

# Department of Rural and Community Development Community Enhancement Programme 2019

## Guidelines

**Please read the following Guidelines carefully before completing the on-line Application Form.**

### 1 Introduction

This is the second year of the Community Enhancement Programme (CEP). It builds on and replaces the Communities Facilities Scheme and the RAPID programmes of 2017. The **CEP** provides funding to communities across Ireland to enhance facilities in disadvantaged areas.

The **CEP** is funded by the Department of Rural and Community Development (*the Department*). The Department provides funding to each Local Authority (LA) area, The Local Community Development Committees (LCDC) then administer this funding locally to ensure funding is targeted appropriately towards addressing disadvantage in the areas that need it most.

Applications for funding can now be made under this Programme to the relevant LCDC by 4.30pm on Thursday 30<sup>th</sup> May 2019.

### 2 Aims of the Programme

The programme provides funding to communities across Ireland to enhance facilities in disadvantaged areas. It provides funding to address disadvantage as identified in the Local Economic and Community Plan (LECP). The administration of this scheme by LCDCs allows decision making at a local level to ensure that funding is targeted appropriately towards the areas that need it most.

It is important to note that other agencies and departments also invest in disadvantaged areas<sup>1</sup>. The **CEP** will operate in a complementary manner to add value to other front-line schemes and programmes being operated in communities.

The programme can fund or partially fund larger scale capital projects to address disadvantage. Some funding will be ring-fenced to provide small capital grants. This is aimed at assisting small grassroots community projects to get off the ground. Ring-fencing funding at this level will allow a larger volume of those with limited resources to receive some funding.

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<sup>1</sup> 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.

The following table sets out a breakdown of applications approved and paid under CEP 2018.

Scheme	Range						Total
	Up to €1K	€1-€2K	€2 €5K	€5-€10K	€10-€20K	Over €20K	Funded
CEP (€169,399)	24	13	13	6	0	1	57
CEP Men's Shed (€14,492)	0	6	3	0	0	0	9
CEP Additional Funding (€568,301)	13	9	15	7	9	9	62
Number of projects funded in each category	37	28	31	13	9	10	128
Total Percentage	29%	22%	24%	10%	7%	8%	

### 3 Who is eligible to apply?

#### 3.1 Organisations eligible for funding

- Locally based community and voluntary groups in disadvantaged urban and rural areas, and,
- Not-for-profit organisations.

#### 3.2 Organisations NOT eligible for funding

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

### 4 Selection Criteria

Applications will be evaluated by the LCDC to ensure eligibility and consistency with the LECP. 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:

- increase participant, 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.

Having met the required criteria above, 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.

## **5 Requirements of the Programme**

The following conditions apply to all projects:

### **5.1 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.

### **5.2 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.

### **5.3 Insurance**

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

### **5.4 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.

### **5.5 Planning Permission and Property Ownership/Leasehold**

Following receipt of applications, confirmation may be sought on whether planning permission has been obtained or whether the property is owned or the length of the lease.

### **5.6 Match-funding**

This is not a requirement under this programme.

## **6 Corporate Governance**

### **6.1 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>

## **6.2 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**

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.

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 this 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.

### **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.

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## **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.

### **8.1 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.

### **8.2 Site Visits**

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

### **8.3 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.

### **8.4 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.

### **8.5 LECP Goals**

The relevant Local Economic and Community Plan (LECP) was agreed in 2015 and can be accessed at: <https://sdcc.ie/en/services/community/local-community-development-committee/local-economic-and-community-plan-2016-2021.pdf>

The LECP has seven community goals as follows:

Health and wellbeing	Goal 8: Empower our communities to improve their health and wellbeing and quality of life by providing relevant information and accessibility to quality services
Environment	Goal 9: Protect and enhance our environment by providing information that is accessible to all and applying the principles of sustainable development

Poverty, social exclusion and disadvantage	Goal 10: Reduce poverty, social exclusion and disadvantage, and improve levels of income for disadvantaged communities, including children and families
Life Long Learning	Goal 11: Continue to improve opportunities for our people to participate in life-long learning opportunities
Access to education	Goal 12: Develop and empower our local workforce through improving skills and increasing the accessibility of further educational opportunities
Citizenship	Goal 13: Support our communities to influence decisions that matter in their areas and lives and encourage political, economic and cultural citizenship
Interagency	Goal 14: Strengthen connections, cooperation and coordination between service providers, and between service providers and communities

## 8.6 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.

## Application Form Guidelines

Please read the following Guidelines carefully before completing the Application Form.

### 1 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 2019 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 can only be accepted on-line: <https://www.tfaforms.com/4736011>

For any queries or support needs please email: [comdevof@sdblincoco.ie](mailto:comdevof@sdblincoco.ie)

### 2 Page 1: Organisation/Group details

This section seeks the name and address of the organisation, a main contact person and an alternative. It also asks you to complete bank details, which are set out in an appendix in the application form. The appendix sets out your rights and obligations in terms of data required and retained

### 3 Page 2: Bank/Building Society Details

This section asks you to complete bank/building society details and attach a header from the bank account which, if your application is successful, is the account that will receive funding. The header of the bank statement must show:

- Your name
- Your bank's name
- The BIC and
- The IBAN

Any transactions should be redacted or blacked out.

In order to be set up as a supplier on our Finance management system the details in the Payment information must be completed.

which are set out in an appendix in the application form. The appendix sets out your rights and obligations in terms of data required and retained

This section seeks more detail on the organisation, its purpose, affiliations, the area it operates in and whether it operates in disadvantaged areas.

The financial section seeks information on funding received from state organisations over the last three years and whether your organisation received Community Facilities or RAPID funding in 2017

## **4 Page 3: About your organisation**

This section asks you to complete information about your organisation.

It also asks whether you are registered with the Public Participation Network. Contact the South Dublin County Public Participation Network on: Email: [info@sdcppn.ie](mailto:info@sdcppn.ie) or Phone: 086-170-1141 if you wish to register or need your PPN number.

### **4.1 Geographical spread**

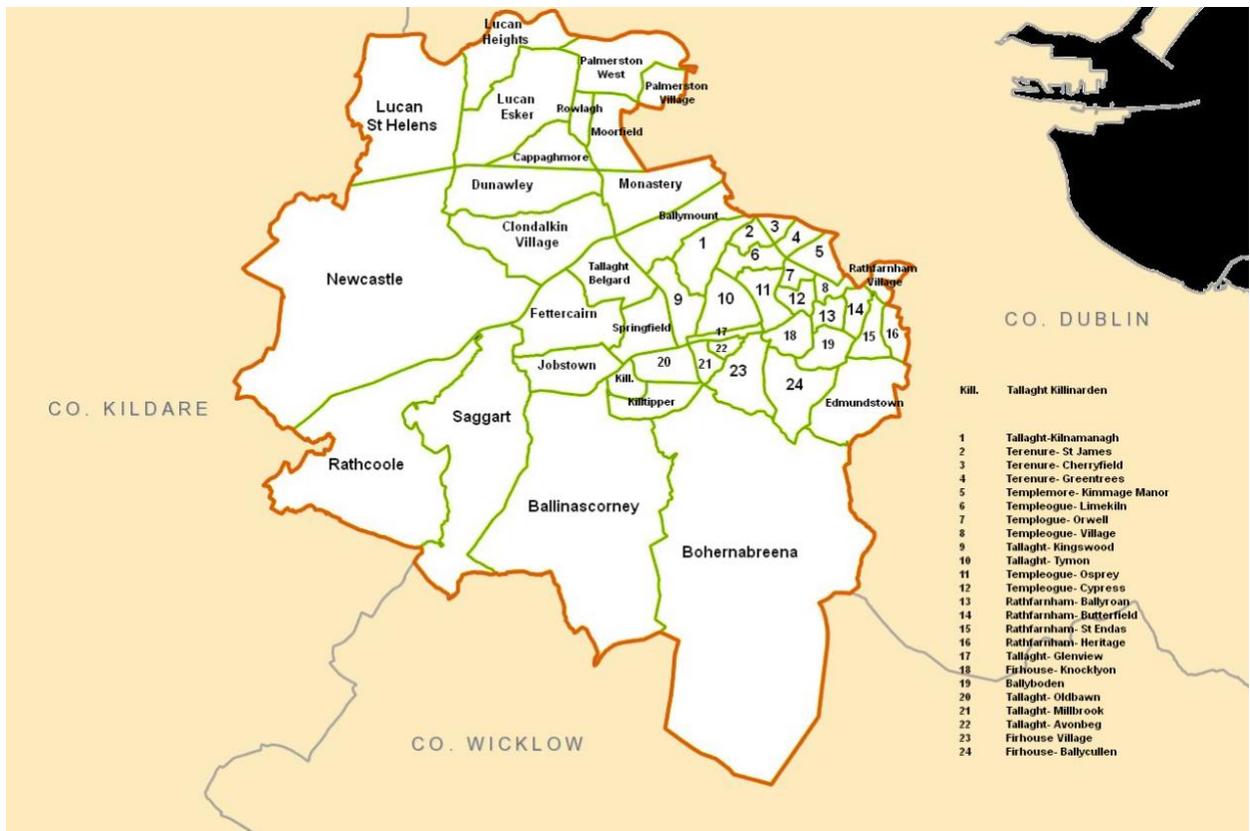
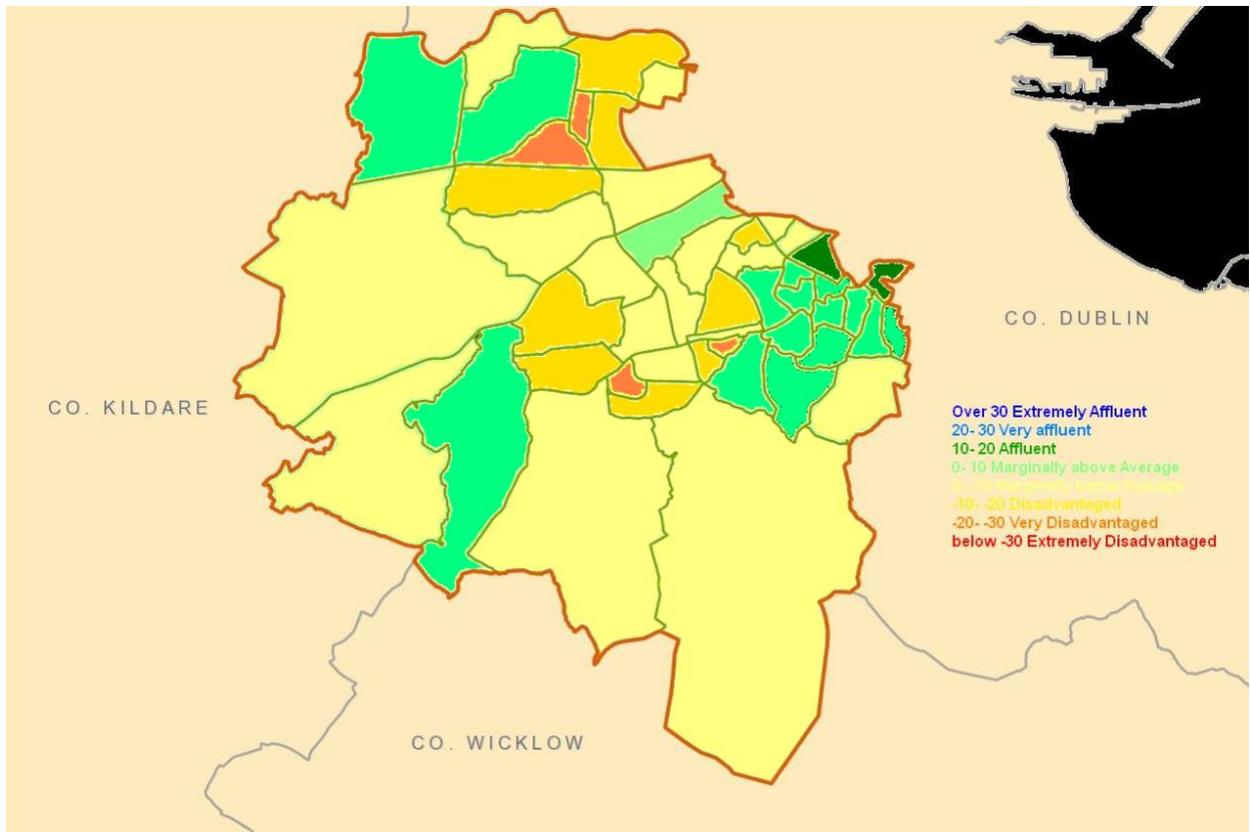
Please tick all those areas that apply.

### **4.2 Disadvantage**

This is a capital grants scheme which prioritises disadvantaged areas.

- The HP Deprivation Index can be a key guiding factor in informing the LCDCs when considering applications for approval.
- An otherwise valid project should not be excluded solely on the grounds that it does not fall within the Index boundaries.
- It should be noted that small area statistics will show up small pockets of significant deprivation that would not be identified in an Electoral District.

The following maps set out the areas of South Dublin which are designated as disadvantaged and very disadvantaged (dark yellow and brown)



The very disadvantaged Electoral Districts (EDs) (HP -20 to -30) are:

Clondalkin- Cappaghmore  
Clondalkin- Rowlagh (RAPID area)  
Tallaght- Avonbeg  
Tallaght- Killinarden (RAPID area)

The disadvantaged Electoral Districts (EDs) (HP -10 to -20) are:

Clondalkin- Dunawley  
Clondalkin- Moorfield (RAPID area)  
Palmerstown West (part RAPID area)  
Tallaght- Jobstown (part RAPID area)  
Tallaght- Fettercairn (RAPID area)  
Tallaght- Kiltipper (part RAPID area)  
Tallaght- Millbrook  
Tallaght- Tymon  
Terenure- St James

- RAPID in North Clondalkin covers the EDs of Clondalkin Moorfield, Clondalkin Rowlagh and the Quarryvale part of Palmerstown West.
- In Tallaght there are three RAPID areas comprising the EDs of Fettercairn, and Killinarden and part of the EDs of Jobstown and Kiltipper

#### **4.3 Target groups**

This funding is targeted towards enhancing community facilities for individuals and communities that are impacted by disadvantage as identified in the LECP. Please select one key target group this application relates to. The Target groups identified are:

- Children and families from disadvantaged areas,
- Lone parents,
- New communities (including refugees and asylum seekers)
- People living in disadvantaged communities
- People with disabilities
- The unemployed (including those not on the Live Register)
- Low income workers/households
- Roma/Travellers,
- Young unemployed people from disadvantaged areas
- Young people aged 15-24 who are not in employment, education or training (NEETs)
- Other not identified above

#### **4.4 Previous Funding**

Have you received previous funding from the state? Please let us know of any funding you have received in the past three years from state bodies like:

- LCDDC funding- Communities Facilities Scheme, RAPID and CEP
- local authority/council funding

- other statutory agency funding

## 5 Page 4: Purpose of Grant and Funding

### 5.1 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, research facilities, energy efficiency equipment, etc. for voluntary groups.

Match-funding from other sources is not a requirement under this programme. In cases where both current and capital works are carried out together, only the capital element can be funded through this Programme. Projects which would improve the quality of life for residents, providing tangible supports which address disadvantage will receive priority.

Funding could fill in gaps in Local Authority funding and make 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

### 5.2 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

### 5.3 What will the funding be used for?

Please select one project type this application relates to

### 5.4 Purpose

Tell us what you are proposing to purchase

The next section asks why you want it and what it will be used for, please use this section to explain how important your need is and set out the benefits and improved outcomes you would expect from the purchase.

### 5.5 Funding Amount

How much funding do you need, how much of this is being sought from the CEP 2019 and if partial where is the shortfall coming from?

Please note that you need to include VAT in the application amount, if applicable, as no further requests for VAT payments or repayments will be accepted.

### 5.6 Quotes

We will require 3 quotes from your organisation. If you have quotes, you can upload them in the application form. If not, we will seek these 3 quotes (should you be successful in receiving funding) in advance of any drawing down of funding. If the work is related to building/landscaping/construction works, the LCDC may require further information. The LCDC reserves the right to request further information from you in order to assess your application if so required.

## 6 Page 5: Declaration

Please read and sign the declaration insert a digital signature that corresponds with the contact person on Page 1

## 7 Submitting Application

When you have completed the application and are happy with it press **Submit** this will generate a summary sheet which you should review and print if you wish, then press **Confirm**

If all the fields are not completed you will not be able to Submit and you should go back over the application and complete the areas highlighted, then submit again.