



# Covid-19 Business Recovery and Revitalisation Grant Scheme 2021

## Guidance for Applicants

The Covid-19 Business Recovery and Revitalisation Grant Scheme is funded by the Department for Communities (DfC), Department of Agriculture, Environment and Rural Affairs (DAERA) as part of the Covid-19 Recovery Revitalisation Programme.

**The Scheme is being administered by Fermanagh and Omagh District Council.**

**The online application is available  
on the Council's Website -**

**[www.fermanaghomagh.com/services/grant-aid](http://www.fermanaghomagh.com/services/grant-aid)**

**CLOSING DATE: 12.00 noon on Thursday 27 May 2021**

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## 1. Overview

The Department for Communities (DfC) has allocated funding for investment in urban settlements (with a population of over 5,000 people or more) and the Department of Agriculture, Environment and Rural Affairs (DAERA) for investment in smaller settlements and rural areas within the district. This funding package will be administered by Fermanagh and Omagh District under the Covid-19 Business Recovery and Revitalisation Grant Scheme.

**This is the second call for applications under the COVID-19 Business Recovery & Revisitation Grant Scheme. This Scheme is not opened to businesses that have previously received funding under this Scheme.**

The Scheme is a discretionary grant of up to 100% of eligible costs. Minimum £500.00 up to a maximum grant of £2,500 is available per property. Funding will assist businesses to adapt and implement social distancing measures to protect staff and customers in line with government guidelines. There is also an opportunity for businesses to apply as part of a collaborative project, one business must take lead with up to two other businesses.

If successful, the project start date is the Letter Offer issue date (anticipated June 2021) and project end date is on or before 31 August 2021. The applicant must be in position to purchase and pay for items/works in advance, before submitting a claim for reimbursement of expenditure.

Items already purchased and/or works completed prior to issue of a Letter of Offer is deemed ineligible expenditure and will not be funded under this Scheme.

The COVID-19 Business Recovery & Revisitation Grant Scheme opens at 12.00 noon on Thursday 29 April 2021 and closes at 12.00 noon on Thursday 27 May 2021. Applications received after the closing date and time will be deemed invalid and will not be considered.

**The Online Application is available from the Council's website -**  
[www.fermanaghomagh.com/services/grant-aid](http://www.fermanaghomagh.com/services/grant-aid)

## 2. Funding Objectives

The Covid-19 Business Recovery and Revitalisation Grant Scheme aims to support local businesses address some of the operational challenges, assist businesses to adapt to and implement social distancing measures to protect staff and customers.

**The objectives of the scheme are:**

- To aid modification of the internal / external structure of business/commercial properties to assist with Social Distancing measures.
- To provide assistance towards equipment which would assist businesses to adhere to Covid-19 Government Guidelines.
- To aid Business Recovery and Revitalisation.

### 3. Who can apply

#### To determine eligibility, applicants must be:

- An Urban or Rural business that own/lease a commercial property located in the Fermanagh and Omagh district.
- A business that can provide a HMRC Self-Assessment number, Company House Number or Charity Number and is actively trading.
- A business that can provide an up-to-date bank statement (within 3months) which is used for the purpose of the business.

#### Please note:

- Organisations/Groups that are **ineligible** to apply for grant aid include government organisations, financial institutions, political organisations, churches, community and voluntary sector groups. Any type of mainstream agricultural activities/services are **not eligible**. This list is not exhaustive.
- Previous applicants who have received grant-aid under the COVID-19 Business Recovery and Revitalisation Grant Scheme are **not eligible** to apply.
- Items already purchased and/or works completed prior to issue of a Letter of Offer is deemed **ineligible** expenditure and will not be funded under this Scheme.
- Collaborative projects, up to 3 businesses can apply under one application. The application must provide details of all businesses and the proposed project.

### 4. What we can fund

This is a capital grant scheme for property owners/tenants of eligible business/commercial properties to apply for the purchase of new capital items including infrastructure. Minimum grant of £500.00 up to a maximum grant of £2,500 per property is available. Total project costs must not exceed £9,999.99. Collaborative projects can secure funding up to £7,500 (depending on number of project partners) and total project costs must not exceed £15,000.

#### Eligible improvements may include (this list is not exhaustive).

- ✓ Infrastructure to meet social distancing requirements.
- ✓ Awnings/canopies to protect customers who may have to queue to enter business premises.
- ✓ Outdoor furniture such as covered seating (tables, chairs)
- ✓ External heaters
- ✓ Planters
- ✓ PA/Tannoy
- ✓ Digital screens and Signage
- ✓ Equipment to allow widening of footpaths to support social distancing and the safe movement of people through our town centres such as pedestrian safety barriers.
- ✓ Any adaptations necessary to the internal layout of the business premises to ensure compliance with Covid-19 social distancing protocols (e.g., flexi-panels/screens at counters, one way systems, building / remodelling works, etc.).
- ✓ Equipment to allow the business to operate safely and provide reassurance to customers, e.g. freestanding hand sanitiser stations, etc. Internal/external shopper collection points to avoid customers having to fully enter the business premises.

### **Please note:**

- Should your application be successful and if items include structural change to the property, the property owner must give consent at Letter of Offer Stage, prior to commencement of works.
- Should your application be successful, and items/works require planning permission and/or building control approval, these approvals must be in place prior to commencement of your project.
- **Adaptions and improvements must enhance and not inhibit accessibility.**

## **5. We will not fund**

### **Ineligible expenditure includes but not limited to the following:**

- ✗ Retrospective items i.e. work or items which already completed or underway.
- ✗ Works which require planning permission which is not in place prior to works commencing.
- ✗ Works/Renovations which do not assist the business to meet Covid-19 Government Regulations.
- ✗ Hire Purchase of goods.
- ✗ Consumable items such as: hand sanitiser, PPE, visors etc.
- ✗ Websites cannot be funded.
- ✗ Software must be purchased with hardware.
- ✗ Statutory and Licencing fees (e.g. Building Control Approval, Planning Permission etc), etc. Insurances, Interest (on loans taken out to fund your building project).
- ✗ VAT (except if the applicant is not VAT registered).
- ✗ Salaries/Wages cost.
- ✗ Professional Fees.
- ✗ Works to vacant properties and/or residential properties.

## **6. Preparing your application**

To apply for funding under this Scheme, please complete each question as detailed on the online application and upload all essential supporting documents as requested in order for the Council to determine eligibility and to progress your application to the assessment stage.

### **Supporting documents include:**

- Quotations sought from 2 different suppliers for any works/items under £3,000 and/or
- Quotations sought from 3 different suppliers for any works/items over £3,000.
- Public Liability Insurance for business.
- A 'before' photograph of your business/property prior to the commencement of your proposed project.
- Evidence that you either own the property or lease the property.
- A copy of most recent Bank / Building Society Statement for account used by the business.

## **7. Collaborative applications**

- Up to 3 businesses can apply under one application. The application must provide details of each project partner (business) and the proposed project.
- Maximum grant available is up to £7,500. (£2,500 per project partner).
- One partner must take lead on the application and act as a main contact.

- The applicant must upload the essential supporting documents as noted in Section 6 for each project partner.

## 8. Statutory Consents

Applicants must comply with all statutory obligations regarding the delivery of and access to their services/premises.eg. Disability considerations, Environmental Health, Licensing, adhering to latest COVID-19 guidelines, etc. For proposed projects which include works that require statutory approvals e.g. planning permission, building control approval etc...it is the applicant's responsibility to ensure they have all necessary approvals in place.

**For advice and guidance on these please contact**

### Planning:

Telephone: 0300 303 1777

Email: [planning@fermanaghomagh.com](mailto:planning@fermanaghomagh.com)

### Licensing:

Telephone: 0300 303 1777

Email: [licensing@fermanaghomagh.com](mailto:licensing@fermanaghomagh.com)

### Building Control:

Telephone: 0300 303 1777

Email: [buildingcontrol@fermanaghomagh.com](mailto:buildingcontrol@fermanaghomagh.com)

### Environmental Health:

Telephone: 0300 303 1777

Email: [eh@fermanaghomagh.com](mailto:eh@fermanaghomagh.com)

## 9. Match Funding

Match funding is the difference between the total project cost and the funding awarded. Applicants are required to contribute to the cost of implementing the project if the cost of the project exceeds the maximum grant-aid available. Please ensure that you have sufficient resources to fund the project.

## 10. Procurement Guidelines

Completed applications must be accompanied with the required competitive quotations from bona-fide reputable contractors/organisations.

Please cost each element of your proposed project separately in the application form and enclose the appropriate number of quotes for each element of work with your application. Funding will be allocated based on lowest quotation sought that is deemed best value for money. Please refer to table below to determine number of quotations required for your project.

Total Value	Action
£200 - £2,999.99	Obtain at least 2 price comparisons through written/email/internet information to ensure value for money.
£3,000 - £9,999.99	Obtain at least 3 price comparisons through written/email/internet information to ensure value for money.

**Please note:** A quotation will be deemed invalid if the applicant is deemed to have a conflict of interest (a personal, private or family interest) in respect of the Company/s quoting for work and/or deemed to be a 'linked company' (EU Recommendations 2330/361EC). Companies are linked if one of them directly or indirectly controls or has the capacity to control the affairs of the other.

## 11. Assessment of Applications

Each application received will be assessed to ensure the following:

- ✓ The business is eligible to apply to the Scheme
- ✓ To ensure each applicant has the capability to deliver the project
- ✓ Ensure the project meets the objectives of the grant aid
- ✓ Applications demonstrate good value for money.

**Applications will be assessed using the following criteria.**

Criteria		
The application will be assessed against 3 criteria, with each criterion attracting a score between 0-5. Each question is weighted, and the score obtained will be multiplied by the weight to get an overall score out of a possible 100. The criteria and weighting are:	<b>Weighting</b>	<b>Max Score</b>
How the improvements will assist the business to meet Covid-19 social distancing measures.	7	35
How the financial support will help assist with business recovery.	7	35
Project is in a state of readiness (statutory approvals in place) and will be complete by 31 August 2021	6	30
<b>A minimum score of 60 must be achieved to be eligible</b>		<b>100</b>

**Application scoring is based on the below table. Total score will be determined by multiplying score provided (from 0 – 5) by the weighting as detailed above.**

Band	Comments
5	Fully detailed evidence provided, very minor concerns on detail, relevance or complexity
4	Detailed evidence provided, some concerns on detail, relevance or complexity
3	Satisfactory evidence provided, lacks some detail, relevance or complexity
2	Limited evidence provided, significant concerns on detail, relevance or complexity
1	Little or no evidence provided, very significant concerns on detail, relevance or complexity

## 12. Successful Applications

If your application is successful, you will be issued with a '**Letter of Offer**'. This is a form of contract that states:

- The value of grant awarded
- List of eligible items/works and supplier details
- The terms and conditions associated with the grant.

**Important, please note:** no works can commence and no items can be purchased until a signed Letter of Offer is returned to Fermanagh and Omagh District Council within the timeframe noted on the Letter of Offer, and appropriate statutory approvals are in place, if applicable.

Please note all successful applicants in receipt of a Letter of Offer must have their project completed and claim submitted to the Council for reimbursement of expenditure by 31 August 2021.

## 13. Payment and financial considerations

100% of grant funding or up to maximum grant of £2,500 (depending on project costs) will be paid directly to the applicant within 28 days of the Council receiving the applicant's complete and satisfactory claim form with all requested evidence/ documentation verifying spend against the Letter of Offer requirement, including;

- Completed Claim Form
- Copy of Invoice from Supplier/s
- Copy of the bank statement showing payment for each item purchased or works completed.
- An 'after' photo showing purchased items and/or works completed. It is uncertain that site visits will take place, further information will be provided at claim stage on an individual project basis.

**Please note:**

- If the requested documentation is not supplied, payment will be withheld.
- Please do not apply for funding if you cannot provide necessary supporting documents to back up claim form.
- Payment of grant will be made to applicant via direct BACS payment.
- Cash payments by applicants are not acceptable and will not be eligible for any refund from the Council.
- Applicants are responsible for paying the supplier and claiming back VAT, if applicable.

## 14. Insurance, Liability, Indemnity and Risk

The applicant shall maintain such insurance policies, as are necessary for the Letter of Offer, to the extent that such insurances are reasonably available on the insurance market. These include, where appropriate, Employers' Liability Insurance, Buildings and Contents Insurance (to include IT equipment) and Public Liability.

The applicant, his/her/its agent(s) and/or contractor is/are responsible for all risks in connection with public or employer liability associated with any works funded by a grant under the Scheme.



The Council and the Department do not, and will not accept liability or responsibility in respect of any grant-aided work carried out to the applicant's property/premises; accordingly the applicant cannot and should not rely on the payment of grant monies by the Council as any proof or guarantee that the contractor engaged to execute the works has completed said works to a proper standard prior to payment. All successful applicants should satisfy themselves that all work has been carried out to a satisfactory standard and meets all statutory requirements.

Ongoing and future inspection, maintenance or repair of any items purchased under the scheme are the responsibility of the applicant. The Council accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of any work carried out by or on behalf of an applicant under the scheme. Any financial commitment incurred by the applicant which exceeds the amount of any approved grant, shall be the sole responsibility of the applicant.

It is the applicant's responsibility to ensure that it is appropriately insured (including satisfactory building, contents and public liability insurance). The applicant must confirm that insurance is in place as part of their application.

## 15. How do I apply

- The link to the Covid-19 Business Recovery and Revitalisation Grant online application form can be accessed via Council's Website [www.fermanaghomagh.com/services/grant-aid](http://www.fermanaghomagh.com/services/grant-aid)
- All applications forms need to be completed and submitted online, along with the required supporting documents. Please ensure all relevant documentation is uploaded prior to submitting your application.
- You will receive an acknowledgement to state that your application has been received.
- Following completion of eligibility check on your application a Council Officer will make contact with the applicant to advise of the outcome and next steps.

## 16. Disclaimer

The Council accepts no liability in respect of any loss, damage, charges or expense which are incurred by any applicant and are attributable to any delay in payment under the Scheme or due to any suspension, reduction or cancellation of funding.

## 17. Further Queries

If you need any assistance on any aspect of the Covid-19 Business Recovery and Revitalisation Grant Scheme, please contact Fermanagh and Omagh District Council's Economic Development Department by email at; [economic.development@fermanaghomagh.com](mailto:economic.development@fermanaghomagh.com) or telephone 0300 303 1777.