

Financial Assistance Call 2 2025-2026

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



Comhairle Ceantair
**an Iúir, Mhúrn
agus an Dúin**
**Newry, Mourne
and Down**
District Council



Introduction

Aim: To inform you about the funding available, the new grant management system and the associated application process.

- General financial assistance guidance
- Summary of the programmes
- System/Process update
- Application & EGMS guidance
- Procurement guidance
- Where you can get additional help



Slievenaglogh in the Mourne Mountains by Dermot Mathers



General Financial Assistance Guidance

- Newry, Mourne and Down District Council invite applications for financial assistance from the community and voluntary sector.
- All projects must take place between **1st April 2025 and the end date given in the theme guidance notes.**
- The closing date for applications is **12:00 noon on**
 - **Friday 23rd May 2025**
- Applications should be completed on the Electronic Grant Management System (EGMS):
<https://newrymournedowndc.smartsimpleuk.com>
- Late applications will not be possible or be considered.



Changes to process/System

- **Basic eligibility criteria:** Criteria will remain the same, with the exception of the below requests being assessed within stage 2 of the application: Fit for theme applied for / Timeframe for deliver within theme threshold
- **Management of funding calls:** Call 1 / Revenue Themes: Open Jan with Letter of Offer issued in April/May and Call 2 / Capital Themes: Open March with Letter of Offer issued in July.
- **Number of applications per project:** Revenue: Only one FA application per event/project and Applicants in receipt of an SLA or other funding for the delivery of an event must declare in the FA application, the FA application will then be assessed on that basis. This will no longer include organisations who hold an SLA for facilities or an FMA
- **Number of applications per project:** Capital: Applicants under all capital themes (major/minor works) can only hold one live letter of offer at a time and Sports & Community Capital items: cannot apply for the same items which received funding in the previous 3 year.



Simplification of the application process: Scored Questions

- **Remove question on alignment to Council's Corporate Strategy**
- **Scored questions to be broken** down as follows with weightings to be applied per question(s):

Description of the project / An outline of the aims, objectives and outcomes of the project/ Need for the project / Equality of opportunity and good relations / Sustainability / Cost overview and economic benefit

- **Assessment Panels**
 - Budget holder 10% minimum spot check on project delivery
- **New Finance Tab**
 - Any income generated through the project or in match funding must have a detailed breakdown.
 - Any gap in funding i.e. shortfall, must be accounted for or a rationale provided. Applications will be scored accordingly.



New ineligible criteria

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



Simplification of the claim process

- **Equality forms**
 - Remove above from the claim documentation.
 - Replace with reporting on project related outputs and outcomes as per application.
- **Verification: Revenue and Capital**
 - 10% of LoO's will be selected for full verification
 - 100% on Capital major and minor works



Managing expectations

- Advise applicants on the estimated value of the funding available (*subject to rates & Letters of Offer*) and the minimum and max amount anticipated to be awarded
- Retain the scored and ranked list (up to the end of the current Financial year).

Community Eligible Applicants

- Voluntary sector inclusive of social enterprises including Community Interest Companies where profits are not given to Directors or Shareholders.
- All groups must be constituted with audited or income/expenditure accounts and bank accounts in the organisation name.
- Sole Trader/Private sector or Profit making organisations are ineligible



Points to consider before applying:

- Organisations in receipt of public funding must comply with all statutory obligations regarding the delivery and access of projects.
- Adequate insurance must be in place prior to the project taking place.
- Purchase of gifts and presentations to individuals are not eligible.
- Consideration will only be given to projects seeking funding from the Council that is **between the minimum and maximum limit for each theme area**.
- The Council will not accept retrospective applications (i.e., applications seeking funding for projects already started prior to **1st April 2025**).
- The Council will only consider **one** application per event/project.



Points to consider before applying:

- It is essential that applicants submit a copy of their Annual Audited Accounts, Independently Examined Accounts or Income and Expenditure Accounts with the application. These should be the most recent accounts available for your organisation where possible, however, they **must be dated within two years of the date of application to be eligible.**
- The Council will pay only the agreed sum against each original invoice whenever all relevant conditions have been met and bank statements evidencing expenditure have been submitted.
- “**Own labour**” and hire of “**own facilities**” are **not** eligible items of expenditure. No self invoicing is acceptable.
- Insurance costs are **only** eligible items of expenditure if it relates to the project activity applied for; this is subject to Council approval.



The themes include:

- Capital themes are included open to the Community, Voluntary and Sports sectors.



Meelmore Falls by Noreen Mack



Sports Facility Capital Grant

Please note: Applicants may only apply for either

Strand 1: Minor capital strand – 75% match funded up to £50,000

Or

Strand 2: Major capital strand – 50% match funded up to £150,000

Aim:

Applicants must deliver projects which will support and maintain the capital infrastructure of a Sports and Recreation facility.



Objective:

- To provide EITHER 75% match funding (Minor strand) OR 50% match funding (Major strand) to support Capital infrastructure of sports facilities in the Newry, Mourne and Down District Council area, proposed by the sporting, community, and voluntary sectors.
- Applicants must deliver Sporting projects that complement the Council Sports Facility Strategy. Projects must deliver Capital Infrastructure Projects that complement the Council Sports & Physical Activity Strategy which can be requested via email leisureandsport@nmandd.org



Community Capital for Community Facilities

Threshold: £10,000 - £75,000; 75% match funded by Council (total project values between £13,334 - £100,000 or above).

Aim:

To support capital infrastructure projects for Community facilities across the Newry, Mourne and Down District Council area.



Objective:

- To provide match funding up to 75% for projects which clearly demonstrate they meet the required criteria of Council's Community Capital fund.
- To support organisations which own/manage/lease a community facility and provide community services which are defined below.



Definition of a Community facility:

A community facility is 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 e.g Christmas, Halloween, Birthday Parties, Funeral Gatherings & other seasonal activities is not deemed suffice.

A community facility 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*.

***A Community Association** is 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.



Stage 1 Basic Eligibility For Major Capital Works

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 approved by two office bearers.
- An application which does not meet the Basic Eligibility criteria as outlined:
 - Group is a properly constituted, not-for-profit, and can prove they are governed appropriately.
 - Project delivered within Council area



Applicant must upload the relevant documents:

- Proof of group legal status. And copy of group constitution/governing document.
- Safeguarding policy.
- Accounts / income and expenditure / independently examined accounts.
- A copy of the most recent bank statement.
- A copy of a health and safety policy relevant to the management of a community facility.
- A timeframe plan and cashflow.
- Evidence to show that match funding is in place or is being processed e.g. confirmation of bank loan, bank statements or Letter of Offer or intent showing own/other funds available. If being processed full confirmation is required within 12 weeks of Letter of Offer being issued. Failure to have this in place may lead to the Letter of Offer being withdrawn.



- Evidence that the project will have secure 100% of the funding required for the project to be completed inclusive of this 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, please ensure the applicant contacts relevant departments for same. This can include but is not limited to planning permission, building control and permissions relevant to the works to be undertaken. If you do not require planning or building control permission, then please ensure you have received confirmation of same from the relevant department and upload same.



- A copy of the completed Business Case / Economic Appraisal, this should be proportionate to the value of the project but is required for each applicant. Ensure the detail is suffice for the panel to fully understand all aspects of the project.
- Evidence of completed site surveys and associated risk assessments are needed for all projects regardless of scope and scale. Site surveys should consider but not limited to planning requirements, approach to build works including any site-specific requirements and site and project specific risk assessments. A site map is not sufficient, and the site survey should outline and identify the area where works will be undertaken. The risk assessment should be capital in nature and specific the project being applied for and site survey provided.



- Evidence of approved Design Brief(s) are required for all projects regardless of scope and scale. This should include sufficient detail that the panel fully understand how the project is going to be implemented at each stage. A quote from a supplier is not sufficient.
- Name of appointed Solicitor
- Names / Details of appropriate authorisers and signees.



Community Facilities Minor Capital Items

Threshold: £500 - £5,000

Aim:

Contributions of up to 100% of the costs, towards funding (max £5,000) of Community Facilities Minor Capital Items for constituted Community Associations* who own or manage community facilities.

Objective:

- To provide contributions of up to 100% of the costs (maximum £5,000) to constituted community associations, towards funding of Minor Capital Items to assist with the running of a community facility or technical assistance to develop or enhance a community facility.



Definition of a Community facility:

A community facility is 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 e.g Christmas, Halloween, Birthday Parties, Funeral Gatherings & other seasonal activities is not deemed suffice.

A community facility 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*.

***A Community Association** is 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.



The Guidance Notes

Each theme has its own Guidance Notes available for download. Before applying it is **vital** to read the Guidance Notes, which provide the following information:

- Overview
- Overarching Principles
- **Theme Criteria** – contains the aims, objectives and eligible and ineligible items of expenditure.
- Application Process – Stage 1 Basic Eligibility
- **Completing the Application Form** – contains question specific guidance.
- Assessment Criteria, Project Appraisal and Scoring – Stage 2 Scoring
- What Happens Next
- Appeals
- Useful Contacts and Links to Strategies




Wild Goat near Camlough Lake by Damian McConville



Account Registration

Applications must be completed online via the Electronic Grant Management System (EGMS).

You can register for an account at: <https://newrymouredowndc.smartsimpleuk.com>

 Comhairle Ceantair an Iúir, Mhúrn agus an Dúin
Newry, Mourne and Down District Council

Login

Email

Password

Log In

[Forgot Password?](#)

New to the System?

Register

Welcome to Newry, Mourne & Down District Council.

Welcome to the Grants & Funding portal for Newry, Mourne & Down District Council.

We invite applications for financial assistance from the voluntary and community sector. Businesses are welcome to apply for the Tourism themes of Tourism Events and Arts & Culture Projects.

Please refer to the guidance notes for to find out the funding thresholds, aims and objectives of the funding as well as the eligible and ineligible expenditure.

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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.



Registration Complete

Registration Complete

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

[Login here](#)



New applicant landing page

The screenshot shows a user interface for a new applicant. At the top, there is a header bar with a profile picture (a circle with the letter 'A'), the name 'Alison Brady', the title 'Chairperson', and the email address 'to_boldly_go_21@outlook.com'. Below this is a section titled 'MY DETAILS' with two buttons: 'Organization Profile' (with a building icon) and 'My Profile' (with a person icon). To the right of these buttons is a box labeled 'Submitted applications will show here.' Below the 'MY DETAILS' section is a section titled 'APPLICATIONS' with four boxes: 'Funding Opportunities' (10), 'In Progress' (0), 'Under Review' (1), and 'Completed' (0). Below the 'APPLICATIONS' section is a section titled 'REPORTS' with four boxes: 'Draft' (0), 'Revisions Required' (0), 'Under Review' (0), and 'Completed' (0). Annotations with orange arrows point to various parts of the interface: 'Upload legal documents and accounts here' points to the 'Organization Profile' button; 'Open themes or calls will show here.' points to the 'Funding Opportunities' box; 'Claim forms will show up here' points to the 'Draft' box; 'Reverted claims will show up here for corrections' points to the 'Revisions Required' box; 'Claims picked up for processing will show here' points to the 'Under Review' box; 'Successful & unsuccessful applications will show here.' points to the 'Completed' box; 'Submitted applications will show here.' points to the box above the 'Submitted applications' box; and 'Contact details can be updated here' points to a small edit icon in the top right corner of the header bar.

Alison Brady
Chairperson
[Ally's Test Organisation
to_boldly_go_21@outlook.com](mailto:to_boldly_go_21@outlook.com)

MY DETAILS

Organization Profile My Profile

Submitted applications will show here.

Draft applications will show here.

APPLICATIONS

10 Funding Opportunities 0 In Progress 1 Under Review 0 Completed

REPORTS

0 Draft 0 Revisions Required 0 Under Review 0 Completed

Contact details can be updated here

Upload legal documents and accounts here

Open themes or calls will show here.

Claim forms will show up here

Reverted claims will show up here for corrections

Claims picked up for processing will show here

Successful & unsuccessful applications 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.



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.




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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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

Home



Return to the dashboard by clicking Home.

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



You can search for
specific themes here

FUNDING OPPORTUNITIES

xQ1-10 of 10<>

Opportunity Details

Guidelines

Eligibility Criteria

Tourism Events

Deadline: 28/02/2024
12:00 PM

[Call_1_2024-25_Tourism_Events_v_2.pdf](#)

Open to community voluntary sector and businesses.

Apply Now

Arts & Culture

Deadline: 28/02/2024
12:00 PM

[Call_1_2024-25_Arts_and_Culture_Projects_v_2.pdf](#)

Open to community voluntary sector and businesses.

Apply Now

Community Engagement

Deadline: 28/02/2024
12:00 PM

[Call_1_2024-25_Community_Engagement_v_2.pdf](#)

Open to community voluntary sector


Apply Now

Eligibility criteria will
appear here

Guidance notes will
appear here




Completing the Application



an Iúir Mhúrn agus an Dúin
Newry Mourne and Down
District Council

Home




A

Home

Notes

2024-1076



- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application Summary

CONTACT INFORMATION

PROJECT

BUDGET

CHECKLIST

EQUALITY

SUBMISSION

Have you applied for financial assistance from Newry, Mourne & Down District Council for this programme before?

No

* Project title

Test tourism event

* Primary activity quarter

Summer (July-September)

* Start Date

Save Draft

Submit

Withdraw

NEXT

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



Completing the Application



Home



2024-1076



- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

Application Summary

CONTACT INFORMATION PROJECT BUDGET CHECKLIST EQUALITY SUBMISSION

Have you applied for financial assistance from Newry, Mourne & Down District Council for this programme before?

No

* Project title

Test tourism event

* Primary activity quarter

Summer (July-September)

NEXT >

Save Draft

Submit

Withdraw

Notes (1)



Type: All

From: dd/mm/yyyy

To: dd/mm/yyyy



Sort By: Newest to Oldest

Expand All

Collapse All



1 Tourism application query

Type: Note to Foundation

Can I have jugglers?

By: Alison Brady

15/01/2024 05:36 PM



Completing the Application

Newry Mourne and Down

Home

1 of 1 < >

Main

- Main
- Notes 1
-

2024-1076

> ⓘ 📄

Contact Information
Project
Budget
Checklist
Equality
Submission

ii. blah blah blah
iv. blah some more

492 words left

Detail of Key Activities and Events

Key Activity/Event Name	Description	Participants
Dancing	Jumping up and down	10
Singing	Voices	20

Enter Key Activities

* Total number of beneficiaries

 * Total number of Participants



Questions and scoring – Change in questions and weighting

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



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



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



Budget tab:

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

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

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



Tips for completing the application:

- Thoroughly read Sections 3 and 5 of 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:

Total order value	Procurement steps required
Less than £250	A price check should be carried out, either by checking different websites, calling for quotations or visiting similar shops and a record kept.
£250.01 - £5,000	Emailed requests for quotation, detailing the item/service specification or requirements, also any selection criteria to be used, if it isn't on price alone e.g. availability. The sent emails, returned quotations and reason for selection should be kept on file and a procurement summary report completed. If your project is selected for full verification, the procurement summary report should be submitted as part of your claim. Three quotes minimum.
£5,000.01 - £30,000	A formal 'Request for Quotation' (RFQ) must be carried out and all associated documentation retained and submitted, if required, for full verification. Full details of the process can be provided by the Grants & Funding Unit upon request. Four quotes minimum.



For any additional information contact the Grants & Funding Unit:

- E-mail : grantsandfunding@nmandd.org
- Phone: 0330 137 4040

Alternatively, theme specific help can be found under the 'Useful Contacts' section of the Guidance Notes.



Red Squirrel by Lesley Barker

A special thank you to the Ring of Gullion AONB for the permission to use the images of their AONB calendar competition entries in this presentation. For further information about the calendar competition or Ring of Gullion, visit: www.visitmournemountains.co.uk/