Financial Assistance
Call 1.1 2025-2026

Comhairle Ceantair
an Iúir, Mhúrn
agus an Dúin

Newry, Mourne
and Down
District Council

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

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

Slievenaglogh in the Mournes 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 as per guidance notes

➤ The closing date for applications is **12:00 noon at**
  ➤ **Monday 3rd March 2025**

➤ 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.

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 as per guidance notes**).**

➢ 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 **<u>not</u>** eligible items of expenditure.

➢ Insurance costs are **<u>only</u>** 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

Anniversary of VE Day and VJ Day

Threshold: Grants are between £500 minimum and £1500 maximum

Aim:

Applications to this theme must meet the following aim of this scheme:

- To support initiatives that positively acknowledge/recognise the 80th anniversary of VE (Victory in Europe) Day and/or the 80th anniversary of VJ (Victory over Japan) Day.

Project delivery timeframes:

All project delivery for **VE Day** initiatives must be undertaken between 1 May 2025 and 15 May 2025

All project delivery for **VJ Day** initiatives must be undertaken between 11 August 2025 and 3 September 2025

Objectives:

The 80th anniversary of VE and VJ Day Commemorations/Recognition theme will acknowledge and remember through positive projects/initiatives the 80th anniversary of VE (Victory in Europe) and/or the 80th anniversary of VJ (Victory over Japan) Day.

As the funding stream focuses on commemorations/marking anniversaries/remembering the past, applicants must comply to and illustrate the guiding principles compiled by the Community Relations Council and Heritage Lottery Fund.

Applicants should therefore:

1. Start with the historical facts.
2. Recognise the implications and consequences of what happened.
3. Understand that different perceptions and interpretations exist.
4. Show how events and activities can deepen understanding of the period.

This information must be evident under the projects aims and objectives section of the application form, otherwise the application will be deemed ineligible. Refer to the website https://www.creativecentenaries.org/toolkit for further information.

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

Wild Goat near Camlough Lake by Damian McConville

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

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

Contact details can be updated here

Upload legal documents and accounts here

Submitted applications will show here.

Draft 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

MY DETAILS

Alison Brady
Chairperson

Ally's Test Organisation
to_boldly_go_21@outlook.com

Organization Profile

My Profile

APPLICATIONS

10
Funding Opportunities

0
In Progress

1
Under Review

0
Completed

REPORTS

0
Draft

0
Revisions Required

0
Under Review

0
Completed

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District Council

Home

FUNDING OPPORTUNITIES

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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.

Alison Brady
Chairperson

Ally's Test Organisation
to_boldly_go_21@outlook.com

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

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Newry, Mourne and Down District Council

www.newrymournedown.org

Home

Ally's Test Organisation

ADDITIONAL INFORMATION

Return to the dashboard by clicking Home.

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

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

* 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

You can search for
specific themes here

FUNDING OPPORTUNITIES

| | × | 🔍 | 1-10 of 10 | ‹ › |

Opportunity Details ⇕	Guidelines ⇕	Eligibility Criteria ⇕
Tourism Events Deadline: 28/02/2024 12:00 PM [Apply Now]	Call_1_2024-25_Tourism_Events_v_2.pdf	Open to community voluntary sector and businesses.
Arts & Culture Deadline: 28/02/2024 12:00 PM [Apply Now]	Call_1_2024-25_Arts_and_Culture_Projects_v_2.pdf	Open to community voluntary sector and businesses.
Community Engagement Deadline: 28/02/2024 12:00 PM [Apply Now]	Call_1_2024-25_Community_Engagement_v_2.pdf	Open to community voluntary sector

Eligibility criteria will
appear here

Guidance notes will
appear here

Completing the Application

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

Completing the Application

Newry, Mourne and Down District Council | Home | A

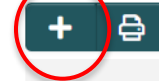## 2024-1076

- 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)

NEXT ›

Save Draft   **✓ Submit**   **Withdraw**

Notes (1)

+   🖨

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

Completing the Application

← 🌐

Home 🔔 A

1 of 1 ‹ ›

🏠 **Main**

📄 **Notes** 1

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			
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.	Equality of opportunity / Good relations	5	x 3	15
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.	Sustainability	5	x 3	15

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

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.

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Newry, Mourne and Down District Council
Procurement Guidelines

www.newrymournedown.org

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/