



# Monaghan County Council

## Community & Environment funding Scheme 2018

### Information and guidelines

## Section One: Information for applicants

### 1. Introduction

The Community & Environment funding scheme aims to promote enhance and develop environmental, community development and social inclusion activity throughout the county. This funding scheme through the provision of small scale financial grants will support the invaluable work of local community and voluntary groups, organisations and residents committees in County Monaghan.

### 2. Who may apply?

- Applications are welcome from community groups, organisations and residents committees within County Monaghan.
- Groups are welcome to make applications to each measure of funding.
- Applicants must be registered with Monaghan Public Participation Network.
- To register your group contact [ppn@monaghancoco.ie](mailto:ppn@monaghancoco.ie) or Leona Keenan @ 047 73750

### 3. Additional information

- Groups are welcome to make an application under each of the three strands of funding.
- A separate application for each measure being applied to must be completed.
- Groups may choose to combine this fund with other sources of grant aid.
- Where the Group is not registered for VAT, grant aid can be paid on costs inclusive of VAT.
- Voluntary labour is permitted as part of the Group's contribution to the project.

If you need any assistance completing your application

please contact Bernie Bradley @ 04773727 or [bbradley@monaghancoco.ie](mailto:bbradley@monaghancoco.ie)

## Section Two: Guidelines for applicants

### 4. Measure One Community Infrastructure supports

The community infrastructure supports measure aims to develop and enhance local community facilities and amenities in County Monaghan. Projects funded under this measure will demonstrate how they contribute positively to community infrastructure in their community.

Eligible Projects under this measure	Levels of Support under this measure
Small local infrastructural projects	Maximum grant payable is €4,000
Community enterprise projects	Grant will not exceed 80% of the total cost of the project – suitable for small capital projects of up to €6,000
Public amenities and facilities	Evidence of matching funding must be provided
Social and recreational facilities/opportunities	

*Community groups wishing to carry out projects similar to those listed above should complete an application form indicating **Community infrastructure supports** in measures to be selected.*

### 5. Measure Two Community Development supports

The community development support measure aims to support local communities to promote and encourage community participation and engagement throughout the county. Projects funded under this measure will demonstrate how they contribute positively to social inclusion and community development.

Eligible Projects under this measure	Levels of Support under this measure
Community development activities	Maximum grant payable is €1,000
Seminars, events, publications	Grant will not exceed 90% of the total cost of the project
Community festivals	Evidence of matching funding must be provided

*Community groups wishing to carry out projects similar to those listed above should complete an application form indicating **Community Development supports** in measures to be selected.*

**If you need any assistance completing your application**

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## Section Two: Guidelines for applicants

### 6. Measure Three Environmental supports

The environmental supports measure aims to support local communities, residents committees and tidy towns groups to deliver projects that enhance the appearance and improve the quality of the environment in their area. Projects funded under this measure will demonstrate how they contribute positively to environmental sustainability in their community.

Eligible Projects under this measure	Levels of Support under this measure
<p><b>Maintenance support activities including:</b></p> <ul style="list-style-type: none"> <li>• Litter control</li> <li>• Maintenance of open spaces and public parks</li> </ul> <p><b>Environment improvements to public spaces including:</b></p> <ul style="list-style-type: none"> <li>• Planting of trees, shrubs and other biodiversity projects</li> <li>• Landscaping</li> <li>• Street furniture, litter bins</li> </ul>	<p>Levels of support is dependent on a range of factors including</p> <ul style="list-style-type: none"> <li>○ Type of project</li> <li>○ Availability of other sources of funding</li> <li>○ Number of applications received</li> </ul> <p>General grant allocations will range between €300-€1500</p>

*Community groups wishing to carry out projects similar to those listed above should complete an application form indicating **Environmental supports** in measures to be selected.*

**GROUPS ARE ELIGIBLE TO MAKE AN APPLICATION TO EACH MEASURE OF THE FUNDING PROGRAMME, A SEPERATE APPLICATION MUST BE MADE FOR EACH MEASURE YOU APPLY TO.**

**If you need any assistance completing your application**

please contact Bernie Bradley @ 04773727 or [bbradley@monaghancoco.ie](mailto:bbradley@monaghancoco.ie)

## Section Three: Guidelines for applicants

### 7. How to apply to the Community & Environment funding scheme

- Complete the application form available from Fionnuala @ 047 73720 or [fmulligan@monaghancoco.ie](mailto:fmulligan@monaghancoco.ie)
- Applications forms are also available @ [www.monaghan.ie](http://www.monaghan.ie)
- Ensure you read the guidelines carefully and ensure your project is eligible for funding.
- Clearly indicate to which measure you are applying for funding.
- Complete all questions in the application form.
- Submit completed application form/s before the advertised closing date.
- This year's Community & Environment funding scheme is open for applications from **Monday February 5<sup>th</sup> – Friday March 2<sup>nd</sup> 2018**
- Closing date for receipt of applications is **Friday March 2<sup>nd</sup> 2018 at 5pm**
- Late applications will not be accepted

### 8. Ineligible actions

- Applications from individuals.
- The purchase of buildings or land (or costs associated with same).
- General appeals towards overall costs of a project.
- Running costs of the projects (wages, electricity etc.).
- Servicing of debt or retrospective funding.
- Mobile equipment – including computers, mobile phones, laptops, costumes, small sports equipment.
- Projects where the activities of the group/ organisation fall under the remit of another Government department.
- National or Regional events taking place outside of County Monaghan.
- Applications from National organisations.
- Small local projects supported in previous rounds of the Community Development Fund will not be supported for the same project again.

**If you need any assistance completing your application**

please contact Bernie Bradley @ 04773727 or [bbradley@monaghancoco.ie](mailto:bbradley@monaghancoco.ie)

## Section Three: Guidelines for applicants

### 9. Assessment Process

- All applications eligible under the criteria will be individually assessed against the guidelines of the programme.
- Monaghan County Council will endeavour to ensure funding is distributed equally throughout each Municipal District.
- Priority will be given to applicants who have not previously received support under the Community & Environment Grant Scheme.
- All groups applying must supply bank statements showing income and expenditure over the last 12 months, failure to do so will deem your application ineligible.
- Final decisions on all applications will be made by Monaghan County Council

### 10. Acceptance of Grant Offer

- Successful applicants will be informed by Letter of Offer.
- Groups must undertake to keep proper records of expenditure to enable Monaghan County Council to carry out an audit of their activities.
- Successful applicants will be required to sign the Letter of Offer, which will constitute a contract with agreed objectives, targets, timescale and costs.  
The contract is conditional on the applicant complying with Tax Clearance procedures.

### 11. Tax Clearance Procedures

#### **Grants under €650:**

- No tax clearance needed.

#### **Grants from €650 to €6,500:**

- The group will be required to supply a tax reference number & name of tax district dealing with their affairs.
- The group will be required to sign a statement indicating that the organisation's tax affairs are in order.

#### **Grants over €6,500:**

- A current tax clearance certificate will be required when the group is requesting draw down of grant aid

**If you need any assistance completing your application**

please contact Bernie Bradley @ 04773727 or [bbradley@monaghancoco.ie](mailto:bbradley@monaghancoco.ie)



## Section Four: Completed applications

Completed application forms should be returned to:

Fionnuala Mulligan

Community & Environment Grant Scheme

Office of Community Development

Monaghan County Council

Glen Road

Monaghan

[fmulligan@monaghancoco.ie](mailto:fmulligan@monaghancoco.ie)

*Closing date: Friday 2<sup>nd</sup> March 2018 at 5pm*

If you need any assistance completing your application

please contact Bernie Bradley @ 04773727 or [bbradley@monaghancoco.ie](mailto:bbradley@monaghancoco.ie)