

# KILKENNY COUNTY COUNCIL

## Community Climate Action Programme

### Strand 1: Action; Building Low Carbon Communities Briefing Note, Terms and Conditions and Guidelines

#### Contents

1. Terms and Conditions .....	2
2. Objective of the Community Climate Action Programme .....	3
3. Overview of Strand 1 .....	4
a. Categories of Funding .....	4
4. Eligibility.....	5
a. Eligible Costs .....	5
b. VAT .....	6
c. Projects Eligible for Funding .....	6
d. Programme Themes.....	7
e. Project Location / Ownership .....	10
f. Insurance.....	10
5. How to Apply.....	10
a. Application Form.....	11
b. Project Costs .....	12
c. Procurement Guidelines .....	12
d. Prefunding.....	13
6. State Aid and De Minimis.....	13
7. Evaluation of Projects .....	13
a. Evaluation Criteria for Strand 1 .....	14
8. Project Timeline .....	15
9. Successful Applications .....	16
10. Unsuccessful Projects.....	17
11. Data Privacy Statement.....	17

The Community Climate Action Programme has been developed and funded by the Department of the Environment, Climate and Communications (DECC) and administered by the Climate Action Team in Kilkenny County Council (KCC) to support small and large, rural and urban communities in County Kilkenny to take climate action at a local level.

Under the Community Climate Action Programme, €60m from the Climate Action Fund is being invested in localised community climate action projects and initiatives, and capacity building over the next three years. KCC will administer Strands 1 and 1a of this Programme for communities within its areas of operation.

Strand 1 specifically supports community climate actions at a local level, and Strand 1a supports cross – border and an all Ireland partnership approach between communities and Local Authorities in County Kilkenny and Northern Ireland. Guidance on the Strand 1a Programme is available [here](#).

Ireland has committed to reducing its carbon emissions by 51% by 2030 and becoming a climate neutral economy by no later than 2050. In addition, KCC are developing a Local Authority Climate Action Plan 2024-2029, which outlines the measures that Kilkenny County Council will take to reduce emissions and energy use. It also indicates how KCC will, through its services and operations, support communities deliver local climate action. To find out more about this Climate Action Plan see [here](#).

For Ireland and Kilkenny to make this transition, we need to work together to address how we utilise resources to power our buildings, work and travel, rethink how we consume goods and services, and review our waste streams and disposal systems.

## 1. Terms and Conditions

- Kilkenny County Council (KCC) will only provide funds for eligible costs to groups/organisations that are directly involved in approved projects at a community level, on a not-for-profit basis, aimed at shaping and building low carbon communities.
- 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. KCC and the Department of the Environment, Climate and Communications (DECC) reserve the right to publish a list of all grants awarded on their websites.
- The Freedom of Information Act applies to all records held by DECC and KCC.
- The application must be signed by the Chairperson, Secretary, Treasurer or responsible person of the group/organisation making the submission.
- It is the responsibility of each group/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 KCC or their representative to support payment of funds.
- Photographic evidence of the project may also be required to facilitate draw down of grants.
- DECC or the local authority may carry out unannounced site visits to verify compliance with Programme terms and conditions.
- Projects under strand 1a must have a clear North/South basis and demonstrate the impact of the project in contributing to climate and energy targets on the island of Ireland and the sustainability objectives in the Shared Island chapter of the revised National Development Plan 2021-30.
- Applications to strand 1 and strand 1a must be separate. The Climate Action Fund, or Shared Island Fund, contributions must be publicly acknowledged in all materials associated with the purpose of the grant.
- No third party or intermediary applications will be considered.
- Breaches of the terms and conditions of this programme may result in sanctions including return of funds already granted and disbarment from future grant applications.
- In order to process your application, it may be necessary for KCC to collect personal data from you. Such information will be processed in line with KCC's privacy statement which is available to view online [here](#).
- A grant agreement will be put in place between successful applicants and KCC.

## 2. Objective of the Community Climate Action Programme

The overall objective of this Programme is to support and empower communities, in partnership with their local authorities, to shape and build low carbon, sustainable communities in a coherent way to contribute to national climate and energy targets.

### 3. Overview of Strand 1

The Community Climate Action Programme Strand 1 has been developed by DECC to address direct climate action.

Strand 1 ‘Action’: Building Low Carbon Communities’ has an initial allocation of €24 million.

KCC have been given an allocation of **€511,000** to fund projects under Strand 1. Under this scheme communities will apply to KCC to carry out projects that have a direct climate action impact. A number of projects will be selected from across the City and County which demonstrate the delivery of national climate action at a local level in Kilkenny.

Projects must meet the objectives of the Programme, fall under at least one of the five specific themes, outlined below and must be completed within 18 months of receiving a Letter of Offer. 100% funding is available for successful projects and projects can include a suite of measures, not just one specific action.

This Programme is an opportunity for groups to take a holistic approach in making their community less carbon intensive and more sustainable for the future. The Community Climate Action Officer will be able to assist groups with any queries on this programme.

#### a. Categories of Funding

Funding is available for 100% of the project and there are 3 categories of funding:

Small Scale Projects	Medium Scale Projects	Large Scale Projects
Projects valued up to €20,000	Projects valued between €20,001 and €50,000	Projects valued between €50,001 and €100,000
10% of KCC’s overall funding will go to small scale projects*	40% of KCC’s overall funding will go to medium scale projects*	50% of KCC’s overall funding will go to large scale projects *

\* The percentage split may be adjusted subject to the number and type of applications received.

There is no minimum grant amount or a requirement to hit the maximum threshold of the different size ranges, e.g. if your project costs are coming in at €33,000, there is no need to hit €50,000 to fall under the medium project size.

## 4. Eligibility

Community organisations meeting the requirements listed below are eligible to apply to implement a project under this Programme. They must:

- be a not-for-profit organisation
- be located in the operational area of KCC
- submit a completed application form on or before the specified closing date and time
- be registered with the Kilkenny Public Participation Network (PPN) **or** connected with other collectives such as the Wheel, Tidy Towns **and /or** a community group with Articles of Association or a Constitution, which hold an AGM, and for which approved minutes are available

Furthermore:

- The project applied for must be in line with the aim/purpose of the funding as set out in the section on [Projects eligible for funding](#) below.
- Only one application per organisation may be submitted for consideration. However, projects can address several of the themes and be bundled together into one single application.

The following types of organisations are **not** eligible to apply for **Strand 1**:

- Private individuals
- Commercial undertakings (including sole traders)
- Schools, third levels institutions etc.
- National community and environmental organisations
- Financial institutions

### a. Eligible Costs

Below is a guide to the eligible and ineligible costs for projects. Eligible costs will be considered on a case-by-case basis. However, the following general conditions will apply:

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none"> <li>• Be for the sole purpose of implementing the project and shall not be used for any other purpose.</li> <li>• Be considered necessary for the delivery of the project.</li> <li>• Must be verifiable e.g. supported by evidence of compliance with public procurement, an invoice and proof of payment.</li> <li>• Be reasonable in their nature and amount i.e. not excessive, and is what would be considered practical and just in the conduct of delivering a project of its nature.</li> </ul>	<ul style="list-style-type: none"> <li>• Projects that solely benefit an individual.</li> <li>• Teaching/staffing.</li> <li>• Travel and transport costs</li> <li>• Equipment, unless directly associated with the project.</li> <li>• Income generating projects.</li> <li>• Overheads, ongoing running costs, including rent and leases.</li> <li>• Insurance</li> <li>• Accommodation and subsistence.</li> <li>• Redundancy costs.</li> <li>• Duplicate public funding received from other sources for the same purpose.</li> </ul>

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Up to 100% funding may be provided through the Community Climate Action Programme. Other funding may be leveraged for projects (e.g. with LEADER, Tidy Towns, Town and Village Enhancement funding, etc.). However, the Community Climate Action Programme funding component must be able to stand on its own merits and be independent of the other funding.</li> <li>• Funding must comply with State Aid requirements.</li> </ul> | <ul style="list-style-type: none"> <li>• Penalties/Interest/Bank Interest/Charges.</li> <li>• Loan repayments.</li> <li>• Retrospective costs i.e. expenditure which has taken place prior to the approval date of the project.</li> <li>• Costs for which more appropriate funding opportunities already exist, where it is clear that Community Climate Action Programme funding is a substitute for other public funding which is currently available.</li> <li>• Notional costs e.g. the room hire within the applicant's own premises.</li> <li>• Legal Fees</li> <li>• Activity undertaken, or work commenced, prior to the date of signing contracts / Letter of Offer is not eligible for grant aid</li> </ul> |
|---|--|

#### b. VAT

VAT is considered eligible for grant payment in cases where it cannot be reclaimed. For groups who cannot reclaim VAT, all their costs should be inclusive of VAT. If a group is able to reclaim VAT then their expenses should be exclusive of VAT. Documentation may be sought by KCC confirming the VAT status of the group, i.e. a recent letter, or letters, from the Revenue Commission confirming the VAT status. Every groups will be required in their application form to declare their VAT status.

#### c. Projects Eligible for Funding

The types of projects/initiatives, within communities, which are eligible for funding under the Programme, Strand 1 should seek to demonstrate the delivery of national climate action at local level by:

- a) Reducing or supporting the reduction of greenhouse gas emissions
- b) Increasing the production, or use, of renewable energy
- c) Improving energy efficiency
- d) Increasing climate resilience
- e) Identifying nature-based projects that enhance biodiversity and seek to reduce, or increase the removal of, greenhouse gas emissions or support climate resilience in the State
- f) Assisting regions in the State (including communities in those regions) and within sectors of the economy impacted by the transition to a low carbon economy
- g) Involving potentially innovative solutions to address the above asks.

Furthermore:

- a) Projects must meet the objective “to shape and build low carbon, sustainable communities in a coherent way to contribute to national climate and energy targets.”
- b) Project must address one or more of the five [programme themes](#), as set out below.
- c) Projects must comply with all statutory requirements in relation to planning, building regulations, Health and Safety, and Fire Codes etc., if applicable.
- d) Community groups must be able to demonstrate their ability to carry out the proposed works.

#### d. Programme Themes

Projects must address at least one of the following themes:

- **Theme 1: Community Energy**
- **Theme 2: Travel**
- **Theme 3: Food and Waste**
- **Theme 4: Shopping and Recycling**
- **Theme 5: Local Climate and Environmental Action**

Below is a breakdown of each theme and some examples of projects. These are only examples and communities are encouraged to be as innovative as possible with their projects. For further examples of projects, you can read the Case Study document available [here](#).

In developing projects, communities should also consider how their projects contribute to progress in relation to relevant [UN Sustainable Development Goals](#) (UN SDG’s).



### Theme 1: Community Energy

Many Irish buildings have very low energy ratings and high running costs, mainly due to heat loss. How we build, heat and run our buildings can play a big part in reducing Ireland’s greenhouse gas emissions. Heat loss accounts for 10% of Ireland’s greenhouse gas emissions. We can make our buildings more energy efficient by retrofitting them (e.g. insulation), switching off and using low energy lights/ appliances, and using smart controls.

**Relevant UN SDGs:**



Projects of interest under this theme would reduce the climate impact of buildings in communities by using less energy, utilising renewable energy and avoiding heat loss.

Project examples include but are not limited to:

- small community renewable energy projects (solar, hydro, wind)
- retrofitting community buildings
- LED community lighting
- low carbon technology/ equipment

### Theme 2: Travel

Transport accounts for approximately 20% of Ireland’s greenhouse gas emissions. Changing our means of travel is not simple and is often dictated by previous planning and housing choices, particularly in rural communities. How we travel is one of the main areas where behaviour change can have a rapid and real impact on achieving our climate goals.

**Relevant UN SDGs:**



Projects of interest under this theme would contribute to a reduction in travel related emissions.

Project examples include but are not limited to:

- cycle parking
- community EV charging points
- bike hubs

### Theme 3: Food and Waste

Growing, processing and transporting food requires large amounts of energy and materials. It is estimated that 1/3 of the food we grow is wasted and accounts for 10% of global emissions. There is a national commitment to reduce food waste by 50% by 2030.

While being mindful that different circumstances such as the culture, religion, health, abilities and tastes can affect the decisions individual people can make; at a systems, community and lifestyle level there are opportunities to connect and engage

Projects of interest under this theme would reduce food waste.

Project examples include but are not limited to:

- community gardens
- allotments
- community food markets
- community composting facilities
- community fridge



people in action on food, waste and climate change.

**Relevant UN SDGs:**



**Theme 4: Shopping and Recycling**

What we buy has a major contribution to emissions in terms of how products are made, transported, used, reused and recycled. If we keep on using resources as we do now, by 2050 we would need the resources of three Earths to satisfy demand. Ireland is moving towards creating a circular economy - making products that last longer, can be repurposed, reused and eventually recycled more easily. One of our climate goals is to increase the amount of waste that is recycled and to make all packaging reusable or recyclable by 2030.

As shoppers we have the power to influence. People are changing their shopping habits by buying products that last longer or repurposing items, planning what they will do with things when they are finished using them, recycling as much as possible, actively segregating their waste for collection and using recycling centres and services near to them.

**Relevant UN SDGs:**



Projects of interest under this theme would increase the variety and number of recycling facilities in the local community and initiatives aimed at reducing, reusing, repurposing and recycling.

Project examples include but are not limited to:

- community repair hubs
- swap shops
- toy/ sport reusable kits/ co ops
- water filling stations
- rainwater harvesting

**Theme 5: Local Climate and Environmental Action**

Ireland also has an abundance of natural resources, from our bogs and forests to our rivers and oceans. These natural resources need to be protected from climate change, and in return, they will help us by absorbing carbon, reducing the risk of flooding, increasing flowers and wildlife, and acting as places for us all to reconnect with nature.

Projects of interest under this theme would take a holistic approach to managing the local environment, including in relation to climate action.

Project examples include but are not limited to:

- mini forests / woodlands
- orchards

Community action can take many forms from simple clean-ups to community energy schemes, to making plans to adapt to the changes already happening.

**Relevant UN SDGs:**



- community gardens
- roof gardens
- pollinator projects
- climate resilience projects
- rainwater gardens
- wetland management

**e. Project Location / Ownership**

It is essential that projects be available to and accessible by the community. Where a project proposed is in a building/space that is not in the ownership of the community group, the community/group must have a permissions letter from the owner of the building/space for a minimum of five years from the date of project completion. Groups may be asked to provide proof of ownership, lease or access agreements.

Facilities aided under this Scheme shall comply fully with all statutory and/or licensing requirements. In particular they shall comply with the provisions of the Local Government (Planning and Development) Acts, the Building Regulations 1997, the Safety, Health & Welfare at Work (Construction Regulations) 2006 and any amendments thereafter.

**f. Insurance**

The applicant/beneficiary shall agree to be responsible for any loss, damage or injury to persons or property arising out of the provision or use of the facility and shall affect and produce evidence of appropriate Employers Liability Insurance and Public Liability Insurance to limits specified by Kilkenny County Council. All grant-aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding. All compensation paid under such insurance shall be used to restore the property so damaged or lost, and any shortfall shall be made good by the beneficiary.

**5. How to Apply**

Interested community groups should contact the Kilkenny County Council Community Climate Action Officer to discuss their project ideas. It is not mandatory that they do so however the Community Climate Action Officer is there to offer guidance to groups developing their projects and completing their application form.

The application form will be available to download from KCC website or communities can request a copy of the application form from Kilkenny’s Community Climate Action Officer. Completed application forms should then be issued with associated documentation via email / post, see [Section 4.1.](#)



The Kilkenny County Council Community Climate Action Officer works in the Climate Action Team, in Kilkenny County Council. To contact the Community Climate Action Officer, see details below:

Breda Maher – Community Climate Action Officer

Climate Action Team, Kilkenny County Council

Email: [breda.maher@kilkennycoco.ie](mailto:breda.maher@kilkennycoco.ie)

Direct Phone No: 056 7794128

Climate Action Office: [climate@kilkennycoco.ie](mailto:climate@kilkennycoco.ie)

Climate Phone No: 056 7794350

#### a. Application Form

There will be two forms available for Strand 1 applications, one application form for Small Scale Projects (up to the value of €20,000) and the second form for Medium and Large Scale Projects (€20,001 - €100,000) so it is important communities choose the correct Strand 1 form when applying for this Programme.

To apply community groups must complete and return their application form and associated documentation on or before the specified closing date and time. The application form will be available to download from KCC [website](#) and can be completed and returned via email or post.

If a community wants to request a copy of the application they can contact Kilkenny's Community Climate Action Officer.

- Request Via Email: To request this application form please use email: [climate@kilkennycoco.ie](mailto:climate@kilkennycoco.ie)  
In your email please use the subject line “CCAP Application Request [*Insert Community Name*]”.
- Submission Via Email: To submit your completed application form please use email: [breda.maher@kilkennycoco.ie](mailto:breda.maher@kilkennycoco.ie)  
In your email please use the subject line “CCAP Application Submission FINAL [*Insert Community Name*]”.
- **Submission Via Post:** Send your application and associated relevant documentation to “Community Climate Action Officer, Breda Maher, Climate Action Team, Kilkenny County Council, County Hall, John Street, Co. Kilkenny, R95 A39T

Applications will be accepted from Wednesday 6<sup>th</sup> December 2023 to 12noon Wednesday 28<sup>th</sup> February 2023, in line with DECC's guidelines.

No applications will be considered after the deadline. Only one application per organisation may be submitted but groups can submit applications under both Strand 1 and 1a, if the projects are different.

### b. Project Costs

As part of the application community groups will need to prepare a budget detailing everything that they are requiring funding for to complete the project. To ensure an application represents value for money, quotes must be sought and must be submitted with the application. See [Section 4.3 below](#) for details on procurement thresholds. Communities must also consider green procurement (goods, services and works with a reduced environmental impact) where possible. KCC must be satisfied that the application represents value for money and that the applicant has engaged with suppliers in developing their proposal.

When drawing up costs for large projects it is advised to include a contingency to address any unforeseen changes to costs or inflation.

When getting quotes from suppliers, groups should ensure that quotes will be valid for the period they are carrying out the work as there will be no avenues available to request additional funding after application.

This programme will operate on a vouched expenditure basis, i.e invoices and receipts will be required for expenditure. For communities claiming vouched expenditure they will need to include all relevant documentation to this, to ensure they are included in the drawdown request. There is a provision in the Programme for quarterly drawdown of expenditure. Further details on this process will be provided to successful applicants at Letter of Offer stage.

The beneficiary must get planning permission, a fire safety certificate and commencement notice, if required. Any costs associated with these will be borne by the beneficiary.

### c. Procurement Guidelines

Those who are approved for funding in the Programme, will need to comply with Public Procurement guidelines in relation to the purchase of all goods/services when carrying out the project. Below are the [National Procurement Thresholds](#). Note threshold amounts are exclusive of VAT.

Threshold Amounts (ex VAT)	Works (e.g supply and fit)
< €1,000	1 Verbal Quote
€1,000 - €200,000*	Direct Invitation. 5 quotes to be sought in writing by email/ post from interested and competent companies.

Threshold Amounts (ex VAT)	Supplies or General Services
< €1,000	1 Verbal Quote
€1,000 - €50,000	Direct Invitation. 3 quotes to be sought in writing by email/post from interested and competent suppliers/service providers.
€50,000 and above	Must Publish Contract Notice on eTenders**

\* Community Climate Action Fund, max €100,000

\*\* Publishing contract notice on eTenders will not be a requirement by communities at application stage, it is only required where an application is successful and meets threshold.

#### d. Prefunding

In certain circumstances, prefunding can be sought by a community, where required, and up to a maximum of 25%. Prefunding requests will be reviewed and provided on a case by case basis subject to approval from DECC. A declaration will be required from applicants confirming that they need prefunding and identifying the reasoning why. There is no guarantee that prefunding will be granted.

## 6. State Aid and De Minimis

Public funding is deemed to be 'State Aid' where it provides the recipient, whether an enterprise, not-for-profit organisation, or an individual, an economic advantage over others beyond a local level. To comply with State Aid rules, the level of funding provided to a project promoter must not exceed €200,000, this is known as the De Minimis ceiling. De Minimis regulations sets a limit on how much assistance can be given to organisations. The current limit for a company, or group, irrespective of size or location, is €200,000 during the previous three-year fiscal period.

Many groups/ projects under this programme would not be considered State Aid and therefore will not be subject to the De Minimis ceiling. However, community groups when submitting their Expression of Interest form may need to declare if they have previously received any De Minimis State Aid (e.g. from a state agency, government department, Local Enterprise Office, local authority, LEADER funding) to ensure compliance with all regulations.

## 7. Evaluation of Projects

All of the completed application forms received by KCC on or before the specified closing date and time of this programme will be reviewed by KCC. These will undergo a preliminary examination to confirm that all relevant documentation is supplied. Only applications that are fully completed with the necessary supporting documentation will be considered for funding and proceed to selection. The selection of projects is a competitive process, for applications to proceed to panel for assessment, these applications must meet a minimum score of 50% or above and meet the minimum scores required for sections; Relevance & Impact, Value for Money, Achievability and Governance Arrangements, in line with the [evaluation criteria for Strand 1](#) below.



These applications will then be evaluated by a KCC Evaluation Panel to ensure they align with the objectives and eligibility of this Programme and will be marked against the [evaluation criteria for Strand 1](#).

a. Evaluation Criteria for Strand 1

Evaluation Criteria for Strand 1		Maximum Score
<b>Relevance &amp; Impact</b> (Minimum Scoring Required 15 marks)	<i>The project meets the objective to shape and build a low carbon community contributing to Ireland’s climate and energy targets (30 marks)</i>	
	Shape and build a low carbon, sustainable community (obvious direct climate action, real change, impactful, sustainable)	8
	Contributes to Ireland and Kilkenny's climate and energy targets	4
	Climate & Environmental benefits of project	3
	Relevance for Theme 1: Energy	3
	Relevance for Theme 2: Travel	3
	Relevance for Theme 3: Food & Waste	3
	Relevance for Theme 4: Shopping & Recycling	3
	Relevance for Theme 5: Local Climate & Environmental Action	3
	<b>Subtotal:</b>	<b>30</b>
<b>Innovation &amp; Scalability</b>	<i>The project contains practical innovation/(s) and/or approaches. It has the potential to be scaled up or replicated in other communities post funding. The project has a lasting impact. (20 marks)</i>	
	Project has a lasting impact	10
	Replication potential (good example to wider community)	7
	Practical Innovation	3
	<b>Subtotal:</b>	<b>20</b>
<b>Value for money</b> (Minimum Scoring Required 10 marks)	<i>The costs applied for are reasonable, represent an efficient use of resources and are commensurate with the quality and nature of the activities proposed. Realistic, specific and relevant outputs and outcomes are identified, which are commensurate with the level of investment. (20 marks)</i>	
	Efficient use of resources	7
	Evidence of value for money (Adequate quotations submitted / rationale for choosing suppliers)	5
	Investment v output	5
	Green Procurement	3
	<b>Subtotal:</b>	<b>20</b>
<b>Achievability</b> (Minimum Scoring Required 5 marks)	<i>The organisation/partnership has the appropriate expertise to deliver the proposed project. The proposal is clear and coherent and is deliverable within the timeframe. Key milestones are specified with an explanation of how these will be monitored. (10 marks)</i>	



	How the project will be managed to achieve & measure outputs	5
	Quality of delivery plan / schedule	5
	<b>Subtotal:</b>	<b>10</b>
<b>Partnership approach</b>	<i>Any Partner/Consortium roles and responsibilities are clearly outlined with partnership agreements in place (where applicable). The proposal demonstrates how all key stakeholders will be involved in the planning and implementation of the proposal. (10 marks)</i>	
	Community engagement and partnership approach	5
	Roles clearly outlined	3
	Positive impact on wider community	2
	<b>Subtotal:</b>	<b>10</b>
<b>Governance arrangements</b> (Minimum Scoring Required 5 marks)	<i>Any necessary governance and financial management systems, controls and processes are in place to meet the requirements of the programme. Where applicable, evidence of tax compliance and registration with relevant bodies is supplied. Details of track record in managing other state funding is supplied. (10 marks)</i>	
	Management for project clearly outlined	7
	Track record with delivering other projects	3
	<b>Subtotal:</b>	<b>10</b>
<b>TOTAL:</b>		<b>100</b>

[Additional note on the evaluation of small-scale projects](#)

Small projects will be evaluated under the same criteria listed above however consideration will be given to the smaller scale of the project.

The final projects selected and recommended by KCC will then be issued to DECC and are subject to final approval by the Minister of the Environment, Climate and Communications. Success at the evaluation, and selection stages is not a guarantee of funding. The Minister will decide what projects are approved and any specific conditions of funding.

## 8. Project Timeline

Applications Open	06/12/2023
Applications Closed	28/02/2024
Applications appraised by KCC and recommendations issued to DECC	24/04/2024
DECC Review Projects and make recommendations to the Minister, Minister approves recommended projects	17/07/2024
KCC issue Letter of Offer to successful projects and puts contracts/MoUs in place	14/08/2024

Drawdown Request Schedule submitted by KCC to DECC	14/08/2024
First Drawdown for Projects	Pre-funding claim can be submitted no earlier than 14/08/2024 Vouched expenditure claim no earlier than 14/11/2024
Mid Year Report	14/02/2025
Annual Report	14/08/2025
Final Drawdown	16/02/2026
Final Report	16/02/2026

There is 18 months, from the date of the Letter of Offer issued to communities, to deliver projects, where successful.

## 9. Successful Applications

Following the Minister's approval, KCC will issue a Letter of Offer to the successful communities setting out the terms and conditions. Groups are responsible for carrying out their projects and will have 18 months from the Letter of Offer to complete their projects.

KCC reserves the right to withdraw from a project if all requirements are not met within a reasonable period.

If an applicant is awarded a lower funding allocation from what was initially sought, the applicant may submit a revised programme of works to the satisfaction of KCC.

In signing their funding agreements, each community will agree to the following:

- Compliance with the Climate Action Fund Financial Guidelines.
- Compliance with [Circular: 13/2014, from the Department of Public Expenditure and Reform](#).
- Compliance with Public Procurement guidelines in relation to the purchase of all goods and services.
- Agree to retain all documentation for 7 years.
- The provision of data and information on the actions funded as may be requested by DECC and/or the KCC.
- The maintenance of separate accounting records for its projects.
- The funding is subject to audit by DECC.
- Vouched receipts, photographs of completed works (where appropriate), and other documentation as necessary may be sought by KCC and DECC.
- Site Visits: The Department and/or KCC may carry out unannounced site visits to verify compliance with Programme terms and conditions.
- The contribution of the 'Government of Ireland, and "Department of the Environment, Climate Action and Communications" must be acknowledged in publicity, promotions and signage, and other relevant matters as appropriate





## 10. Unsuccessful Projects

If an application is unsuccessful the Community Climate Action Officer will meet with the applicants to provide feedback including details of the markings awarded. In addition, the Community Climate Action Officer will continue to support the applicants with the view to improving their application should the applicants wish to re-submit when DECC open application for the next phase of the Programme.

## 11. Data Privacy Statement

KCC collects some personal data during the application and processing of this programme. Please see KCC's [Data Privacy Statement](#) for full information on this. KCC also has a detailed [Data Protection Policy](#) which goes into more detail on how we as a public body are committed to ensuring the security of any personal data you provide to us.