

 **Go Succeed 2024-25**

**Go Succeed Grant Guidance Notes for Applicants**

|  |  |
| --- | --- |
| **1 Introduction to the Go Succeed Grant & Flowchart** | 1 |
| 1.1 Grant award amounts | 3 |
| 1.2 Who can apply for a Go Succeed Grant | 4 |
| 1.3 Who cannot apply | 5 |
| 1.4 What can be funded | 6 |
| 1.5 What cannot be funded | 6 |
| **2 Filling in the application and next steps** | 8 |
| 2.1 General Information | 8 |
| 2.2 Filling in the form and how we assess your application | 10 |
| 2.2.1 Section A – About your organisation | 10 |
| 2.2.2 Section B – Your Project | 10 |
| 2.2.3 Criteria for making our decision | 10 |
| 2.2.4 Project Expenditure | 11 |
| 2.2.5 Procurement Guidance | 11 |
| 2.2.6 Section C – Subsidy Control & State Aid | 12 |
| 2.2.7 Section D – Confirmation checklist & submission | 14 |
| **3 What happens next** | 15 |
| 3.1 Letter of Offer | 15 |
| 3.2 Paying the funds | 16 |
| 3.3 Monitoring and reporting | 16 |
| 3.4 Marketing and promotion | 16 |
| 3.5 Equal opportunities monitoring  | 17 |
| 3.6 Publication of data | 17 |
| **4.0 Contact details for each Council** | 17 |

# **Introduction to the Go Succeed Grant & flow chart**

**You must read the guidance notes before filling in this application form**

Go Succeed also known as Enterprise Support Service (ESS), led by Northern Ireland’s 11 local Councils, is a new approach to help potential entrepreneurs, new starts and existing businesses to maximise both their potential and contribution to Northern Ireland’s economy.

Go Succeed will provide would-be and existing businesses with flexible, tailored and easily accessible advice and support at any stage of their growth journey. There are 4 elements of the service:

|  |  |  |
| --- | --- | --- |
| 1 | Engage | Engaging individuals at the pre / early start-up phase |
| 2 | Foundation | Support for founding of higher value / VAT + potential businesses |
| 3  | Enabling Growth | Aligned to aspirations and potential |
| 4 | Accelerated Scaling | Supporting start-ups that can generate at least £1m in revenues after 3 years |

Only potential employer enterprises accessing support within the Foundation and Enabling Growth elements of the wider Go Succeed service are eligible to apply to the Go Succeed Grant.

If your organisation is not currently receiving, or has not been in receipt, of support through the Go Succeed service, you cannot apply.

**Go Succeed Flow Chart for applicants:**

1. **Receive & return documents**
2. **Grant referral**

Your local Council emails you grant forms to complete and you return completed form with all relevant documents.

Business Mentor/Business Advisor refers you for a grant application (50% of your mentoring must be complete prior to applying).

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**4. Return letter of offer**

1. **Grant assessment**

Grant forms are assessed & if successful, your Council emails you a Letter of Offer. If unsuccessful, you receive an email (you cannot appeal but can reapply as this is a rolling grant).

If successful, return the signed Letter of Offer and BACS form within 2 weeks of receiving. Council will make a payment of 80% of total grant awarded on receipt Letter of Offer.

**6. Council pay remaining 20%**

**5. Return Monitoring form**



Once project completed, send Council the Evaluation Report, relevant receipts and bank statements.

Upon receipt of Evaluation report and relevant documents the Council will make final 20% payment of grant amount.

## Grant award amounts

The Go Succeed Grant can provide funding of up to 70% of costs for capital and/or revenue items up to a maximum grant of £4,000. The minimum grant awarded will be £1,000.00. For example, if you are requesting the maximum £4,000.00, your total project costs must be at least £5,714.28

We will fund 70% of the cost up to a maximum of £4,000; therefore the organisation must provide their own fundingfor the balance of the cost of their purchased item if the total cost exceeds £5,714.28.

Please note that applying for a grant is a competitive process and awards are subject to the availability of funds and may be subject to change.

Grant funding is limited, therefore businesses are encouraged to apply as early as possible. Even if an application scores highly, we cannot guarantee funding.

* 1. **Who can apply for a Go Succeed Grant**

Northern Ireland businesses/organisations who are in receipt of support, or have received support from Go Succeed/NI Enterprise Support Service, under either the Foundation or Enabling Growth elements. Mentors supporting businesses under the Go Succeed service will be able to clarify the element of the service under which support has been provided. Applications from businesses not supported under this service will not be considered as eligible.

Your organisation must also:

* Apply to the Council whose area your organisation is based in and only one application per business is permitted. If you apply to a different Council, your application will be deemed ineligible. If you have more than one office/premises across two Council areas, you must choose one office address only and use it throughout the application process.
* Complete at least 50% of mentoring prior to application.
* have identified a barrier to growth which can be addressed by this grant; please note validation will be sought from the mentors supporting the businesses under the Go Succeed service to confirm that grant sought is in line with growth aspirations.
* be/have the potential to become, an employer enterprise or social economy enterprises with a minimum of 1 full-time employee (FTE) and a maximum of less than 50 FTEs, including the business owner(s) (based on full-time 30 hours per week and part-time at least 16 hours per week).
* be actively trading at the time of application.
* not be a current Invest NI client. (Note - for businesses that are an INI client, eligibility may be granted subject to approval from INI, pre-application)

Your organisation must also be able to provide the following at the submission of the application:

* a fully completed application form including Sections A, B, C and D
* copies of your organisation’s most recent bank statements for the last 3 months. This must be a bank account for the sole purpose of your business and separate from personal finance. The bank statements must show your organisation’s name as the name of the account.
* 3 written quotes for each item you are applying for over £3,000.00. Please note, if the total value of buying more than one of the same item from the same supplier exceeds £3,000, despite the individual items costing less than £3,000, 3 quotations are required, as the items will be treated as one collective procurement.

The Go Succeed service is highly unlikely to fund an organisation that is in poor financial health and that cannot prove that it has effective financial controls.

##  Who cannot apply

## The grant scheme does not support:

* Businesses who have not been approved for support under Go Succeed, specifically either the Foundation or Enabling Growth elements. Mentors supporting businesses under Go Succeed will be able to clarify the element of the service under which support has been provided.
* Businesses who have previously received financial assistance from the Go Succeed Grants over an amount of £4000. Where a business is moving from Foundation to Growth and have not received the maximum grant of £4000, there is an opportunity for the business to apply for the remaining grant amount as the grant is rolling on an ongoing basis.
* New start businesses who have yet to commence trading (all business sectors)
* Businesses with charitable fundraising as their main focus
* Political Organisations
* Any business where there are ethical or reputational considerations – e.g., gambling, money lending, adult entertainment, tobacco products or cannabis products not authorised as medicines, debt factoring, hire purchase financing; pyramid schemes; projects which have as their object the promotion of political or religious views; illegal or immoral activities.
* Any other business that the Council may from time to time deem to be ineligible.

##  What can be funded?

Examples of eligible expenditure includes the below items which can be linked to creating new jobs, and / or introducing approaches leading to boosting productivity, to access to new markets and improved business performance.

* New equipment / machinery that contributes towards business productivity growth or efficiency.
* Mobile machinery, such as scissor lifts, forklifts, ride-on lawn mowers
* Computer equipment & software (outright purchase only, on-going license fees ineligible)
* Web development / e-commerce website sites
* Marketing / brand development
* Specialist Consultancy costs (which cannot be provided for through the wider Go Succeed service or another external agency), e.g., Energy efficiency improvements, digital transformation.
* Attendance at trade shows/exhibitions/market visits to create market exposure and sales opportunities (could be linked with targeting a new export market)

##  What cannot be funded?

The following items cannot be fundedunder the service:

* Businesses who have already been awarded the maximum Go Succeed grant amount of £4000.
* Equipment/services that are eligible for funding through another service (e.g., Digital Transformation Flexible Fund, Invest NI, Intertrade Ireland).
* Retrospective expenditure (e.g. where services/items have already been obtained and paid in advance of a signed Letter of Offer).
* Motorised vehicles, including vans, lorries, cars, boats, bikes, quads or any other form of motorised mobile vehicles that can used as a means of transport.
* Second-hand or refurbished equipment, where like for like quotations cannot be obtained.
* General maintenance or refurbishment works.
* Servicing of existing equipment.
* Capital Improvements, building works, refurbishments (i.e. of any residential property or commercial property).
* Training costs where it has not been agreed as part of the funded project.
* Labour costs not directly associated with the installation of purchased equipment / capital works or build of websites.
* Any activity or action that is a statutory requirement of your business (e.g. for Health and Safety purposes such as Personal Protective Equipment) or the responsibility of another government department.
* Activities which are party-political in intention, use or presentation.
* Alcohol, gratuities, gifts, and prizes.
* Costs that are not auditable (for example, cash payments).
* Purchase of stock for general trading purposes.
* Business running costs (for example, staff costs, rent, rates, electric, insurance, stock).
* Consumable items used by businesses that are replaced regularly because they wear out or are used up (for example, hand sanitizer, masks, gloves, visors, high-visibility vests for staff, printer ink).
* Staff Uniforms or clothing, including personal protective items.
* On-going Licence Fees.
* Loan Repayments, Bank interest charges, referral fees and foreign currency transaction charges.
* Costs that can be claimed back from elsewhere (for example, VAT).
* Hire purchase arrangements.
* Membership fees
* Additional mentoring hours with a Go Succeed mentor. Although consultancy costs are eligible, this does not include additional mentoring from the same mentor and is only eligible if the consultancy support cannot be provided via Framework B or a suitable external agency e.g. Invest NI

Please note this list is not exhaustive.

# **Filling in the application and next steps**

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# **General information**

Projects cannot commence until you have received and accepted a Letter of Offer.  Any expenditure incurred prior to accepting a Letter of Offer will not be eligible for funding.

There is one rolling application process. Grants will be issued to successful applicants in the order in which applications are received and accepted by the Council.

Individual businesses/social enterprises can apply for a grant of £4,000.00 with a maximum of one application per organisation unless they have received less than the maximum amount of £4000 and are progressing from Foundation to Growth. For example, where a business is moving from Foundation to Growth and have not received the maximum grant of £4000, there is an opportunity for the business to apply for the reaming grant amount as the grant is rolling on an ongoing basis.

The total grant amount can make up 70% of the total cost of any work to be carried out or equipment purchased.

The fund will covereligible costs only. Please note equipment purchased must be new and must meet any environmental or licensing standards.

Applicants cannot start any work or purchase any items of equipment until they receive their Letter of Offer. Work or purchases made prior to receipt of the Letter of Offer will not be eligible.

Our grant scheme has been carefully designed to make the application process as easy and straightforward as possible. We do not think any paid help is necessary and we do not act with or endorse the services of any supplier or consultant and will not pay any costs, commission, or fees that they may charge you to make an application. Council Officers can advise and provide guidance on your application and/or project plan. It is important that you complete the form yourself and apply directly to us. If you need support with you application please get in touch with your Council Lead (see contact details at the bottom of this form).

It is important to remember that we assess your application on the information you provide. We will not take into account any information that you do not include in this application.

For some questions we have set a maximum number of words you can have in your answer. The word limits are not just for guidance. We will not consider any words over the word limit.

We will only accept applications in the word document format, please do not submit a scanned or PDF document.

Additional information should only be attached where requested. Any additional material provided which has not been requested will not be considered.

All sections of your application form must be completed as fully and concisely as possible as this information will be used in the assessment of your project proposal.

Your responses should be well structured and clearly linked to the question. We recommend you use bullet points and headings where possible.

Please do not try to influence the decision by lobbying the Council, directly or indirectly.

Applications that are not complete or do not provide a detailed project budget are also not eligible.

We will not consider an application made by one organisation on behalf of another.

If you are not sure whether your organisation and project meets the eligibility criteria, or you need more guidance on the application form, please contact one of your local Council Leads. You can find contact details at the end of these guidance notes.

# **Filling in the form and how we assess your application**

* + 1. **Section A – About your organisation**

This section gathers information about your organisation. It includes questions about your organisation’s legal status, business activities, staff and finances. This section, along with Section C lets us check your organisations eligibility to apply for the grant.

* + 1. **Section B – Your project**

This section gathers information about your proposal including why you need the funding, what you would do with the funding and how you would spend it. This section is used to score your application against the criteria for the grant.

* + 1. **Criteria for making our decision**

If your organisation has met all the eligibility criteria (1.2 Who can apply for a Go Succeed Grant) we will use the following criteria to score your application:

|  |  |
| --- | --- |
| Criteria | Weighting (%) |
| * 1. Project need and demand for the project
 | 30 |
| * 1. Project aims and objectives
 | 20 |
| 3. Your project needs to fit with a minimum of two of the following themes: | 30 |
| * Employment: Creating new employment opportunities for yourself or for other new employees
 |
| * New products / services introduced
 |
| * Increasing productivity
 |
| * Improved business performance
 |
| 4.Business experience  | 20 |

* + 1. **Project Expenditure**

Please provide a breakdown of the costs you are applying for in the table in the application.

We reserve the right to award you less than the amount you have asked for. Please make sure you are aware of the list of eligible costs in 1.4 What can be funded and 1.5 What cannot be funded in these guidance notes. All costs must be reasonable and necessary. You must complete your budgets in enough detail to allow us to judge this.

If you intend to purchase (or contribute to the purchase) any goods or services costing £3,000 or over with Go Succeed grant money, you must provide us with quotations from a minimum of three suppliers (Procurement Guidance below). If you are unable to provide quotations or you would prefer to use a specific supplier, for example, a particular artist, please provide an explanation. To make sure you provide value for money, we may cap any project costs we are funding.

If your organisation reclaims VAT only the net amount can be funded – we will fund net costs if you are VAT registered and gross costs if you are not VAT registered.

We will only fund up to 70% of the project costs.

* + 1. **Procurement Guidance**

The council’s procurement thresholds must be complied with where grant funding is used to purchase goods or services. If you intend to purchase (or contribute to the purchase) of any goods or services costing £3,000 or over with this grant you must provide 3 quotations with the application.

The following guidelines must be complied with:

|  |  |
| --- | --- |
| **Total Estimated Cost** | **Action & Minimum Number**  |
| Under £3000 | No quotations required |
| £3,000 or over to £8,000 | At least 3 companies invited to provide written quotations  |
| Over £8,000 to £30,000 | At least 4 companies invited to provide written quotations |

* Quotes from suppliers should be sought as per the guidance outlined above
* Quotes must be sought from suppliers who can realistically supply the good/service such as, suppliers who normally stock the item
* Where there is limited competition in the market for the good/service you are procuring (such as niche/specialist items) resulting in you being unable to request the minimum number of quotes required, then this should be documented, and an explanation provided
* You or a business that you are an owner/partner/director of, are excluded from quoting for the supply of goods/services/works to a project that you may be offered funding for
* Where possible quotes should be from suppliers who are Northern Ireland based
* Quotes should be ‘like-for-like’, particularly where goods/services are specific for example laptop, and so on. Quotations for the same make and model of products are acceptable and should be obtained where possible. All quotations must meet the specification provided and demonstrate ‘like for like’ comparison to verify value for money
* You should ensure that all costs are quoted and accounted for, for example, 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 within 3 months of the date the application is submitted and must contain the supplier’s full details such as name and contact details
* If VAT is applicable to the items quoted, this should be clearly noted on the quotations to establish total project costs
* If the lowest quotation has not been accepted because of quality considerations the applicant must provide a clear rationale for this.
* Quotes in other currencies should be compared using the rate of exchange through [www.x-rates.com](http://www.x-rates.com).
	+ 1. **Section C – EU State Aid rules and UK Subsidy Control Act 2022**

Under the Subsidy Control Act 2022, a subsidy is present when a public authority provides financial assistance (directly or indirectly) to an enterprise and that gives them an economic advantage over one or more other enterprises with respect to the production of goods or the provision of services. This financial assistance must also be capable of having, a foreseeable effect on competition or investment within the United Kingdom or on trade or investment between the United Kingdom and a country or territory outside the United Kingdom. This financial assistance can take the form of a grant, a tax break, a loan, guarantee or equity investment on favourable terms, or the use of facilities below market price, amongst other kinds of support. This UK definition is broadly similar to that which is used in the EU’s State aid rules.

Although the UK has now left the EU, as detailed in Article 10 of the NI Protocol and the resultant Windsor Framework, the EU State aid rules also still apply in respect of financial assistance measures which affect trade in goods between NI and the EU.

**Completing Section C of the application form**

When completing Section C of the application form, in question 1. a) and b) you need to tell us if your organisation export goods or services into or out of Northern Ireland.

Based on the beneficiary trading activities applicants are required to confirm which sector the business operates within in order to determine is UK Subsidy Control Act 2022 or EU Regulation 2023/2831 (De Minimis Aid Regulation) applies.

See options below. Please note if the business operates within both service and in goods and manufacturing sector, you should select ‘de minimis aid’.

**1a**. UK Subsidy Control Act 2022 (when support is provided to **service sector companies**)

**1b**. De Minimis aid (where the Windsor framework applies) – (when support is provided to companies **trading in goods and manufacturing sector**.)

**When the EU de minimis rules apply**

If you select 1b, the grant awarded will be deemed to be a de minimis aid grant and EU Regulation 2023/2831 (De Minimis Aid Regulation) will apply. The Council requires the below information in 1c).

1. c) to tell us how much support you have received from any public body over the last 3 year period (from the date the declaration is completed). The maximum amount of de minimis aid that an undertaking can receive within a 3-year period is €300,000 (i.e. the total amount of de minimis aid granted in the previous 3 years needs to be taken into account).

This declaration must be signed and dated by the business owner/ director or person legally entitled to sign the declaration on behalf of the business owner/ director.

**You must include the support you have already received or are receiving through the Go Succeed service.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Awarding Body | Name of Programme | Type of Support | Date Awarded | Amount / Value (£/€) |
| For example, Land & Property Services  | For example, Covid Small Business Grant | For example, Covid Support Grant  | 21/06/22 | £9,500.00 |
| For example, Lisburn City Council  | For example, Better Business Programme | Marketing Support and guidance | 28/02/21 | £3,750.00 |
| Lisburn City Council | Go Succeed Service – Foundation | Governance mentoring | 05/11/23 | £5,000.00 |
|  |  |  | Total | £18,250.00 |

If the amount of support you have received is over €300,000, we will contact you as this may make your organisation ineligible to receive the grant under EU ‘de minimis’ rules.

If you are unsure of the type of support you have received during this year and the last two full years of your organisation’s financial years, you should contact the relevant grant providers and request this information. Incorrect information could result in your business receiving too much funding which could later give rise to this being recovered with interest. The Councils would also advise that you seek independent legal advice if you are unsure of your obligations under this legislation.

* + 1. **Section D – Confirmations, checklist & submission**

To be eligible for this grant you must complete Sections 1, 2 and 3 about your organisation, the proposed activities, and the information you are supplying with the application.

You do not need to include a copy of your HMRC, Companies Houses or Charity registration, safeguarding policy, employment policy, insurance, licence, permissions, risk assessments or confirmation of Access NI checks, but they may be requested at any time and may be required if you application for funding is successful.

If you have any queries or for further information and guidance on safeguarding on these please contact the safeguarding team in your local Council.

If you are awarded a grant, the Go Succeed team does not provide insurance for any activity you undertake. It is up to the business to ensure they are appropriately insured or prepared to obtain appropriate insurance if awarded a grant (building, contents or public liability insurance as appropriate). No evidence of this is required at application stage, but you will be asked to confirm insurance cover at grant claim stage and provide it should your claim be selected for an audit check.

**3. What happens next?**

1. We will log all applications when we receive them.
2. We will check your application to make sure it meets the eligibility criteria. If we find that there is eligibility information missing at this point, we will contact you and give you five days to send it to us. If you fail to send the missing information to us in this period, or if the application fails to meet other eligibility criteria, your application will fail at this stage and not go forward for further assessment. You will be notified by email if your application has failed to meet the eligibility criteria.
3. We will forward eligible applications to the relevant unit for scoring against the specific criteria of the grant applied for.
4. Based on the confirmed scores, we may make an offer of funding.

**3.1 Letter of offer**

If your organisation is successful, we will email you a letter of offer outlining:

* the general conditions of the grant.
* any special conditions.
* the stages we will pay the grant in; and
* your project and its targets.

Before we can release any grant payments, you must:

* sign the letter of offer to say you accept it. At the latest, this must happen within two weeks of the date of the letter of offer, or we will withdraw the offer of the grant.
* Watch the Grant application video on the link provided on the Letter of Offer.
* Have satisfactorily completed and closed any previous Small Grants. Your local Council Leads will contact you if you have any outstanding information or repayments.

We will not fund any project costs you pay or agree to pay before you have signed and returned the letter of offer.
You must get our approval before you make any changes to the project or the budget.
If you receive a grant offer and no longer want to take it up, please tell us in writing as soon as possible.
The Council’s decision on whether to award funding is final, however if your application is unsuccessful, you can contact local Council for feedback and advice on future funding applications.

**Paying the funds**

We will pay 80% of your grant when:

* we receive your signed letter of offer
* you have provided any outstanding information or repayments for previous projects.

We will pay the other 20% once we have received a satisfactorily completed monitoring form within four weeks of completing your project.

If you have been selected to provide invoices and bank statements for the project, we must receive and be satisfied with the information before we release any final payments.

**Monitoring and reporting**

As you are receiving public funding, you must answer for what you do with this money. Because of this, we will expect you to complete a monitoring form based on information provided in the application. You will be emailed the form for completion.

We will also ask all organisations for auditing purposes, to check how the grant was spent and that the terms and conditions of the funding were met. You will be contacted by your local Council Lead and you will be asked to provide invoices and bank statements for all the items you are claiming through the grant.

If your project does not meet its targets and outcomes, we can review and reduce the amount of funding awarded.

If any information in the application, monitoring or supporting information is found to be untrue or misleading, we will withdraw any grant. If we have already paid part of a grant to your organisation, you must repay it. This will have implications for any future applications or requests for funding. We may also review grants made to your organisation in the past.

**Marketing and promotion**

You must acknowledge our support by including our logo on all printed materials associated with your programme of work. Occasionally you may be asked to make appearances and assist us with launches and photo shoots.

If you receive funding from us, it does not mean we endorse your project. When you display the council logo on published material, you must include the following sentence: ‘‘This publication is grant-aided by the Go Succeed Service. The views expressed are not necessarily shared or endorsed by the council. The council does not accept any responsibility for these views.’’

We will give you more information about logos if your application is successful. For information on Go Succeed branding and logos please refer to [Go Succeed - NI Business Support (go-succeed.com)](https://go-succeed.com/).

**Equal opportunities monitoring**

We must promote equal opportunities. We must also promote good relations between people of different religious belief, political opinion or racial group. We will treat as anonymous all of the information you provide in this questionnaire. We do not consider it in the assessment of your application.

You will be given a link to the Equal Opportunities form in the email you will receive to acknowledge receipt of your application form.

**Publication of Data**

If your application is successful and your project is awarded funding, please note that Councils may publicise details of all financial support awarded/paid out to beneficiaries. This will include the name of the beneficiary, their postal town, their post code and the total amount of financial support received by the beneficiary.

Details of all applications (successful and unsuccessful) may be submitted to your local Council and applicant details may be published as part of the Council report, which are accessible to the public.

**Contact details for each Council**

|  |  |
| --- | --- |
| **Council Area** | **Contact Details**  |
| Antrim and Newtownabbey Borough Council | Email:Website | **business@antrimandnewtownabbey.gov.uk****sara.thompson@antrimandnewtownabbey.gov.uk**https://antrimandnewtownabbey.gov.uk/ |
| Ards & North Down Borough Council | Email:Website | **gosucceedgrants@ardsandnorthdown.gov.uk****Cc:** **karine.mcguckin@ardsandnorthdown.gov.uk**https://www.ardsandnorthdown.gov.uk/ |
| Armagh City, Banbridge & Craigavon Borough Council | Email:Website | **elaine.cullen@armaghbanbridgecraigavon.gov.uk**https://www.armaghbanbridgecraigavon.gov.uk/ |
| Belfast City Council | Email:Website | **CroftPhoebe@BelfastCity.gov.uk****economicdevelopment@belfastcity.gov.uk**www.belfastcity.gov.uk |
| Causeway Coast & Glens Borough Council | Email:Website | **louise.pollock@causewaycoastandglens.gov.uk**https://www.causewaycoastandglens.gov.uk/ |
| Derry City & Strabane District Council | Emails:Website | **businesssupport@derrystrabane.com**https://www.derrystrabane.com/ |
| Fermanagh & Omagh District Council | Email:Website | **donagh.jackman@fermanaghomagh.com**https://www.fermanaghomagh.com/ |
| Lisburn & Castlereagh City Council | Email:Website | **greg.allen@lisburncastlereagh.gov.uk**https://www.lisburncastlereagh.gov.uk/ |
| Mid & East Antrim Borough Council | Email:Website | **amplify@midandeastantrim.gov.uk**https://www.midandeastantrim.gov.uk/ |
| Mid Ulster District Council | Email:Website | **shirley.mcintyre@midulstercouncil.org**https://www.midulstercouncil.org/ |
| Newry, Mourne & Down District Council | Email:Website | **louise.McVeigh@nmandd.org**https://www.newrymournedown.org/ |