

**Social Enterprise Capital Grants Scheme 2021**

**Application Form**

**October 2021**

**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation:





**ALL APPLICATIONS ARE TO BE RETURNED TO:**

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

**By 3:00 pm on 20th October 2021**

**CLOSING DATE WILL BE STRICTLY ADHERED TO.**

**Guidance for Applicants**

# Background

In July 2019, the Department of Rural and Community Development published a National Social Enterprise Policy for Ireland. The Social Enterprise Capital Grants Scheme 2021 is one initiative being taken by the Department of Rural and Community Development under the Policy to support social enterprises and is complementary to other supports provided by the Department.

It is anticipated that the small scale nature of the grants under this scheme will particularly benefit smaller or start-up social enterprises which do not necessarily have the capacity to compete for larger grants, but which nonetheless have a need for upgraded/additional equipment to help them to deliver their services. The scheme is being administered on behalf of the Department of Rural and Community Development by the network of Local Community Development Committees (LCDCs) across the country.

The deadline for receipt of completed applications is is **3:00 pm Wednesday 20th October 2021**

# Eligible Organisations

Only social enterprises, as defined in the National Social Enterprise Policy (see below), may apply under this scheme. All applicants will be checked and verified to ensure they meet the definition. Applicants who do not meet this definition will not be considered.

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| --- |
| A Social Enterprise is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders.  It pursues its objectives by trading on an ongoing basis through the provision of goods and/or services, and by reinvesting surpluses into achieving social objectives.  It is governed in a fully accountable and transparent manner and is independent of the public sector. If dissolved, it should transfer its assets to another organisation with a similar mission. |

*National Social Enterprise Policy for Ireland 2019-2022*

# Funding Allocation

Amounts approved to social enterprises will be subject to the total number of applications approved and the overall budget available (€1 million).

# Eligible Costs

Under this scheme, grants will be provided to social enterprises towards small scale **capital costs.** Capital costs incurred by social enterprises for the purchase of equipment are eligible. Repairs and refurbishment of existing facilities can also be funded.

The scheme does not provide funding for operating costs (e.g. the employment of staff, electricity costs, heating costs, etc.) or administrative costs.

**Only expenditure incurred after the date of grant approval will be eligible.**

The grant may cover all, or part of, the purchase or works in question. However, the full cost of the purchase or works must be provided on the Application Form.

# Assessment Criteria

Applicants will be required to confirm that their organisation meets the definition of a social enterprise as set out in the National Policy. Applicants will be asked to explain the purpose for which the grant is sought. Factors such as demonstratable need and the potential impact of the grant on service delivery will also be taken into account.

# Applications

All applications will be reviewed by the Dublin City’s Local Enterprise Officeto verify that the applicant meets the definition of a social enterprise as set out in the National Social Enterprise Policy for Ireland. Final decisions on funding approvals will be made by the Department of Rural and Community Development.

Applicants will be notified of the outcome by Dublin City LCDC by end of November 2021. Successful applicants will have until 8th April 2022 to draw down their grant and, based on evidence of completed purchases or works, will have until 1st October 2022 to complete all expenditure to the value of the grant. Unspent grant monies will be required to be returned to Dublin City Council.

# Terms and Conditions

* Only social enterprises as defined by the National Social Enterprise policy will be eligible for funding under this scheme.
* The information supplied by the applicant must be accurate and complete. Incomplete applications will not be considered for funding.
* Misinformation may lead to disqualification and/or the repayment of any grant made.
* All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
* The Freedom of Information Act applies to all records held by the Department of Rural and Community Development and Local Authorities.
* The application must be signed by the Chairperson or CEO/MD of the social enterprise.
* It is the responsibility of each social enterprise to ensure that it has proper procedures and policies in place including appropriate insurance where relevant. If you are successful with your application to this grant award, a specific indemnity to Dublin City Council noted on your Public Liability Policy, in relation to the grant received from the Social Enterpsise Capital Grants Scheme 2021 is required.
* Evidence of expenditure, receipts / invoices **marked paid by supplier** must be retained and provided to the LCDC or their representative if requested.
* The Dormant Accounts Fund and the Department of Rural and Community Development must be publicly acknowledged in all materials associated with the purpose of the grant.
* 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.
* 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.
* 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 full amount of this grant fund is required to be spent by 1st October 2022
* The funding offered must only be used for the purposes specified in the application.
* Generally no third party or intermediary applications will be considered.
* Postal applications will not be accepted, all applications must be submitted electronically by the closing date. Dublin City Council hold no responsibility for non-receipt of emailed applications.
* Late applications will not be considered.
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* By completing this Application Form, you consent to the data on the form, as required, being transferred to the Department of Rural and Community Development to enable a decision to be made on your application.
* Successful applicants may be subject to audit by the LCDC or the Department of Rural and Community Development.
* Documentation relating to the purchase of equipment or the completion of works should therefore be maintained for inspection for a period of 7 years.

# Enquiries

Applicants are advised that all enquiries in relation to the Social Enterprise Capital Grants Scheme 2021 should be directed to Mary MacSweeney, DCC Deputy Head of Enterprise & Economic Development on [mary.macsweeney@dublincity.ie](mailto:mary.macsweeney@dublincity.ie)

# Social Enterprise Declaration

**I confirm that the organisation which I represent**

|  |  |
| --- | --- |
| Is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Pursues its objectives by trading on an ongoing basis through the provision of goods and/or services. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Reinvests any surpluses into achieving social objectives. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Is governed in a fully accountable and transparent manner and is independent of the public sector. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| If dissolved, it will transfer its assets to another organisation with a similar mission. | Yes/No: \_\_\_\_\_\_\_\_\_ |

# Organisation Details

|  |  |
| --- | --- |
| **Name of Social Enterprise:** |  |
| **Contact Person** |  |
| **Role of Contact Person** |  |
| **Contact Correspondence Address:** |  |
| **Eircode** |  |
| **Contact Email Address:** |  |
| **Contact Telephone No.:** |  |
| **Organisation Website** |  |
| **Tax Reference Number (if applicable):** |  |
| **Tax Clearance Access Number (if applicable)** |  |
| **Charity Number (if applicable)** |  |

Successful applications for funding under this programme will only be paid to the applicant organisation’s Bank Account.

Please ensure you have your Bank Account details to hand if your application is successful.

# Details of Proposed Expenditure

|  |  |
| --- | --- |
| **What will the funding be used for?** |  |
| **Why is this funding needed and what impact would this grant have on your organisation’s service delivery.** |  |
| **When will the purchase be made?** |  |
| **Amount being applied for:**  **(Note: the maximum amount that will be awarded is €20,000)** | € |
| **Is this amount the partial or total cost** |  |
| **If partial, please give the estimated total cost** | € |

**Important note:** you must include supporting documentation for this grant application i.e. estimates/quotes from a minimum of three different independent suppliers. Please sunmit documentation as PDFs alongside your complete application.

All goods and services or works purchased with this funding, must be procured on the basis of the Public Procurement Guidelines available at <https://ogp.gov.ie/advertising-on-etenders-grant-recipients-2/>

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| **Please state how your social enterprise proposes to acknowledge the Dormant Accounts Fund (DAF), DRCD, Dublin City Council and Dublin City LCDC.** |  |

Note: Depending on the amount being applied for, this could be as simple as including an acknowledgement on equipment labels, or on notices/signs, or in any newsletters that are being produced locally.

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>

|  |  |
| --- | --- |
| I confirm I have read and fully understand the Terms and Conditions of this Programme  (**see page 4 of this form).** | Yes/No: \_\_\_\_\_\_\_\_\_ |
| I confirm that I have read and fully understand the ‘Statement on Public Finances’ contained in Appendix A  **(see page 9 of this Form)** | Yes/No: \_\_\_\_\_\_\_\_\_ |

**I declare that the information provided by me on this application form is truthful and complete.**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position in Organisation\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Note: this must be CEO/ MD or Chair of Board

**APPENDIX A**

**Statement on Public Finances**

***This Statement should be brought to the attention of every grant receiving body***

**If you are in receipt of public funding you should**

|  |  |
| --- | --- |
| **Clarity**  Understand the purpose and  conditions of the funding and the  outputs required  Apply funding only for the business  purposes for which they were  provided  Apply for funding drawdown only  when required for business purposes  Seek clarification from the grantor  where necessary – on use of funds,  governance and accountability  arrangements | **Governance**  *Ensure appropriate governance*  *arrangements are in place for:*  Oversight and administration of funding  Control and safeguarding of funds from  misuse, misappropriation and fraud  Accounting records which can provide, at any time, reliable financial information  on the purpose, application and balance remaining of the public funding  Accounting for the amount and source of the funding, its application and  outputs/outcomes |
| **Value for Money**  *Be in a position to provide evidence on:*  Effective use of funds  Value achieved in the application of funds  Avoidance of waste and extravagance | **Fairness**  Manage public funds with the highest  degree of honesty and integrity  Act in a manner which complies with  relevant laws and obligations (e.g. tax,  minimum wages)  Procure goods and services in a fair and  transparent manner  Act fairly, responsibly, and openly in your  dealings with your Grantor |