



# Community Grants Scheme

## 2023 Guidelines

The aim of the Community Grants Scheme is to support the dlr Corporate Goal of *"Providing quality community, recreational, sporting and cultural opportunities for all who live, work and visit the county"*.

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/quotes related to project/event, brief report on outcomes of project/event, which may include photographs, where applicable.
- Evidence of appropriate acknowledgement of the Council's support in promotional material and on social media must be submitted with project / event report.
- 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?**

- Locally 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
- Applicants should be registered with, or in the process of registering with, the Public Participation Network (PPN)

### **When completing the online application form, the following items must be submitted online:**

- A fully completed online Application Form
- A current copy of Insurance Policy indemnifying Dún Laoghaire-Rathdown County Council
- Copy of Constitution/Memorandum of Association/Articles of Association
- Proof of registration with the Public Participation Network (PPN) (PPN Registration Number) or a copy of correspondence with the PPN
- Tax Clearance Access Number (TCAN), if registered for Tax
- Quotations for costs per item related to project/event for which funding is being sought. For costs up to €3,000 from a single supplier, 1 written quote must be obtained. Between €3,001 and €5,000, 3 written quotes must be obtained. In excess of €5,000, 5 written quotes must be obtained.
- Community Grants awarded are based on a percentage of the cost, to a maximum amount of 70% or 80%. An explanation is required in the online application form as to how the remaining 30% or 20% of the project/event cost will be funded by the applicant
- A 3-year development plan is required if applying for Community Facilities Grants
- A draft programme of activities must be submitted if applying for Summer Project Grants

# Grant Types

## **1. Community Facilities Grants**

Applications must include a 3-year development plan with their online application, outlining management structure, financial plan, sustainability of project, ensuring the project is as energy efficient as possible and a proposed programme of planned activities. Copies of relevant drawings and/or plans must be submitted with Application, if applicable.

### **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, and all works carried out should be as energy efficient as possible.

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, energy efficiency upgrades, 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, online community events, community week and/or community activities which contribute to the life of the community and reinforce its community identity.

IAD: €1000 or 80% of the cost, whichever is the lesser

Non IAD: €1000 or 70% of the cost, whichever is the lesser

Please note some of the following items that 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, in person and/or on-line 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 and non IAD:                    1 week €800                    2 weeks €1,600                    3 weeks €2,400

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 Grants**

Start-up Grants provide financial assistance towards initial expenses for new community groups, who have been established within the previous 6 months and who have engaged with the PPN. Copies of receipts/quotes of these expenses must be submitted with your application.

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

### **3.2 Running Costs**

This grant provides support to existing community groups, **including Age Friendly groups**, to assist them in relation to on-going running costs, such as insurance, utilities, newsletters, online meeting platform licences etc., 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, digital training, strategic planning, policy development, committee skills, leadership skills etc.

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



### **3.4 Community Development Initiatives**

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

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. Applications may also be judged having regard to how they have a positive impact on the environment, for example, a reduction in energy consumption. Applicants can avail of this grant only once every 3 years.

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

### **3.6 Equipment Minor\***

This equipment minor grant is available for the purchase or replacement of smaller items of equipment. Applications may also be judged having regard to how they have a positive impact on the environment, for example, a reduction in energy consumption.

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:**

Mobile digital devices to support online service provision, such as laptops and tablets, may be considered for funding through the Community Grants Scheme.

## **4. Age Friendly Grants**

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 Peoples 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 current dlr Age Friendly Strategy 2016 -2020, address digital poverty and digital literacy and support online events for older people:

[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)

### **If your Age Friendly group is applying for Running Costs, they must apply under Community Development Grants, (3.2) Running Costs.**

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:

- All required supporting documentation must be submitted with the online application.
- 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 submitted on line for each grant.
- Applicants can only make one grant submission for each grant type.
- All groups / organisations working with children and young people, must have all appropriate policies and procedures in place.
- Applications may also be judged having regard to how they have a positive impact on the environment, for example, a reduction in energy consumption.
- 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 Grants Application form.
- This Community Grant Scheme cannot be used to cover costs such as purchase of flowers, bulbs, trees, shrubs, compost. Estate enhancement projects such as planting, clean up days etc. should complete the Environment Grants 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 other relevant documentation be submitted to draw down funding.
- Approved grants will only be paid based 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 and insurance, upon receipt of quotes).
- Evidence of appropriate acknowledgement of the Council's support in promotional material and on social media is required and must be submitted as part of the project report and with relevant receipts.

- We may request further documentation, including promotional material to confirm that the project took place.
- 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 drawdown deadline stated within your approval letter.
- Late submission of required documents for claiming awarded grant will not be considered after the stated drawdown deadline.
- 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.
- 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.
- Funding is subject to availability.
- Should your group/organisation require assistance in completing a grant application or require further information, please contact:

The Community Development Section,  
Dún Laoghaire-Rathdown County Council, County Hall, Dún Laoghaire, Co. Dublin  
01 205 4893 / [community@dlrcoco.ie](mailto:community@dlrcoco.ie)

- See DLR Grants Assistance Video's on YouTube at the links below:

<https://www.youtube.com/watch?v=r8N3KlgNoDo>

[https://www.youtube.com/watch?v=gvqUW\\_WFNn0&t=29s](https://www.youtube.com/watch?v=gvqUW_WFNn0&t=29s)