

# Financial Assistance Call 4 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



Slievenagloagh 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 **Letter of Offer issue date and the end date given in the theme guidance notes**
- The closing date for applications is **07 October 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
- Please note applicants who received funding in Call 2 under Community Capital for Community Facilities or Community Minor Capital Items will not be eligible to apply



## **Simplification of the Application process: Scored Questions**

- Removed question on alignment to Council's Corporate Strategy
- Scored questions are 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 / Cost overview / Need for the project and how the need will be fulfilled / Equality of opportunity and good relations / Sustainability

## **Amended Budget Tab**

- Please clearly identify Council contribution sought, costs covered by other funders, costs covered by project income (if applicable) and costs covered by own funds
- Any gap in funding i.e. shortfall, must be accounted for or a rationale provided. Applications will be scored accordingly

## **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. Capital items: cannot apply for the same items which received funding in the previous 3 years



- **Simplification of the Claim Process**
- Equality Forms have been removed from claim documentation and replaced with Evaluation reporting on project related outputs and outcomes as per Application Form
- **Verification of Capital Funding:**
- 100% of all LoO's are fully verified on Capital Major and Minor works



## Managing Expectations

### Please be advised:

- The indicative budget for **Community Capital Minor Items** is £50,000 funding available *(subject to rates & Letters of Offer)*
- The indicative budget for **Community Capital for Community Facilities** is £110,000 funding available *(subject to rates & Letters of Offer)*
- If your application passes assessment but is not awarded funded 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).
- If you received funding for either theme in Call 2, you won't be eligible to apply for the same theme again in Call 4.



## 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 area**.
- 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**).



## 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.

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## The themes include:

- **Community Capital for Community Facilities**
- **Community Minor Capital Items**

Please note Community Capital themes are opened to constituted Community Associations (as per Council definition) ONLY



Meelmore Falls by Noreen Mack



## 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 (as per Council definition) 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 community associations who own/manage/lease a community facility and provide community services which are defined on next slide.



## 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



## Applicants 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 sufficient 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 be 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 to 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
- Evidence that the Community Centre runs a diverse range of regular weekly activities which falls within the categories of social, learning, health & wellbeing, sports and recreations (this is not exhaustive). You must provide evidence of the activity which falls within this range of activity by uploading i) published marketing/social media ii) booking schedule and iii) photo evidence. The income from this activity must be highlighted in the bank statement. This question is also now repeated 3 times and each activity must be demonstrated in each answer.



## **Community Facilities Minor Capital Items**

**Threshold: £500 - £5,000 (\*Please note each individual item, must be £300 or over)**

### **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.



## Stage 1 Basic Eligibility For Minor Items

### **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



## Applicants 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.
- Evidence that the Community Centre runs a diverse range of regular weekly activities which falls within the categories of social, learning, health & wellbeing, sports and recreations (this is not exhaustive). You must provide evidence of the activity which falls within this range of activity by uploading i) published marketing/social media ii) booking schedule and iii) photo evidence. The income from this activity must be highlighted in the bank statement. This question is also now repeated 3 times and each activity must be demonstrated in each answer.



## 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



Wild Goat near Camlough Lake by Damian McConville

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## 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>



**Login**

**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.

\*Please note the only bodies eligible to apply are community bodies, registered charities, Limited Companies (by guarantee or not for profit)

Other can be applicable however must demonstrate not for profit and meet the definition of community association

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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

**MY DETAILS**

- Organization Profile
- My Profile

**APPLICATIONS**

10	0	1	0
Funding Opportunities	In Progress	Under Review	Completed

**REPORTS**

0	0	0	0
Draft	Revisions Required	Under Review	Completed

Contact details can be updated here

Submitted applications will show here.

Draft applications will show here.

Successful & unsuccessful applications will show here.

Paid claims will show up here

Reverted claims will show up here for corrections

Claims picked up for processing will show here

Upload legal documents and accounts here

Open themes or calls will show here.

Claim forms 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.



**A** 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.**



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.



Community Capital  
for Community  
Facilities  
Deadline:  
07/10/2025 12:00  
PM

[Call\\_4\\_2025-2026\\_Community\\_Facility\\_Capital\\_-\\_Major\\_Minor\\_\(Final\).pdf](#)

Apply Now

Community Minor  
Capital Items  
Deadline:  
07/10/2025 12:00  
PM

[Call\\_4\\_2025-2025\\_Community\\_Minor\\_Items\\_\(Final\).pdf](#)

Apply Now

Select Apply Now  
to relevant theme

Guidance Notes will  
appear here. Click on  
link to open



## Completing the Application

COMMUNITY CENTRE DETAILS PROJECT BUDGET UPLOADS CHECKLIST SUBMISSION

**i** 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



You must complete all tabs, as seen on screenshot to the left

**\*Please ensure you meet the definition of a Council Community Facility, as per guidance notes**



## Completing the Application – Community Centre Tab

\*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
- 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



## 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>			
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



## 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 (See below):

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](mailto: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/](http://www.visitmournemountains.co.uk/)