

Community Climate Action Programme Guide For Applicants

Please read alongside the webpage at
<https://www.sdcc.ie/en/climate-action/community-climate-action-programme/>

If you are interested in making an application for funding for your group or organisation, the first thing to do is to contact your Community Climate Action Officer at climatechange@sdblincoco.ie

What are the Funding Tiers?

The maximum you can apply for is € 100,000.

There are three tiers of funding available.

Small scale projects	10% of the total funding allocated will be made available to fund small projects of €20,000 or below.
Medium scale projects	40% of the funding will be allocated for medium sized projects valued above €20,000 and up to €50,000.
Large scale projects	50% of the funding will be allocated for larger projects above €50,000 and up to a maximum of €100,000.

SDCC will work to apportion the funding across the three funding tiers, as outlined above. Every effort will be made to invest in suitable projects within these three tiers. However, if there is insufficient take up of appropriate projects within any of these tiers, the funding may be reallocated to support other suitable projects in the other tiers.

How Do I Make an Application?

Where is the application portal?

Applications should be submitted through our dedicated online portal which will be available from the 28 October 2025 at:

<https://www.sdcc.ie/en/climate-action/community-climate-action-programme/>

We are committed to ensuring that this funding is accessible to all who wish to make an application. If you require any assistance with the application portal, your Community Climate Action Officer will be available to assist you at climatechange@sdblincoco.ie.

How do I prepare my budget and complete procurement?

Please seek a minimum of 3 written quotes for each project element that you are including in your application.

Please attach the quotations to your application. If you have difficulty in obtaining the required quotes, please consult with the Community Climate Action Officer at climatechange@sdblincoco.ie.

Please note that successful applicants may need to get further quotes depending on the type of work and cost.

How do I complete the quotation question on the application form?

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		What is the item - for example, solar panels	The name of your Preferred Supplier - supplier 1	Cost quoted by supplier 1	Quantity, size, or description of item 1, for example, the size of the solar panel installation, the amount of bike parking installed, the number of trees planted (if available)	The name of supplier 2	Cost quoted by supplier 2	Quantity, size, or description of item 2, for example, the size of the solar panel installation, the amount of bike parking installed, the number of trees planted (if available)	The name of supplier 3	Cost quoted by supplier 3	Quantity, size, or description of item 3, for example, the size of the solar panel installation, the amount of bike parking installed, the number of trees planted (if available)	The name of supplier 4	Cost quoted by supplier 4	Quantity, size, or description of item 4, for example, the size of the solar panel installation, the amount of bike parking installed, the number of trees planted (if available)	The name of supplier 5	Cost quoted by supplier 5	Quantity, size, or description of item 5, for example, the size of the solar panel installation, the amount of bike parking installed, the number of trees planted (if available) ☒
2	For example:	Solar panels	Solar Installers Ireland	15000	System Size: 20kWp, or, 15,000kWh yield per year	John's Solar	20000	System Size: 22.5kWp, or, 15,500kWh yield per year	Mary's Solar	15000	System Size: 15kWp, or, 10,000kWh yield per year	Jim's Solar	40000	System Size: 32Wp, or, 23,000kWh yield per year	Jane's Solar	10000	System Size: 7.5kWp, or, 6000kWh yield per year
3	Item 1	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text
4	Item 2	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text
5	Item 3	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text
6	Item 4	User Input - text (6,6)	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text
7	Item 5	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text	User Input - text	User Input - number	User Input - text

The above is a screenshot of the quotation question on the application form.

We have filled in the first line as an example, to help you finish the question.

You should start your answer at the row named 'Item 1'. The first box will be a description of the item you are applying for funding for, for example, solar panels. The next box to the right will be the name of your **preferred supplier** of the item. The next box to the right will be the cost of this item. The next box to the right will be a description of the quantity or size of the item, for example, your solar quotation may contain the size of the system, or the amount of energy it will produce per year, or similar – you

should include this 'type' of information here for whatever the item is, where available.

You should continue to fill in the boxes along this row, in the same way as described above, with the information from the other quotes you received.

If you are applying for more than one item, you will then move to the row named 'Item 2', where you will input the information for your second item, for example, bike parking. Here you will follow the process described above again.

When you are calculating the total requested grant figure at question 18, you will be adding together the total cost of all of your **preferred supplier** quotes.

If you need any assistance with this, please consult with the Community Climate Action Officer at climatechange@sdblincoco.ie.

How should I get my energy quotes?

For energy work such as solar panels, insulation, heating, and EV charging, you **must** seek quotes from the available Sustainable Energy Authority of Ireland (SEAI) registered lists. Please see links below.

Solar Panels

<https://www.seai.ie/find-grants-and-contractors/find-contractors/solar-pv-companies>

Electric Vehicle Charging

<https://www.seai.ie/grants/find-a-registered-professional/find-a-cpo>

Insulation, Heat Pumps, Heating Controls

<https://hes.seai.ie/GrantProcess/ContractorSearch.aspx>

Should I consider an energy audit?

If you are considering energy work, you may consider getting an energy audit to identify the best action to undertake. You may qualify for a free audit from the Sustainable Energy Authority of Ireland (SEAI). For more see:

<https://www.seai.ie/grants/business-grants/energy-audits>

What about VAT?

If your group / organisation is registered for VAT (in other words, you can reclaim the VAT that you pay), you should request the cost of the item

you are applying for funding for minus VAT. If you cannot reclaim VAT, you should request the cost of the item including VAT.

Should I include a contingency?

You may include a contingency of up to 10% of the total requested funding to cover any changes, however this is optional.

What insurance do we need?

Your group / organisation must have adequate insurance in place to deliver the project.

What about planning permission or prior approval?

Please ensure you have all required planning permissions, regulatory permissions, and consents and include these in your application.

If your project is to be delivered on public land or in a public building, please ensure you have begun the process of seeking approval for your project from the relevant SDCC department, for example, public realm or community departments.

Where a project will be delivered from a site, building(s), or floor space that is not in the ownership of SDCC, it must be in the ownership of the applicant, or either party must have a minimum five year lease in place from date of project completion. Where this is not possible there must be a written agreement with the site owner to enable access to the site for the benefit of the community for a period of five years after project completion.

Please consult with your Community Climate Action Officer at climatechange@sdblincoco.ie for any issues with any of the above.

What about the State Aid questions?

The application form will require you to confirm whether any funding received for your project would constitute state aid by answering a set of questions.

In the cases that involve state aid, you will be asked to declare previous De Minimis State Aid received and any funding will be aid offered through the De Minimis Regulation (Commission Regulation (EU) No 1407/2013), provided it would not breach the relevant De Minimis ceiling.

You can engage with your Community Climate Action Officer if you have any questions when answering the State Aid questions. Please contact us at climatechange@sdblincoco.ie

Uploading attachments to the application form

Please note, you can only upload the same attachment once on the form.

What Happens Next?

Assessment

All applications will be assessed by SDCC, for eligibility and against the Project Evaluation Criteria (which are listed below).

The selection of projects is a competitive process. When evaluating projects, SDCC at its discretion may take account of a number of factors including the contribution of the projects to its climate action objectives, the geographical distribution of projects and the desirability to fund a variety of different projects.

SDCC will put forth a proposed selection of projects to the Department of Climate, Energy and the Environment for final clearance for funding from the Climate Action Fund.

It is envisaged that the result of your application will be known in April 2026.

What are the Project Evaluation Criteria?

This programme aims to ensure that projects are selected in a transparent and fair manner, according to clear criteria where due consideration is given to all eligible applications. The maximum overall score is 100. Applications that score 50% or above and meet the minimum score required under selected criteria as set out below, will be considered for funding.

Selection Criteria	Weighting	Minimum Score Required	Basis for Assessment
Relevance and impact	30%	15%	The project meets the objective of strand 1 to shape and build a low

			carbon community, and can clearly demonstrate the impact of the project in contributing to Ireland's climate and energy targets.
Innovation and scalability	20%	No minimum	The project contains practical innovation/(s) and/or approaches. It has the potential to be scaled up or replicated in other communities post funding. The project has a lasting impact.
Value for money	20%	10%	The costs applied for are reasonable, represent an efficient use of resources and are commensurate with the quality and nature of the activities proposed. Realistic, specific and relevant outputs and outcomes are identified, which are commensurate with the level of investment.
Achievability	10%	5%	The organisation/partnership has the appropriate expertise to deliver the proposed project. The proposal is clear and coherent and is deliverable within the timeframe. Key milestones are specified with an explanation of how these will be monitored.
Partnership approach	10%	No minimum	Any Partner/Consortium roles and responsibilities are clearly outlined with partnership agreements in place (where applicable). The proposal demonstrates how all key stakeholders will be involved in the planning and implementation of the proposal.

Governance arrangements	10%	5%	Any necessary governance and financial management systems, controls and processes are in place to meet the requirements of the programme. Where applicable, evidence of tax compliance and registration with relevant bodies is supplied. Details of track record in managing other state funding is supplied.
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What happens if we are successful?

Contracting

SDCC will issue a letter of offer to successful applicants, followed by a grant agreement for signature.

Projects will be cleared to begin once all contracting elements are finalised and will have 18 months to deliver.

SDCC reserves the right to withdraw from a project if all requirements are not met within a reasonable period.

What are the Main Terms and Conditions?

SDCC will only provide funds for eligible costs to groups/organisations that are directly involved in approved projects at a community level, on a not-for-profit basis, aimed at shaping and building low carbon communities.

No third party or intermediary applications will be considered.

In order to process your application, it may be necessary for SDCC to collect personal data from you. Such information will be processed in line with the County Council's privacy statement.

Projects must comply with all statutory requirements in relation to planning, building regulations, Health and Safety, and Fire Codes, if

applicable.

Applicants are required to self-certify that they do not have the funding available to undertake the work without support, or alternatively that the support will enable them to undertake more, work which they otherwise would not be able to afford.

Eligible costs will be considered on a case-by-case basis. However, the following general conditions will apply:

- Costs submitted must be for the sole purpose of implementing the project and shall not relate to any other purpose.
- Duplicate public funding must not have been received, or will be received, from other sources for the same purpose as the items in your application.
- Costs must be verifiable e.g. by evidence of public procurement, an invoice and receipt for payment.
- Applicants cannot include the cost of using their own equipment or premises.
- Up to 100% funding may be provided from the Programme. Other funding may be leveraged for projects, provided that it would not result in duplicate funding for the same item, for example, LEADER, Tidy Towns, Town and Village Enhancement funding, although that is not a requirement of this 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.
- Costs and/or activity that were carried out prior to the Grant Commencement Date, once projects are successfully contracted, will be not eligible for funding.

A guide to some **non-eligible project items** (please note, this list is not exhaustive).

- Project involving the purchase of an electric vehicle
- Projects that solely benefit an individual
- Teaching/staffing
- Travel and transport costs
- Equipment, unless directly associated with the project
- Profit generating projects
- Overheads, ongoing running costs
- Insurance
- Accommodation and subsistence
- Redundancy costs
- Penalties/Interest/Bank Interest/Charges

- Loan repayments
- Costs for which more appropriate funding opportunities already exist are ineligible, where it is clear that Community Climate Action Programme funding is a substitute for other public funding which is currently available
- Notional costs e.g. the room hire within the applicant's own premises
- Legal Fees

SDCC does not accept responsibility for any errors in any third party information contained in this guide.