



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí

Capital Grant Programme

2019/20 - 2020/21

Guidance Notes - Programme Specific Criteria

Closing Date - 22 November 2019 at 5pm



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Please note: this document should be read in accordance with the General Grant Aid Code of Practice and Guidance for Groups of Fermanagh and Omagh District Council area.

1. Introduction

Fermanagh and Omagh District Council Capital Grant Programme is available to groups and community organisations within the fields of community development, sport, arts and culture and social economy. The Grant will provide groups/ organisations with the opportunity to avail of financial assistance to support the development of new, or the enhancement of existing facilities that meet evidenced need.

The purpose of the Capital Grant, is to enable groups to deliver high quality capital projects, or to enhance, or complement existing facilities that will bring significant benefit to the District.

Grant Aid will only be considered for projects which are based within the Fermanagh and Omagh District Council area. It will not fund any facility/function that is the responsibility of another statutory agency e.g. health, education, etc.

The grants will be provided to groups and organisations within the following areas:

- Sports Development
- Community Development
- Social Economy
- Arts and Cultural Development

Any project assisted must clearly be capital in nature and must meet evidenced need. The overall cost must be in excess of £1,000, funding applications for assistance with running costs. Recurring costs or costs of a revenue nature will not be considered within this programme.

Applicants are encouraged to discuss individual applications with a relevant Council Officer if they are uncertain about their eligibility.

Please note: You are reminded that this document should be read in accordance with the General Grant Aid Code of Practice and Guidance for Groups of Fermanagh and Omagh District Council area.

2. Eligibility

Applications to the Council within the context of this programme will be open to;

- Constituted groups
- Groups who promote Equality and Good Relations
- Groups that operate within the Fermanagh and Omagh District Council area
- Organisations that are non profit taking
- Groups who own or have a long term lease for the building / land where the project is to take place.

Please see Point 5 -Assessment Process for list of essential documentation to be provided as part of the eligibility check.

Projects that are eligible

➤ Projects which are based within the Fermanagh and Omagh District Council area
➤ The overall project cost must be in excess of £1,000
➤ Any project must be clearly capital in nature and must meet evidenced need
➤ Projects must have a clear fit with the Council's Community Plan and Corporate Objectives
➤ Projects must lead to genuine improvements in facilities rather than address on-going repairs or maintenance

Projects that are NOT eligible

➤ Any facility/function that is the responsibility of another statutory agency e.g. health, education, etc
➤ Projects/facilities that are not based in the Fermanagh and Omagh District Council area
➤ Projects that are likely to cause displacement of users from existing projects/facilities or where the result would be duplication of services in a particular geographical area
➤ Applications from groups who have significant reserves that cannot be accounted for
➤ Projects under £1,000 in cost
➤ Retrospective applications/projects that have already commenced
➤ Projects which are party political or organised by a political party
➤ Applications from groups who have received the maximum £20,000 funding in previous Capital Grant Aid Calls. Groups can only receive a maximum of £20,000 within a five year period (see Point 3 Level of Funding, for further information).

Works/ Costs that can be funded include:

- Acquisition*, reclamation, enhancement or laying out of land
- Acquisition*, construction, preparation, enhancement or replacement of buildings and other structures
- Renovation works (e.g. extension, refurbishment, modernisation, conversion, flooring, electrical and or plumbing) required for the delivery of the proposed project;
- Acquisition, installation or replacement of equipment which forms an integral part of a building e.g., kitchen units, worktops, sinks, bathroom fittings etc
- Professional Fees such as Architect, Building Control Fees, Planning Fees or procurement support associated with the proposed project (subject to completion of project)

* subject to a Comprehensive Development Plan which must be submitted as part of your application. See Point 5 – item e) ii for further information.

Works/costs that will NOT be funded:

- Any costs or projects which are another statutory agency's responsibility
- Small items of equipment e.g.; tables, chairs, office equipment
- Stationery
- Musical instruments / uniforms
- Revenue / Maintenance costs
- Costs incurred prior to a funding offer from Council (retrospective funding)
- Costs that have been paid for in cash
- Items or works that have not been procured in line with procurement guidelines
- Works/costs where there is a conflict of interest between the members of the community group/organisation and suppliers quoting/tendering for works, goods or services
- Costs that have already been covered by other funding or income sources
- "Own labour" including administration costs.

If you have any queries about your group's eligibility or the eligibility of your project, please contact a member of Funding and Investment. See page 11 for contact details.

3. Level of Funding

The maximum level of funding offered shall be at a rate of 75% of eligible expenditure up to a maximum of £20,000. If an applicant/group/project has received the maximum £20,000 funding in a previous Capital Grant aid call, no additional applications will be considered within a **five year** period of time. However, if a group has received Capital Grant aid of less than £20,000 in previous Capital grant aid calls, they can apply for funding for the remaining amount up to a maximum of £20,000 e.g. if £10,000 was previously awarded to a group, the group can apply for a maximum of £10,000 in this grant call.

The level of funding offered will be affected by the Capital Grant Budget available to the Council.

If a group is Vat registered eligible expenditure will be net of VAT.

Please Note: Groups need to be in a position to fund the project until grant aid can be released as Council funding is paid retrospectively.

4. Timescale for projects

Capital Grant Aid will be allocated for expenditure for the period up to 31 March 2021. The applicant must be in a position to complete the project on or before this date. An agreed timeframe for the delivery of the Capital Project will be outlined in a Letter of Offer, should your group/organisation be successful.

5. Assessment Process

Stage 1: Eligibility Check

Applications will be initially assessed for eligibility based on the following;

- Constituted Groups
- Groups who promote Equality and Good Relations
- Groups that operate within the Fermanagh and Omagh District Council area
- Organisations that are non-profit taking
- Groups who own or have a long term lease for the building / land where the project is to take place.

Applications will **also** be checked for completeness and to ensure that **all** essential documentation has been included with the application (Please see overleaf for list of essential documentation).

Essential Documentation

Due to the volume of applications expected, you must submit all essential documents irrespective of it being submitted previously with other grant aid applications.

The essential documentation can be uploaded with your application, or can be submitted either by email to grants@fermanaghomagh.com or by hardcopy to either:

The Grange, Mountjoy Road, Lisnamallard, Omagh, Co. Tyrone BT79 7BL or

Townhall, 2 Townhall Street, Enniskillen, Co. Fermanagh BT74 7BA.

Documents submitted by email or hardcopy should clearly show the group name and the title "Capital Grant Application".

All essential documentation must be submitted by the closing date for the application to be considered. **Please note, failure to supply all documents will deem your application incomplete.**

Essential documentation which must accompany the completed application form is as follows;

- a) **Copy of Groups constitution and/or Memorandum and Articles of association**
- b) **Most recent Annual Accounts/ full details of financial standing and requirements** – dated and signed as approved by a senior member of the management committee or Treasurer.
- c) **A bank or building society statement** for all accounts held by the group, that are not more than three months old.
- d) **Evidence of ownership / lease in place**
 - i. Proof of ownership of the property e.g. deeds, land registry documents, confirmation of ownership from solicitor.
Please Note: rates/utility bills will not be accepted.

Or

 - ii. Proof of a leasehold to the property and/or land. The Council will consider the length remaining on the lease and the nature and scale of the works detailed in the grant application; and
 - iii. Written permission from the landlord for the project to proceed.
- e) **Supplier Estimate**
For capital works:
 - i. One supplier estimate for the project received in the last 3 months - the supplier estimate submitted with the application form is purely indicative of

costs. If the project is successful in receiving funding, you will be required to follow the Council procurement process as detailed in your Letter of Offer.

Or

For Land or Building Acquisition:

- ii. A Comprehensive Development Plan for the project. A Comprehensive Development Plan is a detailed plan setting out the proposed future development of the group's acquisition and when it will come into community use. It must set out specific details which are realistic as to how and when the future project is to be achieved.
- f) **Photographs** - At least 3 images of the existing site where the works/project is proposed to take place along with a brief description if necessary. E.g. if your project is to replace a kitchen, you should provide images of the existing kitchen to demonstrate its current state.

Late or incomplete applications, or applications that do not meet the initial eligibility check will be discounted and will not progress any further in the assessment process.

Supplementary Documentation

Groups may wish to include additional information to be considered in support of their application.

Examples include, but are not limited to the following;

- a) Copies of all necessary approvals, e.g. Planning Permission, Building Control Approval etc (if applicable) *
- b) Evidence of need such as; Engineers report, Condition report, Health and Safety report.
- c) Evidence of Match funding e.g., confirmation letter from other funder, loan agreement, fundraising plan
- d) Letters of support from user groups, community audits/survey etc

***Please Note:** If successful, as part of any award, applicants will be required to produce evidence of all necessary statutory approvals e.g. Planning Permission, Building Control approval etc or other necessary approvals (if applicable to the project) and evidence of the appropriate level of insurance for the project. If planning/building control approvals are not considered necessary, you may be required to obtain written confirmation from the relevant statutory agency.

The Council also reserve the right to request evidence of match funding to demonstrate the funds are secured to commence the project. Where funds are not secured, the Council reserve the right to request a detailed funding plan.

Stage 2: Application Assessment – Programme Specific Criteria

Applications which have progressed from Stage 1 will be assessed on the following basis:

- The need/impact of the project
- Financial feasibility / long-term feasibility
- Environmental Sustainability
- Ability of the group to deliver
- Fit with Councils Corporate and Community Plans/objectives (See Appendix 1)

Need for the Project / Impact Analysis

Need

- Clearly identified the problem and detailed / evidenced the need
- The need, where possible, should be supported by statistics, survey or other appropriate evidence such as a feasibility study, condition report, engineers report, health & safety report etc
- Has a community survey being carried out? What evidence did this produce?
- Consideration must be given to the proximity of similar facilities/services or the likelihood of causing displacement of users from an existing project/facility

Impact

- Improves facilities, access or services
- Increases the utilisation of a facility or service
- Attract a new or larger participant group
- Has the project identified and exploited an opportunity or filled a gap in provision?
- Identified the impact of the project on the local area

An additional weighting will be applied to projects within the top 10% of the Multiple Deprivation Measure (MDN)

Financial Feasibility /Long term feasibility

Financial Feasibility

- Project demonstrates value for money
- Evidence of a quotation / Quantity Surveyor estimation
- Evidence of match funding including own resources (Fund Raising Plan if applicable)
- Have all available sources of funding been considered?
- Level of community fundraising undertaken
- Demonstrates that the project/facility will be financially sustainable

* As Capital Grant Aid usually forms part of a wider funding package, applicants must demonstrate at the time of application that the project is financially feasible. Where external funding is required applicants will have to demonstrate that sources of funding have been identified and/or applied for. Groups will be required to demonstrate the need for financial assistance and provide appropriate evidence to support this need.

Environmental Sustainability

- Project promotes positive action on climate changes, sustainable management and enhancement of the natural, built or cultural environment.

Ability of Group to deliver

- Has the group the capacity to deliver project of this nature and scale?
- Has the group demonstrated that it has the skills, capacity and experience necessary to manage a grant aided project?
- Does the group have a governance structure in place and committee members assigned to deliver the project?
- Has the group delivered a successful project in the past?
- Has the group received or undertaken any relevant training?
- Has the group sought external support to help deliver the project? (if applicable)

Fit with Council's Corporate objectives and Community Plan

This will be assessed by Council Officers against the information provided in the application;

- **People and Communities**

To improve the wellbeing of all of our citizens and develop thriving rural and urban communities.

- **Economy, Infrastructure and Skills**

To improve employment opportunities for all by supporting the development and growth of a more sustainable local economy and better connected area.

- **Environment**

To promote positive action on climate changes, sustainable management and enhancement of the natural, built and cultural environment

For further information on the Community Plan and the Council's Corporate Plan, please visit the Fermanagh and Omagh District Council website at:

www.fermanaghomagh.com/your-council/corporate-plan/

Stage 3. Outcome

Successful Applications

Should your project be successful, following ratification from Council, a Letter of Offer shall be issued setting out all terms and conditions along with any other requirements associated with the project. **No work should commence until a Letter of Offer has been issued.**

You may be required to meet with an FODC Officer to develop an action plan which will detail the key milestones within your project against a proposed timeframe, budget and project end date.

Following issue and acceptance of a Letter of Offer, successful groups will be expected to provide evidence of, or begin applying for Planning Permission, Building Control, other statutory approvals (if applicable) – Groups will be expected to commence their projects as soon as reasonably feasible.

Unsuccessful Applications

Following assessment and ratification from Council, unsuccessful applicants will be informed in writing.

6. Appeals process

If your application is unsuccessful, or you are not satisfied with the recommendation, you can contact the Funding and Investment Unit to find out why your application was rejected. Further information can be found in the Code of Practice.

7. Contact Information for applicant support:

Applications can be discussed with Officers within the Funding and Investment Unit, by Telephone – 0300 303 1777 , Textphone 028 8225 6216
Or by Email: grants@fermanaghomagh.com

Appendix 1

Fermanagh & Omagh District Council

Community & Corporate Plans Shared Themes

The Council through its Grant Aid Scheme aims to achieve the objectives outlined within its Corporate and Community Plans.

- **People and Communities**
Aim: To improve the wellbeing of all of our citizens and develop thriving rural and urban communities.
- **Economy, Infrastructure and Skills**
Aim: To improve employment opportunities for all by supporting the development and growth of a more sustainable local economy and better connected area.
- **Environment**
Aim: To promote positive action on climate changes, sustainable management and enhancement of the natural, built and cultural environment

These objectives are numbered 1- 8 in the diagram below.

