



Clare County Council

Community Supports Scheme 2019

Guidelines for Applicants

1. Introduction

As part of our commitment to supporting community endeavour, Clare County Council has launched its Community Supports Scheme for 2019. This funding is based on Clare County Council's Annual Budget 2019, as adopted by Elected Members. It is available to support community and voluntary groups wishing to undertake specific projects under the relevant categories of the Scheme. This new approach coordinates separate grant schemes to community groups operated by various Council departments into a single structured scheme. While retaining the range of professional input from each Council department into the grants, there will now be a single staff contact point for community groups in the Rural Development Directorate. There will also be a single application form rather than the previous contacts with a number of Council departments with different application processes. Animation support will be provided to community groups through the team of Rural & Community Development Officers.

2. What is the purpose of the Supports Scheme?

In order to deliver on the targeted actions in the Clare LECP [*Local Economic & Community Plan*] and the Clare Rural Development Strategy, the purpose of the Council's Community Supports Scheme is to encourage and promote community and voluntary groups to take an active part in the development of their communities and to improve the quality of life experience in their areas.

3. Who should apply?

Any Community and Voluntary group operating in County Clare may apply. Public sector organisations are not eligible to make an application under these schemes. The Support Scheme for Town/Village Paint Works and the Support Scheme for the Arts are the only scheme open to both groups and individuals. All other schemes apply to community and voluntary groups only. Groups are encouraged to register with the Clare Public Participation Network (PPN) and be actively involved in the PPN.

4. What types of proposals are considered?

The Community Supports Scheme comprises of eight different support types. These grants are coordinated through one single service contact point for applicants. This relates to the application process, notification of decision and the related administration of grant draw-down. Subsequent to the making of applications, Clare County Council will link individual Council Departments /Directorates with the community group applicants for the delivery of the project.

The following grants are included in the Community Supports Scheme:



4 (i) Support Scheme for Public Area Enhancement and Amenity Works

The Public Area Enhancement Scheme offers financial support for medium scale projects which contribute to the enhancement of public areas within towns and villages. The scheme aims to support community-based projects in towns and villages throughout Clare with a view to further improving the overall performance of the County's Tidy Towns in the annual National Supervalu Tidy Towns Competition.

Funding supports will be provided to community groups implementing Tidy Towns activities. Only groups who enter in the National Tidy Towns competition will be eligible to access this fund.

In general, funding will only be available for development works. Examples of such works include general enhancement of public amenity areas (trees, topsoil, hedging, cleaning, painting, planting, hanging baskets, window boxes), upgrade of public recreational areas (including signage, information boards, stiles, pathways), improvement works, special features, refurbishment of community infrastructure etc.

Limited funding may be available towards the cost of grass cutting equipment, but the focus of the Scheme is on supporting the implementation of development/capital works. Funding towards landscape design advisory costs, enhancement plans will be considered.

The Council intends to focus on initiatives that will make a real impact in terms of public area enhancement and particularly where the funding can provide added value OR complement another initiative or leverage other funding or support.

A minimum grant of €1,000 and a maximum grant of €20,000 for projects will be available. Projects should align to the Rural Development Strategy for County Clare and to the County Clare Local Economic and Community Plan.

This Scheme category also provides for amenity grant funding. This is small scale funding which will assist with the improvement of focal points / community amenity areas. Examples of works under this sub-category include the planting of trees, shrubs and flowers, the provision of street furniture and incidental items required to carry out general maintenance and improvement works. The maximum grant is €800. This sub-category is also to encourage private residents groups to take an active role in improving the physical appearance of the estate. (Please note that a maximum grant of €300 will apply in respect of contracted grass cutting and associated works).

To successfully apply for this sub-category funding, the applicant group (e.g. residents association, scout group, community / sports hall committees etc) **MUST** route their application through their local main applicant group (e.g. Tidy Towns group) as part of the overall Public Area Enhancement Application. **Please note that this sub-category application will not impact on the available funding under the Public Area Enhancement scheme for the respective main applicant group.**



4 (ii) Support Scheme for Town/Village Paint Works

For 2019, one town or village located within a municipal district area will be selected by the relevant Municipal District Committee to benefit from the scheme. The aim is to improve the visual appearance of a town or village and to enhance the general area and make towns and villages more attractive places in which to live and to visit. This is a Paint Scheme and therefore, grants will not be available to alter existing properties. Works will only be acceptable if they lead to the improvement of properties that are visible to the public and prominent from the main streets. A maximum grant of **€500 or 50%** of the cost whichever is the lesser is available under this scheme per applicant. Only **one** application will be granted per property.

4 (iii) Support Scheme for Social Inclusion and Participation in Sport or Physical Activities

(a) This funding provides support for community & voluntary groups to carry out activities or services to help disadvantaged, vulnerable or excluded groups. Applicants must state how the people or groups will benefit from the proposal. Purchase of equipment may be considered. Funding for refreshments will not be considered in any application. Social outings such as day trips or lunches will not be considered.

(b) Funding for initiatives, projects or programmes that increase participation in Sport or Physical Activities is also available under this scheme

The following will not be funded under this scheme:

- (a) Capital projects – buildings, facilities or refurbishments
- (b) Day to day running costs or annual operational costs – insurance, affiliation fees, venue hire etc or sports clothing
- (c) Entry fees to competitions
- (d) Trips abroad for teams/individuals (in competition or other)

The maximum grant is €4,000.

4 (iv) Support Scheme for Community Playgrounds

Small scale funding supports will be provided under this scheme which will benefit existing community run playgrounds located in County Clare. Eligible costs include the costs of public liability insurance, annual certified safety inspections and reports, audit fees, general playground maintenance costs and the purchase and installation of smoke-free and vape-free playground signage. Small scale capital works (e.g. improvements to boundary walls etc) will also be considered.

Maintenance works to be carried out must have regard to the actions specified in the annual safety inspection reports completed for each respective playground.



4 (v) Support Scheme for Burial Ground Maintenance and Provision

Small scale funding supports will be provided under this scheme.

(a) Funding is available to groups that carry out maintenance works within burial grounds. The grant can be used for the purchase of trees, shrubs, shovels, hire of strimmers, lawnmower petrol and other items which are required to carry out environmental maintenance works in a burial ground. Clare County Council discourages the use of weed-killers in burial grounds and therefore this is not an eligible cost. Please refer to 'The Care and Conservation of Graveyards' booklet.

All works in burial grounds carried out under the scheme must comply with Department of the Arts, Heritage, Regional, Rural and Gaeltacht Affairs – Historic Monument Service requirements. These are detailed in a booklet called "The Care and Conservation of Graveyards" (available on request). Proposed works on national monuments/protected structures within burial grounds, or on burial ground walls must be notified to Department of the Arts, Heritage, Regional, Rural and Gaeltacht Affairs - Historic Monument Service, two months before the proposed start date. Grants cannot be paid to groups who do not adhere to these requirements and non-compliance will be the responsibility of the group. The maximum grant is €600.

(b) Funding is available to community groups towards the cost of extending an existing burial ground or providing a new one. These costs can include acquisition and initial development costs.

Please note the following must be in place prior to an application being made under (b) –

- Approval has been received from National Monuments Service (if required)
- Full planning permission has been granted and confirmed in writing. A copy of the planning permission for the development
- Evidence of Ownership/purchase of the site for the development must be submitted
- Committee have in place plans/actions for funding of said project

The maximum grant is €3,000.

4 (vi) Support Scheme for Community Wifi

This scheme aims to improve broadband access and infrastructure across the county. It will support the provision of wifi enabled areas in towns and villages and therefore stimulate awareness of the benefits of broadband and associated service demand amongst users. It will ensure that communities are well placed to adopt new services as they become available across the wider community area. Projects should align to the Rural Development Strategy for County Clare and to the Clare Digital Strategy. The maximum grant is €5,000.



4 (vii) Support Scheme for the Best Kept Local Authority Estate

The aim of this scheme is to encourage social housing residents to take an active role in improving the physical appearance of the estate e.g. litter control/litter awareness projects, general appearance and presentation of dwellings and open spaces, recycling initiatives, wildlife and general environmental projects, community projects including links with the tidy towns committee. This scheme will support small-scale projects.

4 (viii) Support Scheme for the Arts

Assistance under this scheme supports artists and organisations who stimulate public interest in, promote knowledge, appreciation and practice of or improve standards in the arts. This scheme also supports arts festivals.

Projects should align to the County Arts Development Plan

There are 3 categories of support under the Arts Act Grants:

Events and Projects / Organisational Support

Traditional Arts

Artists Support

There is **1 category for Arts Festivals**.

Only groups who are in receipt / have been in receipt of Arts Council of Ireland funding will be eligible to access this fund.

Specific requirements for Category 4 (viii) are as follows:

- a) Animation support for groups or individuals applying under this category can make contact with Clare County Council Arts Officer (065 6899084).
- b) Individuals as well as Groups can apply for funding under this category.
- c) The maximum grant award is €1,000.
- d) The following are **not eligible** for funding assistance under this specific category of the Community Supports Scheme:
 - i. Artists exhibiting at the Clare Museum, Scariff Library or Cultúrlann Sweeney in Kilkee.
 - ii. Studio rental.
 - iii. Provision of art classes.
 - iv. Competitive or charity events and activities.
- e) Individual artists must be able to provide proof that they are primarily living and/or working in Clare and that they have a proven track record / professional qualifications of working in the arts. Successful organisers and organisations must be able to provide proof that artists are being paid for their work.

4 (ix) Support Scheme for the Irish Language

Cuireann Scéim Deontais na Gaeilge fáilte roimh iarratais ó eagraíochtaí atá ag eagrú imeachtaí a spreagfadh spéis phoiblí sa Ghaeilge agus a chuirfeadh eolas, tairbhe agus cleachtadh na Gaeilge



chun cinn nó a chuirfeadh feabhas ar chaighdeán na Gaeilge. Tá an Scéim seo dírithe ar imeachtaí a bheidh ag tarlú ón 1 Eanáir go dtí an 31 Nollaig, 2019.

Scéim Deontais na Gaeilge invites applications from organisations hosting an event, which would stimulate public interest in the Irish Language, provide a knowledge, appreciation and practice of the language or improve the standard of the language. This Scheme is aimed at events which will take place between January 1st and December 31st, 2019.

Assistance shall be given only in respect of an exhibition, project or other event which when held would, in the opinion of the Council, stimulate public interest in the Irish language, provide a knowledge, appreciation and practice of the Irish language or improve the standard of the Irish language. Assistance shall be given only in respect of an exhibition or other event held in County Clare, or having significance to Clare. The organiser or organisation must be Clare based. The maximum grant in respect of any exhibition or other event shall be €1,000. Payment of a grant will be in respect of specific activities and not towards the payment of former debts. [Applications for Irish traditional arts projects should be submitted under the Arts Act Scheme, as above at 4 (viii).]

4 (x) Support Scheme for Sustainable Tourism

This fund aims to support community based Tourism Operator Networks that work towards continuous improvement in sustainable tourism practice and are implementing a related Code of Practice. The incorporation of sustainable management practices should be the focus of each member of the Network and these practices should be clearly identifiable.

Application Form

A single Application Form is available for the above grant schemes (i) to (x) for 2019 from Clare County Council's website and from the Rural Development Directorate. As above, local community groups are eligible to make and submit a project application.

Application Forms will be accepted in hard copy format only.

5. How much is funded?

Support for projects under grants 4(i) – 4(x), may be awarded up to a maximum as specified under each. When applying for funding under the Community Supports Scheme applicants must be able to show how the remaining costs of the proposal will be funded and provide details of other funding sources.

6. How will my application be assessed?

Your application will be assessed only on the information provided on or with the application form. You are also encouraged to include documentation with your application to support any information given.

An internal Evaluation Group within the Council, comprised of members of the executive, will assess your application and make a recommendation. The internal Evaluation Group will draw on the professional staff expertise of the relevant Council departments related to the specific project and grant type.



Following this evaluation, the Elected Members will consider the Evaluation Group's recommendation initially at the relevant Committee of Council: the *Working Group for the Action Plan for Rural Ireland*.

This committee is comprised of Elected Members nominated from each of the Municipal District Committees. Subsequently at the full Council meeting, Elected Members will consider the recommendation of this committee (*Working Group for the Action Plan for Rural Ireland*). Final approval for categories 4(i) – 4(x) will rest with the Elected Members of Clare County Council based on a decision at a full Council meeting.

7. How will I know if my community group has been successful?

As outlined, there will be a central contact point for customers in relation to applications for grants, notification of decisions and grant draw-down. The Rural Development Directorate of Clare County Council will perform this coordination function in conjunction with input from the various Council Departments, Directorates and Municipal District Offices relevant to the grants. Following the approval of grants at the full Council meeting, the Council's Rural Development Directorate will formally write to the applicant informing the applicant if the application has been successful or not and will indicate the level of support on offer and conditions attached. The funding must then be accepted formally in writing within 10 days of receipt of the approval letter.

8. If my community group is successful how do I draw down the grant?

1. Applicants must carry out the project or proposal first.
2. Applicants must then submit a claim 16 weeks from the letter of offer date (This deadline date will be included in the letter if your application has been successful). The claim must include:
 - a. Receipts for the full costs
 - b. Evidence of public liability insurance with Clare County Council named as an indemnified party
 - c. Other documentation which will be notified to you at approval stage.
3. Funding not claimed by the agreed deadline will be cancelled.
4. Please ensure that your current financial details (i.e. Bank Account number, Treasurer's name, address and contact details etc) are up to date and notified to our Accounts Payable Team, Finance Directorate. A Supplier Setup / Amendment Form may need to be completed.

9. What else do I need to include with the application?

Please see attached checklist of items to include with your application form. Incomplete applications or failure to include all necessary documentation will result in your application not being considered for funding.



10. Where do I send the completed application?

Please **post** completed application forms to:

Community Supports Scheme, c/o Senior Executive Officer, Rural Development Directorate, Clare County Council, Áras Contae an Chláir, New Road, Ennis, Co. Clare.

Emailed applications will not be accepted, enquiries only to css@clarecoco.ie

Note:

1. We advise groups to keep copies of all documentation submitted as we cannot be held responsible for any documentation that goes missing in transit.
2. We would encourage you to submit your application in advance of the closing date.

For further information or assistance in completing the application form, please contact the Rural Development Directorate on Tel: (065) 6846428 or E- mail: css@clarecoco.ie

Application forms may also be downloaded from <http://www.clarecoco.ie>

Closing Date for Completed Application Forms is 4.00 pm, Wednesday 6th February 2019.

Application Checklist	
1.	Printed Application Form fully completed & signed
2.	Evidence of Public Liability Insurance for any one claim and Clare County Council indemnified
3.	Where the proposal involves site works, a copy of Ordnance Survey maps indicating location of proposal (if relevant)
4.	Any consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland
5.	Evidence of Land Ownership/Permission to use land (If relevant)
6.	Copy of relevant quotations of all costs specified on section 3 of application
7.	Details of any planning permission sought and/or agreed/proof of exemption (if relevant)
8.	Evidence of capacity of group to deliver the project on time
9.	Any relevant further information on the activities of your Group in support of your application (annual report, leaflets)
10.	Evidence of matching funding required for proposal for example current bank statement
11.	Tax reference number or CHY number
12.	Child Protection Policy if you are organising an event or programme that involves children



Conditions Relating to Community Supports Scheme 2019

1. For proposals to qualify under the scheme, the facilities / service to be provided must be available for the use and enjoyment of the general public at all reasonable times, either free of charge or subject to moderate charges to cover any management and maintenance costs. Satisfactory arrangements for future management and maintenance of the facility must be made by the Group.
2. All works should be compliant with Public regulations i.e. Planning Law, Fire Safety Requirements, Health & Safety Requirements and Universal Accessibility. Written evidence should be supplied unless otherwise exempted.
3. Written consent from landowners / property owners will be required for any works undertaken.
4. Confirmation of necessary consents required under heritage legislation such as National Monuments and National Parks and Wildlife or the National Museum of Ireland.
5. Proposals involving landscaping / public space works / works to natural or man-made environments must be accompanied by an Ordnance Survey map outlining site location.
6. All projects must have evidence of adequate and comprehensive Public Liability insurance. Clare County Council accepts no responsibility and concedes no liability in respect of any accident, injury, or damage to property or person however arising regarding any incident, occurrence or claim which may take place. Groups awarded financial support may have to provide specific indemnity for Clare County Council on their Insurance policy in respect of their project. All grant aided assets shall, where appropriate, be kept insured at all times against loss or damage by fire, storm or flooding.
7. Clare County Council wishes to ensure that there is a balanced distribution of grants between community groups with a high level of capacity and groups with a lower level of capacity. In this context and due to constraints on the level of resources available under these schemes, Clare County Council may limit the number of financial awards under grant categories 4(i) – 4(x) that can be accessed by a single group. The norm will be only one application per group.
8. The Council may receive more applications than it can fund. This means that we may have to prioritise applications according to our objectives.
9. All applicants are required to furnish their tax reference number. In the case of a Group which has been granted the status of a charitable organisation by the Revenue Commissioners, the "CHY" number issued to that body is required.
10. Clare County Council must be satisfied about arrangements for the future maintenance of the projects it funds. Applicant Groups will be expected to have ownership or effective control of the land and/or buildings affected and have a constitution to ensure continuity of responsibility into the future. In some cases, the Council may, as a condition of grant assistance, require the Applicant Group to enter into a covenant or agreement to ensure the future maintenance and management of the amenity for the purpose for which the project has been funded.
11. The support from Clare County Council must be acknowledged in any publicity material produced in regard to the Project. This will involve including the Clare County Council logo on any printed/promotional material associated with the project and erection of a plaque /sign if requested.
12. Groups are requested to participate in their local St. Patrick's Day Parade to showcase community endeavour.
13. Groups implementing projects involving persons aged under 18 years of age will be required to have a child safety code of practice in place.



14. Where a contractor is appointed, the successful applicant will be required to obtain all necessary consents and comply with legislation and codes of practice particularly those related to Health & Safety which apply to such work and/or approved schemes.
15. Works must not commence prior to formal approval in writing from Clare county Council, otherwise grants will not be paid.
16. Subvention of a group's routine operating costs is excluded under this Scheme
17. Payment of the grant under the Public Area Enhancement Scheme Sub-Category will be paid subject to a subsequent funding agreement between the main applicant group and sub-group applicant.
18. Projects must be completed by 16th September 2019 and all approved funding claimed by 30th September 2019. Approved projects which have not completed and claimed funding by 30th September 2019 will have the funding withdrawn.
19. Payment of the grant will be subject to receipt of the following:
 - A final report on the project
 - Receipts supporting the expenditure incurred
 - Written statement from the Chairperson and Treasurer that the grant will be used for the purpose for which it is claimed