

# Financial Assistance Call 2 2024-2025

Ag freastal ar an Dún agus Ard Mhacha Theas  
Serving Down and South Armagh



Comhairle Ceantair  
**an Iúir, Mhúrn  
agus an Dúin**

**Newry, Mourne  
and Down**  
District Council



## Introduction

Aim: To inform you about the funding available, the new grant management system and the associated application process.

- General financial assistance guidance
- Summary of the programmes
- Application & EGMS guidance
- Procurement guidance
- Where you can get additional help



Slievenaglogh in the Mourne by Dermot Mathers



## General Financial Assistance Guidance

- Newry, Mourne and Down District Council invite applications for financial assistance from the community and voluntary sector. The private sector is welcome to apply for the themes of Tourism Events and Arts & Culture Projects.
- All projects must take place between **1<sup>st</sup> April 2024 and the end date given in the theme guidance notes.**
- The closing date for applications is **12:00 noon on**
  - **24<sup>th</sup> June 12noon– Revenue themes and minor capital items**
  - **22<sup>nd</sup> July 12:noon - Capital themes.**
- Applications should be completed on the Electronic Grant Management System (EGMS):  
<https://newrymournedowndc.smartsimpleuk.com>
- Late applications will not be possible or be considered.



## Points to consider before applying:

- Organisations in receipt of public funding must comply with all statutory obligations regarding the delivery and access of projects.
- Adequate insurance must be in place prior to the project taking place.
- Purchase of gifts and presentations to individuals are not eligible. Selection boxes are not eligible.
- Consideration will only be given to projects seeking funding from the Council that is **between the minimum and maximum limit for each programme area.**
- The Council will not accept retrospective applications (i.e., applications seeking funding for projects already started prior to **1<sup>st</sup> April 2024**).
- The Council will only consider **one** application per organisation per programme area.



## Points to consider before applying:

- It is essential that applicants submit a copy of their Annual Audited Accounts, Independently Examined Accounts or Income and Expenditure Accounts with the application. These should be the most recent accounts available for your organisation where possible, however, they **must be dated within two years of the date of application to be eligible.**
- The Council will pay only the agreed sum against each original invoice whenever all relevant conditions have been met and bank statements evidencing expenditure have been submitted.
- “**Own labour**” and hire of “**own facilities**” are **not** eligible items of expenditure.
- Insurance costs are **only** eligible items of expenditure if it relates to the project activity applied for; this is subject to Council approval.



## The themes include:

- Both Capital and Revenue themes are included open to the Community, Voluntary and Sports sectors.



Meelmore Falls by Noreen Mack



## Community Growing 'Let's Grow NMD'

**Threshold: £500 - £1,500**

### **Aim:**

This funding is to promote and develop Community Growing for food growing – i.e. fruit and vegetable growing. Projects should be principally based on fruit and/or vegetable community growing and not solely for flower or non-edible plant growing, memorial gardens or sensory gardens.

### **Objectives:**

- To support and promote community growing (food growing) within the District.
- To support community-based groups to develop their community growing sites.
- To support community growing groups to:
  - o Purchase tools and equipment for their activities.
  - o Purchase seeds, plants, compost, soil and other items essential to community growing activities.
- To support the establishment and upkeep of community orchards.

**Key points:** Enclose the identity of the landowner(s). Enclose proof of written permission, where available, for use of the land from the landowner(s).



## Local Biodiversity Enhancement

**Threshold: £500 - £2,000**

### **Aim:**

Assist in implementation of local biodiversity action through delivery of practical conservation projects. Please note: Schools can apply under this funding call. We strongly encourage you to work outside of the school grounds and in the community where possible. We strongly recommend that schools think of the wider community benefits that their projects will bring.

### **Objective:**

- Conserve and enhance the rich biodiversity of the district.
- Encourage community participation in the delivery of local biodiversity action. Our previous Local Biodiversity Action Plan can be downloaded from:  
<http://www.newrymournedown.org/biodiversity>
- Create new habitats for wildlife.





## Key points:

- Adhere to the Habitats Regulations Assessment requirements if within 5km of a protected site, please refer to the DAERA link for further information on protected areas, <https://apps.dera-ni.gov.uk/nedmapviewer/> (include details in section 2.4 of the application form) – if applicable.
- Enclose the identity of the landowner(s).
- Enclose proof of written permission, where available, for use of the land from the landowner(s).



## Defibrillators for Sports Clubs

**Threshold: £500 - £1,500**

### **Aim:**

The aim of this project is to widen the provision and availability of defibrillators at sports clubs across our District.

### **Objectives:**

- The provision of new defibrillators in sports clubs across our District.
- To enable sports clubs which may already have a defibrillator to provide an external case to allow public access 24 hours a day.

**Please note:** Successful groups will be required to register the device on 'The Circuit' so Northern Ireland Ambulance Service may provide direction when required. The Circuit will also help you look after and maintain your defibrillator. Appropriate approvals and permissions must be in place for the installation of the defibrillator in the location stated in the application. For a defibrillator to be emergency ready tuff cut scissors, latex free disposable gloves, paper towel(s), face shield and a disposable razor should also be provided in the kit.



## Suicide Prevention and Emotional Wellbeing

**Threshold: £500 - £1,000**

### **Aim:**

To facilitate community engagement in suicide prevention and support projects in relation to Suicide Prevention and Emotional Wellbeing.

### **Objectives:**

We wish to enhance community capacity to prevent and respond to suicidal behaviour within local communities. Communities have a critical role in suicide prevention through the provision of social support to vulnerable people, engaging in follow-up care and implementing suicide prevention programmes.



## Community Events, Festivals & Christmas Celebrations

### Threshold: £500 - £2,000

- One-day event maximum £1,000
- Consecutive two-day or more event maximum up to £2,000

### Aim:

The primary purpose of this theme is to assist community groups in the delivery of small local festivals and events held between 01 October 2024 and 18 March 2025, including Christmas celebrations and illuminations.

### Objective:

- Preference will be given to events/festivals which run over more than one day.
- The Christmas aspect is to support the provision of a town/village outdoor public Christmas Tree and/or Christmas Lights and to support the organisation of an appropriate public Christmas event to celebrate the switching on of the town/village Christmas Tree and/or Christmas Lights.



## Definition of a Community Event:

- Community events promote social cohesion, social inclusion, equality of opportunity and good relations. Community Events can attract visitors to a town or village, can contribute to community regeneration and provide economic benefit to a local area, but they are smaller in scale than tourism events. Community Events tend to be run by local community groups on a voluntary capacity. Community events often require third-party funding in order to proceed.
- Please note:
- Events which are funded through Tourism Events funding will not be considered for funding for this theme.
- Events considered to be large in scale i.e. overall cost over £10,000 will not be considered for funding through the Community Festival Fund.

Organisations in receipt of public funding must comply with all statutory obligations regarding the delivery and access of events.



## Community Facilities Minor Capital Items

**Threshold: £500 - £10,000**

### **Aim:**

Contributions of up to 100% of the costs, towards funding (max £10,000) of Community Facilities Minor Capital Items for constituted Community Associations\* who own or manage community facilities.

### **Objective:**

- To provide contributions of up to 100% of the costs (maximum £10,000) to constituted community associations, towards funding of Minor Capital Items to assist with the running of a community facility or technical assistance to develop or enhance a community facility.

**\*Note the definition of Community Facility as per the guidance notes.**



**The following theme is for Capital projects for Sports Clubs.**

Please note the later **closing date of 22<sup>nd</sup> July at 12noon.**



## Sports Facility Capital Grant

**Please note: Applicants may only apply for either**

**Strand 1:** Minor capital strand – 75% match funded up to £50,000 Or

**Strand 2:** Major capital strand – 50% match funded up to £150,000

### **Aim:**

Applicants must deliver projects which will support and maintain the capital infrastructure of a Sports and Recreation facility;

### **Objective:**

- To provide EITHER 75% match funding (Minor strand) OR 50% match funding (Major strand) to support Capital infrastructure of sports facilities in the Newry, Mourne and Down District Council area, proposed by the sporting, community, and voluntary sectors.
- Projects must deliver Capital Infrastructure Projects that are in line with the Council Sport Facility Strategy and the Council Play Development Strategy which can be downloaded from [www.newrymournedown.org](http://www.newrymournedown.org).





## The Guidance Notes

Each theme has its own Guidance Notes available for download. Before applying it is **vital** to read the Guidance Notes, which provide the following information:

- Overview
- Overarching Principles
- **Theme Criteria** – contains the aims, objectives and eligible and ineligible items of expenditure.
- Application Process – Stage 1 Basic Eligibility
- **Completing the Application Form** – contains question specific guidance.
- Assessment Criteria, Project Appraisal and Scoring – Stage 2 Scoring
- What Happens Next
- Appeals
- Useful Contacts and Links to Strategies






## Account Registration

Applications must be completed online via the Electronic Grant Management System (EGMS).

You can register for an account at: <https://newrymouredowndc.smartsimpleuk.com>

 **Comhairle Ceantair an Iúir, Mhúrn agus an Dúin**  
Newry, Mourne and Down District Council

### Login

**Log In**

[Forgot Password?](#)

**New to the System?**

**Register**

Welcome to Newry, Mourne & Down District Council.

Welcome to the Grants & Funding portal for Newry, Mourne & Down District Council.

We invite applications for financial assistance from the voluntary and community sector. Businesses are welcome to apply for the Tourism themes of Tourism Events and Arts & Culture Projects.

Please refer to the guidance notes for to find out the funding thresholds, aims and objectives of the funding as well as the eligible and ineligible expenditure.

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## Registration Options

I am applying as:

### **Business**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Limited Company**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Co-Operative**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Community Body**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Registered Charity**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Other**

Please choose the category which contains your main work organisation so that you can register yourself.

### **Sole Trader**

Please choose the category which contains your main work organisation so that you can register yourself.

When setting up a new account you will first need to select what sort of organisation you represent from the registration options.

This will later determine what documentation is required and your theme eligibility.



## Registration Complete

### Registration Complete

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Thank you for registering. You will receive an email with a link to create a password and login within the next 5 minutes. If you do not receive this email, please check your spam folder.

[Login here](#)



## New applicant landing page

**MY DETAILS**

- Organization Profile
- My Profile

**APPLICATIONS**

10	0	1	0
Funding Opportunities	In Progress	Under Review	Completed

**REPORTS**

0	0	0	0
Draft	Revisions Required	Under Review	Completed

Contact details can be updated here

Submitted applications will show here.

Draft applications will show here.

Successful & unsuccessful applications will show here.

Paid claims will show up here

Reverted claims will show up here for corrections

Claims picked up for processing will show here

Upload legal documents and accounts here

Open themes or calls will show here.

Claim forms will show up here



## FUNDING OPPORTUNITIES

   1-3 of 3  

### Opportunity Details

Guidelines

#### Community Capital for Community Facilities

Deadline: 01/01/2032 12:00 AM

**Please provide evidence of your organisation's legal status.**

#### Sports Facility Capital

Deadline: 29/06/2024 12:00 AM

**Please provide evidence of your organisation's legal status.**

#### Community Minor Capital Items

Deadline: 31/01/2024 12:00 AM

**Please provide evidence of your organisation's legal status.**

As you can see from this screen shot, you won't be able to apply for any financial assistance until you have uploaded your legal status documentation and accounting information.





To upload your legal status documentation and most recent annual accounts you need to click into 'Organisation profile'.

Please remember to update your annual accounts as necessary before starting a new financial year's round of applications.

**A** Alison Brady  
Chairperson  
[Ally's Test Organisation  
to\\_boldly\\_go\\_21@outlook.com](mailto:to_boldly_go_21@outlook.com)

### MY DETAILS

 Organization Profile  My Profile

### APPLICATIONS

<b>10</b> Funding Opportunities	<b>0</b> In Progress	<b>1</b> Under Review	<b>0</b> Completed
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### REPORTS

<b>0</b> Draft	<b>0</b> Revisions Required	<b>0</b> Under Review	<b>0</b> Completed
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Home



## Ally's Test Organisation

### ADDITIONAL INFORMATION

Charity Number:

Date of formation: 01/09/2010

\* Name of Chairperson: A Brady

\* Name of Secretary: B Brady

\* Name of Treasurer: C Brady

\* Name of Directors: n/a

\* Enclose the relevant documentation as evidence of your organisation's legal status.

The applicant must ensure the appropriate document is attached as evidence of the legal status of the organisation. If an applicant fails to attach documentation evidencing legal status e.g. a constitution, they will not progress to Stage 2 scoring.

 Drop files here or browse files

Maximum file size: 2 GB

\* What is the annual accounting position of your organisation?

Select One



\* Please upload your most recent annual accounts.

 Drop files here or browse files

Maximum file size: 2 GB

Return to the dashboard by clicking Home.


You can drag and drop files or use the browse files tab to upload relevant documents.






You can search for  
specific themes here

## FUNDING OPPORTUNITIES

x  1-10 of 10 < >

Opportunity Details  Guidelines  Eligibility Criteria 

<b>Tourism Events</b> Deadline: 28/02/2024 12:00 PM	<a href="#">Call_1_2024-25_Tourism_Events_v_2.pdf</a>	Open to community voluntary sector and businesses.
<b>Arts &amp; Culture</b> Deadline: 28/02/2024 12:00 PM	<a href="#">Call_1_2024-25_Arts_and_Culture_Projects_v_2.pdf</a>	Open to community voluntary sector and businesses.
<b>Community Engagement</b> Deadline: 28/02/2024 12:00 PM	<a href="#">Call_1_2024-25_Community_Engagement_v_2.pdf</a>	Open to community voluntary sector

Apply Now

Apply Now

Apply Now

Guidance notes will  
appear here

Eligibility criteria will  
appear here



## Completing the Application

2024-1076

- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application Summary

CONTACT INFORMATION **PROJECT** BUDGET CHECKLIST EQUALITY SUBMISSION

Have you applied for financial assistance from Newry, Mourne & Down District Council for this programme before?

No

\* Project title

Test tourism event

\* Primary activity quarter

Summer (July-September)

\* Start Date

NEXT >

Save Draft Submit Withdraw

Additional information is automatically displayed; however, you can turn this off by clicking here.



## Completing the Application

The screenshot shows the application form for the year 2024-1076. The interface includes a top navigation bar with 'Home', a notification bell, and a user profile icon 'A'. A left sidebar contains 'Main' and 'Notes' (with a count of 1). The main content area displays the application ID '2024-1076' and a list of tabs: 'Application Summary', 'CONTACT INFORMATION', 'PROJECT', 'BUDGET', 'CHECKLIST', 'EQUALITY', and 'SUBMISSION'. The 'PROJECT' tab is currently selected. The form contains the following fields:

- A mandatory question: "Have you applied for financial assistance from Newry, Mourne & Down District Council for this programme before?" with a dropdown menu set to "No".
- A mandatory field for "Project title" containing the text "Test tourism event".
- A mandatory field for "Primary activity quarter" with a dropdown menu set to "Summer (July-September)".
- A mandatory field for "Start Date" which is currently empty.

At the bottom of the form, there are three buttons: "Save Draft", "Submit", and "Withdraw". A "NEXT" button with a right-pointing arrow is also visible on the right side of the form.



# Completing the Application



Home



2024-1076



Notes (1)



- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.



Type: All

From: dd/mm/yyyy

To: dd/mm/yyyy

Sort By: Newest to Oldest

Expand All Collapse All

1 Tourism application query

Type: Note to Foundation

Can I have jugglers?

By: Alison Brady

15/01/2024 05:36 PM

CONTACT INFORMATION **PROJECT** BUDGET CHECKLIST EQUALITY SUBMISSION

Have you applied for financial assistance from Newry, Mourne & Down District Council for this programme before?

No

\* Project title

Test tourism event

\* Primary activity quarter

Summer (July-September)

NEXT >

Save Draft

Submit

Withdraw



## Completing the Application

Home

1 of 1

Main

2024-1076

CONTACT INFORMATION **PROJECT** BUDGET CHECKLIST EQUALITY SUBMISSION

ii. blah blah blah  
iv. blah some more

492 words left

**Detail of Key Activities and Events**

Key Activity/Event Name	Description	Participants
Dancing	Jumping up and down	10
Singing	Voices	20

**Enter Key Activities**

\* Total number of beneficiaries

\* Total number of Participants



## Completing the Application

The application process comprises of two stages:

**Stage 1: Basic eligibility check** – All of this stage must be passed in order for the application to be scored and pass to Stage 2. The guidance notes highlight what is included in the basic eligibility.

**Stage 2: Full Project Appraisal and Scoring** – This is where the details and benefits of your project are assessed and scored. All applicants should review the assessment criteria provided under the Assessment Criteria, Project Appraisal and Scoring section of the Guidance Notes. Questions are scored 0-5.



Sheepland by Lucy Neill



PROJECT BUDGET CHECKLIST SUBMISSION

**\* Please identify which strategic priorities of the Council Corporate Plan your project will complement.**

This question allows the applicant to explain how the project complements the Council Corporate plan, projects that fail to show how the project complements this are unlikely to be funded.

For further details on Council Strategic Plan please download the full document from [www.newrymournedown.org](http://www.newrymournedown.org)

- i. Invest in and support new and growing businesses, job creation and employment skills
- ii. Continue to improve the health and wellbeing of everyone in the district and reduce health inequalities
- iii. Enhance, protect, and promote our environment
- iv. Support sustainable forms of tourism which value our environment and cultural heritage
- v. Enable and support people to engage in inclusive and diverse activities in their communities
- vi. Promote the revitalisation of our city, towns, villages, and rural communities
- vii. Provide accessible, high-quality, and integrated services through continuous improvement
- viii. Advocate with others for the benefit of all people of the District

**\* Clearly identify how the proposed project will complement Newry, Mourne & Down Council Strategic Priorities**

500 words left

The Council's strategic priorities are laid out separately on the application form and you need to select which ones your project will meet.

You then need to detail in the text box below how your project will meet the priorities you have selected. To save your word count you can use their number to refer to the priority you are discussing.



## Other Relevant Strategies for the question on Council's strategic priorities include:

- For Sports Capital applicants should refer to the Council's Sports Facility Strategy
- The Council strategies can be downloaded from the Council website: [www.newrymournedown.org](http://www.newrymournedown.org).





## Tips for completing the application:

- Thoroughly read Sections 3 and 5 of your programme guidance notes before beginning your application.
- Each question will only be assessed on the information provided for that question, with the exception of the key activities question which takes into account the aims and objectives provided in the project description. The information provided in these two questions will also be used to verify your project end date.
- Don't assume the assessment panel has any prior knowledge of your group or project.
- Keep answers concise, relevant to the question being asked, and the funding being sought.
- Activity information should be sufficiently detailed that an assessor, in theory, could turn up to participate in the activity and know exactly what to expect.

Groups will be notified of the outcome of their financial assistance application approximately 12 weeks after the closing date.



## Procurement Guidelines

All successful projects must adhere to Council's procurement requirements:

Total order value	Procurement steps required
Less than £250	A price check should be carried out, either by checking different websites, calling for quotations or visiting similar shops and a record kept.
£250.01 - £5,000	Emailed requests for quotation, detailing the item/service specification or requirements, also any selection criteria to be used, if it isn't on price alone e.g. availability. The sent emails, returned quotations and reason for selection should be kept on file and a procurement summary report completed. If your project is selected for full verification, the procurement summary report should be submitted as part of your claim. Three quotes minimum.
£5,000.01 - £30,000	A formal 'Request for Quotation' (RFQ) must be carried out and all associated documentation retained and submitted, if required, for full verification. Full details of the process can be provided by the Grants & Funding Unit upon request. Four quotes minimum.



For any additional information contact the Grants & Funding Unit:

- E-mail : [programmesunit@nmandd.org](mailto:programmesunit@nmandd.org)
- Phone: 0330 137 4040

Alternatively, theme specific help can be found under the 'Useful Contacts' section of the Guidance Notes.



Red Squirrel by Lesley Barker

A special thank you to the Ring of Gullion AONB for the permission to use the images of their AONB calendar competition entries in this presentation. For further information about the calendar competition or Ring of Gullion, visit: [www.visitmournemountains.co.uk/](http://www.visitmournemountains.co.uk/)