



Comhairle Contae
Átha Cliath Theas
South Dublin County Council



Community Services Department Grants Booklet



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Management Support Fund for Community Centres will be advertised through the South Dublin County Council website.

Introduction

WELCOME to South Dublin County Council's Community Grants Scheme. We hope you will find the document useful and informative.

South Dublin County Council has been operating a Community Grants Scheme since its inception and many hundreds of community projects have been assisted to date through the various forms of grant aid available.

As the county has developed, the Grants Scheme has also had to evolve to meet these needs. It is now one of the many supports available to promote community development in the county.

This document describes the different types of grant aid available, the conditions applying to such grants and how groups/organisations can avail of them.

The emphasis in the Community Grants Scheme is on the development of broadly based community activities. South Dublin County Council endeavours to encourage the development of as broad a range of local community activities and services as possible. This ensures that the limited financial resources available are used to the maximum benefit of the community at large. It also promotes sustainability of community facilities through its emphasis on Centre based activities.

South Dublin County Council supports this aim by providing a very comprehensive community development and support service through its team of Community Workers. Considerable assistance is available to community groups/organisations from this source and from other Departments of South Dublin County Council. The Grants Scheme will be advertised on the Council's Website Page & Local Press.

Grant application forms are available to complete online on the Council's website:

www.sdcc.ie

For any further information or assistance please contact the Council's Community Services Dept:

South Dublin County Council, Community Services Department,
County Hall, Tallaght, Dublin 24.

Telephone: 01 414 9000, 01 414 9156 or 01 414 9270

communitygrants@sdblincoco.ie

Procedure

As a requirement of the Revenue Commissioners, each group must complete the Registration Form for Voluntary Non-Profit Making Organisations. This Form must be completed by the group and returned to the Revenue Commissioners. On receipt of a Tax Reference Number, a copy of same must be submitted to the Community Services Department.

The online grant application should be completed in full, with all information requested supplied.

As a community group/organisation, you may wish to avail of the advice service on offer to you from the Community Development Team. Should you require any assistance please contact the Community Services Department.

Please note: Applications will not be assessed and will be returned to the group if all relevant documentation has not been submitted.

Following assessment of the application, the Community Services Department presents its Grant Approvals to a meeting of South Dublin County Council which meets monthly. South Dublin County Council currently meets on the second Monday of each month (excluding August).

Notification of Grant – When a grant is approved, a notification email is sent informing the group that they have been approved for funding, specifying the amount and requesting that receipts or other relevant documentation be submitted in order to facilitate payment.

Please note: Receipts (not invoices) to be returned 14 days after notification letter received.

The submitted documentation is then processed and a paying order is drawn up for payment directly to the group's bank account at the earliest possible date. It is of South Dublin County Council that the group/organisation has a dedicated bank account and that appropriate financial safeguards are in place in order to claim the grant.

The budget available for Community Grants is allocated on an annual basis, as such, funding cannot be carried forward, all grants approved by South Dublin County Council must therefore be claimed within 14 days, so groups should bear this in mind when preparing their application.

If no response is received to notification of grant, one reminder notification will be issued. If no response is received 10 days after the final reminder, then a further notification is sent stating that the grant has been forfeited.

Please allow approximately 3 weeks from submission of receipts to date of payment.

General Overall Criteria for Allocation of Community Grants

❖ **NOTE: THESE CONDITIONS WILL APPLY IN ADDITION TO THE CRITERIA FOR EACH INDIVIDUAL GRANT**

- Application for a grant must be made on the official online application form.
- Groups/organisations must be located within the County of South Dublin.
- Groups/ organisations availing of a grant must be formally established and must produce Constitution.
- Bank accounts must be in the name of the group. The Voluntary Non-Profit Making Organisations Registration Form must be completed by the group and returned to the Revenue Commissioners. On receipt of a Tax Reference Number, a copy of same must be submitted to the Community Services Department.
- A copy of the group's Audited Accounts or Bank Statements for the previous 3 months must be submitted. The submission must meet data protection legislation, the Council will not retain this information.
- Full details of purpose of grant must be provided.
- If the proposed project impacts on the work of any Department of South Dublin County Council, the works must be agreed in advance with the relevant Department and evidence of this agreement provided.
- Application must be submitted prior to expenditure being incurred.
- Evidence of adequate insurance must be produced and South Dublin County Council must be indemnified.
- Documentation, including receipts, must be produced as evidence of goods purchased or of works carried out.
- South Dublin County Council's grant contribution must be publicly acknowledged in all associated promotional material pertaining to the project and evidence of this must be supplied.
- Community Grants are not available to individuals/organisations that are engaged in profit making activities.
- **Since South Dublin County Council's Grant Scheme contributes only a percentage of the overall cost of the project, groups must produce evidence that sufficient funds are on hand to finance the balance.**
- All Groups must be registered with the PPN (Public Participation Network).
- All Groups must read SDCC Privacy Statement for Council Community Grants.

Community Grants are assessed under the below key considerations:

- (A) Impact on local community and local community involvement
- (B) Availability/existence of other groups doing the same work/duplication of activities
- (C) Proven track record and ability of the group to deliver the project
- (D) Provision of clear and accurate project costings
- (E) Projects/works demonstrating good value for money
- (F) Existing funds available to the group/funds in hand and availability of other funding sources
- (G) Projects/works demonstrating sustainability

1. Community Development Grants

1.1 Start Up Costs for Community Groups

Up to Maximum of €500

This grant is aimed at new community groups/organisations to assist them to defray once-off start-up costs such as hiring meeting rooms, printing, publicity, insurance.

Applicants for this grant must provide details of the aims of their group and the specific costs for which the grant aid is required.

Criteria:

- ❖ Demonstrate the need for the Community Group.
- ❖ Demonstrate the sustainability of the group post funding.
- ❖ Submit project description.
- ❖ Demonstrate the wider impact on the local community.

1.2 Running Costs Grant for Community Groups

Up to Maximum of €1000

This grant is provided to support existing Community groups/organisations and is to assist them in relation to ongoing running costs such as the production of a newsletter, insurance costs, facility hire, where no alternative funding is available.

Criteria:

- ❖ Demonstrate the need for such a grant.
- ❖ Submit financial records for previous two years.
- ❖ Submit current bank statement.

1.3 Support for Community Events/Festivals

Up to Maximum of €4,000/€10,000 respectively

The opportunity to apply for this funding is made available to Community/Organisations who wish to apply for funding assistance to assist with some of the costs associated with organising local Community Celebration Events.

Criteria:

- ❖ Organising groups must have the appropriate level of support from the local community and the relevant statutory agencies.
- ❖ Prior approval and authorization must be obtained from all relevant authorities in relation to the event(s) being proposed (i.e. Garda and South Dublin County Council Traffic/Roads Department if Road Closure is necessary) and written permission if using a Venue/Public space not owned by the community group itself.
- ❖ The Organising Group(s) must also contribute and/or raise funds locally to assist with costs of the proposed community event, the amount of funding being applied for to South Dublin County Council should ideally never be over a maximum of 50% of the total costs of the event(s)
- ❖ The Organising Groups(s) must have appropriate public liability insurance in place and South Dublin County Council must be indemnified within the policy to the limit of €6.5 million.

NB - Receipts (not invoices) to be returned 14 days after completion of event to ensure payment.

1.4 Summer Projects Grant

Average €500 per week / depending on criteria below

Summer Projects can range from a period of 2 weeks up until 4 weeks and funding assistance will be calculated proportionately:

Summer Projects are aimed at providing a supervised programme of recreational and educational activities for young people over a consecutive number of weeks in the summer period. Emphasis is on community involvement and development of resources and groups within localities.

The use of available community facilities (schools, community centres, halls, open spaces) is encouraged.

Projects are responsible for ensuring that they meet all the requirements of the Child Protection legislation.

This grant is only available to projects based in the County which must include home based activities on weekly basis.

Criteria:

- ❖ Demonstrate the need for such a grant.
- ❖ Submit financial records for previous two years.
- ❖ Submit current bank statement

- ❖ Summer projects must run for a minimum period of 2 weeks and a maximum period of 4 weeks.
- ❖ Activities must be run on a minimum of five days out of every seven-day period.
- ❖ The project must cater for a minimum of 100 young people from a defined local area.
- ❖ The Summer Project Committee must be properly structured with Chairperson, Secretary & Treasurer.
- ❖ Youth Service operated projects must have local representatives on the Committee, they must be part of the planning and encouraged to take ownership of the projects.
- ❖ A specific bank account must be set up and details provided.
- ❖ A proposed programme of events must be provided to South Dublin County Council with the application for grant-aid.
- ❖ All projects must be adequately insured. Proof of insurance must be submitted in advance.
- ❖ A specific bank account must be set up and details provided.
- ❖ Commercially based projects will not be considered eligible.

Nurturing Grant for Summer Projects

To encourage new and developing areas we are introducing a new Grant, which will allow for a phasing to a full Summer Project after two years. The Applicant of these projects will be allowed on their first year to operate for a one week period and provide activities for 50 to 100 young persons.

The programme must operate for five days morning, afternoon and at least one evening session. The new fledgling Committees will be monitored and supported by our Community Staff.

Criteria:

- ❖ This project must be from an area with little or no history of Summer Project provision.
- ❖ The project must be an initiative of the local community.
- ❖ The structure should be a local voluntary committee established to meet the needs of Children/ Young People in the area.
- ❖ The use of available community facilities (schools, community centres, halls, open spaces) is encouraged.
- ❖ This grant is only available to projects based in the County which must include home based activities on weekly basis.
- ❖ Projects are responsible for insuring that they meet all the requirements of the Child Protection legislation.
- ❖ Projects not complying with these criteria will not ordinarily be considered for funding. However, individual submissions will be considered on their merits.

NB - Receipts (not invoices) to be returned 14 days after completion of event to ensure payment.

The Closing Date for Summer Project Grant Applications is Friday 10th May @ 4pm

1.5 Environmental Improvements Grant - Up to Maximum of €500

This grant is aimed at assisting community groups (such as local resident groups and local environmental groups) who are actively seeking to improve the local environment in the communities where they live. These activities, may include:

- ❖ Tree & shrub planting programmes, which must be agreed with Parks/Roads Department prior to works.
- ❖ Purchase of name stones for estates, which must be agreed with Parks/Roads Department prior to works.
- ❖ Purchase of equipment which is essential to complete the works.
- ❖ Other local environmental improvements which are approved by the Community Services Department.

Criteria:

- ❖ Details of the works proposed must be agreed with the Community Services Department before any work commences.

1.6 Major and Minor Equipment Grants

1.6.1 Major Equipment Grant	Maximum of €5,000
1.6.2 Minor Equipment Grant	Maximum of €2,000

This grant is intended for the purchase and replacement of equipment, that community groups require to respond and assist with local community needs. Usually, expensive 'major' equipment is purchased occasionally, while smaller 'minor' equipment items may be required on an ongoing basis.

Groups can only apply for a Major Equipment Grant once every 2 years.

Groups cannot apply for a Major Equipment and Minor Equipment grant in the same year.

NB - Receipts (not invoices) to be returned 14 days after purchase of equipment to ensure payment.

Criteria:

- ❖ Demonstrate the need for the equipment.
- ❖ Submit existing project description.
- ❖ Provide details of cost of equipment and supply at least 2 quotes.

1.7 Community Centre Based I.T. Infrastructure Grant

Up to Maximum of €5,000

This grant is aimed at increasing the implementation of information technology in local Community Centres.

Criteria:

- ❖ Demonstrate the need for I.T. infrastructure.
- ❖ Demonstrate the projected usage of such infrastructure.
- ❖ Demonstrate the impact such infrastructure will have on the overall development of the Community Centre.
- ❖ Submit a Project Plan.
- ❖ Provide details of costings.
- ❖ Demonstrate the security measures that will be in place to protect the equipment.
- ❖ Demonstrate the security measures that will be in place to protect both the user and the software from unauthorised use, for example; anti-virus software & Net nanny.

This grant will be available to Community Centres once in any three-year period.

1.8 Community Centre I.T. Networking and Administration Grant

Up to Maximum of €1,000

The aim of this grant is to provide assistance to groups or Community Centres towards costs associated with setting up and maintaining an I.T. network, including purchase of essential technology.

Criteria:

- ❖ Demonstrate the need for such assistance.
- ❖ Demonstrate what co-financing is available.
- ❖ Submit estimated costs.
- ❖ Demonstrate the benefits that will accrue from the establishment of such a network.
- ❖ Demonstrate how many groups or Community Centres will form the network.
- ❖ Demonstrate how the group or Community Centre proposes to maintain/update the network.
- ❖ Demonstrate the security measures that will be in place to protect the equipment.
- ❖ Demonstrate the security measures that will be in place to protect both the user and the software from unauthorised use, for example; anti-virus software & Net nanny

[This document will be reviewed on a regular basis.](#)