



CLÁR 2021- Application Form

Measure 3(a): Community Gardens & Allotments

Please submit your completed application as follows:

To: Galway County Council by e-mail to: clar@galwaycoco.ie

On or before Thursday 15th April at 12 midnight.

Your application must include:

1. Fully completed Application Form – incomplete applications may not be considered.
2. Up-to-date Bank or Credit Union Account Statement as evidence of match funding.
3. Proof of Ownership/Title if any works are on privately owned land.
4. Proof of Planning Permission or any other required approvals.
5. Breakdown of Total Estimated Project Costs.

Applicant Information:

Name of Applicant Organisation / Group:	
Project Name:	
Contact Person:	
Correspondence Address:	
Correspondence Email:	
Correspondence Telephone No:	

Location in Clár Area:

Location / Address of proposed works (include a map extract):	
GPS Co-Ordinates or EIRCODE of Location of Works:	
DED Name & No. of Location of Works:	

Project Information:

Outline the nature and scope of the works:

Outline the need and rationale for the works:

Outline if the project includes an enhancement of biodiversity e.g. native pollinator plants

Are these works part of a larger project? Yes/No If yes, please provide details:

Will the Community Recreation Area be open to the public at all times without appointment? Yes/No. How will this be facilitated and communicated?

<p>Was an application in respect of this facility approved under CLÁR in the past 3 years? (Y/N)</p> <p>If yes, please provide details.</p>	
<p>Has an application for funding for this project been submitted to any other scheme or programme in the past? (Y/N)</p> <p>If yes, please provide details.</p>	

Detailed Costings for Proposed Project:

Please provide detailed breakdown of all elements of the proposed works including any administration/other fees/costs:

Project Elements (provide details of each element)	Cost (inc. VAT)
	€
	€
	€
	€
	€
Total Cost	€
Funding amount sought: (Maximum 90% of total cost up to €50,000)	€
Match Funding: (Minimum 10% of total cost)	€
Source of Match Funding ((LA/LDC/school/community/philanthropic body:	
Any other relevant information:	

Area Engineer Certification:

<p>This application has been discussed with me prior to submission to clar@galwaycoco.ie and I am satisfied that there is a need for these works and that all statutory requirements are in place.</p>	
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Signed by Area Engineer:

Applicant Declaration:

I confirm that the particulars of this application are correct and that:

- The project is based in a CLÁR area
- Evidence of match funding is provided and ringfenced for the project
- All necessary permissions are in place
- Evidence of ownership/title is provided
- No funding has been allocated for the same project from any other sources

Signed: _____

On behalf of Applicant Group

Date: _____

Galway County Council Area Engineers

Area	Phone	Name
Ballinasloe Municipal District		
Ballinasloe North	091 509074	Philip McLynn
Ballinasloe South	091 509074	Eamon Lydon
Loughrea Municipal District		
Loughrea / Portumna	091 509166	Brendan Sheehy
Gort	091 509065	Feidhlim McGillicuddy
Tuam Municipal District		
Tuam East	091 509011	Tom Regan
Tuam West	091 509011	Paul Connolly
Conamara Municipal District		
Conamara South (An Cheathrú Rua)	091 509060	Naoise O'Conaola
Conamara North (Clifden)	091 509095	TJ Redmond
Athenry/Oranmore Municipal District		
Athenry/Oranmore	091 509088	Peter Gavin



Outline of Measure 3(a)

Community Gardens & Allotments

CLÁR (Ceantair Laga Árd-Riachtanais) is a targeted investment programme for rural areas that aims to provide funding for small infrastructural projects in areas that experience disadvantage. The aim of CLÁR is to support the sustainable development of identified CLÁR areas with the aim of attracting people to live and work there. The funding works in conjunction with local/Agency and other Departmental funding programmes and on the basis of locally identified priorities.

CLÁR Measure 3(a) will support community gardens, allotments and sensory gardens. These facilities must be publicly accessible.

Types of Intervention

The types of items to be funded could include groundworks, footpaths, raised beds, native pollinator plants, sensory planting and equipment, polytunnels, sheds, rainwater harvesting tanks, fencing, gates, tools as appropriate, benches, picnic tables, shelters and outdoor pizza ovens/BBQ areas.

The application form must clearly outline the need and rationale for the interventions submitted for funding.

All projects must display and encourage abundance by Leave No Trace principles. The cost of appropriate signage may be included in the overall project costings.

Eligible Applicants

Community Groups, Schools, Local Development Companies, Local Authorities.

Eligible Costs

Applications should detail all of the costs associated with the proposed project and only items of a capital nature that are integral to the project should be included. All administration costs/professional fees associated with the proposed project should be kept to a minimum and such costs will be eligible up to a maximum of 10% of the overall project costs.

Rate of Aid

Minimum grant	€5,000
Maximum grant	€50,000
Maximum grant rate	90% of the project cost or a maximum of €50,000, whichever is the lesser.
Match funding rate	The remaining 10% or balance of the cost should be provided through local authority/community/other resources with a minimum of 5% cash contribution from the Community. Philanthropic contributions will be accepted as full or part of match funding costs.

Timelines:

Completed applications submitted to Galway County Council at clar@galwaycoco.ie	On or before Thursday 15th April 2021 at 12 midnight
Prioritized applications submitted by Galway County Council to Department	By 07 th May 2021
Departmental assessment and decisions, contracts issued	By early July 2021
Projects finalised and drawdowns completed (unless an extension is granted in writing by the Department)	By 31 March 2022

Assessment Criteria:

Applications for Projects under Measures 3(a) will be prioritised by the Council for submission to the Department based on the following criteria:

- Being located in a CLÁR area
- application by a Community/LDC to the LA
- evidence that all necessary permissions are in place
- projects that allow the lighting of fires have the express permission of the landowner on file
- evidence where applicable that ownership/lease is in place
- full estimated costs including administration/professional fees (procurement not required at this point)
- evidence that match funding is in place where relevant
- being open to the public without appointment
- clear evidence of need and relevance to the LECP/other developmental plans
- Quality of application and adherence to scheme outline.

The Departmental assessment of applications for recommendation to the Minister will take into account a number of factors including the indicated order of priority; the range, mix, quality and impact of proposed projects; previous funding provided; and other relevant considerations.

Project Delivery

It is expected that the local authority will take a lead role in the delivery of many of the projects approved by the Department. However, LDC's may, with the agreement of the LA and the relevant community applicants, be permitted to take on the project delivery phase. In such cases the Department will enter into a contract directly with the LDC and not the LA.

Funding Conditions for Rural Schemes funded under the Department of Rural and Community Development.

All expenditure registered through the Department's Rural Schemes i.e. Town and Village Renewal Scheme, CLÁR, Outdoor Recreation and Infrastructure Scheme (ORIS) will be subject to the terms of the Public Spending Code which can be found at <http://publicspendingcode.per.gov.ie/>.

In addition to this, the requirements outlined below will apply to all funding approved through those schemes. The need for adherence to all of the requirements will be reflected in the contractual agreement between the Department of Rural and Community Development and the grantee approved for funding under the scheme.

1.	Projects are expected to commence and be completed in line with the timelines set out in the relevant Scheme Outline.
2.	The Department may de-commit funding allocated to projects under the Scheme where the project is not completed within the time specified, and where the express agreement of the Department to extend the funding arrangement has not been agreed in advance.
3.	The grant funding for the approved project will be provided from the Department of Rural and Community Development's capital budget. Administration and/or professional costs associated with the proposed project, where allowed for in the Scheme Outline, should be kept to a minimum. These costs must be clearly documented in the application and are only permitted up to a maximum of 10% of the overall project costs.
4.	A cash contribution as set out in the relevant Scheme Outline is required. The grantee will be required to provide confirmation that the cash

	contribution is in place and retain a record of the source of the cash contribution.
5.	Projects must be completed in full in order to drawdown the full grant amount. Where it is established that a project has not been completed, the Department may request the grantee to repay any funding received on the project. Any changes to the proposed project must be advised and agreed with the Department in advance of the change being implemented.
6.	Where an element of the approved project is not carried out as per the project application, grant funding may be reduced to reflect the amended project.
7.	If the project involves works on buildings or lands that are not in the ownership of the grantee, a minimum 5 year lease must be in place from date of project completion.
8.	In the case of funding allocated to enterprises or facilities (i.e. community centre, hubs, vehicles under CLÁR etc.), it is a requirement that they must operate as funded for a minimum of 5 years following release of the final stage of funding, otherwise funding may have to be repaid. Where they do not operate as funded this must be advised and agreed with the Department in advance.
9.	All appropriate financial, Public Procurement and accounting rules and regulations must be complied with and each grantee will fully account for the funding received in a timely manner.
10.	Full and accurate documentation to support all expenditure should be maintained and accessible by Department officials for audit purposes at all

	times and for a period of six years from the date of completion of the project.
11.	Grantees will acknowledge the support of Project 2040 / Department of Rural and Community Development/ Government of Ireland, and any other applicable sources of funding (as identified in the relevant Funding Agreement) in all public announcements, advertising and signage, as appropriate, relating to the project. In addition, the Department may seek to use the project in the broader promotion of its policies.
12.	Grantees will provide any reports and information relating to the project as may reasonably be requested by the Department of Rural and Community Development from time to time.
13.	On-going monitoring and evaluation of the project outputs and outcomes should take place in the context of assessing the impact of the project. Grantees will be expected to collect appropriate data to facilitate this learning on an on-going basis. On request, a brief report (1-2 pages) on the outputs and outcomes of the project funded should be completed and made available to the Department.
14.	Each grantee, will provide a contact point/points to the Department to facilitate payment and information requests. The Department should be updated on any changes to contact personnel in a timely manner.
15.	A checklist confirming compliance with funding conditions relating to the grant aid will be required upon project completion.

Non-Compliance with the conditions as outlined or any additional stipulations agreed during contract negotiations may result in the requirement to refund part or all of the grant aid awarded.

<p>Seol an fhoirm ar ais chuig: Scéim CLÁR, Rannóg Forbartha Eacnamaíochta, Tuaithe & Pobail, Comhairle Contae na Gaillimhe, Áras an Chontae, Cnoc na Radharc, Gaillimh H91 H6KX</p>	<p>Return to: CLÁR Scheme Economic, Rural & Community Development Unit Galway County Council County Hall Prospect Hill Galway H91 H6KX</p>	<p>T. (091) 509395 clar@galwaycoco.ie www.gaillimh.ie www.galway.ie</p>
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