

Communities Facilities Scheme 2017 Guidelines

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

1. Aims of the Scheme

The aim of the Scheme is to enhance communities, address disadvantage and improve social cohesion at a local level by providing access to small-scale capital grants. The scheme will specifically target and allocate funding to projects that address the 4 high level goals set out in the community element of the Local Economic and Community Plan (LECP) in each LA administrative area. (See appendix 1)

It will also operate in a complementary manner with other schemes or programmes being operated in communities, including in particular, the SICAP (Social Inclusion and Community Activation Programme), a recast RAPID (Revitalising Areas by Planning, Investment and Development) and CLÁR (Ceantair Laga Árd Riachtanais) Programmes, adding value to those and other front-line schemes.

It will also seek to address some of the difficulties local community groups face in terms of accessing very often small scale levels of funding to match their own fundraising efforts, in order to get community projects off the ground.

2. Who is eligible to apply?

The following will be considered eligible for the scheme:

- Locally based community and voluntary groups
- Projects with a clearly defined community and social cohesion focus;
- Not-for-profit organisations;
- Eligible facilities will include community centres, youth clubs, sports/recreation facilities, other not-for-profit organisations facilities.

3. Who is not eligible to apply?

- Commercial organisations, individuals and for-profit organisations are not eligible for funding under this scheme.

4. Available Funding

- The Scheme will offer a minimum grant of €1,000 up to a maximum of €3000 per project
- Applicant groups shall self-certify that they do not have the funding to undertake the work, 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 a limit of 2 applications** for different projects from any one organisation. This is to ensure that equity/fairness in the approach taken by the LCDC that sets out to ensure an even distribution of funding across the four Municipal Districts in the county.

5. What will be funded?

Projects or elements of projects of a capital nature may be funded, for example, office equipment, project resources, research facilities, energy efficiency equipment, etc. for voluntary groups. Match-funding from other sources is not a requirement for application approval.

In cases where both current and capital works are carried out together, only the capital element can be funded through this Scheme.

The Scheme will include capital funding for projects falling under the following areas, note this list is not exhaustive:

- Development/renovation of community centres
- Community amenities
- Youth clubs/ summer schemes
- Sports/recreation facilities
- Improvements to town parks and common areas and spaces
- Creative Ireland Programme 2017-2022 projects

Target groups and thematic areas

In line with the ethos of the Scheme, applications for funding for projects targeting the following (non-exhaustive) list of groups or issues will receive priority:

- Youth
- Older people
- Immigrants
- Refugees
- Travellers
- People with disabilities
- Lone parents
- 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

6. What will not be funded?

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Scheme or which does not address at least one of the target groups and thematic areas
- Any current funding projects or elements of projects
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations

7. Requirements of the Scheme

The following conditions apply to all projects:

- **Tax Requirements**
- The applicant group/organisation does not have to be registered for tax purposes.
- If the applicant group/organisation is registered for tax purposes, then the group/organisation 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.
- **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 amounts of grants involved, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC however other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms.

8. Selection Criteria

- Applications will be checked initially by the Local Community Development Committee (LCDC) to ensure eligibility under the ethos of the Scheme and complementarity with the Local Economic and Community Plan (LECP) and will have regards 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.
 - **Ambition for 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.

Eligible applications must meet the following criteria:

- Projects must be in keeping with the ethos of the Scheme
- Projects must be complementary to the LECP

Having met the required criteria and considerations above, projects may also be judged having regard to how they;

- increase participant/ /visitor/ audience numbers and improve and extend access to facilities within the catchment area;
- 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;
- Invest in technology which will be accessed by the targeted groups.

8. Corporate Governance

8a 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>

8b 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

9. Approval Procedures

All applications for funding under this scheme received by each LCDC will be reviewed and assessed to ensure complementarity with the relevant Local Economic and Community Plan (LECP) after the deadline date of June 30th

The application along with the LCDC recommendation will be then be submitted to the Municipal District (MD) Committee who will make the final decision on project approval taking into consideration the LCDC's recommendation.

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.

Following the decision of the Municipal District, 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 this offer.

There is no requirement for the group/organisation to request payment, the LCDC will confirm that all the details on the application form are unchanged and make payment directly.

The Minister reserves the right to reassign the funds offered to another approved project if all requirements are not met within a defined 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 Scheme 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 and/or the Municipal Districts, 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.

10. 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 Scheme 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.

11. How to apply

Application Form

The application form is detailed and is designed to ensure that the LCDC and Municipal District have the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the correct 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 for the purpose of securing recommendation for grant funding.

A short report outlining how the funding was spent including the outcomes and impacts must be submitted not later than one month after the funding has been spent has taken place. We request that photographs also be included as part of the report.

N.B. INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

Submission of false or misleading information to the Department at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Scheme 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 Scheme will be notified to An Garda Síochána.

Applications should be forwarded to:

**Cora Nolan
Kilkenny Local Community Development Committee
C/O Kilkenny County Council
Johns Green House
Johns Green
Kilkenny
Email: Cora.nolan@kilkennycoco.ie
Phone: 0567794931**

**For any queries please email:
Cora.nolan@kilkennycoco.ie or
Lindsey.butler@kilkennycoco.ie**

Appendix 1:

The Community Element of the Kilkenny Local Economic and Community Plan has 4 high level goals, 12 strategic objectives and 121 actions to be delivered by approximately 29 agencies (sections of agencies) and groups across the county over 2016-2020

Goal 10: Addressing Area based Poverty and Disadvantage has 4 strategic objectives and 50 actions

Strategic objective 1: Improving deprivation of those living in small pockets of disadvantage

- ❑ Increasing the level of education attainment for those living in disadvantaged areas
- ❑ Reducing the level of unemployment in disadvantaged areas
- ❑ Reducing the level of Youth unemployment in disadvantaged areas

Goal 11: Addressing Poverty and Social Exclusion has 2 strategic objectives and 25 actions

- ❑ Ensuring the inclusion and engagement of all citizens in the county
- ❑ To put particular focus on Lone parents, Travellers, People from ethnic minority and cultural groups, Older people, people with a disability and children and young people – ensuring these groupings are prioritised in relation to poverty goals

Goal 12: Enhancing Community Facilities and Participation has 4 strategic objectives and 24 actions

- ❑ Ensure all citizens have access to appropriate community facilities
- ❑ Ensure all facilities are used to their optimum capacity, open and available to all
- ❑ Ensure community development coordination at MD level to support communities at local level
- ❑ To increase community participation and civic engagement at MD and county level

Goal 13: Improving Health and Well-being has 2 strategic objectives and 22 actions

- ❑ Ensure the health & well being of all Kilkenny's citizens
- ❑ To put particular focus on people with a disability, substance misuse, mental health and suicide , Travellers, Ethnic minority and cultural groups, homelessness and LGBTI