



## Dublin City COVID-19 Emergency Fund (2<sup>nd</sup> round) Guidelines

Please read the following guidelines carefully before completing the online application form for the Dublin City COVID-19 Emergency Fund (2<sup>nd</sup> round).

### Introduction

The second round of the COVID-19 Emergency Fund has been launched by the Department of Rural and Community Development (the Department). A total of €117,246 has been allocated to Dublin City Council and online applications for this funding are now being welcomed. Applications are aimed, in general, at not-for-profit community and voluntary groups in Dublin City. It is envisaged that 30% of the funding will be ring-fenced for grants of €1,000 or less and a maximum grant value of €5,000 will apply. This 2<sup>nd</sup> round of funding will provide grants to assist applicant groups to either:

1. **Category One: adapt services and operations in response to the new COVID-19 reality in 2021.**
  - Examples of measures supported include adapting premises to allow for social distancing; offering on-line activities; providing social supports and friendly calls by phone etc.
  - Grants may also be provided to support groups (including those involved in the community call) with day-to-day running costs if needed.
2. **Category Two: become more involved with the Government's 'Keep Well' campaign ([gov.ie/healthyireland](http://gov.ie/healthyireland))**
  - Examples include grants aimed at supporting participation in the Keep Well campaign, in particular under the three themes of **staying connected, switching off and being creative, and minding your mood.**
  - Grants may also be provided to support groups for items that can include ICT annual licences, personal devices and tablets where it can be demonstrated that this will enable groups, services and facilities to stay connected with the wider community at this time.

### Who is Eligible to Apply?

In general, any not-for-profit community or voluntary group can apply whose activities and services take place in the Dublin City Council administrative area.

Commercial organisations and individuals are not eligible for funding.

Only completed applications submitted online **by 17.00 on Friday, 26<sup>th</sup> February, 2021** will be eligible.

### Available Funding

- The total amount of funding available under the Dublin City COVID-19 Emergency Fund (2<sup>nd</sup> round) is €117,246.
- It is envisaged that 30% of the total fund allocated (c €35,174) will be ring-fenced for grants of €1,000 or less and a maximum grant value of €5,000 will apply.
- Applications must specify the amount of funding required.
- Applicant groups must self-certify that they do not to undertake the work or make payment without this grant aid or alternatively that the grant will facilitate a larger project or more work which they would otherwise not be able to afford.
- If the project is being part-funded from another source, including applicant's own funds, applicants will be required to provide documentary evidence of the availability of the shortfall, in the form of bank statements, etc. by uploading this information while submitting your online application.
- Payments to successful applicants will be made into the dedicated **group** bank account. Payments cannot be made to personal bank accounts

### What Projects are not eligible for funding?

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Programme
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations
- Assistance to cover borrowing costs related to loans and/or deficits
- Projects outside the Dublin City Council administrative area

## **Requirements of the Programme**

The following conditions apply to all projects. Depending on the nature of your project (and the group applying), there may be further requirements that must be met. Dublin City Council will discuss this with you, if your application is successful.

### **Tax Requirements**

- The applicant group does not have to be registered for tax purposes.
- Any applicant group 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 (TCAN) and Tax Reference number must be submitted for verification purposes.

### **Statutory Consents**

Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence, in cases where this is required. This includes but is not confined to owner/landlord, public realm and planning permissions.

### **Insurance**

It is the responsibility of each group to ensure that it has proper insurance cover in place. If the application is successful a specific indemnity to Dublin City Council should be noted on your Public Liability Policy in relation to the grant received from the COVID-19 Emergency Fund (2<sup>nd</sup> round).

### **Acknowledgement of Funding**

The Department and Dublin City Council must be publicly acknowledged in all materials and website content associated with the grant, where feasible.

### **Match Funding**

This is not a requirement under this Programme.

### **Child Safeguarding**

Where relevant applicants must ensure they have a Child Safeguarding Statement and meet all the requirements of the Children First Act 2015 which includes Garda vetting for all officers and those associated with the project.

### **Procurement**

All goods and services or works purchased under the COVID-19 Emergency Fund Programme 2020, must be procured on the basis of the Public Procurement Guidelines available at <https://ogp.gov.ie/advertising-on-etenders-grant-recipients-2/>

## **Selection Criteria**

Applications will be evaluated by Dublin City Council to ensure eligibility. Projects must be in keeping with the ethos of the programme, which is to provide funding to groups that are directly involved in the response to the new COVID-19 reality in 2021 under the Community Call response to the COVID-19 pandemic and/or the Government's 'Keep Well' Campaign.

Dublin City Council will give priority to groups which deliver frontline services.

Applications may be judged having regard to how they help in the response to the COVID-19 pandemic.

Projects may also be judged having regard to additional criteria deemed appropriate by Dublin City Council which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims in its administrative area.

## **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>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publically funded assets without prior approval.

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 work. The Governance Code asks groups 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)

The Department and/or Dublin City Council reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

## **Approval Procedures**

All applications for funding received under this programme will be reviewed and assessed by Dublin City Council.

In deciding the final allocations of funding to projects, Dublin City Council will take account of a number of factors including the geographical distribution of funding and our desirability to fund a variety of different types of work and/or including taking account of the community needs of the area where the facility or service is based.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

**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 and Dublin City Council policy to ensure that every application is treated fairly and impartially.

Due to anticipated demand, offers of funding may be for a lesser amount than that sought by the applicant. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

Also, due to anticipated demand and despite Dublin City Council's best intentions, it may not be in a position to individually follow up with applicants if the application is incomplete and/or necessary supporting documentation is missing. If so, the application will be deemed ineligible.

Dublin City Council evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

<b>General</b>
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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**

The Freedom of Information Act 2014 applies to all records held by the Department and Dublin City Council. 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.

**Site Visits**

The Department or Dublin City Council may carry out unannounced site visits to verify compliance with the terms and conditions of the COVID-19 Emergency Fund (2<sup>nd</sup> round).

**Further Information May be Requested**

Dublin City Council 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 any site visits. When evaluating the applications received Dublin City Council may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

### COVID-19 Public Health Compliance

Applicant groups shall self-certify that all activities under this proposal will comply with all current and future HSE public health guidelines issued in response to the COVID-19 pandemic and that any and all matters arising from COVID-19 that impact on the delivery of activities will be reported to the funders and, where required, public health advice will be sought to determine adjustments to the proposal's outcome.

### Additional Information

- There is no limit on the number of applications for different projects from any group. However, applicants should be aware that an equity/fairness approach will be taken by Dublin City Council 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. Tidy Towns funding, etc.) although this is not a requirement of this programme.
- It is the responsibility of the administrators of/body responsible for any other funding schemes or programme to ensure that using this Programme to co-fund a project does not contradict the rules of that other scheme/programme.

### Payment Process

Under financial regulations Dublin City Council is required to make all payments by electronic fund transfer to the group bank account. An EFT form must be completed and submitted by all successful applicants with the group bank details. The EFT form must also be signed (no typed signature will be accepted) in order to process payments in a timely manner.

The applicant group does not have to be registered for tax purposes except in cases where any payments will bring total funding to a single group in a 12 month period to a sum in excess of €10,000 (incl. VAT). In these cases, receipt of a tax clearance access number along with a PPS/tax reference number will be required.

Any applicant group 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.

Any funding that remains unspent by the applicant groups by end of **June 2021** must be returned to the Department of Rural and Community Development via Dublin City Council.

Following the decision of Dublin City Council, 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.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a defined period.

#### **Privacy (General Data Protection Regulation G.D.P.R.)**

In order to process your application for the Dublin City COVID-19 Emergency Fund (2<sup>nd</sup> round), it is necessary to collect personal data from you. Such information will be processed in line with Dublin City Council's privacy statement which is available to view at <https://www.dublincity.ie/using-dublincityie/privacy-statement>

#### **How to apply**

Please ensure that you read this document in conjunction with the Terms and Conditions of the Dublin City Covid-19 Emergency Fund (2<sup>nd</sup> round) before completing the online application form.

**Applications can only be accepted online.**

**Applications are invited from 09.00 Monday February 1<sup>st</sup> 2021. The closing date for receipt of online applications is 17.00 on Friday, 26<sup>th</sup> February, 2021.**

**Incomplete applications will not be accepted.**

**Dublin City Council hold no responsibility for non-receipt of supplementary emailed documentation.**

**If you have any queries in relation to submitting your application, please contact Brenda on 087 100 3449 or Nina on 087 779 3076.**

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