

# Department of Housing, Planning, Community and Local Government Communities Facilities Scheme Capital Scheme 2017

## Departmental Guidelines adapted for DLR LCDC

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

### 1. Introduction

On 10<sup>th</sup> March 2017 the Minister of State for Communities and the National Drugs Strategy Catherine Byrne TD, announced a new €2m Capital grants scheme for disadvantaged urban and rural areas. The scheme will run initially from July 2017-December 2017 and is focused on providing small-scale capital grants to help grass roots community projects get underway or take the next step towards completion.

The Scheme is being administered by the DLR Local Community Development Committees (LCDCs) under the remit of the Local Authorities (LAs) on behalf of the Department. The LCDCs 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 each LA administrative area.

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

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

Applications are now being invited for funding under this Scheme.

### 2. Aims of the Scheme

The aim of the Scheme is to enhance communities, address disadvantage and improve social cohesion at a local level by providing access to small-scale capital grants.

It will operate in a complementary manner with other schemes or programmes being operated in communities, including in particular, the SICAP (Social Inclusion and Community Activation Programme), a recast RAPID (Revitalising Areas by Planning, Investment and Development) and CLÁR (Ceantair Laga Árd Riachtanais) Programmes, adding value to those and other front-line schemes.

It will also seek to address some of the difficulties local community groups face in terms of accessing very often small scale levels of funding to match their own fundraising efforts, in order to get community projects off the ground.

### 3a. Who is eligible to apply?

The following will be considered eligible for the scheme:

- Locally based community and voluntary groups
- Projects with a clearly defined community and social cohesion focus;
- Not-for-profit organisations;
- Eligible facilities will include community centres, youth clubs, sports/recreation facilities, other not-for-profit organisations facilities.

### 3b. Who is not eligible to apply?

- Commercial organisations, individuals and for-profit organisations are not eligible for funding under this scheme.

## 4. Available Funding

- The Scheme will offer grants up to a maximum of €1,000 per project.
- In certain cases, the Local Community Development Committee will use its discretion to exceed the maximum limit where it believes the project requires the additional funding to be delivered successfully.
- 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.

### 5a. What will be funded

Projects or elements of projects of a **capital nature** may be funded, for example, office equipment, project resources, research facilities, energy efficiency equipment, etc. for voluntary groups. Match-funding from other sources is not a requirement for application approval.

In cases where both current and capital works are carried out together, only the capital element can be funded through this Scheme.

The Scheme will include capital funding for projects falling under the following areas, note this list is not exhaustive:

- Development/renovation of community centres
- Community amenities

- Youth clubs
- Sports/recreation facilities
- Improvements to town parks and common areas and spaces
- Creative Ireland Programme 2017-2022 projects

### Target groups and thematic areas

In line with the ethos of the Scheme, applications for funding for projects targeting the following (non-exhaustive) list of groups and issues, including complementarity with the DLR Local Economic and Community Plan, will receive priority:

- Youth
- Older people
- People with a disability
- Immigrants
- Refugees
- Travellers
- Ex-prisoners and families of prisoners/ex-prisoners
- Projects promoting cultural activity
- Projects promoting equality
- Community development projects
- Projects promoting integration
- Projects which qualify under the Creative Ireland Programme 2017-2022 pillars
- In relation to thematic areas, projects must have complementarity with the objectives of the DLR Local Economic and Community Plan (LECP). Please see Appendix 1 of the Guidelines which sets out a list of DLR LECP priority objectives. Alternatively please see full DLR LECP document at [http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr\\_lecp\\_april\\_2016.pdf](http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr_lecp_april_2016.pdf)

## **5b. What will not be funded**

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Scheme or which does not address at least one of the target groups and thematic areas
- No funding is available for projects for any current expenditure or to fund current expenditure where it forms part of an application for capital and current expenditure.
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies

- Private or commercial operations

## 6. Requirements of the Scheme

The following conditions apply to all projects:

- **Tax Requirements**
  - The applicant group/organisation does not have to be registered for tax purposes.
  - If the applicant group/organisation is registered for tax purposes, then the group/organisation 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 DLR LCDC, where relevant, during the applications review process.
- **Acknowledgment of funding** - Due to the amounts of grants involved, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC however other suitable acknowledgements will suffice e.g. on a group/organisation's website or social media platforms.

## 7. Selection Criteria

Eligible applicants must:

- Identify the priority group/s the grant relates to
- Identify the theme/LECP objective the project will support
- Relevant groups as listed below, must register with the Public Participation Network (PPN) in order to qualify for funding:
  - Groups working in the areas of Community, local development, Sports, Arts, Residents Associations, Social groups, etc;
  - Social Inclusion groups working with people experiencing disadvantage and inequality and
  - Groups with a focus on protecting the environment and sustainability
  - Application forms can be found on [www.dlrppn.ie](http://www.dlrppn.ie)
- Applications will be checked initially by the Local Community Development Committee (LCDC) to ensure eligibility under the ethos of the Scheme and complementarity with the Dun Laoghaire-Rathdown Local Economic and Community Plan (LECP).

- The LCDC will then review the application (see Section 9 Approval Procedures).

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 at [http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr\\_lecp\\_april\\_2016.pdf](http://www.dlrcoco.ie/sites/default/files/atoms/files/dlr_lecp_april_2016.pdf))

Having met the required criteria above, projects may also be judged having regard to how they;

- Increase participant/ /visitor/ 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;
- Invest in technology, which will be accessed by the targeted groups.

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 Dun Laoghaire-Rathdown LCDC to ensure they are in keeping with the ethos of the Communities Facilities Scheme and to ensure complementarity with the Dun Laoghaire-Rathdown LECP
- The LCDC sub-committee will consider applications by use of the Community Facilities Scheme outline and the additional criteria to frame their assessments, 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 Dun 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 approved projects may be approved for funding; where this occurs the LCDC will make the final decision on selecting which of the approved projects will be approved for funding. The LCDC will also decide whether the funding needs to be reduced to lower amounts to approve more projects for funding
- 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
- 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
- Applicants will be informed whether they have been approved or denied funding by 30<sup>th</sup> September 2017

## **8. Corporate Governance**

### **8a 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>

### **8b 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)

## **9. Approval Procedures**

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

The LCDC will review the application make a decision to approve or deny the application.

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.

Following the decision by 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.

There is no requirement for the group/organisation to request payment, the LCDC will confirm that all the details on the application form are unchanged and make payment directly.

The Minister reserves the right to reassign the funds offered to another approved project if all requirements are not met within a defined 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 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 Scheme 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.

## **10. 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 Scheme 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.



## 11. How to apply

### Application Form

The application form is detailed and is designed to ensure that the LCDC has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the correct 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 for the purpose of securing recommendation for grant funding.

### **N.B. INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Submission of false or misleading information to the Department at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Scheme 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 Scheme will be notified to An Garda Síochána.

**Applications should be forwarded to the address below or emailed to [community@dlrcoco.ie](mailto:community@dlrcoco.ie)**

**Dun Laoghaire-Rathdown LCDC,  
LCDC Community Facilities Scheme Section,  
Economic, Community and Cultural Development Department,  
Dun Laoghaire-Rathdown County Council,  
County Hall,  
Marine Road,  
Dun Laoghaire, Co. Dublin**

For any queries please email: [community@dlrcoco.ie](mailto:community@dlrcoco.ie) or telephone (01) 2719503

## Appendix 1:

# Dun Laoghaire-Rathdown Local Economic & Community Plan 2016 – 2021

---

Under the Communities Facilities Scheme 2017, applications should relate to at least one key target group and thematic area from the Dun Laoghaire-Rathdown Local Economic and Community Plan 2016-2021.

The following are priority objectives contained within the Dun Laoghaire –Rathdown Economic and Community Plan (DLR LECP) which could be progressed or developed as part of this Department of Housing, Planning, Community and Local Government, Communities Facilities Scheme 2017.

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 Facilities Scheme 2017. 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](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.