



## The Dublin City Community Enhancement Programme Guidelines 2018



**Please read the following guidelines carefully before completing the Dublin City Community Enhancement Programme Application Form 2018**

### Introduction

In May 2018 the Minister for Rural and Community Development, Michael Ring TD, announced a new €4.5m capital grants scheme. The scheme is focused on providing capital grants to local community groups, not for profit organisations and State departments or agencies. The Minister has allocated €212,306 under the scheme to Dublin City.

The Programme in Dublin City is being administered by the Dublin City Local Community Development Committee (LCDC) and Dublin City Council.

### Aim of the Dublin City Community Enhancement Programme 2018

The LCDC, under the Community Enhancement Programme 2018, is now inviting applications for funding from groups or organisations to carry out **capital** projects or works. Applications for funding must clearly demonstrate how the funding will contribute to Goal 5 of the Dublin City Local Economic and Community Plan 2016 -2021:

**Provide and protect a range of public, safe and affordable amenities, activities and facilities that are relevant and accessible to people of all ages and abilities and that contribute to the health and wellbeing of all.**

The information provided in this document is intended to give potential applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

## Eligibility

- Applications must be for **capital** projects or work taking place within the Dublin City Council area.
- Applications from local community and voluntary groups, not-for-profit organisations will be considered.
- Government Departments and State Agencies (in cases of leveraging funding) will also be considered.
- Commercial organisations, individuals and for-profit organisations are not eligible for funding under this Programme.
- Only completed applications submitted on time (30<sup>th</sup> July 2018) and on the official Dublin City Community Enhancement Programme Application Form 2018 will be considered.

## Available Funding

The total amount of funding available under the Dublin City Community Enhancement Programme 2018 is €212,306.

- The Programme will offer **grants on a scale as follows:**

Capital grant of up to €1,000

Capital grant of €1,000 - €5,000

Capital grant of €5,000 - €10,000

Capital grant of €10,000 - €15,000

- €65,000 of the total fund has been ring fenced for grants of up to €1,000.
- Applications must specify the amount of funding required and include evidence of the cost. A written quote or a print-out from a supplier website will suffice as evidence of cost.
- Payments to successful applicants will be made in 2018 into the dedicated bank account used by the applicant group / organisation.
- Applicant groups must 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 the project.

## Timeline

- Deadline for submission of applications is 30<sup>th</sup> July 2018.
- Notification of LCDC decision September 2018.
- Payment of funding October – December 2018.
- Any funding that remains unspent on 30<sup>th</sup> September 2019 must be returned to the Department of Rural and Community Development via Dublin City Council.

## What will be funded

- Projects or elements of projects of a **capital nature**. Match-funding from other sources is allowed but 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 the Dublin City Community Enhancement Programme 2018.
- The Programme will cover capital funding for projects or work or facilities that will contribute to Goal 5 of the LECP - Provide and protect a range of public, safe and affordable amenities, activities and facilities that are relevant and accessible to people of all ages and abilities and that contribute to the health and wellbeing of all.

## What will not be funded

The following expenditure is not eligible for funding:

- Any day-to-day expenses (i.e. current or operating costs)
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs
- Legal or insurance costs
- Project management fees
- Purchase of lands or buildings
- Feasibility or research studies
- Private or commercial operations
- Assistance to cover loans or deficits
- Events or festivals
- Projects outside the Dublin City Council administrative area

## Criteria for Selection

All applications for funding received by the Dublin City Local Community Development Committee under this Programme will be treated fairly and impartially and will be assessed against the following criteria:

- Potential to contribute to the achievement of Goal 5 of the Dublin City Local Economic and Community Plan.
- Geographical balance and desirability to fund a variety of projects.
- Prioritise projects or facilities located in disadvantaged areas or working to promote social inclusion.
- Demonstrated need for the project and number of people that will benefit.
- Demonstrated collaboration with other organisations.

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.

## Requirements of the Community Enhancement Programme 2018

The following conditions apply to all groups or organisations:

- **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.
- **Child Protection**
  - Where relevant, successful applicants must have in place a child protection policy including a vetting procedure, in accordance with national child protection policy.
- **Insurance**
  - Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the applications review process.
- **Freedom of Information**
  - 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 on whether or not to release the information is made. In the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.
- **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 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. The Department, the Dublin City LCDC and Dublin City Council reserve the right to publish a list of all grants awarded including the name of the group or organisation in receipt of funding and the general location of the group.
- **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 acknowledgments 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.

## Payment Process

- Following the 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 terms and conditions and subject to the satisfactory acceptance by the applicant of this offer.
- There is no requirement for the group or organisation to request payment, the LCDC will confirm that all the details on the application form are unchanged and Dublin City Council will 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.

## Accountability and Corporate Governance

- Successful applicants will be required to comply with the highest standard of transparency and accountability as documented in the 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>
- Groups or organisations who are funded under this Programme will be expected to provide evidence of spend in the form of invoices and photographic evidence and a short report on how the project contributed to Goal 5 of the Dublin City Local Economic and Community Plan.
- The Department, the Dublin City LCDC and Dublin City Council reserve the right to carry out inspection visits or an audit of expenditure.
- The Department is encouraging funded bodies to adopt the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations. Further information on the Code is available at [www.governancecode.ie](http://www.governancecode.ie)

## How to apply

Applicant groups or organisations must submit a completed and signed official application form by **5pm on Monday 30<sup>th</sup> July 2018**.

Incomplete, unsigned or late applications will not be considered. The declaration page must be signed; a scanned copy of the signature will be accepted. Typed names in place of signatures will not be accepted. Any documentation in support of your application **must be submitted with your application**.

Only projects that meet the criteria outlined above will be considered eligible for the purpose of securing grant funding.

**Signed** application forms should be submitted to:

[lcdc@dublincity.ie](mailto:lcdc@dublincity.ie)

OR

Dublin City Local Community Development Committee  
Housing and Community Services  
Dublin City Council  
Civic Offices  
Block 1, Floor 3, Wood Quay  
Dublin 8

The Dublin City Community Enhancement Programme Application Form 2018 or further information can be obtained at:

Website: [www.dublincity.ie/lcdc](http://www.dublincity.ie/lcdc)

Email: [lcdc@dublincity.ie](mailto:lcdc@dublincity.ie)

Phone: Helen O'Leary 01 222 6704