An Roinn Dlí agus Cirt, Gnóthaí Baile agus Imirce
Department of Justice, Home Affairs and Migration

Comhairle Contae Átha Cliath Theas
South Dublin County Council

Citywest Community Benefit Programme

Information for Applicants and Terms & Conditions

Local groups and organisations are invited to apply for funding within three funding bands: under €5,000, between €5,000 and €50,000, and over €50,000.

The closing date for applications is close of business Friday 29th January 2027.

Applications will only be accepted through the online application form. Late applications will not be considered.

1. Who can apply?

The Citywest Community Benefit Programme is open to locally based community and voluntary groups and not-for-profit organisations in the administrative area of Clondalkin LEA, Tallaght Central LEA and Tallaght South LEA.

Funding will be targeted at areas with proximity to Citywest Reception Centre.

Eligibility

- Groups/organisations applying must be located within the Clondalkin LEA, Tallaght Central LEA and Tallaght South LEA.
- The project must have a positive impact on the local communities within the Clondalkin LEA, Tallaght Central LEA and Tallaght South LEA (noting that consideration will be given to community impact within proximity to Citywest Reception Centre).
- Must be formally established (may need to provide a constitution).
- Must be registered with the PPN (Public Participation Network).
- Grants are not available to individuals or profit-making organisations.
- No third party or intermediary applications will be considered.

2. What can the funding be used for?

The Citywest Community Benefit Programme will support community groups:

- With their non-pay running costs, for example, utility bills (electricity costs, refuse charges, heating charges) or other non-pay operating costs, for example rental/lease costs, insurance bills.
- Groups will also be able to use the funding to carry out necessary repairs and improvements to their facilities, purchase equipment, for example, tables and chairs, tools and signage, laptops and printers, lawnmowers, canopies and training equipment etc.

Eligible funding

The funding could be used for the following (Note: This list is not exhaustive, but gives examples of types of expenditure):

- [ ] IT Equipment
- [ ] CCTV
- [ ] Training Equipment
- [ ] Safety Equipment
- [ ] General Equipment
- [ ] Sports Equipment
- [ ] Machinery
- [ ] Construction Works
- [ ] Energy-efficient upgrade
- [ ] Renovation of building/premises
- [ ] Development of community facilities
- [ ] Maintenance of building/premises
- [ ] Non-pay Operating / running costs
- [ ] Other

3. What you will need to apply

Please have the following ready before you start the application form.

Financial requirements

- [ ] Bank account in the group's name
- [ ] Voluntary Non-Profit Making Organisations Registration Form completed and submitted to the Revenue Commissioners
- [ ] Tax Reference Number
- [ ] Audited Accounts or 3 months of Bank Statements
- [ ] Evidence of sufficient funds to cover the balance (SDCC only contributes a percentage of the cost)

Project details

- [ ] Full details of the purpose of the grant required
- [ ] Clear and accurate project costings
- [ ] If the project impacts SDCC departments, prior agreement and evidence must be provided

Your group

- [ ] PPN (Public Participation Network) registration
- [ ] Constitution (may need to be provided)
- [ ] The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the application

4. How applications will be assessed

The allocation of funds through this programme will be determined based on the quality of the submissions. Criteria for successful applications will include:

1. Quality of the proposal
2. Experience and standing of the applicant organisation
3. Benefit to the local community within proximity to Citywest Reception Centre

Key assessment criteria

- Impact on local community with proximity to Citywest Reception Centre and level of community involvement
- Avoidance of duplication (existence of similar groups/projects)
- Proven track record and ability to deliver
- Clear and accurate costings
- Good value for money
- Availability of existing funds and other funding sources
- Sustainability of the project

A once-off committee will be established between SDCC and the Department of Justice, Home Affairs and Migration to select the awardees using agreed criteria.

5. Terms & Conditions

Your application

- The information supplied by the applicant group/organisation must be accurate and complete. Inaccurate or incomplete information may lead to disqualification and/or the repayment of any grant.
- Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.
- Applications will only be accepted through the online application form no later than close of business 29th January 2027. Late applications will not be considered.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place, including appropriate insurance where relevant.

If your application is successful

- Evidence of expenditure, receipts/invoices must be retained and provided to the Department of Justice, the relevant Local Authority or any agent acting on their behalf if requested.
- Grant monies must be expended and drawn down from the Department of Justice by 31st December 2027. Photographic evidence may be required to facilitate draw down of grants.
- The Department of Justice's contribution must be publicly acknowledged in all materials associated with the purpose of the grant, including signage.
- Breaches of terms and conditions of the grant scheme may result in sanctions including disbarment of future grant applications.

Your information

- All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
- The Freedom of Information Act applies to all records held by the Department and Local Authorities, including applications received and any additional correspondence related to the application.
- In order to process your application, it may be necessary for South Dublin County Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement.