



# **DLR Grant Scheme**

**2017 Round 2**

**Grant Guidelines**

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## Purpose of the DLR Grant Scheme

The DLR Grant Scheme provides financial assistance to individuals, groups and organisations engaged in projects, events or developments for the community and business organisations at local or county level within Dun Laoghaire Rathdown County.

The scheme funds a diverse range of initiatives from Events, Sports and Heritage to Community, Arts and Business.

The grants support in achieving the Council's commitment to Driving Quality of Life for All and Creating an Environment for Economic Growth. The aim is to ensure that the limited financial resources available are used to the maximum benefit of the DLR community at large and support in achieving the Council's goals and objectives. See [http://www.dlrcoco.ie/sites/default/files/atoms/files/corporate\\_plan\\_2015-2019.pdf](http://www.dlrcoco.ie/sites/default/files/atoms/files/corporate_plan_2015-2019.pdf)

The grants range from support to local community groups in running community events, and community development initiatives. Grants also support business groups with running business promotion events and initiatives that drive footfall and support economic growth. Winter Festival and Event grants are available to support and promote key events or festivals throughout the County. These guidelines set out the purpose of each grant, the eligibility and award criteria.

Since 2014, the County Council has awarded almost €2.3m in grants which help support in driving quality of life and creating an environment for economic growth. This assistance supports a broad range of activity and successful applicants are required to acknowledge the County Council's support in publicity related to projects or initiatives that have received such support. Further information is included on the Section of Post Award Criteria.

**In addition to the above, the purpose of each specific grant is:**

**Arts Access:** To provide financial assistance to individual artists, arts groups and arts organisations engaged in arts projects or events at local or county level and to support the professional development and arts practice of individual artists, arts groups and organisations.

**Business:** To support our Business Groups by providing financial support for promotion and marketing activities aimed at generating and sustaining business.

**Community:** To provide financial support to our local Community Groups.

**Winter Festival and Events:** To provide financial assistance to Towns and Villages engaged in the holding of Winter Events or Festivals in their locality. It also covers funding for Festive lights, decorations and trees.

## List of Available Grants

### Arts Grants - Arts Access - (Maximum €3,000)

Arts Access grants are available to provide financial assistance to targeted areas of the community in need of greater opportunities for artistic expression. Specifically this grant is aimed at Youth Service Providers in this round of funding.

The applicant/s must include:

- details of the proposed project
- a detailed budget including supporting materials
- details of how this project will develop the participants' artistic skill.

### Business Area Promotion Grants

Business promotion grants are open to recognised business groups that fulfil the following objectives:

- to help generate and sustain business activity by delivering tangible outputs such as increased footfall
- to encourage firms in an area to work collectively to promote and sustain business activity in their area
- to encourage businesses to work with Dún Laoghaire-Rathdown County Council and other public agencies

## Community Grants

**Note:** Community Grants awarded are based on a percentage of the cost, to a maximum amount (if stated). Maximum limits referred to are awarded in targeted areas. Grants are only payable on submission of receipts.

**IAD** – Identified Areas of Disadvantage

### 1. Community Facilities Grants

The Feasibility Grant gives assistance to local voluntary groups/ organisations for the completion of feasibility studies regarding the development of facilities.

The Upgrading Community Facilities Grant allows for the refurbishment and or redecoration to community facilities. Limited funding will be available and is subject to budgetary approval.

Community Grants awarded are based on a percentage of the cost, to a maximum amount (as stated above). Maximum limits referred to, are awarded in targeted areas.

#### Feasibility Study - Maximum €5,000

IAD - €5,000 or 80% of the cost, whichever is the lesser

Non IAD - €5,000 or 50% of the cost, whichever is the lesser

#### Upgrading Community Facilities – Maximum €5,000

IAD - €5,000 or 75% of the cost, whichever is the lesser.

Non IAD - €5,000 or 50% of the cost, whichever is the lesser.

### 2. Equipment Grants

This grant is intended for the purchase and replacement of equipment. Smaller items of equipment may be required on an on-going basis, while the grant aid of major purchases to a group is once every three years.

#### Purchase of Equipment – Major - Maximum €4,000

IAD - €4,000 or 75% of the cost, whichever is the lesser

Non IAD - €3,000 or 50% of the cost, whichever is the lesser

#### Purchase of Equipment – Minor - Maximum €1,000

IAD - €1,000 or 95% of the cost, whichever is the lesser

Non IAD - €800 or 95% of the cost, whichever is the lesser

### 3. Community Activity Grants

#### Community Week / Other Community Activities - Maximum €600

This category is to assist local voluntary community projects promoting local community activities, which may include

- o Community days/weeks
- o Development of a local newsletter
- o Community Festivals

<sup>1</sup>IAD - €600 or 50% of the cost, whichever is the lesser

Non IAD - €600 or 50% of the cost, whichever is the lesser

#### Summer Project Grant:

Summer Projects provide a supervised programme of recreational and educational activities for young people in the summer period. Projects are responsible for ensuring that they meet all the requirements of the Child Protection legislation. Summer projects run for a minimum period of 2 -3 weeks catering for young people from a local area.

The Summer Project Committee must be properly structured with Chairperson, Secretary and Treasurer. Commercially based projects will not be eligible.

IAD - €1,200 3 week

Non IAD - €1,000 3 weeks

IAD - €800 2 week

Non IAD - €600 2 weeks

IAD - €400 1 week

Non IAD - €300 1 weeks

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<sup>1</sup> Identified Areas of Disadvantage are identified in AIRO A Socio-Economic Profile of Dún Laoghaire-Rathdown for the LCDC – see page 9

## 4. Community Development Grant

### Start Up Costs for Community Groups

This grant is aimed at new community groups to aid once-off start-up costs.

IAD - €800 or 50% of the cost, whichever is the lesser

Non IAD - €800 or 50% of the cost, whichever is the lesser

### Training Support for Community Development

This grant is provided to groups involved in Community development who require training related to community development, finance, committee skills and coaching. The group must outline the training required and the costings for same.

IAD - €800 or 50% of the cost, whichever is the lesser

Non IAD - €800 or 50% of the cost, whichever is the lesser

### Community Development Initiatives/Community Analysis

This category is aimed at projects that specifically address equality proofing, antiracism training, developing social inclusion, surveys, research and implementation of information technology.

IAD - €3,000 or 75% of the cost, whichever is the lesser

Non IAD - €3,000 or 50% of the cost, whichever is the lesser

### Running Costs Grant for Community Groups

This grant is provided to support existing groups that are in existence for a period of at least two years prior to their application and is to assist them in relation to on-going running costs such as the production of a newsletter, insurance costs, facility hire, where no other funding is available.

IAD - €500 or 80% of the cost, whichever is the lesser

Non IAD - €500 or 50% of the cost, whichever is the lesser



## 5. Community Estate Enhancement Grant

This grant is aimed at assisting community groups in actively seeking to improve their local environment through projects or activities of an environmental nature at community level.

IAD - €300 or 95% of the cost, whichever is the lesser

Non IAD - €300 or 50% of the cost, whichever is the lesser

## 6. Community Small Arts Grants

This grant is available to persons or bodies organising a small-scale community based arts event that would promote appreciation and practice of the arts while improving standards in the arts within the community. Activities that are eligible for funding include amateur/ community art exhibitions, musical and dramatic societies and community publications of a creative writing nature.

€1,300 or two thirds of the total cost (whichever is the lesser) of the project that have countywide interest

€650 or one third of the cost (whichever is the lesser) towards an event of broad general interest in a community

€300 maximum towards an event of limited local interest

€150 maximum towards art competitions or exhibitions for children promoted by local residents

## Winter Festival and Event Grants:

The purpose of this grant is to provide financial assistance to Towns and Villages engaged in the holding of Winter Events or Festivals in their locality. It also covers funding for Festive lights, decorations and trees.

In addition to the above listed general conditions and eligibility, the following apply to Event Grant Applications:

- 50% of approved funding will be paid on production of quotes in advance of any spend by an applicant. A report on the grant-aided activity must be submitted, along with receipts for monies spent, before the final draw down of grant-aid is made. A template for this report will be provided and must be used.
- Should the planned event not take place the grant will not be paid. If the cancellation happens after the initial payment of 50% of the grant, the applicant will be liable for the full return of this payment to the Council.

## General Eligibility

In order to be considered for funding under the scheme, each applicant must meet the following criteria. Please note – there are additional criteria under each specific grant category that must also be met; these are listed on the following page.

1. Applications must refer to activities taking place in the County which have a benefit to the wider community
2. All activities / events must demonstrate the financial capacity / matched funding to deliver the project / activity.
3. Employees of Dún Laoghaire-Rathdown County Council are not eligible to apply
4. The applicant must have a dedicated bank account
5. Perishable items will not be grant aided
6. Grants will not cover third party grants or assistance to cover loans or deficits, charity fundraising events or the hire fee of Council premises.
7. Applicants must have no outstanding debt owing to the Council or any Council Controlled Organisations
8. Applicants must fully declare any additional council, government or council-controlled organisation funding or grant
9. Applicants seeking funding over €10,000 must submit a valid Tax Clearance Certificate with their application
10. An application can be for one grant only. If you are applying for more than one grant, separate applications must be submitted.
11. If you are submitting multiple applications you must number your applications in order of priority
12. One signed copy of the application – preferably electronic (a scanned copy of the signature page is acceptable – should be submitted. Multiple copies are not necessary
13. Applicants must comply with all Council regulatory and statutory requirements relating to the preparation and delivery of any events, including obtaining all necessary permits and consents, if required
14. Events of the following nature will not be considered:
  - private functions, breakfasts, lunches or dinners, or similar
  - events that promote religious or political purposes or events that denigrate, exclude or offend parts of the community
  - events that present a hazard to the community or pose a significant risk to the public or council
  - Funding requested must be for an event to be held in the year of the scheme – funding will not be granted for events held in the previous year.

- events that have breached previous funding agreements with the council, including post-event reporting criteria, and where no commitment has been made to rectify this
15. Only applications received on or before the closing date will be considered
  16. Activities already provided by the Council will not be considered for funding
  17. Failure to drawdown the funding or provide evidence of completion may result in future applications not being considered
  18. Relevant Groups, as listed below, must register with the Public Participation Network in order to qualify for funding
    - a. Groups working in the areas of Community, Sports, Arts, Residents Associations, Social Inclusion groups working with people experiencing disadvantage and inequality and groups with a focus on protecting the environment and sustainability
    - b. Applications can be found on [www.dlrcoco.ie/ppn](http://www.dlrcoco.ie/ppn)
  19. Canvassing of the members of the selection panel or members of staff of Dún Laoghaire-Rathdown County Council will disqualify the applicant/s.
  20. Groups that fall under the following categories must register with the Public Participation network in order to qualify for funding:  
*Community: Local Development, Sports, Arts, Residents, Social groups etc.*  
*Social Inclusion: Focused on people experiencing disadvantage and inequality*  
*Environmental: Focused on protecting the environment and sustainability*

To register with the PPN please fill in the application form at

<http://dlrppn.ie/wp-content/uploads/2016/05/DLR-PPN-Membership-Application-Form-May-2016.pdf> or email [enquiries@dlrppn.ie](mailto:enquiries@dlrppn.ie) for assistance.

## Grant Specific Eligibility

In addition to the above listed conditions of Eligibility, the below conditions apply for each grant category:

### Arts Grants

#### Arts Access Grants:

1. Funding is only available for Youth Services.
2. Applicants must be a youth service provider – applications from schools, universities or colleges will not be considered.
3. The project must be easily achievable and will have an impact
4. Promotes the professional or personal development of participants
5. Applications cannot be for the cost of equipment, i.e. computers, TVs, hire of vehicles, musical instruments, personal apparel etc
6. Funding for travel, competition fees, international conference attendance, major prizes, costs already incurred, existing staff costs, or administrative overheads will not be considered
7. Applications from organisations with outstanding grant reports or expenditure will not be considered
8. Support materials such as images, examples of previous work, CV's, letters of support are required.

### Business Grants

1. Applications will only be accepted from recognised Business Groups – individual business do not qualify
2. Applications must be for an activity/initiative that helps generate and sustain business activity by delivering tangible outputs such as increased footfall
3. Applications must be for an activity/initiative that encourages firms in an area to work collectively to promote and sustain business activity in their area
4. Applications must be for an activity/initiative that encourages businesses to work with Dún Laoghaire-Rathdown County Council and other public agencies
5. Applications can be for a maximum of 75 % of the total project cost
6. The source of the balance of funding of the project must be provided
7. Only 1 application can be submitted under this funding stream.

## Community Grants

1. Applications must be from a constituted community or local voluntary group
2. Applications from National Organisations will not be considered, however applications from local branches will be considered where funding applied for is specific to the local branch and for activities taking place within the County
3. Local voluntary groups seeking funding towards feasibility studies or towards refurbishment or adaptation of existing facilities will need to submit:
  - A 3 year development plan outlining: - Management structure, Programme of activities, Financial planning, and sustainability and funding programme.
  - Successful applicants must provide at least one seat on the management committee to a nominee of Dún Laoghaire-Rathdown County Council.
  - Successful applicants must provide copies of any relevant drawings or plans.
4. All groups receiving capital facilities funding must sign detailed funding agreements.

## Winter Festival & Event Grants

1. 50% of approved funding will be paid on production of quotes in advance of any spend by an applicant. A report on the grant-aided activity must be submitted, along with receipts for monies spent, before the final draw down of grant-aid is made. A template for this report will be provided and must be used.
2. Should the planned event not take place the grant will not be paid. If the cancellation happens after the initial payment of 50% of the grant, the applicant will be liable for the full return of this payment to the Council.

## Award Criteria

### General Award Criteria:

1. The application must be deemed to be eligible for consideration under the previously listed Eligibility Conditions
2. Applications must be complete to be considered
3. Applications will be marked on but not limited to the following general criteria:
  - a. Quality of application
  - b. Quality of proposal
  - c. Capacity to deliver the project, event or activity
  - d. Ability to increase opportunities for the various communities of Dún Laoghaire-Rathdown to experience, interact and engage with quality, stimulating, creative ventures.
  - e. Ability to achieve the applicants outlined objectives within the timeframe and budget and, where not a first time applicant, a proven ability to deliver objectives under previous applications

### Grant Specific Award Criteria:

#### Arts Grants

##### Arts Access Grants

1. The application must include
  - a. details of the proposed project
  - b. a detailed budget including supporting materials
  - c. details of how this project will develop the participants' artistic skill
2. The applicant must be a Youth Service Provider.

#### Business Promotion Grants

1. Applicants must have drawdown previous funding awarded and demonstrate that committed outputs have been achieved, if applicable
2. Only one application can be submitted under this category – if multiple applications are received from a group none of them will be considered

#### Community Grants

1. The application should outline or demonstrate a benefit to the local community
2. Projects will be prioritised based on need as funding is limited

## Winter Event Grants

1. Funding will be provided up to a maximum of 75% of the total project cost
2. Awarded funding will be paid in 2 instalments – 50% of the funding on production of quotes in advance of any spend by an applicant and 50% on production of receipts for monies spent.
3. Only recognised groups representing Towns or Villages – business groups, tidy towns groups, chambers of commerce, etc. – will be eligible for funding.
4. All activities must be taking place in the Council’s administrative area.
5. Funding must be drawn down in full by January 2018
6. Consideration will be given to the applicants’ scope, i.e. geographic area served and the number of people that will benefit.
7. Effectiveness/results of the applicants’ programme are also considered, as well as the availability of other funding resources
8. Extent of likely benefit or impact on Dún Laoghaire-Rathdown County is also considered.
9. All events must be free of charge and open to the public.
10. Must stimulate economic activities in the Town or Village.
11. A pre and post event evaluation must be submitted.



## Award Process:

### Applications Recieved on time?

If no - declined

If yes - **move on to eligibility**

### Application Assessed Under Eligibility

If is does not meet the eligibility conditions - declined

If it is deemed eligible - **move on to award criteria**

### Application Assessed Under Award Criteria

If it does not meet the criteria - declined

If it meets the cirteria - **considered for award**

### Consider for Award by Relevant Section

Can all elgible applications be awarded under budgetary constraints? Has the applicant applied for multiple grants? Should this project be prioritised?

**Steering Group make final decision**

### Sign off by Steering Group

Final decision on list of applicants to be considered for award drafted by the Steering Group.

**Referred to Council for consideration**

## Grant Scheme Timeline – Round 2 of the DLR Grant Scheme

### Scheme Advertised 15th March

Advertised in local papers, on Council's website and on Facebook & Twitter Applications available on web - [www.dlrcoco.ie/grantschemes](http://www.dlrcoco.ie/grantschemes)

### Closing date - 28th April

All applications must be received by this date

### Applications assessed by awarding boards

Recommendation made by relevant awarding section based on eligibility and criteria for award

### Recommended applications referred to Council

Recommended applications referred to the Council - first Monday in July

### Grants Awarded

Council approves grants for Awarding and letters are issued to applicants to confirm if their application was successful or unsuccessful.

## Post Award Requirements:

### General Post Award Requirements:

1. Successful applicants will be required to acknowledge the financial assistance of Dún Laoghaire-Rathdown County Council, including the display of the Council's logo on all printed matter. Reference must be made to Dún Laoghaire-Rathdown County Council's support in any publicity relating to the activity/event.
2. Where applicants are awarded €4,000 or more where the County Council is the principal sponsor, applicants must publicise that the County Council is the principal sponsor in publicity relating to the activity/event and utilise proportionate branding to reflect this.
3. All applicants awarded €4,000 or more must invite An Cathaoirleach and/or An Leas Cathaoirleach of Dún Laoghaire-Rathdown County Council to any grant aided event.
4. The funding offered must only be used for the purposes specified in the application and any alterations to the proposed use of the grant must be approved in advance by Dún Laoghaire-Rathdown County Council.
5. Applicable grantees should hold adequate public liability insurance. Dún Laoghaire-Rathdown County Council will not be responsible in any way for insurance of grant aided events or projects.
6. Where relevant, in accordance with national child protection policy, Children First National Guidelines for the Protection and Welfare of Children, successful applicants must have in place a policy and proper procedures regarding working with children and young people prior to the drawdown of funding.
7. Additional conditions specific to a grant may be outlined in a letter of offer.

## **Funding Available:**

The funding for each of the grant categories is dependent on the budget adopted annually by the elected Members and can vary year on year. The Grant Scheme Section commits to publishing the funding awarded over the previous 3 years when each new scheme is advertised. This information, along with the Grant Scheme Guidelines and the relevant application will all be available on our website – [www.dlrcoco.ie](http://www.dlrcoco.ie) - when the scheme is advertised.

## **Return of Applications**

Applicants must submit 1 copy of the completed and signed application form, preferably electronic to [grantschemes@dlrcoco.ie](mailto:grantschemes@dlrcoco.ie).

Incomplete and unsigned applications will not be considered. The declaration page MUST be but a scanned copy of the signature will be accepted. Typed names in place of signatures will NOT be accepted.

Applications and any supplementary materials, where relevant, must be submitted to: [grantschemes@dlrcoco.ie](mailto:grantschemes@dlrcoco.ie) or posted to

**Grant Applications,  
Corporate, Communications & Governance  
Dún Laoghaire-Rathdown County Council,  
Level 3,  
County Hall,  
Dún Laoghaire,  
Co. Dublin**

Applications and supplementary materials will not be returned.

## **Any Queries Contact:**

Phone: +353 1 204 7966

Email: [grantschemes@dlrcoco.ie](mailto:grantschemes@dlrcoco.ie)