



Revive and Reimagine Property Façade Grant Scheme

Saint Patrick's Avenue, Downpatrick

Application Form Guidance Notes



Applications are open from Tuesday 8 September 2026 at 12noon and close on Tuesday 6 October 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 Property Façade Renewal Grant**, a funding programme designed to improve the appearance of occupied commercial properties on **St. Patrick's Avenue, Downpatrick**.

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 grant seeks to enhance the visual appearance and quality of commercial property façades, helping to create a more attractive, vibrant and welcoming environment for businesses, residents and visitors. By improving the streetscape, the programme aims to support business growth, increase footfall, encourage investment and strengthen the vitality of Downpatrick town centre.

St. Patrick's Avenue was identified as a priority area for investment following a condition survey undertaken by AECOM in February 2025 as part of the wider **Downpatrick Living High Streets Framework**. The survey assessed the condition and character of existing shopfronts and the wider streetscape, identifying opportunities to improve the visual quality, cohesion and functionality of the area while supporting the long-term regeneration of the town centre. Businesses who received feedback are encouraged to consider this in the application. Businesses on St. Patrick's Avenue who weren't included in the feasibility study are still eligible to apply.

Newry, Mourne and Down District Council now invites applications from eligible owners and occupiers of commercial properties located on St. Patrick's Avenue, Downpatrick.

1.2 Timeline for Grant Scheme

The application period for the Revive and Reimagine Property Façade Renewal Grant will open at **12noon on Tuesday 8 September 2026** and close at **12noon on Tuesday 6 October 2026**.

This guidance document outlines the application process for the Revive and Reimagine Property Façade Grant for operating commercial properties located on St. Patrick's Avenue, Downpatrick. It explains the eligibility criteria for the scheme and details the information and supporting evidence required to demonstrate eligibility.

Applicants are strongly advised to read this guidance 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, as incomplete applications will not be considered.

2.0 Funding Available & Grant Intervention Levels

2.1 Total Funding Available

The total budget available under the Revive and Reimagine Property Façade Renewal Scheme Grant is **£600,000**. This budget will be allocated to the funding application call for St Patrick's Avenue (this call) and any other subsequent funding calls.

2.2 Grant Intervention Levels

Grant awards are available **from £2,500 to £20,000** and will cover up to **50% of eligible project costs** (50% public sector and 50% private sector match funding). The minimum grant award is £2,500 (**minimum project value is £5,000**). There is no limit on the overall project value; however, the maximum grant available is £20,000.

3.0 Basic Eligibility Criteria

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.

Basic Eligibility

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

- Confirm that the property is located within the designated area of St. Patrick's Avenue, Downpatrick.
- Demonstrate the project meets the grant intervention levels (minimum project value £5,000, maximum grant £20,000, 50% public sector and 50% match funding)
- Demonstrate that a business within the property is *commercially trading in accordance with the options below;

If you are a business occupying the property, demonstrate the business is commercially trading by providing the trading name and company registration number (where applicable), together with the business's most recent annual trading accounts.

If you are the property owner, demonstrate that the property is *commercially trading by providing the trading name and company registration number of the occupying business (if applicable) and evidence of a lease arrangement in place with a commercially trading business.

- Demonstrate property ownership **or** 5 year lease hold with the property owners consent to carry out the work in accordance with the options below;

If you lease the property, on St Patricks Avenue, Downpatrick, demonstrate that you have a lease in place, with a minimum 5-year lease period remaining as at 6 October 2026. In addition to the lease, demonstrate permission from the property owner to deliver the project. Provide evidence of the property owner's permission to undertake the proposed project. This should be in the form of a signed letter from the property owner(s), which includes their name, address, and contact details, along with the property address and a clear description of the works for which permission is granted.

If you own the property, on St Patricks Avenue, Downpatrick please provide evidence of ownership in the form of deeds or solicitor's letter.

If you own the property and the property is occupied by your own business, a letter of consent from the property owner(s) is still required where the application is submitted in the name of the business. This should be in the form of a signed letter from the property owner(s), which includes their name, address, and contact details, along with the property address and a clear description of the works for which permission is granted. This requirement applies even if the property owner(s) are also directors, partners, or owners of the business.

For example, if the application is made in the name of St Patrick's Green Grocer's and the property is owned by Tom Cunningham and Susan Cunningham, who are also partners in the business, ownership or lease documentation must be provided. In addition, both Tom Cunningham and Susan Cunningham, in their capacity as the property owners, must provide a letter granting St Patrick's Green Grocer's, as the applicant business, permission to carry out the proposed works.

This is required because, where the business is the applicant, the business and the property owner(s) must be treated as separate entities. A letter of consent provides clear evidence that the property owner(s) have authorised the works, regardless of any relationship between them and the business, including where individuals share the same name.

- Demonstrate that you have the financial capacity to fund the full project cost upfront, prior to claiming reimbursement of up to 50% of eligible project costs. Evidence that funding is in place may include a bank loan approval, a bank statement dated within three months of the application submission date,

or a Letter of Offer/Letter of Intent confirming the availability of own or third-party funds. Supporting documentation must be provided in the name of the applicant. For example, where the application is submitted in the name of the business, evidence should be provided in the name of that business.

- Provide evidence that all required statutory consents relating to the project proposal are in place or have been applied for (Refer to section 5.2 Statutory Consents).
- Comply with procurement (refer to section 5.3 Procurement).
- Be able to complete all works before the 31 March 2027.
- Demonstrate that the project aligns with the Revive and Reimagine Grant aims and those objectives of the DfE Sub-regional Economic Plan.

***Please note:** By commercially trading we refer to the regular buying, selling or manufacturing of goods or services with the primary intention of generating a profit, rather than for personal use.

The Council will not consider applications;

- that discriminate against Section 75 groupings. Section 75 outlines the nine categories for which due regard to the need to promote equality of opportunity must be paid, namely between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation; men and women; persons with a disability and persons without; and persons with dependants and persons without.
- from businesses which have been in deficit for the last two financial years without a justifiable reason;
- that relate to land or property which is to be, or could be sold, within 12 months from the receipt of final payment of grant aid.
- that are party-political, promote a specific religion, or conflict with Council policy.

4.0 Eligible and Ineligible Costs

4.1 Eligible costs Include:

Capital improvements that enhance the external, street facing appearance of commercial properties will be unique to each property. Examples of eligible works may include but are not limited to:

- Reinstatement of traditionally styled shopfronts, sash windows, doors and original architectural features

- New shopfronts
- Installation or replacing security grilles/internal shutters
- Replacement rainwater goods (RWG)
- Fascia, soffit, bargeboard repairs/replacement
- New or repairs to existing windows, sills, doors and frames.
- Stone or masonry repairs /repointing
- Removal of redundant signage, shutters, wiring, alarms etc.
- New signage or replacement of existing signs
- New or replacement external lighting to illuminate signs of the building facade
- Installation or replacement awnings and canopies
- Repairs of decorative features
- Cleaning and repainting of external shopfront
- Repair and reinstatement of all, or any part, of a shopfront fixture that is visible from the street
- Structural repairs to walls/roofs (i.e. replacement tiles)
- Associated professional or technical fees are eligible up to 30% of the total project cost, provided they are procured in line with the Council's procurement policy [Procurement Policy](#)

This list is not exhaustive and may include other minor frontage improvements where the applicant can demonstrate a positive impact on the overall appearance of the streetscape.

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.

- Works to residential property
- Internal building works
- Costs incurred before submission of the funding application or before issue of the Council's Letter of Offer (Work already completed or underway)
- Purchase of land or property
- CCTV/security systems
- Insurance costs
- Costs that fall within the remit of another statutory body
- Staff-related costs, including salaries, ongoing overheads, routine administration, and management costs
- Statutory fees, operational charges such as legal fees, bank charges, insurance, and similar recurring costs
- Professional fees already incurred

- Maintenance and routine operational costs.
- Office equipment, unfixed furniture, fittings, consumables, stock, or general equipment purchases
- Costs that can be recovered from another source, including recoverable VAT
- Payments to applicant's employees, directors, board members, trustees, or their immediate family
- Projects located outside the defined eligible area (St Patrick's Avenue, Downpatrick)
- Cash payments or expenditure will not be eligible for reimbursement

5.0 Points to Consider Before Applying

5.1 Important Information

Applicants will be required to continue commercially trading for 12 months from the last grant payment. Any changes to the property use within 12 months of the final payment must be agreed in writing from Newry, Mourne and Down District Council. The Council will have the discretion to decide what percentage of the grant award shall be repaid.

The Council will make the final decision on the provision of funding for all projects. Awards will be dependent on the amount of funding available at the time of assessment. Where an organisation has been allocated funding, payment will be subject to the organisation adhering to the conditions contained within their letter of offer.

Funding will be paid on completion of the overall project. Applicants must ensure they have sufficient cash flow to complete the project until the grant aid can be released.

The Council will pay the approved grant amount, up to the maximum value set out in the Letter of Offer, following completion of the project and receipt of all required invoices, bank statements and supporting documentation demonstrating that grant conditions have been met.

The Council accepts no responsibility for any costs, commitments or liabilities incurred by the applicant in relation to the project.

Applicants should be aware that all applications will be reviewed by a suitably qualified construction professional to consider submitted costs and ensure that they are within acceptable market rates.

Council's appointed construction professional will undertake site visits to verify that the approved works have been completed in accordance with the Letter of Offer and any associated grant conditions.

All grant funding will be subject to compliance with Subsidy Control Regulations.

5.2 Statutory Consents

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

Where a project includes structural works, alterations to the external appearance of a property, or signage it is likely one or more of the following may be required. For projects involving replacement signage, a photograph of the existing signage and detailed description of proposed signage must be supplied (refer to Section 7.0)

Planning Permission - Required for new shopfronts or any alterations that materially affect the external appearance of a building

Advertisement Consent - Required for the display of fascia signage, canopies, or other external signage. Shopfront signage must comply with the Planning (Control of Advertisements) Regulations (Northern Ireland) 2015.

Building Control - Alterations to buildings and entrances will generally require Building Control approval. Applicants should contact the Building Control Office using the details below for further guidance.

Listed Building Consent – Required for any works that affect the character or special architectural or historic interest of a listed building.

Conservation Area Consent – Conservation Area Consent – Required for works that affect the character or appearance of a property located within a Conservation Area, including considerations relating to appropriate styles and materials. Applicants must ensure all works comply with relevant Conservation Area guidance. For further information, please visit <https://www.newrymournedown.org/conservation-areas>

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.
- 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 Procurement

All procurement must comply with Newry, Mourne and Down District Council procurement policy [Procurement Policy](#).

Applicants must undertake a value-for-money exercise and obtain competitive quotations from bona fide suppliers or contractors. Quotations must be dated on/after 16 June (first opening call). For quotations dated from the first call, applicants must satisfy themselves that the price quoted is still relevant and accurate.

The number of quotations required must be based on the total cost of the project inclusive of VAT i.e. the project total cost is the combined total of all work elements.

- For projects of value up to £10,000 (including VAT) – the applicant must provide two written quotations
- For projects of value £10,001 - £50,000 (including VAT) – the applicant must provide three written quotations
- For projects of value over £50,001 (including VAT) – the applicant must complete an Invitation to Tender (ITT) process. Guidance and support will be available from Local Economic Partnership Officers if required.

All quotations must meet the following requirements:

- Be comparable on a like for like basis with each supplier providing pricing against the same specifications, scope, quantities, and requirements to ensure a fair and accurate evaluation. Where a single Contractor/Supplier will undertake the entire project, all quotations must be on this basis, but where it is intended that different work elements are undertaken by different suppliers/Contractors then the requisite number of quotations (based on the project value) must be provided for each element.
- Be provided on the supplier's official letterheaded paper. Include the supplier's and customer's name, address and contact details.
- Be dated.
- Provide an itemised breakdown of costs, including labour, materials and any other relevant items.
- Clearly show the subtotal, VAT (where applicable) and total cost.

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.

Council staff reserve the right to contact suppliers and verify quotes.

5.4 Conflict of Interest

Where quotations or tenders are to be obtained from a member of your 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 outline any additional requirements necessary to demonstrate value for money in line with the programme's reasonableness of costs provisions. Failure to comply with these requirements will render the procurement process 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.

5.5 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.

5.6 Sustainability Considerations

Council encourages businesses to integrate the following sustainable methods into their proposals:

- **Eco-friendly Materials:** Use of sustainable, low-impact, or recycled materials for shopfront construction and signage.
- **Energy Efficiency:** Improvements that contribute to the building's thermal performance or reduced energy usage (e.g., energy-efficient glazing or lighting).

- **Design for Durability:** Selecting high-quality finishes and materials that ensure a long lifespan and reduce the need for frequent replacement or intensive maintenance.

6.0 Application Process

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. The Council may require additional specific information and therefore reserve the right to request accordingly.

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.

How to apply for a grant

Applications will be operated through the online Electronic Grant Management System (EGMS).

Before accessing the specific grant application form you must register for an account at: [Electronic Grant Management System \(EGMS\)](#)

Organisational Profile

If you have **previously applied** for funding through the Council's Electronic Grant Management System, you will already have a profile and your details should be saved. Please review this information carefully, ensure it is up to date, and make any necessary changes.

If you are **registering on the Electronic Grant Management System for the first time**, you must complete an organisational profile before you can access the grant application form.

If the organisational profile is completed in the name of an organisation or business, all supporting documentation and supplementary information must also be provided in the name of that organisation or business. Similarly, where an organisational profile is submitted by an individual property owner, all supporting documentation must be provided in the name of the individual making the application.

The organisational profile may ask for information that is not relevant to every applicant, depending on whether you are applying as a business, organisation, or an individual property owner.

Complete only the sections that apply to you and upload the documents relevant to your status, such as evidence of your business's legal status or your most recent annual accounts. Enter "Not applicable" in any fields that do not apply.

Bank details

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, organisation or property owner making the application, and all project-related expenditure must be paid through this account. Evidence of transactions will be requested during the grant verification process.

The organisational profile must be completed in full before you can proceed with a grant application. Once it is complete, you will be directed to the home page. To access the application form, select **Funding Opportunities** under the **Applications** section. This will display all currently open grants. From there, locate the Revive and Reimagine Property Facade Grant Scheme – St Patrick's Avenue and click the **Apply Now** button to begin your application.

If the **Apply Now** button is not visible and only the guidance notes are displayed, this indicates that the organisational profile has not yet been completed in full.

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.

Project Section

Address for property for which grant is sought (including postcode)

Provide the exact address, including the postcode of the property for which the grant is sought. This information will be used to confirm the property is within the eligible area of St Patrick's Avenue, Downpatrick.

Please describe your project

The applicant is required to present a clear overview of the project proposal, what the project involves (nature of works) and what difference it will make.

For projects involving **replacement** signage, applicants should give a detailed description, including dimensions of what is proposed and upload a photograph of the current signage.

Does your project involve replacement signage?

The applicant should select yes or no. If 'Yes' is selected an upload box will appear and the applicant should upload a photograph of the existing signage and ensure they have given details of the proposed signage in the project description.

How does the project proposal align with the aims/objectives of the Revive and Reimagine Property Façade Grant Scheme and the Department for Economy Sub-Regional Economic Plan?

Applicants are required to demonstrate how their project aligns with the objectives of the Revive and Reimagine Property Façade Scheme and the Department for the Economy's Sub-Regional Economic Plan, as outlined below;

Revive and Reimagine Property Façade Renewal Grant

This grant programme aims to improve the visual appearance of commercial properties along St. Patrick's Avenue, Downpatrick. Its key objectives are to support the growth of local businesses, enhance the overall environment, and positively influence how residents and visitors experience and perceive the town. The scheme seeks to increase footfall and commercial activity, with a strong emphasis on sustainability and decarbonisation.

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](#)

Are you the property owner or do you have a 5-year lease and consent of the property owner to carry out the proposed works on the property?

Select an option from the drop-down list to confirm if you are the legal owner of the property or the leaseholder with consent to carry out the proposed works.

If you select that you are the **property owner** of the property on St Patrick's Avenue, Downpatrick;

Give the trading name of the business occupying the property and if applicable the company registration number of that business.

In the upload section you must also upload;

- Evidence of ownership in the form of deeds or a solicitor's letter
- Evidence of a lease arrangement between you and the commercially trading business which is leasing the property

If you select that you have **a 5 year lease and consent of the property owner to carry out the proposed works** on the property in St Patrick's Avenue, Downpatrick;

Give the trading name of your business and if applicable the company registration number.

In the upload section you must also upload;

- One years completed accounts for the business.
- Evidence of a lease in place, with a minimum 5-year lease period remaining on 6th October 2026.
- Evidence of the property owner's permission to undertake the proposed project. This should be in the form of a signed letter from the property owner, which includes their name, address, and contact details, along with the property address and a clear description of the works for which permission is granted.

If you own the property and the property is occupied by your own business, you must provide the supporting documents that correspond to the option selected above, including evidence of ownership, lease arrangements (where applicable), and proof that the business is commercially trading.

Where the application is submitted in the name of the business, a letter of consent from the property owner(s) to the business is also required, even if the property owner(s) are directors, partners, or owners of that business. The letter should be signed by the property owner(s) and include their name, address and contact details, the property address, and a clear description of the works for which permission is being granted.

This requirement applies because the applicant business and the property owner(s) are treated as separate entities for the purposes of the application. Further details are provided in Section 3: Eligible Criteria.

Please upload quotes for the project works/items (refer to guidance notes for eligible and ineligible items)

In this section the applicant should upload competitive quotations from bona fide reputable contractors or suppliers. Quotations dated before 16th June (first opening call) prior, or any retrospective quotes, will not be accepted. Applicants should obtain quotations based on the overall project value that will form the basis of any Letter of Offer. Project costs must not be artificially divided into separate elements for quotation purposes.

Applicants should consult the eligible and ineligible costs listed in Section 4 to ensure that the proposed works/items qualify for funding. In addition, applicants must refer to the procurement guidance in Section 5.3 to confirm that the required number of quotations has been provided in line with the value of the proposed works or items, and that all quotes meet the specified procurement requirements.

Failure to comply with the requirements outlined in Section 5.3 may result in the application being deemed ineligible. The Council reserves the right to contact suppliers to verify the authenticity of submitted quotations.

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 and third time and select a further options. For example, the applicant may select that planning permission is not required and then click again to select that building control has been applied for.

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

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

Applicants must answer all previous questions and click the green 'Save Draft' button at the bottom of the screen to access the activity table.

The applicant can click on the green open button. This will allow the applicant to populate the 3 columns (Description of works, Timeframe, Outcome). The applicant can add a new item by clicking on the plus sign. All items for which funding is being requested must be added separately. The applicant should click on the green save button after adding each new element of works. Below is an example; Please refer to the eligible and ineligible costs listed in section 4.0 when completing the table. Failure to complete the table will result in the application being deemed as incomplete and therefore ineligible.

Example of activity table

Description of works	Timeframe	Outcome
The removal of existing redundant signage and the installation of new signage	1 month Nov26-Dec26	The works will; • Enhance the visual appearance of the business premises • Improve the overall aesthetic quality of the surrounding streetscape • support the growth of our business by encouraging footfall and trade

Can the project be completed within the project timeframe (March 2027)

The applicant should make a yes/no selection to confirm that the project can be completed by 31 March 2027. If the applicant answers no, the application will be deemed ineligible.

Budget Section

Total cost of the project

Applicants must provide the total project cost, including all associated expenditure, regardless of whether grant funding is being sought for every element of the project.

If the applicant is VAT registered, project costs should be entered excluding VAT. If the applicant is not VAT registered and cannot recover VAT, project costs should be entered including VAT.

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.

Project Expenditure

Enter project expenditure details

Applicants should click on the green box labelled "Enter Project Expenditure Details." This will display a table 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.

All project items and works must be included in the table, regardless of whether funding is being sought from the Council. Applicants should clearly describe each item or 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 should be realistic. A suitably qualified construction professional will be appointed to consider submitted costs and ensure that they are within acceptable market rates.

Applicants must specify the amount of funding requested from the Council, ensuring that the total across all items falls within the permitted funding thresholds of £2,500 to £20,000. For each item, applicants must also indicate any contributions from other funding sources, as well as the amount to be covered by their own funds.

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.

An example of the expenditure table is provided below. As noted, applicants must ensure that the project remains within the minimum and maximum funding thresholds

Failure to complete the table will result in the application being deemed as incomplete and therefore ineligible.

Item Description	Cost (£)	Council contribution sought (£)	Costs covered by other funders	Costs covered by applicant/own funds
The removal of existing redundant signage and the installation of new signage	£1500	£750	£0	£750
Cleaning and repainting of external shopfront.	£900	£450	£0	£450

Is your business registered for VAT?

Applicants should select a 'Yes' or 'No' option.

Please give details of your VAT number

The applicant should provide the VAT registration number in the space provided.

Please provide evidence that the project can be funded in full by the applicant / other source and claimed retrospectively.

Applicants must have the financial capacity to fully fund the project upfront and may subsequently claim reimbursement of up to 50% (up to a maximum of £20,000) of the approved costs upon completion. Applicants are required to provide evidence demonstrating their ability to fully fund the project. Acceptable evidence may include a bank statement in the name of the applicant, dated within three months of the application submission date, demonstrating that sufficient funds are available to complete the project, or confirmation of an approved bank loan or other funding sources. Where funding from a loan or external source is in progress, applicants must demonstrate clear intent, with full confirmation required prior to the issuance of a Letter of Offer. Failure to provide satisfactory evidence of financial capacity to complete the project in full, prior to claiming up to 50% of costs, will result in the application being deemed ineligible.

Supporting documentation must be provided in the name of the applicant. For example, where the application is submitted in the name of the organisation or business, evidence should be provided from the organisation/business account. Where the application is submitted in the name of an individual, the supporting documentation must be in that individual's name

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. Applicants should ensure they have met all eligibility requirements by 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 draft' button at the bottom of the screen, then click the green 'Submit' button to submit the application.

8.0 Assessment Criteria, Project Appraisal and Scoring

An acknowledgement email will be issued upon receipt of the application.

All applications will be assessed on a pass/fail basis. Incomplete applications, including those submitted without the required supporting documentation or after the stated deadline, will be deemed ineligible. Applications for projects that do not align with the aims and objectives of the grant, or that fail to meet the eligibility criteria, will also be deemed ineligible. If your application is incomplete or not eligible, you will be notified by email, and the reasons will be outlined.

Successful applicants will receive a Letter of Offer within 4 weeks of the assessment process.

8.1 Monitoring and Evaluation

Council's appointed construction professional will review project costs in line with market value and undertake site visits to verify that the approved works have been completed in accordance with the Letter of Offer and any associated grant conditions.

Applicants will be required to provide monitoring information and complete a post grant evaluation form following the completion of works.

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: http://www.newrymournedown.org/media/uploads/privacy_notice.pdf

9. Assistance and Queries

If you have any queries regarding your application, please contact the Local Economic Partnership team
Telephone: 0330 137 4900
Email: lep@nmandd.org