



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



Coiste um Fhorbairt Pobail Áitiúil
Chathair Bhaile Átha Cliath
Dublin City Local Community Development
Committee



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



Ár dTodhchaí
Tuaithe
Our Rural
Future

The Dublin City Community Support Fund – March 2023

Guidelines and Terms & Conditions



Please read the following guidelines and terms & conditions carefully before completing the online application form for the Dublin City Community Support Fund 2023.

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.

Introduction

The **Community Support Fund (CSF)** provides funding to support non-profit, community-based and/or voluntary sector organisations or groups based in Ireland

The **CSF** is funded by the Department of Rural and Community Development (the Department). It was announced by the Minister on 18th November, 2022 and is administered by the Local Community Development Committees (LCDCs) in each Local Authority area.

The Department provides funding to each Local Authority (LA) area and the LCDCs then administer this funding locally to ensure funding is targeted appropriately towards addressing local disadvantage in the areas that need it most.

The CSF is focused on providing funding for capital and operating/running costs, not including salary, to non-profit, community-based and/or voluntary sector organisations or groups based in Ireland particularly in disadvantaged areas.

The Minister has allocated €564,302 to Dublin City under the Community Support Fund 2023.

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 Support Fund 2023

The Dublin City Local Community Development Committee has agreed six target groups as a priority for Dublin City. These target groups are:

- People experiencing challenges to their mental health and wellbeing;
- Older people and those vulnerable to isolation;
- Travellers/Roma;
- Long term unemployed;
- New communities; and;
- Parents and marginalised children with a focus on childcare and afterschool services.

The aim of the Fund is to support non-profit, community-based and/or voluntary sector organisations or groups based in Ireland, who are seeking funding that will benefit one or more of the above target groups, with their capital costs and operating/running costs, not including salary.

Applications for funding must also demonstrate how the funding will contribute to Goal 2 of the Dublin City Local Economic and Community Plan 2016 - 2021:

Work in partnership with communities to promote social inclusion, tackle poverty and disadvantage and promote participation, empowerment and positive social change.

Further information on the Dublin City Local Economic and Community Plan 2016 - 2021 is available here: https://www.dublincity.ie/sites/default/files/media/file-uploads/2018-07/Dublin_City_LECP_2016_-_2021_Web_version.pdf

The Dublin City LCDC, under the Dublin City Community Support Fund 2023 is now inviting applications for this funding.

Eligibility

- Only applications from a non-profit, community-based and/or voluntary sector organisation or group based in Ireland will be considered.
- Commercial organisations, individuals and for-profit organisations are **not eligible** for funding under the Dublin City Community Support Fund 2023.

- Groups/organisations must be registered with the Dublin City Public Participation Network. In order to draw down funds under this Scheme, all successful applicant groups/organisations must have a unique PPN number. Your group or organisation can join the Dublin City PPN at: <https://dublincityppn.ie/join>
- All applicants are required to meet the Terms and Conditions as set out in Appendix 1.
- When submitting this online application form, you are required to make a declaration that you fully understand the Terms and Conditions of the Dublin City Community Support Fund 2023 and that you accept and will comply with the Terms and Conditions.
- The spend date for capital costs is 31st of December 2023 and receipts must be submitted by 31st January 2024.

Available Funding

- The total amount of funding available under the Dublin City Community Support Fund 2023 is €576,625. (DRCD's allocation of €564,302 plus funding of €12,323 carried forward from previous rounds of CEP).
- Funding is available up to a maximum grant of €25,000.
- Applications must specify the amount of funding required and include evidence of the cost. Please ensure that the evidence of cost is inclusive of VAT.
- For Capital Costs – a receipt, a written quote or a print-out from the website of a supplier will count as evidence for capital costs incurred in the calendar years of **2022 and 2023** only. A website link is **not** acceptable.
- For operating/running costs, you must submit **vouched** expenditure for any related bills you have already paid for and want this funding to cover e.g. copy of utility bill, insurance bill, rental bill etc. **You can only apply for funding related to the eligible period - 1st April 2022 to 31st March 2023. This date is non-negotiable.**
- In relation to capital costs, if the work/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. which must be uploaded to your application before submission.

Timeline

- Deadline for submission of applications is **5pm on the 31st March 2023**.
- LCDC decision date **21st June, 2023**. Applicants will be informed in July 2023.
- Payment of funding by **31st August, 2023**, notwithstanding any agreed extension to this deadline by the Department.
- Any funding that remains unspent on **31st December, 2023**, must be returned to the Department of Rural and Community Development via Dublin City Council.
- Only completed applications submitted online by **5pm on the 31st March 2023** will be considered.

What will be funded

- Capital or operating/running costs, not including salary. Match-funding from other sources is allowed but is not a requirement under the Programme.
- The Department has allocated €5,643 ring-fenced funding for operating costs in Womens Sheds under the Dublin City Community Support Fund. The ring fenced funding for Women's Sheds is current in nature i.e. fund should be used to help with operating/running

costs such as electricity costs, refuse charges, heating charges, rental/lease costs, insurance bills.

- Applications must clearly demonstrate how the funding will benefit one or more of the six target groups identified by the Dublin City LCDC as a priority and also contribute to Goal 2 of the Dublin City Local Economic and Community Plan 2016 - 2021 *Work in partnership with communities to promote social inclusion, tackle poverty and disadvantage, and promote participation, empowerment and positive social change.*

Examples of Capital Costs

- Equipment for community usage (such as gardening, play, leisure, IT, sports, training/education, health and safety)
- Furniture, fittings and appliances for community usage (e.g. tables, LED lights, fridge, kettle)
- Improvements, adaptations or renovation to an existing community building, facility or service (e.g. disability access, fire doors, energy efficient heating system, windows, insulation)
- Once off and regular repair and maintenance of an existing community building, facility or service (e.g. roof repairs, flooring replacement)
- Development/construction of a new community building, facility or service (e.g. running track, outdoor gym, café, meeting room)
- Improvements to the public realm (e.g. town parks, streetscapes, common areas and spaces)
- Other (please give details)

Please note that the LCDC is very keen on trying to encourage applicants to submit applications for capital goods that are sustainable, environmentally friendly and support the local community and social enterprises through the buy social campaign. So for example, the committee would rather approve applications for refurbished laptops procured via a social enterprise rather than new one from a multinational company or a set of recycled or sustainably sourced tables and chairs from a local charity shop rather than new ones from a large furniture store.

For further info, please refer to The Irish Social Enterprise Network's buy social campaign and online directory <https://buysocial.ie/buy-social-directory/>

Please note that if you are applying for capital costs, a receipt, a written quote or a print-out from the website of a supplier will count as evidence for capital costs incurred in the calendar years of **2022 and 2023 only**. A website link is **not** acceptable.

Vouched Expenditure for Operating/Running Costs

Please note that if you are applying for operating/running costs, you must submit vouched expenditure for any related bills you have already paid and want this funding to cover. You can only apply for funding related to the eligible period **1st April 2022 to 31st March 2023**. **This date is non-negotiable.**

- Utility Bills (e.g. electricity costs, refuse charges, heating charges, internet /broadband/ telecommunication charges, website maintenance)
- Rental/lease costs
- Insurance Bills

To ensure appropriate monitoring and governance, the Department is stating that only operating/running costs related to this period are eligible - 1st April 2022 to 31st March 2023. This date is non-negotiable.

Examples of expenditure that are ineligible for funding under the Dublin City Community Support Fund 2023

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Programme
- Employment costs
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations
- CCTV and similar security equipment e.g. security doorbells, security cameras
- Costs which are being paid for by another funder or department
- Projects or services that do not occur within the Dublin City Council administrative area and/or do not benefit those who reside in the Dublin City Council administrative area.

Statutory Permissions

Where you intend to carry out building works including small-scale developments such as a porch, extension or shed, you are required to demonstrate that you have the relevant permissions in place or have complied with the relevant regulations. For example, you might need planning permission, a Commencement Notice, a Fire Safety Certificate or a Disability Access Certificate. If the works are exempt, you may be requested to submit proof that the works are exempt such as a Section 5 Exemption Certificate.

Responsibility for complying with the requirements of the planning and building regulations rests at all times with the owner of the building or works, and with any builder or designer engaged by the owner. If you do need permission and/or compliance documents, these will have to be in place at the time you submit your online application for the DCC CSF.

You are required to submit details of permissions, exemption and compliance with your application as supplementary evidence. For detailed advice on planning permission and building control compliance please click here <https://www.dublincity.ie/residential/planning>. **Please Note if the proposed works are to a community building or other semi-public building i.e. not a person's house, the normal exemptions for porches/sheds etc. may not apply.**

If you are applying for funding to be used to develop or materially alter private or public property/land in any way and your group does NOT own the land/property, written consent from the landowner/property owner will be required as well as confirmation that relevant permissions are in place, if applicable. For example, you may want to install a defibrillator, bench or chess table in a Dublin City Council owned park. If so, you will need to submit written consent from Dublin City Council as supplementary evidence to support your application. In this example, a statement of support from Dublin City Council Parks, Biodiversity and Landscapes Services on the feasibility of a proposal would be required.

Criteria for Selection

All applications for funding received by Dublin City Council for the Dublin City Community Support Fund 2023 will be treated fairly and impartially. Applications will be assessed by the Dublin City Council Local Community Development Committee's Community Enhancement Programme Sub-Committee and recommendations will be made to the full Dublin City Council Local Community Development Committee for consideration and approval. Applications will be assessed to ensure a geographical balance in the distribution of funding to a variety of groups and/or projects and will be assessed on information and evidence provided in the Application Form and under the following criteria:

- Evidence that illustrate the potential of the proposed grant funding to contribute to Goal 2 of the Dublin City Local Economic and Community Plan 2016-2021.
- Required documents and information have been provided e.g. evidence of cost, evidence of shortfall, permission, exemption, consent, (if applicable).
- Evidence demonstrating a need/demand for the good/services for which grant funding is sought. Evidence could include for example estimates of the number of persons who will benefit, and how often they will benefit
- Evidence demonstrating collaboration with Dublin City Council and other local organisations/agencies.
- Evidence that the applicant organisation/group is properly governed, has a good track record and reputation.
- Evidence that demonstrates that the funding will be on track to be spent by the 31st December 2023.
- Evidence that demonstrates how your application is sustainable, environmentally friendly and supporting the local community and social enterprises through the buy social campaign. So for example, the committee would rather approve applications for refurbished laptops procured via a social enterprise rather than new one from a multinational company or a set of recycled or sustainably sourced tables and chairs from a local charity shop rather than new ones from a large furniture store. For further info, please refer to The Irish Social Enterprise Network's buy social campaign and online directory <https://buysocial.ie/buy-social-directory/>
- Amount of funding received funding or grants **from either Dublin City Council or any other Organisation/State Agency** within the last four years.
- Evidence confirming where groups are working in areas impacted by disadvantage.

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.
- 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.

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

In order to process your application it may be necessary to collect personal data from you. Such information will be processed in line with the Dublin City Community Social Development and Research Section's privacy statement below:

PRIVACY (General Data Protection Regulation G.D.P.R.).

The General Data Protection Regulation (GDPR) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area.

Your information is collected and forwarded to the relevant departments and agencies for their assessment and processing. All personal data is processed and stored securely. At all times we comply with our obligations and safeguard your rights under GDPR and the Irish Data Protection Acts and any amendments to same.

The legal basis for processing your personal data is provided under the Local Government Act 2001 and the Local Government Reform Act 2014.

We may share your data with other Dublin City Council (DCC) departments and sections, as deemed appropriate, e.g. Local Community Development Committee (LCDC), Finance Department, Local Economic Office, Senior Community Development Officers, Senior Management, Internal Auditors and other relevant personnel. Where appropriate, your data may be uploaded to DCC's website. We will also share your data, as deemed appropriate, with external bodies, e.g. the Department of Rural and Community Development (DRCD), Pobal, HSE, External Auditors and where appropriate, your data may be uploaded to the DRCD website.

All of your information will be retained for a period of 5 years after which time all paper documents will be shredded and all electronic records deleted.

For further information please go to <http://www.dublincity.ie/privacy-statement>

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 group 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

Additional Information

- 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 that project.
- 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 the Dublin City LCDC to ensure an even distribution of funding.
- The Programme is 100% exchequer funded. Applicants are free to leverage other funding/match funding for projects although this is not a requirement of this programme.
- It is the responsibility of the grant applicant to ensure that using this Programme to co-fund a project does not contradict the rules of the other scheme/programme. Please ensure you consult with the administrators or body responsible for any other funding scheme or programme in this regard.
- Only projects that meet the criteria outlined above will be considered eligible.
- 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 Dublin City LCDC may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

How to apply

Please ensure that you read this document in conjunction with the Terms and Conditions set out in Appendix 1 hereunder, of the Dublin City Community Support Fund 2023.

Applications can only be accepted online at the following link:

https://citizenhub.dublincity.ie/service/Community_Support_Fund

Applicants are required to register with Dublin City Council's Citizen Hub in order to submit an application. Before commencing the online application process, applicants will be required to complete an eligibility checklist.

Once you have entered your email address for correspondence, you will have the ability to save the form at any point while completing the application form. When you save the form, an email will be sent explaining how to continue your application through the Citizen Hub platform.

The closing date for receipt of online applications is **17.00 on Friday 31st March, 2023.**

If you have any questions in relation to submitting your application, please contact Sarah Fagan on 087 758 9980 or Brenda O'Reilly on 087 100 3449.

For submission of your online application, you may be required to upload more than one of the following:

Evidence of cost;

Evidence of any shortfall, where required;

Evidence of statutory permission(s), where required, or;

Any other supplementary documentation you think will add to your application.

Where applicable, if you do not meet this requirement your application will not be considered.

Appendix 1 – Terms and Conditions

- The Community Support Fund will support non-profit, community-based and/or voluntary sector organisations or groups based in Ireland (particularly in disadvantaged areas), with capital costs and operating/running costs, subject to available resources.
- The Community Support Fund does not provide funding for pay or employment of staff. Ineligible costs include core staffing costs i.e. PRSI and Pension Contributions.
- The Department is stating that only operating/running costs related to this period are eligible - **1st April 2022 to 31st March 2023. This date is non-negotiable.** If you are applying for operating/running costs, you must submit vouched expenditure for any related bills you have already paid for and want this funding to cover.
- For capital costs, only costs incurred in the calendar years of 2022 and 2023 are eligible.
- Applications to the Dublin City Community Support Fund 2023 must benefit one or more of the six priority target groups the Dublin City Local Community Development Committee has identified as a key priority and contribute to Goal 2 of the Dublin City Local Economic and Community Plan 2016 – 2021.
- Applicants must be registered with Dublin City’s Public Participation Network (PPN). Prior to submitting this application, your group or organisation can join the Dublin City PPN at: <https://dublincityppn.ie/join>. If you have any queries or are looking for further information please email info@dublincityppn.ie
- Funding will be provided to non-profit, community-based and/or voluntary sector organisations or groups based in Ireland who provide activities and services that occur in and/or benefit those who reside in the Dublin City Council administrative area.
- The information supplied by the applicant organisation/group must be accurate, complete and signature verified. Misinformation may lead to disqualification and/or the repayment of any grant made.
- The Department of Rural and Community Development, 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 in receipt of funding and the general location of the group.
- The Department, the Dublin City LCDC or Dublin City Council may carry out audits or unannounced site visits to verify compliance with the terms and conditions.
- 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 is 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 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.
- It is the responsibility of each group to ensure that it has proper procedures and policies in place including appropriate insurance where relevant. Where a group is successful, a specific indemnity to Dublin City Council noted on your Public Liability Policy, in relation to the grant received from the Dublin City Community Support Fund 2023, is required.
- It is the responsibility of each applicant group/organisation to consider if the service it provides falls under the category of a relevant service as per the Children First Act 2015. If the applicant group/organisation considers the service it provides does fall under the category of a relevant service as per the Children First Act 2015, the applicant group/organisation is responsible for having all the requirements in relation to Child Safeguarding as per the Act in place. Please refer to TUSLA for what is considered a relevant Service under the Act at <https://www.tusla.ie/children-first/children-first-2017/relevant-services/>
- Applicants must ensure that all necessary statutory permissions or consents have been obtained before any building works commence, in cases where this is required. This includes but is not confined to owner/landlord consent, public realm consent, planning permissions and building control compliance.
- All goods and services or works purchased under the Dublin City Community Support Fund 2023, must be procured on the basis of the Public Procurement Guidelines, available at gov.ie - [Public procurement guidelines for goods and services \(www.gov.ie\)](http://www.gov.ie)
- The applicant group does not have to be registered for tax purposes. However, 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.
- Payments to successful applicants will be made in 2023 into the dedicated group bank account. Payments cannot be made to personal bank accounts.
- The Minister reserves the right to reassign the funds offered to another approved project if all requirements are not met within a defined period.
- 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's bank details in a timely manner. 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.

- The full amount of the grant must be spent **by 31st December 2023**. Any unspent funding must be returned to the Department via Dublin City Council.
- Organisations/groups who are funded under the Dublin City Community Support Fund 2023 must retain their vouched expenditure for **6** years for audit reasons. Evidence of expenditure, **receipts/invoices marked paid by supplier or proof of payment e.g. copy of bank statement**, must be retained and provided to the Dublin City LCDC or their representative by **31st January, 2024**, together with a short report on how the project benefitted one or more of the six target groups identified by the Dublin City LCDC as a priority and also contributed to Goal 2 of the Dublin City Local Economic and Community Plan 2016 - 2021. You may also be required to submit photographs as evidence of expenditure.
- 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, the Dublin City LCDC and Dublin City Council must be publicly acknowledged in all materials and website content associated with the grant, where feasible.
- The funding offered must only be used for the purposes specified in the application.
- Generally no third party or intermediary applications will be considered.
- By submitting this application, the organisation/group is confirming they do not have the funding to undertake the work/project without this grant aid or alternatively that with the grant the applicant group will now undertake a larger project which they otherwise would not be able to afford.
- The application to the Dublin City Community Support Fund 2023 must be authorised by the Chairperson, Secretary or Treasurer of the applicant organisation/group.
- Further information may be requested – The Dublin City LCDC reserves the right to request further information from you in order to assess your application, if so required.
- It is your responsibility to ensure that your organisation/group is fully compliant with all the requirements stated herein or in the application guidelines and that it is submitted, via the applicant's online account created as part of this application process, within the applicable deadline. Any failure of technology or disruption to internet services affecting submission of the application will be at the applicant's risk and Dublin City Council accepts no liability whatsoever if the application fails to be submitted or is rejected as a late submission.
- Information provided in respect of this application will be held electronically. In order to process this application it may be necessary to collect personal data from you. 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. Such information will be processed in line with the Dublin Privacy Statement. Please see Dublin City Council's Privacy Statement here: <http://www.dublincity.ie/privacy-statement>

- Postal applications will not be accepted, all applications must be submitted electronically.
- Breaches of the terms and conditions of the grant scheme may result in sanctions including disbarment from future grant applications.
- Submission of false or misleading information at any stage is treated very seriously. Any group that does not comply with the terms and conditions of the Programme may be subject to inspection, may have their grant withdrawn and may 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 of the Programme will be notified to An Garda Síochána.