



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

Ár dTodhchaí  
Tuaithe  
Our Rural  
Future



**LCDC**

Coiste um Fhorbairt Pobail Áitiúil Chill Dara  
Kildare Local Community Development  
Committee



**Department of Rural and Community Development  
Community Activities Fund  
under the  
Community Enhancement Programme  
2022  
Guidelines**

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM**

## 1. Introduction

The **Community Activities Fund (CAF)** provides funding to support community groups across Ireland.

The **CAF** is funded by the Department of Rural and Community Development (*the Department*) and administered by the Local Community Development Committees (LCDCs) in each Local Authority area.

The Department provides funding to each Local Authority (LA) area and the LCDCs then administer this funding locally to ensure funding is targeted appropriately towards addressing disadvantage in the areas that need it most.

It is important to note that other agencies and departments also invest in disadvantaged areas<sup>1</sup>. The CAF will operate in a complementary manner to add value to other front-line schemes and programmes being operated in communities.

Kildare LCDC has been allocated €296,027 under this scheme to be allocated in the following way:

- €180,905 Current funding for use towards running/operating costs
- €115,122 Capital funding for use towards carrying out necessary repairs and improvements to facilities, energy efficiency type projects, purchase of equipment etc

Groups/organisations are requested to apply for funding based on a minimum of €1,000 up to a maximum of €10,000.

Applications can be made online at <https://submit.link/EM> referenced Kildare Community Activities Fund by **Monday 28<sup>th</sup> February 2022 at 5pm**.

It is highly advisable that applicants give plenty of time to make their applications. As this is a new online system, it is recommended that applications are made at least ten days before the closing date. **Late or incomplete applications will not be considered.**

Successful applicants must have the grant awarded fully spent by December 31<sup>st</sup> December 2022 and return a report with receipts by 31<sup>st</sup> January 2023.

<sup>1</sup> For example, the Department of Education and Skills in DEIS schools and community liaison officers, HSE in community care services, DSP in Intreo and through the Local Employment Service etc. This Department of Rural and Community Development also operates the SICAP (Social Inclusion and Community Activation Programme) to assist individuals and groups from disadvantaged communities.

## 2. Aims of the Programme

The **Community Activities Fund** will support groups, particularly in disadvantaged areas. This funding is about giving a helping hand to our communities, local groups, and clubs.

- With their running costs such as utility bills (electricity costs, refuse charges, heating charges) or other operating costs for e.g., rental/lease costs, insurance bills. Staffing related costs are not eligible.
- Groups will also be able to use the funding to carry out necessary repairs and improvements to their facilities, purchase equipment for e.g., tables and chairs, tools and signage, laptops and printers, lawnmowers, canopies, and training equipment etc.

## 3. Who is eligible to apply?

Any not-for-profit community or voluntary group, not for profit community centre, parish halls or facility working or located in Kildare can apply. Only one application per group/organisation will be assessed. In the case of more than one application, the first application received will be the one assessed.

State agencies, commercial organisations, churches, schools, and individuals are **not eligible** for funding.

## 4. What projects are eligible for funding?

### 4a. What costs are eligible for funding?

The following provides a non-exhaustive list of **projects** that could receive funding under the programme. There are two categories of funding:

#### **i) Capital costs/equipment/repairs**

- Development/renovation of community centres/youth centres/sports-recreational facilities
- Improvements to town parks and common areas and spaces
- Public realm improvements
- Streetscaping
- Development of play/recreation spaces
- Energy efficiency type projects
- Purchase of equipment
- Adaptations or equipment needed as a result of COVID-19

#### **ii) Running Costs**

- Maintenance of premises
- Utility Bills (electricity costs, refuse charges, heating charges)
- Operating costs (e.g., existing rental/lease costs, insurance bills)
- Website Maintenance
- Cleaning
- Audit & Accountancy fees

To ensure appropriate monitoring and governance, the Department is stating that only operating/running costs related to the period **1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022** are eligible.

### Target groups

This funding is targeted towards supporting communities that are impacted by disadvantage as identified in the LECP. Applications are particularly welcome from groups/organisations working to respond to COVID-19 identified priorities - food poverty, digital poverty, mental health, domestic violence, children/young people with disabilities.

### **4b. What is not eligible for funding?**

The following expenditure is not eligible for funding:

- Any project not in keeping with the ethos of the Programme
- Employment costs
- Legal fees
- Project management fees
- Purchase of lands or buildings
- Feasibility studies
- Private or commercial operations
- Costs which are being paid for by another funder or department

## **5. Requirements of the Programme**

The following conditions apply to all projects. Depending on the nature of your project (and the group applying), there may be further requirements that must be met. The Kildare LCDC will discuss this with you if your application is successful.

### **Tax Requirements**

- The applicant group/organisation does not have to be registered for tax purposes.
- 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.

**Statutory Consents** - Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to planning permission, evidence of lease agreements etc.

**Insurance** - Written evidence of a valid insurance policy may be requested by the LCDC, where relevant, during the application review process.

**Acknowledgment of funding** - Due to the value of some of these grants, it would not be cost-effective to require signage acknowledging the Department, Local Authority or LCDC. Other suitable acknowledgements will suffice e.g., on a group/organisation's website or social media platforms. Where signage is developed it should acknowledge the contribution of the Department.

**Match-funding** - this is not a requirement under this programme.

## Procurement

Groups will be expected to adhere to public procurement procedures when applications are based on capital costs. See table below for the quotes required for works and works related professional Services:

|   |                         |  |
|---|-------------------------|--|
| <b>Works<br/>(&amp; related services)</b> | Below €5,000            | Quotations<br>(1 written quote)          |
|   | €5,000 - under €10,000  | Quotations<br>(minimum 3 written quotes) |
|   | €10,000 – under €50,000 | Quotations<br>(minimum 5 written quotes) |

## Evidence of Running Costs

Groups/organisations applying for support towards running costs will be expected to provide evidence to support their application e.g., insurance quotes, utility bills. Only operating/running costs related to the period **1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022** are eligible for consideration.

## Eircode

To facilitate the identification of the location of the projects/work, the Department have requested that all applications must include the Eircode of location of the project/facility.

## 6. Selection Criteria

Applications will be evaluated by the LCDC to ensure eligibility and that they are targeted at addressing disadvantage as identified in its LECP. Projects must be in keeping with the ethos of the programme, which is to provide funding to communities across Ireland to enhance facilities in disadvantaged areas. In the event that all applications cannot be funded under this programme, Kildare LCDC will compile a list of projects should further funding become available through this or a similar funding programme in 2022.

Applications should clearly indicate the scale of funding required and if they are making an application for:

- a) Capital costs/equipment/repairs only
- b) Running costs only
- c) Under **both** capital costs/equipment/repairs *and* running costs

The overall fund available in Kildare €296,027 and will be allocated in the following way:

- €180,905 Current funding for use towards running/operating costs
- €115,122 Capital funding for use towards carrying out necessary repairs and improvements to facilities, energy efficiency type projects, purchase of equipment etc

Should applications exceed the amount available, the funding will be prioritised to applications:

- That target disadvantaged communities, groups or individuals
- Groups/organisations working to respond to COVID 19 identified priorities- food poverty, digital poverty, mental health, domestic violence, children/young people with disabilities

Applications from Sports Groups must clearly display that their facility will benefit the broader community particularly more vulnerable/disadvantaged groups and/or COVID 19 priorities.

Applications will be evaluated by the LCDCC to ensure eligibility and consistency with the Kildare LECP which is available on the following link:

<http://www.kildarelcdc.ie/wp-content/uploads/2016/01/Kildare-LECP-2016-2021.pdf>

Projects may also be judged having regard to how they:

- Support local groups and clubs, which have continued to serve their community during Covid-19.
- invest to increase or extend the use of the facility, for example, to voluntary and community groups.
- reduce the annual running cost of a facility;
- have a positive impact on the environment, for example, a reduction in energy consumption;
- demonstrate collaboration with the local authority or other relevant bodies in the catchment area;
- support the creation of a sense of place within the community including through the enhancement of the built environment;
- address health and safety issues; and/or,
- invest in technology which will be accessed by individuals and communities that are impacted by disadvantage.

The overall quality of the application submitted and compliance with governance and procurement requirements will also be considered in the final assessment.

**Quotes to evidence procurement and/or evidence of running costs must be submitted as part of the application in order for it to be considered. Applications submitted that do not adhere to procurement/evidence will not be considered.**

## **7. Corporate Governance**

### **7a. Monitoring:**

Grantees will be required to comply with the highest standard of transparency and accountability as documented in 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>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publicly funded assets without prior approval.

### **7b. The Code of Governance for Community and Voluntary organisations**

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work. The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at [www.governancecode.ie](http://www.governancecode.ie)

## 8. Approval Procedures

All applications for funding under this programme received by Kildare LCDC will be reviewed and assessed to ensure consistency with the relevant Local Economic and Community Plan (LECP).

In deciding the final allocations of funding to projects, Kildare LCDC may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects and the relative disadvantage of the area where the facility is located (or will serve)<sup>2</sup>. A balance between funding smaller and larger scale projects will be considered. If the eligible applications exceed the funding available, criteria outlined in section 6 will be used to award funding.

Following the decision and approval by 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 conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

### **Please Note:**

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

The LCDC in evaluating proposals received may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies.

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<sup>2</sup> This may include cross-referencing the location of the facility/group (or the area it serves) with the Pobal Hasse deprivation index which is available on [www.pobal.ie](http://www.pobal.ie).

## 9. General

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

### **Freedom of Information Act 2014**

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

### **Site Visits**

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

### **Further information may be requested**

The LCDC reserves the right to request further information from you in order to assess your application if so required.

### **Usage of information**

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilities audits and any site visits. When evaluating the applications received the LCDC may seek advice and consult with other agencies and may disclose information on projects under consideration to those experts and agencies. For further information regarding how your data may be used see Kildare County Council's Data Protection Privacy Statement page 9.

### **Other**

- For grants towards running costs and or upgrade of facilities, applicant groups shall self-certify that they do not have the funding to undertake the costs, 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 funding application is for one element of a project, applicants will be required to provide documentary evidence of the availability of the balance of funding for that particular element of that project.
- The Programme is 100% exchequer funded. Applicants are free to leverage other funding/match funding for projects although that is not a requirement of this new programme.
- It is the responsibility of the grant applicant to ensure that using this Programme to co-fund a project does not contradict the rules of the other scheme/programme. Please ensure you consult with the administrators or body responsible for any other funding scheme or programme in this regard.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.
- Generally, no third party or intermediary application will be considered
- All information provided in respect of the application for a grant will be held electronically
- The Dept reserves the right to publish a list of all grants awarded on its website

## 9. How to Apply

### Application Form

The online application form is detailed and is designed to ensure that it has the necessary information to evaluate each proposal accurately and fairly. **Please ensure that you complete the 2022 application form in full online and that all documentation in support of your application is uploaded with your application.**

Only projects that meet the criteria outlined above will be considered eligible. Groups/organisations are requested to apply for funding based on a minimum of €1,000 up to a maximum of €10,000.

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

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time. All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

**Applications should be made online at:** <https://submit.link/EM> referenced Kildare Community Activities Fund

It is highly advisable that applicants give plenty of time to make their applications. As this is a new online system, it is recommended that applications are made at least ten days before the closing date.

**Closing date: Monday 28<sup>th</sup> February 2022 at 5pm**

For any queries please email: [grants@kildarecoco.ie](mailto:grants@kildarecoco.ie) by Friday 18<sup>th</sup> February 2022

**Late or incomplete applications will not be considered.**

Successful applicants must have the grant awarded fully spent by December 31<sup>st</sup> December 2022 and return a report with receipts by 31<sup>st</sup> January 2023.



## Comhairle Contae Chill Dara Kildare County Council

# Data Protection Act 2018 (as amended) PRIVACY STATEMENT for Community Activities Fund

### Who are we?

Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social, and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities, and businesses of County Kildare we will be required to collect, process, and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current, and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

### Why do we have a Privacy Statement?

This privacy statement has been created to demonstrate the Council's commitment that personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant, and limited to what is necessary for purpose for which it was obtained
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy Statement at <http://kildare.ie/CountyCouncil/DataProtection/> or you can request a hard copy at 045 980 200.

## **What is the activity referred to in this Privacy Statement?**

Community Activities Fund

## **What is the basis for making the processing of this personal data lawful?**

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kildare County Council in accordance with Article 6(1) of the General Data Protection Regulation, 2016. Specifically, the lawful basis for this process is Local Government Reform Act 2014 Schedule 3 Ref 10.

## **We require contact details**

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

## **What other types of personal data do we need to undertake this activity?**

Bank details (to facilitate payment)

## **What will happen if the personal data is not provided?**

Grants cannot be processed or paid if you do not complete the application form in full

## **Am I the only source of this personal data?**

In some instances to assist with the delivery of the activity or to comply with regulatory or legislative requirements personal data is sourced from a third party.

This does not apply to this activity.

## **Is personal data submitted as part of this activity shared with other organisations?**

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing applies to this activity.

Data is shared with the: LCDC Evaluation Team for assessment of grant purposes only

Data is not transferred to another country.

## **How long is my data kept for?**

The Local Authority sector operates under a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. The National Record Retention Policy for Local Authority Records is available: <http://kildare.ie/CountyCouncil/DataProtection/>

## Do you need to update your records?

Kildare County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.

In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this. If you find that personal data, we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

**Writing to us at:** Kildare County Council, Corporate Services, Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F

**Emailing us at** [customercare@kildarecoco.ie](mailto:customercare@kildarecoco.ie)

When making a request to update your records please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc. and proof of your identity

## Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.

If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council.

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

To exercise these rights logon to <http://kildare.ie/CountyCouncil/DataProtection/> , use one of the forms at our Counters or contact us. Completed applications should be returned to:

## Kildare County Council – Data Protection Officer

|                       |  |
|-----------------------|--|
| <b>Phone</b>          | 045 980 200  |
| <b>E-mail</b>         | <a href="mailto:dataprotection@kildarecoco.ie">dataprotection@kildarecoco.ie</a> or <a href="mailto:customercare@kildarecoco.ie">customercare@kildarecoco.ie</a> |
| <b>Postal Address</b> | Áras Chill Dara,<br>Devoy Park,<br>Naas,<br>Co Kildare. W91 X77F.  |

## Right of Complaint to the Data Protection Commissioner

If you are not satisfied with the outcome of the response received by the Council, you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you. The Data Protection Commissioner's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact their Office at:

|                       |  |
|-----------------------|--|
| <b>Lo Call Number</b> | 1890 252 231   |
| <b>E-mail</b>         | <a href="mailto:info@dataprotection.ie">info@dataprotection.ie</a>                             |
| <b>Postal Address</b> | Data Protection Commissioner<br>21 Fitzwilliam Square South<br>Dublin 2<br>D02 RD28<br>Ireland |

**Changes to Privacy Statement:** We may make changes to this Statement. If we make changes they will be posted below.

**LAST UPDATED ON:** January 2022