

COMMUNITY ENHANCEMENT PROGRAMME 2021

Application Form



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



Comhairle Chontae na Gaillimhe
Galway County Council



Coiste um Fhorbairt Pobail Aitiúil
na Gaillimhe
Galway County Local Community
Development Committee

Please complete the following details:

Name of Group / Organisation:	
Which of the municipal districts are you applying to for funding?	Athenry-Oranmore <input type="checkbox"/> Ballinasloe <input type="checkbox"/> Conamara <input type="checkbox"/> Loughrea <input type="checkbox"/> Tuam <input type="checkbox"/> County-wide <input type="checkbox"/>
Brief Description of the purpose of your grant application:	

Please confirm you have enclosed the following:

Fully completed and signed Application Form	Yes <input type="checkbox"/>	
Copy of Up-to-date Bank Statement	Yes <input type="checkbox"/>	
Copy of Public Liability Insurance Policy with proof of indemnification for Galway County Council	Yes <input type="checkbox"/>	
Quotation(s): 1 (for each item under 3,000euro) or 3 (for each item over 3,000euro) OR Utility Bills	Yes <input type="checkbox"/>	
Ownership/Title - for works on community buildings	Yes <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Letter from Area Engineer - for works in public spaces:	Yes <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Any statutory consents required for works	Yes <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

PLEASE NOTE THAT INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

You may submit your completed application by **one** of the following methods:

By e-mail to: communitygrants@galwaycoco.ie (this is our preferred method of receipt – please sign the form first, then scan & e-mail it with all supporting documentation).

By post to: COMMUNITY GRANTS, Economic Rural & Community Development Department, Galway County Council, County Hall, Prospect Hill, Galway, H91 H6KX.

**Closing date for receipt of completed application forms is 5.00 p.m. on
Tuesday 22nd June 2021**

Office Use Only:

Date Application Received: _____ Ref. No. assigned: _____

Community Enhancement Programme 2021 – Funded by the Department of Rural and Community Development

SECTION 1: YOUR ORGANISATION

Name of Group / Organisation:		
Address:		
Eircode:		
Contact names for Correspondence:	1.	2.
Role in Group / Organisation:		
Telephone number:		
E-mail:		
Is your Group registered with the PPN?	Yes <input type="checkbox"/> Reg. No. _____ No <input type="checkbox"/>	
Is your Group non-profit making?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are registered for tax/VAT, please give your Tax Reference No.		
If you are a registered Charity, please give your Charity Registration No.		
Please provide a brief organisational description of your group; e.g. committee structure, meeting schedule etc.		
Please confirm the main aims and achievements of your Group:		
How many people does your organisation support?		
Do you charge membership fees? If you answer 'yes', what do you charge?	Yes <input type="checkbox"/> No <input type="checkbox"/> €	
Is your organisation affiliated or connected to any relevant local regional or national body? If yes, please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you receive funding from any other local, regional or national Organisation / Body? If YES , please give details:		

SECTION 2: PROJECT DETAILS

How much funding are you applying for? Tick one of the below options.

- Small scale grant of €1,000 or less
- Grant in excess of €1,000

What is the purpose of the grant?

- One-off grant towards costs associated with reopening of a facility or the sustainability of a facility

or

- Grant towards projects or equipment enhancing facilities

What will the funding be used for?

- Adaptations or equipment needed as a result of COVID-19
- Utility Bills falling due for payment in 2021

or

- Development/renovation of community centres
- Once off maintenance of premises.
- Energy efficiency type project
- Development of Community amenities
- Development of play/recreation spaces
- Development of youth clubs or facilities
- Development of sports/recreation facilities
- Improvements to town parks and common areas and spaces
- Public realm improvements
- Streetscaping
- CCTV Equipment
- Purchase of equipment

Outline details of your eligible project type selected above:

How will your project address disadvantage/ensure sustainability of your facility, and what is the estimated number of people to benefit?

Please input exact location (X-Y co-ordinates) of where the proposed project will be based:

X ITM

Y ITM

This information is required in ITM format. The simple guide we have provided with this form will show you how to find these on <https://irish.gridreferencefinder.com/>.

If funding is for a construction or renovation project:

When will your project begin?	
When will your project 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 <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Is this part of a phased development and/or linked with (or funded by) other schemes operated by Government Departments or the Local Authority?	Not applicable <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES please provide the details:	

SECTION 3: FUNDING REQUEST

Amount of funding applied for under this Scheme:	€
--	---

If the above amount is for a re-opening cost that is not for equipment or the upgrade of facilities, please provide details at A below:

A. If your application is related to a reopening cost that is not for equipment or the upgrade of facilities, please confirm supporting documentation below - this could include utility bills that fall due for payment in 2021	
<i>Expenditure Item(s):</i>	<i>Amount</i>
	€
	€
Total Expenditure:	€

If the above amount is for equipment or the upgrade of facilities, please provide details at B, C & D below:

B. Please breakdown expenditure for the project for which you are requesting funding.	Yes <input type="checkbox"/>
<i>Expenditure Item(s):</i>	<i>Amount:</i>
	€
	€
	€
Total Expenditure:	€

C. Are your estimated costs supported by quotations? Please confirm 1 estimate/quote for expenditure up to 3,000 <u>or</u> 3 written estimates from different independent suppliers for goods/works over 3,000.	
<i>Name of Supplier</i>	<i>Amount</i>
	€
	€
	€

D. Is this amount a partial or total project cost? If partial, give the estimated total project cost. To be eligible for funding under this Programme, you must show where you will source any shortfall of funding – please provide these details below:	Partial <input type="checkbox"/> _____ Total <input type="checkbox"/>
<i>Source</i>	<i>Amount of funding</i>
	€
	€
	€

Have you received funding under any grant schemes from 2018 to current date, i.e. grants from Government Departments, Local Authority or LEADER?

YES **NO** If **YES** please give details below

Name of scheme	Funding organisation	Amount received	Date received

Has your organisation availed of funding under the 2018 CEP, or the 2018 Men’s Shed fund, or the 2019 CEP, or the 2019 Men’s and Women’s Shed fund, or the 2020 CEP, or any rounds of the 2020 COVID-19 Emergency Fund?

YES **NO** If **YES**, please give details below:

SECTION 4: ACKNOWLEDGEMENT AND DECLARATION

If successful, please state how your Group proposes to publicly acknowledge the financial contribution from the Department / Galway County Council / LCDC?

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

1. I have read, understood, and accept the Terms & Conditions applicable to this funding.
2. I certify that all information provided in this application, and all information given in any supporting documentation, is truthful and accurate.
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 a larger project which they would otherwise be unable to afford.
7. I confirm that the applicant group/organisation is tax compliant (if tax registered).
8. I confirm that this project will be completed and drawn down by **10th December 2021** or the funding is forfeit.

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:	

COMMUNITY ENHANCEMENT PROGRAMME 2021

Guidelines



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



Comhairle Chontae na Gaillimhe
Galway County Council



Coiste um Fhorbairt Pobail Áitiúil
na Gaillimhe
Galway County Local Community
Development Committee

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

1. Introduction

The Community Enhancement Programme (CEP) provides funding to community groups across Ireland to enhance facilities in disadvantaged areas.

The **CEP** 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 Department provides funding to each Local Authority (LA) area and the LCDCs then administer this funding locally to ensure funding is targeted appropriately towards addressing disadvantage in the areas that need it most.

It is important to note that other agencies and departments also invest in disadvantaged areas¹. The **CEP** will operate in a complementary manner to add value to other front-line schemes and programmes being operated in communities.

The Department has recommended that LCDCs ring-fence some funding to provide small grants of €1,000 or less. Ring-fencing funding at this level will allow a larger volume of those with limited resources to receive some funding. The programme can also fund or partially fund larger scale projects to address disadvantage.

This iteration of the CEP will provide:

- **grants towards projects or equipment enhancing facilities** (similar to previous years) and
- **one-off grants towards costs associated with reopening of a facility or the sustainability of a facility.**

¹ For example, the Department of Education and Skills in DEIS schools and community liaison officers, HSE in community care services, DSP in Intreo and through the Local Employment Service etc. This Department of Rural and Community Development also operates the SICAP (Social Inclusion and Community Activation Programme) to assist individuals and groups from disadvantaged communities.

2. Who is eligible to apply?

Any not-for-profit community or voluntary groups can apply. Priority will be given to Groups who are members of the Galway County Public Participation Network (PPN). Please ensure your Group is registered at <https://www.galwaycountypnn.ie/registration-form/>

Commercial organisations and individuals are not eligible for funding.

3. What projects are eligible for funding?

3a. What costs are eligible for funding?

Galway County Local Community Development Committee (LCDC) has been allocated an amount of €143,401 under the above Programme for 2021.

The following provides a non-exhaustive list of **projects** that could receive funding under the programme:

- Development/renovation of community centres
- Once off maintenance of premises.
- Community amenities
- Development of youth clubs or facilities
- Development of sports/recreation facilities
- Improvements to town parks and common areas and spaces
- CCTV equipment
- Public realm improvements
- Streetscaping
- Development of play/recreation spaces
- Energy efficiency type projects
- Purchase of equipment
- Adaptations or equipment needed as a result of COVID-19

Separately, for this iteration of the CEP grants are available for costs associated with **reopening** of a facility or the sustainability of the facility. These include costs such as utility bills, etc. To ensure appropriate monitoring and governance, the Department is stating that only costs falling due for payment in 2021 are eligible.

Target groups

This funding is targeted towards enhancing community facilities for individuals and communities that are impacted by disadvantage as identified in the LECF.

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
- Employment costs
- Legal fees or 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 LCDC/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. This includes but is not confined to planning permission.

Insurance - Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the applications review process.

Acknowledgment of funding - Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC. 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.

Quotations:

- **Applicants applying for less than €3,000 in grant-aid may estimate the expenditure costs of their proposal based on 1 estimate/quote per item supplied by e-mail, from catalogue, etc.**
- **Applicants who are applying for a grant over €3,000 must submit 3 quotations supporting the estimated costs.**

The Council encourages applicants to '**SHOP LOCAL**' where possible as collectively, this can make a big difference to the local economy.

5. Selection Criteria

Applications will be evaluated by the LCDC to ensure eligibility and that they are targeted at addressing disadvantage as identified in its LCEP. Projects must be in keeping with the ethos of the programme, which is to provide funding to communities across Ireland to enhance facilities in disadvantaged areas.

Projects may also be judged having regard to how they:

- Assist organisations with reopening their facilities;
- increase participant or visitor or audience numbers, and improve and extend access to facilities within the catchment area;
- invest to increase or extend the use of the facility, for example, to voluntary and community groups;
- reduce the annual running cost of a facility;
- have a positive impact on the environment, for example, a reduction in energy consumption;
- demonstrate collaboration with the local authority or other relevant bodies in the catchment area;
- support the creation of a sense of place within the community including through the enhancement of the built environment;
- address health and safety issues; and/or,

- invest in technology which will be accessed by individuals and communities that are impacted by disadvantage.

Projects may also be judged having regard to additional criteria deemed appropriate by the LCDC which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims in each Local Authority administrative area.

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

7. Approval Procedures

All applications for funding under this programme received by each LCDC will be reviewed and assessed to ensure consistency with the relevant Local Economic and Community Plan (LECP).

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 projects and the relative disadvantage of the area where the facility is located (or will serve)².

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.

² 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.

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 LCDC 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, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

Further information may be requested

The LCDC reserves the right to request further information from you in order to assess your application if so required.

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 LCDC 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.
- For grants towards equipment or the upgrade of facilities, 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 2021 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.

**Closing date for receipt of completed application forms is
5.00 p.m. on Tuesday 22nd June 2021.**

**You must carry out the project or proposal and submit your
drawdown application by 10th December 2021.**