**2nd CALL FOR APPLICATIONS**

**Coleraine Revitalise 2021 - 2023**

**Application Guidance Notes**

**Background**

Causeway Coast and Glens Borough Council has secured funding from the Department for Communities (DfC) totalling £300,000 for a Revitalise scheme in Coleraine. This provides an opportunity for business / property owners, or their agents to apply for grant assistance of up to £5,000 to improve their shopfronts. The area of Coleraine that is eligible for consideration is outlined in green on the attached map.

The Scheme seeks to improve the appearance of building frontages and gables to enhance further the unique character of Coleraine. It also seeks to promote the area as a place to shop and visit while increasing the overall attractiveness of the town.

**How the grant works and is administered**

* Council is will administer the programme on behalf of DfC and will co-ordinate all grant applications from the property owners / tenants or their agents. Applicants must apply using the template provided.

An assessment panel with officers from Planning, Capital Developments and the Physical Regeneration Team will assess the applications to assess value for money, level of need for proposed works and visual impact on the building and on the streetscape. They will also ensure that the Scheme is compliant with the DfC funding criteria and any statutory obligations, such as planning or advertising consent.

**Grant allocation**

Following consideration of applications for funding, grants will be offered to applicants through Letters of Offer. Works can commence after the Letter of Offer is signed and returned to Council. Any works undertaken prior to the date of the acceptance of Council’s Letter of Offer will not be eligible for grant assistance.

It will be the responsibility of the applicant to enter into their own contract with those engaged to carry out the works and to ensure that all the conditions of Council’s Letter of Offer are adhered to. This will include the requirement to ensure their preferred contractor(s) possess the appropriate level of Public Liability Insurance and, where appropriate, Employer Liability Insurance, and that all required insurances can be evidenced to Council upon request. Contractor compliance with current Health and Safety regulations will also be the responsibility of the Applicant. Please note that Council may carry out its own Health & Safety inspections during the works and notify the Applicant of any concerns.

The Revitalise Project Officer, Jan O’Neill, is the main point of contact for applicants and their agents. She will provide support and advice throughout the duration of the project.

The Grant for each application is capped at £5,000 nett. Applicants will be required to contribute a minimum of 10% to the overall cost of their project and produce evidence to confirm that this contribution has been made. Applicants are asked to note that any professional or statutory fees incurred are not eligible for grant assistance.

Applications should not exceed a total cost of £9,999.99 (exclusive of VAT) as any individual contractor whose costs exceed this limit are subject to a costly and lengthy process managed by the Central Procurement Directorate.

**Eligible works for funding**

The following types of work may be considered for Grant assistance (this list is not exhaustive and other suggestions may be considered by the Project Steering Group):

* Refurbishment of and repairs to or replacement of existing frontages – ground floor shops front and upper floors – plaster, woodwork, windows, gutters and downpipes
* Consideration may also be given to works to the side or rear of the building where it is prominent in the overall streetscape
* Painting of building frontages, window frames, gutters, shutters, etc.
* Replacement of external solid shutters to lattice work shutters, or internalising of shutters may also be considered.
* Replacement or renewal of shop signage
* Feature lighting
* Installation of awnings, street furniture, frontal displays.

NB: Where statutory permissions are required for the work (such as planning permission, listed building consent, advertising consent, building regulation approval), these must be obtained by you and copies of approvals provided to the Project Officer prior to the commencement of work. Guidelines for Planning can be found by visiting the Planning NI website or calling 0300 200 7830. Alternatively, the Revitalise Project Officer can help guide you through the process.

**Ineligible Works for Funding**

* Works to the roof.
* Professional fees and statutory fees, including planning consents, building control and legal fees, or any costs incurred in obtaining quotes or preparation of grant applications.
* Corporate signage
* Other exclusions may apply based on budget considerations agreed by the Steering Group.

**How to Apply**

To make an application for grant assistance you must submit the following:

1. A completed application form on the template provided;
2. An itemised list of proposed works to include descriptions of the materials to be used, colour options, etc. on the template provided;
3. Recent written quotations for the work based on the itemised list:
* Up to £4,999.99 nett – **two written like for like quotations**, dated and on headed paper;
* £4,999.00 - £9,999.99 nett – **three written like for like quotations**.
* Whilst the cap for funding will be £5,000 quotations for works up to the value of £9,999.99 can be submitted, assuming that the applicant will meet all the costs above the maximum possible Grant of £5,000.
* Any applications for work totalling more than £9,999.99 will NOT be accepted.
* Quotations must itemise the cost of works on a like for like basis – see template provided with application form**. If quotes do not adequately provide like for like comparisons this will cause delays in considering your application.**
* Quotations must be submitted on the contractor’s headed paper with the appropriate business addresses and contact details included.
* If requested, Contractors must be able to produce evidence that the required Public and (where applicable) Employee Liability Insurance is in place for the works undertaken:
1. For individual quotations for works up to the value of £5,000, the required contractor Public Liability Insurance should be no less than £2m.
2. For individual works of £5,000 up to £9,999.99, the required level of contractor Public Liability Insurance must be no less than £10m.
3. Confirmation that both the applicant and their chosen Contractor are aware of their respective obligations under current Construction CDM Health & Safety Legislation

**How will applications be assessed?**

Applications will be assessed on the following basis:

1. All the required information has been provided – it is vital that you provide the information as outlined above to accompany the completed application form
2. Impact of improvement to the individual property based on its current condition
3. The contribution the proposed works make to the overall Revitalise area streetscape
4. Value for money

**Details for submission of Application forms**

The deadline for fully completed is **Monday 4th July 2022 @ 5pm**. All supporting information must be included before an application can be assessed. However, if you are experiencing difficulties obtaining sufficient accompanying quotes, please submit your application and what detail you do have. The Project Officer can work with you on the further detail required.

Only a hard copy of applications and supporting documentation will be accepted, or those that are transferred electronically in pdf format.

Applications can be posted or hand delivered to the address below or emailed to the Project Officer.

If you require any assistance or clarification, please contact the Revitalise Project Officer whose details are below. She will be happy to help.

Jan O’Neill

Physical Regeneration Project Officer

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**Coleraine Revitalise 2021-2023 Eligible Area (highlighted in green)**

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