



# **Community Grants Scheme 2020 Guidelines**

## Community Grants

The aim of the Community Grants Scheme is to support the dlr Corporate Goal of *Driving Quality of Life for All, by addressing disadvantage and improving social cohesion*.

The availability of small-scale community grants seeks to address some of the difficulties local community groups face in accessing funding to match their own resources for local community projects/events.

Community Grants awarded are based on a percentage of the cost, to a maximum amount (as stated). Grants are only payable when all Terms and Conditions have been complied with and all supporting documentation received, including receipts related to project/event, brief report on outcomes of project/event, including photographs where possible, and evidence of appropriate acknowledgement of the Council's support. Funding is subject to availability.

The Council reserves the right to make minor changes to Guidelines and/or the Application Form where this will either improve customer service or help to achieve key Corporate Objectives/Priorities.

### **Criteria for Community Grants**

#### **Who is eligible to apply?**

- Local based community and voluntary groups/organisations
- Not for profit groups/organisations
- Groups/organisations who can demonstrate an inclusive and transparent ethos
- Groups/organisations who are working to address the issues/target groups identified in the dlr LECP 2016 – 2021  
[http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr\\_lecp\\_april\\_2016.pdf](http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr_lecp_april_2016.pdf)
- Groups/organisations who can demonstrate a commitment to good practice in line with the Governance Code or the Charities Governance Code, including attendance at training and other requirements, as may be required from time to time
- Priority will be given to groups/organisations who have no alternative source of funding

#### **All Applicants must furnish the following:**

- A fully completed Application Form
- A copy of Insurance Policy indemnifying Dún Laoghaire-Rathdown County Council
- Copy of Constitution/Memorandum of Association/Articles of Association
- A valid 2019/2020 Public Participation Network (PPN) Registration Number
- Tax Clearance Access Number (TCAN), if registered for Tax
- Quotations for costs per item related to project/event for which funding is being sought

# Grant Types

## 1. Community Facilities Grants

Applications must include a 3 year development plan outlining management structure, financial plan, sustainability of project and a proposed programme of planned activities.

Successful applicants must make available at least 1 seat on the management committee to a nominee of the Council, where required.

Copies of relevant drawings and/or plans must be submitted with Application.

### 1.1 Feasibility Study

The **Feasibility Study Grant** gives assistance to local voluntary groups/organisations for the completion of feasibility studies regarding the development of new facilities or adaptation of existing non-Council owned buildings/ facilities.

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

Non IAD: €5,000 or 70% of the cost, whichever is the lesser

### 1.2 Upgrading Facilities

The Upgrading Facilities Grant allows for the refurbishment, redecoration, minor structural alterations and external works to non-Council owned facilities that meet the needs of the local community and are available to the general community.

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

Non IAD: €5,000 or 70% of the cost whichever is the lesser

## 2. Community Activity Grants

### 2.1 Community Activities

The purpose of this grant is to support small projects such as community events, community week and/or community activities which contribute to the life of the community and reinforce its community identity.

IAD: €600 or 80% of the cost whichever is the lesser

Non IAD: €600 or 70% of the cost whichever is the lesser

Please note the following items are not covered, however this list is not exhaustive;

- Personal items e.g medals, uniforms
- Perishable items e.g. food and refreshments
- Inflatable devices

### 2.2 Summer Projects

Summer Project Grants are designed to support supervised programmes of week-long activities for young people over a number of weeks in the summer period. Emphasis is on community involvement.

A draft programme of activities must be submitted with Application.

IAD: 1 week €400                      2 weeks €800                      3 weeks €1,200

Non IAD: 1 week €300                      2 weeks €600                      3 weeks €1,000

Activities must be run on a minimum of five full days out of every seven-day period.

## 3. Community Development Grants

### 3.1 Start-Up Grant

Start-up Grants provide financial assistance towards initial expenses for new community groups, who have been established within the previous 6 months.

IAD and Non IAD: Up to a maximum of €800

### 3.2 Running Costs

This grant provides support to existing community groups to assist them in relation to on-going running costs, such as insurance, utilities, newsletters, where no alternative funding is available.

IAD: €1,000 or 80% of the cost whichever is the lesser

Non IAD: €1,000 or 70% of the cost whichever is the lesser

### 3.3 Training for Community Development

The purpose of this grant is to help community groups to avail of training related to community development such as governance, book-keeping, strategic planning, policy development, committee skills, leadership skills, etc.

IAD: €800 or 80% of the cost whichever is the lesser

Non IAD: €800 or 70% of the cost whichever is the lesser

### **3.4 Community Development Initiatives**

This grant is aimed at community initiatives which specifically address social inclusion, anti-racism, equality proofing, community surveys.

IAD: €3,000 or 80% of the cost whichever is the lesser

Non IAD: €3,000 or 70% of the cost whichever is the lesser

### **3.5 Equipment Major**

The purpose of the equipment major grant is to assist groups with the purchase or replacement of large pieces of equipment. Applicants can avail of this grant only once in a three year period.

IAD: €4,000 or 80% of the cost whichever is the lesser

Non IAD: €3,000 or 70% of the cost whichever is the lesser

### **3.6 Equipment Minor**

This equipment minor grant is available for the purchase or replacement of smaller items of equipment. This does not include Petrol / Diesel or Electrical Gardening Equipment.

IAD: €1,500 or 80% of the cost whichever is the lesser

Non IAD: €1,500 or 70% of the cost whichever is the lesser

### **Please note for 3.5 and 3.6:**

**Laptops, Tablets, Smartphones etc will not be funded through the Community Grants Scheme.**

## **4. Age Friendly Grant**

This grant is available to community groups/organisations and non-government organisations (NGOs), who wish to deliver specific supports and initiatives to enhance the quality of life of older people living in and visiting Dún Laoghaire-Rathdown.

Applications from Active Retirement Groups and groups affiliated with the dlr Older Persons Council, which support social inclusion and participation are welcome.

Priority, when assessing applications, will be given to initiatives which are specifically related to and support the implementation of objectives identified in the dlr Age Friendly Strategy 2016 -2020.

[http://www.dlrcoco.ie/sites/default/files/atoms/files/dun\\_laoghaire\\_rathdown\\_age\\_friendly\\_strategy\\_2016\\_-\\_2020.pdf](http://www.dlrcoco.ie/sites/default/files/atoms/files/dun_laoghaire_rathdown_age_friendly_strategy_2016_-_2020.pdf)

Funding will be restricted to projects/events which are not already covered under other grant categories. The types of initiatives that will be considered must be community based and must demonstrate complementarity with the dlr Age Friendly Strategy 2016 - 2020. This grant does not apply to salaries or mileage costs.

IAD and Non IAD: The maximum grant available is €10,000 or 80% of the cost of the project whichever is the lesser.

## Please Note:

- Funding is subject to availability
- Applications must be from a properly constituted community/voluntary group
- Applications from national organisations will not be considered. However, applications from local branches for activities taking place in Dún Laoghaire-Rathdown will be considered
- IAD - Identified Area of Disadvantage, as per POBAL Deprivation Index 2016
- In the case of multiple grant applications, a separate application must be completed for each grant
- All groups / organisations working with children must have all appropriate policies and procedures in place
- Support of Dún Laoghaire-Rathdown County Council must be acknowledged in accordance with the requirements of the Council
- Supporting documentation submitted with the application and the project report, including photographs, may be used in the promotion of dlr Universal Grants Scheme.
- Sports clubs applying for a grant must do so using the Sports Grant application form, UNLESS they are applying for the upgrade of a community facility, in which case they should complete the Community Grant application form.
- Applications which are not consistent and complementary with the policies of Dún Laoghaire-Rathdown County Council and national policy/legislation/regulation will not be considered
- Following assessment of the application, the Community Department presents its recommendation to a meeting of Dún Laoghaire Rathdown County Council
- When a grant is approved at the Council meeting a letter is sent out informing the group/organisation that they have been approved for funding, specifying the amount awarded and requesting that receipts and / or other relevant documentation be submitted
- Approved grants will only be paid on submission of valid receipts that are dated following official notification of award of grant and a report on project/activity being funded (except for start-up grants.
- Once all submitted documentation has been verified and processed a paying order is drawn up for payment directly to the group's/organisations bank account. Please note that it is a requirement of Dún Laoghaire Rathdown County Council that the group / organisation has a dedicated bank account and that the appropriate financial safeguards are in place

- Please allow approximately 3 weeks from submission of receipts to date of payment
- If no response is received to the letter of notification of grant, further correspondence will issue twice at certain intervals. If no response is received two weeks after the final correspondence, then a letter is sent stating that the grant has been forfeited.
- The budget available for community grants is allocated on a yearly basis from January to December. As funding cannot be carried forward into the following year, all grants approved by Dún Laoghaire Rathdown County Council must therefore be claimed by the date stated within your approval letter
- Random checks will be carried out to ensure that activities/projects which have been grant-aided have been delivered in accordance with the details provided in the grant application
- Should your group/organisation require assistance in completing a grant application, please contact the Community Development Section on 01 205 4893