

# Department of Rural and Community Development Community Enhancement Programme 2018

## Guidelines

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION 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.

LCDCs are responsible 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 Programme to the relevant LCDC by 5pm on Monday, 30<sup>th</sup> July 2018.

### 2. 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 also invest in disadvantaged areas<sup>1</sup>. The **CEP** will operate in a complementary manner to add value to other front-line schemes and programmes being 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

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<sup>1</sup> 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.

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. What projects are eligible for funding?**

#### 4a. What projects 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. What is 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 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 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 consistency with 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 or visitor or audience 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 consistency with 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 reasonable period.

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 any documentation 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 Programme will be notified to An Garda Síochána.

**Applications should be forwarded to:**

***Local Community Development Committee  
c/o Teresa McGuirk  
Monaghan County Council  
The Glen  
Monaghan  
H18 YT50***

For any queries please email: [cep2018@monaghancoco.ie](mailto:cep2018@monaghancoco.ie)