Department of Rural and Community Development
Community Enhancement Programme
2019

Guidelines

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

1. Introduction

The Community Enhancement Programme (CEP) provides funding to community groups 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.

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 disadvantage in the areas that need it most.

It is important to note that other agencies and departments also invest in disadvantaged areas[1]. The **CEP** will operate in a complementary manner to add value to other front-line schemes and programmes being operated in communities.

The Department has recommended that LCDCs ring-fence some funding 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. The programme can also fund or partially fund larger scale capital projects to address disadvantage.

Applications can be made to the relevant LCDC by 5pm on Thursday, 30th May 2019.

2. Who is eligible to apply?

Any not-for-profit community or voluntary group can apply.

Commercial organisations and individuals are not eligible for funding.

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[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.

3. What projects are eligible for funding?

3a. What projects are eligible for funding?

The funding covers capital projects only. In cases where both current and capital works are carried out together, only the capital element can be funded through this Programme.

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
- Development of youth clubs or facilities
- Development of sports/recreation facilities
- Improvements to town parks and common areas and spaces
- CCTV equipment
- Public realm improvements
- Streetscaping
- Development of play/recreation spaces
- Energy efficiency type projects
- Purchase of equipment

Target groups

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

3b. 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

4. Requirements of the Programme

The following conditions apply to all projects. Depending on the nature of your project (and the group applying), there may be further requirements that must be met. The LCDC/LA 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 and Tax Reference number must be submitted for verification purposes.

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.

Match-funding - this is not a requirement under this programme.

5. Selection Criteria

Applications will be evaluated by the LCDC to ensure eligibility and that they are targeted at addressing disadvantage as identified in its 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 .

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.

6. Corporate Governance

6a. 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

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.

6b. 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

7. 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 and the relative disadvantage of the area where the facility is located (or will serve)[2].

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 that 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.

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8. 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

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[2] This may include cross-referencing the location of the facility (or the area it serves) with the Pobal Hasse deprivation index which is available on www.pobal.ie.

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.
▪ VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

9. 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 2019 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
Local Community Development Committee
c/o Community & Economic Development Section,
Tipperary County Council,
Ballingarrane House,
Cahir Road,
Clonmel,
Co. Tipperary E91 E183
For any queries please email: lcdc@tipperarycoco.ie

High Level Community & Social Inclusion Priority Framework	
High level Priority 1	A. Support and enable continuing improvement of access to services within the community for all citizens in a manner that is realistic, capable of being delivered and which utilises the strengths of the existing communities B. Improve the quality of life and well being for communities through supporting prioritised community infrastructural development and providing prioritised relevant support services
High level Priority 2	A. To Support the development of sustainable resilient communities enabling them to have a meaningful quality of life and to respond to the needs in their community. B. To support communities and the voluntary sectors to have a meaningful voice in decision making in areas which affect their

	communities, through the development of effective structures and supports
High level Priority 3	Seek to eliminate or significantly reduce those **areas with the highest level of social deprivation** in the County
High level Priority 4	Address the high level of **long term unemployed** through targeting those areas with the highest level of long term unemployment in the County including youth unemployment "
High level Priority 5	"To maximise life opportunity and potential for **young people** and support and facilitate their contribution to the sustainable development of the county".
High level Priority 6	Reduce the **marginalisation of specific target groups and communities** – Travelling community, Roma Community, Non Irish Nationals and Asylum Seekers, Lone Parents, LGBTI and people unable to sustain a home
High level Priority 7	Provide a targeted and integrated response to the needs of **vulnerable families, children / young people** in areas of greatest risk
High level Priority 8	Develop an integrated response to the needs of the **elderly population** with a particular focus on those areas which are geographically isolated and where the concentration of 65+ is greatest.
High level Priority 9	Develop an integrated response to reducing the level of **substance misuse/abuse** in agreed targeted areas
High level Priority 10	Develop an integrated approach to supporting people of all ages with **disabilities** to access opportunities so that their quality of life and wellbeing is improved.
High level Priority 11	Integrated response in relation to **health and wellbeing** of the community in relation to marginalised groups and areas
High level Priority 12	To provide opportunities for the citizens to access **life-long educational** opportunities with a particular targeted focus to provide supports for communities and individuals who are marginalised
High level Priority 13	Develop the potential for alternative **energy projects** to reduce impact of poverty in key agreed areas where social deprivation is highest
High level Priority 14	Develop a sense of security and safety in communities in Tipperary with particular reference to the elderly and those who live in more isolated rural areas