

Dublin City COVID-19 Emergency Fund (2nd Round)

TERMS AND CONDITIONS

- This is the second round of the COVID-19 Emergency Fund provided via the Department of Rural and Community Development (the Department) to Dublin City Council. A total of €117,246 is now available under this Round 2 funding, in general, for 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.
- Funding under this grant will be provided to not-for-profit community and voluntary groups whose activities and services take place in the Dublin City Council administrative area.
- The information supplied by the applicant group must be accurate and complete. Misinformation may lead to disqualification and/or the repayment of any grant made.
- The Department and Dublin City Council reserve the right to publish a list of all grants awarded including the name of the group in receipt of funding and the general location of the group.
- Recorded content in all forms (photography, video, etc.) may be required by the Department of Rural and Community Development, the Dublin City LCDC and Dublin City Council for publication on social media sites/newsletters, etc. to promote the grants available and awarded. It is the responsibility of the applicant to ensure the GDPR are adhered to and that consent for publication has been given by all participants in the recorded content submitted. Subject to the requirement that all grantees demonstrate written consent from parents/guardians for the use and dissemination of all recorded content in all forms (photography, video etc.) that features child dependents is obtained, grantees can engage in communications using mixed media related to their project proposal and/or grant.
- 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 that is sensitive or confidential in nature, please identify it and provide an explanation *via* email to lcdc@dublincity.ie 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.
- It is the responsibility of each group to ensure that it has proper procedures and policies in place including appropriate insurance where relevant. A specific indemnity to Dublin City Council noted on your Public Liability Policy, in relation to the grant received from the COVID-19 Emergency Fund Programme is required if successful.
- 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.
- 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.

- All goods and services or works purchased with COVID-19 Emergency funding, must be procured on the basis of the Public Procurement Guidelines available at <https://ogp.gov.ie/advertising-on-etenders-grant-recipients-2/>
- You are required to be tax compliant (if tax registered).
- Under financial regulations Dublin City Council is required to make all payments by Electronic Fund Transfer (EFT). An EFT Form must be completed and submitted by all successful applicants with the group bank details. Dublin City Council cannot issue any payments which will bring total funding in a 12 month period to a sum in excess of €10,000 (incl. VAT) without receipt of a tax clearance access number along with a PPS/tax reference number. If applicable, it will also be necessary to submit these details.
- Payments to successful applicants will be made into the dedicated group bank account. Payments cannot be made to personal bank accounts.
- All groups must retain their vouched expenditure for 12 months for audit reasons.
- Evidence of expenditure, such as receipts/invoices **marked paid by supplier** must be retained and provided together with a short report on the use of the funding to Dublin City Council.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.
- The Department and Dublin City Council must be publicly acknowledged in all materials and website content associated with the grant.
- Generally no third party or intermediary applications will be considered.
- The funding offered must only be used for the purposes specified in the application and any alterations/change of use to the proposed grant must be approved in advance by Dublin City Council.
- The full amount of this grant fund is required to be spent by **end of June 2021**. In the case of any unspent funding received by an applicant group this will be returned to Dublin City Council.
- The Department and Dublin City Council may carry out audits or unannounced site visits to verify compliance with the terms and conditions.
- 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.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- In order to process your application it may be necessary to collect personal data from you. All information provided in respect of the application for a grant will be held electronically. Such information will be processed in line with Dublin City Council's privacy statement which is available at <https://www.dublincity.ie/using-dublincityie/privacy-statement>