



Community Infrastructure Fund 2018



Community Infrastructure Fund 2018

The Community Infrastructure Fund is a fund of €250,000 which offers Community Groups (including Sports Clubs) the opportunity to apply for funding, to assist with the costs of either constructing new Community Facilities or for the modernisation and/or expansion of existing premises.

The fund will consider funding requests from a minimum of €5,000 up to a maximum of €30,000.

Groups applying must demonstrate proof of match funding of up to at least 50% of the total amount of funding being sought (see sample figures on page 10).

Only one application can be made per Community Group or per the proposed Community Facility to be constructed/modernised/expanded.

Funding is only available to assist with the cost of the construction/modernisation/expansion of the Community Facility. The fund is not intended to be used to support the on-going costs of running Community Facilities.

Priority will be given to groups who do not have an opportunity to apply for funding from any other sources for the funds being requested.

Applicants must demonstrate the need for the works to be completed and how the completion of the works will help meet needs identified by the local community. The applicant should show how both the immediate facility users will benefit and also what benefits the new facility or modernised/expanded existing facility will offer to the wider community.

Applicants must supply a fully costed budget plan, demonstrating they have all the other remaining funds in place (and documentary evidence showing proof of these funds) to allow for the total completion of all proposed works.

Applicants must supply evidence that they have all the relevant permissions in place to complete all the proposed works. This will include approval from the owner of the Facility/the Landowner the Facility is located/to be located and also evidence of appropriate planning permissions if applicable to the proposed works.

Applicants must demonstrate that they have the resources, ongoing revenue funds and expertise to run and manage the newly proposed Community Facility or the modernised/expanded Community Facility.

It is the intention that all allocated monies would be spent and all works completed before the end of 2018. With this, priority will be given to projects that can fulfil this timeframe and have all construction works completed by the end of 2018.

Applications for funding must be made on the official application form. The application form must be fully completed and all the relevant supporting documentation supplied and returned on or before the closing date of **4pm on Friday the 13th of April 2018.**

An assessment panel will adjudicate on the applications, based on the information provided. Additional information may be requested during the assessment process.

Guidelines for funding under Community Infrastructure Fund 2018

1. The Community Facility that funding is applied for must be located within the administrative areas of South Dublin County Council.
2. Applicants must be able to provide evidence that the new Community Facility or the modernisation/ expansion of the existing Facility is required to meets needs identified by the local community and that there is community support for the completion of these works.
3. Applicants must be formally established and submit a copy of their Constitution with their application.
4. A bank account must be provided in the name of the group making the application.
5. A copy of the group's Audited Accounts or Bank Statements for the previous 12 months must be submitted. The submission must meet data protection legislation, the Council will not retain this information.
6. Evidence of adequate insurance must be produced and South Dublin County Council must be indemnified where appropriate to the value of €6.5million.
7. Applicants must demonstrate proof of match funding up to at least 50% of the total amount they are applying for.
8. All applications and proposed works must demonstrate excellent value for money.
9. Applicants must supply a fully costed budget plan showing all the other remaining funds are in place (and documentary evidence provided showing proof of these funds) to allow for the total completion of the proposed works.
10. The applicant seeking funds must be able to demonstrate that:
 - The Group itself is financially viable
 - That the Group can meet all ongoing revenue costs associated with the proposed new Community Facility or the modernised/expanded Community Facility.
11. Applicants must supply evidence that they have all the relevant permissions to complete all the proposed works and must include written permission from the Facility Owner/Land Owner if the group do not themselves own the Community Facility/land where the proposed works are to be completed.
12. Evidence of planning permission (if appropriate) must be supplied, include the planning reference number in your application and advise as to the current status of the application. *Note it is the intention that all works funded must be completed by the end of 2018.
13. Any expenditure incurred by the applicant or works that have already been ordered or completed prior to the application will not be eligible for funding.
14. Funding allocated to successful applicants will generally be paid retrospective (or incrementally by agreement with the Council) to the group on proof of completion of the works funding has been allocated for. Documentation, including receipts, must be produced as evidence that works have been carried out and have been fully paid.
15. 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.
16. All applicants must be registered with the PPN (Public Participation Network) and supply their PPN number on the application form when requested.
17. South Dublin County Council's Community Infrastructure Fund must be publicly acknowledged in all associated promotional material pertaining to the facility.

Applications that are not eligible

Although this is not an exhaustive list, funds will not approved for the construction/modernisation/expansion of Community Facilities that:-

1. Will be used to provide activities/services for which a statutory body is responsible to provide.
2. Will be used for the promotion of religious or political beliefs.

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.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS: Friday 13th April 2018 at 4pm.

Application may be made as follows:

- on the attached form,
- by downloading a form from www.sdcc.ie
- by completing the online form which is available at www.sdcc.ie.

Community Groups who apply for Community Infrastructure Fund will be registered on South Dublin County Council Community Groups Database and may receive information on further funding opportunities or SDCC Community Services Dept opportunities and community events.

If you are agreeable to go on South Dublin County Council database, please tick this box

REF For Office Use

CIF

Application Form

Name of Community Group:

Address:

Contact Name:

Position within the Group:

Telephone No:

Email Address:

Website/Facebook Address

Public Participation Network (PPN) Membership No:

Tax Registration No:

Name of Community Facility funding is being requested for:

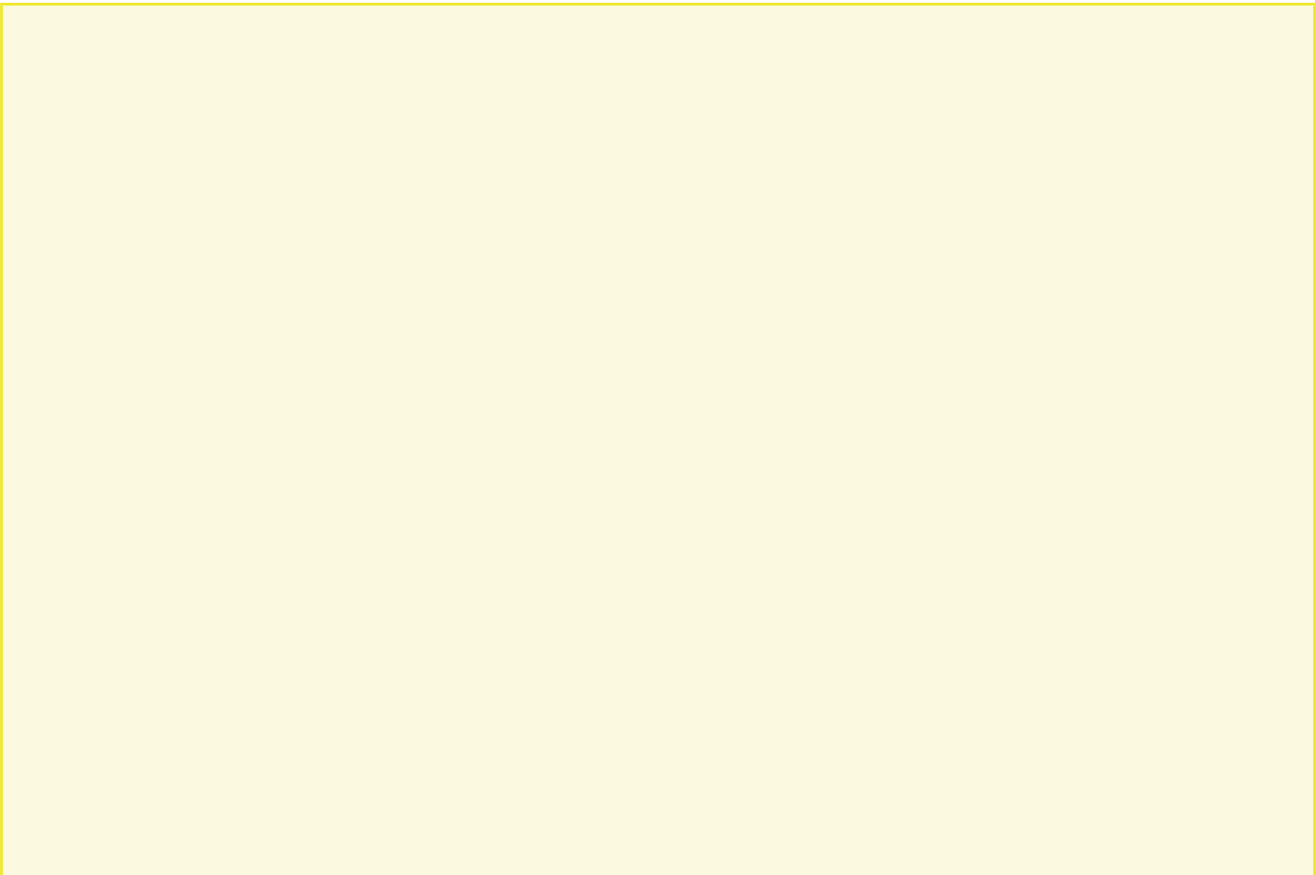
Address/Location of Community Facility:

Provide a description of the group including its history; management structure (company/constituted group); objectives/purpose and current membership details:

Provide a detailed description of the Community Facility you are seeking funding assistance for (a detailed set of drawing should be provided where appropriate):



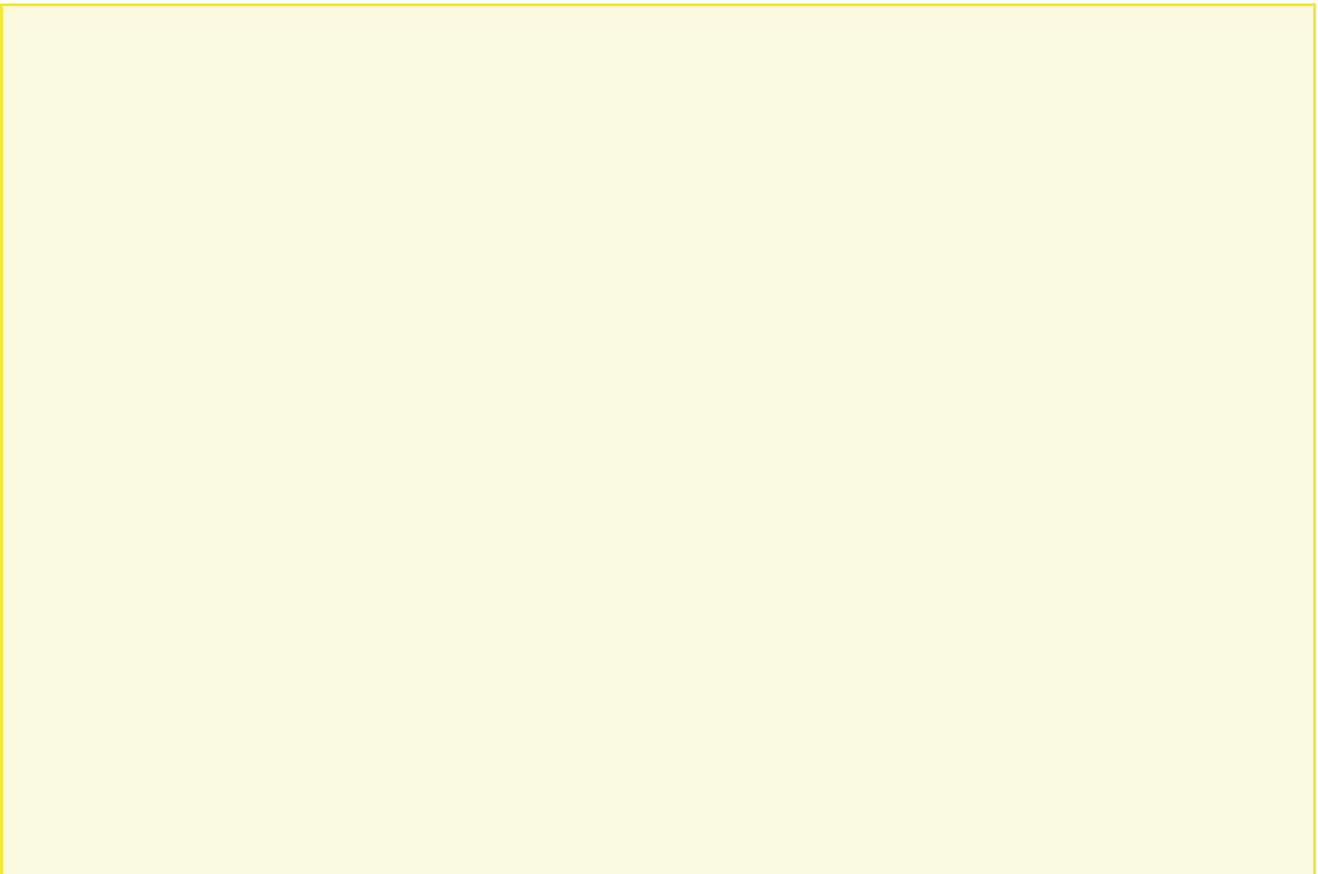
Provide details of what activities/services will be provided in this new facility and how these will meet locally identified needs:



Please demonstrate and outline the local community support for the provision of the new facility or modernised/expanded existing facility (please feel free to attach accompanying letters of support)?



Provide a detailed cost plan showing the total costs of the proposed works and supply all the appropriate quotes detailing these costs?



What is the total amount of funding you are applying to the Community Infrastructure Fund for and detail how the amount sought will be spent?

Please provide full documentary evidence to show your group has the 50% funding in hand to match the amount of funding requested in this application:

Please provide full documentary evidence to show your group has all the funds in place to cover all the total remaining costs of the proposed works if the total costs of the works is in excess of the match funding and amount being applied for from the Community Infrastructure Fund:

A large, empty rectangular box with a light yellow background and a thin black border, occupying most of the page below the text. It is intended for the applicant to provide full documentary evidence as requested in the text above.

Please provide full details and attach all the relevant written permissions such as permission from the Facility Owner/Land Owner (if you do not own the facility or land where the works are to be completed)?

Does the proposed works require Planning Permission?

Yes No

If Yes please supply a copy of the Planning Permission and quote the Planning Reference Number Below:

Please provide clear details to demonstrate your group has the expertise and resources to run and manage the new facility or the modernised/expanded existing facility and demonstrate how ongoing running costs will be met?

Declaration

I declare that the information supplied in this proposal is accurate and complete. I understand that all information provided in respect of this Community Infrastructure Fund application will be held electronically and may be made available to other South Dublin County Council Departments as appropriate.

It should be noted that the Freedom of Information Act applies to all records held by South Dublin County Council.

Please tick the box to confirm that you have read and are in agreement with the declaration above:

Application submitted and completed:

By:	<input type="text"/>
Position:	<input type="text"/>
Signed:	<input type="text"/>
Date:	<input type="text"/>

Application Checklist

Please note the following information is required within your application:

Copy of the group's constitution	<input type="checkbox"/>
Copy of Audited Accounts or Bank Statements for last 12 months	<input type="checkbox"/>
Copy of group's insurance policy (with proof of indemnification to the value of €6.5 million for SDCC if appropriate)	<input type="checkbox"/>
Proof of 50% match funding to the amount of funds being requested	<input type="checkbox"/>
Fully costed budget plan (with quotes showing the cost of all the proposed works)	<input type="checkbox"/>
Proof of having all funds available to complete at the proposed works	<input type="checkbox"/>
Proof of all the relevant permissions to complete the proposed works	<input type="checkbox"/>
Proof of ability to run and manage the new facility once constructed	<input type="checkbox"/>

The figures in this chart are for demonstration purposes only to show the level of 50% match funding required compared to total construction costs and amounts being sought from the Community Infrastructure Fund

Total Cost of construction works (Including VAT)	Amount being sought from Community Infrastructure Fund	50% match funding contribution required from the applicant
€7,500	€5,000	€2,500
€10,000	€7,000	€3,000
€15,000	€10,000	€5,000
€20,000	€14,000	€6,000
€25,000	€17,000	€8,000
€30,000	€20,000	€10,000
€35,000	€24,000	€11,000
€40,000	€30,000	€10,000
€45,000 Plus	€30,000 (Max)	Balance

