

Commercial Property Revive and Reimagine Grant Scheme

Application Form Guidance Notes



Department for the
Economy
www.economy-ni.gov.uk

An Roinn
Geilleagair

**Local Economic
Partnerships**



Applications are open from Tuesday 16th June 2026 at 12noon and close on Tuesday 8th September 2026 at 12noon.

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1.0 Overview and Timeline for the Grant Scheme

1.1 Overview

Newry, Mourne and Down District Council is delivering the Revive and Reimagine Commercial Property Grant, a funding programme designed to restore and/or expand vacant, derelict, or underused properties into high-quality commercial spaces.

Funded by the **Department for the Economy (DfE)** through the **Local Economic Partnership (LEP)**, the grant forms part of a wider programme of investment aimed at supporting economic growth, increasing productivity, creating good jobs, addressing regional imbalance and supporting decarbonisation across the district.

The Commercial Property Revive and Reimagine Grant operates a 50% public sector / 50% private sector funding model. The Commercial Property Revive and Reimagine Grant Scheme aims to restore and/or expand derelict, vacant or underused properties into high quality commercial spaces. In doing so the grant aims to stimulate local economic activity, attract new businesses and create growing space for new/existing enterprises across the district's urban and rural settlements including hospitality, offices, workspaces, services or other business premises. Decarbonisation and sustainability are core principles of the fund.

The proposal will deliver against the priorities of Department for Economy Sub-Regional Economic Plan

- Creating good jobs;
- Increasing productivity;
- Addressing regional imbalance;
- Supporting decarbonisation.

These Application Form Guidance Notes outline the process for applying for funding and explain how applications will be assessed for eligibility and suitability, as well as how successful projects will be monitored.

Applicants should ensure they have a clear understanding of the aims and objectives of the programme and demonstrate how their proposal meets the criteria set out in this guidance.

Applicants are strongly advised to read these guidance notes carefully before completing an application. It is the responsibility of the applicant to ensure that all required information and supporting documentation are submitted in full. Incomplete applications will not be considered.

1.2 Timeline for Funding Application Call

The application period for Revive and Reimagine Commercial Property Grant will open **12.00 noon** on **Tuesday 16 June 2026** and close at **12.00 noon** on **Tuesday 8th September 2026**.

Subject to the availability of remaining funds, a second tranche of the scheme may be opened. If this occurs, the application opening and closing dates will be publicly advertised.

2.0 Funding Available and Grant Intervention Levels

2.1 Total Funding Available

The total funding available under the Revive and Reimagine Property Grant is **£2,000,000** across the district's urban and rural settlements (within the settlement limits – 30 mph speed limit zone).

2.2 Grant Intervention Levels

Grant awards are available from £50,000 to £200,000 and will cover up to 50% of eligible project costs (50% public sector and 50% private sector match funding). The minimum grant award is £50,000 (minimum project value is £100,000). There is no limit on the overall project value; however, the maximum grant available is £200,000.

3.0 Basic Eligibility and Requirements

All applicants must meet the following basic eligibility criteria before an application can be considered. Applicants that are uncertain of their eligibility for funding are advised to discuss this with the relevant Council officers before applying to minimise unnecessary effort.

Applicants must submit a completed and signed application which is supported by evidence of the following information:

- The property must be located within an urban or rural settlement in Newry, Mourne and Down District Council (within the settlement limits – 30 mph speed limit zone).
- Demonstrate that the property has been **vacant, derelict or underused* for a minimum of 12 consecutive months by the application closing date of 8 September 2026. (Refer to Section 7.0 for examples of acceptable evidence.)
- Confirm that all construction works can be completed and the property made ready for reuse by 31 December 2027.
- Demonstrate ownership of the property or, where the property is leased, provide evidence of a leasehold interest with a minimum of 10 years

remaining as at 8 September 2026. Leaseholders must also provide written permission from the property owner to undertake the proposed works. (Refer to Section 7.0 for examples of acceptable evidence.)

- Demonstrate financial capacity and secured match funding equivalent to at least 50% of the total project cost. Evidence may include confirmation of a bank loan, bank statement, or Letter of Offer/intent showing own or other funds available.
- Provide evidence that all required statutory consents are in place or have been applied for. Preference will be given to projects that have secured full planning permission. (Refer to Section 5.2 Statutory Consents.)
- Provide a Business Case proportionate to the project value, covering strategic context, economic analysis, commercial approach, financial case including a costed budget and cashflow forecast, and management approach including the project timeline.
- Provide a Design Brief, proportionate to the value and scale of the project.
- Confirm that every effort will be made to ensure the property is occupied within six months of the completion of works.

***Please note:**

By *Vacant* we mean a property that has been unoccupied, unfurnished and not used for storage purposes for a consecutive period of 12 months or more.

By *Derelict* we mean a property that, due to its condition, has not been capable of being occupied or of commanding a market rent without substantial repair, renovation or redevelopment works for a consecutive period of 12 months or more.

By *Underused* we mean a property, or part of a property, that has not been used to its full potential for a consecutive period of 12 months or more. This may include vacant upper floors, unused rooms, surplus floor space, or areas that are no longer actively used.

4.0 Eligible and Ineligible Costs

4.1 Eligible costs include:

- Structural repairs and refurbishment
- Conversion works
- Upper / Lower floor reactivation
- Works required to enable occupation and long-term use
- Site clearance and preparation costs including demolition and site security
- Professional fees associated with construction *
- Professional fees associated with letting *

**Professional fees cannot be more than 30% of the grant allocated to the project*

4.2 Ineligible costs include:

In accordance with Council policy and programme requirements, the following is not eligible for funding. This list is not exhaustive, and Council reserves the right to exclude any cost, activity, project or applicant that it considers inconsistent with the aims, objectives or requirements of the scheme.

The following is not eligible for funding:

- Any costs associated with developing buildings for residential accommodation
- Any costs or fees incurred before submission of the funding application or before the issue of a Letter of Offer.
- Costs that fall within the remit of another statutory body.
- New build developments, unless they form an integral part of the reuse, restoration or expansion of an existing eligible property.
- Staff-related costs, including salaries, wages, ongoing overheads, routine administration and management costs.
- Statutory fees, legal fees, bank charges, insurance costs and similar charges.
- Maintenance, repair and routine operational costs.
- Office equipment, unfixed furniture and fittings, consumables, stock or general equipment purchases not directly related to the capital project.
- The purchase of land or property.
- Costs that can be recovered from another source, including recoverable VAT.
- Payments to employees, directors, board members, trustees or members of the applicant organisation, or their immediate family members.
- Cash payments or expenditure that cannot be evidenced through an auditable financial trail.
- Projects that are party-political, promote a particular religion, or conflict with Council policies.
- Projects that discriminate against any of the equality categories identified under Section 75 of the Northern Ireland Act 1998.
- Applications from public sector organisations.
- Applications relating to activities that fall outside the Council's legal powers to fund (ultra vires) will not be considered.

5.0 Points to Consider Before Applying

Important Information: Grant Conditions and Project Delivery Requirements

General Conditions

Grant awards are subject to the availability of funding, and the Council reserves the right to make the final decision on all funding applications.

Successful applicants must comply with all conditions contained within their Letter of Offer and must procure all project costs in accordance with Council procurement requirements [Procurement Policy](#).

If planning permission is required for the project, it must be approved before a Letter of Offer can be issued.

The Council accepts no liability for any expenditure incurred or commitments entered by an applicant in relation to the project.

All grant awards will be subject to compliance with the UK Subsidy Control regime.

Professional Advice and Project Delivery

Applicants must ensure that appropriate professional construction oversight is in place throughout all stages of project delivery, including procurement, design, implementation and project completion. The appointed construction professional (e.g. Architect, Structural Engineer, Quantity Surveyor or Civil Engineer) must possess relevant experience and maintain appropriate professional indemnity insurance.

Professional fees associated with the project may be included within the project budget up to a maximum of 30% of the grant award. All professional services must be procured in accordance with Council procurement requirements [Procurement Policy](#). Any fees incurred prior to the issue of a Letter of Offer will not be eligible for funding.

Applications will be reviewed by appropriately qualified professionals to assess project quality, deliverability and the reasonableness of submitted costs.

Council's appointed consultant may undertake site inspections during project delivery and on completion to verify that works have been completed in accordance with the application and Letter of Offer.

A Payment Certificate and/or Final Practical Completion Certificate, signed by the appointed construction professional, will be required to certify the value and completion of works. Where relevant, final Building Control approval and confirmation of compliance with all statutory approvals must be submitted before the final grant payment will be made.

Grant Payments

Funding may be paid either on project completion or in agreed stages as outlined in the Letter of Offer and subject to the achievement of specified milestones. The final payment will only be released once all project requirements have been met.

Applicants must ensure that they have sufficient cash flow to meet project expenditure prior to grant reimbursement.

Grant payments will be made only in respect of eligible expenditure, up to the maximum amount stated in the Letter of Offer. Claims must be supported by original

invoices, evidence of payment and bank statements demonstrating that expenditure has been incurred. All grant conditions must be satisfied before payment can be released.

Post-Completion Requirements and Clawback

If successful, the property for which the grant has been awarded must be brought into commercial use within six months of project completion. Applicants must demonstrate that reasonable efforts have been made to secure occupiers. Where reasonable efforts have not been demonstrated, the Council reserves the right to recover all or part of the grant.

This grant is intended to support the regeneration and productive reuse of commercial property for the benefit of the local economy. It is not designed to subsidise the increase in value of a private asset for onward sale or personal gain. Accordingly, if the property is sold, or if there is a proposed change of use within five years of the final grant payment, Newry, Mourne and Down District Council must be notified in writing. The Council reserves the right to recover all or part of the grant and will determine the level of repayment, if any, based on the circumstances of the case.

5.1 Procurement

All procurement must follow with Newry, Mourne and Down District Council's procurement requirements [Procurement Policy](#). On receipt of a Letter of Offer, the applicant will be expected to undertake an Invitation to Tender following Public Procurement guidance. Guidance will be issued to successful applicants.

Conflict of interest

Where quotations or tenders are to be obtained from a member of the applicant's immediate or extended family, this relationship must be disclosed in writing to the Council prior to the commencement of any procurement activity. In such cases, the Council will specify any additional requirements necessary to demonstrate value for money, in line with the programme's provisions on reasonableness of costs. Failure to comply with these requirements will result in the procurement process being deemed ineligible. Furthermore, applicants must sign a declaration confirming that:

- (a) competitor quotations will not be shared with the related party; and
- (b) all Council procurement requirements will be strictly adhered to.

Written approval must be obtained from the Council before appointing any immediate or extended family member to undertake work on the project.

5.2 Statutory Consents and requirements

The applicant is responsible for ensuring that all required statutory approvals have been applied for and are evidenced in the application.

Applicants are encouraged to seek advice from Planning and Building Control at the earliest opportunity.

Please note:

- Costs associated with obtaining statutory approvals, including consultancy and application fees, are not eligible for grant support.
- Any grant approval does not imply or guarantee that statutory approvals will be granted.
- All required statutory approvals must be obtained before any works commence and copies must be provided to the Council.
- It is the applicant's responsibility to ensure full compliance with all statutory requirements.

Relevant contacts:

Newry Mourne and Down Council Planning Department, Unit 19 Greenbank Industrial Estate, Rampart Road, Newry, BT34 2QU / Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick, BT30 6GQ
Email: planning@nmandd.org Phone Number: 0330 137 4036

Newry, Mourne and Down Council Building Control Department, Unit 19 Greenbank Industrial Estate, Rampart Road, Newry, BT34 2QU / Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick, BT30 6GQ
Email: buildingcontrol@nmandd.org Phone Number: 0330 137 4003

5.3 Risk and Insurance

The applicant, their agent, and/or contractor are responsible for all risks associated with public and employer liability in relation to the works. Applicants are strongly advised to independently satisfy themselves that all works have been carried out to a satisfactory standard prior to payment. Council's appointed consultant will conduct site visits to verify the works have been completed in line with the Letter of Offer. The Council accepts no liability or responsibility for any grant-aided works carried out to the property.

All relevant insurance certificates for the appointed contractor(s) must be in place before any works commence

6.0 Application Process

Applications will be operated through the online Electronic Grant Management System (EGMS); however, the Council may require additional specific information and therefore reserve the right to request accordingly.

You can register for an account at: [Business - Grants and Funding - MMDDC](#)

Applicants should assume that Council Officers have no prior knowledge of their organisation/property/proposal and should include all information necessary to adequately inform the assessment panel. The information provided should be concise and proportionate to the scale of funding and the nature of the proposal.

Applications must be completed in full. Any incomplete applications or those returned without the necessary details, signatures or required documentation (outlined in section 3) will be deemed ineligible. It is the applicant's responsibility to ensure that all requirements are met at the initial application stage.

Organisational Profile

Once you register you will be required to complete an organisational profile.

The organisational profile section may request additional information that is not relevant to all applicants, depending on whether they are a business, organisation or individual. Please provide only the information that applies to you.

All applicants must provide accurate bank account details, as any grant awarded will be paid into this account. The account must be in the name of the applicant business or property owner, and all project-related expenditure must be paid through this account. Evidence of transactions will be requested during the grant verification process.

7.0 Application Form - Guidance

When completing the application form, applicants should click the green 'Save Draft' button at the bottom of the screen to save their progress as they go.

Contact Information

The applicant must ensure that the organisation / primary contact details are correct. The primary contact will be the person we will contact regarding the application. If the contact person changes during the period of the application process, please contact Council to provide alternative contact details.

Business Status

The applicant should select the most appropriate option from the drop-down list. If the applicant selects 'other' they will be prompted to provide details.

Address for which the grant is sought (including postcode)

The applicant should provide the exact address and postcode for the property for which the grant is being applied for. This address will be used to confirm that the proposal is within the district's urban and rural settlement limits. If the property is not within the settlement limits the application will be deemed ineligible.

Please indicate which DEA your project will take place in.

Select the District Electoral Area (DEA) in which the property is located from the drop-down list. If you are unsure which DEA applies to your project, use [Find my area](#) to locate the DEA.

Please indicate which settlement your project will take place in.

Select the settlement where the property is located from the drop-down list. If the list does not appear, ensure you have selected your DEA in the previous question.

Please provide a brief overview of the project

The applicant should provide a brief overview of the proposal, actions that will be taken to repurpose the property and the intended outcomes.

Please provide a detailed explanation of how the proposed project is anticipated to impact on vacancy levels and contribute to regeneration?

The applicant should clearly explain how the proposed project will bring a vacant, derelict or underused property back into active and productive use. This should include a description of the current condition and use of the property, the proposed future use, and how the project will support long-term occupation and sustainability.

Applicants should also outline the anticipated regeneration benefits of the project. The explanation should go beyond the physical improvement of the building and consider the wider economic, social, environmental and place-based impacts of the investment.

Examples may include reducing vacancy and dereliction, bringing unused floorspace back into productive use, supporting the creation or safeguarding of jobs, providing space for new or expanding businesses, increasing commercial activity and local spending, enhancing footfall and town centre vitality, improving access to local services and facilities, enhancing the appearance and attractiveness of the area, improving perceptions of safety and confidence, and encouraging further investment in neighbouring properties or the wider settlement.

Responses should be proportionate to the scale of the project and focus on the impacts most relevant to the proposal.

The applicant may wish to reference information in the business case which would provide evidence or projections to demonstrate how the project will impact on regeneration and deliver sustainable and lasting regeneration outcomes.

Can the project construction works be completed within the programme timeframe of 31st December 2027

Applicants must select either "Yes" or "No" from the drop-down list. To be eligible, applicants must select "Yes" to confirm that the construction works can be

completed within the specified timeframe. Applications where “No” is selected will not be considered further.

If successful, how soon after the issue of a letter of offer would you be able to commence implementation of the project?

Applicants should provide their response in weeks or months, as appropriate.

How many months will it take to complete the construction works related to your project?

Applicants should provide their response in weeks or months, as appropriate, ensuring this is consistent with the timeframe column in the activity table which comes later in the project section.

Will all efforts be taken to ensure your building is occupied within 6 months of the works being completed?

Applicants must select either “Yes” or “No” from the drop-down list. If “No” is selected, the application will be deemed ineligible.

Please provide contact details of any consultants (for example, architect, quantity surveyor) engaged to ensure professional oversight throughout the project delivery.

Applicants must provide the name, address, telephone number, and email address of any consultants already appointed. Fees for professionals who have already been appointed are not eligible for funding. Where funding is being sought for professional services, consultants must be procured in accordance with the Council’s procurement procedures. Professional fees must not exceed 30% of the total grant awarded to the project.

Are you the property owner or do you have a 10 year lease of the property and have consent from the owner to carry out the works applied for?

The applicant should use the drop-down list to confirm whether they are the legal owner of the property or a leaseholder with the property owner’s consent to carry out the proposed works. The applicant must upload supporting evidence as outlined below:

If the applicant is the property owner, they must demonstrate evidence of ownership in the form of deeds or solicitor’s letter.

If the applicant is a leaseholder with legal consent, they must demonstrate evidence that a lease is in place, with a minimum 10 years remaining as at the 8 September 2026. Where the property is held under a lease arrangement, applicants

must also provide evidence of the property owner's permission to undertake the proposed project. This should be submitted in the form of a signed letter from the property owner, including their name, address, and contact details, as well as the property address and a clear description of the works for which permission is granted

If the evidence is not provided the application will be deemed ineligible.

Please confirm the status of statutory consent applications / approvals as applicable to your project (tick all that apply)

Applicants are responsible for ensuring that all required statutory consents for the project have been applied for.

Applicants should click on the box and select all options that are relevant to their project proposal from the dropdown list. If more than one option is applicable the applicant can click on the box a second time and select a second option. For example, the applicant may select that planning permission is approved and then click again to select that building control has been applied for.

The applicant should provide the reference numbers for any applicable statutory consents in line with their selection(s).

Has the property been vacant, derelict or underused for at least 12 months

By Vacant we mean a property that has been unoccupied, unfurnished and not used for storage purposes for a consecutive period of 12 months or more.

By Derelict we mean a property that, due to its condition, has not been capable of being occupied or of commanding a market rent without substantial repair, renovation or redevelopment works for a consecutive period of 12 months or more.

By Underused we mean a property, or part of a property, that has not been used to its full potential for a consecutive period of 12 months or more. This may include vacant upper floors, unused rooms, surplus floor space, or areas that are no longer actively used.

The applicant must select either "Yes" or "No" from the available options. If "No" is selected, the application will be deemed ineligible. If "Yes" is selected, supporting evidence must be provided. Acceptable evidence may include:

Vacant properties: Rates bills or statements of commercial rateable history, and utility bills demonstrating no or minimal usage.

Derelict properties: Rates bills, statements of commercial rateable history, and utility bills.

Underused spaces: Utility bills showing low usage, dated photographs of unused areas, and a floor plan identifying underused spaces. This should be supported by a written explanation outlining why parts of the property are underused and since when.

The Council reserves the right to carry out a site visit, if required

Please complete the activity table outlining the works to be completed.

The applicant should click the green **“Open”** button to access the activity table (see below). This will allow the applicant to complete the four required columns: Description of works, Timeframe for each element of works, Proposed level of usage (m²), and Outcome. Each element of works must be entered as a separate item. Additional works can be added by clicking the plus (+) icon. All columns must be completed for each new element of works, including selecting an appropriate option from the drop-down list in the outcome column. All project works must be included, even those for which the applicant is not requesting funding. The applicant should click the green **“Save”** button after adding each element of works.

Applicants should refer to Sections 4.1 and 4.2 (Eligible and Ineligible Costs) when completing this section

Example of activity table

Description of works	Timeframe	Proposed level of usage m2	Outcome
			Restoration of derelict/vacant property Or Expansion of underused space.

Please provide a description on how the project aligns with aims/objectives of the grant scheme and the Department for Economy Sub-regional Economic Plan

The applicant should provide a clear description of the proposed project and explain how it aligns with the aims of the Commercial Property Revive and Reimagine Grant Scheme and the DfE Sub-regional Economic Plan which are summarised below. Applicants should include the Project aims, objectives and benefits, providing an explanation of how the project will support business growth, regeneration, and economic activity. Relevant points from the business case may be referenced to

support and strengthen the information given. The aims of the grant scheme and DfE Sub-regional Economic Plan are summarised below.

Commercial Property Revive and Reimagine Grant Scheme

This Grant Scheme aims to restore and/or expand derelict, vacant or underused properties into high quality commercial spaces. In doing so the grant aims to stimulate local economic activity, attract new businesses and create growing space for new/existing enterprises across the district's urban and rural settlements including hospitality, offices, workspaces, services or other business premises. The Commercial Property Revive and Reimagine Grant Scheme aims to restore and/or expand derelict, vacant or underused properties into high quality commercial spaces. In doing so the grant aims to stimulate local economic activity, attract new businesses and create growing space for new/existing enterprises across the district's urban and rural settlements including hospitality, offices, workspaces, services or other business premises. Decarbonisation and sustainability are core principles of the fund.

Department for Economy Sub-Regional Economic Plan

The scheme also contributes to the following core objectives of the Department for the Economy's Sub-Regional Economic Plan:

- Creating good jobs;
- Increasing productivity;
- Addressing regional imbalance;
- Supporting decarbonisation.

The full Department for Economy Sub Regional Economic Plan can be found here; [Sub-Regional Economic Plan | Department for the Economy](#)

Please outline the deliverability of the project. Is it commercially viable, can the organisation successfully deliver against the proposal in line with specific statutory approvals/project procurement. Include a detailed timeframe in the answer, refer to the relevant section of the business case or include as a separate upload. Please outline the methodology which will be used to ensure occupancy within 6 months of the works being completed

The applicant should demonstrate how the project is commercially viable by detailing the proposed approach to the procurement/construction phases in line with statutory approvals and the project strategy for ensuring occupancy post construction. The applicant should upload a timeframe outlining actions before, during and after construction and refer to the relevant points within their business case.

Please outline how the project will take into consideration energy efficiency, low carbon measures and integrate sustainability measures.

Decarbonisation and sustainability are core principles of the fund. Applicants should demonstrate how their project will contribute to reducing environmental impact and improving the long-term sustainability of the property. Where relevant, applicants should consider:

- **Sustainable design** – How the design minimises environmental impact and makes efficient use of resources.
- **Durability** – The use of construction methods and materials that reduce the need for frequent maintenance, repair or replacement.
- **Energy efficiency** – Measures that reduce energy consumption and improve the energy performance of the building.
- **Waste reduction** – Approaches to minimise waste, maximise reuse and recycling, and make effective use of existing buildings and materials.
- **Indoor environmental quality** – Measures that improve ventilation, natural light and the overall internal environment.
- **Water conservation** – Measures that reduce water consumption and improve water efficiency.
- **Sustainable materials** – The use of responsibly sourced, recycled, low-carbon or environmentally sustainable materials.

Applicants are not required to address every theme. Responses should focus on the measures that are relevant and proportionate to the scale and nature of the proposed project.

Please provide a detailed financial analysis, including cost estimates, revenue projections and the project's ability to generate a return on investment.

Outline the economic benefits of the project and any positive impacts on the local economy, including employment, attracting new investment, supporting job creation and any social value impacts. In addition to this narrative, please provide the relevant reference points as cited in your business case, which should further enhance the information in this response.

The applicant should detail the total costs of the project and detail cash flow management. The applicant should provide a clear explanation on how the project will generate income (e.g. rental, sales, service charges). This may include assumptions such as occupancy, pricing and demand. The applicant should outline how the project will contribute to the economy for example by creating jobs,

attracting further investment or increasing confidence in the local area and any social value impacts such as improved access to services, community use of the building or contribution to wellbeing. The response can be supported by referring to the business case.

Budget Section

Has any other public funding been applied for or secured for this project?

The applicant should select either “Yes” or “No” from the drop-down list. If “Yes” is selected, the applicant must provide details of the funding by uploading supporting documentation, such as a letter of comfort from the funding source, a Letter of Offer, or any other relevant information.

Please upload evidence to demonstrate your ability to cover 50% of the total project costs

The applicant must provide evidence to show that 50% of the total project costs can be covered. Evidence may include confirmation of bank loan, bank statement or Letter of Offer or intent showing own/other funds available. If a letter of intent has been provided from another funding source, full confirmation is required from that source before a Letter of Offer can be issued from Council.

Project Expenditure

Enter project expenditure details.

Applicants should click on the green box labelled “Enter Project Expenditure Details.” This will display the table shown below, comprising five columns: Item description, Cost, Council contribution sought, Costs covered by other funders, and Costs covered by the applicant /own funds), which the applicant is required to complete.

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

All project works must be included in the table, regardless of whether funding is being sought from the Council. Applicants should clearly describe each element of work in the Item Description column and enter the corresponding cost in the cost column. If the applicant is VAT registered, the costs should be entered excluding VAT. If the applicant is not VAT registered and cannot recover VAT, the costs should be entered including VAT.

All costs must be realistic, and reflective of current market rates. Applications will be reviewed by appropriately qualified professionals to assess the reasonableness of the costs submitted.

Applicants must specify the amount of grant funding requested from the Council and the amount to be funded from other sources, including their own contribution.

The total grant requested must be between £50,000 and £200,000 and must not exceed 50% of the total eligible project costs. There is no upper limit on the total project cost; however, the maximum grant award available is £200,000.

Successful applicants will be required to procure all project expenditure in accordance with Newry, Mourne and Down District Council's Procurement Policy. Approval of grant funding does not remove the requirement to undertake a compliant procurement process.

Additional rows may be added for new items by clicking the plus (+) icon located on the left-hand side beneath the table. The overall project costs will be calculated automatically.

Applicants should click the green "Save" button at the bottom of the page after entering each new item.

Are you VAT registered?

Applicants should yes or no from the drop-down list. If the applicant selects 'yes' they will be prompted to enter the VAT registration number.

Checklist

This section is intended to assist applicants in confirming that they have provided the necessary evidence to demonstrate compliance with the eligibility criteria set out in Section 3 above. Applicants should ensure they have met all eligibility requirements when completing the checklist provided. Failure to satisfy one or more of the eligibility criteria will result in the application being deemed ineligible

Submission Section

The applicant should fill in the declarations by clicking on the boxes and sign/date the application.

Once the applicant has confirmed that all information has been provided, they should click the green 'Save' box at the bottom of the screen, then click the green 'submit' box to submit the application

8.0 Assessment Criteria, Project Appraisal and Scoring

All applications passing Stage 1 Basic Eligibility Check, will proceed to a “Full Project Appraisal and Scoring” carried out using the following criteria, process and scoring system.

Once your application has been submitted, it will enter the Council's assessment process.

Eligibility Assessment

Applications will first be assessed against the eligibility criteria. Applications that do not meet the eligibility requirements will be deemed ineligible and will not progress further.

Scoring and Ranking of Applications

Applications which meet eligibility requirements will be assessed by a panel of Council Officers and qualified professionals, such as a Quantity Surveyor against the agreed scoring framework.

Applications will be scored out of 100% (weighted final score). To be considered for funding, applications must achieve a minimum score of 60%. Applications scoring below 60% will not be recommended for support.

Funding will be awarded to the highest-ranked projects, with preference given to projects that have secured full planning permission.

To ensure consistency and support an efficient assessment process, applications will be scored against the criteria set out in Table 1. Table 2 explains the scoring system used to determine each criterion score.

Table 1

Question as per application	Maximum Score	Weighting	Weighted Final Score
Vacancy and Regeneration Impact	5	X4	20
Strategic Fit	5	X3	15
Quality of Proposal	5	X3	15
Deliverability	5	X3	15
Economic Impact	5	X3	15
Sustainability & Decarbonization	5	X2	10
Value for Money	5	X2	10
Total Score			100

Table 2

Assessment	Score	Indicators
Excellent	5	An excellent response that fully answers the project's requirement.
Very Good	4	A very good response that provides very good answers to the project's requirement
Satisfactory	3	A satisfactory response that details satisfactory answers to the project's requirement
Reservations	2	A limited response that provides reservations in relation to the project's requirement
Poor	1	Unacceptable information that provides serious reservations in relation to the project's requirement
Unacceptable	0	Failed to address the question and supplied no information in relation to the project's requirement

Funding Recommendations

Funding recommendations will be presented to the Local Economic Partnership for consideration and then to the Economic Regeneration and Tourism Committee, which will review and ratify the assessment process.

Council Approval

The Economic Regeneration and Tourism Committee will make recommendations to Full Council for final approval.

Notification of Outcome

Applicants will be informed of the outcome following the Council's decision.

You will receive one of four outcomes from the application and assessment process.

• **Ineligible:** Your application will automatically be ineligible if:

- it is incomplete
- it does not meet the eligibility criteria
- it fails to provide the necessary detail
- it has not been signed appropriately

A Rejection: If your application fails to meet the necessary threshold score for support you will be informed that your application has been rejected.

Score and Ranking: A score above the required threshold will not necessarily guarantee funding as applications will be scored and ranked with funding available awarded to the highest ranked projects.

A Letter of Offer: If your application is successful a pre-Letter of Offer meeting will take place after which, you will receive a Letter of Offer. This will set out the specific requirements associated with the Commercial Property Revive and Reimagine Grant Scheme. It will describe the information you will have to submit with a claim for funding. It will not constitute a formal funding agreement until these conditions have been agreed and the Letter of Offer accepted in full, in writing.

Reserve List

Applications that achieve the minimum threshold score but are not initially funded may be placed on a reserve list and may be considered for funding should additional funding become available.

Further Funding Round

Should funding remain unallocated following the assessment process, Council may consider opening a further funding round.

8.1 Appeals

Where an application has been rejected for reasons of incomplete information, failure to sign the application/complete the declaration, or ineligibility, there will be no right of appeal. However, where an application is unsuccessful after the full assessment process, appeals can be made to the Council on the following basis:

- The outcome was a decision that no reasonable person would have made based on information provided to the Assessment Panel
- That the Council's stated policy or procedures had not been followed and led to a materially different decision

Should you wish to submit an appeal this must be done as follows:

- A request for a debrief must be lodged, in writing, within 15 working days of the date of the rejection letter. At the debrief an officer will talk you through the scores your application was awarded
- After debriefing, if you wish to appeal the panel's decision an appeal must be lodged in writing within 10 working days of the date of the debrief session
- The appeal should be submitted and proof of receipt obtained

The appeal must state

- The application details including programme applied for, title of project and contact details for the applicant
- The grounds on which an appeal is being made
- Any evidence the applicant believes the review process should consider which supports the view that one of the two bases for an appeal is justified

The appeal will be reviewed by a panel independent from the original scoring panel who will decide on the appeal. This could result in several possible outcomes including:

- Rescoring of the application.
- If the appeal is upheld, an appropriate Letter of Offer will be issued as for a successful application.
- If the appeal is not successful, the applicant will be informed and the reasons for the rejection provided in writing.

8.2 Data Protection

Newry, Mourne and Down District Council takes the confidentiality of personal data seriously and is committed to protecting your privacy. Our privacy notice explains how we collect, use and disclose information that you provide to Newry, Mourne and Down District Council. A copy of our privacy notice is available via the following link: [Privacy Newry, Mourne and Down District Council](#)

9.0 Assistance and Queries

If you have any queries regarding your application, please contact the Local Economic Partnership team.

Telephone: 0330 137 4000

Email: lep@nmandd.org