



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



Department of Rural and Community Development Community Enhancement Programme 2018 – Men’s Shed Funding

Departmental Guidelines adapted for DLR Local Community Development
Committee (LCDC)

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE 2018
APPLICATION FORM.**

1. Introduction

Following discussion with the Irish Men’s Shed Association, the Department of Rural and Community Development (“the Department”) has decided to allocate €0.5m to fund capital equipment or minor capital works in Men’s Sheds.

This is a ring-fenced fund, under the existing Community Enhancement Programme¹. The application process is being administered by Local Community Development Committees (LCDCs).

Applications for this ring-fenced funding can be made on this application form. All Men’s Sheds in Ireland that are affiliated with the Irish Men’s Shed Association are eligible to apply. In addition, applications that were made using the main CEP application form will also be considered.

It envisaged that this funding would, in general, be allocated in a relatively equal manner across Men’s Sheds that submit valid applications. To provide guidance on what this equates to, the total of €0.5m is approximately €1,449 per existing Men’s Shed. This should be used for guidance only, as not all Men’s Sheds might apply, or some might apply for an amount less than the €1,449, or some might apply for funding for an unsuitable project.

¹ The Department operates the Community Enhancement Programme through the Local Community Development Committees (LCDCs). It is a capital grant programme that provides funding to enhance facilities in disadvantaged areas. The Department previously committed to funding of €4.5m for this programme. The €0.5m fund which is ring-fenced for Men’s Sheds is in addition to the €4.5m.

The **CEP Men's Shed 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 Scheme is being administered by the DLR Local Community Development Committees (LCDC) under the remit of the Local Authority (LA) on behalf of the Department. The LCDC will be responsible for targeting and allocating funding as they are ideally placed to identify the applications which most suitably address the Scheme's target groups and issues in the LA administrative area.

Further details on the Dún Laoghaire-Rathdown LCDC are available here:

<http://www.dlrcoco.ie/en/community/social-development-inclusion/dlr-local-community-development-committee>

Applications for funding can now be made under this Programme to the Dún Laoghaire-Rathdown LCDC by 5 p.m. on Friday, 31st August 2018. (Further details on application form 2018)

2. Aims of the Programme

The programme provides funding to Men's Sheds across Ireland to enhance facilities. The administration of this scheme by the LCDC allows decision making at a local level to ensure that funding is targeted appropriately towards the areas that need it most.

The **CEP Men's Shed Fund** will operate in a complementary manner to add value to other front-line schemes and programmes being operated in communities including by other agencies and departments.

The programme can fund or partially fund capital projects to address disadvantage.

3. Who is eligible to apply?

3a. Organisations eligible for funding

- Men's sheds affiliated with the Irish Men's Sheds Association.

4. What projects are eligible for funding?

4a. What projects are eligible for funding?

The funding covers capital projects only and should demonstrate added value. Projects or elements of projects of a capital nature may be funded. These include, for example, office equipment, project resources, energy efficiency equipment, etc. for voluntary groups. See below for further information on Target Groups and Thematic Areas.

Funding could fill in gaps in Local Authority funding and make particular projects viable or improve them Funding could be applied to speed up and improve projects already identified i.e. those in planning stage or ready to implement.

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

- Development/renovation of community centres
- Once off maintenance of premises. This does not include regular routine maintenance
- Community amenities
- Youth clubs or facilities
- Sports/recreation facilities
- Improvements to town parks and common areas and spaces
- CCTV equipment
- Public realm improvements
- Streetscaping
- Play/recreation spaces
- Energy efficiency type projects

4b. 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
- Any day-to-day expenses (i.e. current or operating costs)
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs (*for example, replacement of filters or light bulbs, painting, minor repair of components or items subject to wear and tear, etc.*)
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations

5. Requirements of the Programme

The following conditions apply to all projects:

Tax Requirements

- The applicant group/organisation does not have to be registered for tax purposes.
- 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.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

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.

Larger scale projects may be required to erect suitable signage acknowledging the contribution of the Department, LCDC and LA.

6. Selection Criteria

Applications will be evaluated by the LCDC to ensure eligibility and consistency with the Dún Laoghaire-Rathdown Local Economic and Community Plan (LECP). http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr_lecp_april_2016.pdf. Projects must be in keeping with the ethos of the programme, which is to provide funding to Men's Sheds across Ireland to enhance facilities.

Projects will be assessed having regard to how they:

- 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 .

Eligible applicants must:

- Be registered with the Irish Men's Sheds Association
- Be registered with the Public Participation Network (PPN) in order to qualify for funding - application forms can be found on www.dlppn.ie

Eligible applications must meet the following criteria:

- Projects must be in keeping with the ethos of the Scheme
- Projects must be complementary to the objectives of the DLR LECP (please see appendix 1 for list of DLR LECP priority objectives. Alternatively please see DLR LECP document:
http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr_lecp_april_2016.pdf

The LCDC will also assess the application with regard to the following considerations:

- **Need**
Applicants must clearly identify and evidence the need for the project or proposal.
- **Additionality**
Grants awarded will be for the purposes that are additional to and not a substitute for mainstream government spending. Priority will be given to projects which demonstrate that said projects would not be undertaken but for the Scheme funding.
- **Government Policy**
The project or proposal must take account of government policies and priorities in the area of economic development, local and community development and social and economic disadvantage.
- **Impact**
Applicants must demonstrate the difference their project will make to the community.
- **Sustainability**
Projects must be broadly sustainable and demonstrate local support. This is particularly important in the context of the Scheme as the core of the Scheme is communities.
- **Final Allocation**
In deciding the final allocations of funding to projects, the LCDC will take account of a number of factors including geographical balance and the desirability to fund a variety of different projects.

Selection Process after the closing date

- Applications received on time?
 - If not, decline
 - If yes, assess
- Applications complete?
 - If not, decline
 - If yes, assess
- Completed applications received on time will be reviewed and assessed by the Dún Laoghaire-Rathdown LCDC to ensure they are in keeping with the ethos of the Communities Enhancement Programme and to ensure complementarity with the Dún Laoghaire-Rathdown LECP

- The LCDC sub-committee will assess applications in accordance with the criteria of the Community Enhancement Programme and in particular the complementarity with the LECP
- As part of this process, applications will be checked by the designated LCDC sub-committee to ensure eligibility under the ethos of the Capital Facilities Scheme and complementarity with the Dún Laoghaire-Rathdown LECP
- The sub-committee will decide which applications it considers eligible and which applications it considers ineligible under these eligibility conditions
- The sub-committee will assess the application bids and make a recommendation whether to approve or decline the applications
- The LCDC sub-committee will issue a report on its recommendations to the LCDC
- The LCDC will make the final decision on project approval
- As set out in section 9, the scheme may be over-subscribed and not all eligible projects may be approved for funding; where this occurs the LCDC will make the final decision on selecting which of the eligible projects will be approved for funding. The LCDC will also decide whether the funding needs to be reduced to allow for the funding of other eligible projects.
- Once a project has been approved for funding, subject to any legal formalities or other requirements, LCDC's will
 - make an offer in principle of grant-aid to the group/organisation;
 - confirm that bank details etc on the application form are unchanged or get written signed confirmation of any changes;
 - make grant payments
- Notification will issue to applicants to inform them whether they have been approved or denied funding by 01st October 2018

7. Corporate Governance

7a. 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>

7b. 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

8. Approval Procedures

Following assessments and decision of the LCDC 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 this offer.

The LCDC reserves the right 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.

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 the policy of the Department, Local Authority and LCDC 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.

9. 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 facilitate audits and 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.
- 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 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.

10. 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 2018 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.

Applications should be forwarded to the address below or emailed to community@dlrcoco.ie, to be received no later than 5 pm on Friday the 31st of August 2018

**Dún Laoghaire-Rathdown LCDC,
LCDC Community Enhancement Programme – Men’s Sheds,
Community and Cultural Development Department,
Dún Laoghaire-Rathdown County Council,
County Hall,
Marine Road,
Dún Laoghaire, Co. Dublin, A96 K6C9**

For any queries please email: community@dlrcoco.ie or telephone (01) 2047295

Appendix 1:

Dún Laoghaire-Rathdown Local Economic & Community Plan 2016 – 2021

Under the Communities Enhancement Programme 2018, applications should relate to at least one key target group and thematic area from the Dún Laoghaire-Rathdown Local Economic and Community Plan 2016-2021.

The following are priority objectives contained within the Dún Laoghaire –Rathdown Economic and Community Plan (DLR LECP) which could be progressed or developed as part of this Department of Rural and Community Development, Communities Enhancement Programme 2018.

There are 21 objectives within the DLR LECP. In their application, eligible applicants must identify which of the theme(s)/objective(s) relate to their application. The following are a selection of objectives which could be referred to by applicants in support of their applications to the Communities Enhancement Programme 2018. The full DLR LECP document can be viewed via the following link.

http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr_lecp_april_2016.pdf

Shared Economic and Community Objectives and Actions in the DLR LECP

Goals: ‘Strengthen Skills and Enhance Educational Opportunities’ and ‘Promote Enterprise and Innovation’

Objective 8: Support Lifelong Learning, Enterprise Development and Strengthen Employment in Local Communities.

Objective 9: Support Locally-Based Creative and Knowledge Enterprises, and Strengthen Up-Skilling within the County, including Support for Start-Ups and for Business Incubation Facilities.

Goal: ‘Ensure a High Quality, Smart, Attractive Living and Working Environment and Place to Do Business’

Objective 10: Facilitate Access to Affordable, Quality Early Childhood Care and Education, including School-Age Childcare, to remove a Barrier to Employment.

Objective 11: Facilitate the Delivery of Transportation, Enhanced Connectivity and Other Infrastructure in the County.

Goal: Protect and Enhance the Environment, and Promote Sustainable Development

Objective 12: Promote and Improve the Prosperity and Sustainable Development of Town, District and Neighbourhood Centres.

Goal: Develop Civic Engagement within the County

Objective 13: To Increase the Level of Philanthropy in Dún Laoghaire-Rathdown and to expand the Community of Engaged Donors who are Regular, Strategic, Long-Term Contributors to Good Causes.

Goal: 'Protect and Enhance the Environment, and Promote Sustainable Development'

Objective 14: Protect the Natural and Built Environment for the current and future generations through the protection and preservation of local biodiversity and cultural heritage; the promotion of environmental awareness; the enhancement of resource efficiency and the promotion of smart, sustainable energy structures technologies and practices.

Community Objectives and Actions in the DLR LECF

Goal: Promote a Healthy County, where everyone can enjoy physical and mental health and well-being.

Objective 15: Develop a supportive environment and promote healthy lifestyle choices so that everyone, regardless of ability, education or income has the opportunity for better physical and mental health and well-being, through access to community services, amenities, sports, recreation and a high quality public realm.

Goal: Increase social inclusion and reduce disadvantage in the county

Objective 16: Support families within the County.

Objective 17: Support an age-friendly County.

Goal: Develop Civic Engagement within the County

Objective 18: Support a safe and secure County

Objective 19: Develop capacity building within communities to create improved support for individuals and community organisations, enabling them to meet the needs of their areas more effectively.

Goal: Support marginalised communities through collaboration with other communities and organisations to reduce social exclusion and poverty, to value cultural diversity

Objective 20: Support marginalised communities through collaboration with local communities and agencies to reduce social exclusion and poverty, and value cultural diversity, to include individuals, members of the travelling community, and other target groups.

Goal: Develop Civic Engagement within the County

Objective 21: Develop and encourage community spirit, public participation and volunteering which allow greater community development for all within the County.