**COMMUNITY ENHANCEMENT PROGRAMME 2018**

**NOTE: Closing Date 30thJuly 2018**

**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation:





**[Insert logo of relevant local authority here]**

GROUP /ORGANISATION NAME:

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

**Laois Local Community Development Committee**

**Laois County Council**  
**Áras an Chontae,JFL Ave.,Portlaoise,Co. LaoisR32 EHP9**

**By 5pm on Monday, 30th July 2018**

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

**Please read the CEP Application Guidelines before completing this form.**

**Department of Rural and Community Development**

**Community Enhancement Programme**

The Department of Rural and Community Development(“the Department”) operates a grant programme through the Local Community Development Committees (LCDCs). This capital grant programme provides funding to enhance facilities in disadvantaged communities.Applications shouldrelate to one or more key priority areas identified in the LCDC Local Economic and Community Plan (LECP) in order to be eligible for consideration.

##### TERMS AND CONDITIONS

* Under the Community Enhancement Programme (CEP), which is funded by the Department,grants will be provided towards capital projects to enhance facilities in disadvantaged areas.The scheme does not provide funding for the employment of staff.
* The activity or project must benefit the local community and relate to the key priority areas identified in the LECP.
* The information supplied by the applicant group /organisation must be accurate and complete.
* 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 and Local Authorities.
* The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
* It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
* Applications must be on the 2018 form.
* Evidence of expenditure, receipts /invoices must be retained and provided to the LCDC or their representativeif requested.
* Grant monies must be expended and drawn down from the LCDC by end of year 2018. Photographic evidence may be required to facilitate drawdown of grants.
* The Department’s contribution must be publicly acknowledged in all materials associated with the purpose of the grant.
* Generally no third party or intermediary applications will be considered.
* Late applications will not be considered.
* Applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than the closing date of**Monday30th July 2018 at 5pm.** Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* Please ensure all relevant information, including estimates from two independent suppliers, is included on / with your application. Incomplete applications will not be considered for funding.

## All questions on this form must be answered. Please write your answers clearly in block letters.

## SECTION 1 – YOUR ORGANISATION

|  |  |
| --- | --- |
| **Name of Group / Organisation** |  |
| Address **Eircode** |  |
| Contact name |  |
| Role in Group/Organisation |  |
| Telephone number(Mobile preferable) |  |
| E-mail |  |
| Website |  |
| Alternative Contact name |  |
| Alternative Telephone number |  |
| Alternative E-mail |  |

Please provide a brief organisational description of your group / organisation e.g. committee structure, meeting schedule etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Has your Organisation / Group registered with the Laois Public Participation Network (PPN)?

**YES** ☐ **NO** ☐

If **NO**, then perhaps you would consider joining the PPN.

Year established \_\_\_\_\_\_\_\_

What is the purpose of group / organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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.**

Have you received funding under any capital grants schemes from 2015 to current date- i.e. grants from Government Departments, Local Authority or LEADER?

**YES** ☐ **NO** ☐

If **YES**please give details below:

|  |  |  |
| --- | --- | --- |
| **Name of scheme** | **Funding organisation** | **Amount of funding** |
|  |  |  |
|  |  |  |
|  |  |  |

If any of the above funding was paid through the Local Authority, have you submitted your Bank Account Details previously?

**YES** ☐ **NO** ☐

Do you receive funding from any other organisation?

**YES** ☐ **NO** ☐

If **YES** please give details below:

|  |  |  |
| --- | --- | --- |
| **Funding organisation** | **Amount received** | **Date received** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Is your organisation affiliated or connected to any relevant local regional or national body?

**YES** ☐ **NO** ☐

If **YES** please give details below:

Name of organisation(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does your organisation link in with other organisations in your area? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charitable Status Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Reference Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Clearance Access Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2–Project Details**

## How much funding are you applying for?– choose 1

## ☐ Small scale capital grant of €1,000 or less

## ☐ Capital grant in excess of €1,000

## PURPOSE OF GRANT

What will the funding be used for?

Note: This list is not exhaustive, but gives examples of types of capital expenditure

☐IT Equipment ☐ Sports Equipment ☐CCTV

☐Signage ☐Training ☐Training Equipment

☐Upgrade of building ☐Upgrade playground ☐Safety Equipment

☐Defibrillator ☐Energy efficient upgrade ☐ Research facilities

☐Development of community facility ☐Other (Give details)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What is the purpose of the grant? (Outline details of the project).

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When will your project begin? ­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When will your project be completed? ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are all relevant permissions in place (e.g. planning, written consent from landowner/property owner if your project involves the development of a property)?

**Not applicable** ☐ **YES** ☐ **NO** ☐

(Please note written evidence of such consent may be required)

Is this a completely new project or part of a phased development, or linked with other schemes operated by Government Departments or the Local Authority?

**YES** ☐ **NO** ☐

If **YES** pleaseprovide thedetails below:

**FUNDING**

|  |  |  |
| --- | --- | --- |
| Amount being applied for under the CEP: | € | |
| Is this amount partial or total project cost: | ☐Partial | ☐Total |
| If partial, give estimated total project cost: | € | |

**Important note:**Please include supporting documentation i.e. two estimates/quotes from different independent suppliers with this form.

**To be eligible for funding under this programme you must state where you will source any shortfall of funding. Please provide these details below.**

|  |  |
| --- | --- |
| **Source** | **Amount** |
|  |  |
|  |  |
|  |  |

Has your organisation availed of funding under the Communities Facilities Scheme or RAPID in 2017?

**YES** ☐ **NO** ☐

If **YES**, please give details ofthe project which received funded in 2017:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please state how your group proposes to publicly acknowledge the Department, LA or LCDC

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The LCDC will check to ensure that this application works towards addressing priorities within its Local Economic and Community Plan (LECP) which you can access on your local authorities’ website. **If your application is for an amount greater than €1,000**, please complete the below table to state which key priority area(s) in the LECP this grant application relates to and the estimated number of people to benefit.

If your application is for a small scale capital grant of €1,000 or less, then you may wish to complete the below table, but you are not required to do so.

|  |  |
| --- | --- |
| **Key priority area of LECP** | **No. of beneficiaries** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**SECTION 3- DECLARATION**

* I declare that the information given in this form is correct.
* I confirm I have read and fully understand the Terms and Conditions of the CommunityEnhancement Programme (see page 2 of this form).
* I confirm that I have read the Community Enhancement Programme Application Guidelines prior to completing this form.
* I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
* I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that with the grant the applicant group/organisation will now undertake a larger project which they otherwise would not be able to afford.
* I confirm that the applicant group/organisation is tax compliant (if tax registered).

|  |  |
| --- | --- |
| **Name in block capitals (on behalf of group / organisation):** |  |
| **Signature:** |  |
| **Position held in group / organisation (block capitals):** |  |
| **Date:** |  |

**Department of Rural and Community Development**

**Community Enhancement Programme**

**2018**

**Guidelines**

**Please read the following guidelines carefully before completing theapplication form.**

1. **Introduction**

The Community Enhancement Programme (CEP) is a new programme for 2018. It builds on and replaces the Communities Facilities Scheme and the recast RAPID programme,which launched in 2017.The **CEP** provides funding to communities across Ireland to enhance facilities in disadvantaged areas.

The **CEP**is funded by the Department of Rural and Community Development (*the Department*) and administered by the Local Community Development Committees (LCDCs)in each Local Authority area.

LCDCsareresponsible for allocating funding to projects in their area as they are ideally placed to identify suitable local projects.

Applications for funding can now be made under this Programmeto the relevant LCDC by 5pm on Monday, 30th July 2018.

1. **Aims of the Programme**

The programme provides funding to communities across Ireland to enhance facilities in disadvantaged areas. It provides funding to address disadvantage as identified in the Local Economic and Community Plan (LECP).The administration of this scheme by LCDCs allows decision making at a local level to ensure that funding is targeted appropriately towards the areas that need it most.

It is important to note that other agencies and departments alsoinvest in disadvantaged areas[[1]](#footnote-1).The **CEP**will operate in a complementary manner toadd value to other front-line schemes and programmesbeing operated in communities.

The programme can fund or partially fund larger scale capital projects to address disadvantage. Some funding is ring-fenced to provide small capital grants of €1,000 or less. This is aimed at assisting small grassroots community projects to get off the ground.Ring-fencing funding at this level will allow a larger volume of those with limited resources to receive some funding.

**3. Who is eligible to apply?**

3a. Organisations eligible for funding

The following provides a non-exhaustive list of organisations that can apply for funding under the programme:

* Government Departments and State Agencies (in cases of leveraging funding),
* Locally based community and voluntary groups in disadvantaged urban and rural areas,and,
* Not-for-profit organisations.

3b. Organisations NOT eligible for funding

* Commercial organisations, individuals and for-profit organisations are not eligible for funding under this programme.

**4. Whatprojects are eligible for funding?**

**4a. Whatprojects are eligible for funding?**

The funding covers capital projects only and should demonstrate added value. Projects or elements of projects of a capital nature may be funded. These include,for example, office equipment, project resources, research facilities, energy efficiency equipment, etc. for voluntary groups.

Match-funding from other sources is not a requirement under this programme. In cases where both current and capital works are carried out together, only the capital element can be funded through this Programme.  Projects which would improve the quality of life for residents, providing tangible supports which address disadvantage will receive priority.

Funding could fill in gaps in Local Authority funding and make particular projects viable or improve them Funding could be applied to speed up and improve projects already identified i.e. those in planning stage or ready to implement.

The following provides a non-exhaustive list of capital projects that could receive funding under the programme:

* Development/renovation of community centres
* Once off maintenance of premises. This does not include regular routine maintenance
* Community amenities
* Youth clubs or facilities
* Sports/recreation facilities
* Improvements to town parks and common areas and spaces
* CCTV equipment
* Public realm improvements
* Streetscaping
* Play/recreation spaces
* Energy efficiency type projects

Target groups

This funding is targeted towards enhancing community facilities for individuals and communities that are impacted by disadvantage as identified in the LECP.

**4b. Whatis not eligible for funding?**

The following expenditure is not eligible for funding:

* Any project not in keeping with the ethos of the Programme
* Any day-to-day expenses (i.e. current or operating costs)
* Employment costs
* Routine maintenance, minor repairs or other ongoing costs(for *example, replacement of filters or light bulbs, painting, minor repair of components or items subject to wear and tear, etc.)*
* Legal fees
* Project management fees
* Purchase of lands or buildings
* Feasibility studies
* Private or commercial operations

**5. Requirements of the Programme**

The following conditions apply to all projects:

**Tax Requirements**

* The applicant group/organisation does not have to beregistered for tax purposes.
* Any applicant group/organisation that is registered for tax purposesmust 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.

**Statutory Consents -**Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to planning permission.

**Insurance -** Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the applications review process.

**Acknowledgment of funding -**Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC. Other suitable acknowledgements will suffice e.g. on a group/organisation’s website or social media platforms. Where signage is developed it should acknowledge the contribution of the Department.

**6. Selection Criteria**

Applications will be evaluated by the LCDC to ensure eligibility and consistencywith the LECP.Projects must be in keeping with the ethos of the programme, which is to provide funding to communities across Ireland to enhance facilities in disadvantaged areas.

Projects may also be judged having regard to how they:

* increase participant orvisitor oraudience numbers, and improve and extend access to facilities within the catchment area;
* invest to increase or extend the use of the facility, for example, to voluntary and community groups;
* reduce the annual running cost of a facility;
* have a positive impact on the environment, for example, a reduction in energy consumption;
* demonstrate collaboration with the local authority or other relevant bodies in the catchment area;
* support the creation of a sense of place within the community including through the enhancement of the built environment;
* address health and safety issues; and/or,
* invest in technology which will be accessed by individuals and communities that are impacted by disadvantage .

Having met the required criteria above, projects may also be judged having regard to additional criteria deemed appropriate by the LCDC which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims in each Local Authority administrative area.

**7. Corporate Governance**

**7a. Monitoring:**

Grantees will be required to comply with the highest standard of transparency and accountability as documented in 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>

**7b.The Code of Governance for Community and Voluntary organisations**

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 your work. The Governance Code asks 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](http://www.governancecode.ie)

**8. Approval Procedures**

All applications for funding under this programme received by each LCDC will be reviewed and assessed to ensure consistencywith the relevant Local Economic and Community Plan (LECP).

In deciding the final allocations of funding to projects, the LCDC may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects.

Following the decision 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 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 reasonableperiod.

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

|  |
| --- |
| **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 policy to ensure that every application is treated fairly and impartially.  Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.  The LCDC in evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies. |

**9. General**

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**

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 is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

**Site Visits**

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

**Further information may be requested**

The 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 facilities audits and any site visits.When evaluating the applications received the LCDC may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

**Other**

* Under the programme it is intended that 30% of the funding that is allocated to each Local Authority area will be ring-fenced for grants of €1,000 or less.
* Applicant groups shall self-certify that they do not have the funding to undertake the work, 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 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 organisation. However, applicants should be aware that an equity/fairness approach will be taken by the 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 (e.g. with LEADER, Tidy Towns, Town and Village Enhancement funding, etc.) although that is not a requirement of this new programme.
* It is the responsibility of the administrators of/body responsible for any other funding scheme or programme to ensure that using this Programme to co-fund a project does not contradict the rules of that other scheme/programme.

**10. How to apply**

**Application Form**

The application form is detailed and is designed to ensure that it has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the 2018 application form in full and that anydocumentation in support of your application is submitted with your application.**

Only projects that meet the criteria outlined above will be considered eligible.

**PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

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

**Applications should be forwarded to:**

**Laois Local Community Development Committee**

**Laois County CouncilÁras an Chontae,JFL Ave.,Portlaoise,Co. LaoisR32 EHP9**

**For any queries please email: dce@laoiscoco.ie**

1. For example, the Department of Education and Skills in DEIS schools and community liaison officers, HSE in community care services, DSP in Intreo and through the Local Employment Service etc. This Department of Rural and Community Development also operates the SICAP (Social Inclusion and Community Activation Programme to assist individuals and groups from disadvantaged communities. [↑](#footnote-ref-1)