



dlr Grant Scheme

2018 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 area.

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

The grants scheme supports the Council's commitment in its Corporate Plan 2015-2019 to Driving Quality of Life for All and Creating an Environment for Economic Growth. The aim is to ensure that the 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.

http://www.dlrcoco.ie/sites/default/files/atoms/files/corporate_plan_2015-2019.pdf

The grants support a wide variety of local initiatives and activities; including running community events, seasonal projects, sports activities, local environmental projects and community development initiatives.

Grants also support business groups with running business promotion events and initiatives that drive footfall and support economic growth in all areas of the County.

Events, Heritage and Festivals 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 **€1.8m** in grants which help support the development of vibrant communities in our area, drive quality of life for all and help create an environment for economic growth.

This grant assistance supports a broad range of activity and all successful applicants are required to acknowledge the County Council's support in publicity related to projects or initiatives that have received such support by including the **dlr** logo on all online and printed material.

Further information on this requirement is included on the section of Post Award Requirements on page 25.

Available Grants Categories

Age Friendly Support Grant

The Age Friendly Support grant is available to groups and organisations who wish to deliver specific supports and initiatives to enhance the quality of life of older people living and visiting Dún Laoghaire-Rathdown.

Priority when assessing applications will be given to initiatives which support the achievement of Age Friendly Strategy goals, related to enhancing quality of life, improving accessibility to the built environment or helping reduce isolation or loneliness.

Funding will be awarded to projects/ proposals not already covered under other grant categories. The types of initiatives that will be considered will be community based, and could include initiatives aimed at improving accessibility such as "walkability Audits" or community transport initiatives that addresses a specific need or voluntary support services. Proposals should link to and demonstrate how they support the achievement of the Age Friendly Strategic goals for the county which is available here; <http://www.dlrcoco.ie/en/community/social-development-inclusion/dlr-age-friendly-county>

The maximum grant available in this category is 80% of the costs of the project to a maximum €10,000

Arts Grants

Arts Grants - Professional Artists / Art Development Grants

Event/Project Support (Maximum €5,000)

Funding to support the production of an event, festival or long-term project by an individual artist, arts group or arts organisation that will allow the public an opportunity to engage with or experience the arts. The applicant/s must clearly define how this event/ project will support public engagement with the arts in dlr and what the outcomes of the event/ project will be.

Participation and Learning (Maximum €5,000)

Funding to support projects that have a collaborative approach between the artist and the participants. Examples of potential successful applications may include, but are not limited to, arts initiatives in formal and informal education settings, healthcare and community settings. They should inspire artists to engage, consult and collaborate with a community or place within Dún Laoghaire-Rathdown County or provide opportunities for growth and development within the participatory arts sector. The applicant/s must clearly define how this collaborative/ participatory project will develop the artistic skill of the participants and/or artists involved.

Professional Development and Arts Practice Support (Maximum €2,000)

Funding to develop or support studios, to purchase materials or equipment or to support the professional development of an artist, arts group or arts organisation. This could take the form of a bursary to allow the artist time to complete a specified body of work or a training opportunity such as a course. This cannot be used to fund third level training or travel. Please note that a maximum of 20% of the total funding available for Arts Grants will be awarded to Professional Development and Arts Practice Support applications. The applicant/s must clearly define how this funding would be beneficial to their professional development/ arts practice.

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 and Older Persons Groups in order to give these areas of the local community access to the Arts. 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

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

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

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

Environment Grants

Sustainable Communities Estate / Town / Village Enhancement Grant

Grants in this category are available to support the actions of community groups to enhance their natural surroundings, to facilitate local to global actions and raise awareness of environmental concerns. Community groups are required to contribute at least 30% of the funds towards the completion of their project.

Event Grants

Event Grants are for the support and promotion of cultural events throughout the Dún Laoghaire Rathdown area.

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

- 70 per cent of the funding will be provided in advance of the event. A report on the grant-aided activity must be submitted before the final draw down of grant-aid is made. Failure to do so could prejudice future applications. 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 70% of the grant, the applicant will be liable for the full return of this payment to the Council

Heritage Grants

Heritage Grants are available for individuals, groups and societies who are undertaking heritage events, publications, exhibitions, etc., the subject matter of which comes under the heading of Heritage as defined in the Heritage Act or under an action of the **dlr** Heritage Plan 2013-2019, or both. The proposal must be specifically related to the heritage of Dún Laoghaire-Rathdown.

The main criteria for assessing grant applications is to what extent the proposed project will expand the engagement of the general public with the heritage of the county. There is limited funding under this programme - the **maximum** grant for any single project is €5,000.

Sports Grants

Major Sporting Events Grant

The grants programme is available to provide funding to groups and organisation's that are providing events, activities and projects that enrich the opportunities to residents and attract people from outside dlr. There are limited funds available from the programme. One off sporting regional/ national/ international events are considered for support each year.

Minor Sporting Events Grant

The purpose of this grant is to give smaller sports clubs and groups the opportunity to host events, competitions and activities that will draw people top the county and the venue, promote physical activity and participation in sport and promote an active healthy lifestyle for all. Applications can be for a maximum of 30% of total gross operating budget to a maximum of €1,000.

Sports Access Grant

The Sports Access Grant aims to provide financial assistance to sport and community groups and organisations to pursue opportunities to increase participation and to provide opportunities for the local community to participate in physical activity. Maximum grant amount is €1,500

Please note – Sports Access does not cover sporting equipment. If you wish to apply for funding for sports equipment please apply for a Community Equipment Grant under the Community Grants funding.

General Eligibility

In order to be considered for funding under the scheme, each applicant **must** meet the following eligibility criteria.

NOTE – there are additional eligibility requirements under each specific grant category that must also be met; these are listed starting page 14.

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. Canvassing of the members of the selection panel or members of staff of Dún Laoghaire-Rathdown County Council will disqualify the applicant/s.
 19. 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 for assistance.

Grant Specific Eligibility

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

Age Friendly support Grants

Priority will be given to initiatives which support the achievement of DLR's Age Friendly Strategy goals, and for projects /proposals not already covered under other grant categories. The proposed projects or initiatives must address one or more of the 9 themes which are included in the DLR Age Friendly Strategy 2016 – 2020.

1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
4. Social Participation
5. Respect and Social Inclusion
6. Civic Participation and Employment
7. Communication and Information
8. Community Support and Health Services
9. Safety & Security

The project must address specific needs of older people (Age 55 +) living in or visiting DLR, and proposals should demonstrate how they support in achieving the Age Friendly goals and actions set out see <http://www.dlrcoco.ie/media/media,12791,en.pdf> .

Arts Grants

Professional Artists / Art Development Grants

1. Applications for Professional Development and Arts Practice Support will only be accepted from those living or working in Dún Laoghaire-Rathdown.
2. In regards to applications from organisations, only not-for-profit organisations will be considered.
3. Grants will not cover building programmes
4. Preference is for collaborative / matched funding projects
5. Only 2 applications can be submitted under this funding stream
6. Support materials such as images, examples of previous work, CV's, letters of support are required.

Arts Access Grants:

1. Funding is only available for Youth Services or Older Persons Groups
2. Applicants must be a community group or organisation and be not-for-profit organisation – 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.

Environment Grants

1. Only applications from schools, resident, community and voluntary groups will be considered.
2. Activities/works must be carried out in the public realm – funding for projects on private property will not be considered
3. Activities/works must be carried out by the group directly – funding for landscapers will not be considered
4. Applicants may apply for this Grant OR the Community – Estate Enhancement Grant, not both. Applicants who apply for both of these grants will not be considered for either grant.

Event Grants

1. Events must be open to all, whether ticketed or not.
2. Events must support economic growth and generate footfall to the area.

Heritage Grants

1. Applicants must be groups or societies who are undertaking heritage events, publications, exhibitions, etc.
2. The subject matter of all applications under this grant must relate to Heritage as defined in the Heritage Act (this includes monuments; archaeological objects; heritage objects such as art and industrial works; documents and genealogical records; architectural heritage; flora and fauna; wildlife habitats; landscapes and seascapes; wrecks; geology; heritage gardens; parks and inland waterways) or under an action of the DLR Heritage Plan 2013-2019, or both.
3. There must be a level of public engagement in the event/project for it to be considered

Sports Grants

Major Sports Events:

1. The purpose of this grant is to increase the public's awareness of sports and sporting venues and activities in the County, promote tourism to the County, promote economic growth and increase footfall
2. Applications must be from recognised sporting clubs, groups or business groups – individual businesses are not eligible.
3. The applicant must be a legal entity such as a trust, company or incorporated society, and must be able to provide evidence of this.
4. Conventions, conferences, trade shows and exhibitions will not be considered under this category.
5. The sport event must be sanctioned by the relevant National Governing Body.
6. The sport event must be Invitational/Regional, Provincial, National or World in scope.
7. Applications must include a business plan that demonstrates the event can move towards self-financing in the future – funding cannot be sought for the same event for more than 3 years in a row.

Minor Sports Events:

1. The purpose of this grant is to give smaller sports clubs and groups the opportunity to host events, competitions and activities that will draw people to the county and the venue, promote physical activity and participation in sport and promote an active healthy lifestyle for all.
2. Applications must be from recognised sporting clubs or groups – individual businesses are not eligible.
3. Applications can be for a maximum of 30% of total gross operating budget to a maximum of €1,000.
4. This grant cannot be used for capital projects, prize money, to advance a profit venture or advance the activities of the organiser.
5. Conventions, conferences, trade shows and exhibitions will not be considered under this category.
6. Applicants must provide a brief summary with the extent to which the event will encourage participation in sport and provide direct or indirect opportunities for Dlr stakeholders.

Sports Access Grants:

1. Applicants must be a sports, community group or organisation and be not-for-profit organisation – applications from schools, universities or colleges will not be considered.
2. The project must be easily achievable and will have an impact
3. Have focus on participation based activities
4. Increase community physical activity and/or improve sports development
5. Promotes the professional or personal development of participants
6. Promote healthy behaviours
7. Applications cannot be for the cost of equipment, i.e. computers, TVs, purchase of sports uniforms, hire of vehicles, lawnmowers, musical instruments, personal apparel etc
8. Projects where organisations applying for grants are not linked to a registered NGB (National Governing Body) or other registered and recognised agency and cannot be identified as such will not be considered
9. Funding for travel, competition fees, international conference attendance, major prizes for sporting events, costs already incurred, existing staff costs, or administrative overheads will not be considered
10. Applications from organisations with outstanding grant reports or expenditure will not be considered

Award Criteria and specifications

NOTE: There are general criteria that pertain to all grants however for each category there are an number of relevant additional criteria that will be considered. The general criteria and the grant specific criteria are laid out below.

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:

Age Friendly Support Grants

Applications will be assessed on the following:

1. The numbers of older people likely to be impacted by the action
2. The extent of the impact of the successful action, in terms of an enhancement of quality of life of older people
3. The long-term viability and sustainability of the action
4. The collaborative opportunity that may be harnessed with other providers

Arts Grants

Professional Artists / Art Development Grants

1. For Event Project Support Grants - The applicant/s must clearly define how this event/ project will support public engagement with the arts in dlr and what the outcomes of the event/ project will be.
2. For Participation & Learning Grants - the proposal should inspire artists to engage, consult and collaborate with a community or place within Dún Laoghaire-Rathdown County or provide opportunities for growth and development within the participatory arts sector. The applicant/s must clearly define how this collaborative/ participatory project will develop the artistic skill of the participants and/or artists involved.
3. For Professional Development and Arts Practice Support - Funding to develop or support studios, to purchase materials or equipment or to support the professional development of an artist, arts group or arts organisation. This could take the form of a bursary to allow the artist time to complete a specified body of work or a training opportunity such as a course. Funding cannot be used to fund third level training or travel. The applicant/s must clearly define how this funding would be beneficial to their professional development/ arts practice.

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 or an Older Persons Group

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

Environment Grants

1. Applications can be for any or the following:
 - a. Tree and shrub planting programmes (must be agreed with Parks/Transportation services prior to works).
 - b. Purchase of name stones for estates.
 - c. Hosting of environment or Nature talks
 - d. Purchase of equipment such as paint, brushes etc.
 - e. Other improvements which are approved by the Municipal Services Department – including the Council’s Parks and Transportation Services
 - f. Other improvements/ programmes/ actions or events approved by the Environment Department, particularly projects which help to reduce the onset of climate change and or help reduce carbon footprint in our local communities
2. A maximum of 70% of the total project will be awarded, with the balance paid by the applicant.
3. If the application is successful and once the project is complete, groups must submit a copy of receipts for the project to the Council. Failure to do this may result in you failing to secure funding in the future.
4. Preference is given to groups who carry out any works directly, promoting sustainable community involvement over groups seeking funding to pay a contractor to carry out works.
5. Funding caps based on community size are applicable. Applications must list
 - a. the number of households for a Residents Association
 - b. the number of households and business premises for a Tidy Towns group
 - c. the number of members for a community group

Event Grants

1. Applications must demonstrate that the event will increase footfall in the area
2. Applicants must demonstrate maturity and deliverability of the project and a proven track record in event delivery if applicable.

Heritage Grants

1. Applications must, to some degree, expand the engagement of the general public with the heritage of the county. The more engagement the more heavily weighted the application.

Sports Grants

Major Sporting Events

1. Events will be assessed on the level that they
 - a. stimulate economic activity
 - b. are unique or new or fills an identified gap
 - c. add to the range of events on offer
 - d. are not directly duplicating a similar event in a similar location at a similar time
 - e. give exposure for or work with community organisations
 - f. promoting excellence in performance or sport
 - g. deliver a quality experience to the participants, volunteers and funders
 - h. comply with consents, permits and licenses
 - i. has not been funded for 3 consecutive years previously
 - j. demonstrates the event can move to financial sustainability

Minor Sporting Events

1. Events will be assessed on the level that they
 - a. increase participation in sports
 - b. are unique or new or fills an identified gap or identified local need
 - c. add to the range of events on offer
 - d. are not directly duplicating a similar event in a similar location at a similar time
 - e. give exposure for community organisations
 - f. promoting excellence in performance or sport
 - g. deliver a quality experience to the participants, volunteers and funders
 - h. comply with consents, permits and licenses

Sports Access Grants

1. How well the application aligns with the funding objectives
2. The viability of the project
3. The level of community need for the project or activity
4. The capability of the applicant to manage the grant
5. The financial viability of the applicant
6. The amount of financial and/or in kind support already committed by the applicant, other grant agencies or sponsorship.
7. Any incomplete grant application or applications without any required documentation attached will not be assessed.

Award Process:

Applications Received on time?

If no - declined

If yes - **move on to eligibility**

Application Assessed Under Eligibility

If it 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 criteria - **considered for award**

Consider for Award by Relevant Section

Can all eligible 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

Timeline – Round 1 of the dlr Grant Scheme

Scheme Advertised in mid September

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

Closing date - Mid October

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 - second Monday in December

Grants Awarded

Council approves grants for Awarding and letters are issued to applicants to confirm if their application was successful or unsuccessful. Payments issued in the following year (from January)

Scheme 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 online or printed materials. 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.

Submission of Applications

Applicants must submit 1 copy of the completed and signed application form, preferably electronic to **grantschemes@dlrcoco.ie**.

Incomplete and unsigned applications will not be considered.
Typed names in place of signatures will NOT be accepted.

Applications and any supplementary materials, where relevant, must be submitted to: **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

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/grantschemes - when the scheme is advertised.