SDCC

Comhairle Contae Átha Cliath Theas
South Dublin County Council

Community Department

Grants Booklet

Read online: www.sdcc.ie

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Introduction

Welcome to South Dublin County Council's Community Grants Scheme

This guide explains the grants available for community groups in South Dublin, the rules for getting them, and how to apply.

South Dublin County Council has been running this scheme since it was set up. Over the years, hundreds of local projects have received funding. As the county has grown, the scheme has changed to meet new needs. Today, it's one of several supports that help community development.

The goal of the scheme is to support a wide range of community activities and services. We want to make sure the limited funds available benefit as many people as possible. The scheme also focuses on keeping community centres active and sustainable.

Our Community Workers team offers strong support to local groups, along with help from other Council departments. You can find details about the scheme on the Council's website and in local newspapers.

How to Apply:
Application forms are available online at https://www.sdcc.ie.

Need Help?
Contact the Community Team:
Phone: 01 414 9000 or 01 414 9270
Email: communitygrants@sdublincoco.ie

Procedure

How to Apply for a Community Grant

- All grant applications must be completed **online** at https://www.sdcc.ie
- Fill in the application form completely and include **all required documents. Important:** If documents are missing, your application will not be assessed and will be returned

Approval Process

- It usually takes **6–8 weeks** from when we receive your application to when you are notified of approval
- Applications are reviewed by the Community Team and then presented at a South Dublin County Council meeting. These meetings happen on the **second Monday of each month** (except August)

Support Available

If you need help with your application, contact the **Community Development Team:**

Phone: 01 414 9000 or 01 414 9270
Email: communitygrants@sdublincoco.ie

After Approval

- If your grant is approved, you will get an **email notification** with the amount approved and instructions for submitting receipts
- **Receipts (not invoices)** must be sent within **30 days** of receiving the approval email
- Once receipts are checked, payment will be made directly to your group's **dedicated bank account**

Tip: Make sure your group has a bank account and proper financial safeguards in place.

Important Deadlines

- Grants must be claimed within **30 days** of approval. Funding cannot be carried forward to the next year
- If we don't hear from you, we will send **one reminder**. If there's still no response after 10 days, the grant will be forfeited

Payment Timeline

- Please allow about **3 weeks** from when you submit receipts to when payment is made

General Conditions

1. Application Process
- Must be submitted via the official online application form
- Application must be made **before any expenditure is incurred**

2. Eligibility
- Groups/organisations must be located within **South Dublin County**
- Must be formally established (may need to provide a Constitution)
- Must be registered with the **PPN (Public Participation Network)**
- Must read the **SDCC Privacy Statement** for Community Grants
- Grants are **not available to individuals or profit-making organisations**

3. Financial Requirements
- Bank account must be in the group's name
- Complete the **Voluntary Non-Profit Making Organisations Registration Form** and submit to Revenue Commissioners
- Provide a **Tax Reference Number** to the Community Team
- Submit **Audited Accounts or 3 months of Bank Statements**
- Show evidence of sufficient funds to cover the balance. (SDCC only contributes a percentage of the cost)

4. Project Details
- Full details of the purpose of the grant required
- If project impacts SDCC departments, prior agreement and evidence must be provided
- Provide clear and accurate project costings

5. Compliance
- You must have public liability insurance that indemnifies South Dublin County Council for €6.5 million
- Documentation (receipts) for goods purchased or works carried out
- Public acknowledgment of SDCC's contribution in promotional material (with evidence)

Key Assessment Criteria
- Impact on local community 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

Community Development Grants

Start-Up Costs for Community Groups Up to a Maximum of €500

This grant helps **new community groups or organisations** with one-time start-up costs. Examples include:

- Renting meeting rooms
- Printing materials
- Publicity
- Insurance

What you need to provide:

- The aims of your group
- A breakdown of the costs you want covered

Criteria:

- Show why your group is needed
- Explain how your group will keep going after the funding
- Describe your project
- Show how it will benefit the wider community

Running Costs Grant for Community Groups Up to a Maximum of €1000

This grant is for **existing community groups or organisations**. It helps cover ongoing costs like:

- Producing a newsletter
- Insurance
- Renting facilities

It's only available if you **don't have other funding sources**.

What you need to provide:

- Explain why you need this grant
- Financial records for the past 6 months
- A current bank statement

Support for Community Events/Festivals Up to a maximum of €4,000/€10,000 respectively

This grant helps community groups or organisations cover some costs for **local community celebration events**.

Key Requirements:

- Your group must have strong support from the local community and relevant agencies
- Get approval from all necessary authorities before the event (e.g., Garda, South Dublin County Council Traffic/Roads Department for road closures)
- If using a venue or public space you don't own, you need written permission
- Your group must also raise funds locally. The Council should ideally fund **no more than 50% of the total event cost**
- You must have **public liability insurance** that indemnifies South Dublin County Council for **€6.5 million**

Important:
Allow sufficient time to apply and receive approval before the event date. Receipts (not invoices) must be submitted within **30 days after the event** to receive payment.

Summer Projects Grant

Average €500 per week / depending on the criteria below.

Closing date for applications: Friday, 8th May at 4:00 PM

Summer Projects can run for **1 to 4 weeks**, and funding is calculated based on the length of the project.

These projects provide **supervised recreational and educational activities for young people** during the summer. The focus is on **community involvement** and building local resources.

Using local facilities like schools, community centres, halls, and open spaces is encouraged.

Projects must comply with **Child Protection legislation** and be based in South Dublin County. Activities should include **home-based elements each week**.

Criteria

- Show why the grant is needed
- Provide financial records for the past **two years** and a **current bank statement**
- Project must run for **at least 1 week and no more than 4 weeks**
- Activities must run for **five days** (five mornings and afternoons), either consecutively or spread across the summer
- Must cater for **at least 100 young people** from a defined local area
- Committee must have a **Chairperson, Secretary, and Treasurer**
- Youth Service projects must include **local representatives** in planning and encourage local ownership
- Provide a **proposed programme of events** with the application
- Set up a **specific bank account** and provide details
- Submit **proof of insurance** before the project starts
- **Commercial projects are not eligible**

Nurturing Grant for Summer Projects

This grant is designed to help **new and developing areas** start summer projects, with the goal of growing into a full Summer Project within two years.

First Year Allowance:

- Projects can run for **one week**
- Activities should cater for **50 to 100 young people**
- If you can't reach the minimum number, contact your **Community Officer** for advice

Our **Community Team** will monitor and support these new committees.

Programme Requirements:

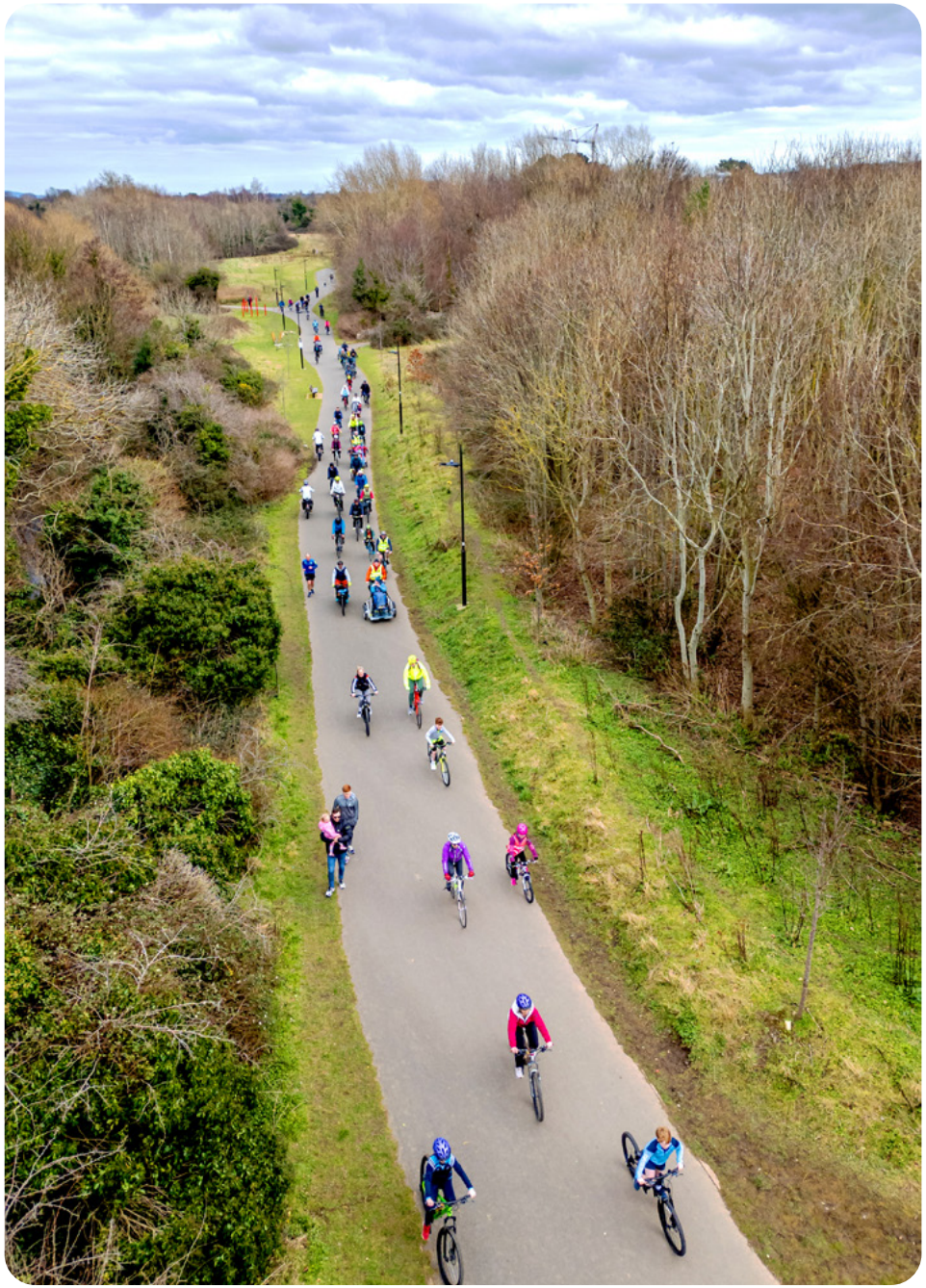
- Must operate for **five mornings and afternoons** during the summer
- These can be **five consecutive days** or spread across the summer

Criteria

- Project must be in an area with **little or no history of Summer Project provision**
- Must be a **local community initiative**
- Committee should be **voluntary and locally based**, set up to meet the needs of children and young people in the area
- Use local facilities like **schools, community centres, halls, and open spaces** where possible
- Project must be based in **South Dublin County** and include **home-based activities weekly**
- Must comply with **Child Protection legislation**
- Projects that do not meet these criteria will normally not be funded, but **individual cases may be considered on their merits**

Important:

- **Receipts (not invoices)** must be submitted within **30 days after the event** to receive payment
- **Closing date for Summer Project Grant Applications: Friday, 8th of May at 4:00 PM**



Environmental Improvements Grant

Up to a Maximum of €500

This grant supports **community groups** (such as residents' associations or local environmental groups) that want to improve their local environment.

Examples of activities:

- Planting trees and shrubs (must be agreed with the Parks/Roads Department before work starts)
- Buying name stones for estates (must be agreed with the Parks/Roads Department before work starts)
- Purchasing essential equipment to complete the works
- Other local environmental improvements approved by the Community Department

Criteria

- Details of the proposed works must be agreed with the **Community Department** before any work begins.

Major and Minor Equipment Grants

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

This grant helps community groups buy or replace equipment needed to support local community activities.

- **Major Equipment:** Large, expensive items purchased occasionally
- **Minor Equipment:** Smaller items needed more regularly

Rules:

- You can only apply for a **Major Equipment Grant once every 2 years**
- You cannot apply for **both Major and Minor Equipment grants in the same year**

Criteria

- **Receipts (not invoices)** must be submitted within **30 days after purchase** to receive payment

Criteria

- Show why the equipment is needed
- Provide details of your existing project
- Give the cost of the equipment and **at least 2 quotes**

Community Centre-Based I.T. Infrastructure Grant

Up to a Maximum of €5000

This grant helps **Community Centres** improve their technology by adding or upgrading IT equipment.

Key Rules:

- Available **once every three years** for each Community Centre

Criteria

- Show why the IT infrastructure is needed
- Explain how it will be used and the impact on the centre's development
- Submit a **project plan**
- Provide detailed **costings**
- Show what **security measures** will protect the equipment
- Show what measures will protect users and software from unauthorised use (e.g., antivirus software, parental controls)

Community Centre I.T. Networking and Administration Grant

Up to a Maximum of €1000

This grant helps **groups or community centres** set up and maintain an IT network, including buying essential technology

Criteria:

- Show why you need this assistance
- Explain what **co-financing** (other funding) is available
- Provide **estimated costs**
- Show the benefits of creating the network
- Explain how many groups or centres will be part of the network
- Describe how you will **maintain and update** the network
- Show what **security measures** will protect the equipment
- Show what measures will protect users and software from unauthorised use (e.g., antvirus software, parental controls)

Support for Age Friendly Bealtaine Events

Up to a Maximum of €1000

Bealtaine Event Grant

This grant helps **community groups or organisations** cover some costs for organising **local Bealtaine events for people aged 55 and older**

Criteria

- Your group must have strong support from the local community and relevant agencies
- Get approval from all necessary authorities before the event
- Your group must also contribute and/or raise funds locally to help cover costs
- You must have **public liability insurance** that indemnifies South Dublin County Council for **€6.5 million**

Important:

- **Receipts (not invoices)** must be submitted within **30 days after the event** to receive payment

SDCC
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Community Department,
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