



THE NORTHERN IRELAND
**COMMUNITY
INFRASTRUCTURE
FUND**

Stage 2 Application: Information Session



Department for
Communities
www.communities-ni.gov.uk



Agenda

- EOI Conditions and Clarifications
- Fund Objectives and Measures
- Project Selection criteria
- Stage 2 Documentation Required
- How to access the Stage 2 Application Form
- Completing the form
- What makes a good application
- Q & A

EOI Conditions and Clarifications

- For some applicants we had insufficient information at EOI stage to fully confirm eligibility. E.g Buildings Declared Freehold but Held in Trust, Deeds without postal addresses or maps.
- These applicants have been invited to Stage 2 subject to conditions/points of clarification.
- Contact helpline or e-mail enquiry if you have any questions relating to these conditions or clarification points by 18th December.
- Your response to conditions/clarifications must be uploaded with your Stage 2 Application Form or e-mail a response by reply.
- A prompt response will enable us to confirm your eligibility prior to Stage 2 application closing date.
- **YOU WILL NOT PROGRESS IF CLARIFICATION EVIDENCE IS NOT PRESENTED**

Objectives of the Fund

The objectives of the Northern Ireland Community Infrastructure Fund:

- ✓ Improve the physical condition of community buildings
- ✓ Increase energy efficiency of community buildings
- ✓ Increased accessibility of community buildings
- ✓ Increase usage of community buildings

Measuring Impact

Objective	Measure	Requirement
Improve the physical condition of community buildings	1 to 5 Scale Very Poor to Excellent	All projects must provide baseline measure.
Energy Efficiency	1 to 5 Scale Very Poor to Excellent Energy Performance Rating Net Usage = kWh Per month	Energy efficiency projects must complete scale rating, other measures are optional.
Accessibility (of all users)	1 to 5 Scale Very Poor to Excellent	Accessibility Projects
Increased usage of community buildings	Usage Hours per month Frequency of use User numbers (people) User numbers (VCS Groups)	All projects must provide baseline. Increased usage projects must provide projected figures for at least one usage measure.

Stage 2: Assessment Criteria

Evidence of Need (35%): Strategic Fit; Current Usage and Demand; Current Suitability & Conditions of the building; Need and community Engagement

Impact and sustainability (35%): Community Benefit, Access and reach, Sustainability

Capacity and Readiness (20%): Capacity to deliver; Project Management Approach; Asset Management Approach

Value for money (10%): Quality and Cost reasonableness, Previous Public Funding

Refining your Project

Need: Align your works to community need – Engage wider community

Impact and Sustainability: Make your project relevant to the fund objectives and needs of your community. Ensure impact is measurable.

Capacity and Readiness: Get “Shovel Ready”, risks and mitigations and how you will manage both the works and post completion maintenance.

Value for money: Consider alternative options, get 2 quotes, consider why works are required to achieve stated objectives & delivery community benefit

Refining your Project

May Change from EOI:

Total project cost and grant required

Start and End Dates

Description of works/items required (exclude ineligible items)

Must remain the same:

NICIF Objectives selected. E.g energy efficiency project could remove solar panels in favour of insulation, but not switch to a new kitchen instead.

Ineligible Items

External Works:

Pathways, Access Ramps not connected to building, Carparking, Exterior Tarmacing, Fencing, Gates, Boundary walls in not part of the building.

Exterior Ancillary Services:

Oil Tanks, Sewage Pipes, Septic Tanks, Electricity cables, Lighting, Boilers if not located within building.

Sports Infrastructure:

Changing rooms (including toilets within changing rooms), gyms, Sports only areas such as sports halls or courts

Equipment:

Furniture, upholstery, PAT Testing, Stand alone AV equipment, kitchen equipment not part of a kitchen replacement.

Painting or Decorating not part of wider refurbishment works

Required Documentation

Required:

A specification of works detailing all elements of your project.

A minimum of two like for like quotations for each element of your project. (Start early)

Evidence of Match Funding via a bank or credit union statement in the name of the applicant group showing the required funds are available.

Required Documentation

- Documents to evidence the current condition of the building such as surveyor's reports, technical surveys and condition reports, energy performance certificates, photos and/or videos.
- Documents to support need and demand such as booking records, usage plans, community surveys, research or letters of support.

Quotation Standards

Quotations should usually include:

- Date of the Quotation
- Supplier name, address and contact information
- Applicant Group name and site/building address
- Clear description of the works/goods/services to be supplied
- Itemised Costs
- Company registration number, VAT Registration Number
- Qualifications or industry registrations
- You may also consider insurances, methodology, experience of completing similar projects.

- Equipment Costs: Internet Price checks are acceptable – remember to include delivery costs.

Conditional Documentation

- **Conditional (required for some but not all projects):**
- Statutory consents such as Listed Building Consent or evidence of having applied for Building control pre commencement approval.
- Confirmation of Landlord or Trustee consent for the proposed works.
- Confirmation from your local council or a qualified planning consultant that planning is not required for your project.
- Additional information to clarify your eligibility which has been requested by Co-operation Ireland following review of your Expression of Interest if not already provided via e-mail.

Owner Consent

- **Landlord Consent Notification:** May be a letter or e-mail but must include:
 - Name and Address of landlord;
 - Address of the Building;
 - A description of the proposed Works & confirmation of consent for them to be completed;
- **Trustee Consent** May be a letter or an e-mail but must include:
 - The Address of the building;
 - Confirmation the building is held in trust for the applicant group;
 - A description of the proposed Works & confirmation of consent for them to be completed;
 - Consent must be provided by all Trustees (as detailed in your title documents);
 - If one or more Trustee is Deceased or inactive include a Solicitors Letter Confirming names of Active Trustees.



Planning Not Required

If your project involves works that sometimes require planning permission, but you have indicated that it is not needed, you will be asked to provide confirmation of this.

- This includes:
 - Solar Panels
 - Fire Escapes Stairs
 - External Access Ramps
 - External Cladding
 - Reroofing (change in materials)

For those with planning permission, you will need to confirm any planning pre conditions have been met.





Accessing the Stage 2 Application form:

My Submissions

Search submissions

My Submissions | Drafts | External Submissions

Sort by: Date (most recent) | Filter: Select... | Clear Filters | Exports

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	Julia (test)	Co-operation Ireland	Northern Ireland Community Infrastructure Fund	Sep 30, 2025

1 result

Ireland - Northern Ireland Community Infrastructure Fund on Tue, Sep 30, 2025 2:57 PM

In-Progress

[Download](#) | [Edit](#) | [Withdraw](#) | [Transfer Ownership](#)

FORMS | NOTE | AWARDS & PAYMENTS

- Access via the e-mail link or your submittable account (main submitter only).
- Once started you may invite others to collaborate.

Northern Ireland Community Infrastructure Fund - Eligibility Screening
 Submitted on September 30, 2025

Initial Form: Co-operation Ireland

Northern Ireland Community Infrastructure Fund
 Submitted on September 30, 2025

Additional Forms

NICIF Stage 2 Application Form V3
 Pending | Deadline: Jan 14, 2026 12:00 PM GMT (in a month) [Open](#)

Title	Submission Date	State
No form submitted		

Request Forms

Title	Submission Date	State
No form submitted		



Stage 2 Application Format

Which NICIF objective will your project contribute to? Select all that apply. *(required)*

- Improve physical condition of community buildings
- Increase energy efficiency
- Increase accessibility of community buildings
- Increase usage of community buildings

Anticipated Outcomes

In this section you will be asked to provide confirmation of how you will measure the impact of your project, including providing baseline and target measures where these have not already been captured. Not every project will deliver against every outcome.

Improved Physical Condition

Once your project is complete how do you anticipate you will rate the condition of your community building? *(required)*

How have you estimated these anticipated outcome measures? *(required)*

- One Page divided into sections linked to Assessment criteria
- Includes Question Branching and Hidden Fields
- Required Fields: marked **(required)**
- Field restrictions: Appear Below Response box.



Completing the Form

- ✓ Read the question and instructions carefully.
- ✓ Refer back to the assessment criteria.
- ✓ **Need:** Focus on community need and physical constraints. Upload evidence to support your narrative where possible.
- ✓ **Impact:** Select all NICIF criteria that apply. Be realistic about what this project will achieve – you will be asked to report on projected figures later. Upload evidence to support your narrative/projected impact where possible.
- ✓ **Financial Breakdown:** Confirm your VAT Status. Include/Exclude VAT as appropriate. Consider a contingency budget & what professional support you may require. Upload a specification of works and quotes to support costs.

Budget Template

Construction Costs	Net Cost	VAT (if non VAT Registered)	Total Cost
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
Total Construction costs	£0.00	£0.00	£0.00
Professional Fees	Net Cost	VAT (if claiming)	Total Cost
			£0.00
			£0.00
			£0.00
Total professional fees	£0.00	£0.00	£0.00
Equipment	Net Cost	VAT (if claiming)	Total Cost
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
Total Equipment	£0.00	£0.00	£0.00
Contingency Budget	Net Cost	VAT (if claiming)	Total Cost
Total	£0.00	£0.00	£0.00

Budget Template figures must match quotations and total project costs.

Include a contingency sum

Completing the Form

- ✓ **Capacity to Deliver:** Think about how you will manage the project and who will be involved. Include people with experience of grant and capital projects
- ✓ **Statutory Consents:** If in doubt, check with your local council what consents you require. Upload consents are necessary, inc confirmation planning is not required.
- ✓ **Contact Details:** Details of someone who can answer any questions we may have, name and e-mail of Chairperson (for Letter of Offer)
- ✓ **Declaration Statement:** Must be checked to enable submission

Form Submission

- Will not submit if all required fields are not complete – check all fields.
- Cannot submit if any fields are not in correct format (e.g number)
- Do not leave it until the last minute – we cannot accept late applications.
- Only Submission owner can submit the form – but others can collaborate.
- You may change submission owner – link at bottom of form.



What makes a good application

- Check eligibility – including ineligible items will impact your likelihood of success.
- Be realistic
- Align you ask with demonstrated need
- Link back to the Fund Objectives.
- Be authentic
- Back up what you say
- Engage your wider community
- Tailor your response
- Be specific
- Provide all required documentation – in full.
- Give uploads a logical file name.





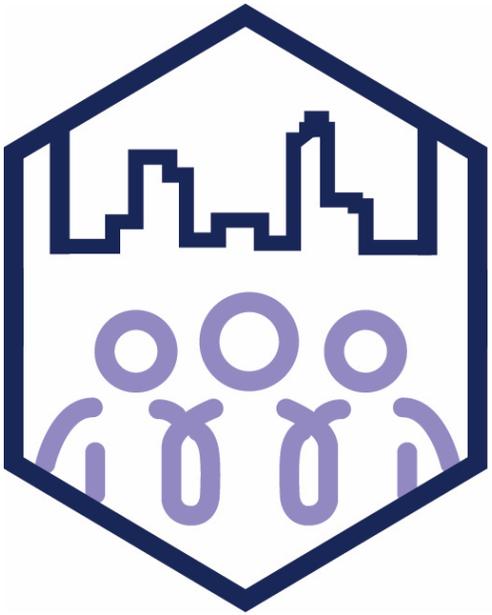
Next Steps

- Submit Stage 2 Application Form & Supporting Documentation by **12 Noon 23rd January 2026**

Assessment Process:

1. Document Check to confirm Eligibility inc EOI Conditions or clarifications.
2. Score Against Assessment Criteria
3. Presented to Assessment Panel
4. Notifications circa 31st March 2026 (Funding Awarded, Reserve List, Unsuccessful).





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Q&A



Support Available

Helpdesk

nicif@cooperationireland.org

Helpline

02890 321462

Application portal

<https://cooperationireland.org/nicif/>

