



## Department of Rural and Community Development Local Enhancement Programme 2025

### Running Costs Guidelines

Please read the following guidelines carefully before completing the application form

#### 1. Introduction

The **Local Enhancement Programme (LEP)** provides funding to support community groups across Ireland particularly in disadvantaged areas.

The **LEP** 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 **LEP** will operate in a complementary manner to add value to other front-line schemes and programmes operating in communities.

Kildare LCDC has been allocated **€34,905** to support **Running Costs** incurred by community groups/organisations in Kildare. This includes, as an example:

- Electricity Bills
- Heating Bills
- Insurance costs
- Rental Costs
- Audit and accountancy fees
- Website maintenance
- Refuse charges

Costs associated with employment/staffing, training, capital, CCTV are not eligible under this scheme.

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<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. The 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. How to apply

Complete the application online at the following link: [Application Form](#)

Please ensure that you complete the application form in full and that any documentation in support of your application is submitted with your application.

The **maximum amount eligible for the Running Costs application is €1,000.**

These costs must be incurred **between 1<sup>st</sup> June 2024 and 31<sup>st</sup> December 2024.**

**A copy of the running cost bill or invoice** is required as part of the application process. This means that the bill/invoice for the eligible period 1<sup>st</sup> June 2024 - 31<sup>st</sup> December 2024 (e.g. an electricity bill) needs to be uploaded as part of the application.

**Proof of payment**, where payment is made, should also be uploaded with the application.

Only one Running Cost application per group/organisation will be assessed. In the case of more than one Running Cost application, the first application received will be the one assessed.

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.

**For queries** please email: [grants@kildarecoco.ie](mailto:grants@kildarecoco.ie) by 3:00 p.m. Friday 21<sup>st</sup> February 2025

**Application closing date: 5.00 pm on Friday 28<sup>th</sup> February 2025**

It is advised that plenty of time is given to prepare and submit your application.

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

## 3. Eligibility

Due to the experience of similar grant schemes in recent years, demand for funding is likely to be high.

Therefore, the priority of this funding is to aid Community Groups/Organisations and Centres located in areas of disadvantage and/or with a clear remit to provide services to the most socially excluded in particular:

- Community Centres/Facilities, Parish Halls
- Family Resource Centres

Areas of disadvantage in Kildare are determined using the Pobal HP Deprivation Index which you can use to search for your area [here](#)

The criteria for social exclusion for the purpose of this application are determined by the Pobal SICAP 2024-2028 priority target groups:

People living in disadvantaged communities	Educationally disadvantaged	Jobless households or where the primary income is low paid/precarious
Long term unemployed	People with a criminal history	Refugees
Heads of one parent families	Travellers	Roma
People with disabilities	International Protection Applicants	

Applications should clearly fit with the priorities outlined in the [County Kildare LECP Implementation Plan 2024-2026](#) and impact positively on climate change.

Sports groups and organisations are **not a priority** for this funding stream. However, consideration will be given to sports facilities that are the primary hub or the only centre in an area providing facilities for broader community/voluntary use e.g. older people groups, youth groups, men’s/women’s sheds etc. particularly in areas of disadvantage.

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

## 4. Conditions of the Programme

### 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.

**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 must acknowledge the contribution of the Department of Rural and Community Development.

### Eircode/XY Co-ordinates

To facilitate the identification of the location of the projects/work, we request that all applications must include the Eircode and/or XY Co-ordinates (click on this link [here](#) for a guide to source the co-ordinates) of the location of the project/facility.

## Transparency

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.

## 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 their 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.

## 5. Application assessment

**Step 1:** Applications submitted by 5.00pm on Friday 28<sup>th</sup> of February 2025 will be assessed by an Evaluation Committee of Kildare LCDC. The eligibility criteria in Section 3 will inform the assessment process.

The overall quality of the application submitted and compliance with governance requirements for this and previous KCC Community Grants is a key consideration in the final assessment. The LCDC in assessing applications received, may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

**Step 2:** Following the assessment stage a list of recommended grant awards will be presented to Kildare LCDC for their consideration and approval.

**Step 3:** Following LCDC approval, the Department of Rural and Community Development (DRCD) will publish a list of projects funded under the Local Enhancement Programme on its website.

**Step 4:** Once the list of projects funded is published by DRCD, all applicants will receive an email from Kildare LCDC outlining the decision reached on their application.

Following the decision, approved applications, 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.

Outstanding receipts for grants previously funded by Kildare County Council's Community Section must be submitted in line with requirements in order to process LEP 2025 grant awards.

**Step 5:** All funding allocated must be fully spent with proof of payment submitted online to Kildare County Council no later than 30<sup>th</sup> of September 2025

The right is reserved to reassign the funds offered to another approved applicant 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.

## **6. General**

### **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 on 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, the LCDC, or agents acting on their behalf 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 facilitate 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 at the end of these guidelines.

### **Other**

- 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 programme.
- 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 Department and Kildare County Council/LCDC reserves the right to publish a list of all grants awarded on its website.



# Comhairle Contae Chill Dara

## Kildare County Council

**Data Protection Act 2018 (as amended)**

### **PRIVACY STATEMENT for Local Enhancement Programme 2025**

#### **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?**

Local Enhancement Programme 2025

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



**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>	<b>1800 437 737</b>
<b>E-mail</b>	<b><a href="mailto:info@dataprotection.ie">info@dataprotection.ie</a></b>
<b>Postal Address</b>	<b>Data Protection Commissioner 21 Fitzwilliam Square South Dublin 2 D02 RD28 Ireland</b>

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

**LAST UPDATED ON: January 2024**