

## Briefing Document

### COMMUNITY ENHANCEMENT PROGRAMME : 2020 Fund for Community Centres and Community Buildings

Limerick City and County Council and Limerick Local Community Development Committee (LCDC) invite applications for funding under the Department of Rural and Community Development's Community Enhancement Programme : 2020 Fund for Community Centres and Community Buildings.

On the 10<sup>th</sup> August, 2020 the Minister of State for Community Development and Charities, Joe O'Brien, TD announced a **€5 million** fund, under the Community Enhancement Programme to provide capital grants towards the maintenance improvement and upkeep of community centres and community buildings. The allocation for Limerick is **€203,981.00**.

This funding is available under the Government's July stimulus package, and is targeted at measures that stimulate local economies, while enhancing facilities in disadvantaged areas in a manner consistent with Limerick's Local Economic and Community Plan (LECP) 2016-2021. It provides support to local community and voluntary groups to deliver small-scale capital projects.

#### **What projects are eligible for funding?**

The funding covers capital projects only. Priority types of small-scale works for Limerick are as follows:

- Upgrade of Community Buildings/ Community Centres
- Kitchen/Food preparation upgrades
- Disability access works
- Improvements to toilet/shower/changing facilities
- Energy efficiency/ heating upgrades
- Or other repairs and improvements.

All applications for funding under this programme will be reviewed and assessed to ensure consistency with the Limerick Local Economic and Community Plan (LECP). In deciding the final allocations of funding to projects, the LCDC may take account of a number of factors including geographical balance, previous funding received by the applicant and the desirability to fund a variety of projects. The relative disadvantage of the area where the facility is located or the area it serves will form part of the decision process along with cross-reference being made to the HP (Hasse Pobal) Deprivation Index.

**COMMUNITY ENHANCEMENT PROGRAMME:  
2020 fund for Community Centres and Community Buildings**

**NOTE: Closing Date 12 noon on Friday 16<sup>th</sup> October, 2020.**



**An Roinn Forbartha  
Tuaithe agus Pobail**  
Department of Rural and  
Community Development



Comhairle Cathrach  
& Contae **Luimnigh**

**Limerick City**  
& County Council



Coiste um Fhorbairt Pobail Áitiúil Luimnigh  
Limerick Local Community Development  
Committee

**FOR OFFICE USE ONLY**

Date Received:

Reference Number:

LCDC recommendation:

APPLICANT GROUP /ORGANISATION NAME:

**ALL APPLICATIONS ARE TO BE RETURNED TO:**

By Post:

**Limerick LCDDC, Community Enhancement Programme-2020 fund  
for Community Centres and Community Buildings, Urban and  
Rural Community Development, Social Development Directorate,  
Limerick City & County Council, Merchant's Quay,  
Limerick V94 EH90**

By Email to: [cep@limerick.ie](mailto:cep@limerick.ie)

**By 12 Noon on Friday 16<sup>th</sup> October, 2020  
CLOSING DATE WILL BE STRICTLY ADHERED TO.**

**Please read the Application Guidelines for the 'Community Enhancement Programme: 2020 fund for community centres and community buildings' before completing this form.**

# Department of Rural and Community Development

## Community Enhancement Programme: 2020 fund for Community Centres and Community Buildings

The Department of Rural and Community Development (“the Department”) funds the Community Enhancement Programme (CEP) which provides capital grants to enhance facilities in disadvantaged communities.

It is administered by Local Community Development Committees (LCDCs) in each Local Authority area.

### New €5m fund under the CEP

The Department is now launching a new €5m fund, under the CEP, which will provide capital grants towards the maintenance, improvement and upkeep of community centres and community buildings. Similar expenditure on other community facilities will also be considered.

This funding is available under the Government’s July stimulus package, and is targeted at measures that stimulate local economies, while enhancing facilities in disadvantaged areas.

Applications should relate to one or more key priority areas identified in their LCDC’s Local Economic and Community Plan (LECP) in order to be eligible for consideration.

### TERMS AND CONDITIONS

- Under the Community Enhancement Programme (CEP): 2020 fund for Community Centres and Community Buildings, which is funded by the Department, grants will be provided towards capital projects to enhance facilities in disadvantaged areas while stimulating the economy locally. The scheme does not provide funding for the employment of staff.
- The activity or project must benefit the local community and relate to the key priority areas identified in the LECP.
- The information supplied by the applicant group /organisation must be accurate and complete.
- Misinformation may lead to disqualification and/or the repayment of any grant made.
- 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.
- The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
- It is the responsibility of each organisation to ensure that it has proper procedures and policies in place, including appropriate insurance, where relevant.
- Evidence of expenditure, receipts /invoices must be retained and provided to the LCDC or their representative if requested.
- Grant monies must be expended and drawn down from the LCDC by **end of year 2020**. Photographic evidence may be required to facilitate draw down of grants.
- The Department’s contribution must be publicly acknowledged in all materials associated with the purpose of the grant. Any projects that consist of grant funding towards Signage/Information boards/Interpretative panels must include the following logos, in the noted order, on the signage etc. that has been funded – Government of Ireland Logo, LCDC logo and Limerick City and County Council logo. The Department must also be acknowledged by incorporating the following strapline: *“This project has been funded by the Department of Rural and Community Development and the Irish Government under the Community Enhancement Programme”*. Where groups/organisations use other publicity documentation for e.g. press releases, website, social media platforms, newsletters, etc. the Department should be acknowledged, by using the strapline as noted above, in relation to the project undertaken and should include the logos where possible. Please contact us should there be any queries in relation to the use of the logos and/or acknowledgement of the Department.
- Generally no third party or intermediary applications will be considered.
- Late applications will not be considered.
- Applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than the closing date of **12 noon on Friday 16<sup>th</sup> October, 2020**. Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
- Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
- Please ensure the application form is completed in full. Incomplete applications will not be considered for funding.

- In order to process your application it may be necessary for Limerick City and County Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on <https://www.limerick.ie/council/services/your-council/privacy-statement-limerick-city-and-county-council>

## **Application checklist:**

- Fully completed and signed application form (by the Chairperson, Secretary or Treasurer of the organisation making the submission)
- Where total project cost is less than €5,000 and is not related to building/ landscape/ construction works, please include estimates/quotations from minimum of **three** different independent suppliers
- Where project is related to building/ landscape/ construction works, three written itemised quotations detailing the cost of the proposed works must be included with the application
- Evidence of Planning, where applicable
- Where the group/organisation does not own the land/property, written consent from the land/property owner included with application
- In the case of a grant amount totalling €10,000 or more, in a rolling 12 month period, applicants are required to produce a valid Tax Clearance Certificate. The application form for a Tax Clearance Certificate is available from the Revenue Commissioner's website or the Local Revenue District

All questions on this form must be answered. Please write your answers clearly in block letters.

## SECTION 1 – YOUR ORGANISATION

\*Denotes Required Field

<b>Name of Applicant Group / Organisation/Government Department / State Agency*</b>	
<b>Legal Structure of the Applicant Group/ Organisation? *</b>	Tick as appropriate ✓ Statutory Body <input type="checkbox"/> Company Limited by Guarantee <input type="checkbox"/> Charity <input type="checkbox"/> Other <input type="checkbox"/> - Please specify _____
<b>Type of Group/ Organisation*</b>	Tick as appropriate ✓ School/College <input type="checkbox"/> Sports Club Guarantee <input type="checkbox"/> Voluntary Organisation <input type="checkbox"/> Community Organisation <input type="checkbox"/> Other <input type="checkbox"/> - Please specify _____
<b>Applicant Group/Organisation/Government Department/State Agency Address*</b>	
<b>Eircode of Applicant Group/Organisation*</b>	
<b>Primary Contact name*</b>	
<b>Role in Group/Organisation*</b>	
<b>Contact Address where different from Group/Organisations Address noted above</b>	
<b>Telephone number*</b>	Landline:
	Mobile:
<b>E-mail*</b> (Please give Group/Organisations general email address where one is available as this email will be used as the main contact email)	
<b>Website*</b>	
<b>Alternative Contact name*</b>	
<b>Alternative Telephone number*</b>	
<b>Alternative E-mail*</b>	

\*Denotes Required Field

Please provide a brief organisational description of your group / organisation e.g. committee structure, meeting schedule etc.


Has your Organisation / Group registered with the relevant local Public Participation Network (PPN)?

**YES**                       **NO**

If **NO**, then perhaps you would consider joining the PPN.

Year established	
What is the purpose of group / organisation	

**Successful applications for funding under this programme will only be paid to the applicant organisation's Bank Account. Please ensure you have your Bank Account details to hand if your application is successful.**

Have you received funding under any capital grants schemes from 2017 to current date- i.e. grants from Government Departments, Local Authority or LEADER?

**YES**                       **NO**

If **YES** please give details below

Name of scheme	Funding organisation	Amount received	Date received

If any of the above funding was paid through the Local Authority, have you submitted your Bank Account Details previously?

**YES**

If **YES** and where the Applicant group/organisation is a sub group of a larger group/organisation (e.g. Community Centre, Tidy Towns Committee, Community Development Group, Family Resource Centre etc....) please identify the name on the Account that has been submitted previously and provide Agresso Supplier I.D.(if known): \_\_\_\_\_

**NO**

If **NO** and where the Applicant group/organisation is a sub group of a larger group/organisation (e.g. Community Centre, Tidy Towns Committee, Community Development Group, Family Resource Centre etc...,) please confirm whether the Applicant group/organisation has a Bank Account or Credit Union Account in its own name? \_\_\_\_\_

Do you receive funding from any other organisation? **Please list all sources of funding in last 12 months** \*.

**YES**                       **NO**

If **YES** please give details below:

Funding organisation	Amount received	Date received

Is your organisation affiliated or connected to any relevant local regional or national body?

**YES**                       **NO**

If **YES** please give details below:

Name of organisation(s):

How does your organisation link in with other organisations in your area?


Charitable Status Number (if applicable)	
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Tax Reference Number (if applicable)	
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Tax Clearance Access Number (if applicable)	
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## SECTION 2 – Project Details

The intention of this Grant Scheme is to provide small capital grant assistance to support communities improve their Community Centres/ Community Buildings.

In exceptional cases the LCDC may award a grant of up to €15,000 but the focus will be on smaller scale grants.

### PURPOSE OF GRANT

What will the funding be used for?

- Upgrade of community buildings/community centres
- Kitchen/Food Preparation upgrades.
- Energy efficiency/Heating upgrade
- Disability access works
- Improvements to toilet/shower/changing facilities
- Other repairs and improvements (give details)


What is the purpose of the grant? (Outline details of the project).


When will your project begin?

When will your project be completed?

Are all relevant permissions in place (e.g. planning, written consent from landowner/property owner if your project involves the development of a property)?

**Not applicable**      **YES**      **NO**  

Is this part of a phased development and/or linked with (or funded by) other schemes operated by Government Departments or the Local Authority?

**YES**      **NO**  

If **YES** please provide the details below:




## **FUNDING**

Amount being applied for under the CEP:

Is this amount a partial or total project cost?

Partial

Total

If partial, give the estimated total project cost:

**To be eligible for funding under this programme you must state where you will source any shortfall of funding. Please provide these details below.**

Source	Amount

**Important note:** Please include estimates/quotes from a minimum of three different independent suppliers with this form and fill in table below. For any queries, please contact the Community Development Section via email: [cep@limerick.ie](mailto:cep@limerick.ie), tel. 061 556487/061 556654 for information on the required supporting documentation.

No.	Name of the Supplier	Description of Works/Items	Total Cost incl. VAT
1.			
2.			
3.			

**Your application will be deemed ineligible and will not progress to evaluation stage should the required quotations not be included as outlined above.**

**Please Note:** Grant funding under the Community Enhancement Programme 2020 Fund for Community Centres and Community Buildings will be paid based on vouched expenditure, i.e. the group/organisation must pay up front in relation to the project works/items. The approved grant amount will only be paid once evidence of actual expenditure in relation to the project outlined on the application form has been provided by your organisation to Limerick City and County Council.

Has your organisation availed of funding under the Communities Facilities Scheme or RAPID in 2017, or the 2018 CEP, or the 2018 Men's Shed fund, or the 2019 CEP, or the 2019 Men's and Women's Shed fund or the 2020 CEP?

**YES**

**NO**

If **YES**, please give details of the project which received funded in 2017 and/or 2018 and/or 2019 and/or 2020:


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Please state how your group proposes to publicly acknowledge the Department, Limerick City and County Council and Limerick LCDC \* *Note: Should your group/organisation be successful in securing grant funding, you will be required to submit evidence of how this has been fulfilled*


The LCDC will check to ensure that this application works towards addressing priorities within its Local Economic and Community Plan (LECP) which you can access on your local authorities' website. **If your application is for an amount greater than €1,000**, please complete the below table to state which key priority area(s) in the LECP this grant application relates to and the estimated number of people to benefit.

If your application is for a small scale capital grant of €1,000 or less, then you may wish to complete the below table, but you are not required to do so.

<b>Key Priority Areas of Limerick LECP. Please give details of impact under relevant heading(s)</b>	<b>Tick (if appropriate)</b> ✓	<b>No. of beneficiaries</b>
Education & Learning		
Health & Well-being		
Ageing Well		
Employability & Work		
Children, Young people and Families		
Community		

Other		

### SECTION 3 - DECLARATION

- I declare that the information given on this form is accurate and correct.
- I confirm I have read and fully understand the Terms and Conditions of the 'Community Enhancement Programme: 2020 fund for Community Centres and Community Buildings' (see page 2 of this form).
- I confirm that I have read the Application Guidelines for the 'Community Enhancement Programme: 2020 fund for Community Centres and Community Buildings' prior to completing this form.
- I confirm that this grant application is submitted in acceptance of and compliance with the Terms and Conditions.
- I confirm that the applicant group/organisation does not have the funding to undertake the work/project without this grant aid or alternatively that the grant will facilitate a larger project which they would otherwise be unable to afford.
- I confirm that the applicant group/organisation is tax compliant (if tax registered).
- I confirm that I have read and completed the Application Checklist (page 3 of this form).

<b>Name in block capitals (on behalf of group / organisation):</b>	
<b>Signature:</b>	
<b>Position held in group / organisation (block capitals):</b>  (Note: Must be signed by Chairperson, Secretary or Treasurer of the group/organisation)	
<b>Date:</b>	

**PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**THREE QUOTATIONS FROM DIFFERENT INDEPENDENT SUPPLIERS MUST BE INCLUDED WITH YOUR APPLICATION, OTHERWISE IT WILL NOT BE CONSIDERED FOR FUNDING. \***