

Department of Rural and Community Development  
2<sup>nd</sup> round of COVID-19 Emergency Fund

# APPLICATION FORM



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



|                                 |  |
|---------------------------------|--|
| <b>Name of Applicant Group:</b> |  |
|---------------------------------|--|

**Please confirm you have included all the required documentation with your application:**

|                                                                                                 |                              |
|-------------------------------------------------------------------------------------------------|------------------------------|
| Fully completed and signed Application Form                                                     | Yes <input type="checkbox"/> |
| Proof that Group/Organisation is properly constituted, i.e. Tax Reference No. or Charity Status | Yes <input type="checkbox"/> |
| Copy of Bank Statement or Credit Union Statement in the legal name of the Group/Organisation    | Yes <input type="checkbox"/> |
| Copy of Public Liability Insurance Policy                                                       | Yes <input type="checkbox"/> |
| A minimum of 1 quotation for each item of expenditure                                           | Yes <input type="checkbox"/> |

**Please read the Application Guidelines before completing this form.**

**All questions on this form must be answered.  
Please type or write your answers clearly in block letters.**

**COMPLETED APPLICATIONS ARE TO BE RETURNED:**

**By e-mail to [covidsupport@galwaycoco.ie](mailto:covidsupport@galwaycoco.ie)**

**Before Friday 12th February 2021 at 5.00 p.m.**

**Please direct any queries to Mary McGann, Administrative Officer, Community Development, at 091 509128 or 087 1044 820**

## SECTION 1: YOUR ORGANISATION

|                                             |  |
|---------------------------------------------|--|
| Name of Group / Organisation                |  |
| Address                                     |  |
| Eircode                                     |  |
| Contact name                                |  |
| Role in Group/Organisation                  |  |
| Telephone number                            |  |
| E-mail                                      |  |
| Website                                     |  |
| Alternative Contact name                    |  |
| Alternative Telephone number                |  |
| Alternative E-mail                          |  |
| Year established                            |  |
| What is the purpose of group / organisation |  |

Please provide a brief organisational description of your group / organisation e.g. committee structure, meeting schedule etc.

Has your Organisation / Group registered with the relevant local Public Participation Network (PPN)?  
 YES  NO  If **NO**, then perhaps you would consider joining the PPN.

Have you received funding under any grants schemes from 2018 to current date- i.e. grants from Government Departments, Local Authority or LEADER? YES  NO

If **YES** please give details below

| <i>Name of scheme</i> | <i>Funding organisation</i> | <i>Amount received</i> | <i>Date received</i> |
|-----------------------|-----------------------------|------------------------|----------------------|
|                       |                             |                        |                      |
|                       |                             |                        |                      |
|                       |                             |                        |                      |
|                       |                             |                        |                      |

Do you receive core funding from any other organisation?

YES

NO

If **YES** please give details below:

| <i>Funding organisation</i> | <i>Amount received</i> | <i>Purpose</i> |
|-----------------------------|------------------------|----------------|
|                             |                        |                |
|                             |                        |                |
|                             |                        |                |
|                             |                        |                |

Is your organisation affiliated or connected to any relevant local regional or national body? YES  NO

If **YES** please give details below:

|                                 |
|---------------------------------|
| <i>Name of organisation(s):</i> |
|                                 |

How does your organisation link in with other organisations in your area?

|  |
|--|
|  |
|--|

|                                          |  |
|------------------------------------------|--|
| Charitable Status Number (if applicable) |  |
|------------------------------------------|--|

|                                      |  |
|--------------------------------------|--|
| Tax Reference Number (if applicable) |  |
|--------------------------------------|--|

|                                             |  |
|---------------------------------------------|--|
| Tax Clearance Access Number (if applicable) |  |
|---------------------------------------------|--|

If successful, please state how your group proposes to publicly acknowledge the Department and LA or LCDC

|  |
|--|
|  |
|--|

## SECTION 2: PROJECT DETAILS

|                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| What will the funding be used for?                                                                                                                                    |  |
| How will this funding benefit people and sustain your service going forward?                                                                                          |  |
| Have you applied for or received funding from any other source for your Covid-19 related activities? If Yes, please provide detail.                                   |  |
| Where will you source the balance of funding for any of your Covid-19 related activities?                                                                             |  |
| Keep Well Campaign Projects - what measures have you put in place in order to ensure your project proposal complies with public health measures relating to COVID-19? |  |

When will your work begin?

When will your work be completed?

Are all relevant permissions in place (e.g. planning, written consent from landowner/property owner if your project involves the development of a property)?

**Not applicable**

**YES**

**NO**

Is this part of a phased development and/or linked with (or funded by) other schemes operated by Government Departments or the Local Authority? **YES**  **NO**

If **YES** please provide the details below:

### SECTION 3: FUNDING REQUEST

Amount of funding requested under this Fund:

€

*Breakdown of funding requested:*

*Amount:*

*Source of Quote/Estimate:*

|  |   |  |
|--|---|--|
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |

### SECTION 4: DECLARATION

**On behalf of our Group/Organisation, I confirm that:**

1. I certify that all information provided in this application, and all information given in any supporting documentation, is truthful and accurate.
2. I confirm that I have read, understood, and accept the Terms & Conditions applicable to this funding as set out in the accompanying Guidelines.
3. I agree to the processing and disclosure of information by Galway County Council and to other third parties if required for fund administration, reporting evaluation and audit purposes, and further consent to the disclosure of this information (name of applicant organisation, amount of grant award, details of project/event funded) by these parties relating to the marketing or promotion of this funding.
4. I confirm that we have adequate and comprehensive insurance cover for our activities, and agree to indemnify Galway County Council.
5. I understand that this is a competitive process and agree to accept the decision of the assessment of my application as final.
6. I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that the grant will facilitate additional work which they would otherwise be unable to afford.
7. I confirm that the applicant group/organisation is tax compliant.
8. I agree to abide by the terms of the Memorandum of Understanding governing processing of personal data throughout the Covid-19 Community Response, included as Appendix 1 of the Guidelines.

This Declaration must be signed by Chairperson, Secretary or Treasurer, on behalf of Applicant Group:

|                                     |  |
|-------------------------------------|--|
| Name (in block capitals):           |  |
| Signed:                             |  |
| Position in Applicant Organisation: |  |
| Date:                               |  |

# Department of Rural and Community Development

## 2<sup>nd</sup> round of COVID-19 Emergency Fund

# Guidelines



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



Comhairle Chontae na Gaillimhe  
Galway County Council

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

## 1. Introduction

The **COVID-19 Emergency Fund** 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 1<sup>st</sup> round of the COVID-19 Emergency Fund was launched in April, with funding of €2.5m. This is the 2<sup>nd</sup> round of the COVID-19 Emergency Fund and has funding of €1.7m.

**Note** - The Department has recommended that LCDCs ring-fence 30% of funding to provide small grants of €1,000 or less.

## 2. Who is eligible to apply?

In general, any not-for-profit community or voluntary group can apply. Commercial organisations and individuals are not eligible for funding.

## 3. What is eligible for funding?

### 3a. What projects are eligible for funding?

The Fund will provide grants to community groups to assist them:

- **To adapt their services and operations to fit the new COVID-19 reality<sup>1</sup>.** Examples of measures supported could be adapting premises to allow for social distancing; offering on-line activities; providing social supports and friendly calls by phone etc.
- **To become more involved in the Government's 'Keep Well' campaign.** The grants are aimed at assisting participation in the campaign, in particular with the three themes: staying connected, switching off and being creative, and minding your mood.
- **To support groups with day to day running costs if needed** to ensure the resilience and sustainability of their operations. It is intended that this element of funding will apply only to Groups who rely solely on local funding through fees, sponsorship or fundraising, and are not in receipt of any public or national funding for core costs, or eligible / already funded under any of the national resilience schemes, e.g. Sports Resilience Funds, COVID-19 Stability Fund, etc. Any potential applicants for support in this area will be required to provide proofs of upcoming running costs

<sup>1</sup> This is consistent with an action assigned to our Department under the Resilience and Recovery 2020-2021: Plan for Living with COVID-19.

and their financial situation and are advised to contact our Office prior to submission of their application.

### **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
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations

## **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. The LA will discuss this with you, if your application is successful.

### **Tax Requirements**

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.

### **Statutory Consents**

Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence, in cases where this is required. This includes but is not confined to planning permission.

### **Insurance**

Written evidence of a valid insurance policy may be requested by the LA, 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 funding contribution. 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.

## **5. Selection Criteria**

Applications will be evaluated by the LCDC to ensure eligibility and that they are in keeping with the ethos of the programme.

Projects may also be judged having regard to how they:

- increase participant or visitor or audience numbers, and improve and extend access to facilities. This may include adapting facilities to safely accommodate people or adapting services to increase virtual participation;

- invest to increase or extend the use of the facility, for example, to voluntary and community groups;
- 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;
- address health and safety issues; and/or,
- invest in technology which will be accessed by individuals and communities

Projects may also be judged having regard to additional criteria deemed appropriate by the LCDC in each Local Authority administrative area.

The amount of funding received from other sources may also 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 publically 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](http://www.governancecode.ie)

## 7. Approval Procedures

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 types of work and the relative disadvantage of the area where the facility is located (or will serve)<sup>2</sup>.

Following the decision 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 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.

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<sup>2</sup> This may include cross-referencing the location of the facility (or the area it serves) with the Pobal Hasse deprivation index which is available on [www.pobal.ie](http://www.pobal.ie).



**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 LA 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.

## **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 or LA may carry out unannounced site visits to verify compliance with Programme terms and conditions.

### **Further information may be requested**

The LA 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 facilities audits and any site visits. When evaluating the applications received the LA may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.

### **Other**

- Under the programme it is intended that 30% of the funding that is allocated to each Local Authority area will be ring-fenced for grants of €1,000 or less.

- 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 no limit on the number of applications for different projects from any organisation. However, applicants should be aware that an equity/fairness approach will be taken by the LCDC to ensure an even distribution of funding.
- The Programme is 100% exchequer funded. Applicants are free to leverage other funding/match funding for projects (e.g. with LEADER, Tidy Towns, Town and Village Enhancement funding, etc.) although that is not a requirement of this new programme.
- It is the responsibility of the administrators of/body responsible for any other funding scheme or programme to ensure that using this Programme to co-fund a project does not contradict the rules of that other scheme/programme.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

## 9. How to apply

### Application Form

The 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 the COVID 19 Emergency Fund 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.

### 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 local authority and the applicant, and this must be signed and returned within 7 days from the date of offer, otherwise, the Council reserves the right to re-assign the grant aid.

### How will I draw down the grant?

You must carry out the project or proposal and submit your drawdown application **by 31<sup>st</sup> August 2021**. Your drawdown application must include the following:

- a. Completed Project Completion Report (Form B) + photos
- 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. The local authority may contact you at a later date to gather information on the number of beneficiaries you supported and other information which will provide an overall picture of the response effort throughout the County.

## **TERMS AND CONDITIONS**

- Applications must be on the application form for the COVID-19 emergency fund.
- The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
- Generally, no third party or intermediary applications will be considered.
- Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.
- Late applications will not be considered.
- 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.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
- Grants will provide capital funding only to groups who are directly involved in the Community Call response to the COVID-19 pandemic.
- Evidence of expenditure, receipts /invoices must be retained and provided to the Local Authority or their representative if requested.
- Grant monies must be expended and drawn down from the Local Authority by end of year 2020. Photographic evidence may be required to facilitate draw down of grants.
- The Department's contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
- 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.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities.
- In order to process your application, it may be necessary for Galway County Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on [www.galway.ie](http://www.galway.ie)

**If you have any queries regarding the Application Form or Guidelines for the Covid-19 Emergency Fund, please contact Mary McGann:**

**By Telephone: 091 509128 / 087 1044 820**

### **The "Keep Well" Campaign**

An Taoiseach Micheál Martin TD launched the "Keep Well" campaign which aims to support people and communities to mind their physical and mental health over the coming months. The "Keep Well" campaign is aimed at showing people of all ages how we can mind our own physical and mental health and wellbeing by adding healthy and helpful habits to our daily and weekly routines. It will provide guidelines,

information, and tips on things that will help us keep well through the coming months. All of this will be available on [gov.ie/healthyireland](https://gov.ie/healthyireland). The “Keep Well” campaign is focused on five main themes:

- **Keeping active**

Keeping active and being outdoors, even during the winter, is important to help physical and mental health and wellbeing. Sport Ireland is leading a series of initiatives that will support people to stay active in their own local areas throughout the winter. In addition, sporting Organisations and Clubs are invited to develop ways to support local communities.

- **Staying connected**

Staying connected with people, addressing isolation, supporting volunteerism and initiatives that support person-to-person connection is important to our wellbeing. Building on the Community Call response earlier in the year, Local Authorities are being supported to provide a local community helpline and befriending service. The Community Forum will oversee at County and City level the coordination of the Gardai, HSE, Local Authorities, An Post, community groups, charities, residents associations, and others in an immediate campaign to reach out to any persons vulnerable to isolation all across the community, regardless of age, gender, nationality or geography. The core objective is to ensure that everybody is given the opportunity to interface with the Community Call assistance programme to receive befriending services, practical supports and more complex supports where necessary.

- **Switching off and being creative**

Switching off and being creative or learning something new, getting back to nature and finding ways to relax can help our general wellbeing, for example:

- Communities to engage creatively with historical spaces and places in their locality;
- Live, mobile, pop-up creative entertainment in community and healthcare settings;
- To keep our communities connected through creative reading and writing;
- Creative engagement using phone, post, local media, digital platforms or social media;
- Creative Photography with Fresh Eyes and
- Utilisation of spaces and places for arts in line with Government guidelines

- **Eating Well**

By nourishing our bodies and minds, we can develop a better connection between the food we eat and how we feel and positively impact our physical and mental wellbeing. Bord Bia will provide information and resources to support healthy eating this winter. Safefood will implement the next phase of their “START” campaign, focusing on making the most of family time and adding healthy habits. In addition, the network of libraries around the country will facilitate a major initiative with Grow It Yourself in early 2021, to support more people to grow their own food – in whatever small way they can – helping to forge greater connections between growing food and eating well and develop community networks.

- **Minding your mood** – equipping people with information on where to go if they need support. This will also be linked with the local community helpline to ensure that people can access the support they need. The HSE will launch a series of “Minding Your Wellbeing” resources and the Children and Young Peoples’ Services Committees (CYPSC) around the country are being supported to provide enhanced services to children, young people and families over the coming months.