

# MUNICIPAL DISTRICT OF SHANNON GRANTS 2025

## Guidelines for Grant Applicants



COMHAIRLE CONTAE AN CHLÁIR  
CLARE COUNTY COUNCIL

The Municipal District of Shannon will consider applications for grant assistance in respect of projects designed to improve the quality of life of the people in the Municipal District of Shannon.

The objective of the grants scheme is to encourage and support local community organisations and community groups active in the cultural, artistic and community development areas of the district.

This year the Shannon Municipal District is operating 2 grant schemes

- **Shannon Municipal District Small Community Grant Scheme 2025**
- **Shannon Municipal District Support Scheme for Public Realm Initiatives and Amenity Projects 2025**

This guidance document sets out the eligibility criteria and other matters in respect of the requirements of the grants scheme for applicants.

### Who can apply?

- Successful applicants will be voluntary community groups who are delivering projects within the Municipal District of Shannon. A map of the district is attached.
- The scheme is open to community organisations. The scheme is not open to individuals.
- Public sector organisations are not eligible to make an application under this scheme.
- Groups are encouraged to register with the Clare Public Participation Network (PPN) and be actively involved in the PPN.
- Applicants applying for the Shannon Municipal District Support Scheme for Public Realm Initiatives and Amenity Projects are required to engage with the Shannon Municipal District Office and/or the Rural & Community Development Officer in their area to ensure projects align with work programmes in the district.

### **How much is funded?**

The maximum grant available depends on the scheme which you are applying for.

- Shannon Municipal District Small Community Grant Scheme 2025 – Max grant payable €1,000.
- Shannon Municipal District Support Scheme for Public Realm Initiatives and Amenity Projects 2025 – Max grant payable €3,000. Limited to 7 projects one from each of the following areas within the district – Shannon Town, Sixmilebridge, Newmarket on Fergus, Bunratty/Cratloe, Parteen, Meelick & Clonlara.

### **What types of projects are considered?**

The project must be directly related to one or other of the following categories:

- Projects which promote culture, local heritage and life-long learning.
- Projects which generate civic pride and local community development.
- Grant assistance under this scheme may be applied for in respect of special projects/initiatives only.
- Projects must be capable of being fully completed within the calendar year. Projects which of their nature will not come to fruition within the year are not eligible under this scheme. An absolute deadline for project completion and draw down is 24<sup>th</sup> October 2025. **Approved projects which are not completed and drawn down by this date will have been deemed to have missed the deadline and they will be unable to drawdown the funding.**
- Costs incurred in 2025 apply.
- Applications must show that the project is well planned and must indicate the immediate and potential future benefit of the project to the people it is to serve.
- Please note that large sporting organisations that have access to other large scale funding streams, should utilise these in the first instance.

### **What is not eligible for funding?**

1. Routine operational/running costs such as wages, utility bills
2. Capital sports projects
3. Large Capital projects i.e. construction of buildings, facilities or refurbishment works
4. Entry fees to competitions
5. Purchase of Vehicles
6. Pesticides (gallop, roundup etc.)

## **SHANNON MUNICIPAL DISTRICT SMALL COMMUNITY GRANTS SCHEME 2025 (Max Grant €1,000)**

The Shannon Municipal District Small Community Grant Scheme 2025, invites community and voluntary groups active in a wide range of activities to apply for funding to help in progressing their work and initiatives during 2025. There is a specific focus on projects which promote culture, local heritage and adult life-long learning as well as projects which generate civic pride and local community development.

This scheme will support small scale projects.

Groups that may apply for funding in this category usually include Resident Associations, Heritage & Historical, Age Friendly Groups, Men/Women's shed, Scout groups, Groups holding Small Events, Tidy Towns, Recreational activities, and Sport clubs.

## **Shannon Municipal District Support Scheme for Public Realm Initiatives and Amenity Projects (Max Grant €3,000)**

This Grant aims to improve the visual appeal and functionality of outdoor public spaces and amenities through small-scale development projects.

Applicants should prioritise projects that will create a noticeable positive impact on public spaces. Funding preference will be given to applications that clearly demonstrate this potential.

Eligible projects may include:

- Streetscape enhancements
- Installation of street furniture/name plates
- Welcome signage
- Initiatives that promote heritage
- initiatives that promote biodiversity
- Sustainability projects
- Requests for funding for minor maintenance on community walkways will also be considered.

Limited to 7 projects one from each of the following areas within the district – Shannon Town, Sixmilebridge, Newmarket on Fergus, Bunratty/Cratloe, Parteen, Meelick & Clonlara.

All Groups who carry out enhancements in public amenity areas including Tidy Towns Groups can apply under this category. Priority will be given to projects which benefit the wider community. Large scale capital projects are not eligible under this scheme

Applicants are advised to engage with the Shannon Municipal District Office and/or the Rural & Community Development Officer in their area to ensure projects align with work programmes in the district.

### **Quotations**

Applicants applying for less than €500 in grant funding may submit an estimate of the cost of their proposal based on verbal quotations. Applicants who are applying for in excess of €500 must submit one quotation supporting the costings (emailed or written quotes, catalogue extract). Clare County Council encourages applicants to 'Shop Local' where possible

## **How to apply**

Applications for funding can be made via an on-line application system. The link to the online system is available on the Councils website at the following address <https://clarecoco.submit.com/show/97>

Queries can be addressed to [shannonmunicipaldistrict@clarecoco.ie](mailto:shannonmunicipaldistrict@clarecoco.ie) or alternatively on telephone no. 061-362319.

## **How will my application be assessed?**

- Your application will be assessed only on the information provided in or along with the completed application form. You are encouraged to include documentation with your application to support any information given.
- Applications for funding under the scheme will be required to indicate whether or not funding applications have been made to other Council/Public body schemes and whether or not funding is available from, received from or approved by other agencies, the amount of such funds and the year of receipt or approval.
- The allocation of funds under the scheme for projects/initiatives is aimed at supplementing an organisations or group's own resources. Applicants must provide funding from their own resources towards the cost of the project and they must indicate the level of this 'own resources' financial commitment on their application form.
- In the interest of avoiding duplication of resource provision, availability of funding from other Council grant schemes will be taken into account in determining grant decisions under this scheme.

## **How will I know if my community group has been successful?**

Following the approval of grants at the Shannon Municipal District Statutory Meeting, the Shannon Municipal District Office 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 letter of approval.

## **If my community group is successful, how do I drawdown the grant?**

- Applicants must complete the project or proposal before you can draw down the grant.
- Applicants must then submit a claim by the date which will be stated on the approval letter. This claim must include:
  - (a) Receipts for the full costs supporting the expenditure incurred. Receipts must reference the name of the Grantee e.g. name of the Community Group. Please note that the same receipt cannot be utilised to drawdown another grant.
  - (b) A final report on the project
  - (c) Written statement from the chairperson & treasurer that the grant has been used for the purpose for which it is claimed.
  - (d) Other documentation which will be notified to you at approval stage.

- Groups must hold a Bank or Credit Union Account in their legal name and have an up-to-date tax clearance certificate. Please ensure that your current financial details (i.e. Bank Account number, tax clearance certificate, 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.
- Funding not claimed by the agreed deadline will be cancelled.

**The Closing date for receipt of online applications is 5pm Friday 18<sup>th</sup> April, 2025**

You are encouraged to submit your on-line application in advance of the closing date.

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

<b>Application Checklist</b>		
1.	Where a project is proposed on public land, written confirmation from the Municipal District Office, consenting and supporting the application.	
2.	Where the group does not own the lands involved, evidence of permission to use the lands is required (if relevant).	
3.	Any consents required under heritage legislation such as consents from National Monuments and National Parks and Wildlife or the National Museum of Ireland	
4.	Where the proposal involves site works, a copy of Ordnance Survey maps indicating location of proposal (if relevant)	
5.	Details of any planning permission sought and/or agreed/proof of exemption (if relevant).	
6.	Quotations for all costs in excess of €500.	
7.	Where relevant, evidence of Public Liability Insurance for any one claim with Clare County Council named as an indemnified party.	
8.	Evidence of matching funding required for proposals for example current bank statement.	
9.	Child Protection Policy if you are organising an event or programme that involves children.	
10.	Tax reference number or CHY number (where a group has been granted charitable status by the Revenue Commissioners) and an up-to-date Tax Clearance Certificate	
11.	Any relevant further information on the activities of your Group in support of your application (annual report, leaflets).	