



**Causeway
Coast & Glens
Borough Council**



Department for

Communities

www.communities-ni.gov.uk

Department of

**Agriculture, Environment
and Rural Affairs**

www.daera-ni.gov.uk

Covid-19 Recovery Revitalisation Programme

Guidance Notes

The Fund is open from 10am on Monday 03/08/2020 and will remain open for 3 weeks, closing at 5pm on Monday 24/08/2020.

We expect a high number of applications to the fund and therefore dependent on the availability of funding reserve the right to close the fund at very short notice.

We will review the number of applications submitted and amounts requested versus total funding available on a daily/weekly basis and close the fund when the pot of funding has been committed or at the closing date, whichever comes first. This means an applicant could submit an application, but that application may not be scored or receive funding if it is submitted just before the fund closes.

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1.0 Introduction

The Covid-19 pandemic resulted in many businesses in our local towns having to stop trading and rely on the various Covid-19 emergency support schemes to survive. As we move into the recovery stage, restrictions are being lifted gradually, enabling some businesses to commence trading, albeit at a reduced level in many cases. The new operating environment is presenting many challenges for our local business community.

The financial aid package includes £340,000 from the Department for Communities for investment in urban settlements with a population of 5000 or more along with £109,000 from the Department of Agriculture, Environment and Rural Affairs (DAERA) aimed at smaller settlements

You may find it helpful to discuss your project with a member of staff within Council's Prosperity and Place Unit before submitting your application:	
Coleraine & Ballycastle Towns	shaun.kennedy@causewaycoastandglens.gov.uk 07517 988162
Limavady & Portrush Towns	jan.oneill@causewaycoastandglens.gov.uk 07525 906965
Ballymoney & Portstewart Towns	catrina.mcneill@causewaycoastandglens.gov.uk 07517 988161
Coleraine Town and Rural Areas/Villages	mary.kerr@causewaycoastandglens.gov.uk 07525 906959

1.1 Purpose of grant programme

This fund will support businesses to address the challenges presented by the public health safety measures which are required for businesses to operate safely and for members of the public to feel safe.

1.2 Levels of Grant Award

Covid-19 Recovery Revitalisation Programme	Maximum Grant Amount
Businesses can apply for a grant of 100% of project costs. The maximum award will be £1,500, broken down as follows: Up to £500 towards PPE equipment: e.g. hand sanitisers, equipment for internal distancing, Perspex screening, signage, contactless payment or app development for booking systems. (This is not an exhaustive list)	£500
Up to £1000 towards larger items for business recovery: e.g. outdoor seating, heaters, front of house barriers, awnings, canopies where relevant. (This is not an exhaustive list)	£1,000

Council reserves the right to reduce the amount of funding awarded if we do not consider that the amount applied for represents value for money or if there are insufficient funds available to meet the request. The fund will close on 24/08/2020 or as soon as the available funds are allocated. Council reserve the right to close the fund at short notice. Funding will be assessed and awarded on a first come first served basis. Council will use the business address provided on the application and the planning maps to determine if you are eligible for the Urban Funding provided by DfC or Rural Funding provided by DAERA.

Please Note: You will have to provide all evidence requested once the project expenditure is complete. This will include original receipts, bank statements, procurement or any other documentation deemed necessary. If requested documentation is not supplied, payment will be withheld. Please do not apply for funding if you cannot supply these items.

1.3 General principles

In line with Council's Grant Funding Policy, the overarching principle for all Council grant funding is that of meeting local needs which have been identified and prioritised by Council or by others and acknowledged by Council. Any activity that cannot be shown to meet the following basic requirements will not be provided with funding:

- Can deliver outcomes which meet an urgent and immediate need.
- Be undertaken by a credible business with the capacity to deliver the project as stated.
- Reflect the statutory remit of Causeway Coast and Glens Borough Council aligning with the Council's Corporate Plan, the relevant Service Plan and that they can meet the specific criteria of the fund.
- Applicants must demonstrate their commitment to promoting Good Relations and Equality of Opportunity.
- In the interests of transparency, equality and accountability, all applicants will have a right of appeal should their application be rejected.

All expenditure must be completed and claimed before 30/11/2020. There is no provision for extending this deadline.

1.4 Who can apply?

The initial criteria for application are as follows:

- Applicant businesses must be from within Causeway Coast and Glens Borough Council.
- All applicants must have a bank (or other financial institution) account for the sole purpose of their business – i.e., separate from personal finances.

Only businesses that meet these criteria can apply to the Covid-19 Recovery Revitalisation Programme.

1.5 What can be funded?

Please note only expenditure relating to immediate and urgent need will be considered:

Business Premises – Some Examples as below

- Shop Frontage enhancements
- Awnings
- Minor works to facilitate social distancing
- Inclement Weather canopies (stand alone)
- Outdoor Heaters
- Outdoor Furniture
- Street Planters
- Health and Safety equipment
- PA systems
- Digital Screens
- Wayfinder and Signage
- Collection Lockers
- Temporary barriers to facilitate queuing
- Contactless Payment and Self Service facilities
- Play equipment
- Outdoor Market Infrastructure

Some items may require statutory permissions, it is the applicant's responsibility to ensure these are obtained.

1.6 What cannot be funded?

This funding programme will not award grants to the following:-

- Businesses whose address is outside the Causeway Coast and Glens Borough Council area
- Political Organisations
- Running costs
- Loan repayments
- Any other business that the Council may from time to time deem to be ineligible.
- Any costs relating to transportation/vehicles.

1.7 Exclusions

The purpose of this funding is to support the immediate and urgent needs businesses. In general, the following will not normally be eligible for funding:-

- Retrospective expenditure where services/items have already been obtained and paid.
- Applications received after the closing date specified in the promotional literature.
- Costs that are not auditable e.g. cash payments unsupported by an approved petty cash system.
- Costs towards ongoing running costs (e.g. electricity, rent, insurance etc.).
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Activities which are party-political in intention, use or presentation.
- Salary costs will not be funded.
- Alcohol, gratuities, gifts and prizes will not be funded.
- Rent, rates, general cash-flow or running costs.
- Purchase of stock for general trading purposes.
- Costs relating to transportation/Vehicles.
- Professional and statutory fees including planning consents, building control and legal fees or any costs incurred in obtaining quotes in preparation of grant applications.

2.0 How to answer the questions

Applications should be submitted online via Council's Online Funding Hub. You can access the hub through Council's homepage www.causewaycoastandglens.gov.uk and click on funding or go straight to the online hub at <http://causeway.eformz.info>

Guidance on completing the application online is provided on the web-site link.

Hard copies can be made available. Please contact the Central Funding Unit on email grants@causewaycoastandglens.gov.uk

All questions must be completed as fully and concisely as possible. Please see below for help in completing your application:

- 1) Is the business address you are requesting funding for located within Causeway Coast & Glens Borough Council?**
 - This is to ensure the business requesting funding is based in Causeway Coast & Glens Borough Council
- 2) Please provide the postcode of the business address you are requesting grant for?**
 - This will be used to determine if your business is categorised as Urban or Rural as there are 2 separate pots of Funding available for this grant.
- 3) Do you have a business bank account?**
 - All applicants must have a business bank (or other financial institution) account to be eligible
- 4) Please select category of business from below**
 - Please choose the Category which best describes your business from the drop down list provided.
 - If you believe your business does not fit into one of the options from the drop down list, please select 'other' and provide details in the comments box which will appear once you select 'other'.
 - ***Please note Multi National business/National Charities are ineligible for this grant**
- 5) Which sector best describes the service your business provides?**
 - Please choose the sector which best describes your business from the drop down list provided.
 - If you believe your business does not fit into one of the options from the drop down list, please select 'other' and provide details in the comments box which will appear once you select 'other'.
- 6) Is your business currently open or closed?**
 - Please select the option which best describes your current business operations.
- 7) Need: Please explain how the items requested will help address the needs your business has as a result of COVID-19.**
 - In this question we want you to explain how the items you are requesting will help your business recovery plans from COVID-19 and adhere to the most recent government guidance in relation to COVID-19.
 - Applicants must score a minimum of 3 out of 5 to be eligible for this funding.
 - **Please note this is the only question in which your application will be scored. Scores will be given per the matrix provided on section 3.3 of these guidance notes.**

8) Costs: Finance Details

- Please enter figures into the cost table which are as accurate as possible, however, as procurement is not verified until claim stage we are aware that these figures may change.
- Quotes/procurement do not need to be submitted at application stage.
- Please ensure that the below procurement guidelines are followed (based on the costs of the items, not the grant requested) and ensure you keep all documentation as this will be required later in the process.
- Failure to provide procurement documentation may result in grant monies being withheld.

Cost	Number of Written Quotations Required	Process
Up to £1,000	0	Applicants should ensure value for money before making a purchase. Where possible three or more prices should be compared.
£1,001 to £5,000	3	A minimum of three written quotations should be sent via email to request prices for the goods or services required. These quotations should clearly detail the requirement but should be kept as brief as possible.

3.0 How we assess your application

Every application that is received will be assessed for the following:

- To ensure that the business is eligible to apply to this particular Grant Programme.
- For reassurance of each applicant's capability to deliver the proposal, and
- How well the proposal meets the criteria of this fund and shows need.

An acknowledgement receipt will be electronically issued to you once your submission has been received. The Funding Unit and Prosperity and Place Team will assess your application for eligibility. If your application is eligible to apply for grant aid, it will be forwarded to the relevant service area to score the application on 'Need' and allocate funding awarded.

3.1 Eligibility Assessment

The assessments in respect of Part 1 of the application form are awarded a pass or fail eligibility rating.

If the business, based on the information supplied, is able to satisfy the Council of their eligibility to draw down the grant, they will progress to the next part of the process.

If the business, based on the information supplied, is not able to satisfy the Council of their eligibility to draw down the grant from the fund, they will be advised of specific omissions / shortcomings and how these can be addressed to help prepare them for any future funding requests.

3.2 What if an application is not eligible?

If your application is not eligible, you will be notified and the reasons will be outlined to you. Your application will not proceed to assessment and scoring.

3.3 Assessment and Scoring

If the business, based on the information supplied, is able to satisfy the Council of their eligibility for the Covid-19 Recovery Revitalisation Programme they will be scored according to established assessment criteria shown in the table below.

As stated above in section 2.0, the only question which will be scored is regarding need. Applicants will be scored out of 5 as below, and if the score received is 3 or higher, the applicant will then pass through to the next stage. If the score is less than 3, the application will be made ineligible.

Applications must score at least 3 in order to pass that element of the assessment and progress to avail of funding.

Council will check the costs provided in the application form and go through each line to ensure that the costs requested are in keeping with sections 1.2, 1.5 and 1.6 of these guidance notes. Council reserves the right to reduce grant amounts requested based on eligibility of items and amounts requested.

0 Unacceptable	Nil or inadequate response. Fails to address the question or demonstrate an ability to meet the requirement.
1 Very Poor	Response is partially relevant but generally very poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. An unacceptable response with serious reservations.
2 Poor	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. A response with reservations.
3 Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
4 Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. Good supporting evidence supplied.
5 Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

3.5 What happens if an application is successful?

If an application is successful, Council will issue a Letter of Offer which is a legal agreement with the business to deliver on the proposals outlined in their application form.

Signed Letters of Offer must be returned within 14 days of receipt.

Council funding is normally paid retrospectively. Grants can be released in two instalments – 50% of the grant will be awarded upfront if the business does not have sufficient reserves, followed by remaining 50% once evaluation/financial claim is verified satisfactorily. An advanced payment must be requested in writing by the applicant.

Businesses are required to submit an annual/ end of funding evaluation report. Officers may arrange post project evaluation visits to discuss the monitoring information with the businesses that were funded.

3.6 What happens if an application is unsuccessful?

An Appeals Process / Review Procedure is also available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken and procedures followed for individual applications are applied fairly and consistently.

The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

3.8 Application Process

All applications should be submitted online through Council's homepage www.causewaycoastandglens.gov.uk and click on funding or go straight to the online hub at <http://causeway.eformz.info>

Appendix 1

Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk.