are realistic, relevant, and aligned with the strategic objectives of the selected policy area. They shall clearly relate to the identified need set out in Section 4.1. The amount of funding requested will also be considered as part of the assessment of this section.

Please note that these outcomes shall be included in your letter of offer so you should ensure each outcome has relevance to your selected Policy Area and includes measurable targets.

(e) Application Form – Section 4.4 (ii)

This section will be scored – maximum score 8 points.

You should provide examples of outcomes similar to those listed in Section 4.4(i) that your organisation has successfully delivered in the past. For each example, clearly describe how success was measured, including the specific indicators used and the outcomes or targets achieved. This should provide clear evidence of the effectiveness and impact of your work. Strong responses will use examples that align with the outcomes and targets set out in Section 4.4(i), supported by measurable results and performance indicators.
The maximum word count for this section is 500 words.

(f) Application Form – Section 4.5

This section will be scored – maximum score 15 points.

Provide an overview of the monitoring and control systems in place to track and report on the outcomes listed in Section 4.4(i) Your response should include details of the internal evaluation and monitoring systems used within your organisation, as well as the financial management and control processes in place to ensure effective oversight and accountability. You should also demonstrate that your organisation has suitably qualified and experienced staff with the skills and capacity required to deliver the proposed work.

High-scoring responses will provide comprehensive details of the governance, monitoring and financial control arrangements that apply both across the organisation and to the specific projects referenced in the application. They will also clearly demonstrate that appropriate staffing structures, recruitment

processes and professional expertise are in place to support the organisation. **The maximum word count for this section is 1000 words**

(g) Application Form – Section 4.6

This section will be scored – maximum score 5 points.

You should provide examples of how your organisation is currently collaborating, or plans to collaborate, with other bodies across the statutory, community, and voluntary sectors. These examples should demonstrate the nature, purpose, and impact of the partnership working in relation to your strategic objectives. You can include examples of previous collaborations to help illustrate and strengthen your response. High scoring responses will identify various partnerships with a wide range of organisations, as well as providing a brief outline of the nature of the partnerships, illustrating how they contributed to the delivery of objectives and project outcomes.
The maximum word count for this section is 500 words.

5. Declaration and Signatures - Application Form - Section 5

(a) Declaration – Check each component listed in Section 5 and put an X or tick symbol in each of the boxes to confirm agreement.

(b) Two signatures must be included within the declaration to confirm acceptance. The application will be deemed ineligible if you fail to check each component or sign and date the declaration. Electronic signatures are acceptable.