



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

Ár dTodhchaí
Tuaithe
Our Rural
Future



Department of Rural and Community Development Community Support Fund 2023 under the Community Enhancement Programme 2023

Guidelines

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

1. Introduction

The **Community Support Fund (CSF)** provides funding to support community groups across Ireland.

The **CSF** 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.

This funding will help communities, community groups and committees, allowing them to continue to provide valuable services to the people in their area, and in the process strengthen the bonds that tie communities together

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

Kildare LCDC has been allocated €316,206 to be awarded to community groups and organisations in Kildare:

- A) €154,775 for use towards running/operating costs (electricity costs, refuse charges, heating charges or other non-pay operating costs for e.g. rental/lease costs, insurance bills) incurred between 1st April 2022 and 31st March 2023**

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.

- B) €158,103 for use towards capital projects, carrying out necessary repairs and improvements to facilities, energy efficiency type projects, purchase of equipment etc
- C) €3,328 (Women's Sheds) for use towards running/operating costs specifically for Women's Sheds. While there is no national affiliation for Women's Sheds, the following has been proposed by DRCD to assist in determining eligibility under this aspect of the scheme:

- An appropriate organisational structure and number of members
- The group should demonstrate that their ethos is consistent with the ethos of the Men's Shed movement. Information on this is available on: <http://menssheds.ie/about-us/>
- Women's groups affiliated with another parent association e.g. ICA (which means they are not a Shed) are not eligible

There are two separate application forms.

1. For applications in relation to Running/Operating costs incurred between 1st April 2022 and 31st March 2023 and/or Capital/Equipment/Repairs, please use the following link - <https://submit.link/1t5>
2. For applications specifically for Women's Sheds in relation to running/operating costs incurred between 1st April 2022 and 31st March 2023, please use the following link - <https://submit.link/1t9>

Women's Sheds can apply for funding under both application processes.

There is no maximum application amount under the Women's Shed specific application. **Please note the total funding available is €3,328.**

Only one application per group/organisation will be assessed. In the case of more than one application, the first application received will be the one assessed.

Groups/organisations applying for running/operating costs and/or capital/equipment can apply for funding based up to a **total maximum of €15,000** as follows:

Running/operating costs	Maximum application €5,000
Capital projects/equipment	Maximum application €10,000

Applications are submitted online through the following online application forms

- <https://submit.link/1t5> - Running/operating costs and/or Capital projects/equipment costs
- <https://submit.link/1t9> - Women's Shed

It is highly advisable that applicants give plenty of time to make their applications. As this is a new online system, it is recommended that applications are made at least ten days before the closing date. **Late or incomplete applications will not be considered.**

In relation to Capital Projects/Equipment Costs, successful applicants must have the grant awarded fully spent by 31 December 2023 and return a report with receipts by 31 January 2024.

2. Who is eligible to apply?

Any not-for-profit community or voluntary group, not for profit community centre, parish halls or facility working in or located in Kildare can apply.

State agencies, commercial organisations, churches, schools, and individuals are **not eligible** for funding under any aspects of this scheme.

Please note if applications received under the running/operating cost element of this scheme are in excess of the funding available applications eligible for the schemes outlined below will **not be priority**:

- Groups/organisations that are eligible under the Community and Voluntary Energy Support Scheme <https://www.pobal.ie/programmes/community-and-voluntary-sector-energy-support-scheme/>
- Sports groups/organisations affiliated to Sport Ireland Funded National Governing Bodies <https://www.sportireland.ie>

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:

Running/Operating Costs

- Maintenance of premises
- Energy costs (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 energy/operating/running costs incurred in the period 1st April 2022 and 31st March 2023 are eligible.

Any costs outside of this time period are not eligible for consideration.

Capital costs/equipment/repairs

- 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
- 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

Target groups

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

Applications that demonstrate positive action to address climate change are a priority for funding.

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. Kildare LCDC 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.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

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, evidence of lease agreements etc.

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.

Evidence of Running Costs

Groups/organisations applying for support towards running costs will be expected to provide evidence to support their application e.g. insurance quotes, utility bills, lease agreements etc. Only operating/running costs related to the period **1st April 2022 and 31st March 2023** are eligible for consideration.

Procurement

Groups/organisations will be expected to adhere to public procurement procedures when applications are based on capital costs. See table below for the quotes required for works and works related professional Services:

Works (& related services)	Below €5,000	Quotations (1 written quote)
	€5,000 - under €10,000	Quotations (minimum 3 written quotes)
	€10,000 – under €50,000	Quotations (minimum 5 written quotes)

Eircode

To facilitate the identification of the location of the projects/work, we request that all applications must include the Eircode of location of the project/facility.

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. Applications that demonstrate positive action to address climate change are a priority for funding.

In the event that all applications cannot be funded under this programme, Kildare LCDC will compile a list of projects should further funding become available through this or a similar funding programme in 2023.

The funding available for community groups/organisations in Kildare will be allocated in the following way:

- A) €154,775 for use towards running/operating costs
- B) €158,103 for use towards capital projects/equipment/repairs
- C) €3,328 Women's Sheds specific funding towards running/operating costs.

Applications should clearly indicate the scale of funding required and if they are making an application for:

- a) Running/operating costs only
- b) Capital project/equipment costs
- c) **Both** running/operating cost and capital project/equipment costs

The **maximum eligible application amount is €15,000 in total** broken down as follows

Running/operating costs	Maximum application €5,000
Capital projects/equipment	Maximum application €10,000

All applications made in excess of the maximum amounts outlined will be deemed ineligible.

Projects may also be assessed having regard to how they:

- Support local groups and clubs, which serve their communities.
- invest to increase or extend the use of the facility, for example, to voluntary and community groups;
- support positive action towards climate change;
- 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 .

The overall quality of the application submitted and compliance with governance and procurement requirements is a key consideration in the final assessment.

In order for applications to be considered all procurement requirements as outlined on section 4 page 5 and/or evidence of running/operating costs must be submitted.

Applications submitted that do not adhere to procurement/evidence of costs in line with requirements will not be considered.

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 publicly 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. A balance between funding smaller and larger scale projects will be considered. If the eligible applications exceed the funding available, criteria outlined in sections 2 and 5 will be used to award funding.

The assessment of this grant scheme will take place throughout March and April. The final approval process is scheduled for the LCDC meeting on 25th May.

Following the decision each approved applicant, 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.

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.

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.

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 facilitate 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. For further information regarding how your data may be used see Kildare County Council's Data Protection Privacy Statement.

Other

- 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.
- 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.
- Generally, no third party or intermediary application will be considered
- 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

9. How to Apply

Application Form

The online 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 this 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 should be made online:

- <https://submit.link/1t5> - Running/operating costs and/or Capital projects/equipment costs
- <https://submit.link/1t9> - Women's Shed

It is highly advisable that applicants give plenty of time to make their applications. As this is a new online system, it is recommended that applications are made at least ten days before the closing date.

Closing date: The closing date for receipt of completed applications is 5:00 p.m. on Friday 24th February 2023.

For any queries please email: grants@kildarecoco.ie by 3:00 p.m. on Friday, 17 February 2023.

Late or incomplete applications will not be considered.

Successful applicants must have the grant awarded fully spent by 31 December 2023.