

Financial Assistance Call 1 2025-2026

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
- System/Process update
- Application & EGMS guidance
- Procurement guidance
- Where you can get additional help



Slievenagloagh in the Mourne Mountains by Dermot Mathers



General Financial Assistance Guidance

- Newry, Mourne and Down District Council invite applications for financial assistance from the community and voluntary sector.
- All projects must take place between **1st April 2025 and the end date given in the theme guidance notes.**
- The closing date for applications is **12:00 noon on**
 - **Monday 24 February – all themes (Revenue)**
- Applications should be completed on the Electronic Grant Management System (EGMS):
<https://newrymournedowndc.smartsimpleuk.com>
- Late applications will not be possible or be considered.



Changes to process/System

- **Basic eligibility criteria:** This stage has been further simplified with - Fit for theme applied for / Timeframe for delivery within theme and threshold band being removed which will be reviewed at stage 2. With the exception of Tourism Events where match funding is required.
- **Management of funding calls:** Call 1 - Revenue Themes: Open Jan with Letter of Offer issued in April/May and Call 2 - Capital Themes: Open March with Letter of Offer issued in July.
- **Number of applications per project:** Revenue: Only one FA application per event/project and applicants in receipt of an SLA or other funding for the delivery of an event must declare in the application, it will then be assessed on that basis. This will not include organisations who hold an SLA for facilities or an FMA.



Simplification of the application process: Scored Questions

- **Question on alignment to Council's Corporate Strategy has been removed**

- **Scored questions to be broken** down as follows with weightings to be applied per question(s):

Description of the project / An outline of the aims, objectives and outcomes of the project/ Establishment of need & what need there is for the project / Equality of opportunity and good relations / Sustainability / Cost overview

- **New Finance Tab**

- Any income generated through the project or in match funding must have a detailed breakdown.
- Any gap in funding i.e. shortfall, must be accounted for or a rationale provided.



New ineligible criteria

- **Projects which deploy potential sources of income** from the project to a charity or other third-party organisation via sponsorship or donations.
- **Projects which are generating a profit** unless the income being generated is being used to enhance the project or offset costs outside of those applied for.
- **Volunteer or existing staff costs, donations** to charities and sponsorships.



Simplification of the claim process

- **Equality forms**

- Remove above from the claim documentation.
- Replace with project related outputs and outcomes as per the activities table (Question 2).

- **Verification: Revenue and Capital**

- 10% of LoO's will be selected for full verification
- 100% on Capital major and minor works



Managing expectations

- The estimated value of the funding available (*subject to rates & Letters of Offer*) and the minimum and max amount per application.
- Scored and ranked list (up to the end of the current Financial year).

Eligible Applicants

- Voluntary sector inclusive of social enterprises including Community Interest Companies.
- All groups must be constituted with audited or income/expenditure accounts and bank accounts in the organisation name.
- Sole Trader/Private sector organisations are ineligible



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.
- Consideration will only be given to projects seeking funding from the Council that is **between the minimum and maximum limit for each thematic area.**
- The Council will not accept retrospective applications (i.e. applications seeking funding for projects already started prior to **1st April 2025**).
- The Council will only consider **one** application per organisation per event/theme 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:

- Revenue themes are included open to the Community, Voluntary and Sports sectors.
- For all themes please ensure you have read the guidance notes in full prior to completing the application and utilise as an ongoing reference point.



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 - £1,500

Aim:

Assist in the implementation of local biodiversity action through delivery of practical conservation projects.

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 Point: 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.



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://www.daera-ni.gov.uk/services/searching-protected-areas> (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).



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

Threshold: £500 - £3,000

- One-day event maximum £1,000
- Two-day event or 2 one day events maximum up to £2,000 (eg: Halloween and Christmas)
- Three-day event or 3 one day events maximum up to £3,000 (eg: Summer, Halloween & Christmas)
- Please note – only one application is required whether applying for one, two or three day events. You project end date should be the last event however you can make multiple claims. Please be clear about what you are applying to under project title, activities and budget.

Aim:

The primary purpose of this theme is to assist community groups in the delivery of small local festivals and events held between 01 April 2025 and 31 March 2026, including Summer, Halloween and 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 Events and Festival Fund.

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



Community Summer Schemes

Threshold: £500 - £1,000

Aim:

To assist **constituted Community Associations** in the delivery of summer schemes. (please refer to Guidance Notes for definition of a Community Association).

Objective:

- The purpose of this grant is to assist constituted community associations who run summer schemes for young people **over the summer period**. Schemes should run for a minimum of five full days (5hrs per day) or ten half days (2.5hrs per day).

Key points:

- All project activity must be completed no later than **31st August 2025**.
- Admission fees for attractions are ineligible expenditure.
- Projects whose primary purpose is sport/leisure are ineligible (separate theme)



Arts & Culture Projects

Threshold: £2,000 - £10,000

Aim:

To strengthen and support the development of our culture, arts and heritage sector, bringing them to life for residents and visitors.

Objective:

Projects must increase engagement in arts and cultural activities, create outreach opportunities and help to positively showcase the District's arts, culture and heritage offering. Projects will also be considered that open-up, animate and promote our historical sites to visitors and local residents and bring to life the myths, legends and stories of our district.



Tourism Events

Threshold: £5,000 - £15,000

Aim:

To support events that attract visitors that normally reside outside of the district/Northern Ireland and where the event has played a key role in attracting them to visit the district. Events must act to positively showcase the district on a regional or international scale as a unique tourism and cultural destination. This includes generating positive media coverage both pre and post event. Events must have total visitor numbers greater than 1,000.

Key points: Please note if applying for the Tourism Events theme, under Basic Eligibility projects MUST spend £15,000 minimum on your event excluding any monies awarded from this fund. If you do not have £15,000 minimum spend from self financing your event or from other sources, your application will be ineligible. Projects must evidence £15,000 minimum spend from other funding sources in the budget breakdown when applying to this fund. Council will fund 100% of total eligible event costs up the maximum award granted.



Community Engagement

Threshold: £500 - £1,500

Aim:

To support projects which will contribute to the improvement of community development and the enhancement of community engagement outcomes across the Newry, Mourne and Down District Council area.

Objective:

The applicant should support the following community engagement and community development outcomes as follows:

- Empower and Build Capacity of Community
- Improve Social Cohesion and Relationships
- Enhance Community Civic Participation

Please note: Projects eligible for Sports Programmes theme (i.e. sports summer schemes for young people) should apply under their respective themes and are ineligible to apply to under the Community Engagement theme.



PCSP Community Safety Support

Threshold: £500 - £2,000

Aim: To support the delivery of projects aimed at improving Community Safety across the Newry, Mourne & Down District Council area.

Objective: The fund seeks to encourage local community-based organisations to address local community safety issues, through innovative and appropriate local solutions.

Key points: There are three main themes:

- **Anti-social behaviour** – Projects which will prevent, reduce or address anti-social behaviour across the Council District.
- **Community Safety, Support and Vulnerability** – Projects which support vulnerable people and/or families, and which address mental health, substance abuse (including prescription medication), isolation and loneliness, and general community safety.
- **Confidence in Policing** – Projects which will increase confidence in policing by developing and enhancing opportunities for engagement between local communities and the PSNI.



Ending Violence Against Women & Girls (EVAWG)

Thresholds: £1,000- £25,000

(Three tiers of grants available as detailed below and outlined further in Guidance Notes)

- Tier 1: Grants between £1,000 and £5,000
- Tier 2: Grants between £5,001 and £15,000
- Tier 3: Grants between £15,001 and up to £25,000

Aim:

The EVAWG Change Fund aims to equip community / voluntary sector groups & organisations to prevent violence against women & girls and mobilise grassroots action, support innovative delivery and maximise the impact of community-led initiatives which will contribute to the Prevention Outcomes of the EVAWG Strategic Framework <https://www.executiveoffice-ni.gov.uk/topics/ending-violence-against-women-and-girls>

Objective:

Outcome 1 – Changed attitudes, behaviours, and culture

Outcome 2 – Healthy, respectful relationships

Outcome 3 - Women and girls are safe and feel safe everywhere



Good Relations

Threshold: £500 - £1,500

Aim: To provide support for the delivery of projects aimed at improving Good Relations across the Newry, Mourne & Down District Council area.

Objective: To support projects that complement the Council's Good Relations Strategy which identifies several key strategic priorities in meeting the good relations needs of the District.

Key points: Applicant projects should aim to address one or more of the four Key Priority themes defined by The Executive Office under the Together: Building a United Community strategy (2013).

Summary headings of the key priorities are:

- Our Children and Young People,
- Our Shared Community,
- Our Safe Community and,
- Our Cultural Expression.



Irish Language

Threshold: £500 - £3,000

Aim:

Applications to this theme must meet one of the two aims of this scheme:

- Irish Language community renewal and development or
- Positively engaging the Irish Language.

Objective:

1. Projects/initiatives that encourage Irish language community capacity building, mentoring and volunteering. It is envisaged that this scheme will inspire better developed Irish language communities to partner with newer or developing language communities to share resources and build better networks and encourage volunteering

Or

2. Community engagement projects/initiatives to build positive relations, raise awareness and understanding, address perceptions and promote respect for the Irish Language.



Minority Communities

Threshold: £500 - £1,000

Aim:

To support Protestant, Unionist and Loyalist (PUL) focused community projects/initiatives **or** to support Black, Minority Ethnic (BME) focused community projects/initiatives.

Objective:

To support projects which fit into one of the following themes:

1. Cultural expression

This theme is an open call for projects/initiatives that positively promotes minority community culture, tradition, and identity.

2. Positively engaging minority communities

This theme is an open call for community engagement projects/initiatives to build positive relations, raise awareness and understanding, address perceptions and promote respect for minority communities.



Sports Programmes

Threshold: £500 – £2,500

Aim:

The primary purpose of this is to support organisations from the sporting, community, and voluntary sectors in the delivery of Sports Programmes and Competitive Sports Events, with a focus on the delivery of sports activities and events which complement the Council's Sports Facility and Sports & Physical Activity Strategy.

Objectives:

Sports Programmes should be delivered:

- for a minimum of five full days (5hrs per day) **or** ten half days (2.5hrs per day)

Competitive Sports Events should be delivered:

- For at least one full day & Should have no less than 100 participants

Key points:

- Applicants should refer to the Council's Sports Facility and Sports & Physical Activity Strategy.
- in their application.
- Maximum project activity date 31st October 2025.



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://newrymournedowndc.smartsimpleuk.com>

The screenshot displays the website's login and registration page. On the left, there is a 'Login' section with input fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot Password?' link. Below the login section, the text 'New to the System?' is followed by a 'Register' button, which is circled in red. On the right, a 'Welcome to Newry, Mourne & Down District Council.' message is displayed, along with a brief introduction to the Grants & Funding portal and an invitation for applications. The background of the page features a scenic landscape with a river and hills. The footer contains the copyright notice 'Copyright © 2024 SmartSimple. All rights reserved.' and the text 'Powered by SmartSimple Cloud'.



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.

Please note: for Call 1 2025-2026 Private Businesses and Sole Traders are not eligible.



Registration Complete

Registration Complete

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

Upload legal documents and accounts here

Draft applications will show here.

Submitted applications will show here.

Open themes or calls will show here.

Successful & unsuccessful applications will show here.

Claim forms will show up here

Paid claims will show up here

Reverted claims will show up here for corrections

Claims picked up for processing will show 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.
Note: this must be within 2 years of 2025-2026.

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

10 Funding Opportunities	0 In Progress	1 Under Review	0 Completed
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REPORTS

0 Draft	0 Revisions Required	0 Under Review	0 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

Tourism Events

Deadline: 28/02/2024
12:00 PM

[Call_1_2024-25_Tourism_Events_v_2.pdf](#)

Open to community voluntary sector and businesses.

Apply Now

Arts & Culture

Deadline: 28/02/2024
12:00 PM

[Call_1_2024-25_Arts_and_Culture_Projects_v_2.pdf](#)

Open to community voluntary sector and businesses.

Apply Now

Community Engagement

Deadline: 28/02/2024
12:00 PM

[Call_1_2024-25_Community_Engagement_v_2.pdf](#)

Open to community voluntary sector

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

Save Draft Submit NEXT Withdraw

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



Completing the Application



Home



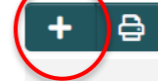
2024-1076



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



Questions and scoring – Change in questions and weighting

Question (as per application)	Criterion	Maximum	Weighting	Weighted Final Score
	Council & Programme or Service Area.			
Provide a description of the project and how it fits the theme applied for as per the guidance notes.	Fit with the programme or service area being applied for.	5	x 4	20
Provide an outline of the aims, objectives and outcomes of the project. Complete the key activities table which are the outputs of the project.	Fit with the programme or service area being applied for.	5	x 4	20



	Efficiency & Effectiveness / Need			
Cost overview. This will consider that the costs are reasonable and proportionate to the project applied for with a detailed budget breakdown including income generation and how this is being applied to the project.	Cost overview	5	x 3	15
How the need for the project was established and how the project will fulfil this need.	Establishment of Need	5	x 3	15



	Cross-cutting themes			
<p>How will the project improve equality of opportunity and good relations? Please detail what actions will be undertaken which will contribute to improvement of equality of opportunity and good relations.</p>	<p>Equality of opportunity / Good relations</p>	<p>5</p>	<p>x 3</p>	<p>15</p>
<p>How will the project be sustained beyond the period over which the funding is being sought? Please outline any likely sustainable benefits which will occur through the delivery of this project.</p>	<p>Sustainability</p>	<p>5</p>	<p>x 3</p>	<p>15</p>



Budget tab:

- Item Description
- Cost
- Council contribution sought
- Costs covered by other funders
- Costs covered by project income
- Costs covered by applicant/own funds

Lines can be added to allow multiple items (click +) as per application tab below:

Item Description	Cost (£)	Council contribution sought (£)	Costs covered by other funders	Costs covered by project income	Costs covered by applicant/own funds



The applicant **must inform Council if they are planning to charge people** to attend the event or to take part in the project. If this is the case Council should know how much is expected to be raised through charging.

- Any income generated through the project or in match funding must be detailed.
- Any gap in funding i.e. shortfall, must be accounted for or a rationale provided. Failure to do so will impact on the score. Please provide details of any pending funding awards.

Please note:

- Projects which deploy potential sources of income from the project to a charity or other third-party organisation via sponsorship or donations will be ineligible.
- Where projects are generating a profit, this will not be eligible. Where income is being generated from a project you must demonstrate how this is being used to enhance the project or offset costs outside of those applied for.
- Volunteer or existing staff costs, donations to charities are ineligible.



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 proceed 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



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

- For Sports Programmes applicants should refer to the Council's Sports Facility Strategy
- For Ending Violence against Women and Girls applicants should refer to EVAWG Strategic Framework
- For Good Relations applicants should refer to The Executive Office under the Together: Building a United Community strategy (2013).
- For Local Biodiversity applicants should refer to the Council's Local Biodiversity Action Plan
- The Council strategies can be downloaded from the Council website:
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.
- Don't assume the assessment panel has any prior knowledge of your group or project. We cannot take in any prior knowledge of the group or project to be fair to all applicants.
- 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 around 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
- 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/