



Derry City & Strabane
District Council

Comhairle Chathair
Dhoire & Cheantar
an tSratha Báin

Derry Cittie & Stràbane
Destrict Cooncil

Covid-19 Recovery Revitalisation Business Grant 2020/21

Guidance Notes

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

The Scheme is being administered by Derry City and Strabane District Council.

There is **one rolling application process** until all funds are spent.
Grants will be issued on first come, first served basis to highest scoring applicants who achieve threshold score of 50%.

If you have any queries or you wish to discuss your project with a member of staff before submitting your application, please contact businessgrant@derrystrabane.com

Contents

1. Introduction

- 1.1 Background to grant programme**
- 1.2 Levels of grant award**
- 1.3 Who can apply**
- 1.4 General principles**
- 1.5 Risks and Insurance**
- 1.6 Cleansing**
- 1.7 Statutory consents**
- 1.8 What can be funded**
- 1.9 What cannot be funded**
- 1.10 Assessment criteria**
- 1.11 How does the fund work?**
- 1.12 Collaborative Applications**

2. Preparing your application

3. How your application will be assessed and scored

- 3.1. Eligibility assessment**
- 3.2. Assessment and scoring**
- 3.3. How decisions are made**
- 3.4. What happens if application is successful**
- 3.5. What happens if application is unsuccessful**

Appendix One

Derry City and Strabane District Council contact details and method of application

Appendix Two

- 1 GDPR
- 2 Freedom of Information Act

1. Introduction

1.1 Background to grant scheme

The Covid-19 pandemic resulted in many businesses in our City and District 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 £350,000 from the Department for Communities for investment in urban settlements with a population of 5000 or more along with £74,000 from the Department of Agriculture, Environment and Rural Affairs (DAERA) aimed at smaller settlements.

Please note – If you have/are applying for DAERA TRIPSI fund (Tackling Rural Poverty and Social Inclusion) you are eligible for this funding stream also but the funding request must be for completely different items.

The primary objective of the fund is to help revitalise Urban and rural areas within the Derry City and Strabane District council area. It is hoped that:

- By March 2022, footfall levels return to at least 70% of levels recorded prior to the public health crisis.
- By March 2022, surveys completed by traders indicate that sales figures return to a level which is at least 70% of levels recorded prior to the public health crisis.
- By March 2022, attitudinal surveys indicate 80% of the public are satisfied that the measures taken in the Scheme areas respond to safety issues raised by the Covid-19 pandemic.
- By March 2022, attitudinal surveys indicate 80% of the public view the Scheme areas positively as a place people would want to live, work, visit and invest.

1.2 Levels of Grant Award

The Scheme can provide funding of up to 100% of costs for capital items up to a maximum of £3,000. The minimum grant awarded will be £500. There is also an opportunity for businesses to apply as part of a collaborative, to receive up to £25,000 depending on the number of businesses participating. (minimum of 5)

Level 1 – Retail / services

Level 2 – Arts/Cultural/ Heritage Venues

Level 3 – Tourism/Hospitality

Level 4 – Collaboration of Arts/Culture/Heritage/Hospitality businesses

This is a competitive process and all grants awarded will be determined on the base of merit.

1.3 Who can apply

- Business must be based within DCSDC council area
- Businesses/Organisations within the following sectors can apply: Tourism/ Hospitality/ Retail/ Services/Arts and Culture.
- Locally owned, independent businesses will be given priority. Multi-national and national businesses/charities (aside from cultural organisations) are not eligible.

- Businesses must be
 - An existing, registered private Business that is actively trading commercially for at least the last 3 months
 - Company house registration details, if applicable
 - A bank statement (or other financial institution account for the sole purpose of business, ie. Separate from personal financials) in the name of your business dated in the last 3 months must also be provided.

- Hospitality businesses. This is a broad category of fields within the service **industry** that includes lodging, food and drink service - hotels, restaurants and bars.

- Cultural organisations. This means that your constitution or memorandum and articles of association (the document that governs how the organisation is run and its purpose) must state that arts, heritage, museum or culture is a primary objective of the organisation. Cultural Organisations with charitable status can be included.

- Council will not fund organisations with the primarily objective to raise money for charity.

Only businesses which meet this criteria are eligible to apply.

1.4 General Principles

It is a prime responsibility of Government to ensure the proper and efficient use of and the accountability of public monies. To this end, businesses will be required to provide relevant supporting information when applying for funding.

Businesses will be required to demonstrate the effectiveness and impact of their proposed activity and that public funding is put to good use and shows a positive and measurable impact on the local community or economy.

It is anticipated that grant offers will be made from August 2020, and your project cannot commence until you receive a formal Letter of Offer. Projects must be completed by 26 February 2021, with all works finished, paid and through the bank account by this date.

You must be aged 18 or above at the application deadline. You may be asked to provide evidence of this at some point in the assessment process, if you are awarded a Letter of Offer.

Only one application can be accepted per business/ legal entity.

1.5 Risks and Insurance

The applicant, agent and/or contractor is responsible for all risks in connection with public or employer liability associated with the works.

The Council and the Department does not and will not accept liability or responsibility in respect of the grant aided work carried out to the applicants property; accordingly the applicant 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; the applicant is strongly advised to satisfy themselves that the work has been carried out to a satisfactory standard and meets all statutory requirements.

Ongoing maintenance of any items purchased is the responsibility of the applicant. Derry City and Strabane District Council accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of the work of the recipient. Commitment incurred in excess of the approved grant shall be the responsibility of the organisation.

It is the applicant/(s) responsibility to ensure you are appropriately insured (building/contents/public liability insurance etc as required) and you must submit copies of these to businessgrant@derrystrabane.com

1.6 Cleansing

Council operate a continuous cleansing cycle within the city & town centres between 6am & 8pm. Businesses who plan to put furniture outside premises will be responsible for the maintenance/cleanliness of this area whilst the furniture is on the street. It is in the interest of each business to do this for their customers. Businesses should adopt a good waste management plan and clear outside their premises at the close of trade each day. Council will liaise with businesses who wish to have the area outside the premises mechanically cleaned and washed. We are happy to do this on a scheduled basis or on request, where possible. To allow Council staff to facilitate the cleaning Businesses must first remove the furniture from the street.

1.7 Statutory Consents

Applicants must comply with all statutory obligations regarding the delivery of and access to their services/premises.eg. Disability, environmental health, licensing, adhering to latest Covid-19 guidelines etc.

For proposed applications which include works that require statutory approvals eg. Planning, building control, café pavement licensing it is the applicants responsibility to ensure they have necessary approvals in place. Letters of offer may be issued in advance of full approval but final payment will be based on applicants having necessary approvals in place. For advice and guidance on these please contact;

Planning

Telephone: 028 7125 3253

E-mail: planning@derrystrabane.com

Building Control

Telephone: 028 7137 6521

Email: building.control@derrystrabane.com

Licensing

Telephone: 028 7125 3253

Email: licensing@derrystrabane.com

Please refer to Café pavement guidelines available at <https://www.derrystrabane.com/Licensing/Pavement-cafe-licences/Forms>

1.8 What can be funded

This is a capital grant scheme to support the purchase of new capital items including infrastructure between £500 and £3000. Businesses who wish to collaborate within a specific area/ or to create a trail, may submit an application to be funded up to £25k. (Must include a minimum of 5 businesses)

Eligible items can include but not exclusive to;

- Minor works to external layout of business premises to assist meeting compliance with Covid-19 social distancing protocols
- Capital costs to facilitate health and safety changes to working practices and alterations to premises needed due to Covid-19 restrictions. This can include screen protectors and free-stand sanitizer stations
- External Covid-19 signage to promote awareness of Social Distancing measures in place (for external signage Planning Approval may be required)
- External modifications to business premises such as awnings to protect customers who may have to queue before entering.
- External collection and delivery points to avoid customers or suppliers having to fully enter the business premises.
- Building works to bring an area of a building back into economic use or improve/change the use of the building.
- Shop frontage enhancement
- Infrastructure to facilitate use of outdoor space including furniture, outdoor heaters, barriers to facilitate queuing. Please prioritise eco-friendly options when considering heating.
- Equipment to facilitate digitisation e.g. Hardware, such as laptops/iPads/contactless payment terminals. Please note software can only be purchased alongside hardware.

1.9 What cannot be funded

- Organisations that are not based in and/or do not directly benefit Derry City and Strabane District Council residents.
- Any spend that has already taken place.
- Any spend where the applicant will have a personal financial benefit.
- Council will not fund any consumable items ie. Hand sanitiser/masks/gloves/visors.
- Costs that are not auditable (i.e. cash payments) will not be eligible for Council funding.
- Council will not fund rent/salaries/insurance or electricity costs.
- Council will not fund towards repayments of debt, retrospective grants or second hand equipment
- Council will not fund organisations with the primarily objective to raise money for charity.
- Fees for professional services or statutory applications cannot be funded under this grant scheme.
- Websites cannot be funded under this grant scheme
- Warranty and training costs will not be covered.
- Costs relating to vehicles/transportation
- Purchase of stock for general trading.

1.10 Assessment criteria

The following are the key criteria;

- Full project proposal, which describes exactly what is proposed, outlining evidence of need and methodology for delivery.
- Will assist in returning footfall levels return to at least 70% of levels recorded prior to the public health crisis.
- Will assist in returning sales figures return to a level which is at least 70% of levels recorded prior to the public health crisis.
- Will monitor and measure public satisfaction with the measures taken in the Scheme areas respond to safety issues raised by the Covid-19 pandemic.
- Will monitor and measure public view the Scheme areas as a place people would want to live, work, visit and invest.
- Demonstrates value for money and good financial governance

1.11 How does the fund work?

- There is **one rolling** application process until all funds are spent, grants will be issued on first come, first served basis to highest scoring applicants who achieve threshold score of 50%.
- Individual businesses can apply for grant aid from £500 up to a maximum of £3,000
- The total grant amount can make up 100% of the total cost.
- The fund will cover eligible costs. Please note equipment purchased must be meet any environmental or licencing standards.
- Successful applicants must be able to purchase items which they can then claim back in line with their Letter of Offer.
- Applicants cannot start work until receive their Letter of Offer.

1.12 Collaborative applications

- Groups with a minimum of 5 businesses may apply to access a grant up to £25,000 which will enable them to create a shared outdoor space/trail.
- One business must take lead in applying.
- All businesses must provide their details and sign application form.
- All businesses must supply bank statement (financial documentation in name of business and registered to business address i.e not personal account) dated in last 3 months.
- Please note each organisation must submit their individual public liability insurance documentation.
- Group projects must ensure they have appropriate Public Liability insurance in place to cover their project proposal. This can be obtained following successful application.

Only **one** successful application (regardless of amount) can be held by any business/group.

2. Preparing your application

This grant scheme accepts application in electronic form. Supporting documentation as detailed below should be e-mailed separately to businessgrant@derrystrabane.com quoting your application reference number which you will receive once you have submitted application form.

You must use the same email address throughout the process. If you have difficulty with submitting electronic forms, applications can also be submitted by post or by hand to addresses detailed in Appendix 1. You must obtain a receipt on delivery.

1. A copy of most recent Bank / Building Society Statement for the account used for the business within the last 3 months. Note, the applicant should be named on the statement and this should be the same account that project items are purchased from.
2. Public Liability Insurance
3. A detailed specification for **each item** you are applying for.
4. A minimum of 3/4 quotes/price-checks for **each item** you are applying for:

Please note in the case of collaborative applications all businesses must supply bank statements/insurance.

Total Estimated Cost per Item

£500 to £7,500

Action & Minimum Number

At least 3 price-checks per item from different suppliers / internet quotations

Over £7500

At least 4 written quotes per item from different suppliers/internet quotations

Procurement Guidance

- A detailed specification should be prepared for each item to include delivery, installation costs if applicable. This is a detailed description of the design and/or materials used to make something or the minimum standard of workmanship and materials required to meet your needs. All suppliers invited to quote should be issued with the specification, and email evidence of this may be required, for example copy of email sent to supplier.
- At least 3/4 quotes from separate suppliers should be sought for each item. You or a business that you are an owner/partner/director of, are excluded from quoting for the supply of goods, services or works to a project that you may be offered funding for.
- If quotations are being sought or provided from any member of your family or extended family then the relationship must be advised in writing to the Council prior to any procurement activity and evidence provided within the procurement documentation. In these cases, you are required to provide additional quotes i.e. independent quotes in addition to the family member quote to provide sufficient comparison of costs under the reasonableness of costs rules within the scheme.
- Quotes should be 'like-for-like', particularly where items are specific e.g. laptop etc. Quotations for the same make and model of products are acceptable and should be

obtained where possible. Both quotations must meet the specification provided and demonstrate 'like for like' comparison in order to verify value for money.

- Ensure that all costs are quoted and accounted for, eg delivery and installation should be part of the quote.
- Email quotes are acceptable and the covering email from suppliers must be provided.
- Quotes must be dated prior to close of call and contain the supplier's name.
- Internet quotes must be sent with your application if this is the procurement method used for items under £5,000. These can be printed and scanned in or saved as screen prints. The supplier, web address and cost should be clearly visible from print outs provided. **Do not** simply list website addresses/ provide links to websites as we **will not** check these. Please clarify if the costs provided are inclusive or exclusive of VAT.
- If VAT is applicable to the items quoted, this should be clearly noted on the quotations to establish total project costs.
- The lowest quotation should be selected with corresponding costs detailed on the application form.
- Details of the quotes received must be listed in Annex A of the application form.
- Quotes in other currencies should be compared using the rate of exchange through www.x-rates.com.

If applying for awnings or any other building works - copies of any relevant statutory approvals (e.g. Planning permission/ Listed Building Consent (where applicable)/ Advertisement Consent (where applicable) must be provided before any grant payment can be made.

Your application and supporting documents must be submitted to Derry City and Strabane District Council via the method listed in Appendix 1 as soon as possible.

Incomplete applications will not be accepted.

You **cannot** attach additional information with your application.

3. How your application is assessed/scored

Every application received will be assessed to ensure the following:

- To ensure that the business is eligible to apply to this particular Scheme.
- To ensure each applicant's capability to deliver the proposal, and
- To determine how well the proposal meets the business's needs and supports the project objectives.

An acknowledgement receipt will be issued to you electronically once your submission has been received. Your application will be assessed for eligibility and if eligible to apply for the business grant, it will be forwarded for full assessment and scored against the stated criteria.

All applications will be regularly assessed and letters of offers issued.

3.1 Eligibility assessment

All applications are checked for completeness and eligibility against the guidelines. If your application is incomplete or ineligible, we will send you an email telling you why. We regret that we are unable to progress incomplete or ineligible applications.

3.2 Assessment and scoring

If the applicant, based on the information supplied, is able to satisfy the eligibility criteria, they will be scored according to established assessment criteria shown in the table below:

Band	Comments	Marking out of 5
5	Fully detailed evidence provided, very minor concerns on detail, relevance or complexity	5
4	Detailed evidence provided, some concerns on detail, relevance or complexity	4
3	Reasonable evidence provided, lacking in detail, relevance or complexity	3
2	Limited evidence provided, significant concerns on detail, relevance or complexity	2
1	Little or no evidence provided, very significant concerns on detail, relevance or complexity	1
0	Failed to submit details or to address question	0

<p>The application will be assessed against 4 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:</p> <p>CRITERIA</p>	<p>WEIGHTING</p>	<p>MAXIMUM SCORE</p>
<p>Please describe project proposal, outline evidence of need, what is to be purchased and delivery approach. For a collaborative project make sure to outline roles and responsibilities of each partner)</p>	<p>8</p>	<p>40</p>
<p>Please outline how this support will help sales figures to return to a level which is at least 70% of levels recorded prior to the public health crisis</p>	<p>6</p>	<p>30</p>
<p>Please outline how this scheme will support footfall levels to return to at least 70% of levels recorded prior to the public health crisis by March 2022</p>	<p>3</p>	<p>15</p>
<p>Please outline what measures you will take to ensure that your project responds to safety issues raised by the Covid-19 pandemic.</p>	<p>3</p>	<p>15</p>
<p>Total (Threshold score of 50% required)</p>		<p>100</p>

3.3 How decisions are made

Derry City and Strabane District Council may not be able to fund all successful applications, or support 100% of eligible costs, as there may be more applications than there is funding available. However, all applications will be considered carefully. They will be looked at and assessed by a panel of Council Officers. Successful/unsuccessful applicants will be notified at this stage, when the scores are finalised.

3.4 What happens if application is successful

If an application is successful, Council will issue an electronic 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 by email within **14 days of receipt**. You must use the same email address to return the Letter of Offer as was used to submit your application form.

Businesses can then proceed to purchase items as outlined in their Letter of Offer which can then be claimed back.

Payment

Grant funding will be paid directly to the applicant within 28 days of having received the applicants completed claim form with all requested evidence/ documentation including

- original receipts
- Copy of cheque/BACS payment to contractor(s) and/or supplier(s)
- Copy of bank statement showing associated cheque number/BACS payment leaving applicants account.

If the requested documentation is not supplied payment will be withheld. Please do not apply for funding if you cannot supply these items.

Payment of grant will be made to applicant via direct BACS payment. Cash payments are not acceptable and will not be eligible to any refund from council. Applicants are responsible for paying the contractor(s) and claiming back VAT if applicable.

3.5 What happens if application is unsuccessful

If an application is not successful, officers from the Council discuss the application and will provide feedback to applicants explaining decision.

If you believe the Funding Process has not been followed correctly or your Application has been incorrectly scored you may request a Review **within seven working days of receiving your Letter of Outcome in writing to:**

**Mr Stephen Gillespie
Director of Business and Culture
Council Offices
98 Strand Road
Derry
BT48 7NN**

A Senior Council Officer will review the process and equality of scoring within the round and respond to your Review Request.

Appendix One

Applications can be made by online portal www.derrystrabane.com/businessgrant

Supporting documentation must be sent to businessgrant@derrystrabane.com quoting application reference number.

Or hard copies of application and all documentation, can be forwarded, by registered post or delivered by hand and a receipt obtained to:

BUSINESS GRANT APPLICATION

Mr Stephen Gillespie
Director of Business and Culture
98 Strand Road
Derry~Londonderry
BT48 7NN

Or Strabane Office

BUSINESS GRANT APPLICATION
Director of Business and Culture
Mr Stephen Gillespie
47 Derry Road,
Strabane
BT82 8DY

Any queries can be sent to businessgrant@derrystrabane.com

Appendix Two

General Data Protection Rules & Freedom of Information

General Data Protection Regulations

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 with 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.

We will dispose of the information we hold when we no longer require it and in line with our Retention and Disposal policy.

For further information, please visit the Council's web page at <http://www.derrystrabane.com/Footer/Privacy-Policy> .

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 Council's web page at <http://www.derrystrabane.com/Council/Freedom-of-Information> or the Information Commissioner's Office at <https://ico.org.uk/global/contact-us/>