



Comhairle Contae
Átha Cliath Theas
South Dublin County Council



Community Services Department Grants Booklet



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For information regarding Arts Grants and Arts Bursary Awards, please contact the Arts Office, at Library Headquarters, Unit 1, The Square Industrial Complex, Tallaght. Tel (01) 4597834

Introduction

WELCOME to South Dublin County Council's Community Grants Scheme. We hope you will find the document useful and informative. However, feel free to contact us at the addresses below should you require further information.

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, so also have the various community needs. The Grants Scheme has also had to evolve to meet these needs. It is now one of 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. At all times 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 open to receive applications twice annually. Each of these rounds will be advertised on the Council's Website Page, Local Press.

Grant application forms are available from:

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

Telephone: 01 414 9000 or 01 414 9270

communitygrants@sdublincoco.ie

Details & Forms are also available for completion online at the South Dublin County Council website:
www.sdcc.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 grant application should be completed in full and returned to: Community Services Department, South Dublin County Council, County Hall, Tallaght, Dublin 24 or may be completed online at the Council's website. www.sdcc.ie

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.

Following assessment of the application, the Community Services Department presents its recommendation 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).

Letter of Notification of Grant – When a grant is approved at Council Meeting a letter is sent out 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. 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. Please note that it is a requirement 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.

If no response is received to letter of notification of grant, two further reminder letters will be issued at certain intervals. If no response is received two weeks after the final reminder letter, then a letter is sent stating that the grant has been forfeited.

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

The budget available for Community Grants is allocated on a yearly basis from January to December. As funding cannot be carried forward, all grants approved by South Dublin County Council must therefore be claimed within 3 months, so groups should bear this in mind when preparing their application.

General Overall Criteria for Allocation of Community Grants

- **NOTE: THESE CONDITIONS WILL APPLY IN ADDITION TO THE CRITERIA FOR EACH INDIVIDUAL GRANT**
 - Groups/organisations who apply for grant aid will be registered on the Community Groups Database.
 - Application for a grant must be made on the official 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 12 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.
 - **In general, grants are not available to groups/organisations that receive core funding from other state agencies.**

- Evidence of adequate insurance must be produced and South Dublin County Council must be indemnified where appropriate.
- Documentation, including receipts, must be produced as evidence of goods purchased or of works carried out. If groups/organisations have difficulties in this regard, South Dublin County Council will be prepared to discuss the matter with them to resolve the difficulty.
- 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.
- In general, except in special circumstances, a group/organisation shall not receive a grant for the same purpose more than once in any twelve-month period.
- 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).

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 Centre Management & Development Grants

1.1 Multi-Purpose Community Centre Maintenance and Running Costs Grant

Up to Maximum €6,000

It is the policy of South Dublin County Council to assist Multi-Purpose Community Centres with general ongoing maintenance/running costs. This grant may be used to assist with cleaning costs, upkeep costs, insurance costs, general repairs, security costs, hire of equipment for the Centre and meeting health and safety regulations.

Criteria:

- ❖ Demonstrate the need for assistance.
- ❖ Details of insurance cover must be submitted. Please note your public liability insurance must indemnify South Dublin County Council.
- ❖ A copy of the most recent audited or certified accounts must be submitted.
- ❖ Tax Clearance Certificate must be submitted.
- ❖ A Current Health & Safety Statement must be submitted.
- ❖ Centres which include a licensed bar will not be grant aided.
- ❖ This grant is not available to Community Centres who already receive funding from South Dublin County Council and other sources (e.g. Young Peoples Facilities Services Fund & Dept. of Environment & Local Government) towards administration, insurance, light, heat or rent etc.

A strict closing date will apply annually

1.2 Employment Grant for New or Existing Community Centres

Up to Maximum €30,000

It is intended that this grant should be used to assist new or existing Community Centres to fund positions of employment where no other funding exists to meet this staffing need. (e.g., Young Peoples Facilities & Services Fund)

The following criteria will apply:

- ❖ The Management Committee / Company must demonstrate the need for Staff
- ❖ Prepare a business plan that will clearly indicate the long-term self-sufficiency of the Centre.
- ❖ Submit a job description, and the proposed Contract to be offered
- ❖ Indicate how and where the Position will be advertised.
- ❖ Tax Clearance Certificate must be provided.
- ❖ Payment will be made in two instalments.

Applications will be accepted on an annual basis and the number of grants available will be limited.

As this grant is allocated on an annual basis Centres may apply for a continuation of this grant for a second/third year. It should however be noted that second/third year funding may be grant aided at a reduced rate generally in the order of €20,000/€10,000 respectively and cannot be guaranteed as the number of grants available is limited. Centres must endeavour to ensure sustainability of the positions post funding.

1.3 Seed Management / Employment Grant for New Community -

Centre-Managed Projects

Up to Maximum of €8,000

Whilst recognising the tremendous work undertaken by volunteers in the running of both Centres and projects within the Centres, the Council recognises that it is often necessary to employ personnel to manage particular projects and accordingly, this category is aimed at assisting Centres to employ project managers for projects that would not otherwise take place.

Criteria:

- ❖ Demonstrate the viability of such a project.
- ❖ Demonstrate how the project fits into the overall strategy for the Centre.
- ❖ Demonstrate the likely increase in usage of the Centre, which will be generated by the project.
- ❖ Demonstrate the need for assistance.
- ❖ Job specification must be submitted.
- ❖ It should be noted that the normal employer's legal obligations apply to your group/organisation.
- ❖ Tax Clearance Certificate must be submitted

Applications will be accepted on an annual basis and the number of grants available will be limited.

2. Community Development Grants

2.1 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, capacity building of local communities and other once-off payments such as the creation of a network of single issue groups e.g. - sports groups, arts groups, Community Centres.

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.

2.2 Running Costs Grant for Community Groups

Up to Maximum of €500

This grant is provided to support existing groups/organisations that are in existence for a period of **at least two years** prior to their application 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.

2.3 Support for Community Development

Up to Maximum of €500

This grant is available to groups who are involved in Community development and require support for research (ongoing or completed), publishing findings and training.

Criteria:

- ❖ The group must show the relevance of the proposed research
- ❖ The group must have history or reason for the research or publication.
- ❖ Outline the training required and two costings for same.
- ❖ Provide history of achievements and reason for proposed project.

2.4 Social Inclusion, Equality and Anti-Poverty Grant

Up to Maximum of €1,000

This category is aimed at projects/actions by local voluntary groups/organisations that specifically address exclusion, inequality and/or poverty in the county, for example; equality proofing, anti-racism training, developing social inclusion.

Criteria:

- ❖ Outline the need for the project/action.
- ❖ Provide details of associated costs.
- ❖ Demonstrate the likely impact on the wider community.
- ❖ Demonstrate the likely impact on the group.
- ❖ Provide a written proposal of the project and the involvement of interest groups or agencies.

2. Projects and Community Activities

3.1 Community Activity Grant

Personal Sports Grant

Up to Maximum of €500

This category is to assist local voluntary community projects promoting local community activities,

For example:

- Community days/weeks
- Development of a local newsletter
- Crime prevention related community projects
- Community Games
- Drug and substance abuse related community projects
- Sports Projects
- Community Festivals

Criteria:

- ❖ Where necessary, produce adequate insurance cover indemnifying South Dublin County Council.
- ❖ Submit project description.
- ❖ Demonstrate the relevance of the community activity to the community.
- ❖ Demonstrate the wider impact of the community activity on the community.
- ❖ **Flights/ Accommodation, Travel will not be grant aided.**

The Council regrets that perishable and personal items will NOT be grant aided.

3.1a Sports Activity Grant

This grant is intended for the purchase and replacement of equipment or minor improvements to a sports club. Expensive equipment is considered that which is purchased occasionally, whilst smaller items of equipment are those that may be required on an ongoing basis.

Clubs may also apply for funding to assist with the ongoing training and development of their coaches / volunteers. Clubs must demonstrate how the club will benefit from the proposed training programme.

Major Equipment / Improvements	Maximum of €5,000
Minor Equipment / Improvements	Maximum of €2,000
Coach Education	Maximum of €1,000

Clubs can only apply for a Major Equipment Grant once every 3 years. Clubs cannot apply for a Major Equipment and Minor Equipment grant in the same year.

Criteria:

- Clubs must be affiliated to the relevant National Governing Body of sport
- Clubs must be non-professional
- Clubs must demonstrate the need for the equipment
- Training must be accredited by a National Governing body of sport, Sport Ireland or other recognised statutory body.
- The training course undertaken must benefit the greater club rather than any one individual.

South Dublin County Council regrets that perishable and personal items such as uniforms, jerseys, boots, trophies, medals, food items and the likes will NOT be grant aided.

Ongoing running costs such as insurance, facility hire will NOT be grant aided.

3.2 Countywide Community Activity/ Event

Up to Maximum of €3,000

Criteria:

- ❖ A certified income and expenditure report and receipts must be submitted to facilitate payment of the grant.
- ❖ This grant cannot be used to make payments to individuals for services provided or for expenses incurred for/by them in attending the event.
- ❖ Tax Clearance Certificate must be submitted.
- ❖ The Community Services Department will be the adjudicator in what defines a Countywide Community Activity Event with a Countywide Interest.

3.3 Environmental Improvements Grant

Up to Maximum of €500

This grant is aimed at assisting groups in actively seeking to improve their environment through:

- ❖ Tree & shrub planting programmes which must be agreed with Parks/Roads Department prior to works.
- ❖ Purchase of name stones for estates.
- ❖ Purchase of equipment.
- ❖ Other 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.
- ❖ This grant cannot be used to make payments to individuals or Companies who carry out environmental improvements on behalf of the group/organisation.

3.4 Summer Projects Grant

2 week project	€1,000
3 week project	€1,500
4 week project	€2,000

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 insuring 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.

South Dublin County Council will continue to provide a variety of programmes to projects as long as finances allow. These free programmes may be weighted to encourage and develop new fledgling projects.

The grant will be index linked to future increases in the cost of insurance.

Criteria:

- ❖ 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 150 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.
- ❖ Commercially based projects will not be considered eligible.

3.4.1 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.

3.5 Equipment Grant

Major Equipment	Maximum of €5,000
Minor Equipment	Maximum of €2,000

This grant is intended for the purchase and replacement of equipment. Usually, expensive equipment is purchased occasionally, while smaller items of equipment may be required on an ongoing basis.

Groups can only apply for a Major Equipment Grant once every 3 years. Groups cannot apply for a Major Equipment and Minor Equipment grant in the same year.

Criteria:

- ❖ Demonstrate the need for the equipment.
- ❖ Submit existing project description.
- ❖ Provide details of cost of equipment.

South Dublin County Council regrets that perishable and personal items will NOT be grant aided.

3. e- Inclusion and Information Technology Development Grants

4.1 Grant for Community Centre Based I.T. Infrastructure

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.

4.2 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.