

Department of Rural and Community Development Community Activities Fund under the Community Enhancement Programme



Guidelines (Dún Laoghaire-Rathdown)

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. Introduction

The **Community Activities Fund (CAF)** provides funding to support community groups across Ireland.

The **CAF** is funded by the Department of Rural and Community Development (*the Department*) and administered by the Local Community Development Committees (LCDCs) in each Local Authority area.

The Department provides funding to each Local Authority (LA) area and the LCDCs then administer this funding locally to ensure funding is targeted appropriately towards addressing disadvantage in the areas that need it most.

It is important to note that other agencies and departments also invest in disadvantaged areas¹. The CAF will operate in a complementary manner to add value to other front-line schemes and programmes being operated in communities.

Dún Laoghaire-Rathdown (DLR) LCDC has determined the maximum grant amount that will be awarded under this scheme is €10,000.

The **Community Activities Fund** will support groups, particularly in disadvantaged areas

- With their non-pay running costs such as utility bills (electricity costs, refuse charges, heating charges) or other non-pay operating costs for e.g. rental/lease costs, insurance bills.
- Groups will also be able to use the funding to carry out necessary repairs and improvements to their facilities, purchase equipment e.g. such as tables and chairs, tools and signage, laptops and printers, lawnmowers, canopies and training equipment etc.

¹ For example, the Department of Education and Skills in DEIS schools and community liaison officers, HSE in community care services, DSP in Intreo and through the Local Employment Service etc. This Department of Rural and Community Development also operates the SICAP (Social Inclusion and Community Activation Programme) to assist individuals and groups from disadvantaged communities.

This funding is about giving a helping hand to our communities, local groups and clubs.

The Department has recommended that LCDCs ring-fence some funding to provide small grants of €1,000 or less. Ring-fencing funding at this level will allow a larger volume of those with limited resources to receive some funding. The programme can also fund or partially fund larger scale projects to address disadvantage.

Applications can be made to Dún Laoghaire-Rathdown LCDC **by 11.30pm Friday the 18th of February 2022.**

2. Who is eligible to apply?

Any not-for-profit community or voluntary group can apply.

Commercial organisations and individuals are not eligible for funding.

3. What projects are eligible for funding?

3a. What costs are eligible for funding?

The following provides a non-exhaustive list of **projects** that could receive funding under the programme:

- Development/renovation of community centres
- Community amenities
- Development of youth clubs or facilities
- Development of sports/recreation facilities
- Improvements to town parks and common areas and spaces
- CCTV equipment
- Public realm improvements
- Streetscaping
- Development of play/recreation spaces
- Energy efficiency type projects
- Purchase of equipment
- Adaptations or equipment needed as a result of COVID-19
- Maintenance of premises
- Utility Bills (electricity costs, refuse charges, heating charges)
- Operating costs (e.g. existing rental/lease costs, insurance bills)
- Website Maintenance
- Cleaning
- Audit & Accountancy fees

To ensure appropriate monitoring and governance, the Department is stating that only operating/running costs related to this period are eligible - 1st July 2021 to 30th June 2022.

Target groups

This funding is targeted towards supporting communities that are impacted by disadvantage as identified in the LECP.

In line with the ethos of the Scheme, applications for funding for projects targeting the following (non-exhaustive) list of groups and issues, including complementarity with the DLR Local Economic and Community Plan, will receive priority:

- Youth
- Older people
- People with a disability
- Immigrants
- Refugees
- Travellers
- Ex-prisoners and families of prisoners/ex-prisoners
- Projects promoting cultural activity
- Projects promoting equality
- Community development projects
- Projects promoting integration
- Projects which qualify under the Creative Ireland Programme 2017-2022 pillars

In relation to thematic areas, projects must have complementarity with the objectives of the DLR Local Economic and Community Plan (LECP). Please see Appendix 1 of the Guidelines which sets out a selection of DLR LECP priority objectives. Alternatively please see full DLR LECP document at:

https://www.dlrcoco.ie/sites/default/files/atoms/files/local_economic_and_community_plan.pdf

3b. What is not eligible for funding?

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Programme
- Employment costs
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations
- Costs which are being paid for by another funder or department

4. Requirements of the Programme

The following conditions apply to all projects. Depending on the nature of your project (and the group applying), there may be further requirements that must be met. The LCDC/LA will discuss this with you, if your application is successful.

Tax Requirements

- The applicant group/organisation does not have to be registered for tax purposes.
- Any applicant group/organisation that is registered for tax purposes must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.

Statutory Consents - Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to planning permission.

Insurance - Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the applications review process.

Acknowledgment of funding - Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC. Other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms. Where signage is developed it should acknowledge the contribution of the Department.

Match-funding - this is not a requirement under this programme.

Provision of coordinates – each applicant is required to provide location XY coordinates in Irish Transvers Mercator (ITM) format. This is a simple process and instructions on how to locate these coordinates are in this document: https://www.dlrcoco.ie/sites/default/files/atoms/files/how_to_find_location_xy_itm_for_cep.pdf

The coordinates will be a six digit number for both the X and Y coordinates.

5. Selection Criteria

Applications will be evaluated by the LCDC to ensure eligibility and that they are targeted at addressing disadvantage as identified in its LECP. Projects must be in keeping with the ethos of the programme, which is to provide funding to communities across Ireland to enhance facilities in disadvantaged areas.

Projects may also be judged having regard to how they:

- Support local groups and clubs, which have continued to serve their community during Covid-19.
- invest to increase or extend the use of the facility, for example, to voluntary and community groups;
- reduce the annual running cost of a facility;

- have a positive impact on the environment, for example, a reduction in energy consumption;
- demonstrate collaboration with the local authority or other relevant bodies in the catchment area;
- support the creation of a sense of place within the community including through the enhancement of the built environment;
- address health and safety issues; and/or,
- invest in technology which will be accessed by individuals and communities that are impacted by disadvantage.

Projects may also be judged having regard to additional criteria deemed appropriate by the LCDC which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims in each Local Authority administrative area.

Eligible applicants must:

- Identify the priority target group/s the grant relates to
- Identify the theme/LECP objective the project will support
- Relevant groups as listed below, must be registered with the Public Participation Network (PPN) in order to qualify for funding:
 - Groups working in the areas of Community, local development, Sports, Arts, Residents Associations, Social groups, etc;
 - Social Inclusion groups working with people experiencing disadvantage and inequality and
 - Groups with a focus on protecting the environment and sustainability
 - Application forms to register with the PPN can be found on www.dlrppn.ie/register/

CAF eligible applications must meet the following criteria:

- Projects must be in keeping with the ethos of the Scheme
- Projects must be complementary to the objectives of the DLR LECP (please see appendix 1 for list of DLR LECP priority objectives. Alternatively please see DLR LECP document: https://www.dlrcoco.ie/sites/default/files/atoms/files/local_economic_and_community_plan.pdf)

The LCDC will also assess the application with regard to the following considerations:

- **Need**
Applicants must clearly identify and evidence the need for the project or proposal.
- **Additionality**
Grants awarded will be for the purposes that are additional to and not a substitute for mainstream government spending. Priority will be given to projects which demonstrate that said projects would not be undertaken but for the Scheme funding.

Government Policy

The project or proposal must take account of government policies and priorities in the area of economic development, local and community development and social and economic disadvantage.

- **Impact**

Applicants must demonstrate the difference their project will make to the community.

- **Sustainability**

Projects must be broadly sustainable and demonstrate local support. This is particularly important in the context of the Scheme as the core of the Scheme is communities.

- **Final Allocation**

In deciding the final allocations of funding to projects, the LCDC will take account of a number of factors including geographical balance and the desirability to fund a variety of different projects.

Selection Process after the closing date

- Completed applications received on time will be reviewed and assessed by the Dún Laoghaire-Rathdown LCDC to ensure they are in keeping with the ethos of the Community Activities Fund and to ensure complementarity with the Dún Laoghaire-Rathdown LECP.
- As part of this process, applications will be checked by the designated LCDC sub-committee to ensure eligibility criteria, the ethos of the Community Activities Fund and complementarity with the Dún Laoghaire-Rathdown LECP.
- The sub-committee will decide which applications it considers eligible and which applications it considers ineligible under these eligibility conditions.
- The sub-committee will assess the application bids and make a recommendation to the LCDC to approve or decline the applications.
- The LCDC sub-committee will issue a report on its recommendations to the LCDC.
- The LCDC will make the final decision on project approval or decline.
- As set out in section 9, the scheme may be over-subscribed and not all eligible projects may be approved for funding; where this occurs the LCDC will make the final decision on selecting which of the eligible projects will be approved for funding. The LCDC will also decide whether the funding needs to be reduced to allow for the funding of other eligible projects.
- Once a project has been approved for funding, subject to any legal formalities or other requirements, the LCDC will
 - make an offer in principle of grant-aid to the group/organisation;
 - confirm that bank details etc on the application form are unchanged or get written signed confirmation of any changes;
 - make grant payments
- Notification will issue to applicants to inform them of the outcome of their application in late March 2022.

6. Corporate Governance

6a. Monitoring:

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publically funded assets without prior approval.

6b. The Code of Governance for Community and Voluntary organisations

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at www.governancecode.ie

7. Approval Procedures

All applications for funding under this programme received by each LCDC will be reviewed and assessed to ensure consistency with the relevant Local Economic and Community Plan (LECP).

In deciding the final allocations of funding to projects, the LCDC may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects and the relative disadvantage of the area where the facility is located (or will serve)².

Following the decision each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

² This may include cross-referencing the location of the facility/group (or the area it serves) with the Pobal Hasse deprivation index which is available on www.pobal.ie.

Please Note:

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

The LCDC in evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

8. General

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

Freedom of Information Act 2014

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

Site Visits

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

Further information may be requested

The LCDC reserves the right to request further information from you in order to assess your application if so required.

Usage of information

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilities audits and any site visits. When evaluating the applications received the LCDC may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

Other

- Under the programme it is intended that 30% of the funding that is allocated to each Local Authority area will be ring-fenced for grants of €1,000 or less.
- For grants towards running costs and or upgrade of facilities, applicant groups shall self-certify that they do not have the funding to undertake the costs, without the grant aid, or alternatively that with the grant they will now undertake a larger project which they otherwise would not be able to afford.
- If the funding application is for one element of a project, applicants will be required to provide documentary evidence of the availability of the balance of funding for that particular element of that project.
- There is no limit on the number of applications for different projects from any organisation. However, applicants should be aware that an equity/fairness approach will be taken by the LCDC to ensure an even distribution of funding.
- The Programme is 100% exchequer funded. Applicants are free to leverage other funding/match funding for projects although that is not a requirement of this new programme.
- It is the responsibility of the grant applicant to ensure that using this Programme to co-fund a project does not contradict the rules of the other scheme/programme. Please ensure you consult with the administrators or body responsible for any other funding scheme or programme in this regard.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

9. How to Apply

Application Form

The application form is detailed and is designed to ensure that it has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the online application form in full and that any documentation in support of your application is submitted with your application.**

Only projects that meet the criteria outlined above will be considered eligible.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

Applications must be made through the DLR online grants system:

<https://dlrcoco.submit.com/>

For any queries, please email: community@dlrcoco.ie or telephone (01) 2047295

Terms & Conditions

- The Community Activities Fund will support groups, particularly in disadvantaged areas, with their non-pay running/operating costs, as well as funding to carry out necessary repairs and improvements to their facilities and purchase equipment. The scheme does not provide funding for the pay or employment of staff.
- The activity or project must benefit the local community and relate to the key priority areas identified in the LECP.
- The information supplied by the applicant group /organisation must be accurate and complete.
- Misinformation may lead to disqualification and/or the repayment of any grant made.
- All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities.
- The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place, including appropriate insurance, where relevant.
- Evidence of expenditure, receipts /invoices must be retained and provided to the LCDC or their representative if requested.
- The Department is stating that only operating/running costs related to this period are eligible - 1st July 2021 to 30th June 2022.
- Grant monies must be expended and drawn down from the LCDC by end of year 2022. Photographic evidence may be required to facilitate draw down of grants.
- The Department's contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
- Generally no third party or intermediary applications will be considered.
- Late applications will not be considered.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.
- In order to process your application it may be necessary for Dún Laoghaire-Rathdown County Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on www.dlrcoco.ie