



## The Dublin City Community Enhancement Programme Guidelines 2019



Please read the following guidelines carefully before completing the Dublin City Community Enhancement Programme Application Form 2019

### Introduction

In March 2019 the Minister for Rural and Community Development, Michael Ring TD, launched the Community Enhancement Programme 2019. The Programme is focused on providing capital grants to local community or voluntary groups and not for profit organisations. The Minister has allocated €212,306 under the scheme to Dublin City.

The Programme in Dublin City is being administered by the Dublin City Local Community Development Committee (LCDC) and Dublin City Council.

### Aim of the Dublin City Community Enhancement Programme 2019

The aim of the Programme is to enhance facilities in disadvantaged areas or for individuals and communities that are impacted by disadvantage.

The Dublin City LCDC, under the Community Enhancement Programme 2019, is now inviting applications from groups or organisations for **capital funding**. Applications for funding must clearly demonstrate how the funding will contribute to Goal 2 of the Dublin City Local Economic and Community Plan 2016 - 2021:

Work in partnership with communities to promote social inclusion, tackle poverty and disadvantage, and promote participation, empowerment and positive social change.

The information provided in this document is intended to give potential applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

### Eligibility

- Only applications for capital projects taking place within the Dublin City Council area will be considered.
- Only applications from local community and voluntary groups and not-for-profit organisations based within the Dublin City Council area will be considered.
- Commercial organisations, individuals and for-profit organisations are not eligible for funding under this Programme.
- Only completed, signed applications submitted by 5pm on Friday 14th June 2019 and on the official Dublin City Community Enhancement Programme Application Form 2019 will be considered.

### Available Funding

- The total amount of funding available under the Dublin City Community Enhancement Programme 2019 is €212,306.
- €40,000 of the total fund has been ring-fenced for grants of €1,000 or less.
- Applicants can apply for a maximum grant of €5,000.
- Applications must specify the amount of funding required and include evidence of the cost. A written quote or a print-out from a supplier website will suffice as evidence of cost. Please ensure that the evidence of cost is inclusive of VAT.
- Applicant groups must self-certify that they do not have the funding to undertake the project or purchase the equipment, without the grant aid, or alternatively that with the grant they will now undertake a larger project which they otherwise would not be able to afford.
- If the project or the purchase of equipment is being part-funded from another source, including applicant's own funds, applicants will be required to provide documentary evidence of the availability of the shortfall.
- Payments to successful applicants will be made in 2019 into the dedicated **group** bank account.

### Timeline

- Deadline for submission of applications is 14th June 2019.
- Notification of LCDC decision September / October 2019.
- Payment of funding by December 2019.
- Any funding that remains unspent on 31st March 2020 must be returned to the Department of Rural and Community Development via Dublin City Council.

## **What will be funded**

- Projects of a capital nature or the purchase of equipment. Match-funding from other sources is allowed but is not a requirement.
- The Programme will cover capital funding for projects or equipment that will contribute to Goal 2 of the Dublin City LECP - Work in partnership with communities to promote social inclusion, tackle poverty and disadvantage, and promote participation, empowerment and positive social change.
- Projects that will have a positive impact on the environment are encouraged.

## **Examples of capital projects**

- Purchase of equipment for example gardening, play or leisure
- Computer equipment
- Furniture and fittings
- Making improvements to premises for example disabled access, fire doors
- Energy efficient projects

## **Examples of what will not be funded**

The following expenditure is not eligible for funding:

- Any day-to-day expenses (i.e. current or operating costs)
- Employment costs
- Routine maintenance, minor repairs or other ongoing costs, including paint or painting
- Purchase of plants or shrubs
- Legal or insurance costs
- Project management fees
- Purchase of lands or buildings
- Feasibility or research studies
- Private or commercial operations
- Assistance to cover loans or deficits
- Events or festivals
- Projects outside the Dublin City Council administrative area

## **Criteria for Selection**

All applications for funding received by the Dublin City Local Community Development Committee under this Programme will be treated fairly and impartially and will be assessed against the following criteria:

- Potential to contribute to the achievement of Goal 2 of the Dublin City Local Economic and Community Plan 2016 - 2021.
- Priority will be given to groups or organisations located or working in areas of disadvantage or with individuals or communities impacted by disadvantage within Dublin City.
- Priority will be given to community and voluntary groups working at a local level.
- Geographical balance and desirability to fund a variety of projects.
- Demonstrated need for the project, frequency of use and the number of people that will benefit
- Demonstrated collaboration with other organisations.

## **Payment Process**

- Following the decision of the LCDC, each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant terms and conditions and subject to the satisfactory acceptance by the applicant of this offer.
- The Minister reserves the right to reassign the funds offered to another approved project if all requirements are not met within a defined period.
- The applicant group/organisation does not have to be registered for tax purposes except in cases where any payments will bring total funding to a single group/organisation in a 12 month period to a sum in excess of €10,000 (inc VAT). In these cases, receipt of a tax clearance access number along with a PPS/tax reference number will be required.
- Any applicant group/organisation that is registered for tax purposes must be tax compliant. In line with revised tax clearance procedures, which came into effect in January 2016, the Tax Clearance Access Number and Tax Reference number must be submitted for verification purposes.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.

## **Privacy (General Data Protection Regulation G.D.P.R.)**

The purpose for processing your data is to process your application for the Dublin City Community Enhancement Programme 2019. The information you provide will be assessed by the Dublin City Local Community Development Committee, staff of Dublin City Council and external specialists, as required.

The Department of Rural and Community Development have the right to access all applications for funding.

Your information will be retained for five years. If you do not furnish the personal data requested, Dublin City Council will not be able to process your application.

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- the right to access the personal data that we hold about you, together with other information about our processing of that personal data
- the right to require us to rectify any inaccuracies in your personal data
- the right to require us to erase your personal data
- the right to request that we no longer process your personal data for particular purposes
- the right to object to our use of your personal data or the way in which we process it

Please note that to help protect your privacy we take steps to verify your identity before granting access to personal data.

If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) Tel: 01 2223775. All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.

## Accountability and Corporate Governance

- Successful applicants will be required to comply with the highest standard of transparency and accountability as documented in the Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>
- Groups or organisations who are funded under this Programme will be expected to provide evidence of spend in the form of receipts/invoices marked paid and photographic evidence and a short report on how the project contributed to Goal 2 of the Dublin City Local Economic and Community Plan 2016 - 2021
- The Department, the Dublin City LCDC and Dublin City Council reserve the right to carry out inspection visits or an audit of expenditure.
- The Department is encouraging funded bodies to adopt the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations. Further information on the Code is available at [www.governancecode.ie](http://www.governancecode.ie)

## How to apply

Applicant groups or organisations must submit a completed and signed official application form by **5pm on Friday 14<sup>th</sup> June, 2019**.

Incomplete, unsigned or late applications will not be considered. The declaration page must be signed; a scanned copy of the signature will be accepted. Typed names in place of signatures will not be accepted. Any documentation in support of your application **must be submitted with your application**.

Only projects or equipment that meet the criteria outlined above will be considered eligible for the purpose of securing grant funding.

**Signed** application forms should be submitted to:

[lcdc@dublincity.ie](mailto:lcdc@dublincity.ie)

OR

Dublin City Local Community Development Committee  
Housing and Community Services  
Dublin City Council  
Civic Offices  
Block 1, Floor 3, Wood Quay  
Dublin 8

The Dublin City Community Enhancement Programme Application Form 2019 can be obtained at:

Website: [www.dublincity.ie/lcdc](http://www.dublincity.ie/lcdc)

Email: [lcdc@dublincity.ie](mailto:lcdc@dublincity.ie)

Phone: Brenda O'Reilly 01 222 6475