



The Dublin City Community Enhancement Programme Guidelines 2020



Please read the following guidelines carefully before completing the Dublin City Community Enhancement Programme Application Form 2020

Introduction

In June 2020 the then Minister for Rural and Community Development, Michael Ring TD, launched the Community Enhancement Programme 2020. The Programme is focused on providing capital grants to local community or voluntary groups and not for profit organisations. The Minister has allocated €112,860 under the programme to Dublin City for 2020.

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 Enhancement Programme 2020

The aim of the Programme is to enhance facilities in disadvantaged areas or for individuals and communities that are impacted by disadvantage.

The Dublin City LCDC, under the Community Enhancement Programme 2020, is now inviting applications from groups or organisations for **capital funding**. Applications for funding must clearly 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.

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.

Eligibility

- Only applications for **capital** projects from local community and voluntary groups and not-for-profit organisations based in disadvantaged areas within the Dublin City Council area will be considered.
- Capital expenditure on adaptations or equipment needed as a result of Covid-19 is also eligible.
- Commercial organisations, individuals and for-profit organisations are **not eligible** for funding under this Programme.
- Only completed application submitted online by **5pm** on the **28th August, 2020** will be considered.

Available Funding

- The total amount of funding available under the Dublin City Community Enhancement Programme 2020 is €112,860.
- 30% of the total fund is ring-fenced for grants of €1,000 or less.
- The balance of the funding will be awarded for capital grants to a maximum of €10,000.
- 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. Please ensure that the evidence of cost is inclusive of VAT.
- Applicant groups must self-certify that they do not have the funding to undertake the project or purchase the equipment, 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 project or the purchase of equipment 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.
- Payments to successful applicants will be made in 2020 into the dedicated **group** bank account. Payments cannot be made to personal bank accounts.

Timeline

- Deadline for submission of applications is 5pm on the 28th August, 2020
- Notification of LCDC decision to applicants by end of November 2020.
- Payment of funding by 21st December 2020, notwithstanding any agreed extension to this deadline by the Department.
- Any funding that remains unspent on **31st March 2021** must be returned to the Department of Rural and Community Development via Dublin City Council.

What will be funded

- Projects of a capital nature or the purchase of capital equipment. Capital expenditure on adaptations or equipment needed as a result of Covid-19 is also eligible. Match-funding from other sources is allowed but is not a requirement under the Programme.
- The Programme will cover capital funding for projects or equipment that will contribute to Goal 2 of the Dublin City LECP - *Work in partnership with communities to promote social inclusion, tackle poverty and disadvantage, and promote participation, empowerment and positive social change.*

Examples of capital projects

- Purchase of equipment for example gardening, play or leisure
- Computer equipment
- Furniture and fittings
- Making improvements to premises for example disabled access, fire doors
- Energy efficient projects
- CCTV Equipment
- Adaptions or equipment needed as a result of Covid-19
- Defibrillators
- Tables and Chairs
- Sports equipment
- Office furniture
- Replacement of heating systems
- Capital environmental works
- Building works

Examples of what will not be funded

The following expenditure is not eligible for funding:

- Any day-to-day expenses (i.e. current or operating costs)
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs, including paint or painting
- Legal or insurance costs
- Project management fees
- Purchase of lands or buildings
- Feasibility or research studies
- Private or commercial operations
- Assistance to cover loans or deficits
- Events or festivals
- Workshops
- Training Sessions
- Rental costs
- Clothing
- Plants, Shrubs, Mulch, Bark and Compost
- Development of websites
- 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/organisation 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/organisation does not have to be registered for tax purposes.
- Any applicant group/organisation 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.
- 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 (inc 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.

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 public realm and planning permission.

Insurance

It is the responsibility of each group/organisation 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 Community Enhancement Programme 2020.

Acknowledgement of Funding

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.

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 Community Enhancement 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/>

Criteria for Selection

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

- Potential of the proposed project to contribute to Goal 2 of the Dublin City Local Economic and Community Plan 2016-2021.
- Priority will be given to groups or organisations working in areas of disadvantage or with individuals or communities impacted by disadvantage.
- Priority will be given to community and voluntary groups working at a local level.
- Geographical balance and desirability to fund a variety of projects.
- Demonstrated need for the project and number of people that will benefit.
- Demonstrated collaboration with other organisations.

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 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 to the group/organisation's bank account. An EFT form must be completed and submitted by all successful applicants with the group/organisation's 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/organisation does not have to be registered for tax purposes except in cases where any payments will bring total funding to a single group/organisation in a 12 month period to a sum in excess of €10,000 (inc VAT). In these cases, receipt of a tax clearance access number along with a PPS/tax reference number will be required.
- Any applicant group/organisation 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/organisations by **31st March 2021** must be returned to the Department of Rural and Community Development via Dublin City Council.

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 Development 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> and if you require a copy please do not hesitate to let us know on 087 265 0474.

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/organisations 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
- All groups/organisations must retain their vouched expenditure for 12 months for audit reasons.
- Groups or organisations who are funded under this Programme will be expected to provide evidence of spend in the form of copies of receipts/invoices **marked paid by supplier** and a short report on how the project contributed to Goal 2 of the Dublin City Local Economic and Community Plan 2016 – 2021.

General

- **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, Dublin City LCDC or Dublin City Council may carry out audits or unannounced site visits to verify compliance with the terms and conditions of the Community Enhancement Programme 2020.
- **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.
- **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.
- Applicant groups/organisations 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

- 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/organisation. 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 (eg 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.
- Only projects that meet the criteria outlined above will be considered eligible.

How to apply

Please ensure that you read this document in conjunction with the Dublin City Community Enhancement Programme 2020 Terms and Conditions. Following receipt of our email confirming your application and providing your unique application reference number, you are required to forward us evidence of the exact cost breakdown for your proposed project or work.

Applications can only be accepted online.

By 5pm on the 28th August, 2020

**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
Joan on 087 265 0474 or Brenda on 087 100 3449**

Submission of false or misleading information at any stage is treated very seriously. Any group/organisation 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.