



## **Stage Two Frequently Asked Questions**

### **EOI Clarification Queries**

**Q: When do I need to submit additional information requested at Stage One?**

A: You must submit additional information relating to points of clarification or conditions applied by Co-operation Ireland at Stage One Expression of Interest by 12 noon on 23<sup>rd</sup> January 2026.

**Q: How can I submit additional information requested at Stage One?**

A: You may submit the relevant additional information with your Stage Two application form. A text box and file upload question is included in the Stage Two application form for you to upload the additional evidence requested or to address eligibility queries.

Alternatively, you may reply to the e-mail sent within the submittable platform. We will endeavor to review information submitted by e-mail before the application closing date, but cannot guarantee information provided after Christmas will be reviewed prior to the application closing date.

**Q: I have already provided you with a copy of my title deeds – why have I been asked for a deed or LPS map?**

A: To confirm eligibility, we need to be able to verify that your lease, deed or Land Registry Certificate relates to the building. We have asked for a copy of the lease, deed or folio map where the document already supplied [does](#) not detail the building's postal address.

**Q: I have already provided you with a copy of my lease agreement, why have I been asked for a copy of the Land Registry Certificate?**

A: Statutory owned buildings are not eligible for funding. We have requested a copy of the LPS certificate for all buildings with a statutory freeholder to enable us to verify the applicant has good leasehold title to the building.

**Q: You have asked me to provide confirmation that planning permission is not required for my project. Can my builder or architect give this approval?**

A: No, confirmation that planning is not required for your project must be provided by your Local Council or a qualified planning consultant.

**Q: I made a mistake and I would like to change the name of the applicant group on my Stage One Expression of Interest. How can I do this?**

A: You cannot edit your Expression of Interest. However, Co-operation Ireland can edit submitted forms on your behalf. If any changes are required, please e-mail [nicif@cooperationireland.org](mailto:nicif@cooperationireland.org)

## **Stage Two Application Form**

### **Q: How do I access the Stage Two application form?**

A: Your Stage Two Application Form is accessible via the submittable platform. To access the form, select your NICIF submission, go to forms, then additional forms.

### **Q: I cannot see my NICIF submission. Where is it?**

A: If you cannot see your submission, it is likely you have logged into a different submittable account. Please log out and log back in again using the correct account.

### **Q: Can Co-operation Ireland check my Stage Two Application Form before submission?**

A: No, we cannot view your Stage Two Application Form prior to submission. The NICIF is a competitive fund, and support is not available to applicants in relation to the content of their application form.

### **Q: Nothing happens when I click “submit” on my Stage Two form. Why can't I submit the form?**

A: You will not be able to submit your Stage Two Application Form if you have not completed all required fields or if you have entered an invalid number into a restricted field. Please check all responses and try again.

### **Q: Can I invite others to collaborate to complete the Stage Two form?**

A: Yes. Once you have started the form you may invite others to collaborate. To find out more read [Form Collaboration for Submitters | Submittable Help Center](#)



**Q: I would like to transfer submission ownership. How do I do this?**

A: Yes – to find out more read [Transfer Submission Ownership for Submitters | Submittable Help Center](#)

**Q: Is the structure of the budget template fixed or can I add rows?**

A: The structure of the budget template is fixed.

## **Stage Two Additional Documentation**

**Q: What supporting information must I provide with my Stage Two application?**

A: You must provide the following documentation:

- A specification of works detailing all elements of your project.
- Statutory consents if required such as Listed Building Consent or evidence of submission of a Building control Full Plans Application
- Confirmation of Landlord or Trustee consent for the proposed works (if applicable)
- Evidence of Planning Pre-conditions having been met (If applicable)
- A minimum of two like for like quotations. If you intend to commission different suppliers or contractors for different element so your project you must have two quotations for each element of your project. These quotations should be comparable in scope and specification to ensure value for money and transparency.
- Evidence of Match Funding via a bank or credit union statement in the name of the applicant group showing the required funds are available.
- Documents to evidence the current condition of the building such as surveyor's reports, technical surveys and condition reports, energy performance certificates, photographs and/or videos.
- Documents to support need and demand such as booking records, usage plans, community surveys, research or letters of support.

**Q: What is meant by “conditional supporting documentation”?**

A: Conditional documents are those that some, but not all, projects will need to provide. This includes Landlord and Trustee Consent and documents relating to planning permission, Building Control Pre Commencement or other statutory consents.

**Q: There is a clause in our lease permitting us to undertake repairs to the building. Is this sufficient to evidence Landlord approval?**

A: All applicants with leased or rented properties have been asked to provide confirmation of Landlord approval to the works. If the works

proposed are permitted under the terms of your lease no further landlord approval is required. Please upload a copy of the relevant lease clauses alongside an explanation of why specific permission for your works is not required.

**Q: The Trustees of my building have delegated decisions relating to its upkeep and repair to a Management Committee. Do I still need Trustee Approval?**

A: All projects with buildings Held in Trust have been asked to provide evidence of Trustee Approval to the works. This consent will not be required if you provide evidence to show decision making relating to the building has been delegated to the applicant organisation. This evidence must be a formal document, such as a letter from your Trustees or a signed set of Rules or a Management Committee Terms of Reference.

**Q: Do I need to commission a building survey?**

A: Upload of a building condition survey is not mandatory. If you have already undertaken a building condition survey or have other technical reports you may upload these in support of your application, however not all projects will have these available. If you do not have any surveys or technical reports you should upload photographs to evidence the current condition of your building.

**Q: Is there a file size limit for uploads to submittable?**

A: Yes. Individual files must be no more than 500MB. Overall all uploads must not exceed 800MB.

## **Consents and Approvals**

### **Q: Do I need Building Control Approval / Building Control Pre-Commencement Approval?**

A: Not all projects will entail building work. Building Regulations apply to most 'building work'. This requires you to make an application before proceeding with the work. Further guidance is available from [Making an application – Building Control NI](#)

Please ensure you seek appropriate advice from your Local Council or a qualified professional to ensure you correctly identify any statutory approvals required for your project including Building Control Approval.

If your project requires a Building Control Application you must now upload evidence that you have submitted an application to your Local Council as part of your Stage Two application form.

We will ask for evidence that this application has been approved at Letter of Offer stage if your application is successful.

For those applicants that have not submitted a Building Control Application, we may seek confirmation that this is not required during the assessment process. If it transpires a Building Control application is required, and you have not applied for these consents prior to 23rd January 2026, your application will be deemed ineligible.

### **Q: We do not need planning permission, but we do require listed building permission- how do we document this?**

A: Please detail this in the consents section of the application form and upload written evidence where applicable.

## **Assessment**

### **Q: Why has the portfolio rebalancing provision been removed from the NICIF Guidance?**

A: The NICIF guidance allowed the Review Panel to redistribute projects across sectors or regions in exceptional circumstances. Analysis of Expression of Interest and Application patterns indicates a balanced distribution across council areas, rural and urban settings, and organisational types. As no material imbalances have been identified, the clause has been removed to ensure clarity and consistency. All funding decisions will be made strictly in merit order, with sectoral or geographical factors used only to resolve tiebreaker situations.

## **Project Delivery**

**Q: Will there be any reporting, evaluation or monitoring forms to be completed throughout the project or at project finish?**

A: Yes. You will be provided with further information about this at Letter of Offer Stage.

**Q: Is there an Advance payment available?**

A: Payments will be issued in arrears upon submission of satisfactory evidence confirming completion of the approved works. Applicants who wish to request an advance payment may do so only where there is a demonstrable and substantiated need. Such requests must be supported by appropriate documentation and will be assessed on a case-by-case basis.

**Q: How are payments made/is there a schedule of payments?**

A: Payments are usually made in arrears, on submission of a valid invoice from the contractor, evidence of payment and evidence of works having been undertaken. The number and frequency of payments will be agreed at Letter of Offer Stage.

**Q: Do I have to repay any grant if project is abandoned?**

A: Your grant agreement will include a clawback provision where you may have to repay all or part of the grant already received if the project does not meet agreed conditions.

**Q: If the costs for my project increase during delivery and totals more than the original agreed grant amount, can I request additional funding to cover this?**

A: No. It is strongly recommended that you include a contingency sum when detailing your expected project costs to cover any potential cost increases. Any project costs that go beyond the agreed total project cost in your Letter of Offer will not be eligible for grant funding.