

# CONNECT FUND ROUND 2

## ELIGIBLE ITEM REQUESTS & FUNDING PARAMETERS

The following provides guidance for prospective Connect Fund Round 2 applicants on funding items which are ineligible and those which are eligible and appropriate for the consideration of funding, alongside any parameters which are in place.

The Connect Fund Round 2 does not seek to outline all eligible funding items, and specific queries should be directed to:

[ggms.connectfund2.nio@cabinetoffice.gov.uk](mailto:ggms.connectfund2.nio@cabinetoffice.gov.uk)

The Connect Fund Round 2 seeks to maximise the utilisation of funds for the delivery of fund objectives and is therefore only able to fund costed items which are required for the successful delivery of the core proposed project. Applicants are welcome to seek additional funding from other sources to support the delivery of items which are ineligible or subject to policy guidelines for the Connect Fund Round 2.

All applicant budgets will be required to undergo a review process with the Senior Leadership Team responsible for the Connect Fund Round 2. The Connect Fund Round 2 team reserves the right to remove ineligible funding items or items which are improperly evidenced as required for the successful delivery of the proposed project.

### Ineligible Funding Items

Ineligible Items	Notes
Alcohol	The purchase of alcohol is not eligible for funding under the Connect Fund Round 2. Applicants wishing to purchase alcohol as part of group meals should be mindful that these costs will not be covered by granted funds.
Capital Costs	Capital costs are not eligible for funding under the Connect Fund Round 2.

**Core Operational Costs:** Core operational costs are not eligible for funding under The Connect Fund Round 2. This includes items which cannot be accurately evidenced as relating directly to the proposed project i.e., electricity, heating, WIFI, organisational insurance etc.

Marketing, Communications or PR-based activities	Items in this category which are central to successful project delivery e.g., recruitment of participants will be considered. Applicants should note the necessity of such funded items in their written application.
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### **Eligible and Appropriate Funding Items**

<b>Eligible Items</b>	<b>Notes</b>
Accessibility Aids	<p>Applicants are welcome to include costs which ensure the accessibility of their project to a wide-range of participants. This includes but is not limited to, costs associated with the provision of portable loop systems, screen readers, mobility aids, creation of accessible document formats and/or supporting caring responsibilities.</p>
Accommodation	<p>Applicants are welcome to include the costs of accommodation for project participants. Accommodation rates are subject to the Travel &amp; Subsistence Policy.</p> <p>Applicants requesting funding for accommodation within the amber rates should give justification for the requirement for funding of this value.</p> <p>Where costs for accommodation exceed limits outlined in the Travel &amp; Subsistence policy, the Connect Fund Round 2 team reserves the right to restrict funding allocated to this item.</p> <p>If successful, it is recommended that applicants make accommodation bookings immediately following confirmation of grant award to ensure the lowest costs possible.</p> <p>For more information, please refer to Appendix 1.</p>

Administration	The Connect Fund Round 2 is unable to fund core operational costs for applicant organisations. However, applicants are welcome to include project-specific administration costs as part of their 'Staff Costs' request. Please see the 'Staff Costs' item below.
Advertising for Project Recruitment	Applicants are welcome to include the costs of advertising where advertising is pertinent to the successful delivery of the proposed project. This includes but is not limited to the recruitment of project participants or project staff.
Consultancy Fees	Applicants are welcome to hire for-profit individuals / organisations on a consultancy basis to support the delivery of their proposed project. Details should be provided on the purpose for hiring for-profit individuals / organisations in the 'Activity Outline' section of the application, with associated costs noted in the 'Resourcing and Costs' section.
Data Collection and Analysis / Evaluation and Reporting	Applicants are welcome to include costs associated with the collection, monitoring and analysis of data related to the core content of the project and/or the monitoring, evidencing and evaluation of project delivery and impact.
Equipment Rental	Applicants are welcome to rent specific equipment required for the successful delivery of the proposed project.
Project Materials / Printing	Applicants are welcome to include costs associated with producing project materials and printables which are central to the successful delivery of the proposed project and / or necessary to enhance the accessibility of the project for participants. Applicants should state the number of materials / printables which will be sought through the funding request to assess Value for Money.

Report Printing	<p>Applicants are welcome to include costs associated with producing and printing reports on their project, on the condition that reports will be used to evidence best-practice or extend learning from the project. Applicants should state the cost of report design and the number of prints which will be sought through the funding request to assess Value for Money.</p>
Residential Delivery	<p>The Connect Fund Round 2 recognises that residential delivery may aid in the enhancement of project outcomes and the achievement of Connect Fund Round 2 objectives. It is recognised that residential may incur additional accommodation / subsistence costs in line with the additional amenities / activities provided by the residential operator.</p> <p>Applicants seeking to deliver residential should take the stipulated accommodation and subsistence allowances and translate them across into residential costs, noting the difference in costs arising for residential in comparison with overnight stays. For example, applicants should detail the additional amenities / activities provided by the residential provider (beyond accommodation and subsistence), outlining why these amenities / activities are necessary and how they contribute to the achievement of one or more of the Connect Fund Round 2 objectives.</p> <p>If successful, it is recommended that applicants make residential bookings immediately following confirmation of grant award to ensure the lowest costs possible.</p>

Staff Costs	<p>Applicants are welcome to include costs associated with staff time which is directly attributable to the project. Applicants should breakdown staff costs by individual, stating the number of hours which will be contributed by said individual to the proposed project, the rate of pay per hour, and the total cost requested per individual.</p> <p>Please note, staff costs will be capped at a maximum of 20% of the total funding requested. For example:</p> <ul style="list-style-type: none"> <li>• <i>Funding requests of £10,000 are eligible to include Staff Costs of max. £2,000</i></li> <li>• <i>Funding requests of £50,000 are eligible to include Staff Costs of max. £10,000</i></li> </ul> <p>Further information on how to display staff costs is included in <a href="#">here</a></p>
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Subsistence (Food, Catering, Meals)	<p>Applicants are welcome to include the costs of subsistence for project participants. Subsistence rates are subject to the Travel &amp; Subsistence Policy. Where costs for subsistence exceed limits outlined in the Travel &amp; Subsistence policy, the Connect Fund Round 2 team reserves the right to restrict funding allocated to this item.</p> <p>For the purposes of the Connect Fund Round 2, subsistence relates directly to the provision of food, catering and meals and <b>is not</b> intended to be used to 'pay' individuals for their participation.</p> <p>Applicants should note that a maximum of £25 per participant per day can be requested. This includes the cost of all food, catering or meals requested.</p> <p>For more information, please refer to</p>
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	Appendix 1.
Technology and Software Licenses	<p>Applicants are welcome to include costs associated with acquiring / maintaining licenses associated with technology or software, on the condition that said technology or software is required for the successful delivery of the proposed project and not used for any means other than those associated with the proposed project. This includes but is not limited to Canva, Microsoft Office, Skype, Zoom etc.</p>
Travel	<p>Applicants are welcome to include the costs of travel for project participants. Applicants should breakdown travel costs by incidence, travel method, cost per participant, and total cost to allow for the assessment of Value for Money.</p> <p>For example:</p> <p><b><i>Travel to Conference for 10 Participants</i></b></p> <ul style="list-style-type: none"> <li>• <i>Car Parking at Belfast Airport: £30 per car = £90 (3 cars)</i></li> <li>• <i>Flights (Belfast-London): £80 per person return for 10 people = £800</i></li> <li>• <i>Train from London Gatwick to London Victoria: £26 per person return for 10 people = £260</i></li> <li>• <i>Tube from Hotel to Conference Venue: £6 per person return for 10 people = £60</i></li> </ul> <p>If successful, it is recommended that applicants make travel bookings immediately following confirmation of grant award to ensure the lowest costs possible.</p>

Venue Hire	<p>Applicants are welcome to include the costs of venue hire to facilitate the delivery of their proposed project.</p> <p>Where hired venues will provide catering / refreshments, the costs of said catering / refreshments must be deducted from the total subsistence rate requested per participant in attendance.</p> <p>If successful, it is recommended that applicants make venue bookings immediately following confirmation of grant award to ensure the lowest costs possible.</p> <p>Please note, costs associated with hiring space within applicant-owned buildings are not eligible for funding in line with guidelines relating to core operational costs.</p>
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## Appendix 1: Accommodation and Subsistence Examples

Accommodation			
Costs	Value	Notes	Score Rationale
Accommodation in Belfast	£380	<p><i>1 night accommodation in Belfast hotel for 4 individuals. £85 x 1 night x 4 individuals = £380</i></p>	<p>Excellent Value for Money. Accommodation request well explained and in line with Green rate in Travel &amp; Subsistence Policy (max. £87 pp per night outside of London)</p> <p>Eligible for 5/5 Value for Money Score</p>
Accommodation outside of London (e.g., Belfast, Glasgow, Cardiff)	£440	<p><i>1 night accommodation in Belfast hotel for 4 individuals. £110 per night x 1 night x 4 individuals = £440</i></p> <p><i>Amber rate has been utilised to reduce travel costs between conference venue and hotel, and to include breakfast in the price of the hotel night, amended subsistence rate has been applied.</i></p>	<p>Excellent Value for Money. Higher accommodation request well explained and in line with Amber rate in Travel &amp; Subsistence Policy (max. £110 pp per night outside of London)</p> <p>Eligible for 5/5 Value for Money Score</p>
Accommodation outside of London (e.g., Belfast, Glasgow, Cardiff)	£440	<p><i>1 night accommodation in Belfast hotel for 4 individuals. £110 per night x 1 night x 4 individuals = £440</i></p>	<p>Whilst in line with Amber rate in Travel &amp; Subsistence Policy, no explanation has been provided.</p> <p>Application limited to a maximum Value for Money Score of 4/5.</p>

Accommodation outside of London (e.g., Belfast, Glasgow, Cardiff)	£500	<i>1 night accommodation in Belfast hotel for 4 individuals. £125 per night x 1 night x 4 individuals = £500</i>	Cost requested outside of Travel & Subsistence Policy.  Where costs for accommodation exceed limits outlined in the Travel & Subsistence policy, the Connect Fund team reserves the right to restrict funding allocated to this item.  This will result in lower Value for Money scores
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<b>Subsistence</b>			
<b>Costs</b>	<b>Value</b>	<b>Notes</b>	<b>Score Rationale</b>
Subsistence	£100	Subsistence for 4 people for 1 day. No meals provided.  4 people x 1 day x £25 per day	Excellent Value for Money. Subsistence request well explained and in line with Travel & Subsistence Policy  Eligible for 5/5 Value for Money Score
Subsistence	£45.80	Subsistence for 4 people for 1 day. Evening meal provided through delivery Venue and cost removed from request.  4 people x 1 day x £11.45 (£25 daily rate - evening meal of £13.55)	Excellent Value for Money. Subsistence request well explained and in line with Travel & Subsistence Policy  Eligible for 5/5 Value for Money Score

Subsistence	£150	<p>Subsistence for 4 people for 1 day. No meals provided.</p> <p>4 people x 1 day x £37.50 per day</p>	<p>Cost requested outside of Travel &amp; Subsistence Policy.</p> <p>Where costs for subsistence exceed limits outlined in the Travel &amp; Subsistence policy, the Connect Fund team reserves the right to restrict funding allocated to this item.</p> <p>This will result in lower Value for Money scores</p>
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