

# Financial Assistance Call 2 2026-2027

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 grant management system and the associated application process.

- Financial Assistance Guidance
- Summary of the Themes
- Overview of System/Process
- Application & EGMS guidance
- Procurement Guidance
- Contact Information

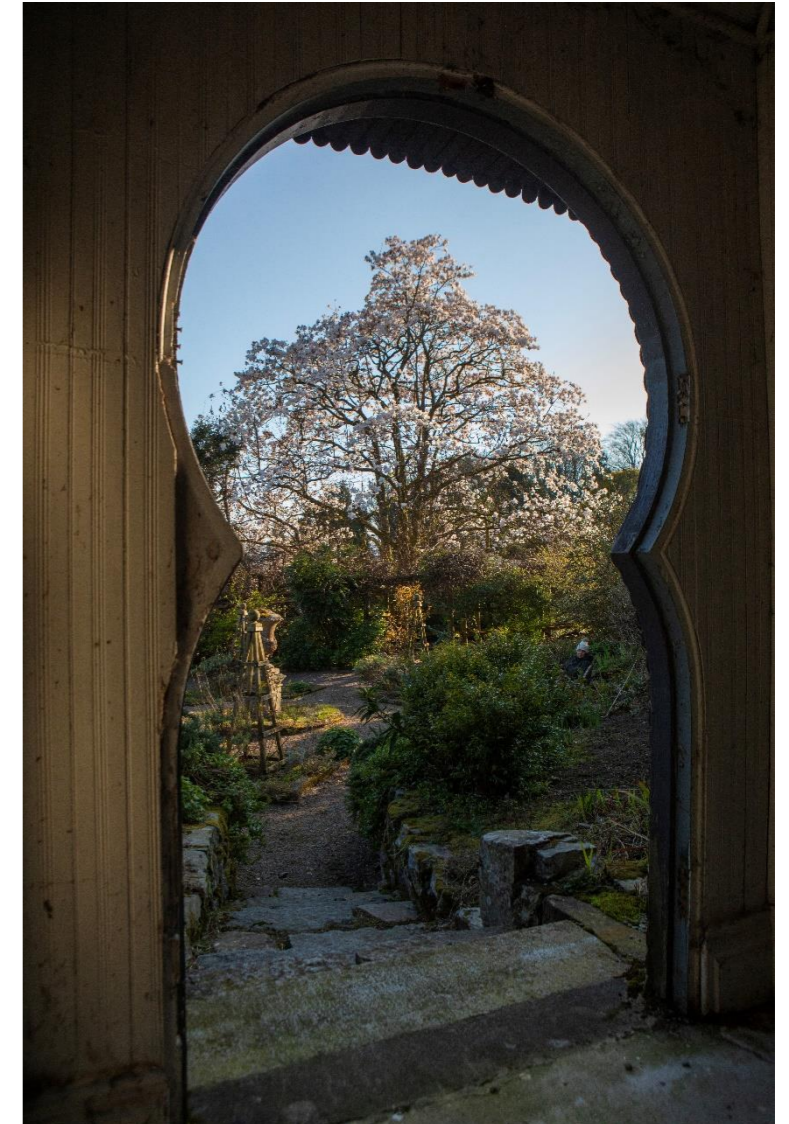


Slievenaglogh in the Mournes by Dermot Mathers



## 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 between **Letter of Offer issue date and the end date given in the theme guidance notes.**
- The closing date and time for applications is **22 June 2026 at 12noon.**
- Applications should be completed on the Electronic Grant Management System (EGMS):  
<https://newrymournedowndc.smartsimpleuk.com>
- Late applications will **not** be possible or be considered.



*Magnolia Campbellii* 'Charles Raffill'



## Managing Expectations

Theme	Indicative budget*
Defibrillators for Sports Clubs	£30,000
Sports Facility Capital	£225,000
Community Capital Minor Items	£75,000
Community Capital for Community Facilities	£175,000

\*subject to rates and Letters of Offer

- If your application passes assessment but is not awarded funding due to budget constraints, you will remain on the scored and ranked list (up to the end of the current Financial Year, should funding be available).



## 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.
- Consideration will only be given to projects seeking funding from the Council that is **between the minimum and maximum limit for each theme**.
- The Council will not accept retrospective applications (i.e. applications seeking funding for projects which have already started prior to **Letter of Offer issue date**).
- **100%** of all Letters of Offer are fully verified for Capital Projects.



Butterfly Gates, Annesley Walled Garden



## 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. This must be done via the Organisation profile.**
- 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. No self invoicing is acceptable.





## The themes include:

- Defibrillators for Sports Clubs
- Sports Facility Capital
- Community Minor Capital Items
- Community Capital for Community Facilities



Rhododendron, Bothy Pond



## Stage 1 Basic Eligibility for ALL themes

### Applicants can fail to pass Stage 1 due to the following reasons:

- An incomplete application
- Failure to provide the application form and all the details required by the closing date/time (the EGMS will not allow this to be submitted)
- An application which has not been signed by two office bearers
- An application which does not meet the Basic Eligibility criteria as outlined:
  - ❑ Group is properly constituted, not-for-profit, and can prove they are governed appropriately.
  - ❑ Project delivered within Council area



*Magnolia campbellii*, Annesley Walled Garden



**The following themes are for community and voluntary groups which manage a sports facility.**



Mournes by Paul McHugh



## Defibrillators for Sports Clubs

**Threshold: £500 - £1,500**

### **Aims:**

To widen the provision and availability of defibrillators at Sports Clubs across the Council area.

### **Objectives:**

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

**Please note** - Priority will be given to applications that demonstrate gaps in current provision, particularly in areas with limited access to publicly available defibrillators.



Golden Scots Pine, Annesley Walled Garden



## Sports Facility Capital Scheme – Minor Strand

**Threshold: £10,000 - £50,000**

**Aim:** To support capital projects that enable increased and sustained participation in sport and physical activity across the Council area.

**Objective:** To provide 75% match funding to support capital infrastructure of Sports and Recreation facilities.

Projects must deliver Capital Infrastructure Projects that complement the Council Sport & Physical Activity Strategy which can be downloaded from [www.newrymournedown.org](http://www.newrymournedown.org).

### Key points:

- Overall project value should be £13,333 - £66,667 or above.
- Priority will be given to demonstrated gaps in provision and/or increased participation.



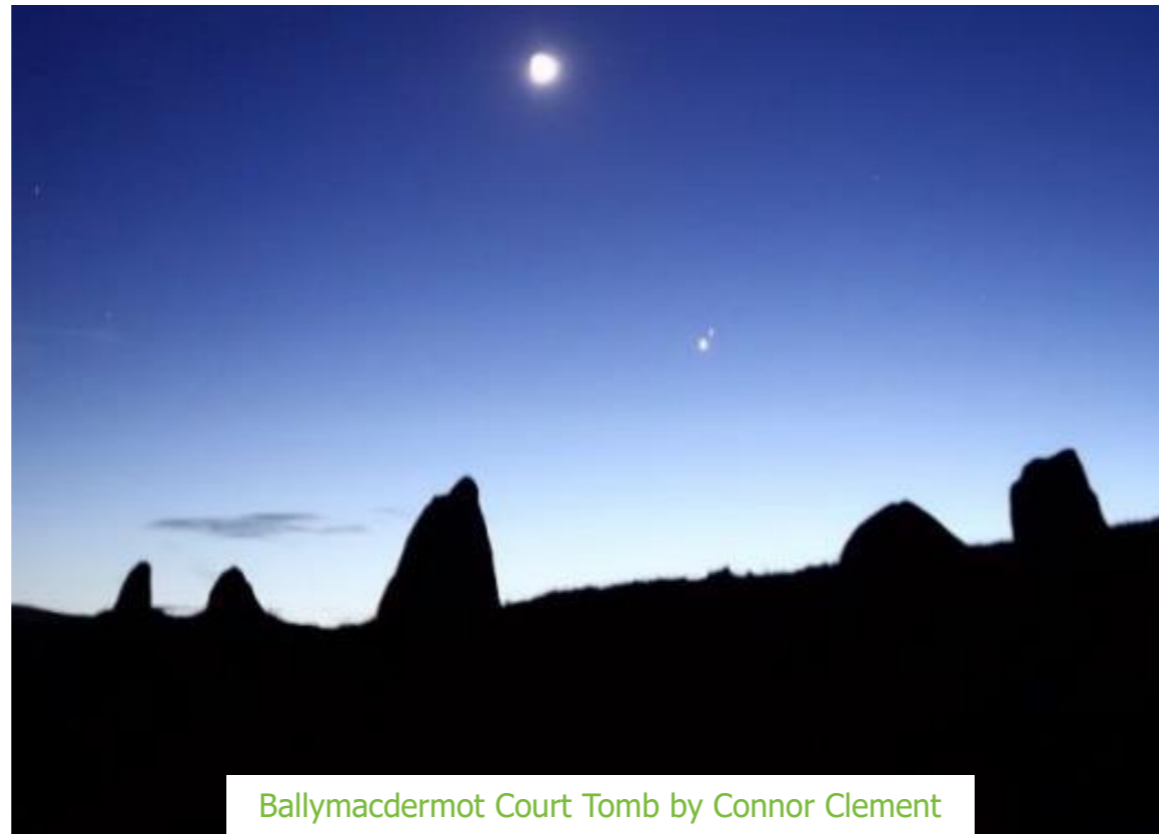
Legananny Dolmen by Mia Walker



## Sports Facility Capital Scheme – Major Strand

**Threshold: £50,001 - £150,000**

The aims and objectives are the same as for the Minor Strand however, the Major Strand is 50% match funded, as a result the overall project value should be £100,002 - £300,000 or above.



Ballymacdermot Court Tomb by Connor Clement



## The following themes are for constituted Community Associations only.

The applicant must meet the definition of a community association given in the guidance notes.



Mermaid Fountain, Annesley Walled Garden



## Community Facilities Minor Capital Items

**Threshold: £500 - £5,000**

### **Aim:**

To contribute towards minor capital items for **constituted Community Associations** which own or manage **community facilities**.

### **Objective:**

- To provide contributions of up to 100% of the costs towards Minor Capital Items to assist with the running of a community facility or technical assistance to develop or enhance a community facility.

### **Key points:**

- Each individual item, must be £300 or over.
- You cannot apply for items which have received funding in the past three years.
- Items should be for maintenance or to enhance community facility usage.



## Community Capital for Community Facilities

**Threshold: £10,000 - £75,000**

### **Aim:**

To support capital infrastructure projects for Community facilities across Council area.

### **Objectives:**

- To provide match funding up to 75% for projects which clearly demonstrate they meet the required criteria.
- To support community associations who own/manage/lease a community facility and provide community services.

### **Key points:**

- Minimum eligible total project cost is £13,334
- Applicants must meet the definition of a community facility and community association as given in the guidance notes.



## Definitions

**Community Facility** - A building which is open to the public where the community can gather for a diverse range of social, cultural, educational, recreational, training and information activities. The facility will normally provide a minimum of three of these diverse activities. The activities must be **regular weekly** activities and not one-off events or social events for the associations. It will have independent accounting procedures and will produce its own annual Income and Expenditure accounts separate from any associate or parent organisation. The facility should be managed by a **constituted Community Association**.

**Community Association** - Established to promote for the benefit of the inhabitants' area and its immediate environs without distinction of age, sex, race, political or other opinions, by associating with statutory authorities, voluntary organisations, institutions, business and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare, health, recreation and leisure activities, with the objective of improving conditions of life for the inhabitants.



## Evidence required for a Community Facility

Provision of three diverse regular weekly activities:

- Three consecutive months of bank statements dated within the last year, with the income from the three activities highlighted.
  - For each of the three regular weekly activities chosen you need to provide **all** of the following types of evidence:
    1. Published marketing/social media
    2. Booking schedule and
    3. Photo evidence of the activity taking place

The evidence required for proving the Applicant organisation manage a facility can be **one or more** of the following:

- A freehold contract
- A leasehold contract
- Facility Management Agreement
- Service Level Agreement
- Evidence of rates in the Applicant organisation's name
- Evidence of utilities in the Applicant organisation's name





## Facility Capital Key Points:

Capital funding is for 'spade ready' projects only, as such a lot of evidence is required which is listed in detail within section 6.2 of the guidance notes. A summary of capital specific documents are:

- A timeframe plan and cashflow.
- Evidence to show that match funding is in place or is being processed.
- Evidence that the project will have secured 100% of the funding required for the project to be completed inclusive of the current application.
- Evidence of land ownership and/or legal title and/or lease to property confirmed and in place **and** the relevant folio maps.
- Evidence that the statutory approvals and permissions are in place.
- A copy of the completed Business Case / Economic Appraisal.
- Evidence of completed site surveys and associated risk assessments.
- Evidence of approved Design Brief(s).
- Name of appointed Solicitor.





## 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 and Timeline for Funding Application Call
- Theme Specific Criteria
- Aims & Objectives
- Points to consider before applying (Facility Capital only)
- Application Process & completion of Application Form
- Assessment Criteria, Project Appraisal and Scoring – Stage 2 Scoring
- Assessment Process
- 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 welcome message to the Grants & Funding portal and information about financial assistance for the voluntary and community sectors. 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 the only bodies eligible to apply for financial assistance are community bodies, registered charities, Limited Companies (by guarantee or not for profit).

'Other' can be applicable however you must demonstrate that the organisation is not for profit and meet the definition of a community association, if applicable.



## Registration Complete

### Registration Complete

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

[Login here](#)



## Applicant Landing Page

**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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Name/Email address  
will show here

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

Reverted claims will show  
up here for revisions

Claims for processing will  
show here

Paid claims will show  
up here



## FUNDING OPPORTUNITIES

   1-3 of 3  

### Opportunity Details

Guidelines

#### Community Capital for Community Facilities

Deadline: 01/01/2032 12:00 AM

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

#### Sports Facility Capital

Deadline: 29/06/2024 12:00 AM

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

#### Community Minor Capital Items

Deadline: 31/01/2024 12:00 AM



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

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



**Alison Brady**  
Chairperson  
[Ally's Test Organisation](#)  
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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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 ensuring they are no more than 2 years old at date of application.**



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.



FUNDING OPPORTUNITIES

Opportunity Details Guidelines Eligibility Criteria

<b>Community Minor Capital Items</b> Deadline: 22/06/2026 12:00 PM <a href="#">Community_Minor_Capital_Items_Guidance_Notes_v_1_0.pdf</a> <b>Apply Now</b>	Threshold: Grants are between £500 minimum and £5,000 maximum for constituted Community Associations.
<b>Community Capital for Community Facilities</b> Deadline: 22/06/2026 12:00 PM <a href="#">Community_Capital_Guidance_Notes_v_1_0.pdf</a> <b>Apply Now</b>	Threshold: Grants are between £10,000 minimum and £75,000 maximum for constituted Community Associations.
<b>Sports Facility Capital</b> Deadline: 22/06/2026 12:00 PM <a href="#">Sports_Facility_Capital_Guidance_Notes_v_1_0.pdf</a> <b>Apply Now</b>	The Sports Facility Capital Grant has two strands, Minor and Major. Applicants can only apply to one strand and should select this from the drop-down menu in the application form. Strand 1 - Minor Threshold: £10,000 – £50,000; 75% match funded by Council (total project values between £13,334 - £66,667 or above). Strand 2 - Major Threshold: £50,001 - £150,000; 50% match funded by Council (total project values between £100,000 - £300,000 or above).
<b>Special Events</b> Deadline: 22/06/2026 12:00 PM <a href="#">Defibrillators_for_Sports_Clubs_Guidance_Notes_v_1_0.pdf</a> <b>Apply Now</b>	Threshold: Grants are between £500 minimum and £1,500 maximum NOTE - Applications for Defibrillators for Sports Clubs please apply here

Review a summary of the eligibility criteria here

Defibrillators are under the Special Events theme

Select Apply Now for the relevant theme

Guidance Notes appear here. Click on link to open.



## Completing the Application – Community Capital themes

New Grant



- 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.

COMMUNITY CENTRE DETAILS PROJECT BUDGET UPLOADS CHECKLIST SUBMISSION

Please highlight below which of these statements are relevant to your Community facility.

\* Does the centre fit with the agreed Council definition of a community facility?

Select One

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

You must complete all tabs.

If applying to the community themes please ensure you meet the definition of a Council Community Facility, as per the guidance notes



# Completing the Application



Home



2024-1076



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



- 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



## Completing the Application – Community Centre Tab (Community Capital Projects only) \*

You must upload all required documentation for Activity 1, Activity 2 & Activity 3 (See screenshot below)

\* Activity 1 – The community centre must run a diverse range of regular weekly activities which must fall within the categories of social, learning, health and wellbeing, sports and recreations (this is not exhaustive). Please provide evidence of an activity which falls within this range of activities by providing all of the following 1) published marketing/social media, 2) booking schedule and 3) photo evidence. The income from this activity must be highlighted in the previous upload (bank statement).

Click Save before adding attachment

\* Activity 2 - The community centre must run a diverse range of regular weekly activities which must fall within the categories of social, learning, health and wellbeing, sports and recreations (this is not exhaustive). Please provide evidence of an activity which falls within this range of activities by providing all of the following 1) published marketing/social media, 2) booking schedule and 3) photo evidence. The income from this activity must be highlighted in the previous upload (bank statement).

Click Save before adding attachment

\* Activity 3 - The community centre must run a diverse range of regular weekly activities which must fall within the categories of social, learning, health and wellbeing, sports and recreations (this is not exhaustive). Please provide evidence of an activity which falls within this range of activities by providing all of the following 1) published marketing/social media, 2) booking schedule and 3) photo evidence. The income from this activity must be highlighted in the previous upload (bank statement).



## Completing the Application – Project Tab

### Key Activities and Events

**i** This question allows the applicant to provide further details on the project activity. It is important to provide clear information on targets and participants that will be involved in the proposed project. The applicant must also provide information on the outcomes and benefits of the project. These may include direct benefits and indirect benefits for people who did not take part in the event but have benefitted. Please note: anticipated outcomes and project targets will be used to evaluate and monitor the success of the project by Council. See guidance notes for further information.

**Key Activity/Event Name**

**Description**

**Participants**

+

**Description of Works (Outcome)**

**Current level of usage**

**Proposed level of usage (benefit)**

+



## Completing the Application – Budget Tab

- Item Description
- Construction Costs/Project delivery costs
- Professional fees
- Council contribution sought
- Costs covered by other funders
- Costs covered by project income
- Costs covered by own funds

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

Item Description	Construction Costs/Project delivery costs	Professional fees	Council contribution sought (£)	Cost covered by another funder	Cost covered by own funds	Total (£)





## Questions and scoring – Change in questions and weighting

Question (as per application)	Criterion	Maximum	Weighting	Weighted Final Score
	<b>Council &amp; Programme or Service Area.</b>			
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



	<b>Efficiency &amp; Effectiveness / Need</b>			
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



	<b>Cross-cutting themes</b>			
<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>



## Tips for completing the application:

- Thoroughly read your theme guidance notes before beginning your application.
- Each question will only be assessed on the information provided for that question, with the exception of the key activities question which takes into account the aims and objectives provided in the project description. The information provided in these two questions will also be used to verify your project end date.
- Don't assume the assessment panel has any prior knowledge of your group or project. Each application is assessed solely on the information provided.
- 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 (See below):

Total order value	Procurement steps required
<b>£0.01 to £10,000</b>	<p>Value for Money (VfM)</p> <p>Applicant's must complete a 'Value for Money' (VfM) exercise for each item and show this has been carried out by demonstrating evidence that 2 prices have been sought, where possible. For some specialist supplies or services, there may only be one supplier in the market. If this is the case, sufficient justification for not seeking a second price check should be documented. VfM Form to be completed and submitted on request.</p>
<b>£10,001 to £50,000</b>	<p>Request for Quotation (RfQ)</p> <p>Applicant must seek 3 written quotations, where this is possible. For some specialist supplies or services there may only be one supplier in the market. If this is the case, sufficient justification for not seeking a second price check should be documented. RfQ Form to be completed and submitted on request.</p>
<b>£50,000 – UK Thresholds</b>	<p>Invitation to Tender (ItT)</p> <p>Applicants must complete an 'Invitation to Tender' (ItT) exercise. Grants &amp; Funding Unit Officer's will provide guidance on this process.</p>



For any additional information contact the Grants & Funding Unit:

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

