



Comhairle Contae  
Átha Cliath Theas  
South Dublin County Council



# Community Services Department Grants Booklet



 [sdublincoco](#)

 [SouthDublinCountyCouncil](#)

[www.sdcc.ie](http://www.sdcc.ie)

## Table of Contents

Introduction	Page	3
Procedure	Page	4
General Overall Criteria for Allocation of Community Grants	Pages	5 & 6
<b>1. Community Development Grants</b>		
1.1 Start Up Costs for Community Groups	Page	7
1.2 Running Costs Grant for Community Groups	Page	7
1.3 Support for Community Development	Page	8
1.4 Social Inclusion, Equality and Anti-Poverty Grant	Page	8
1.5 Environmental Improvements Grant	Page	9
1.6 Major & Minor Equipment Grant	Page	9
<b>2. Sports Development Grants</b>		
2.1a Mobile Floodlight and Goalposts Grant	Page	10
2.1b Sports Club Equipment / Improvements Grant	Page	10
2.1c Sports Coach Education Grant	Page	11
2.1d Operational Supports for Sports Clubs Grant	Page	11

Community Centre Management & Development Grants will be made available through the SDCC website at a later date.

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 to complete online on the Council's website:**

[www.sdcc.ie](http://www.sdcc.ie)

For any further information or assistance please feel free to 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](mailto: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 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).

Notification of Grant – When a grant is approved at Council Meeting a notification 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 notification of grant, one reminder notification will be issued. If no response is received two weeks 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.

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 30 days, 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**

- 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 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).
  
- 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, 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.

## **1.2 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.

### **1.3 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 specific Community Development projects to assist and benefit their local community. Examples of such projects include: local research projects, crime prevention initiatives, community games and volunteer training initiatives.

Criteria:

- ❖ Where necessary, produce adequate insurance cover indemnifying South Dublin County Council.
- ❖ Submit project description and rationale for proposing to undertake this project.
- ❖ Demonstrate the relevance of the community activity to the community.
- ❖ Demonstrate the wider positive impact of the community activity on the community.
- ❖ Provide at least 2 quotes for the costs associated with the proposed project.
- ❖ Where necessary, produce adequate insurance cover indemnifying South Dublin County Council.

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

### **1.4 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.



## 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.
- ❖ Where necessary, produce adequate insurance cover indemnifying South Dublin County Council.

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.

## 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 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 and supply at least 2 quotes.
- ❖ Where necessary, produce adequate insurance cover indemnifying South Dublin County Council.

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

## **2. Sports Development Grants**

### **2.1a Mobile Floodlight and Goalpost Grant - up to a maximum of €5000**

This grant is intended to assist Sports Clubs with mobile, battery-operated floodlights and portable goalposts only. All other sports equipment can be applied for through the Sports Equipment Grants.

#### **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
- ❖ Successful Major Equipment Grant applicants from last year can apply for a Mobile Floodlight and Goalposts Grant as no time lapse rule applies.
- ❖ Clubs can only apply for one of “Mobile Floodlights and Goalpost Grant, Major Equipment / Improvements Grant” and a “Minor Equipment / Improvements Grant” in the same year.
  
- ❖ **Please note - The hours of closing of South Dublin County Council Regional Parks vary from month to month and details are available on the Council’s website [www.sdcc.ie](http://www.sdcc.ie). Clubs must vacate the Park before official closing time.**

### **2.1b Sports Club Equipment / Improvements Grant**

This grant is intended for the purchase and replacement of equipment or minor improvements to a sports club.

Major equipment requires larger investment, that which is purchased occasionally, whilst smaller items of equipment which would be required on an ongoing basis are classified as minor equipment.

Upgrades to a sports club facility are classified as improvements.

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

#### **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
- ❖ Clubs can only apply for a “Major Equipment / Improvements Grant” once every 3 years.
- ❖ Clubs can apply for a “Minor Equipment / Improvements Grant” yearly.
- ❖ Clubs cannot apply for a “Major Equipment / Improvements Grant” and a “Minor Equipment / Improvements Grant” in the same year.
- ❖ 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.

### **2.1c Sports Coach Education Grant – up to a maximum of €1,000 per club**

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

#### **Criteria:**

- ❖ 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.
- ❖ Sports Coach Education Grant is awarded to the club and not an individual

### **2.1d Operational Supports for Sports Clubs Grant – up to a maximum of €1,000 per club**

To assist with the operational costs associated with running the sports club: such as rent, insurance, covid protection equipment and utility costs.

#### **Criteria:**

- ❖ Clubs must be affiliated to the relevant National Governing Body of sport
- ❖ Clubs must be non-professional
- ❖ Clubs must demonstrate the need for support
- ❖ Proof of ongoing operational costs incurred for the current year (rent, insurance, covid equipment and utility costs) must be uploaded.

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