

<p>Comhairle Chontae na Gaillimhe</p> <p>Scéimeanna Tacaíochta Pobail 2019</p> <p>TREOIRLÍNTE D'IARRATASÓIRÍ</p>	<p>Galway County Council</p> <p>Community Support Schemes 2019</p> <p>GUIDELINES FOR APPLICANTS</p>
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Comhairle Chontae na Gaillimhe
Galway County Council



Welcome to Galway County Council's Community Support Schemes Guidelines for 2019. We hope you will find this document useful and informative, however, feel free to contact our offices if you require any further information:

In Person: Community Grants, Galway County Council, Centrepoint Offices, Liosbaun Ind. Estate, Tuam Road, Galway, H91 H6KX. [9.00 a.m. to 4.00 p.m. Monday to Friday]

By Phone: 091 509521

By E-Mail: communitysupportscheme@galwaycoco.ie

Introduction:

The Council's Corporate Plan 2015 – 2019 sets out our vision for County Galway as follows;

“A County with a clear sense of identity, reflecting its heritage, language and culture, where economic development is promoted, community wellbeing and engagement is nurtured, essential infrastructure is maintained and developed, and the environment is protected.”

The Council recognises that local communities are one of our greatest resources, and essential partners to achieve this vision. In recognition of this, Galway County Council has allocated more than €2m over the last number of years to fund a diverse range of events and projects under this Scheme, and a further €252,500 has been allocated in the Council's Annual Budget for 2019. Over the years, various other grant schemes have been introduced, and this is now one of many supports available to promote economic, rural and community development throughout the county. In 2018 alone, the Council allocated €4m across all local and national grant schemes to a range of economic, community and rural development projects, and this is further supplemented by funding programmes, such as LEADER and SICAP, administered by other public agencies. This represents a substantial investment in our communities and in this regard, the Council wishes to work in partnership with the PPN and adopt a developmental approach to targeting funding schemes for identified projects and initiatives in each area. This process is necessary to deliver efficiency and effectiveness across the Council's funding programmes, and is also timely considering the expanded role of local government in co-ordinating local and community development programmes across all public agencies.

Purpose:

The purpose of the support scheme is to encourage and promote community and voluntary groups to take an active part in the development of their communities, and to improve the economic, community, and cultural aspects of their surrounding areas by funding projects and events which are of benefit to the wider community.

How much is funded?

Funding will be awarded under the Community Support Schemes subject to the applicant meeting the minimum match funding proportion. As the funding represents a contribution towards the overall cost of projects/events, groups must submit their up-to-date statement showing sufficient funds are on hand to finance the balance. Groups must hold a Bank or Credit Union Account in their legal name. To fully assess the financial viability of projects/events, applicants must also fully declare any additional Council, agency or governmental funding or grant-aid associated with their activities.

Who can apply?

Any community and voluntary group and non-profit making organisation who is registered as either a Voluntary Non-Profit Making Organisation or Charity by the Revenue Commissioners and carry out community initiatives which are of public benefit to the wider community. Applicants must be located and/or have a significant proportion of their activities within the administrative area of Galway County Council - applicants whose activity is across the city and county must clearly demonstrate the proportion / percentage of activity in both. Organisations must have no outstanding debit owing to the Council.

Individual persons or individual businesses are not eligible to apply for funding. Organisations that receive substantial core funding from other Government Departments are generally not eligible to apply unless their core funding does not cover the project/activity and it is contributing towards the delivery of Council objectives, e.g. Green School activities contributing to Tidy Towns activities, extra-curricular activities of Schools promoting the Irish language.

Is it important to be a member of the PPN?

The Galway County PPN comprises Groups/Organisations across the following pillars;

- Community: Local Business Representative Groups/Chambers of Commerce, Tidy Towns Committees, Sports Clubs, Arts Groups, Residents Groups, Social Groups
- Social Inclusion: Groups focused on people experiencing disadvantage, poverty and inequality
- Environmental: Groups focused on protecting the environment and sustainability

The Council wishes to engage with all groups at community level to develop focused plans for each town & village, and target funding under the various grant schemes, both locally and nationally. Groups who are not registered with the PPN under the appropriate pillar will not be involved in this process, therefore, please ensure your Group is registered at <https://www.galwaycountypnn.ie/registration-form/>

What types of proposals are considered?

The proposals which can be funded are separated into 3 Support Schemes which are aimed at promoting sustainable economic, community and cultural development. To ensure that the limited financial resources available are used to the maximum benefit of the community at large, proposals must meet the following general conditions:

- a) Projects/Events must be of benefit to the wider community by promoting wellbeing and quality of life for all citizens, or by making the area more attractive to visitors / tourists and enticing them to stay longer.
- b) Purchase of equipment is eligible only if it is required in relation to the project/event being proposed in the application.
- c) Routine operational costs such as wages/utilities/insurance cannot be funded.

Applicants applying for less than €500 in grant-aid may estimate the expenditure costs of their proposal based on verbal quotes. Applicants who are applying for a grant over €500 must submit one quotation supporting the estimated costs (e-mailed or written quotes, excerpt from catalogue). The Council encourages applicants to '**SHOP LOCAL**' where possible as collectively, this can make a big difference to the local economy.



How to apply:

The award process will be as follows:

- i. All applications must be made on the official Application Form and submitted with all compulsory supporting documentation – incomplete applications will not be accepted and will be returned. It is a matter for applicants to send the additional supporting documentation and ensure they maximise their marks under the various assessment criteria.
- ii. Applicants may make a maximum of 1 application per Support Scheme.
- iii. All applications must be received on or before the closing date – no exceptions will be made.
- iv. All applications must comply with the eligibility requirements - ineligible applicants will be notified.

How will my application be assessed?

Applications for financial assistance usually exceed the funds available, therefore, all applications fulfilling the conditions may not be successful or may be for a lesser amount. It is important therefore that the process of evaluation is rigorous, to ensure that the best projects, taking all factors into account, emerge and receive support. Applications will be assessed by senior staff across all disciplines who will collectively agree recommendations based on budgetary constraints, quality and priority of applications. A list of recommended applications will be referred to each Municipal District for approval at their earliest available meeting, and letters to applicants will issue

immediately afterwards. The Council reserves the right to retain a proportion of the overall budget for this funding scheme to support strategic developmental projects in the Municipal Districts.

How will I know if my group has been successful?

Successful applications will receive a Letter of Offer (Form A) which forms the contract between the Council and applicant, and this must be signed and returned within 14 days from the date of offer, otherwise, the Council reserves the right to re-assign the grant aid.

What conditions apply to carrying out our project/works/event?

Applicants must comply with the Terms and Conditions relating to the Community Support Scheme which are set out at the end of this document.

How do I draw down the grant?

Funding is allocated on an annual basis and cannot be carried forward. You must carry out the project or proposal and submit your drawdown application within 30 days of the event, or in the case of projects/works, no later than 31st October (unless agreement to defer grant has been approved for exceptional circumstances). Your drawdown application must include the following:

- a) Completed Project Completion Report (Form B)
- b) Original Receipts on the headed paper of the supplier detailing the expenditure items, OR, Official Invoices on the headed paper of the supplier detailing the expenditure items accompanied by excerpt from Bank Statement showing cleared payments.
- c) Photographs of events held, OR, before and after photos of improvements to amenities/facilities
By submitting photos, the applicant is giving permission to the 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.
- d) Proof of acknowledgement of Galway County Council funding for the event/works.
- e) E-Tax Clearance Certificate Access Number to ensure compliance with tax clearance

Freedom of Information:

The Freedom of Information Act applies to all records held by Galway County Council.

Data Protection:

It is the responsibility of each Group/Organisation to ensure they comply with the General Data Protection Regulations. By submitting their application, applicants agree to the processing and disclosure of the applicant's information by Galway County Council, and to other third parties if required, for Fund administration, reporting, evaluation and audit purposes; and successful applicants further consent to the disclosure of this information (e.g. name of successful applicant, amount of award, event details, etc.) by these parties in connection with the marketing or promotion of the Grant Scheme. Galway County Council agrees to employ appropriate measures to keep applicants' data safe and secure; to prevent its unauthorized or accidental disclosure, access or alteration; and to ensure that personal data will be processed only in accordance with the relevant provisions of the Data Protection legislation.

Code of Governance for Community and Voluntary Organisations:

The Council encourages all funded Groups/Organisations to adopt the Governance Code – further information on the Code is available at www.governancecode.ie

ECONOMIC DEVELOPMENT SUPPORT SCHEME (min. 20% match funding)

A. Festivals and Participative Events

The aim of this category is to support a diverse range of high quality, innovative, and ambitious festivals and participative events which will engage residents and visitors alike, and deliver a Calendar of Events with social, cultural, tourism and economic benefits to the county. Funding will be allocated to festivals and events that best drive the economic contribution of tourism in County Galway, and the ability to create demand for additional bed-nights for visitors/tourists will be a key determinant in assessing applications. The Council wishes to assess all applications for festival/participative events together to ensure that the best overall projects are put forward for funding. By categorising festivals/events according to their scale, all similar-size festivals and participative events will be fairly and objectively assessed against the same criteria. A Festival/Event can be approved under one scale only and the Council reserves the right to move an application to a lower scale, e.g. if funding under Regional Festivals and Participative Events (which is a limited fund in association with Fáilte Ireland) is over-subscribed. Events which show a range of own and other funding sources, and are not solely reliant on this source of funding, may be prioritised for funding.

Each applicant should select one of the following scales for their festival/participative event:

- a) **Regional:** these festivals attract large audiences and are of a significant scale and ambition. They contribute significantly to the local economy and have a positive regional, national and international profile, regularly achieving widespread media coverage.
 - The Festival/Event would be expected to be in operation at least 5 years.
 - It must have a minimum expenditure of €10,000 and generate a minimum of 250 visitor / tourist bed-nights in paid accommodation.
- b) **County:** these festivals are significant and attractive to both the local community and the wider community and have the capacity to grow. They encourage visitors to an area to stay longer, add to a culturally-rich location and are often specialised in their programming.
 - The Festival/Event would be expected to be in operation at least 2 years.
 - It must have a minimum expenditure of €5,000 and generate a minimum of 100 visitor or tourist bed-nights in paid accommodation.

Who can apply?

Eligible applicants are Non-Profit Festival/Event Organisers and Community-Led Tourism Venues who have a business address in Galway and are delivering a festival or participative event in the county which meets the above criteria and fits into one of the following categories; arts, community/family, environmental, food & drink, heritage/architecture, outdoor/sports/recreation. The Council may consider funding a festival/event involving a commercial organisation where it is organised on a collaborative basis with the local community and business representative groups, and has proven tourism and economic benefits for the wider community.

The following type of events will not be prioritised for funding under this category:

- Purely commercial events.
- Events with limited tourism appeal.
- Spectator-based sporting events.
- Circuses and Carnivals.
- Christmas Fairs and Markets.

What can be funded?

The following costs are eligible expenses and may be funded under the programme:

- Marketing - the cost of marketing activities with a local, regional, national and international reach. This may include advertising, public relations, digital marketing, and eligible costs may include the cost of branding of the location during the event.
- Programming and Production Costs – the cost of activities/events included in the festival programme.
- Development - feasibility studies, training, consultancy costs for branding or audience research, may be covered once it is clearly of long-term benefit and or/raises the profile of the event nationally or internationally.

B. Community Events and Economic Development Initiatives

The aim of this category is to provide financial assistance to non-profit groups and organisations engaged in projects, events or developments at local level, which promote local economic activity or create new business opportunities. Other initiatives may involve projects or works to enhance the visitor and retail experience - consumers are enticed to visit and spend money along vibrant streets that have attractive shopping vistas and a diverse retail mix, and this increased footfall enhances local economic development.

Who can apply?

Eligible applicants are voluntary Groups/Organisation such as Tidy Towns Groups, Business Representative Groups, Chambers of Commerce, Traders Associations.

What can be funded?

Examples of initiatives include;

- Provision of enterprise support services by community and voluntary sector that create employment in their local area
- Targeted promotional campaigns for tourism, foreign direct investment, promotion of locations as quality retail and visitor destinations, promotion of local food, etc.
- Funding towards the marketing, overhead costs of events or shows, development of farmers or community markets
- Funding for plans/studies to assess the potential for Town/Village Trails which showcase the natural scenic beauty and heritage of the town/village and surrounding areas, and provide safe walking routes for residents for recreation, social and health purposes, to assist in potential applications under the Outdoor Recreational Infrastructure Scheme.
- Funding of Enhancement Plans or projects for town centre initiatives and improvements
- Promoting sustainability in the community, e.g., information boards regarding Community Car Pooling Schemes and public transport services, greening of local activities such as installing Rainwater Harvesting system in town/village centre, energy audits, replacement of existing Festive Lighting with energy efficient lighting.

Priority will be given to initiatives which have been developed in an inclusive manner, i.e. through a collaborative approach between Business Representative Groups, Community Groups, and the local authority. In this regard, joint applications will be accepted from Tidy Towns / Business Representative Groups if they wish to share the costs of an initiative between them.

COMMUNITY DEVELOPMENT SUPPORT SCHEME (min. 10% match funding)**A. (I) Community Amenities and Facilities – Tidy Towns Applicants**

Tidy Towns Applicants already work with many areas of the Council to develop work plans and projects and their pride of place is reflected in the presentation and appearance of many towns and villages throughout the county. The Council greatly appreciates their efforts to improve their locality and will endeavour to work with all Tidy Towns Groups and agree works in conjunction with our Area Engineers, Heritage Officer, Conservation Officer, Environmental Education Officer, Water & Communities Officer, etc, to maximise the benefits from this collaborative effort. In addition, we will endeavour to provide ongoing training to assist all Tidy Towns applicants. The Council will prioritise funding for works which demonstrate a joined-up approach towards improving the performance of towns and villages in the Annual Tidy Towns Competition.

Who can apply?

This category of funding is open to Tidy Towns Applicants only.

What can be funded?

The works to be carried out must be in line with the Tidy Towns Adjudication Report and Multi-Year Plans. Suitable works under the relevant categories include:

- Planting in the community, on the streetscape, and in housing estates (including provision of name plates with landscaping), needs to be done in a co-ordinated manner which respects biodiversity and creates a common brand/identity in the local area, and for these reasons, is best suited to be co-ordinated and submitted by the Tidy Towns Applicant in the area.
- Some initiatives, such as improving the streetscape, may require a collaborative effort with local businesses, and these applications can be submitted under “Economic Development Initiatives”. Other initiatives to eliminate and improve derelict areas on approach roads and derelict/vacant houses in town or village centres can be submitted under this category, e.g. biodiversity planting on waste or undeveloped areas, amenity / picnic or seating in derelict area, mural or screening of unsightly sides of buildings / areas, painting of vacant buildings.
- Some initiatives and works, such as Heritage Trails, Heritage Audits, Management Plans for Built Heritage structures (buildings, gates, graveyard features), preparation of Biodiversity and Pollinator Action Plans, treatment of invasive species, will require the direct input of the Heritage Officer and should be submitted under Heritage Grants. Once Plans are in place, implementation projects can be submitted under this category.
- The Council encourages all Tidy Towns Groups to be socially inclusive and try to consult with the wider community to develop suitable proposals, e.g. provision of benches along popular walking routes for elderly, small-scale improvements to improve access to community facilities/spaces.
- Any funding application for equipment must demonstrate how it is directly related to the associated works or initiative outlined in the application.

It is vital that permission is secured and submitted for all works, from owners of buildings/sites, local Area Engineer, etc., prior to submission.

A. (II) Community Amenities and Facilities - Other Groups

Who can apply?

Other Community & Environmental Groups.

What can be funded?

Examples of eligible works:

- Community Centre Committees/Sports Clubs/Burial Ground Committees: small-scale improvements / safety / energy efficiency / accessibility works to community-owned facilities / Burial Grounds
- Environmental Groups: funding for development works such as Community Gardens, landscaping, planting, access works, etc., which complement the works of any Tidy Towns Applicant in the town/village.

Start-Up Grant:

Where there is no Tidy Towns Committee/Group in place and the existing Residents Associations and other community groups wish to create a group to apply to the National Tidy Towns Competition, they may apply for a Start-Up Grant of €350 to cover funding for basic equipment and other start-up costs. They should make contact to communitygrants@galwaycoco.ie to progress their application in this regard, and will receive advice and training to assist them in their development.

B. Social Inclusion Measures

Social inclusion is part of all community activities and is in the assessment criteria for every category in the Community Support Schemes. The aim of this category is to provide small-scale funding support for community and voluntary groups to focus on activities or services to help disadvantaged or socially excluded groups. Preference will be given to those actively involving participants from disadvantaged or excluded groups or located in disadvantaged areas.

Who can apply?

Social Inclusion Groups /Organisations.

What can be funded?

Examples of projects and events which qualify are:

- Social Inclusion activities: initiatives which attract disadvantaged groups to use community facilities, specific initiatives to encourage people with disabilities, migrants, or members of the Travelling community to participate in sporting activities. Other activities could include those which reduce social isolation and improve mental health, e.g. Befriending Services and involvement of disadvantaged groups in community activities.
- Age Friendly Activities – events for “Bealtaine”, support for Meals on Wheels services, activities by Active Retirement Groups, events/activities at Day Care Centres, inter-generational events and activities, Befriending Initiatives, Group Sports Events for Older People, etc.
- Initiatives to promote and celebrate diversity, e.g. inter-cultural events and activities, events which showcase Traveller culture, new communities including refugees / migrants / asylum seekers, LGBT events, etc.
- Community Safety – Community Alert Schemes.

Any application for purchase of equipment must be in conjunction with one of the above projects or events.

CULTURAL DEVELOPMENT SUPPORT SCHEME – no match funding **

*** Although there is no match funding requirement, applicants should note that these grants represent small-scale contributions towards projects/events (2018 grants were in the range of €400 - €700).*

A. Arts Act Grants

The aim of this category is to provide financial assistance to voluntary arts groups/organisations to carry out an arts activity or project (not festivals) within the community. [Arts festivals must apply and be assessed under the 'Festivals and Participative Events' category.] Under the Arts Act 2003, the activities or projects must either:

- a) stimulate public interest in the arts
- b) promote the knowledge, experience, and practice of the arts, or
- c) improve standards in the arts throughout the county.

Who can apply?

Community & Voluntary Arts Groups/Organisations.

What can be funded?

The "arts" means any creative or interpretative expression (whether traditional or contemporary) in whatever form, and includes;

- Literature: community-writing groups and workshops with input by full-time or part-time writers; readings by full-time or part-time writers. Special projects, e.g. publications, undertaken by community writing groups.
- Visual Arts: classes and workshops in the visual arts with input by professional artists / art teachers. Special projects, e.g. exhibitions, undertaken by community art groups.
- Music: music education projects (but not individual tuition fees), classical and choral recitals; writing, recording and performing of new popular music and musical theatre material.
- Traditional Music and Dance: classes and activities designed to pass on the tradition; performance by new and established traditional musicians; workshops and classes in traditional dance.
- Drama: theatre in education; drama workshops; writing and performing of new work.
- Film & Electronic Media: showing of non-mainstream films; activities designed to widen participation in film, video and electronic media.
- Community Arts: activities such as mural painting, community drama, community participation events, etc.

The following are examples of costs which are ineligible for funding:

- The purpose of these grants is to support a broad range of artistic disciplines; therefore, funding will not be provided for capital works, operational or running costs, third-party costs for insurance, regular events such as weekly/monthly classes, etc.
- Projects focusing primarily on community rather than artistic outcomes
- Grants cannot be given to for-profit organisations, fund-raising/charity events, competitive events, projects which could be undertaken on a commercial basis, individual artists.
- Events which are funded under separate funding sources, e.g. Culture Night.
- Projects/programmes where most of the costs relate to equipment hire/administrative costs

B. Heritage Grants

The aim of this category is to support voluntary community and heritage groups/organisations to undertake projects which will be of benefit to the community. Activities and projects must either;

- a) Gather and share knowledge
- b) Increase awareness, appreciation and participation in heritage activities
- c) Manage and protect our heritage

Who can apply?

Heritage Groups, Tidy Towns Applicants, Environmental Groups, Schools.

What can be funded?

Examples of funding for projects/events related to natural, built or cultural heritage include:

- Surveys and Mapping of Graveyards, Heritage Sites, Wildlife, etc. in a local area.
- Funding for Biodiversity Action Plans, Pollinator Plans, Invasive Species Action Plans, etc.
- Events / exhibitions / publications promoting the preservation and protection of local heritage
- Workshops aimed at enhancing knowledge and skills of local heritage, and promoting participation in heritage activities.
- Heritage Week activities, e.g. walks, talks, etc.
- Conservation of heritage collections and objects, including documents, and conservation planning and habitat management works to restore important wildlife habitats, etc.
- Funding for works to remove invasive species such as rhododendron from woodland
- Funding for heritage gardens, trails, etc., and associated signage and information boards
- Equipment that is directly associated with any proposed project

C. Irish Language Promotional Activities

In the context of our European heritage, Irish is the oldest spoken literary language in Europe (source; 20 Year Strategy for the Irish Language 2010 – 2030). Activities and projects must either;

- a) Increase the knowledge of Irish.
- b) Create opportunities for the use of Irish.
- c) Foster positive attitudes towards its use.

Who can apply?

Community and Voluntary Groups/Organisations, Business Representative Groups, Chambers of Commerce, Sports Groups, Youth Groups, Schools.

What can be funded?

Examples of projects are;

- Funding for research on specific Irish language heritage, e.g. place-names, townlands, etc.
- Initiatives aimed at strengthening Irish as the main language of communication in the Gaeltacht
- Community workshops / classes to promote use of Irish in communities, e.g. to encourage businesses who wish to offer a bi-lingual service to their customers, to assist voluntary organisations who wish to increase their use of Irish.
- Irish-language based activities and events held through the Irish language, e.g. community events or cultural, social, leisure and sporting activities run through the medium of Irish (the Council's Irish Language Officer must be invited to the event).
- Although it is not possible at present to fund Seachtain na Gaeilge activities due to the approval timeframes, other events which celebrate our culture and heritage through the Irish language during the year are welcome to apply.

TERMS & CONDITIONS OF FUNDING SUPPORT

Applicants must comply with the following to receive their funding and to be eligible for consideration for funding the following year:

1. Works cannot **commence** or expenditure be incurred in relation to grant-aided elements of the project/event until the signed letter of offer is returned.
2. Funding may only be used for the purpose specified in the letter of offer and any **alterations** to the proposed use of the grant must be approved in writing by the Council, prior to commencement.
3. Funding is allocated on an annual basis and cannot be carried forward. Applicants must submit their **drawdown** application **within 30 days of their event, or in the case of projects/works, no later than 31st October**. The Council reserves the right to omit applicants from consideration if they have failed to draw down funding the previous year (unless agreement to defer grant was approved for exceptional circumstances).
4. Festivals and Participative Events which received financial support are required to submit material to promote their event to the Council at community@galwaycoco.ie for our Calendar of Events, and events in Conamara are also encouraged to publicise their event on www.connemara.ie. The organisers are also required to invite the Cathaoirleach of Galway County Council and the Cathaoirleach of the Municipal District to the launch of the festival/event, including an invitation to speak at the launch. Any Press Release relating to the Festival/Event must **acknowledge the funding support** and include an opportunity for a quote/comment from the Council as part of the Press Release. Any other promotional material must acknowledge the funding support and include our logo.

All other funded activities and events must ensure that any promotional material, such as online, newspaper, radio, etc., should acknowledge the grant-aid received from Galway County Council, and include our logo. Where improvement works are carried out on buildings or amenity / recreation areas, a plaque may be supplied by the Council to be erected at the location.

5. All works/projects must have evidence of adequate and comprehensive Public Liability **Insurance**. Galway County Council accepts no responsibility and concedes no liability in respect of any incident, occurrence or claim which may take place. Evidence of Public Liability Insurance cover (€6.5m cover) and Employers Liability Insurance Cover (€13m cover) must be submitted and the applicant must submit proof of indemnification for Galway County Council against any claims arising. 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 or equipment so damaged or lost and any shortfall shall be made good by the beneficiary. The interest of the Council shall be noted on all policies and the Council shall be notified of any claims.
6. A Tax Reference No. and Revenue Access No. (on e-tax clearance certificate) is required for all projects and audited accounts will be required for grants of €10,000 or over.
7. It is the responsibility of applicants to ensure compliance with all **statutory requirements**. Improvements to facilities or provision of amenities must comply fully with all statutory and/or licensing requirements such as the Local Government (Planning and Development) Acts, the Building Regulations and any other relevant legislation, including Health and Safety, universal accessibility, public procurement. Heritage projects must ensure that consent from the NPWS or National Monuments Service / National Museum of Ireland is sought if required. Festivals and

- events must consult with their Municipal District Office to ensure that all permissions such as Casual Trading / Temporary Signage, and any other permissions are in place prior to the event.
8. If the application is in respect of works on lands or in buildings, the applicant must submit satisfactory **evidence of title - written consent** from the landowner / property owner / Council must otherwise be submitted. If the proposed project is taking place in public spaces or places, applicants must comply with the Council's policy "Voluntary and Community Activities on Roads, Amenity Areas and Other Areas in the charge of Galway County Council" and submit an Application Form to the local Area Engineer.
 9. Groups implementing projects involving persons aged under 18 years of age will be required to have a **Child Protection Policy** in place and to submit a copy of same.
 10. Any community amenities/facilities/services provided will be **available for the use and enjoyment of the public** at all reasonable times, either free of charge, or for a small fee to cover overhead costs or in appropriate cases, to build up funds for further development.
 11. Galway County Council must be satisfied about arrangements for the **future maintenance** of the projects it funds. Applicant Groups will be expected to have ownership or effective control of the land and/or buildings affected and have a Constitution to ensure continuity of responsibility into the future Constitution (a template is available from resourceworker@galwaycountypnn.ie). In some cases, the Council may, as a condition of grant assistance, require the Applicant Group to enter into a Covenant or Agreement to ensure the future maintenance and management of the amenity for the purpose for which the project has been funded. The property may not be sold, let or otherwise disposed of without the consent of Galway County Council.
 12. By accepting funding, applicants agree to make their Group/Organisation aware of waste, litter, energy and water management, and to make efforts to '**Green**' your facility, events and projects over time. We would advise groups to try to source sustainable and renewable materials within their projects. To get advice on '**greening**' your facility and event, contact the Council's Environmental Awareness Officer or log onto any of the following websites for tips:
<https://greenyourfestival.ie/green-events/>
<http://www.greencommunitiesireland.org/>
<https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/>
<http://www.epa.ie/begreen/>
<https://localprevention.ie/>
 13. The Council must be satisfied that the grant recipient complies with all the conditions of the Scheme and all or any portion of funding may be **withheld** by the Council where any condition of funding has not been met, or an unapproved material change to the proposal is made without consent. The Council may also carry out unannounced site visits to verify compliance.
 14. The Council reserves the right to alter and/or include any other requirements for payment of approved funding as deemed fit. In any case, the Council reserves the right to amend and **review** the operation and conditions of this Scheme at any time.