

The Dublin City Community Facilities Scheme Guidelines 2017



Please read the following guidelines carefully before completing the Dublin City Community Facilities Scheme Application Form 2017

Introduction

In March 2017, the Minister of State for Communities and the National Drugs Strategy Catherine Byrne TD announced a new €2m capital grants scheme. The scheme is focused on providing small-scale **capital grants** to grass roots community groups or organisations. The Minister has allocated €64,500 under the scheme to Dublin City.

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

In line with the high level goals of the Dublin City Local Economic and Community Plan 2016 – 2021 and the feedback from community consultations carried out in 2016, the Dublin City LCDC is now inviting applications for funding under the Dublin City Community Facilities Scheme 2017.

Applications are invited from groups or organisations to carry out **capital** projects or work that will **promote participation and engagement in local communities or among a particular group or groups of people.**

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.

Aim of the Dublin City Community Facilities Scheme 2017

Applications for the Dublin City Community Facilities Scheme 2017 must **clearly demonstrate** how the funding will be used for **capital** projects or work or facilities that will **promote participation and engagement among local communities or a particular group or groups of people.**

Eligibility

- Applications must be for **capital projects** or work taking place within the Dublin City Council area.
- Only applications from local community and voluntary groups and not-for-profit organisations will be considered.
- Commercial organisations, individuals and for-profit organisations are not eligible for funding under this scheme.
- Only completed applications submitted on time and on the official Dublin City Community Facilities Scheme Application Form 2017 will be considered.

Available Funding

- The Scheme will offer grants up to a maximum of €1,000 per project.
- In certain cases, the Dublin City Local Community Development Committee may use its discretion to exceed the maximum limit where it believes the project requires the additional funding to be delivered successfully and where funding is available.
- 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 2017 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.
- Any funding that remains unspent on 30th September 2018 must be returned to the Department of Housing, Planning, Community and Local Government via Dublin City Council.

What will be funded

- Projects or elements of projects of a **capital nature**. 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 the Dublin City community Facilities Scheme 2017.
- The Scheme will cover capital funding for projects or work or facilities that will **promote participation and engagement among local communities or a particular group or groups of people**.

What will not be funded

The following expenditure is not eligible for funding:

- Any current funding projects or elements of projects
- 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
- Assistance to cover loans or deficits
- Events or festivals
- Tuition fees
- Projects outside the Dublin City Council administrative area

Requirements of the Community Facilities Scheme

The following conditions apply to all groups or organisations:

- **Tax Requirements**
 - The applicant group or organisation does not have to be registered for tax purposes.
 - If the applicant group or organisation is registered for tax purposes, then the group or 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.
- **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.
- **Acknowledgment of funding**
 - The Department, the Dublin City LCDC and Dublin City Council must be publicly acknowledged in all materials associated with the purpose of the grant.

Criteria for Selection and Payment Process

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

- Consistency with the aim and eligibility criteria of the Scheme as stated above.
- Geographical balance and the desirability to fund a variety of different projects.
- Demonstrated need for the project and the number of people that will benefit from the proposed project.
- 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.
- The Department and/or Dublin City Council reserve the right to carry out an audit of expenditure or conduct inspections from time to time.
- 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.
- The decision of the LCDC is final and there will be no appeals process for the scheme.

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 Scheme 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 the **promotion of participation and engagement among local communities or a particular group or groups of people.**
- The Department, the Dublin City LCDC and Dublin City Council reserve the right to carry out inspection visits.
- 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

How to apply

Applicant groups or organisations must submit a completed and signed official application form by **5pm on Friday 30th June 2017.**

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

OR

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

The Dublin City Community Facilities Scheme Application Form 2017 or further information can be obtained at:

Website: www.dublincity.ie/lcdc

Email: lcdc@dublincity.ie

Phone: Helen O'Leary 01 222 6704