



# Clare Local Area Grants Scheme (CLAGS) 2023

## GUIDELINES FOR APPLICANTS



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## Purpose of the Grant Scheme

Clare County Council recognises the important role of local communities and as part of our commitment to supporting communities, the Council has developed the Clare Local Area Grant Scheme for 2023 to provide financial support to assist communities and voluntary groups in projects they undertake which contribute to the development of their communities and improve the quality of life experience in their areas.

The available funding is based on Clare County Council's Annual Budget 2023, as adopted by the Elected Members. It is available to support community and voluntary groups wishing to undertake specific projects under the relevant categories of the Scheme.

## Who can apply?

Any Community and Voluntary group operating in County Clare may apply. Public sector organisations are not eligible to make an application. The Support Scheme for the Arts is the only category open to both groups and individuals. All other categories apply to community and voluntary groups only. Groups are encouraged to register with the Clare Public Participation Network (PPN) and be actively involved in the PPN.

*Applicants are strongly advised to engage with the Rural & Community Development Officer and/or the Municipal District Office in their area to ensure projects are aligned with work programmes in their municipal district.*

## How much is funded?

The maximum grant available depends on the scheme category under which you are applying.

Requests for assistance usually exceed the funds available for allocation. In cases where the scheme is oversubscribed, applicants should be aware that offers of funding may be for a lesser amount than that sought.

Groups must hold a Bank or Credit Union Account in their legal name. As the funding represents a contribution towards the overall cost of a project/event, groups must demonstrate that they have sufficient funds to finance the balance i.e. submit an up-to-date statement showing sufficient funds are available to match fund the project/event. Applicants must also declare any additional Council, agency or governmental funding or grant-aid associated with their project/event.

## What type of proposals are considered?

The Clare Local Area Grants Scheme comprises of 9 different support types. These grants are coordinated through one single service contact point for applicants.

Proposals must meet the following general conditions:

- (1) Projects/Events must be of benefit to the wider community by promoting well-being and quality of life for all or by making the area more attractive for locals/visitors. Mass participation events or community run events for either a charity or for profit are not eligible for funding.
- (2) Purchase of equipment is only eligible if it is required in relation to the project/event being proposed in the application. Personal equipment is not eligible.
- (3) Routine operational/running costs such as wages, utility bills – the scheme is project-focused.

- (4) Capital sports projects are not eligible for funding.
- (5) Large Capital projects – buildings, facilities or refurbishments are not eligible for funding
- (6) Entry fees to competitions are not eligible for funding
- (7) Trips abroad for teams/individuals (in competition or other events) will not be funded
- (8) Grants will not be awarded retrospectively i.e. grants will be paid only for work/resources still to be purchased at the time the application is made.
- (9) Purchase of Vehicles is outside the scope of the fund.
- (10) Where the land/buildings, the subject of the grant application, are not in the ownership of the applicant, written consent from landowners/property owners will be required for any works undertaken.
- (11) Where the project or event involves children and young people, applicants must have a Child Protection Policy in place prior to the draw-down of funding.
- (12) Applicants are encouraged to engage with the Rural & Community Development Officer and/or the Municipal District Office in their area to ensure projects are aligned with work programmes in their municipal district.

## Grant Support Categories

The following grant supports are included in the Clare Local Area Grants Scheme:

### Support Scheme for Public Realm Initiatives and Amenity Projects (Max Grant €2,000)

The aim of this category is to enhance the appearance of **outdoor** public amenity areas and public spaces through development works and projects such as streetscape enhancement works, street furniture, name plates, welcome signage, heritage and biodiversity initiatives including planting, waste minimisation projects. Potential applicants should focus on initiatives that will make a real impact in terms of public area enhancement. Priority will be afforded to such initiatives demonstrating this in their funding applications.

All Groups who carry out enhancements in public amenity areas including Tidy Towns Groups can apply under this category. A maximum grant of €2,000 will apply and priority will be given to projects which benefit the wider community

Large scale capital projects are not eligible under this scheme

### Support Scheme for Maintenance of Open Spaces in Private Housing Developments

This Scheme is designed to encourage private resident associations/groups to take an active role in the maintenance of open spaces in their estates by providing funding towards grass cutting and landscaping works. The estate must be in the administrative area of Clare County Council. Any/All Contractors engaged by the Residents Association/Group should have sufficient insurance (including public liability and employer's Liability insurance) in place to carry out the work they are being assigned. The onus is on the Resident's Association/Group to ensure this is in place. Any Residents Association/Group who are undertaking work themselves should ensure they have adequate insurance in place.

### **Support Scheme for Community Playgrounds (Max Grant €3,000)**

Small scale funding supports will be provided under this scheme which will benefit existing community run playgrounds located in County Clare. Eligible costs include insurance, annual certified safety inspections and reports, audit fees, general playground maintenance costs and the purchase and installation of smoke-free and vape-free playground signage. Small scale capital works (e.g. improvements to boundary walls etc.) will also be considered. Maintenance works to be carried out must have regard to the actions specified in the annual safety inspection reports completed for each respective playground.

Community Playgrounds are being afforded the opportunity to be included in Clare County Council's insurance schedule, subject to meeting specific conditions. Applications for insurance cover will be assessed on a case by case basis.

Playground Committees who are interested in applying for inclusion in Clare County Council's insurance schedule should continue to seek funding under this scheme towards upkeep and maintenance works associated with their continued ownership, management and operation of these community facilities.

Playground Committees who intend to continue to source insurance cover in the open market may apply under this scheme for funding towards insurance and maintenance costs as in previous years.

### **Support Scheme for Burial Ground Maintenance and Provision (Max Grant €600 for Maintenance and €8,000 for provision of extension)**

Small scale funding supports will be provided under this scheme.

(a) Funding is available to groups that carry out maintenance works within burial grounds. The grant can be used for the purchase of trees, shrubs, shovels, hire of strimmers, lawnmower petrol and other items which are required to carry out environmental maintenance works in a burial ground. Clare County Council discourages the use of weed-killers in burial grounds and therefore this is not an eligible cost. Please refer to 'The Care and Conservation of Graveyards' booklet.

All works in burial grounds carried out under the scheme must comply with Department of Culture, Heritage and the Gaeltacht– Historic Monument Service requirements. These are detailed in a booklet called "The Care and Conservation of Graveyards" (available on request). Proposed works on national monuments/protected structures within burial grounds, or on burial ground walls must be notified to Department of Culture, Heritage and the Gaeltacht - Historic Monument Service, two months before the proposed start date. Grants cannot be paid to groups who do not adhere to these requirements and non-compliance will be the responsibility of the group. The maximum grant is €600.

(b) Funding is available to community groups towards the cost of extending an existing burial ground or providing a new one. The maximum grant is €8,000. These costs can include acquisition and initial development costs.

Please note the following must be in place prior to an application being made under (b) –

- Approval has been received from National Monuments Service (if required)
- Full planning permission has been granted and confirmed in writing. A copy of the planning permission for the development
- Evidence of Ownership/purchase of the site for the development must be submitted
- Committee have in place plans/actions for funding of said project

## Support Scheme for the Best Kept Local Authority Estate (Max Grant €500)

The aim of this scheme is to encourage social housing residents to take an active role in improving the physical appearance of the estate e.g. litter control/litter awareness projects, general appearance and presentation of dwellings and open spaces, recycling initiatives, wildlife and general environmental projects, community projects including links with the tidy towns committee. This scheme will support small-scale projects.

## Support Scheme for the Arts

Assistance under this scheme supports artists and organisations who stimulate public interest in, promote knowledge, appreciation and practice of or improve standards in the arts.

Due to the large interest in this scheme only one application per artist / organisation can be considered.

This is a highly competitive scheme and not all eligible applications will be funded. Applicants will be assessed on the basis of

- a) The artistic merits of the proposal
- b) Quality of community engagement / participation proposed
- c) Experience /potential of artists involved
- d) For the Artists Support section artists should clearly demonstrate the impact the award will have on their practice.

### *There are 4 categories of support under the Arts Act Grants:*

1. Events and Projects / Organisational Support: maximum grant award is €1,000
2. Traditional Arts: Maximum grant award is €1,000
3. Artists Support : Maximum grant award is €1,000
4. Arts festivals: Specifically for festivals in receipt / applying for Arts Council funding. Please check eligibility with the Arts Office before submitting.

Specific requirements for Category 7 are as follows:

- a) Applications should align to Flourish – Clare Arts Development Plan 2019 – 2023 and our mission to
  - Provide open and accessible opportunities for all
  - Offer strategic support for artists
  - Foster continued appreciation and development of the arts
- b) Animation support for groups or individuals applying under this category can make contact with Clare County Council Arts Officer (065 6899084).
- c) The following are **not eligible** for funding assistance under this specific category of the Community Supports Scheme:
  - (i) Artists exhibiting at the Clare Museum, Scariff Library or Cultúrlann Sweeney in Kilkee.
  - (ii) Studio rental.
  - (iii) Provision of classes
  - (iv) Competitive or charity events and activities.
- d) Individual artists must be able to provide proof that they are primarily living and/or working in Clare and that they have a proven track record / professional qualifications of working in the arts. CV and samples of work are required.
- e) Successful organisers and organisations must be able to provide proof that artists are being paid for their work.
- f) Only groups who are in receipt / have been in receipt of Arts Council of Ireland funding will be eligible to access the Arts Festivals fund. All other festivals and events should apply under Events and Projects / Organisational Support

## Support Scheme for the Irish Language (Max Grant €800)

Cuireann Scéim Deontais na Gaeilge fáilte roimh iarratais ó eagraíochtaí atá ag eagrú imeachtaí a spreagfadh spéis phoiblí sa Ghaeilge agus a chuirfeadh eolas, tairbhe agus cleachtadh na Gaeilge chun cinn nó a chuirfeadh feabhas ar chaighdeán na Gaeilge. Tá an Scéim seo dírithe ar imeachtaí a bheidh ag tarlú ón 1 Eanáir go dtí an 31 Nollaig, 2023.

Scéim Deontais na Gaeilge invites applications from organisations hosting an event, which would stimulate public interest in the Irish Language, provide a knowledge, appreciation and practice of the language or improve the standard of the language. This Scheme is aimed at events which will take place between January 1st and December 31st, 2023.

Assistance shall be given only in respect of an exhibition, project or other event which when held would, in the opinion of the Council, stimulate public interest in the Irish language, provide a knowledge, appreciation and practice of the Irish language or improve the standard of the Irish language. Assistance shall be given only in respect of an exhibition or other event held in County Clare, or having significance to Clare. The organiser or organisation must be Clare based. The maximum grant in respect of any exhibition or other event shall be €800. Payment of a grant will be in respect of specific activities and not towards the payment of former debts. (Applications for Irish traditional arts projects should be submitted under the Arts Act Scheme above)

## Support Scheme for Tourism Marketing & Promotion

This fund aims to support new and established Tourism Networks to market and promote Clare as a destination. The objective of this funding measure is to encourage and support tourism networks to re-commence marketing and promotion parts of Clare through innovative means, in a manner that is safe to do so.

Applications to this scheme should be consistent with Visit Clare promotions, with the Clare Tourism Strategy 2030 ‘Guiding our journey to a Vibrant new Journey in Tourism’ and with the Fáilte Ireland destination brands, Wild Atlantic Way and Ireland’s Hidden Heartlands.

## Support Scheme for Sustainable Tourism

This fund aims to support community based Tourism Operator Networks that work towards continuous improvement in sustainable tourism practice and implementing an approved Code of Practice. The incorporation of sustainable management practices should be the focus of each member of the Network, there should also be clear strategic focus on expanding their mentoring and support role to other Tourism Networks.

A smaller element of this scheme is to fund community based Tourism Operator Networks, which are aspiring to implement and incorporate respective sustainable tourism management and development practices.

## Quotations

Applicants applying for less than €500 in grant funding may submit an estimate of the cost of their proposal based on verbal quotations. Applicants who are applying for in excess of €500 must submit one quotation supporting the costings (emailed or written quotes, catalogue extract). Clare County Council encourages applicants to ‘Shop Local’ where possible.



## How to apply

Applications for funding are required to be made via an **online application system**. The link to the online system is available on the Councils website at the following address:

<https://www.clarecoco.ie/services/community/grants/clarelocalareagrantscheme/>

## How will my Application be assessed?

Your application will be assessed **only** on the information provided in or along with the completed application form. You are encouraged to include documentation with your application to support any information given.

An internal Evaluation Group within the Council, comprising members of the executive, will assess your application and make a recommendation. The internal Evaluation Group will draw on the professional staff expertise of the relevant Council departments related to the specific project and grant type.

Following this evaluation, the Elected Members will consider the Evaluation Group's recommendation initially at the relevant Committee of Council: the *Working Group for the Action Plan for Rural Ireland*.

This comprises Elected Members nominated from each of the Municipal District Committees. Subsequently at the full Council meeting, Elected Members will consider the recommendation of this committee (*Working Group for the Action Plan for Rural Ireland*). Final approval of funding rests with the Elected Members of Clare County Council based on a decision at a full Council meeting.

The following criteria will be used when assessing applications

- (i) The project must come within the definition of one of the categories listed and must comply with the eligibility criteria.
- (ii) Evidence that the project will impact positively on the local community should be demonstrated
- (iii) The capacity of the applicants to implement the proposal within the designated timeframe and within budget will be assessed
- (iv) Quality of the application

## Acceptance of Offer

Following the approval of grants at the full Council meeting, the Council's Rural Development Directorate will formally write to the applicant informing the applicant if the application has been successful or not and will indicate the level of support on offer. The letter of offer will be accompanied by a Funding Agreement setting out the terms and conditions of the offer. The Funding Agreement must be signed by the relevant persons and a signed copy must be returned to the Rural Development Directorate of Clare County Council within 10 days of receipt of the letter of offer. Offers will lapse in the absence of the return of a signed Funding Agreement.

## How do I draw down the grant? (online process)

- Claims are processed through the online system.
- Funding is allocated on an annual basis and cannot be carried forward.
- Projects/Proposals **must be completed** before you can draw down the grant. Before final payment, Clare County Council may require a site inspection or project visit to confirm that all works have been carried out.
- A Project Completion Report must be submitted with any claim. This is a short summary report on the funded project/event. The Report must be accompanied by:



- Invoices and original receipts detailing expenditure on the project – Invoices and Receipts must reference the name of the Grantee e.g name of the Community Group
- Before and after photos or improvements to amenities or facilities or photographs of events held. By submitting photos, the applicant is giving permission to Clare County Council to use the image(s) for promotional purposes, and confirming they have the permission of the photographer and any people who appear in the photo.
- Any other documentation which will be notified to you at approval stage.

Please note that:

- Once the project/proposal has been completed, applicants can submit a ***claim online***. However, all projects must be completed by **5<sup>th</sup> September 2023** and **all approved funding claimed by the 29<sup>th</sup> September 2023**. After this time, the funding will be withdrawn.
- Funding not claimed by the agreed deadline will be withdrawn.
- The applicant must comply with Tax Clearance procedures

Please ensure that your current financial details (i.e. Bank Account number, Treasurer’s name, address and contact details etc) are up to date and notified to our Accounts Payable Team, Finance Directorate. A Supplier Setup / Amendment Form may need to be completed.

## What else do I need to include with the on-line application?

- Tax reference number or CHY number
- For grants in excess of €500, copies of relevant quotations of all costs specified on section 3 of application
- Evidence of matching funding required for proposal for example current bank statement
- Evidence of Land Ownership/Permission to use land (If relevant)
- Where a project is proposed on public land, written confirmation from the Municipal District offer, consenting and supporting the application.
- Evidence of Public Liability Insurance for any one claim with Clare County Council named as an indemnified party.
- Where the proposal involves site works, a copy of Ordnance Survey maps indicating location of proposal (if relevant)
- Where applicable any consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland
- Details of any planning permission sought and/or agreed/proof of exemption (if relevant)
- Child Safeguarding Statement and Child Protection Policy if you are organising an event or programme that involves children
- Any relevant further information on the activities of your Group in support of your application (annual report, leaflets)

### **Note:**

1. You are encouraged to submit your **on-line** application in advance of the closing date.

**Closing Date for Submission of Completed On-line Application Forms:  
5.00 pm, Friday, 3<sup>rd</sup> February 2023.**