



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

Capital Grant Programme

2024/2025 - 2025/2026

Guidance Notes - Programme Specific Criteria

Closing Date – 5pm Monday 21 October 2024



CONTENTS	PAGE
Introduction	3
Eligibility	4-5
Level of Funding	6
Timescale for Projects	6
Assessment Process – Stage 1	6-8
Assessment Process – Stage 2	9-11
Outcome, Unsuccessful Applications and Appeals Process	11
Contact Information	11
Appendix 1: Community & Corporate Plans Shared Themes	12
Appendix 2: Scoring Matrix	13-17

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.

The Code of Practice can be found at:

[Grant Aid & Bursary Support – Fermanagh & Omagh District Council \(fermanaghomagh.com\)](http://fermanaghomagh.com)

or by contacting the Council's Grants and Investment Unit on 0300 303 1777.

1. Introduction

Fermanagh and Omagh District Council Capital Grant Programme is available to groups and community organisations within the areas 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 grant 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 must attend a mandatory pre application workshop and 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. The Code of Practice can be found at:

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or by contacting the Council's Grants and Investment Unit on 0300 303 1777.

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 (minimum 5 years remaining) for the building/land where the project is to take place
- Groups who have attended the mandatory pre application workshop.

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 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, Corporate Plan and Climate Change and Sustainable Development Strategy 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)
➤ Applications from groups who have received funding under the Strategic Capital Projects Grant Programme.

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 Council 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.

Please note; the above list is not exhaustive. If you have any queries about your group's eligibility or the eligibility of your project, please contact a member of Grants 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/facility has received the maximum £20,000 funding in a previous Capital Grant aid call, no additional applications will be considered within a **5 year** period of time. However, if a group has received Capital Grant aid of less than £20,000 in previous Capital grant aid calls, and within a 5 year period, 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.

If a group has been successful in a funding application to the Council's Strategic Capital Project Grant Programme they will be ineligible to apply to Capital Grant Aid for a period of 5 years from the issue date of Letter of Offer.

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 2026. 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 initially be 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. No additional information will be accepted after the application closing date/time.

The essential documentation must be uploaded with your application using the Council online grant system. Instructions on how to register on the Submit Grant Aid Portal can be accessed at [Microsoft Word - How to Register -applicants \(fermanaghomagham.com\)](https://www.fermanaghomagham.com/microsoft-word-how-to-register-applicants)

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 (5 years minimum remaining) 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/owner for the project to proceed.
- e) **Supplier Estimate**
For capital works:
 - i. One supplier estimate for the project received/dated 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 which will be 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 timescale 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. This information must be relevant and will be considered during the assessment and scoring of applications.

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). Evidence of the appropriate level of insurance for the project may also be requested. 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 Plan, Community Plan and Climate Change and Sustainable Development Strategy objectives (See Appendix 1).

Need for the Project/Impact Analysis

Need

- Clearly identified project proposal 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 been 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
- Attracts a new or larger participant group
- 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
- Does the Project contribute to reducing carbon emissions?
- Has the group considered the use of environmentally sustainable or friendly materials in their project?
- Will the project lead to long term sustainability of the project/facility?
- Will the project lead to a reduction in heat loss to a facility?
- Will the project lead to increased energy efficiency?

Ability of Group to deliver

- Has the group the capacity to deliver a 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 funded 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 Strategic Objectives as detailed in the Corporate Plan, Community Plan and Climate Change and Sustainable Development Strategy

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

See Appendix 1 or 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/
[Climate Action – Fermanagh & Omagh District Council \(fermanaghomagh.com\)](http://www.fermanaghomagh.com/your-council/corporate-plan/Climate-Action-Fermanagh-Omagh-District-Council)



Applications will be scored and placed in ranking order. Where applications exceed the 65% threshold, they will be ranked in score order within the relevant District Electoral Area (DEA). The top project in each DEA that exceeds the threshold will be allocated funding with remaining funds allocated to the next highest ranked projects, inclusive of all DEA's, until funding has been expended. In addition, all other projects that have met/exceeded the scoring threshold of 65% will be placed on a reserve list (dependent on funds). (Refer to Appendix 2 Scoring Matrix for detail of scoring and weighting).

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 accepted.**

You will 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 Grants 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 the Community Support Officers or members of the Grants and Investment Unit, by Telephone – 0300 303 1777, Textphone 028 8225 6216

Or by Email: grants@fermanaghmagh.com

Appendix 1

Fermanagh and Omagh District Council – Strategic Outcomes

The Council, as a key partner contributing to the delivery of the Community Plan, has aligned its services and activities to deliver towards the six long-term Community Planning outcomes set out below in 3 themes.

Theme	Outcome
1. People and Communities Aim: To improve the wellbeing of all citizens and develop thriving rural and urban communities	1. Our people are healthy and well – physically, mentally and emotionally
	2. Older people lead more independent, engaged and socially connected lives
	3. Our communities are inclusive, safe, resilient and empowered
	4. Our people have the best start in life, with lifelong opportunities to fulfil their potential
2. Economy, Infrastructure & Skills Aim: To improve employment opportunities for all by supporting the development and growth of a more sustainability local economy and better connected area	5. Our economy is thriving, expanding and outward looking
3. Environment Aim: To promote positive action on climate changes, sustainable management and enhancement of the natural, built and cultural environment	6. Our outstanding culturally rich environment is cherished, sustainably managed and appropriately accessible

Through the Grant Aid Scheme, the Council can work towards achieving the above outcomes.

Appendix 2 –Scoring Matrix

1. Assessment of Need/Impact and Fit with Corporate Plan, Community Plan and Climate Change and Sustainable Development Strategy

	Score Available	Score Awarded
<p><i>Deficiencies and demand identified. Clear description of current situation, project proposal and need for project</i></p> <p>Deficiencies in current provision clearly identified. Evidence of need clearly demonstrated – engineers report, photographs, feasibility study, conditions report, health and safety report etc... used to evidence need. Comprehensive description supplied of project. Project improves facilities, access or services in the area. Will lead to increased utilisation. Will attract new or larger participant groups. Clearly demonstrates the impact of the project on the local area and fit with Corporate Plan, Community Plan and Climate Change and Sustainable Development Strategy</p> <p>Range of information provided around deficiencies in current provision to justify the need for the project. Some evidence of demand documented. Good description supplied of the project. Project leads to some improvements in facilities, access or services. Has some local impact and fits with the Corporate Plan, Community Plan and Climate Change and Sustainable Development Strategy.</p> <p>Limited information provided regarding current deficiencies and how the project proposed would address these shortfalls. Limited or no evidence supplied to support project. Local impact is minimal and fits with the Corporate Plan, Community Plan and Climate Change and Sustainable Development Strategy</p>	<p>8-10</p> <p>4-7</p> <p>0-3</p>	



2. Multiple Deprivation Measure

Does the project take place in an area identified as being within the top 10% of the MDM?

Yes No

3. Financial Feasibility and long-term feasibility

	Score Available	Score Awarded
<p>Consideration of financial cost and how the project will be funded.</p> <p>Detailed financial costs provided in application and supplier estimate. Full consideration given to identifying all costs associated with the capital project. Demonstration that the project will be sustainable financially in the longer term. Details provided on sources of funding to cover project costs including groups own funds. Funding sources are secured. Detailed funding plan in place (if applicable). Funding plan deemed achievable.</p> <p>Reasonable detail provided on project costs both in application and in supplier estimate. Details provided on sources of funding identified but are not yet secured to cover project costs. Consideration given to a funding plan and plan seems reasonable. Some consideration given to the longer term financial sustainability of the project.</p> <p>Limited costing information provided. Match funding not in place and limited or no consideration afforded to a match funding plan. Financial sustainability of the project not demonstrated or limited.</p>	<p>8-10</p> <p>4-7</p> <p>0-3</p>	



4. Environmental Sustainability

	Score Available	Score Awarded
<p>Consideration of long term sustainability</p> <p>Demonstration that the project will be sustainable environmentally. The project clearly promotes positive action on climate changes, sustainable management and enhancement of the natural, built or cultural environment. Project will have a long term impact.</p> <p>Some consideration given to the sustainability of the project. Has demonstrated some positive action on climate changes, sustainable management and enhancement of the natural, build or cultural environment.</p> <p>Sustainability of the project not demonstrated or limited. Limited or no demonstration of how the project promotes positive action on climate changes, sustainable management and enhancement of the natural, built or cultural environment.</p>	<p>8-10</p> <p>4-7</p> <p>0-3</p>	



5. Ability of the Group to Deliver

	Score Available	Score Awarded
<p>Capacity of Group to deliver a project of this nature and size</p> <p>Good demonstration that the group has the relevant skills and capacity to deliver a project of this nature and scale. Breakdown of relevant experience to include project management, procurement and other types of experience provided. Details provided of previous successful projects delivered by the group. Outline of training received or undertaken by the group relevant to the delivery of this project.</p> <p>Some demonstration provided that the group has the relevant skills and capacity to deliver a project. Details provided of previous projects delivered by the group. Group has received some level of training or shows some understanding of the delivery for this type of project.</p> <p>Limited or no demonstration provided in relation to the relevant skills and capacity of the group to deliver a project. No experience or training outlined.</p>	<p>8-10</p> <p>4-7</p> <p>0-3</p>	



Summary Scores

Criteria	Score Available	Weighted Value	Weighted Score	Score Awarded
1. Assessment of Need/Impact and Fit with Corporate Plan, Community Plan and Climate Change and Sustainable Development Strategy	10	X4	40	
2. Project takes place in an area in the top 10% of the MDM	5	X2	10	
3. Financial Feasibility and long term feasibility	10	X3	30	
4. Environmental Sustainability	10	X1	10	
5. Ability of Group to Deliver	10	x1	10	
TOTAL SCORE: (Threshold 65%)			100	

