



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



**DfC**  
Department  
for Communities  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

# **DfC Revitalisation Scheme**

## **George's Street, High Street and Market Street**

### **Shop Front Improvement Scheme**

#### ***Property/Business Owners Information Pack***



# Programme Overview

- What is the Revitalisation Scheme?
- Project Boundary
- Letter of Offer
- Key Stages
- Application Form
- Next Steps
- Previous Success of Revitalisation in Omagh
- Questions & Answers
- Contact Details



# DfC Revitalisation Programme

- Fermanagh and Omagh District Council (FODC) has been successful in a bid for £253,186.00 from the Department for Communities (DfC) for a Revitalisation Scheme on George's Street, High Street and Market Street.
- The Programme hopes to increase trade, improve appearances, entice other visitors and shoppers by enhancing property frontage and streetscape.



# Project Boundary





# Key Details

- Letter of Offer (£253,186.00)
  - - Shop Front Improvements
  - - 2,500 'Omagh Shop Local' reusable bags
- Works to be completed before 30 September 2020
  - Powerwashing
  - Painting
  - Signage
  - Guttering & Downpipes
  - Shop Front Improvements/Repairs
- **Grant available for works up to the value of £4,999**
- DfC will refund 80% of value of works (excl VAT) to claimant.



# Key Stages

## 1. Property Owners Workshop

- Nominees onto Steering Group (2 representatives from each street)
- Expressions of Interests

## 2. Open Call for Applications

**Deadline 12 noon, Friday 31 July 2020**

- Completed and signed application form
- 3 quotations for each element of work (offer made on lowest quote)
- Public Liability Insurance for Contractor with lowest Quote
- Before Photograph
- Application made for statutory approvals (if required)
- Proof of Business Ownership or Lease

## 3. Assessment of Applications

- FODC, DfC and Steering Group



# Key Stages

4. Letter of Offer Issued – August 2020
  - Approval of works
  - Confirmation of supplier
  - Winning quote must have Public Liability Insurance
- Acceptance of Offer – returned to FODC
- Works Completed – No later than **30 September 2020**
- Claim Form submitted
  - Completed Claim Form
  - After photographs
  - Invoice(s)
  - Original Bank Statement
- 80% of value of works (excl VAT) paid to claimant



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# Quotations

## **Total Cost per project**

Total cost of works up to £4,999 will be up to 80% refunded

## **Quotation Requirements**

Up to £4,999 at least three written quotations must be sought

**Letter of Offer will be awarded based on the lowest quote(s)**



# Sourcing Quotations

## Preparing a Quotation Document

- Specify itemised list of all works to be carried out
- Issue to appropriate number of service providers / contractors
- Clear deadline for return of quotations
- **Supplier must submit written, signed quotations**
- **Contractors undertaking capital works must have Public Liability Insurance**
- **Quotations must be like for like**



# Terms and Conditions

Any grant offered will be subject to the following conditions:

- That no work is commenced until applicant has formally accepted the Letter of Offer;
- The formal acceptance of the Letter of Offer is received by Fermanagh and Omagh District Council within the return date specified on the Letter of Offer;
- Work is started within 3 weeks of the date of the Letter of Offer acceptance;
- Fermanagh and Omagh District Council is notified of the actual starting date together with an indication of the completion date of the work;
- You will give a written declaration to the fact that you as applicant are VAT registered and whether you will or will not be able to recover any VAT payable. If you are not registered for VAT, the grant offer will only include VAT if this is not recoverable by you;
- That you will ensure that any required statutory requirements for the work (eg planning permission, listed building consent, advertising consent, building regulation approval) are obtained and copies of approvals provided to Fermanagh and Omagh District Council prior to commencement of the work;
- That the work is completed to the satisfaction of Fermanagh and Omagh District Council; the grant may be reduced or withheld if the grant eligible work proves to be less than estimated or if the work is not carried out to a satisfactory standard;
- All property owners adhere to the provided paint scheme as issued in guidance notes;
- That you the applicant, your agent and your contractor are responsible for all risks in connection with public and employer liability associated with the work;



- That Fermanagh and Omagh District Council, the Project Steering Group and Department for Communities does not accept liability or responsibility in respect of the grant aided work carried out to your property. Accordingly you should not rely on the inspection or payment of grant monies by Fermanagh and Omagh District Council as any proof or guarantee that the contractor you have engaged to execute the works has completed the said works to a proper standard prior to payment. You are strongly recommended to satisfy yourself that the works have been carried out to a satisfactory standard;
- That following completion of the work, claims for payment in the appropriate manner should be made within one month;
- That the Department for Communities and Fermanagh and Omagh District Council may record the fact that a grant has been made in any publicity, annual report or other relevant publication;
- That any proposed changes to the agreed grant eligible works listed must be advised to the project steering group before work takes place (including any changes to the contractor who provided the lowest quotation);
- Ensure that claim documents must include the name and address of the applicant on all invoices. Cheque payments must be made through the applicant's bank account.
- If you are not the property owner, the property owner must provide proof of ownership and written permissions to allow you to make an application to the scheme.
- **No cash payments are eligible to be refunded.**



# Next Steps

- Deadline for application **12noon Friday 31 July 2020**
- Applications assessed
- Letter of Offer Issued
- Acceptance letter returned to FODC
- Works Completed
- Claim for 80% of cost of works (invoice and bank statement)
- All works completed before **30 September 2020**



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